



*City of Kootenai*  
**COUNCIL MEETING MINUTES**

**DATE:** January 5, 2021

**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. Drew Dittman, Kootenai Resident, and Teague Mullen, Representing Providence Road Area, signed in to attend.**

**Roll Call: Councilman Sundquist – HERE, Councilwoman Mjelde - HERE, Councilman Schock – HERE, and Councilwoman Bauer – HERE.**

**Staff Present: City Planner, Clare Marley.**

**Others Present: Lieutenant Steven Chamberlain of Sandpoint Law Enforcement, Jens Olsen with Sandpoint Computers**

**Amendments to the Agenda – None were proposed.**

**Public Comment – None were given.**

**Announcements – None were given.**

**Presentation – Ting** – Kari Saccomanno advised that Ting offers fast, reliable, internet services. She advised that the premises own the fiberoptic line directly; there is no sharing. She advised that Ting offers up to 1000 Mbps symmetrical upload and download speeds which adds value to a home an average 3.1%. She expressed her satisfaction that Ting offers great customer support with 24/7 live chat/email. She stated that installation time is scheduled and there is no day long waiting. She summarized pricing: home service \$89 and there is no contract, no tax, business service \$139, and affordable services which provides 5 meg down and up at \$19.99. She advised that there would be a sales tax on routers and an installation fee of \$124 or \$5 per month. No hidden fees. TV streaming is crazy fast and Ting will assist on getting everything set up; she advised that Ting did offer Apple TV at \$179 or \$9 per month or an Amazon Fire Stick 4K at \$49. She advised that pre-orders are \$9 and the installation fee would be waived and the \$9 would then become a credit on the first bill and the pre-order would put installation first in line. She expressed her satisfaction that Ting hires all local employees. She stated that construction would be standard and would be within City owned rights-of-ways and would not be within or on private property. She advised that most of the construction work is boring so no overhead construction as it is not reliable. She stated that installation is standard and simple into the house and that Ting also offers Smart Install no contact between owner and customized installation. She advised that Ting's plans are to construct with approval of any permit application procedures in March, April, and May with services to Kootenai offered by this fall. Councilwoman Bauer asked if Ting had received any pre-orders. Kari advised that they had but was not sure how many. Councilman Sundquist asked if Ting deals with franchise agreements. Kari advised that Ting is regulated by the State and Ting is not required to franchise within municipalities as Ting does not offer TV and internet is not considered to be a utility at this time. She advised that the State franchise agreement would regulate fees to the City if there were any but again internet is not a utility. There was discussion about how much usage would be required to stream movies and was advised that there is no overage; the service is unlimited use and that the service offers

enough space for multi device use – no slow down. Mayor Lewis asked Kari how to pre-order. Kari advised that all who are interested in pre-ordering should go to Ting's online site at [ting.com/greatersandpoint](http://ting.com/greatersandpoint) or call (208) 304-9530. Councilwoman Bauer stated she was impressed that Ting does not go above ground as she is concerned about security issues. Councilman Schock stated he thought it may be helpful if Ting's website page indicating what will be in the house. Kari advised that there would be a house box on outside of the home and would connect to an inside router. She advised that an advisor would call before installation personally speak to the home owner to create a plan of where and what will be in the house.

**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, 2<sup>nd</sup> by Councilwoman Bauer; roll call vote:**

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

**Councilwoman Mjelde – AYE  
Councilman Schock – AYE**

**2. Reports:**

**2.A. Mayor:** Mayor stated she had no report.

**2.B. City Engineer:** Written Report Summary – No Report as there has been no activity from the Engineer for the month.

**2.C. City Planner:** Written Report Summary – Attached – Clare summarized her report. Specific topics were discussed:

**2.C5 – Bonner County – AM0016-20 Title 12** – Councilwoman Bauer stated that she was concerned that the County did not respond to Clare's questions and that the City should be treating the issue as if the County was moving forward. Clare said that the County would be out of compliance if they did. Councilwoman Bauer mentioned that the City had received no notice of hearing for tomorrow's public hearing and that she is concerned that the County is not following their agreement with the City. It was confirmed that the Public to be held on Wednesday was related to asphalt issues and that no proper notice had been received and that the amendments has been changed since the City last commented. Councilwoman Bauer suggested that the City submit a comment. She expressed her concern that the amendments will quadruple ACI. Council agreed that the City should comment on enforcements issues, strike the use of a short plat and minor land division issues and were not happy that all of the permits were approved without public hearing and all were approved administratively which is cutting out the elected officials and neighboring properties. Clare confirmed that the City did not get proper notice. Council agreed. Councilwoman Bauer suggested that City send notice of why the City did not get the notice about the asphalt issue and remind the County that it violated proper notice agreement.

**2.D. City of Sandpoint Law Enforcement:** - Councilwoman Bauer stated that there was no way to tell who sent the information about where the citation fees breakdown came from as it was not signed by anyone. Ronda stated it was delivered by Lieutenant Chamberlain. Councilwoman Bauer asked questions pertaining to the amount of citation fees collected verses that report. Lieutenant Chamberlain advise that the department did not receive all the fees collected; some go to courts, and other departments within the courts.

**2.E. Selkirks-Pend d'Oreille Transit (SPOT)** –Mayor reported that the mountain route was running smoothly.

**2.F. Clerk:** Councilman Schock asked if the meeting recordings could be put on the city's site. Councilman Sundquist confirmed that the recordings will remain forever and was there a way to alter a recording. Jens stated that the original would not change. Councilwoman Mjelde asked if the City had received all the liquor license renewals. Ronda advised that both were renewed. She also stated that 31 business licenses had been renewed. Councilwoman Mjelde confirmed the fee goes up if not renewed at deadline. Ronda stated that yes, they did.

