



City of Kootenai

COUNCIL MEETING MINUTES

DATE: March 5, 2024

TIME: 6:30 p.m.

Mayor Lewis brought the meeting to order at 6:31 p.m.
City Clerk opened the telephonic/video line for phone and/or video attendance.

Pledge of Allegiance / Roll Call: Councilman Sundquist – PRESENT, Councilman Ferris – HERE, Councilman Schock – HERE, and Councilman Rafferty – HERE.

Staff Present: City Clerk/Treasurer- Manda Corbett, City Engineer - Ryan Luttmann, City Planner- Clare Marley

Amendments to the Agenda – None were made.

Announcements – None were made.

Others Present: None

Public Comment – None were made.

1. Consent Agenda:

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

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

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

**Councilwoman Ferris – AYE
Councilman Schock – AYE**

2. Reports:

2.A Mayor: Mayor Lewis presented an estimate from Pucci Concrete to pour a concrete pad for the ADA swing and the pathway leading to it along with the ramp to the Post Office. She stated she will get a few more estimates from other contractors for comparison and bring it to Council at the April Council meeting. Councilmen Rafferty and Schock offered to put the ADA swing together and install it when then time comes.

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

2.B1 Idaho Strategic Initiatives Grant Program Update – Ryan Luttmann, Engineer, provided a contract amendment for Century West Engineering to design the Railroad Avenue improvement project allowing 15% of the \$1,700,000 grant awarded to the City to be used towards design and construction.

Councilman Rafferty moved to approve and allow Mayor to sign the contract, 2nd by Councilman Ferris; roll call vote:

Councilman Sundquist – AYE
Councilman Rafferty– AYE

Councilwoman Ferris – AYE
Councilman Schock – AYE

2.B2 2nd Ave Widening Update – Ryan presented an advertisement for consideration to Council for two bid advertisements to be published in the Daily Bee on March 8 and March 15, 2024. Councilman Sundquist mentioned a maple tree he would like to see stay put if possible and suggested a 10' extension. Councilman Rafferty brought up that we need signs for the pathway and a midway crossing light. Ryan explained that all these things can be changed or added during construction and that the cost for removal of trees is already included in the engineers estimate.

Councilman Sundquist moved to approve the Bid Advertisement to be published in the Daly Bee, 2nd by Councilman Schock; roll call vote:

Councilman Sundquist – AYE
Councilman Rafferty– AYE

Councilwoman Ferris – AYE
Councilman Schock – AYE

2.C City Planner: Specific Topics were discussed:

2.C1 Building Permit and Land Use Update- Clare Marley, City planner explained the City only had one building permit for the month of February for a new sign at Cedar Hills Church on their building. She said it is the first building permit of the year.

2.C2 Follow up to Sign Code – Clare explained how planning staff is still working on the sign code updates for previously discussed decisions. Clare suggested a few ne definitions for group signage, the processing of temporary signs, revising dimensions, and signs on fences be considered by council. She also recommended an 8 second timing on flashing signs be a consideration. Update to follow at the April meeting.

2.C3 Draft Population Comprehensive Plan-New Appendix A – Clare provided a draft sample of the proposed Appendix update. She said it will require a hearing. She asked if staff should wait for the UATP (Urban Area Transportation Plan) final and include the population and transportation appendices in one hearing to save time and advertising costs, council agreed to wait.

2.D Selkirks-Pend Oreille Transit (SPOT) – Mayor Nancy Lewis reported buses for Schwitzer are all breaking down. She spoke about a CD SPOT administration opened up to save monies.

2.E Park Committee – Nothing to report

3. Discussion/Action Items:

3.1 Draft FY 2023 Audit – Approval

Councilman Rafferty moved to approve the Draft Audit, 2nd by Councilman Sundquist; roll call vote:

Councilman Sundquist – AYE
Councilman Rafferty– AYE

Councilwoman Ferris – AYE
Councilman Schock – AYE

3.2 Representation Letter –Mayors Approval

Councilman Rafferty moved to authorize Mayor’s signature, 2nd by Councilman Sundquist; roll call vote:

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

**Councilwoman Ferris – AYE
Councilman Schock – AYE**

3.City Hall Lock/Keypad – Councilman Schock presented two different type of locks for the City Hall door. He recommended that one would be a better fit for the type of door with a cost breakdown that Council agreed was fair. He said he would send the city clerk the information to order it and offered to install it when it arrives, and Councilman Rafferty offered to help with the install as well. The council agreed upon this decision.

Councilman Sundquist motioned to authorize the purchase of lock parts and the install by Councilman Rafferty and Councilman Schock ; 2nd by Councilman Rafferty; roll call vote:

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

**Councilman Ferris – AYE
Councilman Schock – AYE**

3.4 Plan for Law Enforcement- Mayor Lewis said she has been in touch with Jeremy with Sandpoint police who is interested in coming back to Kootenai, but they are so busy, she has no updates at this time. Councilman Rafferty said he had been talking to Ponderay Police and they had some good ideas. Councilman Sundquist said to keep our options open and finding law enforcement needs to be one of our top priorities. Councilman Schock agreed and expressed his concern that the city needs a patrol officer period. All suggestions were considered, council agreed to keep trying to find law enforcement.

3.5 LGIP Information – Councilman Ferris presented a comparison of interest rate options at other locations to place the City’s funds to bring in more money. He suggested a savings account that could benefit the City’s financials. Councilman Sundquist agreed it was a good thing to look further into. Councilman Schock requested a detailed breakdown from City Clerk, Manda Corbett of all accounts and balances before making any decisions on moving monies. All agreed.

4. Adjournment – Mayor adjourned the meeting at 7:59 p.m.

Executive Session: Discussion Only-Employee Benefits: Council Entered into Executive Session for discussion. The council and Mayor came out of Executive Session- It was decided that more research was needed to further a final decision.

Submitted by:
Manda R. Corbett, City Clerk/Treasurer