



City of Kootenai
COUNCIL MEETING MINUTES

DATE: July 6, 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.

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

Staff Present: City Planner, Clare Marley of Ruen Yeager, City Engineer, Ryan Luttmann of Century West and City Attorneys, Keisha Oxendine and Benjamin Allen of Silver Valley Law

Amendments to the Agenda –None were introduced.

Others Present: Lieutenant Chamberlain with Sandpoint Law Enforcement, Joel Wahlin City resident supporting his lot line adjustment application, Sandra Furlini, City resident, Doris Nuss, City resident and Sandra Anderson, City resident.

Public Comment – None were made.

Announcements – None were given.

1. Consent Agenda:

Mayor Lewis asked Council for a motion to approve the Consent Agenda.

Councilman Schock made a motion to approve the Consent Agenda, 2nd by Councilwoman Mjelde; roll call vote:

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

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

2. Reports:

2.A. Mayor: Mayor Lewis stated that the BCATT did not meet this month. She stated that Tim Closson had resigned from his commissioner's seat with Independent Highway District and that the seat was filled by Brian Ive. She advised that County Commissioner Connelly had stated that the County Commissioners were not in approval with the addition of exclusions within the Memorandum of Understanding regarding addressing of new development within the City. Council expressed their disappointment that the Commissioners would be concerned. They advised Mayor Lewis that the County Commissioner's be told that the City had put time and expense toward drafting an agreeable document and to request them to adopt the proposed memorandum or there would be no agreement. Attorney Oxendine confirmed that the Agreement make sure protections in place for the City, the more you deviate the less protections you have. She felt that the County is not really giving up anything by signing it, it just clearly outlines the intent of the parties. Council agreed that the MOU was excellent written and the County should sign off on what the City proposed.

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

2.B1 Bid for Paving of Second Ave – Ryan advised that his estimate for the paving work was below \$50,000 and Idaho Code requirements state that if a bid is under \$50,000 the City was not required to publish a request for proposals. He advised that he had sent out two requests for bids and had received one from Interstate Concrete and Asphalt and one from Woods Crushing & Hauling. He stated that Woods had submitted the lower of the bids. He went on to explain that he had estimated the total cost of the project would be at \$62,761 and confirmed that the City had budgeted \$40,000 for miscellaneous street projects and with an additional \$38,237 from the budgeted future street expense there would be enough to support the project. **Councilwoman Mjelde made a motion to accept the bid from Wood's Crushing and Hauling for \$31,000 for the Second Street project, 2nd by Councilwoman Bauer; roll call vote:**

Councilman Sundquist – AYE
Councilwoman Bauer – AYE

Councilwoman Mjelde – AYE
Councilman Schock – AYE

2.B4 N. Main Street Chip Seal – Ryan advised that Bonner County was preparing to chip seal North Kootenai Road and had offered to chip seal N Main Street from Hwy 200 to the City/County line at the same time. He stated that the City would provide funding for the cost of rock and chip seal oil. He stated that Independent Highway District would be available to provide additional flagging near Hwy 200 if the opportunity is approved by the City. He indicated that the costs for materials would be at \$10,000 and explained that if the City were to do a project like this on their own the costs would be over \$33,000. Councilman Sundquist asked Ryan to advise the advantage of chip seal vs an overlay. Ryan advised that an overlay would be longer lasting but the costs would be well over \$60,000. Councilman Sundquist confirmed that with working with the County the project would be at \$10,000 versus \$60,000 if the City were to wait to do an overlay down the road. Ryan confirmed that the chip seal would give N. Main an additional 5-to-6-year additional longevity. Council agreed that the City should take advantage of the opportunity to do a chip seal in connection with the County's project. **Councilman Sundquist made a motion that the City work with the County to chip seal N. Main from Hwy 200 to the Bonner County line, 2nd by Councilwoman Mjelde; roll call vote:**

Councilman Sundquist – AYE
Councilwoman Bauer – AYE

Councilwoman Mjelde – AYE
Councilman Schock – AYE

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

2.C2 Wahlin Property Line Adjustment – File PLA07-21 – Clair addressed Council's concerns from the previous discussions and offered her support of the property line adjustment to Council. There was discussion about Mr. Wahlin's open building permit for the existing home. Clare advised that she had spoken to the City's Building Inspector and was advised that there were just a few requirements left undone that should be remedied. Mayor asked Mr. Wahlin when the existing home improvements would be completed. Mr. Wahlin stated that this was an ongoing project as the building was 110 years old. He advised that the City's Building Inspector had advised that there needed to be guard/handrails at the outside staircase and that was really the only thing holding up the certificate of occupancy. Councilman Sundquist expressed his concern about issuing temporary certificates of occupancy as they usually come in during the holidays and he never wants to ask anyone to leave their home because of non-compliance. Councilwoman Mjelde suggested just getting