### **3. Discussion/Action Items**

**3.1 John and Kara Aexel – Request for Temporary Certificate of Occupancy** – Ronda stated that she had sent the Aexel's a copy of the Agenda and confirmed with the applicants that they would be present, and they were not present. Mayor Lewis asked if the City could request funds be held to make sure the conditions were met if the property was sold. Clare stated that there were options. Councilwoman Mjelde stated she agreed that there should be funds secured so that a buyer would not be burdened with costs related to conditions stated in a temporary certificate of occupancy. Councilman Sundquist asked if staff would be burdened. Mayor Lewis advised it would be the title company who would monitor the escrow funds. Clare stated that the City's Code gives authority to set up options for funds to be held. Councilwoman Bauer confirmed that the property owners were not living there. Clare advised they were just going to rent it out. Councilwoman Bauer stated her concern that the property could be sold even though the owners stated they were just renting it. Councilman Sundquist suggested the issue be tabled as the property owners were not present. **Councilman Sundquist made a motion to table the discussion/action until the property owner can be present to discuss the matter, 2<sup>nd</sup> by Councilwoman Bauer; roll call:**

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

**Councilwoman Mjelde – AYE**  
**Councilman Schock – AYE**

**3.2 Memorandum of Understanding with Idaho Department of Lands to Provide Urban Forestry Services/Tree Management** – Councilman Schock stated he was concerned with the date of the MOU date as it was dated March 2021 just a couple of months away. Councilwoman Bauer stated that she thought it was a great program but was concerned about cost of services where it stated that the City will pay tools and equipment, etc. Council discussed that the City would make the decision as to who would preform the initial service that was proposed by tree management. Any contracted service would have to have liability insurance and worker's compensation. The City would not be required to carry these liabilities unless they were City employees. **Councilwoman Mjelde made a motion to authorize Mayor to sign the MOU with the discussed date change, 2<sup>nd</sup> by Councilman Schock; roll call:**

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

**Councilwoman Mjelde – AYE**  
**Councilman Schock – AYE**

**3.3 Initial consideration of annexation request – Teague Mullen, Providence Road area** – Clare advised that Teague had come to her with the conversation about a potential annexation of the providence area. Clare gave a presentation about annexation procedures. She stated that the first step is to consider is if the City was open to the annexation, was it

worthy, and how it would impact the City. She stated that Teague will want to state why they want to be annexed into the City. She advised that the City needs to make sure that services can be provided efficiently, orderly and if there is adequate capacity. And to also inquire if there will be any costs to the City long term. Teague stated that the project has been in the works since 2008 which was a proposed expansion to the Seven Sisters development. He stated that it would make sense to be within the City as the impact it will have on the City as far as property tax base and mentioned that the Seven Sisters development sold out quickly. He stated that the property could be development within the County but would really like to see the development tie in with the existing development. Mayor Lewis asked if the proposed development would be single-family residences. Teague stated that that was their intention and that there would be about 100 homes available. He stated again that the idea was to keep in line with Seven Sisters development. Councilwoman Bauer asked if there were multiple property owners. Teague advised that the property had been inherited and the new owners are not interested in doing business in this area. He advised that the original property owners had completed their homework but passed on before completion of the project and the property was given to the children. He indicated that the new property owners wanted to see the greater benefit go to the City as far as property tax base. Councilwoman Bauer asked if they had talked to the Elementary as it seems that this type of development would burden on the school. Teague stated that are already burdens on the school systems. He stated that they wanted to offer affordable housing as there are more and more people coming into the area and it is not going to stop. The homes would offer a built-in equity and will make a difference in our community. Councilwoman Bauer stated that a \$400,000 home is not affordable housing. Teague stated that times have changed. Councilman Sundquist asked Teague what he wanted from the City right now. Teague stated he just wanted support from the City to move forward with the annexation process. Councilwoman Mjelde stated she was concerned that services would not be provided unless the property was annexed into the property. Teague stated that services would be provided and that would be part of the process if the City would support the annexation process. Councilman Schock asked who owned the property, who would be submit the application. Teague stated that the property would need to be annexed before a development plan was submitted, so for now we need the City to support the annexation. Councilman Schock stated that he wanted to make sure the property owner would guide the annexation. Clare advised that the annexation proposal would come to the City and then an annexation agreement would be proposed with attorney advisement. Teague asked if the property could be developed at the same time as the annexation was proposed. Clare advised that the annexation would come first, and it would take about 6 months and the City would not be able to approve a subdivision until the property was annexed into the City. Councilwoman Bauer asked if there has been any lawsuits filed against the Seven Sisters developer or builders as she was aware of a few homeowners where dissatisfied with the build of their homes. Teague stated he had not seen any and that there are always people who just cannot be pleased. Council stated they were interested in seeing an application to annex the property into the city of Kootenai.

