



City of Kootenai
COUNCIL MEETING
MINUTES
DATE: October 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 – HERE, and Councilman Rafferty – HERE.

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

Amendments to the Agenda –Clare advised that the City had a last minute invite to comment on a city of Ponderay proposed subdivision off of McGhee Rd. Councilwoman Mjelde moved to allow the item to be placed within the Planner’s report for potential action, 2nd be Councilman Schock; roll call vote:

Councilman Sundquist – AYE
Councilman Rafferty– AYE

Councilwoman Mjelde – AYE
Councilman Schock – AYE

Announcements – None were proposed

Others Present: Vern Roof representing Northside Fire Department, Dr. Becky Meyer, School District Superintendent for the Lake Pend Oreille School District, Lieutenant Steven Chamberlain representing Sandpoint Police Department, City resident, Sandra Furlini, City resident Marvella Bjorkjuist, City resident, Dusteena Milligan.

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. Lake Pend Oreille School District – Dr. Becky Meyer, District Superintendent advised that her goal is to have better communication with the community. She advised that the District has started a district safety task force team which includes the Chief and Officer Little and several other retired law enforcements and parents. She advised that they meet weekly and the meetings have been very beneficial they have already implemented some safety measures. She stated that if anyone had any ideas or are interested the meeting are on the District website and she would be happy to give a presentation in the future if needed. She also advised that the District had a five-year

strategic plan . She stated that they now had three community interests: the city of Sandpoint, the Clark Fork area and Sagle. She mentioned that the meetings were not very well attended as it is harder to get a physical presence. She stated that there was a survey online and encouraged all to visit it. Councilwoman Mjelde asked if the school district was concerned about the influx of development in the city of Ponderay. Dr. Meyer stated that yes, they were and were in the process of drafting a comment to the city. She advised that she wanted it to be on record that the school district can't collect impact fees, or raise taxes set supplemental fee increase in students will affect Kootenai and there is no income to address the influx of population in the area.

3. Northside Fire Department – Ordinance #234 Section 7.3.16 Joint Development Advisory Committee – Vern Roof advised that he was still working on resolving the issue of each City having to choose 5 residents within the City with different areas of development expertise to establish a Development Advisory Committee. He added that that there were several small cities that do not house this type of expertise. He advised that he could come to another meeting in February or March to give an update and see if the City had managed to find anyone who could serve on the Impact Fee Board. Mr. Roof went on to advise that he had completed some research about weed abatement to see if there may be anything that the Fire District could do to help out the City with weed control. He stated that he did not see anywhere where the Fire District could help with other than suggesting that a firewall be plowed in along the outside borders of undeveloped lands.

4. Reports:

4.A. Mayor: Mayor Lewis informed Council that she had attended the Sandpoint Chamber meeting to give her State of the City. She also advised that she would be attending another Urban Area Transportation workshop on October 21st that would address priority projects that were proposed for the Greater Sandpoint Area.

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

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

4.C3 – City of Ponderay Request to Comment for AC22-027 and AM22-028– Clare advised that her staff had reviewed the proposed text amendment which is within an area that is located outside the established Area of City Impact (ACI) between Bonner County and Kootenai. She advised that the applicant was Kootenai Land Trust who were seeking a land use code text amendment to allow for new lots to provide access on private street, when designed as part of an approved plan and authorized by the City Council. The proposed change would allow an applicant to seek Council approval to construct private streets with an urban street section, rather than designing to public road standards. She additionally advised that the Kootenai Land Trust, Patrick Properties and Jacob Wray were requesting a zone change from Industrial to Commercial for two undeveloped lots to allow for higher-density residential developments. She stated that the site is located off Hawthorne Avenue along Hwy 200, east of the intersection with Kootenai Cut-Off Road. Councilman Sundquist asked if a traffic study had been requested by the city of Ponderay. Clare advised that she had not seen one nor did she know if one had been requested. Councilman Sundquist went on to express his concern

about a change from industrial to commercial as such a change would give a potential for multiple housing development which would have a great impact to the local schools. He also stated that they needed to address sidewalks and a crosswalk across McGhee Rd to make a safe route to the school. Council agreed with Councilman Sundquist's concerns. **Councilwoman Mjelde moved to have Clare's staff submit a comment regarding ZC22-027 and AM22-028, 2nd by Councilman Schock; roll call vote:**

