



City of Kootenai
**PUBLIC HEARING AND COUNCIL MEETING
MINUTES**

DATE: February 7, 2023

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 – NOT PRESENT, and Councilman Rafferty – HERE.

Staff Present: City Clerk, Ronda L Whittaker, City Deputy Clerk, Mandy Corbett, City Planner, Clare Marley, City Engineer, Ryan Luttmann, City Attorney Benjamin Allan and Samantha Rohrdanz, representing Sandra and Michael Adams.

Mayor Lewis closed the regular meeting at 6:31 p.m.

PUBLIC HEARING – Mayor Lewis opened the Public Hearing at 6:31 p.m. She asked if proper notification for the public hearing had been published. Ronda stated that it had. She then asked if anyone had signed up to speak. Ronda stated that no one had. Attorney Allan then advised Council that it was now time for public comment if there was any. Mayor Lewis advised that no one had signed up to comment. Attorney then advised Council that in accordance with Section 626 of the Cable Communications Policy Act of 1984 they had two options: one, to decide whether to request the cable operator to submit a formal proposal for renewal for Council review and proposed editing, or whether to request the cable operator to submit a formal proposal for renewal, with the understanding that the cable operator may choose to do so on its own, without a request from the City. There were no further comments.

Mayor Lewis closed the Public Hearing at 6:34 p.m.

Mayor Lewis opened the regular Council Meeting for discussion at 6:34 p.m. She then asked for a motion. **Councilman Sundquist moved to take no action, 2nd by Councilman Rafferty; roll call vote:**

Councilman Sundquist – AYE

Councilman Rafferty – AYE

Councilwoman Mjelde – AYE

Councilman Schock – NOT PRESENT

Amendments to the Agenda – None were proposed

Announcements – None were proposed

Others Present: City resident, Sandra Anderson, City resident, and City resident Julie Washburn.

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 Sundquist; roll call vote:

Councilman Sundquist – AYE

Councilman Rafferty– AYE

Councilwoman Mjelde – AYE

Councilman Schock – NOT PRESENT

2. **Reports:**

2.A. Mayor: No report was given

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

2.B1 Children Pedestrian Safety Grant – Ryan advised that preliminary drawings had been developed for the 5 ft of additional width to provide a pedestrian lane between Kootenai Elementary and the Seven Sisters Development. He advised that the preliminary drawings indicate that a majority of the right-of-way along the south side of 2nd Avenue will need to be regraded to accommodate adjustments to the existing drainage swale. He mentioned that he had completed a field review and had determined that drawings will resume when more of the snow has melted and existing drainage patterns can be observed. He stated that advertisement for bid is still on schedule for late spring 2023. There was no further discussion.

2.B2 Weight Limits – Ryan advised that he felt that green markers for weight limits will be posted this next week which gives notice that red markers will be in place within the next week. He advised that weight limits do not stop hauling but limit the weight of the load that is distributed onto the road surface. There was no further discussion.

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

2.C4 Kootenai Commerce Center Site Plan Review – Clare advised that the developer had provided updated information for Phase 1 of the proposed commercial development and that the initial fee for the project development agreement had been submitted to the City. She advised that the developer had submitted documentation confirming conditional permitting for highway access to Phase 1 from Idaho Transportation Department and a sewer main extension agreement from Kootenai- Ponderay Sewer District. She advised that she was still waiting for written confirmation from the city of Sandpoint for water services, updated site plans, access and utility easements, and updated utility plans. She asked Ryan if he had received an updated stormwater plan. Ryan stated he would need to follow up with his assessment. She advised that once the updated information was submitted, then staff would draft a development agreement for Council consideration. She advised that this development is proposed to include three phase of 14 separate buildings of 6,000 sq ft each. Four buildings adjoining the highway and containing 32 separate office units are proposed in Phase 1, according to the site plan. Mayor Lewis asked if the highway access would be in align with the City cross street. Clare stated that she understood that it would line up with Humbird Street. Ronda asked if the development agreement would include landscaping and sign conditions. Clare advised that that would be discussed during Council review of the Agreement. There was no further discussion.

2.C5 Kootenai Campus (Coldwater Creek) Plat – Clare advised that this project was on hold as staff was waiting for sewer and water provisions. Council asked what was proposed. Clare stated that they were proposing to split the property into 4 parcels. There was no further

discussion.

