



City of Kootenai

COUNCIL MEETING MINUTES

DATE: April 2, 2024

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.

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

Amendments to the Agenda – Councilman Ferris made a motion to add the subject of accounting needs by Britta Baroness and CPA Jacob Styer to the agenda; 2nd by Councilman Rafferty.

Announcements – None were made.

Others Present: Park Committee - Julie Washburn, iiiA Representative – Amy Manning, Silver Valley Law – Britney Jacobs

Public Comment – None were made.

1.Consent Agenda:

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

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

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

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

2. Reports:

2.A Mayor: Mayor Lewis mentioned she would be attending a meeting on April 9, 2024 regarding the Urban Area Transportation Plan.

2.A1 iiiA Annual Report – Amy Manning presented the annual report for the insurance company.

2.B City Engineer: Written Report – Specific Topics were discussed:
Ryan Luttmann explained the City’s weight limits will remain for another week even though they have been lifted in the County. Ryan also spoke briefly about the UATP (Urban Area Transportation Plan) and said the City should have a draft resolution before the May 7, 2024 meeting. Ryan stated that The Railroad Ave. Pedestrian access, the Main Street Improvement, and the Southern McGhee Rd. Priority Projects are contained in the UATP.

2.B1 2nd Avenue Widening Project- BID Award – Ryan Luttmann, Engineer, presented a BID summary and a recommendation of award letter for consideration and action to the Council explaining how the bids came in and the apparent low BID being Wood’s Hauling and Crushing.

Councilman Ferris moved to Award Woods Hauling and Crushing the 2nd Ave. Widening Project BID , 2nd by Councilman Rafferty; roll call vote:

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

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

2.B2 2nd Ave Widening Project – Century West Contract Amendment- Ryan Luttmann, Engineer presented a new contract amendment to Council for Century West Engineering to perform the management services and grant close out work. Ryan stated the project is set to start when school is out, aiming for June 8, 2024.

Councilman Rafferty moved to approve the Contract Amendment; 2nd by Councilman Schock; roll call vote:

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

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

2.C City Planner: Not Present; Council Discussion

2.C1 Follow up to sign code workshop - Planner Memo was read by Council, no discussion.

2.C2 Area of City Impact Review- The Planner’s Memo showed the Whiskey Jack Estates development plan. Council agreed the ACI request for Council review and comment was submitted too late, therefore they decided not to grant the variance because it does not meet the City’s geological hardship standards..

Councilman Sundquist moved to approve the City Planner to draft a letter for Mayor’s signature ; 2nd by Councilman Schock; roll call vote:

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

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

2.D SPOT - No comments made.

2.E Park Committee – Julie Washburn announced that one of our residents donated their time and fixed one of the City Park swings as a donation to the City.

3. Discussion/Action Items:

3.1 Budget Workshops and Hearing Dates – Council agreed to have the 1st Budget Workshop scheduled for Tuesday, June 11, 2024; The 2nd Budget Workshop scheduled for Tuesday, July 16, 2024 and the Budget Hearing scheduled for Tuesday, August 13, 2024.

3.2 Code Enforcement-100 Humbird – Britney Jacobs from Silver Valley Law advised Council the next steps for compliance and requested more information to be able to draft a letter for Council to approve at the next meeting in May. Councilman Schock requested more information from City Clerk, Manda Corbett to be presented to Council at the May meeting to decide exactly what the Council would like to have Mr. Adams comply with and then Have the City’s attorney have the code administrator personally deliver the letter. Council agreed.

3.3 Deputy Clerk Wage/ Hire Date/ Benefits and Auth to Post – City Clerk, Manda Corbett provided a procedure recommended by ICRMP to follow for the hiring of a new employee. Council agreed the employee policy should be revised with benefits details first to ensure all documentation matches. Council agreed to work on the forms given to them by the Clerk and have them ready at the May Council meeting to co-inside with the revised benefits plan before posting for a Deputy Clerk.

3.4 LTGP Grant Awards – Placement of Funds - Councilman Ferris presented a recommendation to Council that the Grant Awards should be in separate project account. Councilman Schock suggested the city have a bank account for each project. Council agreed to have Mayor Lewis and Manda Corbett, City Clerk open the accounts and have Councilman Sundquist sign on the accounts as Council President. Council agreed to close the Money Market Account and have 3 Premier Savings Accounts opened as follows: Railroad Avenue Improvements – 1.7 million dollars moved from the Mountain West Checking Account; Second Avenue Widening Project – 250k moved from the Money Market Account; ARPA Funding- the amount left over from Money Market Account after the 250k is transferred out.

Councilman Schock moved to approve the Mayor and City Clerk to open 3 project premier savings bank accounts and to close the Money Market account after transfers to project accounts are made and to have a 3rd signature by Councilman Sundquist on the accounts ; 2nd by Councilman Rafferty; roll call vote:

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

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

3.5 Idaho Executive Session Procedures – Britney Jacobs, Silver Law educated Mayor and Council on the proper procedure for how Executive Sessions are to be conducted. The council discussed the procedure and agreed to be more aware.

3.6 Amendment Item- Accounting Needs – Councilman Ferris suggested to Council a new accountant to help out City Clerk, Manda Corbett when needed and to no longer use Colleen Cullwell. He also suggested we use Jacob Styer as our CPA going forward. The council agreed and Manda Corbett agreed the help is needed. Councilman Schock requested to have the new accountant give a quote as to the cost going forward after looking at our accounts.

Councilman Sundquist moved to approve the new CPA and Accountant ; 2nd by Councilman Rafferty; roll call vote:

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

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

4. Adjournment – Mayor adjourned the meeting at 8:53 p.m.

Executive Session: Discussion Only-Employee Benefits: City Clerk, Mayor and Council Entered into Executive Session for discussion at 8:54 pm. The Council, City Clerk and Mayor

came out of Executive Session at 9:07 pm

Mayor Lewis brought the regular meeting back to order at 9:08p.m. – Council agreed to a benefits plan for the personnel policy going forward. The council agreed to have the City Clerk write up the new benefits plan to be presented at the May, 2024 meeting for review and approval .

Adjournment – Mayor adjourned the meeting at 9:36 p.m.

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