Councilman Sundquist – AYE
Councilman Rafferty– AYE

Councilwoman Mjelde – AYE
Councilman Schock – AYE

4.C4 – City of Ponderay SS22-043 – Clare advised that the city of Ponderay had received an application to develop a subdivision within Ponderay and west of the Kootenai city limits to provide a 77-67-acre parcel into 60 residential lots and three common area/drainage lots with a large, designated remainder parcel. She advised that two new streets and street extension are proposed. The preliminary plat shows these lots would have an access point to McGhee Road within the City of Kootenai. She also advised that they were proposing to name the development McGhee Subdivision, which is nearly the same as two subdivisions within the city of Kootenai. Council expressed their concern that there had been no traffic study. They were also very concerned that there were no proposed sidewalks or safe route to school, and that there may be an issue with the railroad crossing. They also agreed that the subdivision should not be named the same as subdivisions within the City as it will be too confusing when it comes to emergency access and location. **Councilwoman Mjelde moved to allow Clare's staff to comment Council's concerns regarding SS22-043, 2nd by Councilman Schock; roll call vote:**

Councilman Sundquist – AYE
Councilman Rafferty– AYE

Councilwoman Mjelde – AYE
Councilman Schock – AYE

4.D. City of Sandpoint Law Enforcement: - Written Report – Attached. Councilman Sundquist mentioned that he was impressed that Lieutenant Chamberlin's team was able to prevent an out and out fight regarding an incident they were called to. Lieutenant Chamberlin stated that that is why they have crisis intervention training.

4.E. Selkirks-Pend d'Oreille Transit (SPOT) – Mayor Lewis stated SPOT had found a new director, and that they were very happy to have her previous experience.

4.F. Clerk – Written Report – Attached. Ronda mentioned that their new deputy clerk, Mandy was a great asset. She stated that they had both attended the ICCTFOA conference this year and it was very beneficial to have both her and Mandy in attendance so that the training could be split up between Clerk training and Treasurer training.

3.G. Park Committee – No report was given

4.H Vegetation Management – Specific issues were discussed:

4.H1 Weed Abatement on undeveloped properties – Ronda advised that she had found a local service who were able to abate a couple of small undeveloped properties off Second Avenue. She stated that she had billed the property owners and was awaiting payment. She also advised that she had spoken to another property owner in the same area and was advised that the property weed issue would be addressed. She advised that she had sent a

letter to another property in the same area and had not received any contact from the property owner and was going to have the City's Alternate Code Administrator take a couple more pictures and then seek direction for further action.

4.H2 Priority Tree Health Removal within City rights-of-ways – Ronda stated that she and the City's Deputy Clerk, Mandy, had looked at a couple of trees that were reported dead and were concerned that the trees may not be within the City's rights-of-ways. She advised that she needed to have the City's Alternate Code Administrator do a couple of measurements to insure that the trees were indeed within the City's rights-of-ways before she gave the go to have the City remove them.

4.H3 Priority Tree Health Removal within the City rights-of-ways – Ronda advised Council that the Idaho Department of Lands had completed an inventory of unhealthy trees within the City's rights-of-ways and that she had sent letters to property owners who had priority tree health within the City's rights-of-ways advising that it was their responsibility to

5. Discussion/Action Items

5.1 Lignetics Update – Councilman Rafferty questioned the inspection report. He stated he was confused about the status of each topic as the report states a fail but then there is a date and asked if that date means that is was now passed. Vern Roof asked to see the report as he was not privy to the information. Vern confirmed that the date provided on the report was the date in which the issue needed to be remedied. He advised that the Fire Department was going to try to work with the facility if there is a problem with the date given to complete the recommendation.

