



CITY OF KOOTENAI
COUNCIL MEETING
AGENDA
KOOTENAI CITY HALL
204 SPOKANE STREET
Tuesday, November 1, 2022
TIME: 6:30 P.M.

PUBLIC IS WELCOME TO ATTEND PHYSICALLY – CAPACITY LIMIT – 15

**TELECONFERENCE/VIDEO IS AVAILABLE
USING THE FOLLOWING INFORMATION:**

Meeting URL: <https://gomeet.com/pcsysqyce>

Optional Dial-In Number: 571-748-4021

PIN: 1514180#

Quick dial (mobile): 571-748-4021, 1514180#

Pledge of Allegiance/Roll Call:

Amendments to the Agenda/ Announcements

Public Comment: Each speaker will be allowed a maximum of 3 minutes unless additional information is requested by Mayor/Council. **Written comments must be submitted at least 1 business day before the meeting date.** Comments on matters set for future public hearing(s) is not permitted.

1. **Consent Agenda: ACTION**

Notice to the Public: All matters listed within the Consent Agenda have been distributed to each council member for review, are considered to be routine, and will be enacted on by one motion of the Council with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by request.

1.1 Approval of minutes for the Council Meeting of October 4, 2022.

1.2 Approval of Bills and Payroll

2. Reports:

2.A Mayor:

2.B City Engineer: Written Report Summary

2.B1 Children Ped Safety Grant Amendment #5 for Engineering Consulting Services - **ACTION**

2.B2 Helena Street Improvements – Update

2.B3 Railroad Avenue – Update

2.B4 Permit and Stormwater Activities - Update

2.C City Planner: Written Report Summary

2.C1 Building Permit Activity – Advisory

2.C2 Land Use Application Activity – Advisory

2.C3 Bonner County Request to Comment – Advisory/**ACTION**

2.D City of Sandpoint Law Enforcement – Written Report Summary

4.D1 Calls for Service – update

2.E Selkirks-Pend Oreille Transit (SPOT):

NOTE: Persons needing an interpreter or special accommodations are urged to contact the City Clerk/ADA Coordinator at (208) 265-2431. Se les recomienda a las personas que necesitan un interprete o arreglos especiales que llamen a la Administradora de ADA/Secretaria Municipal al 208-265-2431

There is an opportunity for the public to be heard during the "PUBLIC COMMENT" portion of the meeting. **Written comments must be submitted at least 1 business day before the scheduled meeting.**

Please note: City Hall is OPEN Monday – Wednesday 9:00am to 3:00pm, Thursdays appointment only. Closed Fridays.

2.F Clerk: Written Report: Written Report Summary

2.F1 Administrative – update

2.G Park Committee: Grant Opportunities

2.H Vegetation Management

2.H1 Weed Abatement on undeveloped properties – Update

2.H2 Priority Tree Health Removal within City rights-of-ways - Update

3. Discussion/Action Items:

3.1 Code Violation at 306 Kootenai – Update

3.2 Code Violation for 209 Humbird St – update/ACTION

3.3 City Personnel Policy – ACTION

3.4 Public Records Costs and Fees Resolution – ACTION

3.5 ICRMP Consent to Electronic Communications – ACTION

3.6 Additional parking for staff – Discussion

4. Adjournment

NOTE: Persons needing an interpreter or special accommodations are urged to contact the City Clerk/ADA Coordinator at (208) 265-2431. Se les recomienda a las personas que necesiten un interprete o arreglos especiales que llamen a la Administradora de ADA/Secretaria Municipal al 208-265-2431

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City of Kootenai
**COUNCIL MEETING
MINUTES**

DATE: November 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, 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 –Mayor Lewis ask to have the City of Sandpoint Law Enforcement Report 2.D moved up to 2.B in the Reports section of the Agenda.
Councilwoman Mjelde moved to allow the item to be placed within the Reports section, 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: Lieutenant Steven Chamberlain representing Sandpoint Police Department, City resident, Sandra Furlini, City resident Marvella Bjorkjuist, City resident, Dusteena Milligan, City resident Julie Washburn, and Mark Sautor, Candidate for Legislature District #1A.

Public Comment – Marvella Bjorkquist asked Council to consider have a code amendment workshop to address procedures to address penalties for animal control and other type violations.

