



*City of Kootenai*  
**COUNCIL MEETING**  
**MINUTES**  
**DATE:** August 1, 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 – PRESENT.**

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

**Amendments to the Agenda – Mayor asked that Council consider an executive session pursuant to Idaho Code 74-206(b) as she had just received some information that needed to be discussed. Councilman Schock moved to add an executive session at the conclusion of the discussion items, 2<sup>nd</sup> by Councilman Rafferty; roll call vote:**

**Councilman Sundquist – AYE**  
**Councilman Rafferty – AYE**

**Councilwoman Mjelde – AYE**  
**Councilman Schock – AYE**

**Announcements – None were proposed.**

**Others Present: 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 Schock moved to approve the Consent Agenda, 2<sup>nd</sup> by Councilwoman Mjelde; roll call vote:**

**Councilman Sundquist – AYE**  
**Councilman Rafferty – AYE**

**Councilwoman Mjelde – AYE**  
**Councilman Schock – AYE**

**2. Reports:**

**2.A. Mayor:** Mayor stated that she had no report.

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

2.B1 Ryan that staff was continuing to work on the grant application for the Railroad Avenue Improvements He advised that the proposal was to include the reconstruction and widening of approximately 2,300 lineal feet of Railroad Avenue to include surface markings for bicycles and provide pedestrian space within the narrow corridor. He also advised that the project would include surface improvements for the

existing multi-use trail within the ITD right-of-way between Boise Street and McGhee Rd. He advised Council that the application window will close on September 1, 2023, so there was time to complete the grant application and cost estimates prior to the deadline. He advised that the grant does not require a match and the dollar amount is limited to \$2 million. He advised that the scope of work for the project will include 15% engineering costs and will be below the \$2 million maximum grant award amount. Councilwoman Mjelde asked if the proposed pedestrian portion of the project could be placed on the Hwy 200 side because the south side gets congested with car parking. Ryan stated that that could be a possibility, but the plan would need to be approved by Idaho Department of Transportation as the Avenue was theirs and had not been deeded to the City. There was discussion about the deep swales at the north side of the Avenue. Councilman Sundquist asked if the widening could be more toward Hwy 200 to maybe elevate the deepness of the western swales. He also expressed his concern about the 45 mile per hour speed limit and the deep unsafe swales. He stated that his concern was for pedestrians; that it could be unsafe for pedestrians on the south side of the Avenue as traffic entering the rights-of-ways may not see them and it would be safer for them to be on the north side of the Avenue. Ryan advised that these concerns could be addressed and that he would continue to work on completing the application. Ryan stated that for now he would like Council to give Mayor authorization to sign the Grant Program Agreement which simply states that the City will follow the program reporting requirements. **Councilwoman Mjelde moved to authorize Mayor to sign the Grant Program Agreement for the Idaho Strategic Initiatives Grant Program, 2<sup>nd</sup> by Councilman Sundquist; roll call vote:**

**Councilman Sundquist – AYE**  
**Councilman Rafferty – AYE**

**Councilwoman Mjelde – AYE**  
**Councilman Schock – AYE**

**2.C. City Planner:** Written Report Summary – Attached – There was no further discussion.

**2.D City of Sandpoint Law Enforcement** – Mayor advised that no report was given this month.

**2.E. Selkirks-Pend d’Oreille Transit (SPOT)** – Mayor Lewis reported that SPOT was looking to replace the administrative position.

**2.F. Clerk – Written Report** – Attached. Ronda asked for direction related to weed/shrub abatement. She advised that the dead tree at 104 Central had been removed but that she had been instructed to advise the adjacent property owners that it was their responsibility to keep the right-of-way free of weeds/debris, and shrubs. She brought to Council’s attention that there were other rights-of-ways that were inundated by weeds, debris, and shrubs and should the City start to think about a City wide clean-up. There was discussion about other rights-of-ways within the City and the conclusion was that they would be addressed when needed. Councilman Sundquist suggested a letter be sent to the adjacent property owners advising that the City had removed the unsafe dead tree and advise them of the City’s Code and request that they keep the rights-of-ways clear of trees, shrubs, and weeds. Council agreed.

