



City of Kootenai
COUNCIL MEETING
MINUTES
DATE: April 4, 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 by phone conference, having some issues and not present for the first part of the meeting.

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

Amendments to the Agenda –None were proposed.

Announcements – None were proposed.

Others Present: Stephen Chamberlain representing Sandpoint Law Enforcement, City resident Julie Washburn, and City business owner Rob Redford.

Public Comment – None were given.

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 Councilwoman Mjelde; roll call vote:

Councilman Sundquist – AYE
Councilman Rafferty – Not Present

Councilwoman Mjelde – AYE
Councilman Schock – AYE

2. Reports:

2.A. Mayor: Nancy advised that she had attended the BCATT meeting which is always very informative. She also advised that she had met with an architect from Coeur d’Alene to begin working on a design for a new City Hall. There was a brief discussion about the need to have several bids for the work. Ronda advised that there was no need as the cost for services would not be over \$50,000. Ryan advised that once a design was accepted there may be a need as the costs may be over the state statute’s cap for bidding requirements.

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

2.B3 City Parking Lot – Ryan advised that he had drafted a preliminary design for additional City Hall parking. Councilman Schock asked if additional parking could be put at the front area of the City Hall. Ryan advised that parking at that area would be a traffic

concern as cars would need to back out onto Spokane Avenue. There was no further discussion. Ryan stated that the work could begin in May if weather permits.

2.B5 Amendment #6 and Authorization for Engineering Consulting Services for an update of the Pavement Management Plan – Ryan stated that the City’s Pavement Management Plan had not been updated since 2014 and that it was now time for an update. Councilman Schock asked Ryan if he could look at the McGhee Road/Hwy 200 culvert drainage as the pavement is failing around the drainage grate. Ryan stated he would need to visit the site to insure that it was within the City’s boundaries or if it was the City’s responsibility or the Idaho Department of Transportation’s responsibility. **Councilman Sundquist moved to accept the Amendment #6 and Authorization for Engineering Consulting Services for an update of the Pavement Management Plan, 2nd by Councilman Schock; roll call vote:**

Councilman Sundquist – AYE
Councilman Rafferty– AYE

Councilwoman Mjelde – AYE
Councilman Schock – AYE

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

2.C4 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 tabled indefinitely until further information is received. **Councilman Sundquist moved to table File PLA02-22, Adams Family Subdivision, indefinitely until the applicant provides the information requested by City Council at the February 7th meeting or other satisfactory resolutions are proposed that meet Kootenai City Code, 2nd by Councilwoman Mjelde; 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 –Mayor thanked Stephen for keeping the City informed and up to date regarding calls for service within the city of Kootenai. Councilman Sundquist asked what the procedure was for invalid 911 calls. Stephen stated that all 911 calls had to be addressed whether they were legitimate or not. There was no further discussion.

2.E. Selkirks-Pend d’Oreille Transit (SPOT) – Mayor Lewis reported that SPOT celebrated their millionth ridership in February. Councilman Sundquist asked if that was since the beginning of the service. Mayor confirmed that it was.

2.F. Clerk – Written Report – Attached. Councilman Sundquest asked if the City was doubling up on code enforcement issues. Ronda stated that issues are brought up to the City Clerk and reminded Council that they had instructed her to have Mayor to send out the first notice and if not abated then it would go to the City Planner to create a second notice before it went to the City’s legal team. Councilman Sundquist was satisfied with her explanation. Mayor also informed Council that weed abatement and debris letters were beginning to go out. Councilman Sundquist commended Ronda and Mayor for getting a head start on weed abatement. Mayor agreed that excess weeds can cause fire hazards and allergy issues with adjacent properties.

2.G. Park Committee – Councilwoman Mjelde advised that her committee was working on the undeveloped McGhee Park and wanted to speak with Ryan about getting some dirt put at the site. There was a brief discussion as to what the park should be named. Mayor Lewis suggested Second Avenue Park as that is where the park is located and not on McGhee Road. Councilwoman Mjelde stated that that could be considered. Mayor advised that she had talked to a local resident who does a lot of landscaping and suggested that the committee focus on Maggie’s Park. She advised that the center of the area needed to be pushed toward the outskirts of the area and vegetation screening and gravel put in, then vegetate the berms. She advised the committee that they needed to get Maggie’s Park completed before work was performed at the Second Avenue Park. Councilwoman Mjelde stated that her committee had considered that same vision. Councilman Sundquist advised Mayor that her comments could be considered but that Council would deliberate and make the decisions. He added that it was in the City’s best interest to show its residents a goodwill effort to enhance the Second Avenue Park. Councilwoman Mjelde asked Council if they would accept some services quotes and design at the next meeting. Council agreed. She advised that the committee will have another meeting on April 26th at 6:00 p.m. and invited Council members and Mayor to attend.