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 Lewis informed Council that she had attended Idaho Association of Cities District Fall Training and stated that it was a very interesting session as it was all about planning and they used Legos to set up cities. She said that she now has even a greater respect for City Planners.

2.D. City of Sandpoint Law Enforcement – Written Report Summary

Councilman Sundquist asked if the City need to worry about an arson call to the City. Lieutenant Chamberlain stated that the City not need to worry that it was all taken care of.

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

2.B1 Children Ped Safety Grant Amendment #5 for Engineering Consulting Services – Ronda advised that Ryan was is Boise attending a training event. She stated that he was asking Council to approve the Amendment giving him authority to design the 2nd Street Widening Project. She stated that Ryan advised that the sooner we have a design, the sooner we can get started on the bid process. **Councilwoman Mjelde moved to accept Amendment #5 for Engineering Consulting authorizing Ryan to do the design work on the project, 2nd by Councilman Sundquist; roll call vote:**

Councilman Sundquist – AYE
Councilman Rafferty – AYE

Councilwoman Mjelde – AYE
Councilman Schock – AYE

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

2.C3 – Bonner County Request to Comment – Clare advised that the City had received an invite to comment on the County’s draft comprehensive plan update to provide a new Community Design component. She advised that the draft policy statements were not posted at the time her memo was written. She advised that the Area of City Impact boundaries should be added to the criteria for determining zoning and comp plan designation, and that the County should have the draft policy statement available to review prior to the public hearing. Council suggested to wait until the County provided more information.

2.E. Selkirks-Pend d’Oreille Transit (SPOT) – Mayor Lewis stated was still happy with their new director and that SPOT was not looking at providing health insurance to their staff and employees.

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

2.G. Park Committee – Councilwoman Mjelde mentioned that it was time for some kind of a plan. She advised that the local residents that she had spoken to wanted to put in a basketball court or a bicycle obstacle course of some kind. Ronda asked about the Maggie’s Park. Councilwoman Mjelde stated that the area was not suitable for anything but tansey, and there would again need to be a plan mostly to bring in and improve the soil. Ronda advised that she and Mandy had researched several grant options to develop parks and such. She advised that the Idaho Parks and Recreational Department offered several different kinds of grants, but none of them where applicable to what the City was looking for. Mandy advised that she had looked into pickleball and tennis grant options the had directed to her by Councilman Sundquist and found that these types of grants are subject to a City having a Parks and Recs Department and tournament teams. She also mentioned that a local resident had suggested that the City prepare a poster siting the YMCA area subject to the McGhee Park area and ask for help funding and designing the park. Ronda stated that it was time to start looking into private donations as there are more and more wealthy people moving into the area and they would love to have a pickleball court in their back yard. Councilwoman

Mjelde mentioned that there was already pickleball courts in Sandpoint. Clare brought up the Blue Cross Community Grant. Ronda stated that she had applied for the grant this year and was turned down because there was no community involvement, but that now that we had a Park Committee maybe we could try again next year. Councilman Sundquist advised that staff may want to contact the city of Sandpoint's Parks and Rec Department to see if they could be of any guidance. Councilwoman Mjelde stated she could do that as she had connection with that department.

2.H Vegetation Management – Specific issues were discussed:

2.H1 Weed Abatement on undeveloped properties – Ronda advised that she received a phone call from a property owner of undeveloped land in the Second Street area and was told that he was working on getting the equipment he needed to tackle weed abatement. She stated that he told her it would be done this week but had not looked at the property to date. She advised that she wouldn't be surprised snow will be on the ground soon preventing the project. She stated that there was another undeveloped property at the same area owned by a different person, who she has sent notice to and has received no response. She advised that there is also old vehicles and construction materials being stored on the property which at this point are hard to see because the Tansey has grown so high. Councilman Sundquist asked if the City had moved to abate weeds on undeveloped properties. Ronda stated that yes it had, and two properties had been billed for the service. One paid and the other has not. She asked for direction if a bill is not paid. Councilman Sundquist advised that the City send out the invoice again stating that if the fee was not paid that the City would file a claim against the property. She asked for direction as to the unabated properties. Councilman Sundquist stated that snow will be on the ground soon and the City should send out an advisement in April that the weeds need to be abated by July and if not, the City will abate the weeds and the property owner will be billed and if not paid a lien will be placed on their property.