2.C3 – Adams Family Subdivision – PLA02-22– Clare advised that the applicants had provided the requested information to complete the file for a lot line adjustment. She advised that the application was now ready for Council consideration. She advised that the Adams Family were requesting approval of the adjustment to reconfigure Lots 7,8, and a portion of Lot 9 into two lots designed around an existing duplex addressed at 100 and 102 Humbird Street. She stated that the properties are zoned Single-Family Residential (R-1) and Neighborhood Office Overlay (N-O) and are existing, legally non-conforming lots of about 7, 100 sq ft. She also advised that staff had received the required documentation of a will-serve letter for water and sewer. She stated that the applicants are seeking the property line adjustment in order to sell land that is currently vacant and to better utilize the lot with the dwelling. Council expressed their concern about parking mentioning there may not be sufficient parking for both lots to meet the minimum parking standards of the City’s Code regulations for the zone. There was also discussion about the size of the lot and the ability to meet the City setback and coverage standards which would include parking availability. Council stated their concern that the duplex shown on the lot with the home had insufficient acreage as the requirement for a duplex was 13,300 sq feet as required by the City’s Code regulations and they could not confirm that the duplex was grandfathered. Council agreed that the option would be to remove the duplex unit through a building permit conversion process or to prove that the City authorized a duplex on a less than standard lot. Clare stated that it would be up to the property owner to provide a building permit that would be in accordance with City regulations. Samantha Rohrdanz commented that she was unaware of parking regulation and required size for a duplex and realized that the property would need to be considered as a single dwelling build. Samantha advised that she would speak with the property owners and update Council. **Councilwoman Mjelde moved to continue the File #PLA02-22 in order to obtain additional information regarding to said concerns, 2nd by Councilman Rafferty; roll call vote:**

Councilman Sundquist – AYE
Councilman Rafferty – AYE

Councilwoman Mjelde – AYE
Councilman Schock – NOT PRESENT

2.C6 Planning Projects – Clare advised that due to the unexpected cancelation of the Council workshop of January 31st, staff was unable to provide updates on the draft code amendments that Council has been working on and asked if they would consider rescheduling the workshop. Council agreed to hold a code review workshop on Monday, March 13th at 6:00 p.m.

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

2.E. Selkirks-Pend d’Oreille Transit (SPOT) – Mayor Lewis stated that they had lost a couple of drivers and were in search for new ones and that repairs were being conducted on some of the buses. She advised that she had received a request from Councilman Sundquist that SPOT look at adding electric buses. She stated that larger buses could accommodate larger batteries, but that SPOT’s smaller buses would not be able hold enough battery to even make it up the mountain or through their routes. She stated that SPOT was discussing the potential in the future.

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

2.G. Park Committee – Councilwoman Mjelde stated that she had 5 members on her committee. She advised that they were considering 4 parks within the City. She stated that first the City needed to complete the ADA swing project within the City Hall Park. Then address the McGhee park; she advised that the residents within the area would like to have a basketball court with a small bike path around it. She stated that she would like to see whoever eventually develops the undeveloped property adjacent to the park area would agree to develop the park and then maybe put in a multi-use court to allow for basketball and pickle ball. Clare mentioned that it could be possible to allow the development of the park in lieu of deeding property to the City for an additional park area. Councilwoman Mjelde advised that she and her Committee had discussed the potential to put a pathway around the wetland area at Maggie’s park. She also stated that the soil conditions were not favorable and needed to be addressed. She said that they would like to keep the area in a natural setting and provide at least one ADA parking area. She advised that her Committee was working with the Kootenai Elementary to consider the students to work on a monarch butterfly weigh station at Maggie’s Park as a school project. She advised that the Native Plant Society had offered to help with the project. She also advised that the committee was looking at connectivity within the City. Mayor stated that the wetland area was not part of the park project. Ronda stated that Ryan had contacts with the Corp of Engineers who regulate wetlands and could possibly reach out to see what could actually be done around the wetland areas. Councilwoman Mjelde stated that she would reach out to Ryan. She asked if Council agreed that the Committee could begin to reach out to landscaping services to see what could be done to improve the soil at Maggie’s Park. Council Agreed.

2.H Vegetation Management –Ronda stated that she was waiting for a confirmation of costs and schedule from a couple of tree removal services but had not heard anything yet. She reminded council that she had discussed the proposal to remove the dead tree for \$1,500. She also advised that Council had moved to notify the property owners that it will be their responsibility to remove the remaining trees. Councilman Rafferty asked if the group of trees where in the right-of-way. Ronda stated that she understood that they were. Councilwoman Mjelde stated that she thought it would be the City’s responsibility as it was their right-of-way. Ronda reminded her the City code requires property owners to maintain the alleyways and properties to the street.