5.2 VA Clinic Temporary Certificate of Occupancy – Ronda advised that the Clinic was have issues with delivery of parts to fix the emergency strobe lights within the complex and were requesting a temporary certificate of occupancy until the parts arrived. Councilman Sundquist asked how long the Temporary Certificate of Occupancy would be in effect. Councilman Schock state he thought it would be 180 days but could not find anything in the City's Code to back that up. **Councilwoman Mjelde moved to approve the Temporary Certificate of Occupancy for the VA Clinic, 2nd by Councilman Sundquist, roll call vote:**

Councilman Sundquist – AYE
Councilman Rafferty – AYE

Councilwoman Mjelde – AYE
Councilman Schock – AYE

5.3 – City Personnel Policy – Ronda advised that she had advised the City's attorney of the changes that Council proposed at the last meeting. She stated that the City had received a revised Policy for Council review. There was discussion about milage and how it should be paid out. Councilman Sundquist stated that mile expenses should only be paid out once each month and not every time there was an expense during the month. Ronda stated that when she knew that she was going to attend a conference or district meeting she would determine the milage and calculate the cost and then use the City's credit card to get gas. She advised that these conferences usually happen during the last week of a month, and she may not always have a budget to carry City expenses. Mayor was concerned about not having a paper trail for milage expenses. Ronda showed Council an expense report that reflected milage expenses and the use and the credit card receipts proving the reimbursement. There was a little confusion. Ronda advised that she reach out to the City's attorney and a few other small cities to see what their procedure was.

5.4 – Public Records Request Form and Resolution – Ronda stated that the City’s had received a proposed resolution and new form for public records requests. Council suggested that the costs for requests for over 2 hours of labor and over 100 pages be reflected on the resolution.

5.5 Code Violation for 306 Kootenai St. – Marcella Bjorkjuist, representing 306 Kootenai addressed Council explaining that her parents have passed and that her and her brother were trying to manage the property. She advised that the property was in probate and there was not really anything either one of them could do until the probate was complete. She admitted that the property was in disarray, but that they had removed a few vehicles and had organized the precious belongs on the porch and around the property. She expressed her concern that the letter she received from the City’s attorney was excessively threatening and asked if other code violations had been addressed as she has experienced many of them. Councilman Sundquist stated that the City was in the process of addressing several other code violations within the City; her parents’ property just one of them and also stated that this issue has been going on for several years; it is not just a recent issue. He also stated that he did know that probate can take some time. **Councilwoman Mjelde moved allow an extension of time to October 1, 2023, for completion or an update on progress, 2nd by Councilman Schock; roll call vote:**

Councilman Sundquist – AYE
Councilman Rafferty– AYE

Councilwoman Mjelde – AYE
Councilman Schock – AYE

5.6 Code Violation for 209 Humbird Street – Marvella Bjorkjuist stated that Dusteena Mulligan was her sister and that she would be speaking for her. She advised that Dusteena had cleaned up the debris from her property and felt that the property had been cleaned up properly. Councilman Schock advised that the City have its Alternate Code Administrator take some pictures of the progress and report back to the City.

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

Submitted by:

Ronda L. Whittaker/City Clerk

City of Kootenai

Treasurer Report September 2022

Mt. West Money Market	\$	324,300.40	0.04% APY	
Mt. West Checking	\$	263,861.81	0.01% APY	
Park	\$	-	0.01% APY	
Idaho Central Credit Union	\$	552,328.11	1.85%	2025
Total Cash Assets	\$	1,140,490.32		