2.H2 Priority Tree Health Removal within City rights-of-ways – Ronda stated that she and Mandy had looked at the areas on Central Avenue where the dead trees were reported and could not determine if they were within the City's rights-of-ways. She advised that she had the City's Alternate Code Administrator take measurements to make sure that said trees were within the City's rights-of-ways and it was determined that they were. She advised that the dead tree at 107 Central Avenue had been taken out, but that the property owner was concerned that the City's Code states that the trees needed to be replaced. She stated the property owner said that there was now a huge stump left and it would take out half of her front yard and a good part of the stormwater swale if the stump were to be removed and not only that it would be very expensive. Ronda asked Council for direction. Councilman Sundquist stated that the City should have its Engineer, the Independent Highway District, and the City's Forest Manager look at the area and determine if the stump and root system will be an issue with the stormwater swale and the street. He said that if it was determined not to be a problem that he was fine with her leaving it there. If it were an issue that he suggested that the team work with the property to find a solution. Council agreed. Ronda stated that there was also a dead tree at 104 Central Avenue that was determined to be within the City's rights-of-ways that had not been removed. Council agreed that an additional notice be sent to the property owner advising that the City will be removing the dead tree and that the property owner will be responsible for the costs associated with the removal.

3. Discussion/Action Items

3.1 Code Violation at 306 Kootenai - Update – Marvella Bjorkquist advised Council that she was offend by the letter she received for the City’s Clerk advising her of Council’s extension of time to abate her violation. She stated that it was repetitive and very offensive. Councilman Sundquist agreed that such a letter should not be coming from the City. Ronda stated that she had worked with the City’s attorney in drafting the letter. Mayor Lewis stated that she did not find it offensive.

3.2 Code Violation for 209 Humbird St – Update/ACTION – Ronda advised although a lot of the debris had been removed, there was still an issue with an unlicensed vehicle that was being stored at the front side of the property. Dusteena Mulligan stated that she would have the vehicle licensed and advised that she will not be moving the car and that there were other vehicle storage issues within the City that had not been addressed. Councilwoman Mjelde stated that she thought the car was parked in her driveway. Dusteena stated that it was parked at the side of her driveway. Councilman Rafferty agreed that there were other areas within the City that had vehicle storage violations.

3.3 – City Personnel Policy – Ronda advised that she had reached out to several small cities, the City’s attorney, and ICRMP the City’s liability insurance carrier, and was advised that most all small cities practice the same procedures as the city of Kootenai when it comes to milage expenses noting that milage is calculated for a trip and the City credit card was used to purchase gas as needed. All receipts are attached to the expense report and submitted. There was discussion about milage being reimbursed once the trip has been concluded. Ronda advised that she did not think it was right that an employee should financially support the City when conducting City business. It was concluded that milage shall be reimbursed and the report shall include an odometer reading to track milage and then reimbursed once the trip is concluded. Council also agreed that there be a separate paragraph within the section that addressed other expenses stating that expenses should be reported with all receipts attached including flight, accommodations, and meals.

3.4 – Public Records Request Form and Resolution – Ronda stated that she had revised the Resolution subject to Councils wishes to put the cost of copies over 100 pages and labor over 2 hours. **Councilwoman Mjelde moved to approve Resolution 2022-93, 2nd by Councilman Rafferty; roll call vote:**

Councilman Sundquist – AYE
Councilman Rafferty– AYE

Councilwoman Mjelde – AYE
Councilman Schock – AYE

3.5 ICRMP Consent to Electronic Communication – Councilwoman Mjelde moved **accept the Consent to Electronic Communication from ICRMP, 2nd by Councilman Rafferty; roll call vote:**

Councilman Sundquist – AYE
Councilman Rafferty– AYE

Councilwoman Mjelde – AYE
Councilman Schock – AYE

3.6 Additional parking for staff – Ronda stated that there was not enough employee parking in the City’s parking lot. She advised that the Independent Highway District (IHD)

mentioned that there was enough room on the east side of the parking lot to put in a few vertical parking spacing. Council agreed. Ronda stated that IHD may be able to contribute time and gravel. Councilman Schock advised that the area not be paved just now as we had a future plan to pave another area and we could do that at the same time. Council agreed that the area could be left gravel for now. **Councilman Sundquist moved to authorize Mayor to expend up to \$3,000 to have the parking extended on the east side of the City parking area for staff and that it should also be signed for employee parking, 2nd by Councilman Rafferty; roll call vote:**

Councilman Sundquist – AYE
Councilman Rafferty– AYE

Councilwoman Mjelde – AYE
Councilman Schock – AYE

Mayor Lewis adjourned the meeting at 8:036 p.m.

