



City of Kootenai
**COUNCIL MEETING
MINUTES**

DATE: July 11, 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 – ABSENT, Councilwoman Mjelde – HERE, Councilman Schock – HERE, and Councilman Rafferty – PRESENT.

Staff Present: City Clerk, Ronda L Whittaker, City Deputy Clerk, and Assistant City Planner, Tessa Vogel.

Amendments to the Agenda – Ronda proposed an amendment to the Agenda. She stated that in her absence the City’s Deputy Clerk was advised that the budget workshop minutes were not needed and did not need to be on the Agenda. She advised that they did indeed need to be on the Agenda and approved and requested that they be added to the consent agenda.

Councilwoman Mjelde moved to add the budget workshop minutes to the consent agenda, 2nd by Councilman Schock; roll call vote:

Councilman Sundquist – ABSENT

Councilman Rafferty – AYE

Councilwoman Mjelde – AYE

Councilman Schock – AYE

Announcements – None were proposed.

Others Present: City resident, Sandra Furlene.

Public Comment – None were given.

1. Consent Agenda:

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

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

Councilman Sundquist – ABSENT

Councilman Rafferty – AYE

Councilwoman Mjelde – AYE

Councilman Schock – AYE

2. Reports:

2.A. Mayor: Mayor stated that she had attended the BCATT meeting and advised that there are a lot of grant opportunities available for road and bridge. She advised that the question about adding a signal light at Providence Road and the answer was that there will be no additional signal lights put at Highway 200.

2.B. City Engineer: Written Report Summary – Attached – Ronda advised Council that Ryan was not present due to him being in Boise. Mayor stated that his report was explanatory. Ronda stated that Ryan did need a motion and approval for Mayor’s signature for the bid on the City Parking Lot project. She advised that he had provided a tabulation of received bids for their review and decision. She also advised that the New Grant Opportunity deadline for submission had been moved to August, so it was not necessary to take action on that subject. **Councilwoman Mjelde moved to accept the bid provided by Woods Crushing and Hauling, 2nd by Councilman Schock; roll call vote:**

Councilman Sundquist – ABSENT
Councilman Rafferty – AYE

Councilwoman Mjelde – AYE
Councilman Schock – AYE

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

2.C3 Next Steps for the City – Tessa advised that she had attended and represented the city of Kootenai at the Hearing Examiner Public Hearing on July 5th regarding the Providence Subdivision. She advised that the Hearing Examiner deferred the file to the Zoning Commission without making a recommendation. She stated that there was a large presence at the hearing that included residents from the City and outside of the City. She advised that the most concern was the internal roads of the City and Providence Road. She stated that she expressed the City’s concerns that had been presented in the comments submitted prior to the hearing. Which included fencing along Chewelah Loop and Seven Sisters Drive, park amenities, and street trees, as these concerns were not covered in any of the County’s proposed conditions of approval. She advised that in response to applicant testimony that owners attempted to meet with the City about annexation and development within the City, but were provided very little help. Tessa reminded the applicant that 2 years the City met extensively with the applicant to go over the process to annex into the City and go through the City’s subdivision process. Former councilwoman Grace Bauer reiterated this information in the public comment portion of the hearing, noting that the developer also met with City Council. She advised that the majority of public comment expressed the same concerns that the City had including the impact on the school system. She advised that the School district’s Chief Financial Officer testified about the impact this subdivision would have a - near and over-capacity Kootenai Elementary School. She stated that there were also concerns about pedestrian/children safety getting to and from school as that were not paths proposed within the subdivision. She also advised that during rebuttal, applicant engineer Dan Tadic of HMM Engineering stated that they are open to using the city streets for access. Applicant Mike Hammack stated that the City would not permit the use of the City streets but did not mention that it would be allowed if the property had been annexed into the City and gone through a subdivision application. Council thanked Tessa for representing the City at the Hearing. They also expressed heavy concern about fencing, street trees, and child pedestrian safety getting to and from school. Mayor stated that she was concerned that the proposed subdivision plan was anesthetic as there are no street trees or green space within the subdivision. Tessa asked Council if they would like the planning staff to submit an additional letter to the Zoning Commission and if they would like to have City planning staff representation at the Zoning Commission hearing. Council agreed that a second letter should be submitted again expressing their concerns. There was discussion about a proposal to annex the property into the City. Council advised that they would like the letter to propose that the property be annexed into the City before development began. Tessa asked Council if they were open to individual property owners to annex. Ronda asked if would be wise to demand

