



City of Kootenai

COUNCIL MEETING MINUTES

DATE: July 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 Planner Representor – Tessa Vogel

Amendments to the Agenda – None were made.

Announcements – None were made.

Others Present: Resident- Julie Washburn, Resident- Margaret Mjelde and Attorney- Britney Jacobs

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 Schock; roll call vote:

Councilman Sundquist – AYE
Councilman Rafferty– AYE

Councilman Ferris – AYE
Councilman Schock – AYE

2. Reports:

2.A Mayor: Mayor Lewis stated she is getting a quote to have the city hall shrubs trimmed.

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

2.B1 2nd Avenue Widening Project-Update- Ryan Luttmann, Engineer, provided updated information on the work for this project. He stated that the large trees within the right of way that conflicted with the design have been removed and the stumps have been ground below the surface. Ryan said he has been working with the contractor to adjust, add or lengthen some of the culvers to retain some of the smaller trees between Helena and Kootenai Street. He stated the remainder of the work should proceed in accordance with the construction plans.

2.B2 SH -200 Improvements update- Ryan explained the construction for this project was delayed due to the groundwater table remaining higher through the first half of June. He stated that construction is underway and will continue through the summer and into the fall season, ITD reported the starting date to be July 8, 2024, SH-200 will be reduced to one-lane which will result in delays for traffic through Kootenai.

2.B3 Permit Activity Update- Ryan Luttmann, city engineer explained permit ENU 002-024 was issued for the replacement of the exiting sewer lateral at 202 First Ave. He mentioned that the new location is on Spokane street was reviewed and approved by the Kootenai-Ponderay Sewer District and the new sewer lateral runs within the First Avenue right of way to access the property and provides separation from the existing water meter and utility pole. Ryan explained permit ENU 003-024 was issued for a new sewer lateral for an ADU at 311 Spokane Street. The new location was reviewed and approved by the Kootenai Ponderay Sewer District.

2.C City Planner: Specific Topics were discussed:

2.C1 Building Permit and Land Use Activity- Tessa Vogel representing Ruen-Yeager stated the City of Kootenai received one new building permit application during the month of June for a primary home and attached accessory living unit (ADU) on 2nd Avenue. She stated the total number of building permits for the year thus far is 4.

2.C2 Sign Code Violation – Dishaw Campus - Tessa Vogel presented a letter of correspondence to Mr. Dishaw sent August 17, 2023, and explained he has not been in compliance, nor will he communicate with the city or with the planner’s office to resolve the violation. Tessa asked advice from Council on how to move forward. The council turned to the City Attorney, Britney Jacobs for advice. Britney stated the next steps would be to have a legal letter sent from the attorney, and it should be delivered by hand by the City’s code enforcement officer. The council and Mayor all agreed.

Councilman Sundquist moved to approve a letter be written by the city’s attorney and delivered to Mr. Dishaw by the city’s code enforcement officer, 2nd by Councilman Schock; roll call vote:

Councilman Sundquist – AYE
Councilman Rafferty– AYE

Councilman Ferris – AYE
Councilman Schock – AYE

2.C3 ACI Review Providence Subdivision Modification - Tessa Vogel presented Area of city impact maps to the City Council and Mayor showing the modifications to the Providence Subdivision Plan Bonner County File MOD00002-24, Modification of S0002-23. She stated Kootenai City Code 8-3D-6 requires any request for development within the Area of City Impoact (ACI) be referred to the City Council for review and comment. The City then has 40 days to provide comment to Bonner County. Tessa mentioned an application was provided on June 3, 2024, and that comments are due by July 16, 2024. The modification will create a direct right-of-way into Seven Sisters Drive at the edge of Kootenai’s public right-of-way and eastern city limits at Seven Sisters. She mentioned the proposed modification could also allow additional development to the north of Providence Subdivision to directly access Seven Sisters Drive in the future. Tessa asked Council if they wished to provide comment. City, Attorney Britney Jacobs explained the legal issues with not allowing access. She explained the would eventually run into issues and the developer could possible sue the City. She said the developer has a much larger budget than the City for legal fees. Councilman Sundquist stated he would like to keep the historical use of the area which is not being used and does not want the access to be allowed. Councilman Ferris agreed with Britney stating he foresees the issues the City may run into and suggests if it were to be developed. Britney