3. Discussion/Action Items

3.1 4th Quarter Financial Report – Ronda stated that the City was in good shape for the quarter. Council agreed. **Councilman Sundquist moved to approve the 4th Quarter Financial Report and authorized for the same to be published, 2nd by Councilman Rafferty; roll call vote:**

Councilman Sundquist – AYE
Councilman Rafferty– AYE

Councilwoman Mjelde – AYE
Councilman Schock – NOT PRESENT

3.2 City Hall Repairs – Mayor stated that there were many areas within the City Hall building that needed to be addressed. She advised that the electrical components within the building would not support a new furnace with air conditioning. She also advised that the building was not insulated sufficiently and not energy sufficient. She stated that the windows need to be replaced and the flooring had no insulation. She expressed her concern that there was no second exit to the building other than at the Post Office exit, that was locked and a key would need to be used to get out. She thought that maybe an additional exit in the Clerk’s office would be needed and that the bars should be taken off of the windows giving an

additional option for exiting the building. Council stated that some of these issues were discussed at the emergency meeting they had in regard to fixing the furnace and considering a new furnace with air conditioning this spring. Councilman Sundquist stated that if the City is going to keep the building then improvements were needed as the City resident's deserved a safe and appealing City Hall. Councilwoman Mjelde advised that an additional exit could be at the East side of the Council area as an additional exit/entrance could be potential for break-in to the area where City records are kept. Council expressed their concern that before major repairs were considered they would like to see some property designs that may give options to put in a new City Hall and then use the existing building for community use. Councilman Sundquist stated that he thought that Mayor Lewis had been in contact with some architects that may be able to give some design guidelines. Mayor Lewis stated that she had been in contact with some design architects but was in the beginning stages of collecting information. Council agreed that first the electrical components of the building needed to be addressed. Ronda stated that she did have a couple of calls in to electrical services but had not heard back from any of them. Councilman Sundquist stated that electrical services were very busy and that they need to be called every day to get them to get the City on their schedule. Ronda stated she would get on it.

Mayor Lewis adjourned the meeting at 7:48 p.m.

Submitted by:

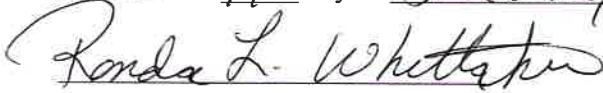
Ronda L. Whittaker/City Clerk

NOTICE OF PUBLIC HEARING

In accordance with Title VI of the Federal Communications Act, notice is given that the City Council of the City of Kootenai, Idaho, will conduct a public hearing at 6:30 p.m. on Tuesday, February 7, 2023, at the Kootenai City Hall located at 204 Spokane Street, Kootenai, Idaho. Said public hearing will provide an opportunity for all interested persons to be heard on the performance of the current cable operator Northland Cable / Vyve and to provide input on future cable-related community needs and interests, in anticipation of a proposed renewal of that franchise agreement currently held by the cable operator.

Accommodations are available for persons with disabilities upon request. Please contact Kootenai City Hall at (208) 265-2431 at least 48 business hours prior to the meeting or hearing to make arrangements.

DATED this 19th day of January, 2023.



Ronda Whittaker, City Clerk

City of Kootenai

Treasurer Report January 2023

Mt. West Money Market	\$	324,410.67	0.04% APY
Mt. West Checking	\$	345,661.66	0.01% APY
Idaho Central Credit Union	\$	555,926.90	1.85%
Total Cash Assets	\$	1,225,999.23	

INCOME/GENERAL FUND

Name	Account	Amount	Sub-Totals
01 - GF REV			
Franchise Fees			
	Avista Corporation	4,163.88	
	Northland Cable Television	280.82	
	Waste Management, Inc	1,046.91	
Total Franchise Fees			5,491.61
Interest			
	Interest, MW Money Market	34.21	
	Interest, MW Checking	2.37	
	Interest, ICCU CDs	898.75	
Total Interest			935.33
Licenses & Permits			
	Business Licenses	275.00	
	Liquor Licenses	0.00	
Total Licenses & Permits			275.00
Planning & Zoning Fees & Permit			
	Building Permits	500.00	
	Subdivision Fees	500.00	
Total Planning & Zoning Fees & Permit			1,000.00
Property Tax			
	Arrears Property Tax	191.61	
	Penalty & Interest	30.21	
	Property Tax Current	35,763.45	
	Recovered Homeowners Exemption	0.00	
	Circuit Breaker	945.40	
Total Property Tax			36,930.67
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	26,395.94	
Total State of Idaho Funds			35,117.94
Total 01 - GF REV		80,030.55	80,030.55