3. Discussion/Action Items

3.1 Final FY 2022 Audit – Ronda stated that she had sent out the draft Audit out to Mayor and Council so that they would have plenty of time to review and/or question anything. She stated that the City’s auditor had spoken to several Council members and Mayor and had expressed he was satisfied with office procedures and found that the City’s Audit was in good order. **Councilwoman Mjelde moved to approve the Final FY 2022 Audit, 2nd by Councilman Schock; roll call vote:**

Councilman Sundquist – AYE
Councilman Rafferty– AYE

Councilwoman Mjelde – AYE
Councilman Schock – AYE

3.2 Resolution #95 Records Retention. Ronda advised that she had worked with the City’s legal team who had helped draft the resolution. She stated that she advised that the City’ retention schedule allowed the City to purge temporary records after 5 years which would go back to 2016, but that she asked to go back to 2017 to be safe. Councilman Sundquist agreed that that was a good measure. **Councilman Sundquist moved to adopt Resolution #95 Records Retention, 2nd by Councilman Schock; roll call vote:**

Councilman Sundquist – AYE
Councilman Rafferty– AYE

Councilwoman Mjelde – AYE
Councilman Schock – AYE

3.3 – Set Date for Budget Hearing – Ronda stated it was time again to set the City’s 2024 Budget Hearing. She suggested an August date for the hearing and a June and July workshop. Council agreed to set the **Budget Hearing for August 15th at 6:00 p.m. and the first workshop for June 13th at 6:00 p.m. and the second workshop for July 18th at 6:00 p.m.**

3.4 Surplus Security Equipment - Ronda advised that she had been working on office housekeeping and had removed the old security equipment which is now not usable as it has not been licensed appropriately and did not see how it could be of any use. **Councilwoman Mjelde moved to discard the old, outdated security equipment, 2nd by Councilman Sundquist; roll call vote:**

Councilman Sundquist – AYE
Councilman Rafferty– AYE

Councilwoman Mjelde – AYE
Councilman Schock – AYE

3.5 City Park Use: Policy and Fee Schedule – Ronda stated that during her office housekeeping task, she found a Park Use Policy and Application and also found that the City’s fee schedule also had fees that related to Park and City Hall use. She advised that she and Mandy, the City’s Deputy Clerk, had attended a training related to Municipalities and cautions about supporting events. She advised that her research found that the Park Use Policy and Application had never been formally adopted by Council and she had some concerns about how it had been drafted. She then handed the issue over to the City’s Legal advisor Britany Jacobs. Britany stated that one of the concerns within said policy is that it did not specify the difference between a non-profit organization and a for-profit organization, which could be very different events. She stated that the adopted fee schedule named fees and deposits. She suggested that the City may want to waive the fee for non-profits as they usually are not raising funds outside of their organization, but the for-profit organizations may sell goods outside of their organizations. She suggested that the City always charge a deposit to make sure that they have funds to clean up if needed after an event. Councilwoman Mjelde agreed that said policy would be for events but not for a family picnic or small family gatherings. Britany agreed. Britany then suggested that the City not identify non-profits specifically. She then advised that if the City chose to rent out the park that it would be an exclusive use of the park and signage would need to be posted that the park was in use for an event and closed for public use for that certain time. She also advised that the liability clause within the policy and application should be fortified. Mayor Lewis asked if the City would be liable if someone just tripped in the park on City property and hurt themselves. Britany stated that there were different scenarios regarding accidents on City property and they would be treated differently. Britany also suggested that the policy not be a signing document and that it be used as a reference, and the application should indicate all the pertinent information and regulations for signing. Councilman Sundquist stated that he did not feel that the City was in need of a “park use policy” and asked how often anyone has come to the City asking to rent the park. Councilwoman Mjelde mentioned that the last event was the Centennial Celebration that the City had over 10 years ago. Councilman Schock and Councilman Rafferty both agreed that they did not feel that it was necessary for the City to adopt a Park Use Policy at this time. Ronda expressed the need to amend the City’s fee schedule to not include park and city hall rental fees and deposits if Council agrees that there is no need for them. She confirmed with Britany that that would be an administrative amendment and that there would no need for a public hearing. Britany agreed that it would be a simple procedure at the next meeting to adopt an amended fee schedule. Council consensus was to table the issue for a future time when it may be needed.