the property to be annexed to ensure that the City would be able to annex additional properties to the east and south of the subdivision. There was discussion about the potential of only sections of the subdivision being annexed into the City. Tessa advised that it was unlawful for annexation to create islands and they needed to be careful of that potential. Tessa also advised Council that the City's Attorney had advised that they were reviewing the recorded documents provided by the City Engineer regarding rights of access by the development. Tessa advised that the Planning staff would draft an additional letter addressing all of the discussed concerns. Council agreed.

2.D City of Sandpoint Law Enforcement – Summary report attached. Mayor advised that the City's Law Enforcement Contract with Sandpoint Law Enforcement will come to an end beginning October. She advised that the School District had planned to use the funds for a School Resource Officer for something else therefore Sandpoint Law Enforcement would not receive the funds needed to continue with the Contract. She stated that she was in the process of speaking to a neighboring city to see what they may be able to do.

2.E. Selkirks-Pend d'Oreille Transit (SPOT) – Mayor Lewis reported that they are working with the new Schweitzer Owners regarding the mountain run.

2.F. Clerk – Written Report – Attached. Ronda summarized her training report and asked Mandy to report on her progress with chronic non-compliance in regard to business licenses. She advised that she had been trying to get compliance with every source of communication she had and was still not getting compliance. Council advised that she should turn the issue over to the City's legal team.

2.G. Park Committee – Councilwoman Mjelde stated that she was disappointed that the pocket park at Brittany Loop had been vandalized, but that she had suggested a City Facebook notice of the vandalism and suggest reporting incidents if seen. She advised that since the first occurrence and Facebook notice there has been no further destruction. She advised that the Tansey around the park needed to be abated. Councilman Schock advised that there was still debris in the scrap shrubs at the undeveloped park area at Second Ave and Boise. Ronda asked if she could address these weed and debris and include the next agenda item about vegetation management in here discussion. Council agreed.

2.H Vegetation Management – Weed Control – 444-470 Main Street – Ronda advised that a weed abatement services had reached out to Mandy in her absence and asked if the City would like for him to abate weeds from the properties at 444-470 N Main Street. Ronda stated that these are private properties and should be given notice before the City takes any weed abatement action. Mayor stated that she did not see that those properties were overgrown and that she did not think action was needed. Council suggested that she advised the service to work with the property owners and expressed their concern that there are some services that are trying to create business for themselves. She then addressed Councilman Schock's concern about debris and weed abatement at the Second Avenue and Boise undeveloped park area. She advised that she had been given the name of a person who does large shrub and tree removal and clean up and that this service would be able to deal with removing the scrap shrubs and debris from the site. Council agreed that this should be completed. Councilwoman Mjelde stated she would go look at the site to confirm what was needed and get back to Ronda with her report. Councilman Schock also stated that there was an undeveloped access road off of Second Avenue that belonged to the City and it also needed weed abatement. Ronda stated she would ask Independent Highway District if they would abate the weeds

since it was a road and they usually agree to do that type of work. She also advised that she could reach out to the City's lawn service to see if they would abate the tansy at the Brittany Loop Pocket Park.

Mayor Lewis stated that she is still trying to contact Litehouse Dressing to see if they would contribute to the development of the Second Avenue Park.

3. Discussion/Action Items:

3.1 Bid for Furnace/Air Conditioner – Ronda advised that she had reached out to the company that had previously submitted a bid for the Furnace/Air Conditioner and was told that they needed to submit a new bid since the first one was outdated. She stated that since that conversation she had heard nothing from them and has no luck contacting them. She advised that she then went to another company who had given the City a bid for the Furnace/Air Conditioner. She also went on about the concern about the existing electric panel and advised that the service who had submitted the bid advised that they would not work on the panel as it was outdated and suggested that the City contact the electrician who had looked at the panel previously and advise the City of what they could do to bring up the panel. Council agreed that if the previous electrician expressed that they could replace breakers to bring up the panel then they should work with the HVAC company to do the electrical work. Councilman Rafferty moved to accept the bid from Trademark Heating and Cooling and to use Tork Electric for the electrical work that needed to be completed, 2nd by Councilwoman Mjelde; roll call vote:

