



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

Staff Present: City Clerk, Ronda L Whittaker, City Deputy Clerk, and City Engineer, Ryan Luttmann.

Amendments to the Agenda –None were proposed.

Announcements – None were proposed.

Others Present: Vernon Roof representing Northside Fire Department, City resident, and City resident Julie Washburn.

Public Comment – None were given.

Presentation – Northside Fire District – Development Impact Fee Advisory Committee Status – Vern Roof representing Northside Fire District advised Council that the Senate Bill 1114 was being proposed to reform the need for each city to have its own board. He stated that the State considered that it is just too burdensome for a small city to choose 5 representatives with specific qualifications such as being a contractor and/or developer that reside within a city to make up a board. He was pleased to advise that the City did have at least one resident who meet the qualifications to be part of a collective board and had agreed to do so. He asked if Council had any ideas of anyone else from the City who could volunteer to represent the City as a board member. There were no nominations. Vern stated that the new Bill 1114 would not be in effect until this coming July and asked Council if they wanted to hold out until it was passed and then have the one resident be on a collective board. Council agreed that that would be in the City’s best interest.

1. Consent Agenda:

Mayor Lewis asked Council for a motion to approve the Consent Agenda.

Councilman Sundquist moved to approve the Consent Agenda, 2nd by Councilman Schock; roll call vote:

Councilman Sundquist – AYE
Councilman Rafferty – AYE

Councilwoman Mjelde – AYE
Councilman Schock – AYE

2. Reports:

2.A. Mayor: No report was given

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

2.B1 Weight Limits – Ryan advised that weight limits were on. He stated that it is not that there can be no hauling, but that the weight distribution had to be adjusted.

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

2.C3 Land use Files – Adams Family Subdivision Continued – Ronda advised that the City’s Planner had not received the additional information to continue the request for a lot line adjustment. She stated that the City’s Planner had advised that this issue be continued.

Councilwoman Mjelde moved to continue the Adams Family Subdivision discussion to the April Council meeting, 2nd by Councilman Sundquist; roll call vote:

Councilman Sundquist – AYE
Councilman Rafferty – AYE

Councilwoman Mjelde – AYE
Councilman Schock – AYE

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

2.E. Selkirks-Pend d’Oreille Transit (SPOT) – Mayor Lewis stated there was nothing new really. She was happy with int increased ridership, but that SPOT was frustrated with having to do repairs out in the cold and that they will soon be looking for a facility that would allow inside repair areas. She stated that she had mentioned the option for electric buses in the future, but as it is now they would not be able to stay charged for the whole route. Councilman Sundquist stated that they may want to look into liquid gas options too.

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

2.G. Park Committee – Councilwoman Mjelde advised that her committed will have another meeting on March 28th at 6:00 p.m. but that there was nothing new to report to date.

2.H Vegetation Management – Specific issues were discussed:

2.H1 Priority Tree Health Removal within City rights-of-ways – Ronda stated that weather was holding back the removal of the tree at 104 Central, but she was keeping her radar on it. Council advised that Ronda should send out an advisement to the adjoining properties advising that the City will remove the dead-unsafe trees but that they must plan to remove all of the other trees that are within the right-of-way.

2.H2 Weed Abatement - Ronda stated that it was getting time to send out advisement notices for weed abatement. She stated that she was pleased that all outstanding costs to the City for weed abatement had been satisfied. She asked Council how they would like her to proceed if a notice was ignored. Council advised that a second letter should be sent out before further proceedings began.

2.G Code Enforcement – 100 Humbird storage of debris – Councilwoman Mjelde stated that she was concerned as there was a lot of debris such as toilets and old refrigerators being stored on the property. Council agreed that Ronda should send out a general advisement

referencing the City's code that regulate storage issues. Ronda asked what Council suggested if there was no cooperation. Council agreed that a second advisement should be sent before the City's legal counsel be involved.