**2.G. Park Committee** – Councilwoman Mjelde stated that she was pleased to see that the 2<sup>nd</sup> Street Park had been cleaned up. Councilman Schock stated that it was a great

improvement and stated he would pick up any debris that was left and take it to the dump if there was no objection. There was no objection. Councilwoman Mjelde stated that she needed help watering the tree at Maggie's Park. Ronda stated that the sprinkler system at the City Park was not working correctly and asked Council if she should have it looked at. Council agreed that the system was outdated and should be updated. Mayor suggested Ronda get an estimate of what it would cost and if the sprinkler heads could be adjusted. Council agreed.

**3. Discussion/Action Items:**

**3.1 3<sup>rd</sup> Quarter Financial Report – Approval and Authorization to Publish –** Ronda advised that the report was in good order. The City expenses and revenues did not exceed 25%. **Councilman Rafferty moved to approve the 3<sup>rd</sup> Quarter Financial Report and authorize the same to be published, 2<sup>nd</sup> by Councilwoman Mjelde; roll call vote:**

**Councilman Sundquist – AYE  
Councilman Rafferty– AYE**

**Councilwoman Mjelde – AYE  
Councilman Schock – AYE**

**3.2 Temporary Certificate of Occupancy for 223 Brittany Loop –** Ronda stated that the applicant was asked to be at the meeting but was absent. She advised that the applicant was looking to receive a temporary certificate of occupancy as the siding had been ordered but was slow to get here. Councilman Schock questioned the City's Code related to temporary certificate of occupancy stating that the certificate was required to be approved by the City's Engineer. There was discussion and confusion about when the Engineer needed to be involved. **Councilwoman Mjelde moved to approve the temporary certificate of occupancy contingent on the City Engineer's review and approval and an edit of the certificate to show extension of January 2024 instead of 2023, 2<sup>nd</sup> by Councilman Schock; roll call vote:**

**Councilman Sundquist – AYE  
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 7:46 p.m., 2<sup>nd</sup> by Councilman Sundquist; roll call vote:**

**Councilman Sundquist – AYE  
Councilman Rafferty– AYE**

**Councilwoman Mjelde – AYE  
Councilman Schock – AYE**

**No decisions were made during the executive session. Mayor Lewis adjourned the executive session and regular meeting at 8:23 p.m.**

Submitted by:  
Ronda L. Whittaker/City Clerk



# City of Kootenai

## Treasurer Report July 2023

Mt. West Money Market	\$	324,898.16	0.04% APY	
Mt. West Checking	\$	331,375.18	0.01% APY	
Idaho Central Credit Union	\$	559,183.57	1.85%	
Reserved	\$	(460,363.98)		210,363.98
<b>Total Cash Assets</b>	<b>\$</b>	<b>755,092.93</b>		<b>250,000.00</b>