**3.4 Annual Road and Street Report – Authorization to Publish – Councilwoman Mjelde made a motion to approve and authorize publication of the Annual Road and Street Report, 2<sup>nd</sup> by Councilman Schock; roll call:**

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

**Councilwoman Mjelde – AYE**  
**Councilman Schock – AYE**

**3.5 4<sup>th</sup> Quarter Financial Report – Authorization to Publish – Councilwoman Mjelde made a motion approve and authorize publication of the 4<sup>th</sup> Quarter Financial Report, 2<sup>nd</sup> by Councilman Sundquist; roll call:**

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

**Councilwoman Mjelde – AYE  
Councilman Schock – AYE**

**4, Executive Session – Executive Session – Convene in Executive Session in accordance with Idaho Code. Council moved into executive session at 8:10 p.m. Councilwoman Bauer made a motion to leave executive session at 8:36 p.m., 2<sup>nd</sup> by Councilman Sundquist; roll call:**

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

**Councilwoman Mjelde – AYE  
Councilman Schock – AYE**

**4. Adjournment: Mayor Lewis adjourned the meeting at 8:37 p.m.**

Submitted by:  
Ronda L. Whittaker/City Clerk

# CITY OF KOOTENAI SIGN-IN SHEET

<b>DATE:</b>	<b>January 5, 2021</b>
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<b>TIME:</b> 6:30 pm	
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**Council Meeting**

[illegible]

# City of Kootenai

## Treasurer Report December 2020

Mt. West Money Market	\$	74,228.33	0.07% APY
Mt. West Checking	\$	6,799.57	0.01% APY
Idaho Central Credit Union	\$	388,237.87	1.85%
Total Cash Assets	\$	469,265.77	

### INCOME/GENERAL FUND

Name	Account	Amount	Sub-Totals
01 · GF REV			
Franchise Fees			
	Avista Corporation	0.00	
	Northland Cable Television	0.00	
	Waste Management, Inc	0.00	
Total Franchise Fees			0.00
Interest			
	Interest, MW Money Market	3.19	
	Interest, MW Checking	0.17	
	Interest, ICCU CDs	603.72	
Total Interest			607.08
Licenses & Permits			
	Business Licenses	425.00	
	Liquor Licenses	575.00	
Total Licenses & Permits			1,000.00
Planning & Zoning Fees & Permit			
	Building Permits	0.00	
	Subdivision Fees	0.00	
Total Planning & Zoning Fees & Permit			0.00
Property Tax			
	Arrears Property Tax	3,016.74	
	Penalty & Interest	7.32	
	Property Tax Current	0.00	
	Recovered Homeowners Exemption	0.00	
	Circuit Breaker	0.00	
Total Property Tax			3,024.06
Rents			
	City Hall Rental	150.00	
	Post Office Rent	280.00	
Total Rents			430.00
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		5,061.14	5,061.14

STREET FUND REVENUE			
Name	Account	Amount	Sub-Totals
<b>02 · SF REV</b>			
Idaho Transportation Dept			
State Highway Users Fund			
	HB312	-	
	Hwy Users Fund	-	
<b>Total State Hwy Users Fund</b>			
Road & Bridge			
	Road & Bridge Current	0.00	
	Road & Bridge P & I	6.44	
	Road & Bridge Arrears	2314.99	
<b>Total Road &amp; Bridge</b>			2,321.43
Stormwater/Encroachment			
	Culvert Encroachment Deposit	0.00	
	Utility Encroachment	0.00	
<b>Total Stormwater/Encroachment</b>			0.00
<b>Total Streets</b>			
	<b>Total 02 · SF REV</b>	<b>2,321.43</b>	<b>2,321.43</b>
	<b>Total Income</b>	<b>7,382.57</b>	<b>7,382.57</b>



**City of Kootenai**  
**Treasurer Report December 2020**

GENERAL FUND EXPENSES			
Name	Account	Amount	Sub-Totals
<b>10 · GF EXP</b>			
Accounting & Audit			
Accountant	Mountain Ledger pre-audit	-	
Total Accounting & Audit			-
Bank Fees		0	0
Building Maintenance			
	Janitorial Service	60.00	
	Security	177.64	
	Custodial Supplies	19.21	
Total Building Maintenance			256.85
Legal			
	Attorney	-	
	Ordinance Codification Yr	500.00	
Total Legal			500.00
Dues & Membership			
Miscellaneous Memberships	ICCTFOA Scholarship Donation	-	
Dues & Membership	ICCTFOA District Dues	-	
Total Dues & Memberships			-
Insurance			
	ICRMP	-	
Total Insurance			-
Office Expenses			
	Internet Service	111.18	
	Office Supplies	56.04	
	Postage	110.00	
	Computer Hardware	8,963.50	
	Computer Software	5.50	
	Computer Maintenance/Repair	113.86	
	Web Site	-	
	Mayor's Expense/Holiday Cards	-	
Total Office Expenses			9,360.08
Park			
	Maintenance	-	
Total Park, Arbor Day & Earth Day			-
Planning & Zoning			
	Building Permits	211.00	
	Comp Plan Review	-	
	Subdivision Fees	-	
	Planner	769.00	
Total Planning & Zoning			980.00

**GENERAL FUND EXPENSES - Cont.**

<b>Name</b>	<b>Account</b>	<b>Amount</b>	<b>Sub-Totals</b>
Training Workshops			
	Meals/ICCTFOA Conference	-	
	Training Expenses/ICCTFOA	-	
	Milage	-	
Total Tranining Workshops			-
Utilities			
	Electric & Gas	154.84	
	Garbage	-	
	Water	16.90	
	Telephone	71.68	
	Sewer	-	
Total Utilities			243.42
Wages & Benefits			
	Clerk/Treasurer	3831.60	
	Council	500.00	
	Mayor	500.00	
	Payroll Taxes	369.61	
	Retirement Fund - PERSI	561.98	
	Health Insurance	631.64	
	Health Insurance Employee	(131.64)	
6560 - Payroll Expenses	Intuit Payroll	10.00	
Total Wages & Benefits			6,273.19
	<b>Total 10 - GF EXP</b>	<b>17,613.54</b>	<b>17,613.54</b>