something up even if it is temporary for now and then update if needed. Council asked how long it would be before he could comply with the railing requirements to get a Certificate of Occupancy. Mr. Wahlin stated that he could get that completed within the next few weeks. Councilwoman Mjelde expressed her concern that the County recorded the lot line adjustment before it was approved. Mr. Wahlin stated he was going to have his surveyor redo the adjustment once it was approved and to work with Clair to make sure it was accurate and followed procedure. **Councilwoman Bauer made a motion to approve moved to approve the application file #PLA01-21 for a lot line adjustment to reconfigure lots 7 & 8, block 9 of Kootenai Townsite, finding that the adjustment is in compliance with the standards of section 9-8-5, Kootenai City Code, as evidenced by the file record with the condition that the property owner will correct the record of survey and complete the requirements needed to release a certificate of occupancy were completed within 90 days, 2nd by Councilwoman Mjelde; roll call vote:**

Councilman Sundquist – AYE
Councilwoman Bauer – AYE

Councilwoman Mjelde – AYE
Councilman Schock – AYE

2.D. City of Sandpoint Law Enforcement: - Attached – Council expressed their gratitude for banning fireworks as this year is so dry. Councilman Sundquist asked if Sandpoint Law Enforcement had training for issues related to mental/suicide related issues as there seems to be more and more of those instances happening. Lieutenant Chamberlain stated that yes, the force was keeping up on their training.

2.E. Selkirks-Pend d'Oreille Transit (SPOT) – Mayor stated that drivers had been given a raise and that the system was running smoothly.

2.F. Clerk – Written Report – Attached – Specific topics were discussed.

Federal funds – Stormwater – Ronda explained that an opportunity came up with restrictive deadlines to apply for Federal Funds with no match that can be used for an assortment of projects related to COVID issue one being public safety and sewer/water projects. She explained that she had reached out to many other cities, the policy analysis with the Association of Idaho Cities and the State Controllers office to get a better idea of what the funds can be used for. The Conclusion was that these funds can be used for stormwater projects. She advised that she had talked to Mayor Lewis about the opportunity and Mayor agreed that we should apply for the funds. Ronda stated that the application was accepted and that the funds need to be used within three years. She advised that the first report is due in August. Councilman Sundquist stated that he thought that playground activity warranted some sort of restroom either a porta potty which is now gone due to vandalism and there is no restroom in the City park. He stated that this is a public health issue and suggested that money be used to construct a public restroom. Ronda stated that her investigation concluded that the funds could not be used for such a project. Councilman Sundquist suggested that she truly check into this as this is a public health issue which is a sewer issue. There was discussion about potential vandalism. Councilman Sundquist stated that the restroom should be made of stainless steel or concrete. There was discussion about the realization that there is no department to maintain something like that. Councilwoman Mjelde stated that stormwater is a larger issue within the City. Councilman Sundquist stated that our city's image is to be a growing community and we need a public restroom or porta potty. Ronda stated that she will look into all options that the funds can be used for. She advised that the wording was important when it comes to the reports. Councilman Sundquist stated that COVID has caused a lot of homecare and the park is used for outside activities and we need a restroom.

ADA Swing – HMH will put in the walkway, pad and swing in could Council agree to contribute to the project. Council agreed that funds within the future projects line could be used and directed Ronda to allocate what funds that were needed to get the project completed. **Councilwoman Bauer moved to approve funds to complete the ADA Swing and walkway for the city of Kootenai ADA Swing project, 2nd by Councilman Schock; roll call vote:**

Councilman Sundquist – AYE
Councilwoman Bauer– AYE

Councilwoman Mjelde – AYE
Councilman Schock – AYE

3. Discussion/Action Items

3.1 Bid from FM Roofing – Ronda explained that Durfee Construction had advised that they could not do the project due to lack of crew and had referred FM Roofing. She advised that the City had received a bid for the project but that FM had not supplied needed certification documents to date. Council discussed additional charges that could be incurred. They agreed that the existing sheeting be used if possible. Council agreed that this issue be tabled until licensing is confirmed. Councilman Sundquist stated that he knew of another contractor who may be able to provide a bid to the City. **Councilwoman Bauer moved to table this decision until licensing and certifications are submitted by FM Roofing or until the City receives another bid for the project, 2nd by Councilman Schock; roll call vote:**

Councilman Sundquist – AYE
Councilwoman Bauer– AYE

Councilwoman Mjelde – AYE
Councilman Schock – AYE

3.2 3rd Quarter Financial Report – Ronda stated that all is looking good. The City had received 37% of its projected revenues and had expended 14% of those revenues. She advised that the City had received 57% of its projected revenues and had expended 10 % of those revenues. **Councilwoman Mjelde moved to approve the City's 3rd Quarter Report and authorized publication of the same, 2nd be Councilman Sundquist; roll call vote:**