Councilman Sundquist – ABSENT
Councilman Rafferty – AYE

Councilwoman Mjelde – AYE
Councilman Schock – AYE

Mayor asked for a motion to enter into executive session. **Councilwoman Mjelde moved to enter into executive session pursuant to Idaho Code 74-206(b) at 7:41 p.m., 2nd by Councilman Rafferty; roll call vote:**

Councilman Sundquist – ABSENT
Councilman Rafferty – AYE

Councilwoman Mjelde – AYE
Councilman Schock – AYE

Mayor Lewis adjourned the executive session and regular meeting at _____ p.m.

Submitted by:
Ronda L. Whittaker/City Clerk

City of Kootenai

Treasurer Report June 2023

Mt. West Money Market	\$	324,795.70	0.04% APY	
Mt. West Checking	\$	301,850.20	0.01% APY	
Idaho Central Credit Union	\$	556,532.88	1.85%	
Reserved	\$	(460,363.98)		250,000.00
Total Cash Assets	\$	722,814.80	SLFRF	State Grant

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
Interest			
	Interest, MW Money Market	0.00	
	Interest, MW Checking	0.00	
	ICCU CD3	318.51	
	ICCU CD1	294.78	
	ICCU CD2	260.56	
Total Interest			873.85
Licenses & Permits	Business Licenses	50.00	0.00
Law Enforcement Fines		0.00	50.00
Planning & Zoning Fees & Permit			
	Building Permits	823.22	
	Sign Permits	300.00	
	Special Use Permit - ADU	500.00	
	Subdivision Fee	-500.00	
Total Planning & Zoning Fees & Permit			1,123.22
Property Tax			
	Arrears Property Tax	3,450.26	
	Penalty & Interest	0.85	
	Property Tax Current	0.00	
	Recovered Homeowners Exemption	0.00	
Total Property Tax			3,451.11
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	0.00	
Total State of Idaho Funds			8,722.00
Total 01 - GF REV		14,500.18	14,500.18

INCOME/STREETS

Name	Account	Amount	Sub-Totals
02 - SF REV			
Idaho Transportation Dept			
	State Highway Users Fund	0.00	
	HB312	0.00	
Total Idaho Transportation Dept			0.00
Road & Bridge			
	Road & Bridge Current	0.00	
	Road & Bridge P & I	0.64	
	Road & Bridge Arrears	2,622.27	
Total Road & Bridge			2,622.91
Road & Streets			
Total Road & Streets			2,622.91
Stormwater/Encroachment			
	Culvert Encroachment Pmts	550.00	
Total Stormwater/Encroachment			550.00
	Total 02 - SF REV	3,172.91	3,172.91
	Total Income	17,673.09	17,673.09

City of Kootenai
Treasurer Report June 2023
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	CostCo	0.00	0.00
Building Maintenance			
	Janitorial Service	87.73	
	Furniture & Fixtures	0.00	
	Custodal Supplies	0.00	
	Building Security	179.52	
Total Building Maintenance			267.25
Insurance	ICRMP	0.00	
	Attorney	805.00	
	Alternate Code Enforcement	240.50	
	Law Enforcement Contract	2,318.49	
	Legal Notices	63.90	
Total Legal			3,427.89
Office Expenses			
	Computer Maintenance/Repair	108.96	
	Internet Service	341.47	
	Office Supplies	33.79	
	Other/Easter/Mayor	0.00	
	Postage	208.26	
Total Office Expenses			692.48
Park, Arbor Day & Earth Day			
	Maintenance - Landscaping	5,107.40	
	Material, Trees & Shrubs	0.00	
Total Park, Arbor Day & Earth Day			5,107.40
Planning & Zoning			
	Planner	1,044.50	
	Site Plans	-450.50	
	Special Use Pmts - ADUs	370.00	
	Engineer	-3,172.37	
	Ordinance Revisions	178.50	
	Building Permits	614.00	
	Zoning Map	0.00	
Total Planning & Zoning			-1,415.87

City of Kootenai
Treasurer Report June 2023
EXPENSES/General Fund - cont.