INCOME/GENERAL FUND

Name	Account	Amount	Sub-Totals
01 · GF REV			
SLFRF			
Franchise Fees			
	Avista Corporation	0.00	
	Northland Cable Television	0.00	
	Waste Management, Inc	0.00	
Total Franchise Fees			0.00
Interest			
	Interest, MW Money Market	2.98	
	Interest, MW Checking	2.73	
	ICCU CD3	256.89	
	ICCU CD1	314.16	
	ICCU CD2	290.76	
Total Interest			867.52
Licenses & Permits			
	Business Licenses	0.00	
Law Enforcement Fines		0.00	0.00
Planning & Zoning Fees & Permit			
	Building Permits	587.66	
	Site Plan Review	0.00	
Total Planning & Zoning Fees & Permit		587.66	587.66
Property Tax			
	Arrears Property Tax	237.81	
	Penalty & Interest	0.00	
	Property Tax Current	0.00	
	Recovered Homeowners Exemption	0.00	
Total Property Tax		237.81	237.81
Rents			
	City Hall Rental	0.00	
	Post Office Rent	280.00	
Total Rents		280.00	280.00
State of Idaho Funds			
	State Liquor Fund	0.00	
	State Revenue Sharing	0.00	
Total State of Idaho Funds		0.00	0.00
Total 01 · GF REV		1,972.99	1,972.99

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	0.00	
	Road & Bridge Arrears	0.00	
Total Road & Bridge			0.00
Road & Streets			
	Second Ave Widening Project	0.00	
Total Road & Streets			0.00
Stormwater/Encroachment			
	Utility Encroachment Pmts	0.00	
	Culvert Encroachment Deposits	0.00	
	Stormwater Management	0.00	
Total Stormwater/Encroachment			0.00
	Total 02 - SF REV	0.00	0.00
	Total Income		1,972.99

City of Kootenai
Treasurer Report September 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	ICCTFOA Conference	0.00	0.00
Building Maintenance			
	Janitorial Service	60.00	
	Furniture & Fixtures	513.91	
	Maintenance and Repairs	180.00	
	Custodal Supplies	0.00	
	Building Security	218.37	
Total Building Maintenance			972.28
Insurance	ICRMP	1,075.00	
Legal	Attorney	472.50	
	Law Enforcement Contract	3,763.95	
	Alternate Code Admin	275.00	
	Legal Notices	53.89	
Total Legal			5,640.34
Office Expenses			
	Computer Maintenance/Repair	123.03	
	Computer Hardware	0.00	
	Computer Software	137.50	
	Internet Service	153.94	
	Office Supplies	168.07	
	Postage	120.00	
	Other/Easter/Mayor	0.00	
Total Office Expenses			702.54
Park, Arbor Day & Earth Day			
	Maintenance - Landscaping	575.00	
	Vegetation Management	-937.50	
Total Park, Arbor Day & Earth Day			-362.50
Planning & Zoning			
	Planner	1,048.50	
	Site Plans	-416.50	
	Ordinance Revisions/Comp Plan	0.00	
	Engineer	0.00	
	Code Enforcement	-85.00	
	Building Permits	570.54	
	Zoning Map	0.00	
Total Planning & Zoning			1,117.54

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

Name	Account	Amount	Sub-Totals
Training Workshops			
	Training Expenses	198.42	
	Meals	84.65	
	Milage	108.58	
Total Training Workshops			391.65
Utilities			
	Electric & Gas	92.89	
	Garbage	0.00	
	Telephone	35.84	
	Water	106.38	
	Sewer	0.00	
Total Utilities			235.11
Wages & Benefits			
	Clerk/Treasurer	4,280.81	
	Deputy Clerk	2,997.88	
	Council	500.00	
	Mayor	500.00	
	Payroll Taxes	631.95	
	Retirement Fund - PERSI	1,021.43	
6560 · Payroll Expenses	Health Insurance	0.00	
	Workers Compensation	0.00	
	Payroll Expense/Intuit	10.00	
Total Wages & Benefits		9,942.07	9,942.07
	Total 10 · GF EXP	18,639.03	18,639.03