Councilman Sundquist – AYE
Councilwoman Bauer– AYE

Councilwoman Mjelde – AYE
Councilman Schock – AYE

3.3 Northside Fire Impact Fee Process – Attorney Oxendine stated that she had reviewed the process and found it in good order other than just a few tweaks to the ordinance as there were several items that really did not apply to a small city. She stated that the ordinance was consistent with Idaho Code. She stated that there were just some minor changes that were needed and that she would email the consultant to consider. She advised that the City's Clerk was concerned about the expense of adopting the impact fees. Attorney Oxendine stated that the joint power agreement has language they will be responsible for related public hearing costs. Attorney Oxendine stated that she wants to make sure that this fee would be for new development only and not for an expansion or remodel or garages. New developer/development only. Ronda asked if the agreement had to be read in full. Attorney Oxendine stated that the ordinance can be by title and also summary publication. Ronda asked if the public hearing fees for amending the City's fee schedule would be paid. Attorney Oxendine advised that there was no need for a separate hearing to restructure the fee schedule the agreement specifically addresses that. You just need to add it to your fee schedule and it includes your comp plan and you will have to structure your comprehensive plan. Council was satisfied with Attorney Oxendine's review and advisements.

3.4 Wahlin Temporary Certificate of Occupancy – Council agreed that this was discussed previously within the lot line adjustment action. **Councilman Sundquist made a motion to not approve a temporary certificate of occupancy as compliance will be completed within 90 days, 2nd by Councilman Schock, roll call vote:**

Councilman Sundquist – AYE
Councilwoman Bauer– AYE

Councilwoman Mjelde – AYE
Councilman Schock – AYE

3.5 Whitney Moreno – Cottonwood at the corner of Kootenai Meadow and Kegan Court – Ronda advised Council that Ms. Moreno was concerned that said cottonwood was a concern. She stated that the draft tree inventory did list the tree in poor condition. Council agreed that it is the property owner who is responsible for maintaining the property to the street. There was discussion about reaching out to Avista to see if it would be something that could be reminded by them as there are powerlines that could be disrupted if the tree fell or maybe the Independent Highway District may be able to manage it as it is in the stormwater swale. They agreed that otherwise, it would be the property owner who should manage the tree as City Code requires.

3.6 Avista Franchise – Attorney Oxendine advised that she was still awaiting response from Avista. She stated that once she received a reply then she would be able to update the notice of hearing. Ronda reminded Council that the ordinance would need to be read and that it is over 40 pages long. She asked Council to consider a special meeting to meet the reading requirements. Council agreed that once all was in order that the public hearing be set for special meeting.

3.7 Unpermitted Culvert/Driveway in Seven Sisters Subdivision – Ronda advised that the HOA President had brought to the City's attention that there was a property that had filled in the stormwater swale and a driveway was put in. She advised that she had had a conversation with the City's Street Engineer and was told that the driveway/culvert had not been permitted. Council asked if there were penalties related to an unpermitted encroachment. Council agreed that the property owner needed to be notified the project had not been permitted and advise that there were penalties that may increase the permit costs. If a permit was not received by the City, then the site needs to be put back in place; swale re-ditched and costs relayed to the property owner.

Executive Session – Councilwoman Mjelde made a motion to enter into Executive Session in accordance with Idaho Code 74-206(f) at 8:18 p.m., 2nd by Councilman Sundquist; roll call vote:

Councilman Sundquist – AYE
Councilwoman Bauer– AYE

Councilwoman Mjelde – AYE
Councilman Schock – AYE

Mayor Lewis adjourned the meeting at 8:38 p.m.
Submitted by:
Ronda L. Whittaker/City Clerk

CITY OF KOOTENAI SIGN-IN SHEET

DATE:	July 6, 2021
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TIME: 6:30 pm	
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Council Meeting

[illegible]

City of Kootenai

Treasurer Report June 2021

Mt. West Money Market	\$	74,246.73	0.10% APY
Mt. West Checking	\$	119,620.11	0.01% APY
Park	\$	4,000.16	0.01% APY
Idaho Central Credit Union	\$	391,489.40	1.85%
Total Cash Assets	\$	589,356.40	

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	3.05	
	Interest, MW Checking	1.07	
	Interest, ICCU CDs	591.21	
Total Interest			595.33
Licenses & Permits	Business Licenses	50.00	50.00
Law Enforcement Fines		0.00	0.00
Planning & Zoning Fees & Permit			
	Building Permits	300.00	
	Subdivision Fees	0.00	
Total Planning & Zoning Fees & Permit			300.00
Property Tax			
	Arrears Property Tax	800.02	
	Penalty & Interest	9.15	
	Property Tax Current	0.00	
	Recovered Homeowners Exemption	630.92	
Total Property Tax			1,440.09
Rents			
	City Hall Rental	250.00	
	Post Office Rent	280.00	
Total Rents			530.00
State of Idaho Funds			
	State Liquor Fund	8,322.00	
	State Revenue Sharing	0.00	
Total State of Idaho Funds			8,322.00
Total 01 - GF REV		11,237.42	11,237.42