3. Discussion/Action Items

3.1 2022 Annual Road and Street Report – Approval and authorization to publish – Ronda stated that she works with the state controllers to confirm revenues that are used to create the report along with expense reports generated by the City's financial application. **Councilwoman Mjelde moved to approve the 2022 Annual Road and Street 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 – AYE

3.2 2023 First Quarter Financial Report – Approval and authorization to publish. Ronda advised that the City was in good shape for its first quarter. Councilman Schock mentioned that the report needed to be edited to reflect percentage figures in correct format. **Councilman Rafferty moved to approve the 2023 First Quarter Financial Report and authorize for the same to be published, 2nd by Councilman Schock; roll call vote:**

Councilman Sundquist – AYE
Councilman Rafferty– AYE

Councilwoman Mjelde – AYE
Councilman Schock – AYE

3.3 – Resolution 43A – A Resolution Amending the City's Records Retention Schedule – Ronda stated that the State Statute had been updated and that there was a need to review the City's Retention Schedule to make sure it was in compliance. She advisee that she had worked with the City's legal team and found that the only area that needed amending was the retainage of residential building permits. She advised that the current retention period for residential building permits was permanent and the current statute reflects that this type of documentation should only be retained for two years. She advised that paper is heavy and that she and the City's Deputy Clerk would like to purge all simple building permit files and send out a notice that the current owner of such property to notify them that they are welcome to come take the file before it was shed. Councilman Schock expressed his concern that then the history of the building would be lost to the City. Ronda stated that the City would be required to keep the certificate of occupancy and any other specific concerns that had been addressed but that once a simple home was built and a certificate of occupancy was issued and recorded with the County there was no need to keep the application or permit. Councilman Sundquist advised that yes if anything else came up outside of the already approved build then a new file would be created and kept for another two years. The original building permit application would then be mute. Ronda advised that all proposed files would come to Council via resolution before any records were purged so Council would still have control. **Councilman Sundquist moved to adopt Resolution 43A, 2nd by Councilwoman Mjelde; roll call vote:**

Councilman Sundquist – AYE
Councilman Rafferty– AYE

Councilwoman Mjelde – AYE
Councilman Schock – NAY

Mayor Lewis adjourned the meeting at 7:33 p.m.

Submitted by:

Ronda L. Whittaker/City Clerk

City of Kootenai

Treasurer Report February 2023

| | | | |
|----------------------------|-----------|---------------------|-----------|
| Mt. West Money Market | \$ | 324,459.56 | 0.2% APY |
| Mt. West Checking | \$ | 340,439.17 | 0.01% APY |
| Idaho Central Credit Union | \$ | 555,926.90 | 1.85% |
| Total Cash Assets | \$ | 1,220,825.63 | |

INCOME/GENERAL FUND

| Name | Account | Amount | Sub-Totals |
|--|----------------------------|-----------------|-----------------|
| 01 · GF REV | | | |
| Franchise Fees | | | |
| | Avista Corporation | 0.00 | |
| | Northland Cable Television | 0.00 | |
| | Waste Management, Inc | 0.00 | |
| Total Franchise Fees | | | 0.00 |
| Park | | | |
| | Donation/Ting | 150.00 | |
| Total Park | | | 150.00 |
| Interest | | | |
| | Interest, MW Money Market | 48.89 | |
| | Interest, MW Checking | 2.71 | |
| Total Interest | | | 51.60 |
| Law Enforcement | | | |
| | Law Enforcement Fines | 90.00 | |
| Total Law Enforcement | | | 90.00 |
| Licenses & Permits | | | |
| | Business Licenses | 100.00 | |
| | Liquor Licenses | 0.00 | |
| Total Licenses & Permits | | | 100.00 |
| Planning & Zoning Fees & Permit | | | |
| | Building Permits | 886.11 | |
| | Subdivision Fees | 0.00 | |
| Total Planning & Zoning Fees & Permit | | | 886.11 |
| Property Tax | | | |
| | Arrears Property Tax | 6,025.23 | |
| | Penalty & Interest | 42.69 | |
| Total Property Tax | | | 6,067.92 |
| Rents | | | |
| | Post Office Rent | 280.00 | |
| Total Rents | | | 280.00 |
| State of Idaho Funds | | | |
| | State Liquor Fund | 0.00 | |
| | State Revenue Sharing | 0.00 | |
| Total State of Idaho Funds | | | 0.00 |
| | Total 01 · GF REV | 7,625.63 | 7,625.63 |