City of Kootenai
Treasurer Report September 2022
EXPENSES/Street

Name	Account	Amount	Sub-Totals
20 - SF EXP			
Ditches	Maintenance	1090.00	
Total Ditchs			1090.00
Stormwater			
	Culvert Inspections	0.00	
	Engineer	0	
Total Stormwater			0.00
Streets			
	Materials	0	
	Engineer	-	
	Capital Improvement Project	-	
	Utility Encroachment Permits	-4,664.36	
Transportation			-4,664.36
	BCATT	0	
	Bike & Ped/Second Ave Project	11,500.00	
Total Transportation			11,500.00
Utilities, Streets			
	Signal Lights	37.15	
	Street Lights	884.66	
Total Utilities, Streets			921.81
	Total 20 - SF EXP	8,847.45	8,847.45
	Total Expense	27,486.48	27,486.48

Net Income **-25,513.49**



MEMO

To: Mayor Lewis and Council Members

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

Date: September 29, 2022

Re: Council Meeting Report for September Engineering Activities

Engineering activities performed during the month of September, include:

Children Pedestrian Safety Grant

The utilities along the 2nd Avenue project corridor were located and Glahe & Associates has performed survey data collection and gathered aerial imagery with a drone. The topographic survey work is being processed and a base map will be created for the design of the pedestrian improvements. A contract for design by Century West Engineering will be presented to the City for consideration next month.

Helena Street Improvements

AVISTA is planning to have Asplundh perform the tree removal of several cottonwood trees and a couple aspens that are within the City right-of-way. Work is schedule to be performed during the first week of October. The Independent Highway District staff will bring in equipment and haul the wood material and branches from the right-of-way. The tree removal will provide additional space along the roadway for snow storage and drainage maintenance in the future.

Stormwater

I met with a property owner and a long-term renter to review concerns of stormwater drainage and ponding that has historically ponded in the alley and adjacent properties. The alley is between 2nd Avenue and Central Avenue and between Sprague Street and Spokane Street. New construction activity is currently being performed on the west side of the alley and there was a new home constructed within the last couple years on the east side of the alley. Existing ground elevations were reviewed in the field and the renter and property owner will continue to review and monitor the elevation of the water that ponds in the spring. Construction on the east side of the alley may have included grading work in the area that historically overflowed to an existing culvert that crosses under Central Avenue. A few inches of adjustment to the grades on the private property to the east (up or down) can impact the elevation of the ponded water (up or down) during the spring season.

Urban Area Transportation Plan

I attended a virtual meeting with the Mayor and the project team performing the Urban Area Transportation Plan. The team reviewed the projects that have been identified within the City of Kootenai and reviewed the scoring criteria that are being used to prioritize the projects for the transportation plan. The two projects within the City of Kootenai that are currently ranked as the highest priorities are:

- 1. Improvements to Railroad Avenue and improving the bike/pedestrian connectivity between the west end of Railroad Avenue and Main Street.**
- 2. Pedestrian connectivity along Main Street**



Permit Activities

ENU 006-021 (TING) – A final review of the permitted work was performed and final repair work was reviewed with the TING construction representative. The bond shall remain in place for 2 years to cover any warranty work that may need to be performed

ENU 005-022 – A utility permit for the replacement of an existing sewer lateral within the City right-of-way was executed at 302 Humbird St. The Kootenai Ponderay Sewer District was aware of the sewer lateral replacement.



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

MEMO

To: Kootenai City Council, Mayor and Clerk
From: Clare Marley, AICP, City Contract Planner & Tessa Vogel, Assistant Planner
Date: September 29, 2022
Re: **Planning update for October 4, 2022, City Council meeting**

Building permit activity: ADVISORY. The City of Kootenai received two new building permits in September: a new single-family dwelling on Helena Street and a change of use permit for the Dishaw building adjacent to All Seasons to allow the partitioning of the lower floor into two suites and a change from storage to office/other commercial. The total number of applications for the year is 12.

Land Use Application Activity: ADVISORY: Planning staff conducted a pre-application meeting with landowners for a pending coffee shop stand and reviewed zoning and encroachment standards. A building permit is pending. The City received the requested additional information for the Kootenai Campus minor subdivision (former Coldwater Creek campus) and will be completing a review of the application for the four-lot subdivision and sending for agency comment. City contract staff is continuing its discussions with the landowner for the Kootenai Commerce Center site plan application (adjacent to Lignetics). The staff has confirmed that a development agreement will be required to address off-site improvements and on-site uses, pursuant to Kootenai City Code 8-4-5 D. A draft outline of an agreement has been set up, but contract staff is awaiting further information from the applicant regarding timelines and service provisions. The development agreement would eventually need to be reviewed by the city attorney and forwarded to the Council for action.