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	7.48	
	Road & Bridge Arrears	233.50	
Total Road & Bridge			240.98
Road & Streets			
Total Road & Streets			240.98
Stormwater/Encroachment			
	Culvert Encroachment Deposit	550.00	
Total Stormwater/Encroachment			550.00
	Total 02 · SF REV	790.98	790.98
	Total Income	12,028.40	12,028.40

City of Kootenai
Treasurer Report June 2021
EXPENSES/General Fund

Name	Account	Amount	Sub-Totals
10 - GF EXP			
Accounting & Audit		0.00	0.00
Bank Charges		0.00	0.00
Dues and Memberships	CostCo	0.00	0.00
Building Security		177.64	
	Janitorial Service	85.10	
	Furniture & Fixtures	0.00	
Total Building Maintenance			262.74
Insurance	ICRMP	0.00	0.00
Legal	Legal Notices	0.00	
	Attorney	612.50	
Total Legal			612.50
Office Expenses			
	Computer Maintenance/Repair	131.85	
	Internet Service	112.18	
	Office Supplies	0.00	
	Other/Easter/Mayor	0.00	
Total Office Expenses			244.03
Park, Arbor Day & Earth Day		1,051.80	
	Maintenance - Landscaping	0.00	
Total Park, Arbor Day & Earth Day			1,051.80
Planning & Zoning			
	Planner	614.50	
	Subdivision Fees	0.00	
	Ordinance Revisions/Comp Plan	0.00	
	Engineer	0.00	
	Code Enforcement	0.00	
	Building Permits	306.00	
	Zoning Map	0.00	
Total Planning & Zoning			920.50

City of Kootenai
Treasurer Report June 2021
EXPENSES/General Fund - cont.

Name	Account	Amount	Sub-Totals
Training Workshops			
	Training Expenses	0.00	
	Meals	18.95	
	Milage	32.01	
Total Training Workshops			50.96
Utilities			
	Electric & Gas	90.02	
	Garbage	17.30	
	Telephone	35.84	
	Water	102.69	
	Sewer	0.00	
Total Utilities			245.85
Wages & Benefits			
	Clerk/Treasurer	3,732.72	
	Council	500.00	
	Mayor	500.00	
	Payroll Taxes	362.09	
	Retirement Fund - PERSI	551.47	
6560 - Payroll Expenses	Health Insurance	631.64	
	Wages & Benefits	-131.64	
	Payroll Expense/Intuit	10.00	
Total Wages & Benefits			6,156.28
	Total 10 - GF EXP	9,544.66	9,544.66

City of Kootenai
Treasurer Report June 2021
EXPENSES/Street

Name	Account	Amount	Sub-Totals
20 · SF EXP			
Ditches	Maintenance	605.00	
Total Ditches			605.00
Stormwater			
	Culvert Inspections	194.71	
	Engineer	0	
	Utility Encroachment Pmts	778.85	
Total Stormwater			973.56
Streets			
	Materials	0	
	Engineer	511.85	
	Capital Improvement Project/KM	1,591.26	
Transportation			2103.11
	Bike and Pedestrian	100.00	
Total Transportation			100.00
Utilities, Streets			
	Signal Lights	38.75	
	Street Lights	890.98	
Total Utilities, Streets			929.73
	Total 20 · SF EXP	3,932.55	4,711.40
	Total Expense	13,477.21	14,256.06
Net Income			-2,227.66

MEMO

To: Mayor Lewis and Council Members

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

Date: July 1, 2021

Re: Council Meeting Report for June Engineering Activities

Engineering activities for the month of June included the completion of the design and coordination for the 2nd Avenue Extension Project, communication and coordination with Bonner County and IHD for a chip seal maintenance opportunity on Main Street, reviewing fiber plans and attending Urban Area Transportation Plan meetings.

2nd Avenue Extension

The design plans for the 2nd Avenue improvements to build and pave a roadway between Boise St and Humbird St were completed (plans attached). The Engineers Estimate for the paving work was below \$50,000 which did not require the bidding requirements of Idaho Code 67-2805. The Plans and Specifications were provided to the paving contractors located within the County and the City received two bid packages. On June 30, 2021 the sealed bids were opened for the 2nd Avenue Extension Project paving.

The bids received were:

1. Wood's Crushing & Hauling, Inc in the amount of \$31,000.00.
2. Interstate Concrete and Asphalt in the amount of \$36,146.00.

The low bid was Wood's Crushing and Hauling, Inc and the bid was properly signed and included a current Public Works Contractor license number (bid attached).

