



City of Kootenai

COUNCIL MEETING MINUTES

DATE: October 1, 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 Schock – HERE, and Councilman Rafferty – HERE. Councilman Ferris - ABSENT

Staff Present: City Clerk/Treasurer - Manda Corbett, City Planner - Clare Maley, City Deputy Clerk - Mindy Stearns

Amendments to the Agenda: – None were made.

Announcements: – None were made.

Others Present: Resident- Sandra Furlini

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 Rafferty; roll call vote:

Councilman Sundquist – AYE
Councilman Schock – AYE

Councilman Rafferty– 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 – No discussion occurred.

2.B2 All Hazards Mitigation Plan for Bonner County – No discussion occurred.

2.B3 New SPOT Bus Location – See 2.D

2.C City Planner: Specific Topics were discussed.

2.C1 Building Permit and Land Use Activity – Clare reported no new permits or activity has taken place.

2.C2 Development/Improvement Agreement between R&B Development LLC, Dale Rainey and the City of Kootenai for development of Kootenai Commerce Center Phase 1 & 2 – Clare presented a development agreement summary and site plan documents for this project. She noted this is the first activity on this project in quite a while. The site plan showed 84 commercial units that include a small kitchen. Possible habitational usage of these units was discussed. Clare referred back to city code and read that only one habitational unit would be allowed. The development agreement summary indicates a dedication of a public easement trail connecting the south end of the property to the Pend d'Oreille Bay Trail. Councilman Schock questioned who would be responsible for the maintenance of that easement trail.

Councilman Sundquist moved to authorize the City Planner to submit the draft development agreement to the landowner to obtain clarifications regarding the land easement and maintenance and then submit to the City Attorney for review, 2nd by Councilman Schock. Roll call vote:

**Councilman Sundquist – AYE
Councilman Schock – AYE**

Councilman Rafferty– AYE

2.D Selkirks-Pend Oreille Transit (SPOT) – Mayor Nancy Lewis reported the new bus stop on 2nd avenue is in place. Discussion took place regarding lights in each bus stop booth. Mayor Lewis will look into the possibility of solar lights. Mayor Lewis also reported that at the recent Idaho Transportation Department conference, 5 awards were given to SPOT for their

2.E Park Committee – Nothing was reported.

Discussion/Action Items:

3.1 Approve Reschedule/Cancellation of November Council Meeting – The regularly scheduled council meeting for November is the same night as Election day. It was agreed to reschedule the November council meeting to November 12th at 6:30pm.

3.2 Approval – Records Retention – Request was made to dispose of 2018 and older accounts payable receipts and invoices. These have all been paid and accounted for in the City Audits. Based on Idaho's general records retention schedule, we are required to keep the current year plus 4.

Councilman Rafferty moved to dispose of all 2018 and older accounts payable documents, 2nd by Councilman Schock. Roll call vote:

**Councilman Sundquist – AYE
Councilman Schock – AYE**

Councilman Rafferty– AYE

5. Adjournment: – Mayor adjourned the meeting at 7:25p.m.

Submitted by:
Mindy Stearns, City Deputy Clerk