Submitted by:

Ronda L. Whittaker/City Clerk

City of Kootenai

Treasurer Report October 2022

Mt. West Money Market	\$	324,322.25	0.04% APY	
Mt. West Checking	\$	304,734.67	0.01% APY	
Park	\$	-	0.01% APY	
Idaho Central Credit Union	\$	552,328.11	1.85%	2025
Total Cash Assets	\$	1,181,385.03		

INCOME/GENERAL FUND

Name	Account	Amount	Sub-Totals
01 · GF REV			
SLFRF			
Franchise Fees			
	Avista Corporation	2,980.48	
	Northland Cable Television	330.39	
	Waste Management, Inc	2,347.25	
Total Franchise Fees			5,658.12
Interest			
	Interest, MW Money Market	21.85	
	Interest, MW Checking	2.25	
	ICCU CD3	0.00	
	ICCU CD1	0.00	
	ICCU CD2	0.00	
Total Interest			24.10
Licenses & Permits			
	Business Licenses	50.00	
Law Enforcement Fines		0.00	50.00
Planning & Zoning Fees & Permit			
	Building Permits	5,632.55	
	Site Plan Review	500.00	
Total Planning & Zoning Fees & Permit			6,132.55
Property Tax			
	Arrears Property Tax	12.85	
	Penalty & Interest	0.00	
	Property Tax Current	0.00	
	Recovered Homeowners Exemption	0.00	
Total Property Tax			12.85
Rents			
	City Hall Rental	0.00	
	Post Office Rent	280.00	
Total Rents			280.00
State of Idaho Funds			
	State Liquor Fund	8,722.00	
	State Revenue Sharing	28,633.38	
Total State of Idaho Funds			37,355.38
Total 01 · GF REV		49,513.00	49,513.00

INCOME/STREETS

Name	Account	Amount	Sub-Totals
02 · SF REV			
Idaho Transportation Dept			
	State Highway Users Fund	8,840.13	
	HB312	2,818.19	
Total Idaho Transportation Dept			11,658.32
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	2,785.17	
	Culvert Encroachment Deposits	550.00	
	Stormwater Management	0.00	
Total Stormwater/Encroachment			3,335.17
	Total 02 · SF REV	14,993.49	14,993.49
	Total Income		64,506.49

City of Kootenai
Treasurer Report October 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	102.73	
	Furniture & Fixtures	0.00	
	Maintenance and Repairs	170.12	
	Custodal Supplies	0.00	
	Building Security	177.64	
Total Building Maintenance			450.49
Insurance	ICRMP	0.00	
Legal	Attorney	0.00	
	Law Enforcement Contract	0.00	
	Alternate Code Admin	270.00	
	Legal Notices	0.00	
Total Legal			270.00
Office Expenses			
	Computer Maintenance/Repair	123.03	
	Computer Hardware	0.00	
	Computer Software	20.00	
	Internet Service	101.94	
	Office Supplies	49.32	
	Postage	0.00	
	Other/Easter/Mayor	0.00	
Total Office Expenses			294.29
Park, Arbor Day & Earth Day			
	Maintenance - Landscaping	70.00	
	Vegetation Management	0.00	
Total Park, Arbor Day & Earth Day			70.00
Planning & Zoning			
	Planner	572.50	
	Site Plans	189.00	
	Ordinance Revisions/Comp Plan	0.00	
	Engineer	0.00	
	Code Enforcement	61.50	
	Building Permits	3,643.38	
	Zoning Map	0.00	
Total Planning & Zoning			4,466.38