**City of Kootenai**  
**Treasurer Report December 2020**

STREET FUND EXPENSES			
Name	Account	Amount	Sub-Totals
<b>20 · SF EXP</b>			
Ditches			
	Ditch Maintenance	-	
Total Ditches			-
Stormwater			
	Culvert Inspections	175.67	
	Engineer	-	
Total Stormwater			175.67
Street Maintenance	IWorQ Annual Fee	-	
Asphalt Striping		0	
Capital Improvement Projects		263.51	
Total Street Maintenance			263.51
Streets			
Street Engineer		0	
Utility Encroachment Permits		-	
Total Streets			-
Utilities, Streets			
	Signal Lights	60.13	
	Street Lights	890.49	
Total Utilities, Streets			950.62
Transportation			
	Bike & Pedestrian Paths	100.00	
Total Transportation			100.00
	<b>Total 20 · SF EXP</b>	<b>1,489.80</b>	<b>1,489.80</b>
	<b>Total Expense</b>	<b>19,103.34</b>	<b>19,103.34</b>
	<b>Total Income</b>		<b>7,382.57</b>
<b>Net Income</b>			<b>-11,720.77</b>

Mayor and Council Members,

At the request of councilwoman Bauer I have compiled the infraction citations, violations, maximum the City of Sandpoint could collect for the infractions with convictions and some other figures that apply to the potential costs of traffic enforcement.

From October 1<sup>st</sup> 2019 through November 4<sup>th</sup> 2020 the Sandpoint Police Department have issued 38 infraction citations with a total of 48 violations within the city limits of Kootenai. Each citation can have more than one violation written on it. Most but not all of those citations have dispositions. Of the citations with either default or guilty judgements the city should receive \$1626.85 assuming those fines are paid. That is the cumulative total dollar amount for the roughly 13 month period which was searched.

Below is a breakdown of the citations with dispositions as of November 4<sup>th</sup>:

- 11 insurance
- 5 expired DL
- 2 stop sign
- 11 speed
- 2 equipment
- 1 improper turn
- 1 fail to yield
- 2 DWP
- 4 seatbelt
- 7 MIP-A
- 2 registration

So everyone is aware of the costs or potential costs that goes into a citation for the police Department they include the officers time on the stop, our office staff enters the citation information into our system and if an officer attends court on an infraction they are paid a minimum of two hours at their overtime rate which can vary between around \$35 and \$45 per hour.

In my experience at the Sandpoint Police Department we have never issued citations with the idea that we are "generating revenue for the City." Citations can be an effective way at deterring hazardous behavior which is why we issue them.



*City of Sandpoint, Idaho* n

# POLICE DEPARTMENT

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1123 Lake Street, Sandpoint, Idaho 83864  
(208) 265-1482 Fax: (208) 263-3587

Mayor

November report for 2020

There were 24 total calls created for the City of Kootenai for the month of November. Of the 24 calls created, 5 calls were created for other agencies responding to Kootenai. These 5 cases do not fit the billing requirements.

**We will be submitting billing for 19 calls for service.**

## Sandpoint's Calls for service

Information	3
911 Hang-up	2
Disorderly Conduct	2
Domestic Dispute	2
Suspicious Person/Circumstance	2
Assist Other Agency	1
Business/Residential Alarm	1
Animal Problem	1
Burglary	1
Civil Dispute	1
DUI, Alcohol or Drugs	1
Trespassing	2

## Overview of calls

- DUI – Officers were dispatched to the area of Arnie’s gas station for an intoxicated driver. Officers responded and was unable to locate the driver.
- Disorderly – Officers were dispatched to a male subject who was trespassing. Upon arrival, the male subject fled out of the house. While searching the area for the male subject, officers received another call stating the subject had entered into another residence and had locked himself in the bathroom. This resulted in a prolonged stand off with the department. The male subject eventual surrendered to law enforcement officers and was taken into custody without incident.
- Trespass – Officers were dispatched to Kootenai meadow drive and requested to trespass a male subject from the residence. Officers were able to locate the suspect and he was trespassed.
- Family offense – Officers were dispatched to a family offense on Brittany Loop. After arriving on scene and investigating the complaint, officers were able to determine the altercation was over a female driving while intoxicated. Officers determined the female had been driving while under the influence with two children in the vehicle. During the investigation she hit one of the officers. She was arrested for dui, battery and resist and obstructing.
- Family offense – Officers were dispatched to Arnies gas station reference a family offense. Once on scene the officers spoke with a 13 yom who stated his step father was upset with him for not completing his chores. During the investigation, it was determined no crime had been committed. However, the step father did have an active warrant for his arrest. Officers responded to the step father’s residence and was able to take him into custody.
- Alarm – Officers responded to an alarm at the cedar hills church.
- Civil dispute – RP reported a female who had been spending the night left and took a set of keys with her. RP requested law enforcement assistances with retrieving her property.
- Burglary – Arnies gas station reported a burglary. It was reported at around 0145 hours, three kids broke into the gas station and stole cigarettes and beer. Case is under investigations
- Dog at large – Officers were dispatched to a dog at large. Officers made contact with the RP who did not want to sign a citation just wanted the owner to control their dog. Officers contacted the dog’s owner and advised them the dog needed to be locked up or on a leash.