Mayor Lewis adjourned the meeting at 8:01 p.m.

Submitted by:

Ronda L. Whittaker/City Clerk

City of Kootenai

Treasurer Report March 2023

Mt. West Money Market	\$	324,518.23	0.05% APY
Mt. West Checking	\$	315,495.18	0.01% APY
Idaho Central Credit Union	\$	555,926.90	1.85%

Total Cash Assets \$ 1,195,940.31

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			<u>0.00</u>
Interest			
	Interest, MW Money Market	58.67	
	Interest, MW Checking	3.08	
	ICCU CD1	0.00	
	ICCU CD2	0.00	
Total Interest			<u>61.75</u>
Licenses & Permits			
	Business Licenses	150.00	
	Liquor Licenses	0.00	
Total Licenses & Permits			<u>150.00</u>
Planning & Zoning Fees & Permit			
	Building Permits	1,735.00	
	Subdivision Fees	0.00	
Total Planning & Zoning Fees & Permit			<u>1,735.00</u>
Property Tax			
	Arrears Property Tax	5.88	
	Penalty & Interest	3.92	
	Property Tax Current	66.59	
	Recovered Homeowners Exemption	0.00	
	Circuit Breaker	0.00	
Total Property Tax			<u>76.39</u>
	Post Office Rent	280.00	
Total Rents			<u>280.00</u>
Other Income			
	Weed Abatement Reimbursment	562.50	
Total Other Income			<u>562.50</u>
State of Idaho Funds			
	State Liquor Fund	0.00	
	State Revenue Sharing	0.00	
Total State of Idaho Funds			<u>0.00</u>
	Total 01 - GF REV	<u>2,865.64</u>	<u>2,865.64</u>

STREET FUND REVENUE			
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Name	Account	Amount	Sub-Totals
02 - SF REV			
Idaho Transportation Dept			
State Highway Users Fund			
	HB312	-	
	Hwy Users Fund	-	
Total State Hwy Users Fund			-
Road & Bridge			
	Road & Bridge Current	50.61	
	Road & Bridge P & I	3.02	
	Road & Bridge Arrears	4.55	
	Circuit Breaker M&O	0	
Total Road & Bridge			58.18
Stormwater/Encroachment			
	Culvert Encroachment Deposit	0.00	
	Utility Encroachment	0.00	
	Stormwater Management	0.00	
Total Stormwater/Encroachment			0.00
Total Streets			
	Total 02 - SF REV	58.18	58.18
	Total Income	2,923.82	2,923.82

City of Kootenai
Treasurer Report March 2023

GENERAL FUND EXPENSES			
Name	Account	Amount	Sub-Totals
10 - GF EXP			
Accounting & Audit		7,500.00	
Accountant	Mountain Ledger pre-audit	-	
Total Accounting & Audit			7,500.00
Bank Fees		0	0
Building Maintenance			
	Janitorial Service	60.00	
	Security	177.64	
	Custodial Supplies	-	
	Maintenance & Repairs	1,118.00	
Total Building Maintenance			1,355.64
Legal			
	Legal Notices	-	
	Attorney	-	
	Law Enforcement Contract	-	
Total Legal			-
Dues & Membership		-	
Dues & Membership	CostCo	60.00	
Total Dues & Memberships			60.00
Insurance			
	ICRMP	1,075.00	
Total Insurance			1,075.00
Office Expenses			
	City Web Site	-	
	Internet Service	153.94	
	Office Supplies	118.19	
	Postage	31.40	
	Computer Hardware	-	
	Computer Software	-	
	Computer Maintenance/Repair	93.21	
	Mayor's Expense/Holiday Cards	-	
Total Office Expenses			396.74
Park			
	Maintenance	-	
Total Park, Arbor Day & Earth Day			-
Planning & Zoning			
	Building Permits	450.50	
	Ordinance Review	580.50	
	Site Plan Review	459.00	
	Planner	913.00	
	Engineer	-	
Total Planning & Zoning			2,403.00

