



City of Kootenai
COUNCIL MEETING MINUTES

DATE: October 1, 2019

TIME: 6:30 p.m.

Mayor Lewis brought the meeting to order at 6:30 p.m.

Roll Call: Councilman Sundquist – AYE, Councilman Macha - AYE, Councilman Schock – AYE, and Councilwoman Bauer– AYE.

Staff Present: City Clerk, Ronda L. Whittaker, and City Engineer, Ryan Luttmann, PE.

Others Present: Vernon Roof, representing Northside Fire District, Maggie Mjelde, City Resident, Tim Closson, City Resident, Sandra Furlini, City Resident, and Doris Nuss, City Resident.

Amendments to the Agenda – None were proposed.

Public Comment – None was received.

Announcements – None were given.

Presentation: Vern Roof, District 3 Fire Commissioner – Mr. Roof summarized his written presentation and explained that the city of Ponderay has been collecting impact fees since 2008. He mentioned that the District had the 3rd lowest levy increase in the County. He advised that the District had collected \$32,000 since 2008. He stated he was pleased as the funds have been used to manage a full-time firefighter and do improvements on the Fire House. He advised that impact fees were regulated by Idaho Code and if the funds were not spent within 8 to 11 years a refund would be given. He stated that his purpose at this meeting was to make Council aware that the District and Anne Wescott will be holding a meeting with anticipated attendance of Bonner County Commissioners, city of Kootenai and city of Ponderay City Officials and any other interested planning, zoning, community development and legal staff on October 31, 2019 to go over the District's capital needs, legal requirements and implementation of impact fees. There was discussion as to how the discounts would be distributed and how they would be collected. Mr. Roof advised that the fees would be collected through the building permit process and the City would be responsible for collecting and distributing the fees. Councilwoman Bauer asked if there was a way to get a copy of the Impact Fee Study completed for the city of Ponderay. Ronda stated she would get a copy from the city of Ponderay's Clerk as well as getting an idea as to how the fees are collected and distributed.

1. Consent Agenda:

Mayor Lewis asked Council if they had received and read the items on the consent agenda and asked if there were any corrections needed within the Consent Agenda.

Councilman Sundquist made a motion to approve the consent agenda, 2nd by Councilman Macha; roll call vote:

**Councilman Sundquist – AYE
Councilwoman Bauer– AYE**

**Councilman Macha – AYE
Councilman Schock – AYE**

2. **Reports:**

2.A. Mayor: Mayor advised Council that she had attended the LTAC Board tour. She stated that they were very pleased with the recent projects that had been completed with the Grand funds received.

2.B. City Engineer: Written Report Summary – Attached. There was no further discussion.

2.C. City Planner: Written Report Summary – Attached – Specific topics were discussed:

2.C2 Bonner County MLD0062 Canton Estates – Council was in agreement with Clare's concerns as written within her memo to Council. Councilwoman Bauer made a motion to authorize Mayor Lewis to sign the proposed comment letter to the County Planning Department, 2nd by Councilman Schock; roll call:

Councilman Sundquist – AYE
Councilwoman Bauer – AYE

Councilman Macha – AYE
Councilman Schock – AYE

D. Selkirks-Pend d'Oreille Transit (SPOT) – Mayor reported that she had attended the driver appreciation picnic and that SPOT had received another bus for the Sweitzer Ski route.

E. Clerk: Written Report Summary – Attached – specific discussion:

2.E4 ADA Swing construction and setting update – Councilman Sundquist stated his concern that the ADA Swing at the Bonner County Fair Grounds had had issues with the ramp locking pins giving out due to excessive use. He advised that the City fortify said pins and that a cement pad would be in the best interest of the City. It would be more durable and there would be less need for upkeep.

3. **Discussion/Action Items** –

3.1 FY2020 Amended Century West Engineering Contract – Ryan stated that his intention was for the contract renewal be in accordance with the City's fiscal year. **Councilman Sundquist moved to allow Mayor to sign the Amendment #1 and Authorization for Engineering Consulting Services, 2nd by Councilwoman Bauer; roll call vote:**

Councilman Sundquist – AYE
Councilwoman Bauer – AYE

Councilman Macha – AYE
Councilman Schock – AYE

3.2 Use for City owned lots, use thereof, tennis courts – There was discussion about what uses the Second Avenue park area could benefit from. There were many suggestions: pickle ball, hand ball, tennis. Councilman Sundquist advised that there may be Grants available to help with getting the ball rolling and asked Ryan to keep an eye open for these kinds of opportunities.