### **Traffic citations**

Fail to control traffic devise -bc	1
Insurance- fail to provide -p	1
Total	2

### **Warning**

Total	0
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### Misdemeanor citations –

Trespassing	1
Resist and obstructing	2
Children – injury to child	1
Driving under the influence	1
Battery	1
Unlawful entry	1
Total misdemeanors	7

Total calls for kootenia along with day and time of calls

12/01/20  
09:16

### Sandpoint Police Department Law Incident Analysis, Time Reported

1204  
Page: 1

Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
00:00-00:59	0	0	0	0	0	0	0	0
01:00-01:59	0	0	0	0	0	0	0	0
02:00-02:59	0	0	0	0	0	0	0	0
03:00-03:59	0	0	0	0	0	0	0	0
04:00-04:59	0	0	0	0	0	1	0	1
05:00-05:59	0	0	0	0	0	0	0	0
06:00-06:59	0	0	0	0	0	0	1	1
07:00-07:59	0	0	0	0	0	0	0	0
08:00-08:59	0	0	0	0	0	0	0	0
09:00-09:59	0	0	0	1	0	0	0	1
10:00-10:59	0	0	0	0	0	1	0	1
11:00-11:59	0	0	0	0	0	0	0	0
12:00-12:59	0	0	0	1	0	1	0	2
13:00-13:59	0	0	0	0	0	1	0	1
14:00-14:59	0	2	0	0	0	0	0	2
15:00-15:59	0	4	0	0	0	0	0	4
16:00-16:59	0	0	0	0	4	0	0	4
17:00-17:59	0	0	0	0	2	0	0	2
18:00-18:59	0	1	0	0	0	0	0	1
19:00-19:59	0	0	0	0	0	0	0	0
20:00-20:59	1	0	0	1	0	1	0	3
21:00-21:59	0	0	0	1	0	0	0	1
22:00-22:59	0	0	0	0	0	0	0	0
23:00-23:59	0	0	0	0	0	0	0	0
Total by Day	1	7	0	4	6	5	1	24



*City of Sandpoint, Idaho*  
**POLICE DEPARTMENT**

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1123 Lake Street, Sandpoint, Idaho 83864  
(208) 265-1482 Fax: (208) 263-3587

Mayor

December report for 2020

There were 21 total calls created for the City of Kootenai for the month of December, 2020. Of the 21 calls created, 3 calls were created for other agencies responding to Kootenai to assist. These 3 calls do not fit the billing requirements.

**We will be submitting billing for 18 calls for service.**

**Sandpoint's Calls for service**

911 Hang-up	3
Information	2
Runaway Juvenile	2
Business/Residential Alarm	1
Burglary	1
Citizen Assist	1
Civil Dispute	1
Disorderly Conduct	1
Extra Patrol Requests/E-mail	1
Previous Incident Follow Up	1
Fraud	1
Prowler	1
Accident Slide off	1
Welfare Check	1

**Overview of calls**



- Burglary - Arneis gas station - While conducting a security check on Arnie's gas station, Officers Inman saw an individual walking away from the store carrying what appeared to be beer. Upon trying to stop the individual, he dropped what was in his hands and took off running. Officer Inman located the drive thru window was opened on the store and saw movement inside. SPD has been able to locate and charge the three juveniles with burglaries in this case and the prior burglary at Arneis gas station.
- Prowler – Officers the report of a prowler. The juvenile reporting party, stated she and her friend thought they heard a gunshot (fireworks) and someone trying to break into their house through the back door. Once officers arrived, they looked around the house for any footprints in the snow to help determine if anyone was trying to break in. Officers were unable to locate any evidence.
- Civil Dispute - Officers responded to a civil dispute between neighbors. During the investigation, one party was issued a trespassing notification.
- Citizen assist – Officers were contacted and asked to assist in finding an adult female. It was determined she was in the hospital. The information was proved to the caller.
- Slide off - Officers responded to Highway 200 and Boise Street, Sandpoint, Bonner County, Idaho, for a report of a slide off. A crash report was completed
- Runaway – Officers responded to a report of a runaway. RP reported her daughter had snuck out of the bedroom window. Upon searching the area, Officers were able to locate the runaway and return her home.
- Extra patrol – Citizen contacted SPD and requested extra patrol for their residence while they were out of town on vacation. Patrol checks were completed
- Disorderly – Officers responded to Brittany Loop in Kootenai for a report of a disorderly female. The RP had reported her daughter, was intoxicated, belligerent, and refusing to leave. The incident was verbal only and her daughter agreed to stay in a hotel for the night. SPD provided her with a courtesy transport to Best Western Edgewater, in Sandpoint.
- Runaway – SPD responded to a runaway report. RP reported her 14 yom who was on a condition release from jail had runaway. The 14yom has returned home.
- Welfare check – Officers responded to Brittany Loop in Kootenai for a report that a female at this address was screaming for help. Officers contacted a female who was distraught and who said she received bad news about her father's health and was screaming for her husband. Officers cleared without incident.