City of Kootenai

STREET FUND REVENUE			
Name	Account	Amount	Sub-Totals
02 - SF REV			
Idaho Transportation Dept			
State Highway Users Fund			
	HB312	2,926.10	
	Hwy Users Fund	9,512.95	
Total State Hwy Users Fund		12,439.05	12,439.05
Road & Bridge			
	Road & Bridge Current	27,180.71	
	Road & Bridge P & I	21.84	
	Road & Bridge Arrears	138.52	
	Circuit Breaker M&O	718.5	
Total Road & Bridge		28,059.57	28,059.57
Stormwater/Encroachment			
	Culvert Encroachment Deposit	0.00	
	Utility Encroachment	0.00	
	Stormwater Management	0.00	
Total Stormwater/Encroachment		0.00	0.00
Total Streets			
	Total 02 - SF REV	40,498.62	40,498.62
	Total Income	120,529.17	120,529.17

City of Kootenai
City of Kootenai

Treasurer Report January 2023

GENERAL FUND EXPENSES			
Name	Account	Amount	Sub-Totals
10 - GF EXP			
Accounting & Audit			
Accountant	Mountain Ledger pre-audit	-	
Total Accounting & Audit			-
Bank Fees		0	0
Building Maintenance			
	Janitorial Service	87.73	
	Security	177.64	
	Furniture & Fixtures	1,439.92	
	Maintenance & Repair	377.08	
Total Building Maintenance			2,082.37
Legal			
	Attorney	262.50	
	Legal Notices	-	
Total Legal			262.50
Dues & Membership			
Miscellaneous Memberships	ICCTFOA Scholarship Donation	-	
Dues & Membership	ICCTFOA District Dues	-	
Total Dues & Memberships			-
Insurance			
	ICRMP	-	
Total Insurance			-
Office Expenses			
	Internet Service	203.94	
	Office Supplies	118.19	
	Postage	-	
	Computer Hardware	-	
	Computer Software	-	
	Computer Maintenance/Repair	47.50	
	Web Site	-	
	Mayor's Expense/Holiday Cards	-	
Total Office Expenses			369.63
Park			
	Maintenance	-	
Total Park, Arbor Day & Earth Day			-
Planning & Zoning			
	Building Permits	-	
	Ordinance Revisions	1,093.00	
	Site Plan Review	238.00	
	Planner	272.50	
Total Planning & Zoning			1,603.50

City of Kootenai

GENERAL FUND EXPENSES - Cont.			
Name	Account	Amount	Sub-Totals
Training Workshops	Meals/ICCTFOA Conference	-	
	Training Expenses/ICCTFOA	-	
	Milage	75.52	
Total Training Workshops			75.52
Utilities	Electric & Gas	263.37	
	Garbage	12.42	
	Water	49.43	
	Telephone	71.25	
	Sewer	-	
Total Utilities			396.47
Wages & Benefits			
	Clerk/Treasurer	3806.27	
	Deputy Clerk	2990.00	
	Council	500.00	
	Mayor	500.00	
	Payroll Taxes	1546.68	
	Retirement Fund - PERSI	915.97	
	Health Insurance	1,704.00	
	Health Insurance Employee	-	
6560 - Payroll Expenses	Intuit Payroll	-	
Total Wages & Benefits			11,962.92
	Total 10 - GF EXP	16,752.91	16,752.91

City of Kootenai

City of Kootenai Treasurer Report January 2023

STREET FUND EXPENSES			
Name	Account	Amount	Sub-Totals
20 · SF EXP			
Ditches			
	Ditch Maintenance	-	
Total Ditches			-
Stormwater			
	Culvert Inspections Engineer	- -	
Total Stormwater			-
Street Maintenance	IWorQ Annual Fee	-	
Asphalt Striping		0	
Street Fund Reserve		0	
Total Street Maintenance			-
Streets			
Street Engineer		0	
Utility Encroachment Permits		-	
Total Streets			-
Utilities, Streets			
	Signal Lights	52.8	
	Street Lights	875.31	
Total Utilities, Streets			928.11
Transportation			
	Bike & Pedestrian Paths	-	
Total Transportation			-
	Total 20 · SF EXP	928.11	928.11
	Total Expense	17,681.02	17,681.02
	Total Income		120,529.17
Net Income			102,848.15