STREET FUND REVENUE

| Name | Account | Amount | Sub-Totals |
|--------------------------------------|------------------------------|---------|------------------|
| 02 - SF REV | | | |
| Idaho Transportation Dept | | | |
| State Highway Users Fund | | | |
| | HB312 | - | |
| | Hwy Users Fund | - | |
| Total State Hwy Users Fund | | <hr/> | - |
| Road & Bridge | | | |
| | Road & Bridge Current | 0.00 | |
| | Road & Bridge P & I | 31.44 | |
| | Road & Bridge Arrears | 4339.83 | |
| | Circuit Breaker M&O | 0 | |
| Total Road & Bridge | | <hr/> | 4,371.27 |
| Stormwater/Encroachment | | | |
| | Culvert Encroachment Deposit | 0.00 | |
| | Utility Encroachment | 0.00 | |
| | Stormwater Management | 0.00 | |
| Total Stormwater/Encroachment | | <hr/> | 0.00 |
| Total Streets | | | |
| | Total 02 - SF REV | <hr/> | 4,371.27 |
| | Total Income | <hr/> | 11,996.90 |
| | | <hr/> | 11,996.90 |

City of Kootenai
Treasurer Report February 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 | 27.73 | |
| | Security | 177.64 | |
| | Snow Removal | 70.00 | |
| | Maintenance & Repairs | 492.78 | |
| Total Building Maintenance | | | 768.15 |
| Legal | | | |
| | Attorney | - | |
| | Legal Notices | 118.93 | |
| Total Legal | | | 118.93 |
| Dues & Membership | | | |
| | CostCo | - | |
| Miscellaneous Memberships | ICCTFOA Scholarship Donation | - | |
| Dues & Membership | ICCTFOA District Dues | - | |
| Total Dues & Memberships | | | - |
| Insurance | | | |
| | ICRMP | - | |
| Total Insurance | | | - |
| Office Expenses | | | |
| | Internet Service | 131.94 | |
| | Office Supplies | 100.46 | |
| | Postage | 16.56 | |
| | Computer Hardware | - | |
| | Computer Software | - | |
| | Computer Maintenance/Repair | 133.21 | |
| | Web Site | - | |
| | Mayor's Expense/Holiday Cards | - | |
| Total Office Expenses | | | 382.17 |
| Park | | | |
| | Maintenance | - | |
| Total Park, Arbor Day & Earth Day | | | - |
| Planning & Zoning | | | |
| | Building Permits | 340.62 | |
| | Comp Plan Review | - | |
| | Subdivision Fees | - | |
| | Planner | 456.50 | |
| Total Planning & Zoning | | | 797.12 |

GENERAL FUND EXPENSES - Cont.

| Name | Account | Amount | Sub-Totals |
|-----------------------------------|---------------------------|-----------------|-------------------|
| Training Workshops | Meals/ICCTFOA Conference | - | |
| | Training Expenses/ICCTFOA | - | |
| | Milage | - | |
| Total Training Workshops | | | - |
| Utilities | Electric & Gas | 207.59 | |
| | Garbage | - | |
| | Water | 52.04 | |
| | Telephone | 0 | |
| | Sewer | - | |
| Total Utilities | | | 259.63 |
| Wages & Benefits | Clerk/Treasurer | 3347.99 | |
| | Deputy Clerk | 2470.00 | |
| | Council | 500.00 | |
| | Mayor | 500.00 | |
| | Payroll Taxes | 548.38 | |
| | Retirement Fund - PERSI | 840.95 | |
| | Health Insurance | 1,704.00 | |
| | Health Insurance Employee | - | |
| 6560 · Payroll Expenses | Intuit Payroll | 60.00 | |
| Total Wages & Benefits | | | 7,501.32 |
| Total 10 · GF EXP | | 9,827.32 | 9,827.32 |

City of Kootenai
Treasurer Report February 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 | 44.07 | |
| | Street Lights | 875.31 | |
| Total Utilities, Streets | | | 919.38 |
| Transportation | | | |
| | BCATT Meeting | - | |
| Total Transportation | | | - |
| | Total 20 · SF EXP | 919.38 | 919.38 |
| | Total Expense | 10,746.70 | 10,746.70 |
| | Total Income | | 11,996.90 |
| Net Income | | | 1,250.20 |

MEMO

To: Mayor Lewis and Council Members

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

Date: February 24, 2023

Re: Council Meeting Report for February Engineering Activities

My report is early this month because I am planning to be out of the office from February 27 through March 3. Because of the cold weather, engineering activities did not resume for the field investigations along 2nd Avenue this month. Weight limits are in effect at this time.