3.3 Building Repairs – What do to first – window out in storage barn – Ronda stated that a window in the old barn/storage shed had been broken. She also referred to the building inspection completed last year and asked Council where they would like to start. Councilman Sundquist stated that roof leaks, waste line issues and needed sump pump issues needed to be addressed. Also, council discussed the needed repair to the ramp leading to the post office. Councilman Sundquist also advised that the broken window needed to be replaced. He advised that his concern left unrepaired may lead to more mishap. Councilman Sundquist advised he could give a list of proposed repairs to the contractor used in the past for building repairs as they had done a great job and their services were fair priced. **Council Agreed.**

3.4 EagleView MOA – Authorization for Mayor to sign the Agreement to partner in funding the “flight 2-19 imagery capture” provided by Pictometry International - Ronda stated that the City’s Attorney had reviewed the Agreement and after confirming that the imagery could be managed by the City’s web site approved the Agreement. **Councilman Sundquist made a motion to authorize Mayor Lewis to sign the flight 2-19 imagery capture Agreement with Pictometry International, 2nd by Councilman Macha; roll call:**

Councilman Sundquist – AYE
Councilwoman Bauer– AYE

Councilman Macha – AYE
Councilman Schock – AYE

3.5 New Computer System, anti-virus and back-up – Ronda stated that she had reached out to Sandpoint Computer as she had used them on several occasions prior to her employment with the City and they had a great reputation. She stated that she thought it best to have a local service monitor the City’s internet as they would be able to detect any possible cyber attacks before she would. Councilman Sundquist stated he was familiar with the General Manager of Sandpoint Computers and could vouch for there services and reputation. **Councilwoman Grace made a motion to accept the proposal submitted for a new computer, anti-virus, back-up and phone system for the City, 2nd by Councilman Schock; roll call:**

Councilman Sundquist – AYE
Councilwoman Bauer– AYE

Councilman Macha – AYE
Councilman Schock – AYE

4. Adjournment: Mayor Lewis adjourned the meeting at 7:47 p.m.

Submitted by:
Ronda L. Whittaker
City Clerk

CITY OF KOOTENAI SIGN-IN SHEET

DATE:	October 1, 2019
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TIME: 6:30 pm	
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Council Meeting

[illegible]

Northside Fire District

P.O. Box 181

Ponderay, Idaho 83852

Phone: 208-265-4114

Fax: 208-255-7164

E-mail: bmitton@northsidefire.org

October 1, 2019

Dear Ms Rhonda Whittaker

The Northside Fire District wants to be prepared to keep pace with the service demands resulting from projected growth within its boundaries. In addition to planning to fund future personnel and other operating expenses, we must also be able to fund necessary capital including stations and apparatus to ensure that growth will not result in longer response times, increased mortality, increased property loss and increased property insurance rates for residents.

One of the options for funding growth-related capital without increasing the burden on existing taxpayers is impact fees. Impact fees are a one-time fee paid at the point a developer receives a building permit to construct a new building. They are calculated to recover growth's "share" of capital needed to ensure the level of service (i.e. response time) does not deteriorate because of growth.

The State Legislature has enabled fire districts to utilize impact fees as a funding mechanism for growth-related capital. However, because fire districts do not assess building permits, they must request that the corresponding city and/or county collect on their behalf. The City of Ponderay has been collecting fire impact fees on new development for the Northside Fire District since 2008. The District intends to ask the City of Kootenai and Bonner County to do the same to ensure all of our residents and businesses receive the same level of service.

The District has retained Anne Wescott with Galena Consulting to update their impact fee analysis, ordinance and capital improvement plan. With over 20 years of impact fee experience in Idaho, she is currently facilitating the collective adoption of impact fees for 14 fire districts in Ada and Canyon Counties, and has been recently approached by fire districts in Kootenai and Shoshone County to evaluate this funding tool.

Involving elected officials from all jurisdictions up front in this process, and working with each community to meet its unique needs has been critical component to its success.

The Northside Fire District would like to invite Bonner County Commissioners, Kootenai and Ponderay City Councilmembers, and interested planning, zoning, community development and legal staff to meet with the District and Anne Wescott on October 31, 2019 09:00 Northside Fire 437 Cedar Ave, Ponderay ID 83852 where we will provide information and address questions on the District's capital needs to support growth as well as the use, legal requirements, and implementation of impact fees.