Based on my understanding on the City's desire to work with the Independent Highway District to place the rock, culverts and signage for the extension of 2nd Avenue between Boise St and Humbird St and the City's desire to pave this new section of roadway, I am recommending the City accept the bid proposal by Wood's Crushing and Hauling, Inc. in the amount of \$31,000.00.

I have updated my original project estimate to reflect the pricing for the materials that will be purchased and placed by the Independent Highway District and have included the unit prices for the work to be performed by the paving contractor. The total cost of the materials to be placed by IHD with the surface paving is estimated at \$62,761.00.

For FY 2021, The City has budgeted \$40,000.00 for miscellaneous street projects/chip seal and an additional \$38,237.00 in future street expense for a total of \$78,237.00 for roadway improvements. The YTD June 2021 expenditures showed that approximately \$5,910.03 has been spent from these budget lines leaving \$72,326.97 available. It appears the City has funds to complete the 2nd Avenue Extension within budget.

AVISTA is planning to install a gas line within the right-of-way after the 4th of July and the Independent Highway District is scheduling the dirt work, culvert and rock placement to begin as soon as the utility work is complete.

Main Street Chip Seal Opportunity

The Bonner County Road and Bridge Department will be placing a chip seal on North Kootenai Road. The County has offered to chip seal Main Street from Highway 200 to the City/County line at the same time. The City would provide the manpower and equipment if the City would provide funding for the cost of rock and chip seal oil. The Independent Highway District would be available to provide additional flagging near Highway 200 if the opportunity is approved by the City.

I have been in contact with the County Road and Bridge Director and the County Engineer to estimate the cost of these materials. Main Street within the City limits is approximately 3,000 lineal feet and we assumed an oil application rate of 0.55 gal/SY with chips placed at 303 ton/mile. With the County's price for chips at \$16.50/ton and CMS-2P oil at \$405/ton, the City's cost for these materials would be \$10,000.

In 2018, the City chip sealed approximately 1,440 lineal feet of Central Avenue. The bid to contract the chip seal work was \$33,450.00. In comparison, the opportunity to chip seal 3,000 lineal feet for \$10,000.00 to protect the new asphalt on Main Street looks like a great deal for the City.

I recommend the City consider accepting the County's offer to chip seal the road and use the remaining roadway maintenance funds toward this work. The Independent Highway District will paint the stop bars and crossings after the work is performed.

Permit Activities

ENU 006-021 – TING submitted plans for expansion of the fiber network within the City right-of-way. The plans were reviewed and I met with the local Construction Manager for TING on-site. In addition, I talked with the City of Ponderay and their contract engineer to review any concerns that they had following installation these utilities in their City. Additional information was requested from TING to address some of the comments and concerns that I shared with the local Construction Manager. At this time, a revised application has not been provided to the City.

UATP

AECOM was selected to perform the Urban Area Transportation Plan work for the Sandpoint Urban Area. The Project Managers have met with representatives from Kootenai, Sandpoint, Dover, Ponderay, ITD, IHD and Bonner County Road and Bridge to begin the scoping process. Once a scope and fee have been successfully negotiated and a contract is approved, the project team expects the plan to develop over a 12-month period. Public involvement will be a key component of the plan and will provide opportunity for local input.



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

MEMO

To: Kootenai City Council, Mayor and Clerk
From: Clare Marley, AICP, City Contract Planner
Date: June 30, 2021
Re: **Planning update for July 6, 2021 City Council meeting**

Building permit activity: ADVISORY ONLY. The City received three building permits in June: one previously submitted demolition permit for 101 Boise; a single-family home addition (bedrooms and deck) for 406 Kootenai Street and a demolition permit for 470 North Main. The total for the year is five.

Property Line Adjustment, File PLA01-21, Wahlin ACTION: Following the June 1st City Council meeting, planning staff advised the applicant of additional information requested by the Council. Those items and the response are as follows:

1. The square footage of coverage by the existing residence (former church). **Mr Wahlin provided a sketch of the existing structure, showing 2,092 square feet of coverage for the existing church. He also provided a separate real estate listing for the church property, indicating the building was 1,832 square feet of finished area. The building dimensions are shown on the recorded survey of the property. Using a measuring tool and aerial photography, staff confirmed the structure is not greater than 2,431 square feet. (The estimate did not deduct the area between structural extensions of the building shown in the applicant drawing.)**
2. The percentage of coverage by the structure, which shall not exceed the city zoning code maximum of 40%. **Using the largest estimate of 2,431 square feet divided by the lot square footage of 7,100 square feet equals 34.2% coverage. Kootenai City Code §8-10A-3 C sets the maximum building coverage at 40%.**
3. Proof that the church was converted to a single-family residence through the building permit process. **The City Building Official advises a permit to convert the church to a single-family dwelling was submitted in 2013 (File BP2001-005-13). The permit remains open because final inspections of the home have not been completed. The applicants are seeking a temporary certificate of occupancy. Section §7-1-7 of KCC requires temporary certificates of occupancy be approved by the City Council, with conditions the Council deems necessary and appropriate to ensure completion of outstanding improvements.**
4. The erroneous width of Central Avenue shown on the record of survey to be 60 feet, when the correct width is 80 feet. **The project surveyor has been advised of the error. Staff suggests the corrected survey be recorded after Council approval of the property line adjustment.**
5. Sufficient parking off-site is needed to be shown. **The applicant has submitted a drawing showing two available off-street parking stalls.**