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

Name	Account	Amount	Sub-Totals
Training Workshops			
	Training Expenses	-115.00	
	Meals	0.00	
	Milage	58.17	
Total Training Workshops			-56.83
Utilities			
	Electric & Gas	91.57	
	Garbage	12.42	
	Telephone	35.84	
	Water	10.95	
	Sewer	0.00	
Total Utilities			150.78
Wages & Benefits			
	Clerk/Treasurer	3,551.67	
	Deputy Clerk	2,810.00	
	Council	500.00	
	Mayor	500.00	
	Payroll Taxes	563.20	
	Retirement Fund - PERSI	864.07	
6560 - Payroll Expenses	Health Insurance	1,604.00	
	Workers Compensation	0.00	
	Payroll Expense/Intuit	0.00	
Total Wages & Benefits			10,392.94
	Total 10 - GF EXP	16,038.05	16,038.05

City of Kootenai
Treasurer Report October 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			
Asphalt Striping		0	
Capital Improvement Projects		0	
Total Street Maintenance			-
Streets			
Street Engineer		0	
Utility Encroachment Permits		0	
Total Streets			-
Utilities, Streets			
	Signal Lights	39.35	
	Street Lights	875.89	
Total Utilities, Streets			915.24
Transportation			
	SPOT	1,500.00	
Total Transportation			1,500.00
	Total 20 · SF EXP	2,415.24	2,415.24
	Total Expense	18,453.29	18,453.29
	Total Income		64,506.49
Net Income			46,053.20

MEMO

To: Mayor Lewis and Council Members

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

Date: October 26, 2022

Re: Council Meeting Report for October Engineering Activities

Engineering activities performed during the month of October, include:

Children Pedestrian Safety Grant

A contract for design of the 2nd Avenue Widening Project by Century West Engineering has been prepared and submitted to the City for consideration.

Helena Street Improvements

Asplundh performed the tree removal of several cottonwood trees and a couple aspens that existed within the City right-of-way on the north end of Helena Street. The Independent Highway District staff cut up the wood debris, loaded it into trucks and hauled the material off-site. The tree removal will provide additional space along the roadway for snow storage and drainage maintenance.





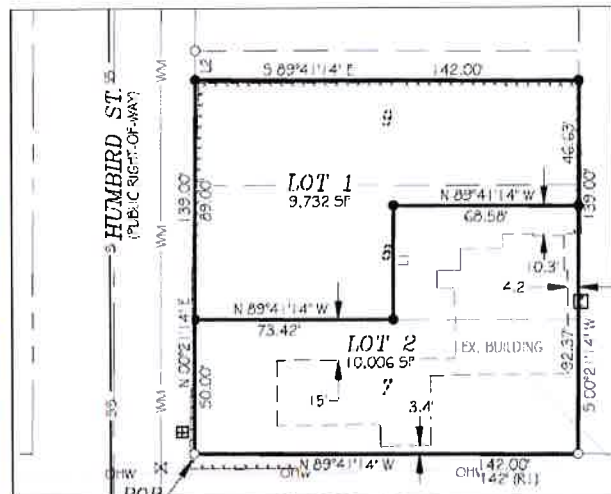
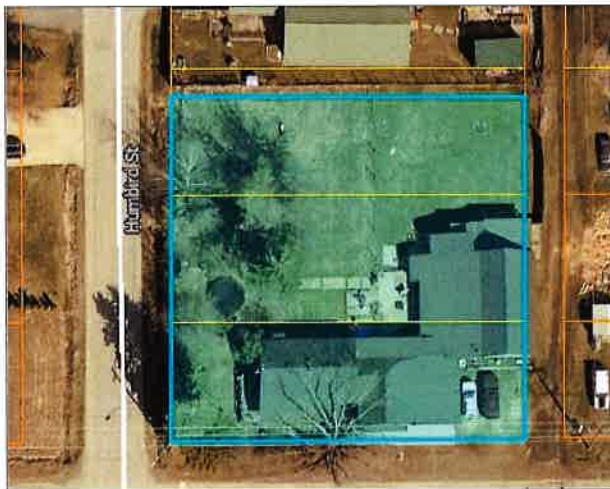
RUEN-YEAGER & ASSOCIATES, INC.
ENGINEERS ♦ PLANNERS ♦ SURVEYORS

MEMO

To: Kootenai City Council, Mayor and Clerk
From: Clare Marley, AICP, City Contract Planner & Tessa Vogel, Assistant Planner
Date: October 27, 2022
Re: **Planning update for November 1, 2022, City Council meeting**

Building permit activity: ADVISORY. The City of Kootenai received two new building permits in October: a carport on Brittany Loop and a sign permit for the Dishaw property adjacent to All Seasons. The total number of applications for the year is 14.