Name	Account	Amount	Sub-Totals
Training Workshops			
	Training Expenses	734.27	
	Meals	231.58	
	Milage	133.60	
Total Training Workshops			1,099.45
Utilities			
	Electric & Gas	101.26	
	Garbage	12.42	
	Telephone	0.00	
	Water	114.31	
	Sewer	0.00	
Total Utilities			227.99
Wages & Benefits			
	Clerk/Treasurer	3,775.68	
	Deputy Clerk	3,040.00	
	Council	500.00	
	Mayor	500.00	
	Payroll Taxes	597.93	
	Retirement Fund - PERSI	918.29	
6560 · Payroll Expenses	Health Insurance	1,704.00	
	Wages & Benefits	0.00	
	Payroll Expense/Intuit	0.00	
Total Wages & Benefits			11,035.90
	Total 10 · GF EXP	20,442.49	20,442.49

City of Kootenai
Treasurer Report June 2023
EXPENSES/Street

Name	Account	Amount	Sub-Totals
20 · SF EXP			
Ditches	Maintenance	1248.00	
Total Ditches			1248.00
Stormwater			
	Culvert Inspections	0.00	
	Engineer	0	
Total Stormwater			0.00
Streets			
	Materials	0	
	Engineer	0	
	Capital Improvement Project/KM		
	Signs	0	
Total Streets			0.00
Utilities, Streets			
	Signal Lights	33.44	
	Street Lights	875.31	
Total Utilities, Streets			908.75
	Total 20 · SF EXP	2,156.75	2,156.75
	Total Expense	22,599.24	22,599.24
Net Income			-4,926.15
Net Income			0.00

MEMO

To: Mayor Lewis and Council Members

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

Date: July 6, 2023

Re: Council Meeting Report for May Engineering Activities

Engineering activities performed during the month of June, include:

New Grant Opportunity

The Idaho Transportation Department Board approved the Local Transportation Project Grant Program and opened the window for applications on July 1, 2023. The application window closes on September 1, 2023, with scoring and prioritization to occur between September 4 and September 29, 2023. Awardee Notifications will be made prior to October 27, 2023.

The City of Kootenai is eligible to apply for category 2, which has \$50M to be awarded to projects outside of large urban areas (in rural areas or small urban areas) with a population less than 50,000. Projects in this category will be limited to \$2 million.

I am preparing a grant application to improve Railroad Avenue. The grant application will consider improvements to Railroad Avenue, stormwater/swale improvements, and resurfacing of the pathway to the west. The feasibility of including a pedestrian facility will be reviewed as the concept plans and cost estimates are further developed. The grant application will be reviewed with Council at the August meeting.

City Parking Lot

Bid packages and cost estimates were developed for paving the Helena Extension and the City Hall parking lot. Since the Engineer's Estimate was below \$50,000 for this work, the bid packages were submitted to two paving contractors in Bonner County. The bids are scheduled to be opened on July 6, 2023, at 3:00pm.

The Independent Highway District has called for utility locates and is ready to start the parking lot expansion work.

Capital Improvement Plan

The Independent Highway District has started to input the road surface data into the IWORQ pavement software. I am still waiting to receive the data before starting the CIP update.

Planning Support

Providence Subdivision – A review of the application package regarding ingress/egress and water service limits was performed. I provided some additional recommendations for comment to Bonner County regarding the proposed subdivision.

Encroachment and Utility Permits

An emergency repair for a water leak along Main Street was performed by the City of Sandpoint. Work was performed outside of the asphalt. The road surface will be monitored to see if any repair work is warranted.

Action was performed on the following permits:

- ENU 001-023 – Vyve was approved for work within the alley between Boise Street and Humbird Street to repair a cable line that had been damaged.
- ENC 219 Brittany Loop – A 10' culvert extension was approved for widening of the existing 20' wide driveway to accommodate additional off-street parking.
- ENC 227 McGhee A – the culvert installation for the west approach to Cedar Hills on 2nd Avenue was finalized.
- ENC 227 McGhee B – the culvert installation for the east approach to Cedar Hills on 2nd Avenue was finalized.
- ENC 401 and 403 Helena – the culvert installations were finalized.