Should the City Council determine the additional information satisfies the issues raised at last month's meeting, draft motions and standards of approval are contained in the June planner memo for PLA01-21 and are attached to this report for reference.



RUEN-YEAGER & ASSOCIATES, INC.

ENGINEERS ♦ PLANNERS ♦ SURVEYORS

MEMO

To: Kootenai City Council, Mayor and Clerk
From: Clare Marley, AICP, City Contract Planner & Tessa Vogel, Assistant Planner
Date: May 27, 2021
Re: **File PLA01-21 Wahlin**

Joel and Leslie Wahlin have filed an application with the City of Kootenai for a lot line adjustment of platted lots within the original Kootenai Townsite. The Wahlins are requesting approval of the adjustment to change the direction of the dividing line between Lots 7 and 8 and Block 9 from an east/west to a north/south line. The lot sizes would remain the same. (See attached application and record of survey.) The properties are zoned Single-Family Residential R-1. The lots are existing, legally non-conforming lots of about 7,100 square feet each.

Kootenai City Code (KCC) Section 9-8-5 requires the City Council to review the request and make a final determination after receiving a recommendation from the city planner.

Background: The application was received May 6, 2021 and determined complete May 18, 2021. Staff requested draft copies of the proposed new lot configurations, as required by Kootenai City Code Section 9-8-4B. However, the title company recorded the deeds prematurely on May 13, 2021. The deeds were to be recorded after City Council approves the lot line adjustment. The applicants are seeking the lot line adjustment because the current lot line runs through the middle of the existing building at 221 West Central Avenue. The property was formerly owned by Kootenai Community Church. A record of survey is part of the file records.



Procedures: After staff has completed a review of the request and determined the application is complete, the city planner shall provide a written recommendation to the City Council. The Council shall consider the recommendation and approve, deny, or continue the matter. The decision shall be based upon the standards of review and shall include a reasoned statement and written decision. If approved, the applicants may either record deeds reflecting the reconfigured lots or file a replat. The applicants have recorded deeds.

Standards of Review: Section 12-8-5 B, KCC requires lot line adjustments comply with certain standards. These standards and the application compliance are:

Standards, Section 9-8-5 B	Evidence of record
<p>1. No additional lots are created No lots are reduced below minimum lot size If lots are already non-conforming, none may be made smaller than the original</p>	<p>There are 2 original lots and 2 proposed reconfigured lots. Both lots are non-conforming, grandfathered legal lots of about 7,100 square feet. The newly configured lots remain the same size.</p>
<p>2. The proposed lot line adjustment is in accord with the subdivision and zoning district standards</p>	<p>The Single-Family Residential R1 zone minimum is 10,650 square feet. These lots were created in 1910 and predate zoning and subdivision laws of the City of Kootenai.</p>
<p>3. No additional city services or utilities are requested to be extended to serve these lots.</p>	<p>There are no requests for street, sewer, or water extensions. Kootenai-Ponderay Sewer District provided the required letter affirming a sewer main line is in place for this property. The District will provide services to the lot after user fees and required laterals are provided.</p>
<p>4. No right-of-way is being requested for dedication.</p>	<p>The lots are served by existing Central Avenue and Sprague Street. No rights-of-way are to be dedicated.</p>

City Planner Recommendation: The proposed lot line adjustment complies with the standards of Section 9-8-5B and is recommended to the City Council for approval. The lot line adjustment resolves an issue with the current lot line bisecting an existing building.

Draft Council Motions:

I MOVE TO **APPROVE** THE APPLICATION FILE #PLA01-21 FOR A LOT LINE ADJUSTMENT TO RECONFIGURE LOTS 7 AND 8, BLOCK 9, OF KOOTENAI TOWNSITE, FINDING THAT THE ADJUSTMENT IS IN COMPLIANCE WITH THE STANDARDS OF SECTION 9-8-5, KOOTENAI CITY CODE, AS EVIDENCED BY THE FILE RECORD.