MEMO

To: Mayor Lewis and Council Members

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

Date: February 2, 2023

Re: Council Meeting Report for January Engineering Activities

Engineering activities performed during the month of January, include:

Children Pedestrian Safety Grant

Preliminary drawings have been developed for the 5' of additional width to provide a pedestrian lane between Kootenai Elementary and the Seven Sisters Development. The preliminary drawings indicate that a majority of the right-of-way along the south side of 2nd Avenue will need to be regraded to accommodate adjustments to the existing drainage swales. Field reviews with the preliminary drawings will resume when more of the snow has melted and existing drainage patterns can be observed. Advertisement for bid is still on schedule for late spring 2023.

Weight Limits

I was reviewing the soil conditions earlier in January for consideration for weight limits. Conditions were very close to warranting weight limits before the weather forecast was predicting a return to very cold weather.

Every spring, the ground thaws and the moisture content of the native soils increases leaving the roads more vulnerable to damage from heavier loads that travel the surface. It is highly anticipated that weight limits will be implemented as the temperatures return to above freezing levels and the City will coordinate with the Independent Highway District to post the roads at the appropriate time, based on engineering judgement and visual observations. It is important to note that weight limits do not stop hauling but limit the weight of the load that is distributed onto the road surface.

The dates for weight limits vary each year. In the past few years, weight limits have been posted during the following times:

- 2022: Posted on **March 3** and lifted on **April 21** for a total of **49 days**
- 2021: Posted on **March 1** and lifted on **April 12** for a total of **42 days**
- 2020: Posted on **February 18** and lifted on **April 8** for a total of **49 days**
- 2019: Posted on **March 18** and lifted on **April 29** for a total of **42 days**





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

MEMO

To: Kootenai City Council, Mayor and Clerk
From: Clare Marley, AICP, City Contract Planner
Date: February 1, 2023
Re: **Planning update for February 7, 2023, City Council meeting**

Building permit activity: ADVISORY. No new building permits have been filed yet for 2023.

Land Use Application Activity: ADVISORY: No new land use permits have been submitted yet for 2023.

2022 Land Use Files:

Adams Family Subdivision, File PLA02-22. The applicants have provided the requested information to complete this file for a lot line adjustment. This application is ready for City Council consideration. The background and procedures for consideration of this file are provided in a separate staff memo to the Council.

Kootenai Commerce Center Site Plan Review, Developer Dale Rainey has provided updated information for Phase 1 of the proposed commercial development adjoining Lignetics to the east, on Highway 200. A fee for the project development agreement has also been submitted to the City. Mr. Rainey submitted documentation confirming conditional permitting for highway access to Phase 1 from Idaho Transportation Department and a sewer main extension agreement from Kootenai-Ponderay Sewer District. Staff has requested written confirmation from the City of Sandpoint for water services, updated site plans, access and utility easements, and updated utility plans. These remaining items are needed to allow staff to draft a development agreement for city attorney review and eventual City Council consideration. This development is proposed to include three phases of 14 separate buildings of 6,000 square feet each. Four buildings adjoining the highway and containing 32 separate office units are proposed in Phase 1, according to the site plan.

Kootenai Campus (Coldwater Creek) Plat, File #SUB2022-001 remains on hold. Planning staff advised in a December 15, 2022, email that the file cannot be forwarded to City Council until sewer and water provisions are confirmed. To date, no reply has been given.

Planning Projects: Due to the unexpected cancelation of the City Council workshop of January 31, 2023, staff was unable to provide updates on draft code amendments and discussions for **cell tower standards; accessory living units; RV parking/occupancy; Downtown zoning district; and signs.** A draft ordinance and slide presentation have been forwarded to the City. Please advise when City Council is able to reschedule the workshop. Mondays and Tuesdays are generally open in February for staff attendance.

Bonner County requests to comment: The City has received invitations to comment on Bonner County's proposed amendments to its comprehensive plan, Files AM 17-22 and AM 03-23, regarding community design and population and airport facilities, respectively. Planning staff previously provided comment regarding the community design after consulting with the Mayor about the lack

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

of detail (outline only is being presented) and the need to include the Area of City Impact in design discussions. The population component contains 2020 census updates and the airport facilities reflect statistical and mapping details on the Sandpoint and Priest River airports. Neither contain discussions directly affecting Kootenai.

Ponderay files, The City Council commented last year on two City of Ponderay development files that had the potential to impact Kootenai. Ponderay has advised that the KLT text and zoning map amendment to commercial for a housing development next to Anderson Autobody on Highway 200 has been denied and the proposed Vilelli subdivision accessing via McGhee Road has been withdrawn.