### INCOME/GENERAL FUND

Name	Account	Amount	Sub-Totals
<b>01 - GF REV</b>			
<b>Franchise Fees</b>			
	Avista Corporation	3,759.72	
	Vyve	254.39	
	Waste Management, Inc	1,132.21	
<b>Total Franchise Fees</b>			<b>5,146.32</b>
<b>Interest</b>			
	Interest, MW Money Market	217.08	
	Interest, MW Checking	27.46	
	ICCU CD3	790.36	
	ICCU CD1	966.15	
	ICCU CD2	894.18	
<b>Total Interest</b>			<b>2,895.23</b>
<b>Licenses &amp; Permits</b>			
	Business Licenses	50.00	
	Dog Licenses	10.00	
<b>Law Enforcement Fines</b>		0.00	60.00
<b>Planning &amp; Zoning Fees &amp; Permit</b>			
	Building Permits	850.00	
	Sign Permits	42.78	
	Site Plan Review	3,216.37	
	Subdivision Fee	0.00	
	Engineering	479.70	
	Northside Fire Dept/Impact Fee	2,506.00	
<b>Total Planning &amp; Zoning Fees &amp; Permit</b>			<b>7,094.85</b>
<b>Property Tax</b>			
	Arrears Property Tax	28.49	
	Penalty & Interest	16.86	
	Property Tax Current	18,698.31	
	Recovered Homeowners Exemption	945.40	
	Sales Tax - Inventory Phase Out	782.22	
<b>Total Property Tax</b>			<b>20,471.28</b>
<b>Total Rents</b>			
	Post Office Rent	280.00	
<b>Total Rents</b>			<b>280.00</b>
<b>Total State of Idaho Funds</b>			
	State Revenue Sharing	6,747.42	
<b>Total State of Idaho Funds</b>			<b>6,747.42</b>
<b>Total 01 - GF REV</b>		<b>42,695.10</b>	<b>42,695.10</b>

**INCOME/STREETS**

Name	Account	Amount	Sub-Totals
<b>02 · SF REV</b>			
<b>Idaho Transportation Dept</b>			
	State Highway Users Fund	8,219.13	
	HB312	2,522.02	
<b>Total Idaho Transportation Dept</b>			<b>10,741.15</b>
<b>Road &amp; Bridge</b>			
	Road & Bridge Current	14,210.89	
	Road & Bridge P & I	12.88	
	Road & Bridge Arrears	21.79	
	Cercuit Breaker M&O	718.50	
	Sales Tax Phase Out	6,189.58	
<b>Total Road &amp; Bridge</b>			<b>21,153.64</b>
<b>Stormwater/Encroachment</b>			
	Culvert Encroachment Pmts	1,650.00	
	Utility Encroachment Pmts	800.00	
<b>Total Stormwater/Encroachment</b>			<b>2,450.00</b>
	<b>Total 02 · SF REV</b>	<b>34,344.79</b>	<b>34,344.79</b>
	<b>Total Income</b>	<b>77,039.89</b>	<b>77,039.89</b>

**City of Kootenai**  
**Treasurer Report July 2023**  
**EXPENSES/General Fund**

Name	Account	Amount	Sub-Totals
<b>10 · GF EXP</b>			
Accounting & Audit		0.00	0.00
Bank Charges		0.00	0.00
Dues and Memberships		0.00	0.00
Building Maintenance			
	Janitorial Service	102.73	
	Furniture & Fixtures	12,544.00	
	Custodal Supplies	73.44	
	Building Security	177.46	
<b>Total Building Maintenance</b>			<b>12,897.63</b>
Insurance			
	ICRMP	0.00	
	Attorney	0.00	
	Alternate Code Enforcement	0.00	
	Law Enforcement Contract	0.00	
	Legal Notices	0.00	
	Ordinance Codification	1,125.65	
<b>Total Legal</b>			<b>1,125.65</b>
Office Expenses			
	Computer Maintenance/Repair	108.96	
	Internet Service	99.00	
	Office Supplies	84.96	
	Other/Easter/Mayor	0.00	
	Postage	0.00	
<b>Total Office Expenses</b>			<b>292.92</b>
Park, Arbor Day & Earth Day			
	Maintenance - Landscaping	10,505.53	
	Material, Trees & Shrubs	1,000.00	
<b>Total Park, Arbor Day &amp; Earth Day</b>			<b>11,505.53</b>
Planning & Zoning			
	Planner	1,051.00	
	Site Plans	17.00	
	Special Use Pmts - ADUs	16.50	
	Engineer	0.00	
	Ordinance Revisions	0.00	
	Building Permits	1,931.19	
	Code Enforcement	17.00	
<b>Total Planning &amp; Zoning</b>			<b>3,032.69</b>