We welcome your participation in this meeting as your input will be valuable to the District Commission as we move ahead in this process. Please RSVP to Tammy Poulin at (208) 265-4114 or tpoulin@northsidefire.org by October 15, 2019

Vern Roof

Northside Fire District Commissioner

City of Kootenai

Treasurer Report September 2019

Mt. West Money Market	\$	157,548.76	0.04% APY
Mt. West Checking	\$	74,134.06	0.16% APY
LGIP - Current thru 8/31/19	\$	280,884.73	2.3463% August 603.63
Total Cash Assets	\$	512,567.55	

INCOME/GENERAL FUND

Name	Account	Amount	Sub-Totals
01 - GF REV			
Franchise Fees			
	Avista Corportation	0.00	
	Northland Cable Television	0.00	
	Waste Management, Inc	0.00	
Total Franchise Fees			0.00
Interest			
	Interest, MW Money Market	9.10	
	Interest, MW Checking	5.24	
	Interest, LGIP - 8/31/19	603.63	
Total Interest			617.97
Licenses & Permits	Business Licenses	0.00	0.00
Law Enforcement Fines		0.00	0.00
Planning & Zoning Fees & Permit			
	Building Permits	0.00	
	Engineering	0.00	
	Subdivision Fees	0.00	
Total Planning & Zoning Fees & Permit			0.00
Property Tax			
	Arrears Property Tax	73.09	
	Penalty & Interest	8.39	
	Property Tax Current	0.00	
	Recovered Homeowners Exempt	0.00	
	Circuit Breaker	0.00	
Total Property Tax			81.48
Rents			
	City Hall Rental	200.00	
	Post Office Rent	280.00	
Total Rents			480.00
State of Idaho Funds			
	State Liquor Fund	0.00	
	State Revenue Sharing	0.00	
Total State of Idaho Funds			0.00
Total 01 - GF REV		1,179.45	1,179.45

City of Kootenai
Treasurer Report September 2019
INCOME/STREETS

Name	Account	Amount	Sub-Totals
02 · SF REV			
Idaho Transportation Dept			
	State Highway Users Fund	0.00	
	HB312	0.00	
Total Idaho Transportation Dept			0.00
Road & Bridge			
	Road & Bridge Current	0.00	
	Road & Bridge P & I	6.97	
	Road & Bridge Arrears	61.14	
	Circuit Breaker M & O	0.00	
Total Road & Bridge			68.11
Road & Streets			
Stormwater/Encroachment			
	Culvert Encroachment Deposit	0.00	
	Utility Encroachment Deposits	0.00	
Total Stormwater/Encroachment			0.00
Sprague Walkway Project		0.00	
Interest		26.84	
Total Sprague Walkway Project			26.84
McGhee Rd Cmt Treated Project		0.00	
Interest		111.32	
Total McGhee Rd Cmt Treated Project			111.32
Total 02 · SF REV		206.27	206.27
Total Income		1,385.72	1,385.72

City of Kootenai
Treasurer Report September 2019
EXPENSES/General Fund

Name	Account	Amount	Sub-Totals
10 · GF EXP			
Accounting & Audit	Auditor	0.00	
Bank Charges		0.00	
City Web Site		0.00	
			0.00
Building Maintenance			
	Janitorial Service	60.00	
	Maintenance & Repairs	32.56	
	Security/Shredding	27.95	
Total Building Maintenance			120.51
Law Enforcement Contract		0.00	
	Legal Notices	0.00	
Total Legal			0.00
Dues & Membership			
	Association of Idaho Cities	0.00	
	ICRMP	1,049.00	
Total Dues & Memberships			1,049.00
Office Expenses			
	Computer Maintenance/Repair	123.19	
	Internet Service	75.18	
	Office Supplies	0.00	
	Postage	0.00	
	Other/Events	0.00	
Total Office Expenses			198.37
Park, Arbor Day & Earth Day Maintenance		0.00	
		310.00	
Total Park, Arbor Day & Earth Day			310.00
Planning & Zoning			
	Planner	604.50	
	Subdivision Fees	19.50	
	Ordinance Revisions/Comp Plan	0.00	
	Engineer	0.00	
	Code Enforcement	0.00	
	Building Permits	267.00	
	Site Plans/Varance	0.00	
Total Planning & Zoning			891.00
Training Workshops			
	Training Expenses	682.59	
	Meals	64.40	
	Milage	42.71	
Total Training Workshops			789.70