Land Use Application Activity: ADVISORY: The City received an application for a lot line adjustment for Adams Family Addition at 100 and 102 Humbird Street. This application is a proposed replat of three existing platted lots in the Kootenai Townsite subdivision to create two lots so that the vacant portion has sufficient room to meet setbacks. The application is incomplete pending Kootenai-Ponderay Sewer District will-serve confirmations. The aerial and draft preliminary plat are shown below. This application requires confirmation of available services. Thus far, the City of Sandpoint has provided a will-serve for domestic water services. The next steps after receipt of the sewer information is to complete a staff review and provide a recommendation to City Council. The Council will consider the preliminary plat/lot line adjustment at a regular meeting (non-hearing). While this is not subject to a public hearing, the same rules for “quasi-judicial” consideration should be observed, meaning no contact with the applicant or others outside the city review process and no site visits.



Request to Comment notice: ADVISORY/ACTION ITEM: Bonner County has requested comment on its draft comprehensive plan update to provide a new Community Design component. The draft component, dated October 18, 2022, is posted on-line and contains a general outline regarding the component update. The narrative indicates goals and policies are to be adopted. Draft policy statements were not posted at the time this memo was written. The narrative states: “These concerns and desires should be set forth in the goals, objectives and policies developed for the

3201 North Huetter Road, Suite 102, Coeur d'Alene, Idaho 83814, Phone: (208) 292-0820 Fax: (208) 292-0821

219 Pine Street, Sandpoint, Idaho 83864, Phone: (208) 265-4629 Fax: (208) 263-0404

City of Kootenai October '22 Cases

Preliminary numbers for the City of Kootenai

Total Cases Handled in October 2022 by SPD: 27

Highlights:

6 – 911 Hangups

4 – Suspicious Circumstances

3 – Citizen Assists

2 – Runaway Juveniles

1 – Arson

1 – Auto Theft

1 – Trespass

8 traffic citations were issued in October in Kootenai



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

Website Activity – Mandy has updated business information and calendaring on the site and will continue to do so. She has also updated forms that the public can access on our website. She also was able to get information related to where and when our regular meetings are held on the front page of the site 😊

ADA Swing – I was referred to a contractor by a resident, Stephen Farris, Crooked Ladder Construction, LLC, they are certified and capable of doing the project and will be happy to get the walkway and pad in for the ADA Swing, they are also capable of putting the Swing together if needed. They suggested that the weather is turning colder now and that this project should be completed this next Spring. We are on their project list.

Fall Clean-up – The event went well. The dumpster was used only for yard debris. A success!!!

Business License – It is that time of year when business licenses been to be renewed. Mandy is working on getting out notices. We were able to do a little drive throughout the City and found several businesses within the City who do not have a business license to do so. Mandy has sent out notices asking them to submit a business license application to the City.

Weed Abatement – Continued efforts to resolve weed abatement. I billed the property owners where we had the weed abatement completed off W. Second Avenue. I received payment from one but no payment for the other. Will be looking for direction for further collection procedures. Another undeveloped property owner called and stated he would get his weeds taken care of. We have not received any contact from the property at 625 W Second Ave and will be looking for further direction.

Records Retention – I am still working on a retention schedule. Both Mandy and I are getting the City's retained records organized.

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. She has updated forms and is getting more familiar with the process and experiencing the difficulties we have in getting all the information we need to complete the submittal of applications. She is also working on a procedure manual for the City.

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.

City Finances – Working on getting information collected for the upcoming audit. I had Mountain Ledgers, Coleen Coldwell visit the City's financial just to insure that all is good in preparing for the City's Audit.

City's Personnel Policy – I spoke with the City's Attorney and ICRMP about milage reimbursement and have made a suggested edit to the policy for review and approval.

Association of Idaho Cities – The Association held its quarterly training. Mayor, Councilwoman Mjelde, and Mandy attending the training and I have received great reports that the training was information and new information, and knowledge was obtained.