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

Name	Account	Amount	Sub-Totals
<b>Training Workshops</b>			
	Training Expenses	1,474.60	
	Meals	47.22	
	Milage	124.57	
<b>Total Training Workshops</b>			1,646.39
<b>Utilities</b>			
	Electric & Gas	135.40	
	Garbage	12.42	
	Telephone	113.25	
	Water	0.00	
	Sewer	0.00	
<b>Total Utilities</b>			261.07
<b>Wages &amp; Benefits</b>			
	Clerk/Treasurer	3,723.24	
	Deputy Clerk	2,840.00	
	Council	500.00	
	Mayor	500.00	
	Payroll Taxes	578.57	
	Retirement Fund - PERSI	831.61	
<b>6560 · Payroll Expenses</b>	Health Insurance	1,704.00	
	Wages & Benefits	0.00	
	Payroll Expense/Intuit	0.00	
<b>Total Wages &amp; Benefits</b>			10,677.42
	<b>Total 10 · GF EXP</b>	<b>41,439.30</b>	<b>41,439.30</b>



**City of Kootenai**  
**Treasurer Report July 2023**  
**EXPENSES/Street**

Name	Account	Amount	Sub-Totals
<b>20 · SF EXP</b>			
Ditches	Maintenance	0.00	
Total Ditches			0.00
<b>Stormwater</b>			
	Culvert Inspections	0.00	
	Engineer	0	
Total Stormwater			0.00
<b>Streets</b>			
	Materials	0	
	Engineer	0	
	Capital Improvement Project/KM		
	Signs	0	
Total Streets			0.00
<b>Utilities, Streets</b>			
	Signal Lights		
	Street Lights		
Total Utilities, Streets			0.00
	<b>Total 20 · SF EXP</b>	<b>0.00</b>	<b>0.00</b>
	<b>Total Expense</b>	<b>41,439.30</b>	<b>41,439.30</b>
<b>Net Income</b>			<b>35,600.59</b>

## MEMO

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To: Mayor Lewis and Council Members

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

Date: July 27, 2023

Re: Council Meeting Report for May Engineering Activities

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Engineering activities performed during the month of July, include:

### Idaho Strategic Initiatives Grant Program (ACTION ITEM)

We are continuing to work on the grant application for the Railroad Avenue Improvements. Railroad Avenue is a local access road fronting SH-200 in the City of Kootenai. The road is located within ITD right-of-way and has been identified in several recent transportation planning documents as needing surface improvements and use as a bicycle and pedestrian corridor. This project will include the reconstruction and widening of approximately 2,300 lineal feet of railroad avenue to include surface markings for bicycles and provide pedestrian space within this narrow corridor. The city will work with ITD to obtain permits, finalize the desired roadway cross-section and striping plan, and coordinate the construction schedule to work with ITD's SH-200 safety improvements that are programmed for 2024 construction. The project will also include surface improvements for the existing multi-use trail within the ITD right-of-way between Boise Street and McGhee Road.

The application window closes on September 1, 2023, with scoring and prioritization to occur between September 4 and September 29, 2023. I am asking the City Council to consider authorizing the mayor to sign the FY2024 LOCAL TRANSPORTATION PROJECT GRANT APPLICATION AGREEMENT FORM. This would allow the city to proceed with completing the grant application and cost estimates prior to the September 1, 2023 deadline. The grant does not require a match and the dollar amount is limited to \$2 million. The scope of work for the project will include 15% engineering costs and will be below the \$2 million maximum grant award amount.





#### **City Parking Lot**

The Independent Highway District completed to placement of material for the parking lot widening and Wood's Crushing and Hauling placed the 3" asphalt surface. The IHD staff returned to stripe the new asphalt surface and install signage. At the time of this report, I have not received the invoicing from the paving contractor.



#### **Helena Street Paving**

The north end of Helena Street had some vegetation removed and rock placed in 2022. Wood's Crushing and Hauling performed the final grading and compaction of the surface rock this month and installed the pavement surface.





Helena Street 4-19-2022



Helena Street 7-24-2023

#### **Planning Support/ Stormwater Review**

Providence Subdivision – performed additional review of preliminary plat and proposed language regarding easements/access to City right-of-way.