City of Kootenai
Treasurer Report September 2019
EXPENSES/General Fund Continued

Name	Account	Amount	Sub-Totals
Utilities			
	Electric & Gas	81.85	
	Garbage	0.00	
	Sewer	0.00	
	Telephone	97.61	
	Water	33.80	
Total Utilities			213.26
Wages & Benefits			
	Clerk/Treasurer	3,768.00	
	Council	500.00	
	Mayor	500.00	
	Payroll Taxes	364.75	
	Retirement Fund - PERSI	569.32	
6560 - Payroll Expenses	Health Insurance	702.42	
	Wages and Benefits	-135.51	
	Intuit Payroll Expense	0.00	
Total Wages & Benefits			6,268.98
	Total 10 - GF EXP	9,840.82	9,840.82

City of Kootenai
Treasurer Report September 2019
EXPENSES/Street

Name	Account	Amount	Sub-Totals
20 · SF EXP			
Ditches	Maintenance	115.00	
Total Ditches			115.00
Stormwater			
	Culvert Inspections	-	
	Engineer	-	
Total Stormwater			-
Streets			
	Materials	-	
	Engineer	-	
	Utility Encroachment Permits	-	
Total Streets			-
Transportation	SPOT	1,300.00	1,300.00
Sprague Walkway Project		66,496.37	
Sprague Walkway Project - Engineering		-	
Total Sprague Walkway Project			66,496.37
McGhee Rd Cmt Base Project			
McGhee Rd Project - Engineering		-	
Total McGhee Rd Cmt Base Project			
Utilities, Streets			
	Signal Lights	37.33	
	Street Lights	859.67	
Total Utilities, Streets			897.00
	Total 20 · SF EXP	2,312.00	2,312.00
	Total Expense	12,152.82	12,152.82
Net Income			-10,767.10

MEMO

To: Mayor Lewis and Council Members

From: Ryan Luttmann, P.E., Contract City Engineer

Date: September 24, 2019

Re: October 2019 Council Report

1. McGhee Road Cement Treated Base Project.

The project closeout documents for the McGhee Road Cement Treated Base Project were submitted to LHTAC with the before and after photos that were required with the LHTAC/Local Agreement.

(Before and After photos attached).

2. Sprague Walkway Project.

The project closeout documents for the Sprague Walkway Project were submitted to LHTAC with the before and after photos that were required with the LHTAC/Local Agreement. The City received confirmation from LHTAC that the project is officially closed.

(Before and After photos attached).

3. LHTAC Funding Workshop/Upcoming Grant Opportunities:

The LHTAC funding workshop in District 1 will be held on October 8 at the Ponderay Event Center from 8am to 11am. Funding options for the City of Kootenai include:

- Local Highway Safety Improvement Program (Data Driven)
- Federal-aid Urban (Competitive and should be a part of the Urban Area Transportation Plan)
- Federal-aid Urban Transportation Plan