I MOVE TO **CONTINUE** THIS FILE #PLA01-21 TO [DATE/TIME/PLACE] IN ORDER TO OBTAIN ADDITIONAL INFORMATION REGARDING:

I MOVE TO **DENY** THIS FILE #PLA01-21 FOR A LOT LINE ADJUSTMENT TO RECONFIGURE LOTS 7 AND 8, BLOCK 9, OF KOOTENAI TOWNSITE, FINDING THAT THE ADJUSTMENT IS NOT IN COMPLIANCE WITH THE STANDARDS OF SECTION 9-8-5, KOOTENAI CITY CODE, AS EVIDENCED BY THE FILE RECORD. THE ACTION THE APPLICANTS MAY TAKE TO OBTAIN APPROVAL IS TO:



City of Sandpoint, Idaho
POLICE DEPARTMENT

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

Mayor

Report for May 2021

There were 48 total calls created for the City of Kootenai for the month of May, 2021. Of the 48 calls created, 6 calls were created for other agencies responding to Kootenai to assist.

These 6 calls do not fit the billing requirements.

We will be submitting billing for 42 calls for service.

Sandpoint's Calls for service

911 Hang-up	4
Suspicious Person/Circumstance	4
Citizen Assist	3
Domestic Dispute	3
Juvenile Problem	3
Trespassing	3
Animal Problem	2
Disorderly Conduct	2
Information	2
Threatening Suicide	2
Welfare Check	2
Non Injury Accident	1
Business/Residential Alarm	1
Misdemeanor Warrant Arrest	1
Controlled Substance	1
Previous Incident Follow Up	1

Found Property	1
Disturbing the Peace	1
Parking Violation	1
Railroad Problem	1
Threatening	1
Traffic Hazard	1
VIN Inspection	1

Patrol Highlights

- Citizen Assist – RP called and reported his dad had dementia and needed help. Officers responded and made contact with both parties and assisted with them getting help.
- Disorderly – RP stated her boyfriend was telling her she needs to pack her stuff and move out. She stated it had not been physical tonight. Her boyfriend had left the house prior to officers arriving on scene.
- Parking complaint – RP called and reported her ex-husband had dropped off a car in front of her house. Officers were able to determine it was owned by the RP and advised her to have it towed or pulled into the yard.
- Noise Complaint – Officer responded to barking dog complaint in the 100 block of Rebecca's way. The officer sat outside for some time and heard zero barking. Officer still contact a resident inside, where upon knocking, a female answered. It was apparent after knocking that there were in fact dogs present, but likely the only time this barking becomes an issue is when they are let outside. She was advised of the complaint.
- Juvenile Problem - Rp has a 9th grader that has been vaping and getting the stuff from school. Rp has been working with the principal and disciplining at home. She wants to know what other options there are. Officer met with RP and discussed options.
- Citizen assist – RP reported she has not able to leave the hearthstone village. Officers responded and determined the RP has Alzheimer's and forgot she lived at the facility.
- Suicide threat – RP reported one of their clients was on the phone and making suicidal statement. Officers responded and were able to located the subject in question and was able to determine she did not meet the criteria for a mental hold.
- Disorderly - RP reported his ex-girlfriend was at his place of employment and was stalking him.
- Trespassing – Officers were dispatched to cedar hill church for protestors within 100 ft of a polling location.
- Welfare check - The staff informed SPD that the 15YOM student was withdrawn from school and they had concerns that he was not attending school and suicidal. Upon my arrival, I noticed that the residence was abandoned and empty. It is believed that the subjects moved out of the area.
- Family offense - Allison P Strong, 28 YOA of Post Falls, was arrested in the 200 block for criminal possession of a financial transaction card and Shawn E Burley, 33 YOA of Kootenai, was cited and released for violation of a no contact order.

- Drugs – RP called and reported someone had left drugs in her house. The items were turned over to the PD for destruction.
- Suspicious – Rp reported a suspicious truck. He described the truck as a newer, possibly brand new Ford F150 that he saw slowing drive through the neighborhood about 4 times. He waved at the driver but the driver ignored him. Officers were unable to located the driver of the vehicle.
- Warrant arrest - Darwin D Randall, 39 YOA of Kootenai, was arrested in the 400 block on 5 Bonner County warrants.
- Alarm - Report of an alarm at City Hall. On scene, I noticed the building was secured and a responsible party for the building did not want to respond. I cleared with no further contact.
- Threat – RP (9yof) reported she was at 109 1st Ave, Kootenai, Bonner County, Idaho, when a 7-year-old male chased her with a knife. Logan saw the incident and said he was nearly a block away from the 7 yof before he got his knife out.
- Suicide threat – RP stated his sister is trying to hurt self. On arrival officers located her at her residence sitting in her bedroom. It was found she had sent a text message to her boyfriend saying she was going to kill herself. Officers were able to determine she was not a danger to herself.