Weight Limits Update

Weight limit signs were installed at the City limits with green ribbons on March 10, 2023. The ribbons were changed to red on March 14, 2023 to indicate that weight limits are in place. For the last 4 years, the average number of days for weight limits in Kootenai has been 46 days. Weight limits placed on March 14, 2023 will likely remain in place through most of April. It is important to note that weight limits do not end hauling but limit the weight of the load that is distributed onto the road surface to protect the roads from damage during this vulnerable time of year.





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

MEMO

To: Kootenai City Council, Mayor and Clerk
From: Clare Marley, AICP, City Contract Planner
Date: March 2, 2023
Re: **Planning update for March 7, 2023, City Council meeting**

Building permit activity: ADVISORY. The City received one new building permit application during February for a porch addition to an existing home on Humbird. This is the first permit 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. ACTION ITEM: The Kootenai City Council tabled this application for a lot line adjustment at 101/102 Humbird to the March regular Council meeting in order to obtain additional information from the applicants. Planning staff advised the applicants on February 8th of the following:

The Kootenai City Council continued the Adams Family Lot Line Adjustment (PLA02-22) to the March 7th City Council meeting to obtain additional information from the applicant (or you as the representative) regarding:

- 1. A site plan showing there will be sufficient parking for both lots to meet the minimum parking standings of the Kootenai City Code (KCC).*
- 2. Ability of vacant lot to meet the city setback and coverage standards and have room for the off-street parking. (show building envelopes and potential size of future home and off-street parking)*
- 3. Compliance with the zoning standards for lot minimums. A duplex is shown by County GIS to be located on the lot with the home. The zoning requires a minimum 13,300 sq ft parcel/lot size for a duplex. The city records cannot confirm the duplex was grandfathered, and the lot reconfiguration wouldn't be allowed to create a duplex lot substandard to the zoning requirements, per City Council discussion. There is insufficient acreage to create a 13,300 sq ft lot and still meet the minimum lot size for the remaining lot, according to the preliminary plat. An option would be to remove the duplex unit through a building permit conversion application and inspection. Other option is to prove that the city authorized a duplex on a less than standard lot. We did not see that this permitting has occurred in the records the city had at the hearing yesterday.*
- 4. The Council asks that the information be provided no later than Feb. 23rd so that there is time for staff and Council packets.*

To date, the applicants' representative has provided historic building permit information that was already in the City records. Staff determined the records did not confirm the existing duplex is grandfathered and asked the representatives to provide additional information or advise the City that they wished to remove the second dwelling unit. No response was provided at the time of this report.

DRAFT MOTION TO CONTINUE: I MOVE TO CONTINUE THIS FILE TO THE APRIL 4, 2023, REGULAR CITY COUNCIL MEETING AT 6:30 P.M. IN ORDER TO ALLOW THE APPLICANT TIME TO PROVIDE THE INFORMATION REQUESTED BY CITY COUNCIL AT THE FEBRUARY 7TH MEETING.

Kootenai Commerce Center Site Plan Review ADVISORY: The City of Sandpoint has provided Kootenai with a conditional will-serve letter for water services for the proposed commercial development adjoining Lignetics to the east, on Highway 200. City contract staff has requested clarifying information on the will-serve. The letter indicates the conditional will-serve is for 15 ERUs, but Phase 1 contains 16 units. The developers' engineer has provided updated plans and drawing. The developer advises he is working on the easements for utilities and access. These details are needed to allow staff to draft a development agreement for city attorney review and eventual City Council consideration. Work on the draft has been initiated by the city contract engineer and planner.

Planning Projects: City planners are scheduled to meet with City Council March 13th at 6 p.m. to conduct a code update workshop. This meeting replaces the January meeting that was canceled due to the furnace break-down.



City of Sandpoint, Idaho
POLICE DEPARTMENT

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

Mayor

Report for February

There were 32 total calls created for the City of Kootenai for the month of February 2023. Of the 32 calls created, 4 calls were created for other agencies responding to Kootenai to assist.

These 4 calls do not fit the billing requirements.