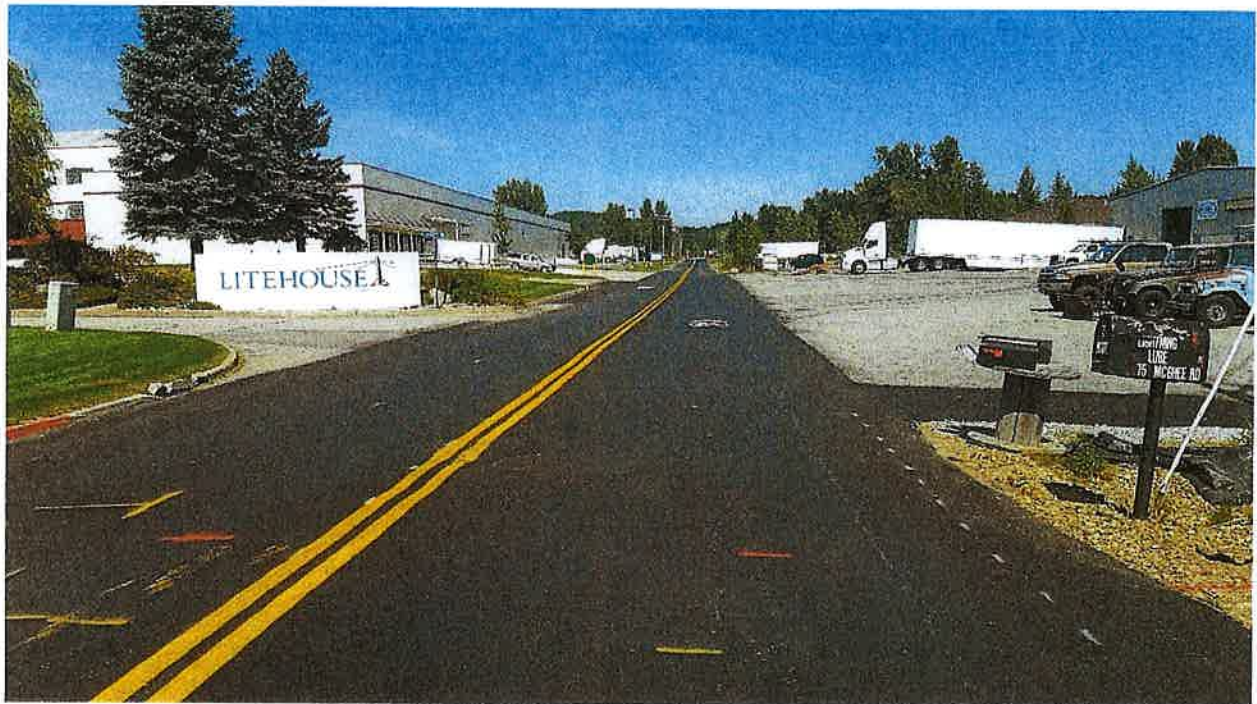
Note: The Local Strategic Initiatives and Children Pedestrian Safety funds are not available this year.

Other upcoming opportunities:

- ITD Transportation Alternatives Program funding Safe Routes to School materials and more. Eligible projects include pedestrian, bicycle facilities and projects to enhance access to public transportation.