Traffic stops

Verbal warnings	3
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Written Warning

	0
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Traffic citations issued

Excessive speed	3

Misdemeanor citations –

Civil protection order	1

Felony

Possession of a finical transaction card	1
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Warrant arrest: Darwin D Randall, 39 YOA of Kootenai, was arrested in the 400 block on 5 Bonner County warrants.

06/07/21
12:36

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	1	1
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	0	0
06:00-06:59	0	0	0	0	0	1	0	1
07:00-07:59	0	0	0	0	0	0	0	0
08:00-08:59	2	1	1	1	1	0	0	6
09:00-09:59	1	0	0	0	0	0	0	1
10:00-10:59	0	0	0	0	0	0	0	0
11:00-11:59	0	2	1	0	0	0	0	3
12:00-12:59	0	1	1	0	1	0	0	3
13:00-13:59	0	1	1	0	0	0	1	3
14:00-14:59	1	0	0	1	0	0	1	3
15:00-15:59	1	0	1	0	0	0	0	2
16:00-16:59	0	0	0	0	0	1	0	1
17:00-17:59	2	0	0	1	1	1	1	6
18:00-18:59	0	1	0	0	0	2	0	3
19:00-19:59	0	0	1	2	1	0	1	5
20:00-20:59	0	0	1	0	1	0	1	3
21:00-21:59	1	1	0	0	1	1	0	4
22:00-22:59	1	0	0	0	0	0	1	2
23:00-23:59	0	0	0	0	0	1	0	1
Total by Day	9	7	7	5	6	7	7	48

To: Kootenai City Council and Mayor
From: Ronda L. Whittaker, City Clerk
Date: June 2021
RE: Clerk's Report



Website Activity – Continued update of the site. Working on downloading past information that was deleted. Calendar is active. Will keep updated 😊

Building Permit Inquiries – Screening questions about additions to existing homes; many are trying to add additional rooms; advising of setback regulations and additional hookup fees if needed. Collection of non-refundable initial fees. Ongoing inquiries regarding additions and/or inside improvements going on; some have been started without permits. Project was aborted; will need to keep an eye on the site.

Clean Up Issues – Still working on storage of RVs, Camp Trailers, and other larger storage such as Boats in driveways and side yards. I am still working with the City's planner as to how the City can regulate this practice. When the driveway is used for storage of such items then the resident is having to park on the streets. Also, when these items are stored within the side yard it is encroaching on the setback requirements. There are a lot of properties who are creating a nuisance with their outside debris. I will be working with our City Attorney to see what the City can do to remedy this practice. The County will not allow the City to attach fees to property taxes. Notices have been sent out for debris cleanup where needed. Working with the Northside Fire Department and our building inspector, Pat Park to collaborate a notice to All Seasons regarding proper storage and clean up of unused supplies stored on the property and weed abatement in the area.

Working with Lignetics – Forwarding complaints to Supervisor.

Working with New Technology – The router is still backordered, connections are sporadic at this point. Still ongoing – have not received an updated router.

Working with Independent Highway District (IHD) – Working with IHD to plan on when to start the drainage re-route project and weed abatement.

Playground Activity – Looking at grant opportunities to help fund the balance of what we need for the ADA swing. Prota Potty was vandalized, Mayor advised no re-placement.

Records Retention – Working on organizing and refiling the City's Building Permits for easy access.

Parking Lot – Have not see a new ADA sign yet

State and Local Fiscal Recovery Funds – The state of Idaho has received 20 million Dollars from the Federal Government to distribute to its Counties, Cities, Territories, Tribal governments, Metropolitan cities and Non-entitlement units, or smaller local governments. The city of Kootenai is eligible to receive \$220,000 of these funds. These funds may be used for, to name a few, Public Health/Negative Economic Impacts, Premium Pay, Revenue Loss, and Investments in Water, Sewer, and Broadband. These funds are not a reimbursable status, nor do they require a match. The State just sends a check. After speaking with Mayor Lewis, attending the District Meeting, and reviewing the Compliance and Reporting Guidance and Final Rule and speaking with the Idaho Association of Cities Policy Analysis, it has been determined that the City may use these funds for stormwater issues along with a few other projects. The Rules keep changing and staff will be reviewing such changes/additions for use as they arise. Mayor advised that we should apply for the funds. I have completed and submitted the application and am awaiting the first distribution of \$105, 182 in the next couple of days and may at this date have already received. These funds will be categorized separately for reporting procedures.

CITY OF KOOTENAI
FY 2021 3rd Quarter Financial Report
April 1, 2021, to June 30, 2021

	BUDGET	Qtr Total	REV/EXP QTR%
General Fund Revenue	\$214,693	\$ 79,212	0.37%
Expenditures	\$214,693	\$ 30,616	0.14%
Street Fund Revenue	\$ 124,587	\$ 70,777	0.57%
Expenditures	\$ 124,587	\$ 11,886	0.10%

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

Ronda L. Whittaker, City Clerk/Treasurer
06/30/21