N



City of Sandpoint, Idaho POLICE DEPARTMENT

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

Mayor,

Report for December 2022

There were 35 total calls created for the City of Kootenai for the month of December 2022. Of the 35 calls created, 6 calls were created for another agency responding to Kootenai to assist.

These 6 calls do not fit the billing requirements.

We will be submitting billing for 29 calls for service.

Sandpoint's Calls for service – 29

911 Hangup	8
Abandoned Vehicle	1
Business/Residential Alarm	1
Animal Problem	1
Child Neglect	1
Citizen Assist	2
Death Investigation	1
Controlled Substance	1
Extra Patrol Requests/E-mail	1
Fire Structure	1
Information	1
Parking Violation	2
Accident Slide off	1
suspicious	1
Threatening	1
Unlawful Entry	1
VIN Inspection	1

RECEIVED
JAN 24 2023
CITY OF KOOTENAI

Welfare Check	3
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Not billed – 6

911 Hangup	3
Fire Structure	1
Assist Other Agency	1
Business/Residential Alarm	1

Patrol Highlights

- Welfare check – Officers responded to a female who was not answering the door. I arrived and knocked with no response. I was able to get a hold of her son who responded and opened the door for me. She was fine, she just got out of bed fighting off COVID.
- Threats - VA employees reported a male had made verbal threats on 12/01/22. It was reported he was upset with VA staff and made verbal threats stating something to the effect of workers could be shot while they walk to their cars. This report is for information only currently.
- Drugs – Officers located a female sitting in her blue Subaru Impreza. She was sleeping holding a lighter in one hand and a piece of burnt foil with a blue pill on it, in the other hand. Multiple drug paraphernalia items were located inside the vehicle, including a marijuana pipe, two burnt plastic straws, and multiple pieces of burnt foil. Under Miranda, she admitted to possessing the items and stated the blue pill was an Oxycodone. Felony charges pending.
- Death Investigation – Officers were dispatched to Hearthstone Village. Captain Lindsey, EMS, who stated a female had passed away. Due to her passing away prior to transport to BGH, they needed to get permission from the coroner to transport her directly to Coffelt's Funeral Home.
- Child Abuse – 16 yof is reporting the father has physical abused her. Case under investigation.
- Fire Structure – Officers were dispatched to assist with traffic control for a fire that had accorded with in Kootenai.
- Abandoned vehicle – a vehicle was tagged for 48-hour removal, vehicle was parked on schissler ln.
- Vin – Officers responded to Kootenai to perform a vin inspection.
- Dog at large - A white pit bull was given a courtesy transport to the shelter where it was reunited with its owner.
- Slide off – Officers responded to a single vehicle slide off on mcghee road.
- Unlawful entry – Darwin D Randall, 41 YOA of Kootenai, was arrested in the 400 block for unlawful entry, violating a protection order and two Bonner County warrants.

Traffic citations issued – 11

Expired license	2
Safety restraint-fail to use	2
Stop sign violation/Yield	2
Fail to renew registration	2
no insurance	1
Speed	2

Misdemeanor citations – 4

Possession Paraphernalia	1
Driving without privileges	1
Unlawful entry	1
CPO Violation	1

Felony Charges –

-

To: Kootenai City Council and Mayor
From: Ronda L. Whittaker, City Clerk
Date: January 2023
RE: Clerk's Report



Website Activity –Mandy continues her task of keeping the City's website updated with business information and calendaring.

Business License – Mandy is monitoring all Licensing Permit Applications. We continue to have new businesses within the City who have not submitted a business and/or sign permit applications. We are working together to keep up on this issue.

Records Retention – I have studied the City's records retention schedule resolution dated December 2006 and have determined that the City needs to update a couple of items on the schedule in accordance with the current 2022 Idaho Code §50-907. I spoke to Mayor Lewis and she agrees that we will need legal opinion. I will keep you informed.

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. Both projects are keeping up with outstanding costs and fees. I am still seeking payment from the Ting project for outstanding costs.

Office Assistance –Mandy continues to work on a procedure manual and attending to City permit applications and questions concerning application procedures, etc.

City Hall – Thank you for allowing a quick fix on the City's furnace. Things were a bit of a scurry for a couple of days, but we are back on track. The City Hall also looks much more professional with new chairs. Thank you to Councilman Schock for replacing the rollers on one of the chamber tables.