### **Traffic citations**

Excessive speed	1
Total	

### **Warning**

Defective mud flaps	1
Vehicle equipment	1

### Misdemeanor citations –

Minor in consumption	1
Minor in possession of tobacco	1
Total misdemeanors	2

### Felony Charges

Burglary – Arnies gas station	
Prior burglary at Arnies gas station	

Total calls for Kootenia along with day and time of calls

01/05/21 08:57	Sandpoint Police Department Law Incident Analysis, Time Reported							1204 Page: 1
Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
00:00-00:59	1	0	0	0	0	0	4	5
01:00-01:59	1	0	0	0	0	0	1	2
02:00-02:59	0	0	0	0	0	0	0	0
03:00-03:59	0	0	0	0	0	0	0	0
04:00-04:59	0	0	0	0	0	0	0	0
05:00-05:59	0	0	0	0	0	0	1	1
06:00-06:59	0	0	0	0	0	0	0	0
07:00-07:59	0	1	0	0	0	0	0	1
08:00-08:59	0	0	0	1	0	0	0	1
09:00-09:59	0	0	0	0	0	0	1	1
10:00-10:59	0	0	0	0	0	0	1	1
11:00-11:59	0	0	0	0	0	0	0	0
12:00-12:59	0	0	0	1	0	0	0	1
13:00-13:59	0	0	0	0	0	0	0	0
14:00-14:59	0	0	0	1	0	1	0	2
15:00-15:59	0	0	1	1	0	0	0	2
16:00-16:59	0	0	1	0	0	0	0	1
17:00-17:59	0	0	0	0	0	0	0	0
18:00-18:59	0	0	0	0	0	0	0	0
19:00-19:59	0	0	0	0	1	0	0	1
20:00-20:59	0	0	0	0	0	0	0	0
21:00-21:59	1	0	0	0	0	0	0	1
22:00-22:59	0	0	0	1	0	0	0	1
23:00-23:59	0	0	0	0	0	0	0	0
Total by Day	3	1	2	5	1	1	8	21



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

**MEMO**

To: Kootenai City Council, Mayor and Clerk  
From: Clare Marley, AICP, City Contract Planner  
Date: December 30, 2020  
Re: **Planning summary for January 5, 2021 City Council meeting**

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**Building permit activity: ADVISORY ONLY.** The City received one building permit in December for a single-family dwelling on Hope Street. The total number of building permit applications received for 2020 is 10. This compares with 23 building permit applications for both 2019 and 2018.

New building code standards adopted by the State of Idaho during the 2020 Legislature will go into effect statewide January 1, 2021. The new codes are:

- 2018 International Residential Code (parts I, II, III and IX), with Idaho amendments collectively named the Idaho Residential Code (2020 Edition)
- 2018 International Energy Conservation Code, with amendments collectively named the Idaho Energy Conservation Code (2020 Edition)
- 2018 International Building Code, with amendments
- 2018 International Existing Building Code

The code updates replace the previous 2012 International Residential Code and the 2015 editions of the other codes summarized above. Kootenai City Code provides an “evergreen” clause allowing the City to accept the latest codes adopted by Idaho through the negotiated rulemaking process.

**Land use application activity: ADVISORY ONLY.** No land use applications were received during December. An inquiry regarding potential annexation of lands into the city limits was fielded by planning staff and is addressed separately.

**COVID CARES Act Funding: ADVISORY ONLY.** The State of Idaho has completed its initial review of the City of Kootenai’s request for reimbursement of funds for purchase of items under the COVID-19 CARES Act Grant Funds program. The City completed its purchase of telecommunication and technology equipment, air purifier, and supplies in time for the December 11<sup>th</sup> deadline. A request for reimbursement of \$9,536.46 was submitted on December 10<sup>th</sup> to the State of Idaho. The total was slightly less than the pre-approved amount (\$9,933.50) because the air purifier selected by the City was not available due to supply issues. The substitute brand was Honeywell, which is a True HEPA filter system able to purify up to 530 square feet. Ratings were similar to the more expensive BlueAir system previously selected. Staff will update the City as the funding review is completed. The State advised that it has had a high volume of emails and phone calls to the CARES review staff and will get to the requests as time allows.

**Comprehensive Plan Update: DIRECTION TO STAFF.** Work with the Council on the update to the Comprehensive Plan was sidelined shortly after the start of the new year 2020 due to COVID-19 restrictions. Staff has written draft policy statements and updated maps based on Council input. Planners are seeking Council suggestions for restarting the comp plan work in 2021. The 2020 Census data should be released by April, 2021.

**Bonner County Request for Comment, AMo16-20, Subdivision code amendment: DIRECTION TO STAFF.** Bonner County website advised that a Planning & Zoning Commission hearing had been scheduled to consider an amendment to its subdivision code at a public hearing Jan. 21<sup>st</sup>. Director Milton Ollerton advised that this notice may have been prematurely posted (email 12/30/20). The draft amendment posted on line proposes to reorganize the entire subdivision chapter of the county land use codes, delete short plats and condominium plats and amend various subdivision requirements. The public hearing is pending. In particular, the proposed amendment will:

- ✓ Change "minor land divisions" from 4 lots to 10 lots and exclude them from the subdivision definition;
- ✓ Strike the use of a "short plat" of 5 to 10 lots from codes;
  - Adjust "family exemption" procedures;
  - Require an application be filed for boundary line adjustments, where these were previously exempt;
  - Amend lot design and service standards;
  - Require lots smaller than 2.5 acres must have sanitary restrictions lifted for final platting (confirms that sewage disposal capabilities exist);
- ✓ Remove Area of City Impact (ACI) endorsements for land divisions that are not "subdivisions," which would exclude all minor divisions of land up to 10 lots from ACI review;
  - Authorize the Board to vacate a plat if conditions are not met;
  - Revise road standards and sanitary restrictions for minor land divisions;
  - Remove the requirement for public hearings for subdivisions and allow the director to approve or deny them or recommend the Board conduct a hearing;
  - Amend surety and bonding processes;
  - Require a conditional use permit for conservation plats;
  - Add an appendix C on development agreement, related to zone changes.