Paving Bids

Two Bids were opened at City Hall on July 6, 2023, for the City Hall Parking Lot and Helena Street Paving Projects. The bids were from Wood's Crushing & Hauling and Interstate Concrete & Asphalt. **Wood's Crushing & Hauling was the lowest bid received in the amount of \$21,140.00.** The Engineer's Estimate for this project was \$26,850.00. A bid tabulation is attached to this report.

I recommend City Council consider awarding the 2023 City Hall Parking Lot and Helena Street Paving Projects to Wood's Crushing & Hauling in the amount of \$21,140.00.

BID TABULATION

Prepared By: Century West Engineering Corporation
 2023 City Hall Parking Lot and Helena Street Paving Projects
 City of Kootenai

Date: July 6, 2023 at 3:00 p.m.

BID ITEM	ITEM DESCRIPTION	ESTIMATED QUANTITIES	UNITS	ENGINEER'S ESTIMATE		Woods Crushing & Hauling		Interstate Concrete & Asphalt	
				UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
1	MOBILIZATION	1	LS	\$ 8,000.00	\$ 8,000.00	\$ 1,000.00	\$ 1,000.00	\$ 2,500.00	\$ 2,500.00
2	CONSTRUCTION TRAFFIC CONTROL	1	LS	\$ 2,500.00	\$ 2,500.00	\$ 1,250.00	\$ 1,250.00	\$ 2,128.00	\$ 2,128.00
3	PLANT MIX PAVEMENT SP-3 PARKING LOT	45	TON	\$ 150.00	\$ 6,750.00	\$ 162.00	\$ 7,290.00	\$ 332.65	\$ 14,969.25
4	PLANT MIX PAVEMENT SP-3 HELENA STREET	80	TON	\$ 120.00	\$ 9,600.00	\$ 145.00	\$ 11,600.00	\$ 259.75	\$ 20,780.00
Total Estimate/Bid				\$	26,850.00	\$	21,140.00	\$	40,377.25



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: July 6, 2023
Re: **Planning update for July 11, 2023, City Council meeting**

Building permit activity: ADVISORY. The City received three new building permit applications during June for two signs at the Dishaw property and one sign for the new coffee shop east of All Seasons. The total number of permit applications for the year as of June 30th is 10.

Land Use Files Under Review:

Kootenai Commerce Center Site Plan Review ADVISORY: The developer has advised staff that he plans to delay development of this site next to Lignetics on US Highway 200 until next year due to current economic conditions and interest rates. However, he has requested that the City contractor staff continue to prepare the development agreement for attorney and City Council review so that the site development is ready for construction next season. The City's contract engineer and planner have started a draft agreement, outlining the necessary steps and agency approvals that will be needed prior to issuance of building permits. The draft will eventually be submitted to the City attorney for review.

New Land Use Application Activity: ADVISORY: One new special use permit application was submitted for an attached accessory living unit, pursuant to the newly enacted Kootenai City Code update on housing. This application, File #SUP01-23, is for property located at the corner of Spokane Street and 2nd Avenue. Planning staff is working with the applicants to obtain the necessary information to complete the application. This file will be set to a future City Council public hearing, allowing sufficient time for agency review and public notice. The application will be considered under the "quasi-judicial" public hearing process, meaning the decision makers may not discuss this file outside the hearing process, no site visits may be conducted, and all information used to make a decision must be in the file record. Please let staff know if you have any questions about the process.

Area of City Impact Review

Proposed Bonner County Subdivision Application, Providence Subdivision: ADVISORY/ACTION: The Bonner County Hearing Examiner conducted a public hearing July 5th on County file S0002-23, a subdivision to create 117 residential lots and 2 utility tracts on a parcel east of the City in the Kootenai Area of City Impact (ACI). The Hearing Examiner deferred the file to the Zoning Commission without making a recommendation. The main concern she voiced was the use of the internal roads of the City and Providence Road. The Zoning Commission hearing date has not been set yet. The City of Kootenai specifically asked in its ACI comment letter to Bonner County for the deferral to the Zoning Commission due to the subdivision's likely significant impacts to Kootenai.