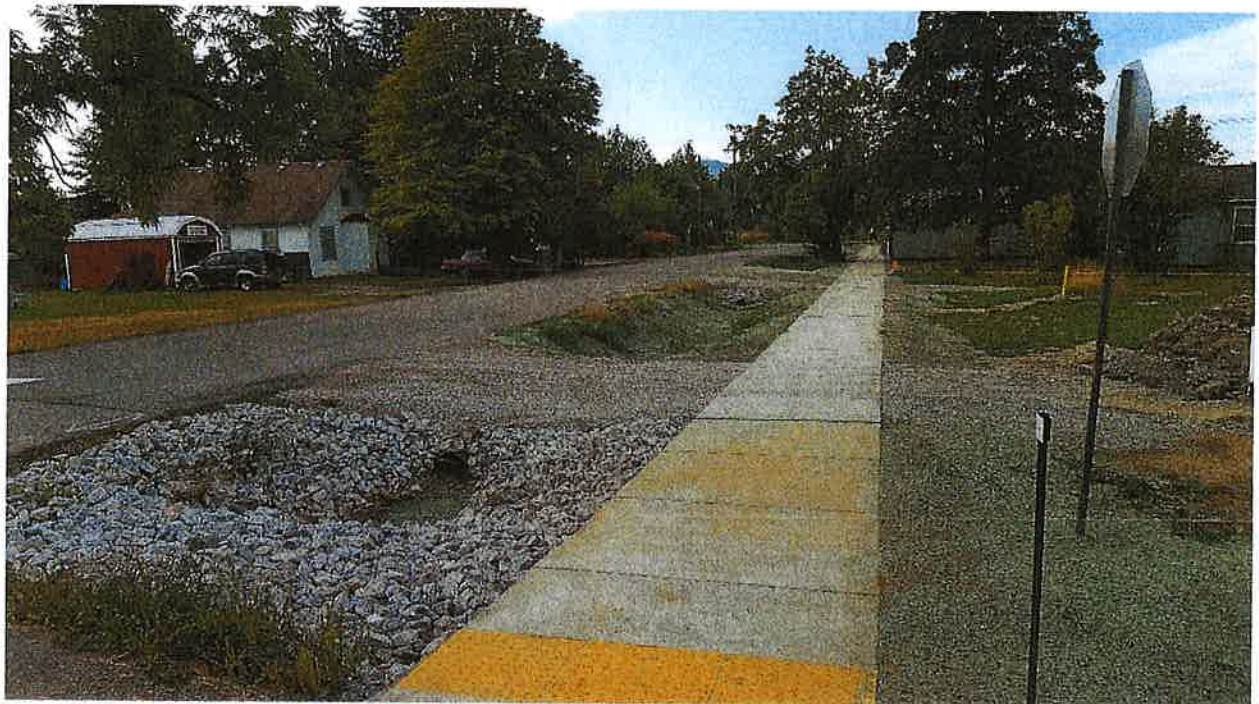
CITY OF KOOTENAI

MCGHEE ROAD CTB PROJECT – BEFORE & AFTER PHOTOS



CITY OF KOOTENAI

SPRAGUE WALKWAY PROJECT – BEFORE & AFTER PHOTOS





RUEN-YEAGER & ASSOCIATES, INC.
ENGINEERS ♦ PLANNERS ♦ SURVEYORS

MEMO

To: Kootenai City Council, Mayor and Clerk
From: Clare Marley, AICP, City Contract Planner
Date: September 25, 2019
Re: **Planning summary for October 1, 2019 City Council meeting**

Building permit activity: The City received two new building permits in September for single-family homes in Seven Sisters and on Kootenai Street. The total received for the year to date is 21.

Land use application activity: No new applications have been filed.

County addressing fees: Bonner County has adopted a resolution enacting new fees for road naming and street addresses that will affect the City of Kootenai. (Resolution #19-83, 9/17/19) These new fees are: \$125 for road naming; \$65 addressing fee "for each occupiable dwelling unit in Bonner County;" \$50 for each additional addressing trip; \$100 for road name changes. The county added a clause that the GIS director may waive a fee on a case-by-case basis. These fees would be charged to each city when addresses are requested, according to information provided at the fee hearing. The City of Kootenai does not have a specific charge in its fee schedule to pass these costs to those requesting addresses and street names. Subject to discussion, the Council may wish to consider adding a new fee under miscellaneous that is "actual cost of service." A public hearing, with required notice, would be needed to create a new fee. If there are any other adjustments needed, those could be considered at this time as well.

ACI Request for Comment: DISCUSSION/ACTION: Kootenai received a notice from Bonner County Planning Department regarding a proposed subdivision within the Area of City Impact (ACI). The city has until November 4th to reply (40 days), in accord with the ACI agreement. Here is the file background:

- File #MLDoo62-19, Caton Estates. A proposal to subdivide about 11.1 acres of a portion of Lot 7 of Olney's Suburban Tracts, east of Kootenai into two lots. The property is located on Caton Court, north of US Highway 200 and west of Boyer Slough. The two lots would be 2.77 acres and 8.24 acres. The land is zoned Suburban. This site is served by a private easement and individual septic/drainfields and individual wells. Therefore, based on available services, the county's Suburban District requires 2.5 acres per dwelling unit. A maximum of three dwelling units are allowed on a single parcel of land. The land division is proposed so that a duplex (55 Caton Court), one single-family dwelling (44 Caton Court) and an accessory dwelling unit (60 Caton Court) can be located on the larger lot and one single-family dwelling (141 Caton Court) can be permitted on the smaller lot. The City's future land use map (comp plan map) designates this area, east of Providence Road and north of the highway, as Rural. The Rural designation foresees small agricultural and residential uses on minimum lot sizes of 5 acres. The proposed land

3201 North Huetter Road, Suite 102, Coeur d'Alene, Idaho 83814, Phone: (208) 292-0820 Fax: (208) 292-0821

219 Pine Street, Sandpoint, Idaho 83864, Phone: (208) 265-4629 Fax: (208) 263-0404



October 2, 2019

VIA EMAIL

Milton Ollerton, Planning Director
Bonner County Planning Department

RE: City of Kootenai Area of City Impact Comment, File #MLD0062-19, Caton Estates

Dear Mr. Ollerton:

The City of Kootenai is in receipt of your request for comment on the above-named file, a proposed subdivision of a property on Caton Court, north of US Highway 200 and east of the city, within the Kootenai Area of City Impact.