Please advise if Council wishes staff to prepare a response to the county regarding the pending changes for Mayor's signature.



## Bonner County Planning Department

*"Protecting property rights and enhancing property value"*

1500 Highway 2, Suite 208, Sandpoint, Idaho 83864

Phone (208) 265-1458 - Fax (208) 265-1463

Email: [planning@bonnercountyid.gov](mailto:planning@bonnercountyid.gov) - Web site: [www.bonnercountyid.gov](http://www.bonnercountyid.gov)

December 4, 2020

TO:

Bonner County Road Department	Idaho Department of Water Resources
Avista Utilities	U.S. Army Corps (Coeur d'Alene)
Northern Lights	Army Corps (Newport)
BNSF Railway	U.S. Fish and Wildlife Service
Union Pacific Railroad	Idaho Department of Lands (Sandpoint)
Bonner County Schools – Transportation	State Historical Society
Idaho Department of Fish and Game	Naval Station Bayview
Idaho Department of Environmental Quality	Federal Aviation Admin
Idaho Department of Lands, Nav. Waters	Verizon
(All Taxing Districts)	

FROM: Milton Ollerton, Director

SUBJECT: File AM0016-20 - Bonner County Revised Code Title 12- Text Amendment

The above named application is being prepared for public hearing with the Planning and Zoning Commission on January 21, 2021. Bonner County is requesting a text amendment to Title 12 to include the following proposed changes:

- 1) Amend Title 12 Chapter 6 to:
  - i) Reorganize Title 12 Chapter 6 in its entirety
  - ii) Delete the Short Plat and Condominium project procedures
  - iii) Amend requirements and standards of plats

To review the proposed ordinance, go to the Planning Department web site at [bonnercountyid.gov/current-projects](http://bonnercountyid.gov/current-projects).

If you experience difficulties visiting the project web page, try an alternative browser (Mozilla Firefox or Google Chrome) for access. If you prefer to receive hard copies of the application or have any difficulties reaching this web site, please contact the planning department as soon as possible.

Please review the application relative to your agency's area of expertise and include any recommended conditions of approval and supporting code sections by **January 13, 2020**. If your agency requires any additional information from the applicant, please advise the planning department in writing allowing ample time for applicant response. All comments will be forwarded to the applicant and representatives. If no response is provided, staff will conclude your agency has no objections to the project or recommended conditions.

**If you have no comment or response, you may indicate below and return this form to the Planning Department. Thank you for your assistance.**

NO COMMENT \_\_\_\_\_  
Agency Name, Initials of Agency Representative Date

To: Kootenai City Council and Mayor  
From: Ronda L. Whittaker, City Clerk  
Date: December 2020  
RE: Clerk's Report

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**Website Activity** – Continued update of the site.

**Building Permit Inquiries** – Ongoing processing of building permits and utility and culvert encroachment permit applications. Collection of non-refundable initial fees.

**Business Licenses** – There have been 27 business license renewal applications submitted out of around 42. I will be working on sending out additional reminders.

**Liquor Licenses** – The City has received two liquor licenses renewals.

**Working with the City's Planner and Engineer** –Working and learning about new technology procedures and systems.

**Working with Independent Highway District (IHD)**– Please report any on-street parking issues. I have provided notices of violation for parking to IHD who will be working with Law Enforcement to keep vehicles off City Streets during snow season.

**Playground Activity** – Continued work on getting fund donations for the ADA swing.

**Audit Preparation** –Scott Hoover completed his field work November 16 -17<sup>th</sup>. Final audit should be ready by end of January. Mr. Hoover stated he would be happy to attend a zoom meeting in February to answer any questions Council may have. Looks good so far.

**Road and Street Report** – The Report has been completed.

CITY OF KOOTENAI  
FY 2020 4th Quarter Financial Report  
July 1, 2020 to September 30, 2020

	BUDGET	Qtr Total	YTD Sept. REV/EXP
General Fund Revenue	\$314,569	\$ 195,388	0.62%
Expenditures	\$314,569	\$ 115,879	0.37%
Street Fund Revenue	\$ 138,596	\$ 92,210	0.67%
Expenditures	\$ 138,596	\$ 178,618	1.29%

General funds were transferred into the City's Street funds to support the N. Main Street project.

Citizens are invited to inspect the detailed supporting records of the above financial statements.

Ronda L. Whittaker, City Clerk/Treasurer  
01/05/21

CITY OF KOOTENAI  
ANNUAL ROAD AND STREET FINANCIAL REPORT  
FISCAL YEAR ENDING SEPTEMBER 30, 2020

Fund Balance Beginning of Year (10-01-18) ----- \$ 0.00

Receipts:

Property Tax Levy -----	44,900
Highway User Revenue -----	42,513
Revenue Sharing-----	53,167
Other - State Grants-----	240,000

**Total Receipts ----- \$380,580**

Disbursements:

Reconstruction/Replacement-----	310,241
Chip sealing or seal coating -----	0.00
Replacement: Culvert, ditches -----	0.00
Signs, signals or traffic control -----	177
Winter Maintenance -----	296
Street Lighting -----	10,416
Professional Services, Engineering -----	52,074
Payments to other local government -----	1,350
Professional services, audit, clerical, legal -----	8,020
Funds Transfers to non-highway accounts-----	140,000

**Total Disbursements ----- \$522,692**

Receipts Over Disbursements -----	(142,112)
Closing Balance -----	(142,112)
Funds obligated for specific future projects & reserves -----	142,000
Funds retained for general funds and operations -----	112
<b>Ending Balance -----</b>	<b>\$ 0.00</b>

This report has been submitted to the State Controller as required by Idaho Code 40-708.