- **We will be submitting billing for 28 calls for service.**

Sandpoint's Calls for service

| | |
|--------------------------------|---|
| 911 Hangup | 5 |
| Assist Other Agency | 1 |
| Misdemeanor Warrant Arrest | 1 |
| Disorderly Conduct | 1 |
| Extra Patrol Requests | 1 |
| Domestic Dispute | 1 |
| Previous Incident | 2 |
| Information | 1 |
| Malicious Injury to Property | 1 |
| Parking Violation | 1 |
| Reckless Driving | 1 |
| Runaway Juvenile | 4 |
| Suspicious Person/Circumstance | 3 |
| Tobacco Violation | 1 |
| Trespassing | 1 |
| VIN Inspection | 2 |

| | |
|---------------|---|
| Welfare Check | 1 |
|---------------|---|

Not billed

| | |
|--------------------------------|---|
| 911 Hangup | 1 |
| Non-Injury Accident | 1 |
| Suspicious Person/Circumstance | 1 |
| Suspicious Person/Circumstance | 1 |

Patrol Highlights

- Arrest warrant – 13 yof was arrested for an outstanding juvenile warrant out of Bonner County. She was transported to the Bonner County Juvenile Detention Facility.
- Reckless – RP reported a vehicle intentionally hitting curbside trashcans around Humbird St and Boise St in Kootenai. There are no suspects at this time, but the vehicle was described as a silver Jeep Cherokee with a loud exhaust, roof rack, and busted tail light. Two of his trashcans were hit, causing them to strike his parked 2000 Saturn SL, causing damage to the driver's side fender and rear door.
- Suspicious – RP reported seeing a suspicious male enter a back door at the elementary school. Officers were able to locate the janitor.
- Disorderly – RP requested officers respond to the VA to trespass a person from the building, which they did.
- Mal injury to property – RP said he believes the neighbor's children are attempting to break into his black 1998 Ford Ranger. RP showed officer multiple places on and around his vehicle that had small scratches he said were caused by the neighbor's kids playing around his truck. At this time, RP does not want anything done in the matter other than documentation.
- Trespass – RP at the VA in Kootenai requested officers respond and trespass 67 YOM from the premises. Officers respond and contact the male and advised him he was trespassed, and he needed to go to Spokane for treatment.
- Runaway – RP reported and signed two juveniles as runaways. They were later located and returned home.
- Suspicious - RP stated she found a pair of long johns in her laundry that do not belong to her. Unfounded.
- Welfare check – RP called and reported he had not heard from his employee and requested officers check on him.
- Family Offense – Officers responded to a domestic. Upon their arrival it was determined one party was trying to collect some items and leave. Officers assisted with facilitating the exchange.

Written Warning – 4

| | |
|----------------------|---|
| Headlight out | 1 |
| Expired license | 1 |
| Expired registration | 1 |
| Distracted driving | 1 |

Traffic citations issued - 6

| | |
|------------------------------|---|
| Speeding | 1 |
| Fail to renew registration | 2 |
| insurance-fail/provide proof | 2 |
| Safety restraint | 1 |

Misdemeanor citations – 2

| | |
|-----------------------------|---|
| Driving without privileges | 1 |
| driving under the influence | 1 |
| | |

To: Kootenai City Council and Mayor
From: Ronda L. Whittaker, City Clerk
Date: February 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 sent the City's records retention schedule resolution to our legal team. I have been advised that the City only needs to amend the current resolution and schedule to reflect records retention for residential building permits. If Council approves, Mandy and I will begin with the purging process and would like to contact the property owners to see if they would like their file, at least the applications, for history information before we purge them.

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 was able to work with Ting to capture all outstanding costs related to their build within the City.

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

City Hall – I was able to snag an electrical service to evaluate what is needed in the City Hall for heating/air and the burden on electrical outlets and what may be needed there.

Building Permit Applications – Applications are starting to be submitted to the City. Mandy and I are working closely together to make sure that the process runs smoothly.

City Code Violations – Initial notices will be sent out soon regarding weed abatement and storage of unsightly debris.

Audit – Working with our auditor to provide additional information as he requests. The City's audit should be completed shortly.