Please be advised that the Kootenai City Council reviewed the application at its October 1, 2019 regular meeting, pursuant to Kootenai City Code 8-3D-6. The City Council voted unanimously to provide the following comments to Bonner County on the proposed land use application:

Background:

1. The City of Kootenai's comprehensive plan designation for this area is "Rural." This map designation provides for agricultural and residential uses with a minimum lot size of 5 acres.
2. The proposed lots are 2.77 and 8.24 acres each. These lot sizes are not in keeping with the future land use map for the City of Kootenai Comprehensive Plan.
3. The proposed lots would be served by Caton Court, a 20-foot wide easement with a gravel surface. The city standard right-of-way width is 60 feet, with a paved surface. There are no plans to widen or pave the road.
4. The future lots would be served by individual wells and septic disposal systems.
5. Kootenai subdivision laws would require a land division such as this to be platted. The proposed subdivision will be platted.
6. Bonner County's subdivision law, Section 12-647(H), BCRC, requires the plat include "a place for city approval if within an area of city impact." The ACI certificate is missing from the draft final plat.

Comments:

1. The proposed plat is **not** in accord with the future land use map for Kootenai's Area of City Impact (ACI) with respect to lot sizes and number of dwelling units.
2. The site is served by a substandard right-of-way (20-foot wide, graveled easement versus 60-foot wide, paved right-of-way).
3. Continued development within the Area of City Impact will impact city streets and pathways, as county residents use the city's transportation system and services to reach the Kootenai Elementary School, post office, parks, the highway, and workplaces.
4. The draft final plat is missing the required Area of City Impact certificate. Please add the certificate for signature by the mayor and city clerk, reflecting the replat and been reviewed for its effects on the Area of City Impact. Please use the standard certificate language for ACIs, which excludes reference to "approval" of the plat by the City.

If you need any additional information, please contact me or City Clerk Ronda Whittaker at Kootenai City Hall. Thank you for the opportunity to review and comment.

Sincerely,



To: Kootenai City Council and Mayor
From: Ronda L. Whittaker, City Clerk
Date: September 2019
RE: Clerk's Report

Website Activity – Continued update of the site.

Zoning Code Violations –NSA Properties update I have contacted NSA to get an update on setting the fencing slats.

Mini Storage update – A complaint has been filed on one and the Notice sent to the other within the City has not been picked up. I sent it regular U.S. Mail, it has been returned. This business has been violating City Code for many years. It is time to consider legal actions. **The property at 470 N Main Street** has been housing a storage unit that is being used as a living quarters. Letters have been sent and received. There has been no compliance. I have contacted the Sheriff's Department to ask for a welfare check just to make sure that the owner has been notified of the violation as her daughter has been the contact thus far. No report has been received from the Sheriff's Department.

Weed Abatement and Debris Code Violations – Letters have been received. There has been no compliance. Weather will be taking over soon.

Idaho City Clerks, Treasurers, & Finance Officers Association (ICCTFOA) Conference – The education obtained from this conference was very informative. I attended some Bond classes which were very enlightening. I keep up on lending trends just in case the City were to consider advancing its services. Cyber threats are very prevalent. I have asked Sandpoint Computer to scan our system to ensure that we are not open to them; they will also help with purchasing a new secured system. Money laundering is still a concern. Mayor Lewis does review and sign off on the City's expenses as approved by the City's resolution which authorizes payment of all the City's normal expenses; the resolution is a normal activity in most Cities. Audit participation and procedures were discussed. I received many tips to help the audit go smoothly. There were many other valuable workshops and presentations.

2019 Audit – Working on the upcoming audit. I will be contacting Mr. Hoover to confirm procedures. I will have Coleen with Mountain Ledgers come the beginning of November to make sure all the City's financials are in place. We have had her review the financials on a quarterly basis to review trial balance and all is looking good.

State of the City – Mayor Lewis asked me to represent the City at the Sandpoint Chamber meeting. I spoke about the City's new playground equipment and ADA swing, annual events, award of grants, working with the County regarding the addressing and street naming fees, the City's Title 8 amendment, and the City's intention to keep moving forward with infrastructure improvements and clean up.

Working with the County – I was able to attend the Public Hearing concerning the County's proposed addressing and road naming fees. The hearing was tabled to take place and voted on at the next Commissioner's meeting. I was able to attend the Commissioner's meeting and expressed my concern that the County was proposing to allow an unelected staff member to have the authority to waive fees. My recommendation was that the sign off should also be approved by the elected Commissioners'. The resolution was passed as is. The Commissioners advised that the resolution could be amended at a later date if needed.