GENERAL FUND EXPENSES - Cont.			
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Name	Account	Amount	Sub-Totals
Training Workshops			
	Meals/ICCTFOA Conference	73.97	
	Training Expenses/ICCTFOA	386.96	
	Milage	73.08	
Total Training Workshops			534.01
Utilities			
	Electric & Gas	238.63	
	Garbage	12.42	
	Water	24.51	
	Telephone	91.25	
	Sewer	80.10	
Total Utilities			446.91
Wages & Benefits			
	Clerk/Treasurer	3755.35	
	Deputy Clerk	2950.00	
	Council	500.00	
	Mayor	500.00	
	Payroll Taxes	589.45	
	Retirement Fund - PERSI	905.11	
	Health Insurance	1,704.00	
6560 · Payroll Expenses	Intuit Payroll	30.00	
Total Wages & Benefits			10,933.91
Total 10 · GF EXP		24,705.21	24,705.21

City of Kootenai
Treasurer Report March 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	40.94	
	Street Lights	875.31	
Total Utilities, Streets			916.25
Transportation			
	Bike & Pedestrian Paths	-	
Total Transportation			-
	Total 20 · SF EXP	916.25	916.25
	Total Expense	25,621.46	25,621.46
	Total Income		2,923.82
Net Income			-22,697.64

MEMO

To: Mayor Lewis and Council Members

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

Date: March 29, 2023

Re: Council Meeting Report for March Engineering Activities

Engineering activities performed during the month of March, include:

Children Pedestrian Safety Grant

Field reviews with IHD staff were performed and observations were made with regard to stormwater flow and drainage. There appear to be a few conflicts with some newer utilities that will likely need to be resolved and coordinated, prior to bidding. Preliminary design will continue but the city may want to consider moving the bid and construction award to 2024. I have contacted LHTAC to look into the feasibility of an option that would avoid awarding the construction and then experiencing delays for utility relocation.

SH-200 Safety Improvements and TAP Grant

Coordination with the ITD design staff was performed regarding the plans, specifications and estimates. I shared some recorded plat information that clarifies the right-of-way along 1st Avenue. I anticipate final plans, specifications and estimates to be completed this spring. Construction of both projects is scheduled for 2024.

City Parking Lot

Preliminary design has started on the widening of the City Parking Lot. I met with IHD staff to mark out the proposed dimensions for expansion and they appear to fit well on the site. A set of preliminary plans will be shared with the council next month.

Weight Limits Update

Weight limits remain in place and will continue into the month 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.





Maintenance Improvements

A work order was submitted to the Independent Highway District for pothole patching. The only potholes observed this spring were on Railroad Avenue.

Urban Area Transportation Plan

The Mayor and I attended a meeting with AECOM to review the cutsheets that are being developed for two of the capital improvement projects within the City of Kootenai. The projects within the City of Kootenai that are making the top 10 list within the Sandpoint Urban Area are:

- Railroad Avenue Bike & Pedestrian Access
- Main Street Pedestrian Improvements

Planning Support

I provided support for building permit activity, as needed. I also provided reviews and comments for the Land Use Files that are included in the Planning Update for this month.

Pavement Management Plan

A copy of the scope and fee for an update of the Pavement Management Plan is included for consideration. The last plan was completed in 2014.



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

MEMO

To: Kootenai City Council, Mayor and Clerk
From: Clare Marley, AICP, City Contract Planner
Date: March 29, 2023
Re: **Planning update for April 4, 2023, City Council meeting**

Building permit activity: ADVISORY. The City received two new building permit applications during March for a single-family residence on Sprague (replacing an earlier issued permit that was abandoned) and a sign for the Dempsey property on U.S. Highway 200. The total number of permits for the year is three.

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

Violations: ADVISORY: Six letters of potential violations were issued during March. These involved outdoor commercial/light industrial storage and failure to provide parking and a potential RV occupancy violation.