Provided support regarding project inquiries and the review of stormwater submittals for proposed projects. I met with a property owner on Rebeccas Way to discuss existing drainage and inquiries regarding use/maintenance of the existing drainage easement.



### **Encroachment and Utility Permits**

Action was performed on the following permits:

- ENU 002-023 – site review and permit issued for sewer repair at 406 Sprague St.
- ENU 003-023 – site review and permit issued for sewer repair at 304 Humbird St
- ENC 222 Brittany Loop – A permit for a new culvert installation for a future driveway was approved.
- ENC 224 Brittany Loop – A permit for a new culvert installation for a future driveway was approved.



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

**MEMO**

To: Kootenai City Council, Mayor and Clerk  
From: Clare Marley, AICP, City Contract Planner  
Date: July 27, 2023  
Re: **Planning update for August 1, 2023, City Council meeting**

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**Building permit activity: ADVISORY.** The City received three new building permit and stormwater applications during July for two single-family residences on Brittany Loop and a commercial storage building on the Dempsey property along Railroad Avenue. The total number of permit applications for the year as of the end of July is 13.

**Land Use Files Under Review:**

**New Land Use Application Activity: ADVISORY:** No new land use applications were received in July. Staff is working with the applicant for the new accessory living unit to obtain the necessary information to complete the file.

**Area of City Impact, Providence Subdivision: ADVISORY.** Staff is preparing for Mayor's signature a follow up letter to Bonner County regarding the proposed 117-lot Providence Subdivision east of the City of Kootenai. The deadline for written comment is seven days prior to the August 17<sup>th</sup> public hearing before the Zoning Commission.

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

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**Budgeting Process** – The Notice of Public Hearing has been scheduled to be published on August 1 and 8<sup>th</sup> in accordance with Idaho State Section 20-1002. We have sent a draft Certification of Property Taxes (L-2) to the County Clerk to review and return with any concerns. We have sent a draft copy of the proposed Fiscal Year 2024 Appropriations Ordinance for attorney review.

**Election Process** – I reached out to the County Clerk to request a current copy of this year's election documents. The Notice of candidate filing deadline will be published by August 25 notifying the public that the candidate filing period will begin at 8:00 a.m. Monday, August 28<sup>th</sup> until 5:00 p.m. Friday, September 8<sup>th</sup>.

**Fiscal Year 2023 Audit** – The City's Auditor has reached out to the City notifying that he will begin the audit for FY 2023 beginning the first or second week November.

**Vegetation Management** – We were able to get a service to clean up the Second Avenue Park. The dead tree at 104 Central has been removed. I had been instructed to send abatement letters to the surrounding property owners advising them that they need to clean up the additional trees/shrubs within the right-of-way. I am concerned that there are other rights-of-ways that also need cleaning up. **Looking for advisement.**

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

**City Hall/Park Improvements** – The new Furnace/AC has been installed. The electrician has ordered the appropriate breaker for the panel, which should arrive in about two weeks. Once the electrical is completed the system can be used. I have been told that the Post Office Ramp and ADA Swing walkway and pad should begin in two to three weeks. The Bench Swing has been repaired. Michael Kohler has reset the swing and has completed the sign. He will finish the Gazebo as soon as the lattice comes in. Councilwoman Mjelde had mentioned that we should work on cleaning windows. Once the window air conditioners are removed, we can work with our janitorial service to use a method to clean them.

CITY OF KOOTENAI  
FY 2023 3rd Quarter Financial Report  
April 1, 2023 to June 30, 2023

	BUDGET	Qtr Total	% REV/EXP
General Fund Revenue	\$553,951	\$ 62,928	.11%
Expenditures	\$553,951	\$ 63,307	.12%
Street Fund Revenue	\$ 143,990	\$ 16,344	.11%
Expenditures	\$ 143,991	\$ 17,811	.12%

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

Ronda L. Whittaker, City Clerk/Treasurer  
07/27/23