



City of Kootenai

COUNCIL MEETING MINUTES

DATE: June 4, 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 Planner Representor – Tessa Vogel

Amendments to the Agenda – None were made.

Announcements – None were made.

Others Present: Resident-Sandra Furlini, Resident- Julie Washburn, Resident- Margaret Mjelde, School Director-Becky Meyer and Attorney- Britney Jacobs

Public Comment – Becky Meyer introduced herself and stated she would like to give tours of the Kootenai Elementary School to anyone interested.

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 Schock; roll call vote:

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

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

2. Reports:

2.A Mayor: Nothing to report

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

2.B1 2nd Avenue Widening Project-Change Order #1- Ryan Luttmann, Engineer, provided a work change directive #1 document for the adjustment of the alignment and length of the culverts of the project and to adjust the alignment and backslopes of the roadside drainage ditches to reduce the tree disturbance.

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

Councilman Sundquist – AYE

Councilman Ferris – AYE

Councilman Rafferty– AYE

Councilman Schock – AYE

2.B2 2nd Ave Widening Project – Notice to Proceed- Ryan presented a Notice to Proceed document to Council allowing Wood’s Crushing and Hauling to proceed with the 2nd Avenue Widening Project to begin on June 10, 2024.

Councilman Sundquist moved to approve the notice and Mayor Lewis’ signature, 2nd by Councilman Rafferty; roll call vote:

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

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

2.B3 Resolution- Adoption of the 2024 Sandpoint Urban Area Transportation Plan- Ryan Luttman, city engineer presented a prepared resolution to adopt the 2024 Sandpoint UATP for consideration

Councilman Sundquist moved to approve the resolution and Mayor Lewis’ signature, 2nd by Councilman Rafferty; roll call vote:

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

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

2.B4 Resolution- Adoption of the 2020 Sandpoint Urban Area Smoothed Boundary- Ryan Luttman, city engineer presented a prepared resolution to adopt the 2020 Sandpoint Urban Area Smoothed Boundary Map for consideration.

Councilman Rafferty moved to approve the resolution and Mayor Lewis’ signature, 2nd by Councilman Schock; roll call vote:

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

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

2.C City Planner: Specific Topics were discussed:

2.C1 Area of City Impact Review- Tessa Vogel representing Ruen-Yeager stated the City of Kootenai has only 3 current building permits. She advised of a new senate bill that will require cities to review their current ACI’s (which will now be called AI’s) and re-establish new areas of impact based on the new bill by December 31, 2025, or the current map will be considered nullified. The city will be required to “foot the bill “as Tessa put it for all notices and mailings. She explained the new bill will prohibit an impact area from extending more than 2 miles from the city limits. Council agreed a workshop will be needed to further discuss.

2.D Selkirks-Pend Oreille Transit (SPOT) – Mayor Nancy Lewis reported SPOT is growing and doing well and citizens are happy.

2.E Park Committee – Julie Washburn of the park committee presented a baby swing that was donated to the city as a replacement for a broken swing. Councilman Schock and Councilman Rafferty volunteered to help the city install the swing. Julie stated the hawthorn tree in our city park needs to be taken out, council agreed to have it done. Resident Maggie Mjelde suggested the city send a formal thanks to the Foestels who donated the swing. Council agreed to have City Clerk Manda Corbett send the thank you on behalf of the city.

Councilman Rafferty moved to approve the removal of the hawthorn tree in the city hall city park and hire tree care at Maggie’s park, 2nd by Councilman Sundquist; roll call vote:

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

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

3. Discussion/Action Items:

3.1 Quickbooks - Approval of shared Account \$15.00 month – Accounting Assistance- Councilman Stephen Ferris explained that our accounting needs are still wanted and our quickbooks is functioning for now and for only \$15 month we can share the account with the accountant vs switching over to quickbooks online which is more expensive but not recommended at this time for our city’s needs. He said that in the future, it will be necessary to purchase when quickbooks desktop goes away.

Councilman Rafferty moved to approve a shared quickbooks account with the accountant for \$15 month=h until we move to quickbooks online, 2nd by Councilman Schock; roll call vote:

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

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

3.2 Personnel Policy Write-up Approval- Manda Corbett, City Clerk presented a recommended policy write up for employee benefits suggested by the City attorney Britney Jacobs who was present via phone conference to speak about the suggestions she made to simplify the reading and understanding of the policy for new hires going forward. It was suggested by councilman Ferris the change be made to one week of vacation is allowed to be used after 3 months of employment. Council all agreed on the weeks verbiage vs. hours per Britney’s suggestion. Council agreed to have Britney email a final copy of the policy to the City Clerk for future hiring of employees.

Councilman Sundquist motioned to approve the policy write up , 2nd by Councilman Rafferty; roll call vote:

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

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

3.3 Deputy Clerk – Decision on Wage and Authorization to Post Position- Council discussed wages and full-time vs part time employees. It was decided to offer a deputy clerk position to start at \$20.00 per hour.

Councilman Schock motioned to authorize publishing of Deputy Clerk position at the starting wage of \$20.00per hour ; 2nd by Councilman Rafferty; roll call vote:

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

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

3.4 Ponderay Police Issuing Citations in Kootenai/Parking Ordinance- Councilman Sundquist brought to the attention that Ponderay police are writing citations within the city of Kootenai limits. He asked the council what the regulations are and who is getting paid for these citations and who hired Ponderay Police since currently the City of Kootenai does not have law enforcement. He had one specific citation he presented to council regarding parking and impeding traffic, and he was concerned it was possible profiling stating 2 more citations were given to the same person for the same supposed violation . Council read Idaho code and Idaho Statute that suggests it is unlawful to do so. Councilman Schock asked that Mayor Lewis find out if jurisdictions were approved to transfer and if authorization was given by the sheriff's office and then given back. Councilman Rafferty stated that without knowing the exact details of when the citation was given and why, everyone is only "speculating" and noted Kootenai parking code verifies that the citation Councilman Sundquist was referring to was not in violation since there are no signs on that road that say, "no parking." Councilman Ferris asked Mayor Lewis why she hasn't done anything about the situation after being asked by Councilman Sundquist when the citation was first given. Mayor Lewis said she felt like it was personal matter between the Councilman and the officer, but she did talk to the police department anyways, and she was told that if there is no one else available to take a call, it is the least busy, available officer in the area at the time that can legally write a citation if already in the area on another call. Councilman Ferris stated to Mayor Lewis that she does not seem to understand the situation or care about resolving it and asked her to find out what is going on and take the opportunity to speak with the Ponderay Police chief, as he said we could possibly contract with them in the future when we get a law enforcement contract back in order. Mayor Lewis agreed to go speak with the Police chief of Ponderay and gather more information.

4. **Adjournment** – Mayor adjourned the meeting at 8:46 p.m.

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