Land Use Files: Kootenai Commerce Center Site Plan Review ADVISORY: The city contract engineer and planner have issued a letter to the developer of the proposed commercial project adjoining Lignetics on Highway 200, requesting additional information and clarifications. The letter identified items needed to complete a draft development agreement for future review by the city attorney and City Council action. The City received an updated site plan and supporting documents from the developer in February. Staff is requesting clarifications regarding fire access to future phases, stormwater treatment calculations, lighting details, and parking spaces. In addition, staff also identified information needed for the draft agreement, including a record of survey, access/utility easements, planned dedication of a pathway, and the status of a geotechnical report. Other comments included the required approval from Idaho Department of Environmental Quality for the sewer main extensions and construction, approval from the City of Sandpoint and Northside Fire for the water main extensions and construction, approval from the City building official and Northside Fire District for fire lanes, hydrants, and fire turn-arounds, and Idaho Transportation Department approvals for highway access for future phases of development beyond Phase 2. The City is still awaiting an executed private easement for access and utilities to this site. The draft development agreement will encompass Phases 1 and 2 of the site. Future phases will require additional site plan reviews and agreements.

Planning Projects: City planners are scheduled to meet with City Council Monday, April 17th at 6 p.m. to continue discussion on the code updates.

City of Kootenai March '23 Cases

Preliminary numbers for the City of Kootenai

Total Cases Handled in March 2023 by SPD: 40

Last year March cases: 27

Highlights:

4: 911 Hangups

3: Welfare Checks

5: Citizen Assists

3: Parking Issues

6: Juvenile type calls

4: Animal Problems

4: Fraud/Burglary/Theft

1: Death Investigation

2 citations were issued in March in Kootenai

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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

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Welfare Check	1
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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.

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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: March 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. Mayor has suggested that chronic violators; there are 11 (businesses who refuse to submit a business license) should be referred to our legal team who should send a strict notice of violation. The City's Code includes penalties for violation for not updating or submitting a business license.

Records Retention – I have worked with our legal team to draft a resolution to purge specific documents that only need to be kept for 5 years and have been doing some house cleaning in anticipation of the adoption of said resolution. I will bring a separate resolution addressing business licenses as discussed in the last meeting in May.

Working with the City's Engineer and Planner – Continued watch on several projects within the City.

Deputy Clerk – Mandy continues to work on a procedure manual, and creating indexes for City minutes, resolutions, and ordinances. She is continuing to attend to City permit applications and questions concerning application procedures, etc.

City Hall Improvements – Mayor approved a replacement of the City Hall electrical outlets as they were out of compliance. There was an advisement that the current electric panel will support a furnace with air conditioning.

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 – Violation notices have been sent out and received regarding storage of unsightly debris and RV occupation. I will be sending weed abatement notices this month.

Training – Mandy and I were able to attend a webinar presented by ICRMP regarding event planning. The training was very informative and gave us a lot of food for thought. I did find a City Park Users Policy and Application that had not been adopted by the City through resolution. I have been working with the City's legal team to create a City Park Users Policy and resolution that will protect the City in the event that an event is proposed. Mandy and I will be attending the AIC District Training and Levy Training this month in preparation for the upcoming budgeting process.

Audit – The 2022 Audit has been completed. The City's Auditor did not find any discrepancies and stated that all was in good order.

Resolution Authorizing Destruction of Records

RESOLUTION NO. 95

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF KOOTENAI, IDAHO, AUTHORIZING DESTRUCTION OF RECORDS.

WHEREAS, Idaho Code 50-907 provides for the minimum retention of City records and allows for City records to be destroyed when they have met the minimum retention period provided by the city's record retention schedule and are no longer required by law or for city business; and,

WHEREAS, records may be destroyed only by resolution of the City Council and upon the advice of the City Attorney; and

WHEREAS, the City Clerk has proposed for destruction certain records that have exceeded their minimum retention; and,

WHEREAS, approval for the destruction of the below listed records has been obtained from the Idaho State Historical Society, when required, and the City Attorney, as provided by Idaho Code 50-907.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the city of Kootenai, Idaho that the below listed records shall be destroyed under the direction and supervision of the City Clerk.

Accounts Receivable prior to September 30, 2017
Accounts Payable prior to September 30, 2017
All banking records prior to September 30, 2017
Records for unsuccessful bonds prior to November 2010 excepting any ordinance for an election which is permanent
Sales and Use Tax forms prior to September 30, 2017
Wage & Tax statements for elected officials left office prior to 2017
State Tax Records prior to September 30, 2017

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 DATE: 4/4/2023

Nancy Lewis 4/09/23
MAYOR DATE

ATTEST: Ronda L Whittaker 4/09/23
CITY CLERK DATE