explained to Council that the City does not own the right of way and technically it is dedicated to the public. Councilman Schock said he would of course like them to annex into the City before they build. Mayor Lewis said at Seven Sisters she would like a stop light. Councilman Ferris suggested speed bumps are hard for plowing snow. Councilman Sundquist stated it doesn't matter what the City asks for, the County is not going to give us any of it. Councilman Ferris said he doesn't want it to be a fight and would like to see it be a win -win situation. Councilman Schock agreed with Councilman Sundquists frustration saying the County doesn't ever help. Tessa explained that the developer is requesting a change and it works the same as before unless the City is asking for specifics. She suggested to the City it would be in the city's best interest to provide questions and concerns and comments in case it was appealed. She said it is best to have something rather than nothing in writing or it could come back looking like the City had no concerns at all. She also suggested a bond. Council agreed to have the planner send a letter with the City's comments and requests.

Councilman Ferris moved to approve the planner to send a letter stating the City's comments, concerns and requests , 2nd by Councilman Schock; roll call vote:

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

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

2.D Selkirks-Pend Oreille Transit (SPOT) – Mayor Nancy Lewis reported SPOT is growing and doing still doing well and citizens are still happy and the SPOT bus will be in the parade.

2.E Park Committee – Julie Washburn of the park committee suggested she wanted to see Mayor or Makaela approach lighthouse about money for a basketball court at the W 2nd Street park or. She requested a budget range to be able to start looking into the basketball court development. Resident- Margaret Mjelde, requested a letter. Mayor Lewis said she would go over there herself . Julie suggested the trees in the park need trimming and signs about vandalism should be posted. Julie mentioned the two trees at Maggie's Park are thriving.

3.1 City Park Swing and Sign Repair – City Clerk, Manda Corbett presented a quote to repair the adult swing in the city park and to replace the pole that holds the no dogs in the park sign. Council accepted the quote and approved the work to be done as long as the sign is placed outside the city right of way.

Councilman Rafferty moved to accept the quote and have the swing and sign repaired, 2nd by Councilman Sundquist; roll call vote:

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

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

3.2 City Park Trees-Trimming - Topic Skipped, no quote came through in time.

3.3 New City Website- - Topic Skipped, no quote came through in time.

3.4 Deputy Clerk Applicants – City Clerk, Manda Corbett and Mayor Nancy Lewis presented two resumes to Council of potential Deputy Clerk candidates. They explained to the council why the two were chosen. Council agreed they wanted to conduct second interviews with the two applicants with one or more council members present.

4. Executive Session– Mayor asked for a motion to go into executive session, Councilman Ferris asked to keep it open as regular meeting to discuss employee wages. Meeting remained in regular session.

5.1 Deputy Clerk Wage- After discussion, council agreed the starting wage would be \$21.00 for the Deputy Clerk Position.

Councilman Rafferty moved to accept starting wage for Deputy Clerk at \$20 per hour, 2nd by Councilman Ferris; roll call vote:

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

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

5.2 City Clerk/Treasurer Pay Increase-Manda Corbett, City Clerk/Treasurer read a written statement to Council and Mayor explaining why she feels like she should get a pay raise. Councilman Ferris suggested \$33.00 per Hour. After discussion it was agreed that the Council needed more time to think about it and would like to wait till after the next budget meeting.

5.3 Mayor Pay Increase-Councilman Ferris suggested a \$200.00 pay increase for the Mayor. Mayor Lewis said she felt that was too much. After discussion it was agreed that the Council needed more time to think about it and would like to wait till after the next budget meeting.

5.4 Council Pay Increase-Councilman Ferris suggested a \$250.00per month pay increase for the Council. Councilman Schock said he doesn't feel like he needs a raise, he only does it because he like to support the City. After discussion it was agreed that the Council needed more time to think about it and would like to wait till after the next budget meeting.

4. Adjournment – Mayor adjourned the meeting at 9:10 p.m.

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