CITY OF KOOTENAI
ANNUAL ROAD AND STREET FINANCIAL REPORT
FISCAL YEAR ENDING SEPTEMBER 30, 2022

| | |
|---|------------------|
| Fund Balance Beginning of Year (10-01-21) ----- | \$ 0.00 |
| Receipts: | |
| Property Tax Levy ----- | 46,861 |
| Highway User Revenue ----- | 48,873 |
| Revenue Sharing----- | 95,632 |
| Interest Income ----- | 189 |
| Other - Child Ped Grant ----- | 250,000 |
| Total Receipts ----- | \$441,555 |
| Disbursements: | |
| Reconstruction/Replacement----- | 16,930 |
| Chip sealing or seal coating ----- | 0 |
| Signs, signals or traffic control ----- | 115 |
| Street Lighting ----- | 10,723 |
| Professional Services, Engineering ----- | 33,534 |
| Professional services, audit, clerical, legal ----- | 10,000 |
| Total Disbursements ----- | \$71,302 |
| Receipts Over Disbursements ----- | 370,253 |
| Closing Balance ----- | 370,253 |
| Funds obligated for specific future projects & reserves ----- | 300,253 |
| Funds retained for general funds and operations ----- | 70,000 |
| Ending Balance ----- | \$ 0.00 |

This report has been submitted to the State Controller as required by Idaho Code 40-708.

Dated this 7th day of February, 2023.

Signed: *Nancy Lewis*
Mayor

Attest: *Ronda L Whittaker*
Ronda L. Whittaker
City Clerk / Treasurer

CITY OF KOOTENAI
FY 2023 1st Quarter Financial Report
October 1, 2022 to December 31, 2022

| | BUDGET | Qtr Total | % REV/EXP |
|----------------------|------------|------------|-----------|
| General Fund Revenue | \$553,951 | \$ 384,796 | 69% |
| Expenditures | \$553,951 | \$ 50,502 | 09% |
| Street Fund Revenue | \$ 143,990 | \$ 69,595 | 48% |
| Expenditures | \$ 143,991 | \$ 25,609 | 32% |

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

Ronda L. Whittaker, City Clerk/Treasurer
02/16/23

A Resolution Amending the City's Records Retention Resolution

RESOLUTION NO. 43A

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF KOOTENAI, IDAHO,
AMENDING RESOLUTION NO. 43 RECORD RETENTION RESOLUTION.**

WHEREAS, a record retention schedule was adopted on December 4, 2006, that establishes minimum retention periods for the various types of city records; and,

WHEREAS, Idaho Code 50-907 requires the City Council to adopt by resolution a record retention schedule, listing the various types of city records with the applicable retention periods; and,

WHEREAS, Idaho Code 50-907 has been updated, Idaho Code 50-907(2022); and,

WHEREAS, Idaho Code authorizes the destruction of City records, pursuant to a records schedule, after the statutorily prescribed minimum retention period; and,

WHEREAS, adoption of a record retention schedule assists in efficient and effective records management by identifying records that have exceeded their minimum retention; and,

WHEREAS, a record retention schedule also enhances protection of historic records by identifying records of enduring value as permanent records that are retained by the city in perpetuity or transferred to the Idaho State Historical Society's Permanent Records Repository for permanent retention upon resolution of the City Council.


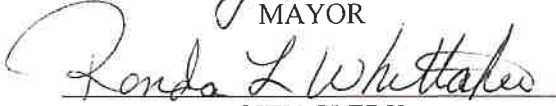
NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of KOOTENAI, Idaho that the City hereby amends the record retention resolution and schedule attached as Exhibit "A" to reflect current Idaho Code 50-907(2022.)

Records identified as permanent shall not be destroyed but shall be retained by the City in perpetuity or transferred to the Idaho State Historical Society's Permanent Records Repository for permanent retention upon resolution of the City Council.

Records that are not considered permanent shall be retained for the period specified in the retention schedule and until destruction is approved by resolution of the City Council pursuant to the provisions of Idaho Code 50-907.

The administrative staff of the City is authorized to take all necessary steps to carry out the authorization provided by this Resolution.

PASSED BY THE CITY COUNCIL, on this 7th day of March 2023

| | | |
|---------|--|------------------------|
| |  MAYOR | <u>3/7/23</u> DATE |
| ATTEST: |  CITY CLERK | <u>3/07/23</u> DATE |