Dated this 17th day of December, 2020.

Signed: Nancy Lewis  
Mayor

Attest: Ronda L. Whittaker  
Ronda L. Whittaker  
City Clerk / Treasurer



Memorandum of Agreement  
City of Kootenai, Idaho  
and  
Spokane Conservation District

**This Agreement** is made and entered into between the City of Kootenai, Idaho (CITY) and the Spokane Conservation District (SCD).

**WHEREAS**, SCD and CITY have jurisdiction to enter into this agreement to carry out Urban Forestry Services within their respective jurisdictions; and

**WHEREAS**, SCD is obligated under contract with Idaho Department of Lands (IDL) to provide Urban Forestry Services to communities in North Idaho; and

**WHEREAS**, CITY is seeking assistance with Urban Forestry Services within their community.

**NOW, THEREFORE**, it is mutually agreed that:

SERVICES

SCD shall provide the CITY with assistance for the following services in accordance with the terms and conditions of this Agreement:

- a. Employee education for pruning of young and mature trees
- b. Tree insect and disease identification and suggest appropriate control measures
- c. Assistance with completion of a public tree inventory
- d. Establishment of a long-term Community Forestry master plan
- e. Prioritization of management needs within the master plan
- f. Support and training for the City Tree Advisory Committee
- g. Tree Ordinance review and recommendations for enhancement
- h. Identification of high-risk trees are subject to disclaimer listed in limitation of liability section

DELIVERY OF SERVICES

- a. **Start Date:** SCD shall commence the provisions of the services on October 1, 2020.

**Completion Date:** This agreement shall expire on March 1, 2021 with the option to renew for two additional one-year periods following the renewal of SCD's agreement with IDL, agreement no. 20-301.

- b. Limitation of services provided:** Due to time and travel restrictions, services will be provided in the timeliest manner possible as agreed upon by SCD and the CITY. It is recognized that much of the work needs to be accomplished in the CITY; however, much of the administrative work will be done at SCD's office with direction from the CITY.
- c. Estimate of Time Required:** The time required to complete the services requested by the CITY will depend upon the skill and knowledge of the CITY employees, activities requested by the CITY, the level of participation by the CITY and other variables. SCD will visit the CITY, with advance notification, at least six times a year, to work on the services listed in the "SERVICES" section.
- d. Termination:** Either party may terminate this agreement by giving the other written notice by email or mail, to the appropriate address as noted below:

Spokane Conservation District  
210 N Havana  
Spokane, WA 99202

Garth Davis, Forestry Manager  
[Garth-Davis@sccd.org](mailto:Garth-Davis@sccd.org), 509-535-7274 ext. 212

City of \_\_\_\_\_  
Address \_\_\_\_\_  
City, State Zip code \_\_\_\_\_

Contract Manager's Name, Position \_\_\_\_\_  
Email address; Phone Number \_\_\_\_\_

#### COST OF SERVICES

- a. SCD will not charge Idaho Communities for the outreach services identified in this agreement, including time, travel, lodging, meals, or office expense. The cost of these services is covered by SCD's agreement with IDL.
- b. The CITY will pay for any tools, employee travel, copies, legal fees, etc. that the CITY deems necessary for the enhancement of their Community Forestry Program.

## LIMITATION OF LIABILITY

- a. SCD and the CITY will carry Worker's Compensation Insurance and Liability insurance for their respective workers and contractors.
- b. Due diligence requires that tree owners undertake tree risk assessments in order to identify extreme and high-risk trees and mitigate those risks as a means of ensuring public safety. Nothing is without risk. Trees are living organisms and their conditions change over time. The risk a tree poses may develop rapidly during adverse conditions. Risk assessment does not ensure perfection but should ensure that all reasonable efforts have been made to identify extreme risk and potentially high-risk trees present at the time of assessment. It is not possible to eliminate all risks associated with trees. The CITY and SCD's goal is to identify situations where the likelihood of a risk associated with a tree, and the severity of the associated consequences are extreme or high as defined in the Best Management Practices for ANSI A300 – Tree Care Standards part 9. SCD will complete a Limited Visual (level one) tree risk assessment for public trees and prescribe prioritized mitigation actions to reduce those risks to reasonable levels. SCD assumes no liability, express or implied, for recommendations on risk assessment. The decision of how much risk is tolerable or to implement any higher-level (more detailed) assessments that may be warranted remains with the CITY.
- c. Indemnification: The CITY shall defend, indemnify and hold the District, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the District.

Records Maintenance: CITY and SCD shall each maintain books, records, documents, and other evidence that sufficiently and properly reflect all direct and indirect costs expended by either party in the performance of the services described herein.

Agreement Alterations and Amendments: CITY and SCD may mutually amend this agreement. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind the CITY and SCD.

All Writings Contained Herein: This Agreement contains all the terms and conditions agreed upon by the parties relative to staff sharing. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or bind any of the parties hereto.

**City of Kootenai, Idaho**

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Name, Title	Date
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**Spokane Conservation District**

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by Garth Davis, Forestry Manager	Date
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