Courtesy Request to Comment notice: ADVISORY: City of Ponderay Planning Department (zone change) ZC22-027 and AM22-028. The City of Ponderay has advised the City of a potential text amendment (AM22-028) associated with a zone change (ZC22-027) within the City of Ponderay. This area is located outside the established Area of City Impact (ACI) between Bonner County and Kootenai. However, Ponderay routinely provides notice of pending files that could have an effect on the City of Kootenai. Applicant Kootenai Land Trust is seeking a land use code text amendment to allow for new lots to provide access on a private street, when designed as part of an approved plan and authorized by the City Council. The proposed change would allow an applicant to seek Council approval to construct private streets with an urban street section, rather than designing to public road standards. Currently, all new lots are required to have frontage on and direct access to a public street, except when serving four or fewer lots, where a private drive may be allowed.

The Kootenai Land Trust, Patrick Properties and Jacob Wray are requesting a zone change from Industrial to Commercial for two undeveloped lots to allow for higher-density residential development. The site is located off Hawthorne Avenue along Highway 200, east of the intersection with Kootenai Cut-Off Road, specifically Lots 1 & 2, Block 3 of Lew's Industrial Park Subdivision, which is east of Anderson's Auto Body/former Warehouse Market properties. The housing project application is pending action on the requested zone change and text amendment. The hearings are scheduled for October 13th; comments are due one week prior to hearing. Please advise whether Council wishes to comment on these files.

Courtesy Request to Comment notice: ADVISORY: City of Ponderay Planning Department (subdivision) SS22-043. The City of Ponderay has advised the City of an application for a subdivision within Ponderay and west of the Kootenai city limits to divide a 77.67-acre parcel into 60 residential lots and three common area/drainage lots with a large, designated remainder parcel. The property owned by Bobbie McGhee Golf and RV Resort, LLC, is located west of McGhee Road and north of Vermeer Drive. The proposed residential lots will range in size from 7,228 square feet to 11,540 square feet. Two new streets and street extensions are proposed. The preliminary plat shows these lots would have an access point to McGhee Road within the City of Kootenai (aerial map and draft subdivision map below). In addition, the proposed name "McGhee Subdivision" is nearly the same as two subdivisions within the City of Kootenai. This file was remanded by Kootenai Planning Commission at the September 15, 2022, public hearing and the comment period now ends **October 6, 2022**. Please advise whether Kootenai City Council wishes to provide comment.



2



City of Sandpoint, Idaho **POLICE DEPARTMENT**

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

Mayor,

Report for August 2022

There were 50 total calls created for the City of Kootenai for the month of August 2022. Of the 50 calls created, 7 calls were created for other agencies responding to Kootenai to assist.

These 7 calls do not fit the billing requirements.

We will be submitting billing for 43 calls for service.

Sandpoint's Calls for service – 43

Animal Problem	4
Civil Dispute	4
Previous Incident	4
Domestic Dispute	3
Disturbing the Peace	3
Welfare Check	3
911 Hang-up	2
Accident	2
Civil Standby	2
Found Property	2
Reckless Driving	2
Runaway Juvenile	2
Suspicious Person/Circumstance	2
Business/Residential Alarm	1
Citizen Dispute	1
Extra Patrol Requests/E-mail	1
Fireworks Violation	1

Harassment	1
Malicious Injury to Property	1
Overdose/Poison	1
Trespassing	1

Not billed – 7

Domestic Dispute	2
Citizen Dispute	1
Reckless Driving	1
Controlled Substance	1
Trespassing	1
Welfare Check	1