Assistant Planner Tessa Vogel represented the City at the July 5th hearing, voicing concerns raised in the City's letter dated June 26th, specifically that the fencing along Chewelah Loop and Seven Sisters Drive, park amenities, and street trees, as these concerns were not covered in any of the County's proposed conditions of approval. In response to applicant testimony that owners attempted to meet

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

with the City about annexation and development within the City, but were provided very little help, Ms. Vogel stated that 2 years ago the City met extensively with the applicant to go over the process to annex into the City and go through the City's subdivision process. Former council woman Grace Bauer reiterated this information in the public comment portion of the hearing, noting that the developer also met with City Council.

During the public comment period, one county resident stated he would like to see a second access for the subdivision through Seven Sisters Drive. All other public comments (residents of the city and unincorporated county) regarding city street access were very opposed to allowing access from the proposed subdivision onto any city streets. Concerns regarding the impact on the City's elementary school and parks were also raised by the public. Lake Pend Oreille School District's Chief Financial Officer also testified about the impact this subdivision would have at a near- and over-capacity Kootenai Elementary School.

During rebuttal, applicant engineer Dan Tadic of HMM Engineering stated that they are open to using the city streets for access. Applicant Mike Hammack stated that the City would not permit the use of the city streets but did not mention that it would be allowed if the property had been annexed into the City and gone through a subdivision application.

Next steps for the City, ADVISORY/ACTION – Planning Staff would like to determine whether an additional letter should be provided by the City for the Bonner County Zoning Commission. This additional comment could refer to the June 26th City ACI letter but provide specific suggested conditions and county code references that would allow Bonner County to impose certain conditions that would address City concerns. Please direct Planning Staff as to whether the City would like to 1) submit a follow-up letter to the Zoning Commission, and 2) have City planning staff representation at the Zoning Commission hearing.

The City Attorney advised that she is reviewing the recorded documents provided by the city engineer regarding rights of access by the development. She asked that the City planning staff keep her apprised of the scheduled Zoning Commission hearing.

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



Training –Deputy Clerk training is pretty much complete. We are now working on Clerk/Treasurer training. Mandy is getting familiar with procedures related to Clerk duties such as reporting; getting familiar with reporting sites and procedures, drafting and distribution of agendas and posting regulations, open meeting laws, working with me on code violation complaints and how to guide and educate complainants about City Code, getting comfortable with and seeking information from contracted staff. We plan to have Mandy head the upcoming budget workshop so that she can continue to get comfortable with speaking in public and working with Council. We are also working on Treasurer duties such as; pulling reports needed for financial reports, entering and paying bills, accessing bank statements and reconciliation of them, payroll, payroll liabilities, quarterly liability forms and reports and procedures, Census building permit reporting, and all sites related to all reporting. I am so excited that Mandy is here during an election year. We will begin to work on the election process such as; drafting and publishing the Notice of Candidate filing deadlines and advising candidates of campaign finance procedures and how to file the appropriate forms. As Mandy gets more comfortable working with Council, my plan is to have her attend, guide and support the October, November, and December meeting without my presence. I will continue to help her draft minutes and whatever else she may need.

Business License – Mandy continues to be very successful at getting businesses on board with submitting business license permit applications. There are now only 2 to 3 businesses that are chronic violators. There continues to be more and more businesses moving into the City that do not realize that they need a business license. Mandy is working on notifying business owners of this regulation. Mayor has suggested that chronic violators 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. **Still looking for guidance.**

Records Retention – Mandy and I continue to work on scanning all pertinent information related to building permits prior to 2017.

Vegetation Management – Several notices have been sent out to undeveloped properties advising of weed control. Now looking to get the best cost for weed abatement services.

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

City Hall/Park Improvements – I am having difficulties contacting the contractor who agreed to do the work needed on the Post Office Ramp and ADA Swing walkway and pad. I will continue to be the squeaky wheel. Michael Kohler has been working on the park Gazebo and Sign. He is having difficulties getting the lettering but assures me that he should have it later this month. The bench swing has been repaired. Michael has agreed to re-set the bench swing and attend to the dilapidated building.