Patrol Highlights

- Civil dispute – Officers spoke with RP and he vented his frustrations about the ongoing issues. I provided him the phone number to the Bonner County Sheriff's Department Civil Division for additional information on what paperwork is needed to complete the process properly.
- Welfare check – RP reported a friend was suicidal. Officers were able to locate the individual and determine they were not in danger at that time.
- Reckless - responded to the area of Spokane Street regarding go-carts speeding up and down the road with juveniles driving. I arrived and made consensual contact with a juvenile. The juvenile was warned for operating the vehicle on the roadway and he put the go-cart away.
- Family offense – Rp stated that her wife was threatening to hurt herself and that it had become physical. When she saw her partner walking out with clothes she said, "that's it I'm going to kill myself" and tried to walk into the house. Subject was taken on a mental hold for evaluations from a physician.
- Noise complaint - The reporting party stated someone was shooting fireworks in the area. Officer stayed in the area and was unable to locate any violations.
- Overdose – Officers responded to a residence and observed the subject speaking with medical personnel from Bonner County EMS. Officer discovered the incident was a mistake as the subject accidentally took 3 of his high dose prescription morphine pills rather than 3 of his low dose ones. He was evaluated by medical, however, not transported.
- Drugs - Suspected methamphetamine was located in Kootenai. It was brought back to the Sandpoint Police Department and entered into evidence for destruction.
- Noise complaint – RP reported loud music coming from Helena St. near Central Ave. I believe the residence she was referring to was 300 Helena as I was there for an unrelated call 4 hours earlier and there was a bonfire and music. When I drove through the area at this time there was no music. I called her and she said the music was turned off right after she called.

Traffic warnings issued

Stop sign	6

Traffic citations issued

Equipment	3
Excessive speed	5
Failure to display	1
Following to close	1
Insurance	1
Fail to renew registration	1
Total	12

Misdemeanor citations -

	0
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Felony Charges -0

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



Website Activity – We had some glitches in the website and our Deputy Clerk, Mandy worked with Keokee to get things straightened out. Mandy has updated business information and calendaring on the site and will continue to do so.

City Park – Park is looking great! Maintenance is winding down for Fall. Mayor brought in some grass seed to place in the areas that need it. Should look good this next Spring.

ADA Swing – Still trying to get a qualified contractor to get the walkway and pad in 😞 Called on a couple of contractors. One is retiring and I have not heard back from the other.

Sub-Pump Drainage – Independent Highway worked with Jerel Houdobre, Anita's son, and completed the drainage system. It is working great.

Fall Clean-up – Bonner County waived the fees for a dumpster. Dumpster will be placed in the City's parking lot on October 1.

Weed Abatement – Continued efforts to resolve weed abatement. I was able to find a local service to abate the weeds from two tracts of undeveloped property on Second Avenue and have sent bills to the property owners. Another undeveloped property owner called and stated he would get his weeds taken care of. I have not heard from a property owner in the same area off Second Avenue and may need to get some pictures.

Records Retention – I have completed my research for records retention and will provide Council with a proposed retention schedule resolution soon.

Working with the City's Engineer and Planner – Keeping a close watch on a couple of projects. Screening calls related to the work on the Kootenai Commerce Center and the Kootenai Community Church projects.

Office Assistance – Mandy is now in charge of all permit applications. We are working together to make sure she is comfortable with the processes.

City Hall – The City Hall seems to be getting smaller and smaller. Mayor has suggested that we work on getting rid of the uncomfortable conference chairs and replacing them with matching chairs. Mandy and I are skirting the tables as I had a recent concern that the public can see everything under the tables. This task will also make the area look more professional.

City Finances – The City's Audit will be conducted the week of October 30-November 3rd.

City's Personnel Policy – The City's Attorney has made the suggestions to the draft personnel policy for Council review.

City's Health Insurance Plan – The City is now in place to provide a nice health insurance plan beginning October 1.

Idaho City Clerks, Treasurers, and Financial Officers Conference – This training conference is always very informative. I focused on Treasury and HR training and Mandy focused on Clerk training. We came back with lots of knowledge that will continue to make City Hall more efficient.