



City of Kootenai
COUNCIL MEETING MINUTES

DATE: November 2, 2021

TIME: 6:30 p.m.

Mayor Lewis was not able to attend. President Council woman Bauer 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 – PRESENT, Councilwoman Mjelde – HERE, Councilman Schock – HERE, and Councilwoman Bauer – Chairing the meeting.

Staff Present: City Clerk, Ronda L Whittaker

Amendments to the Agenda –None were proposed

Announcements – None were given.

Others Present: City resident, Patrick Rachels, City resident, Sandra Furlini, City resident Doris Nuss, City resident, Julie Washburn, and Lieutenant Steven Chamberlain of Sandpoint Law Enforcement.

Public Comment – Ms. Washburn ask Council to consider the lights that were out on Humbird. She expressed her concern that there were two lights out right in a row which makes the area very dark. Ronda advised that she was hoping for reports of other lights out in the City so that she could call them in all at one time. Councilman Sundquist and Councilwoman Mjelde advised that they take a drive around to see if others were out and call them into the City Clerk.

1. Consent Agenda:

President Council Bauer asked Council for a motion to approve the Consent Agenda.

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

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

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

2. Reports:

2.A. Mayor: Not Present

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

2.B2 ARPA Fund Project – President Council Bauer stated that Line 2.B2 ARPA funds project update and the US Department of Treasury Caronia Virus local recovery funds condition Rule 9 stipulates that we are to abide by all Federal regulations, so there is definitely strings attached to those funds. She stated she would like for the City's attorney to look into the regulations to insure that accepting the award does not mandate vaccinations, masks and/or tracing because these types of mandates are starting to creep into cities and

counties, and she wants to make sure that it does not happen to our City. The City Attorney stated that they have looked into the regulations for other cities and confirmed that the state is regulate. Ever changing document and they have been taking it on case-by-case situation. Mostly inquiries about how the funds can be used. Difficult to find some bright line rules. Keisha pointed out that not exactly what your award typically when it comes to the City moneys coming to the state and the are not having to report to a different entities. She advised that strings are nonexistent at this point and that Congress are still looking at amendments as to how to use the funds. She stated that within the next few weeks bright line guidelines would be available considering no strings attached but no decisions have been made to date. Councilman Sundquist when the funds are allocated that will need to be documents signed. Keisha nothing finalized holding the funds until guidelines are solidified. Sundquist stated he was not concerned if the City's attorney is not concerned. Councilman Schock stated that there was no need to have the City's Attorney review until all is final. Council agreed.

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

2.C2 – Comprehensive Plan – Update – Councilman Sundquist commended Council for the work that was done at the workshop. He went on to state that he did not like the advisement related to Policy 22 on page 3 of the minutes suggesting to not take the path connectivity as part of the Comp Plan. Ronda stated that this was removed from policy and placed in action. She advised that her minutes reflected the conversation had by council and that the city Planner's summary did address this issue within the Transportation policy line 11 providing opportunities for development of off-street bicycle and pedestrian paths and then there is an action plan to obtain right-of-ways in key areas throughout the City. Council agreed that this is something that could be confirmed at the next workshop. Councilwoman Bauer stated that she would really like to get this done before her term is over as well as addressing some code amendments related to cell towers and internet infrastructure regulations and procedures. Ronda stated that the Comprehensive Plan Workshop is different than a Code Amendment workshop as a code amendment workshop will be much more extensive than a final Comprehensive Plan workshop. Council agreed that they could have a Comprehensive Plan/Code Amendment workshop which would include a couple of specific proposed amendments to the City's Zoning Code just to get started. Council agreed that if schedule worked with the City's Planner a workshop could be held on November 17th.

2.D. City of Sandpoint Law Enforcement: - Ronda advised that there was no report submitted. Lieutenant Chamberlain advised that Cory Coons had been out of the office spending time with his son but stated that they had made about 30 calls to the City.

2.E. Selkirks-Pend d'Oreille Transit (SPOT) – No report

2.F. Clerk – Written Report – Attached – topics specifically discussed:

Working with Association of Idaho Cities (AIC) – Readers for Leaders – Council agreed that this was a great project. Councilman Sundquist stated that one of the questions asked of him during the election forum was how he would encourage more attendance and involvement of the community at Council meetings or City events. He indicated that he was all about educating elementary students as to what the City does and how they can be part of their community and this project was in line with that vision.

3. Discussion/Action Items

3.1 4th Quarter Financial Report – Authorization to Publish – Councilman Sundquist moved to approve and give authorization to publish the City's 4th Quarter Financial Report contingent to changing the title from 3rd quarter to 4th quarter, 2nd by Councilman Schock; roll call vote:

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

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

3.2 Tree Inventory Advisory Letter – The City Attorney, Keisha Oxendine, stated that they needed more direction. She stated that there are a couple of codes that regulate the responsibility of trees within the City. Council agreed that the tree inventory summary list should go out with all tree health advisories. Council agreed that a letter templet should be used, so that everyone gets the same letter Councilman Sundquist asked if the City had to take an unhealthy tree down because the property did not attend to the task, could the City charge the property owner. Keisha stated that the costs would be assessed to the property.

3.3 Use of City Rights-of-Ways Advisory Letter – Councilwoman Bauer asked if the City would need a code regulating this situation and address liability or did the State have a statute. Keisha advised that there is State code that specifies that you are not authorized to have encroachments within the City's rights-of-ways. She advised that when writing letters notifying of code violations the letter should be signed by the City's Mayor and should include what is expected from the property owner, but if you intend to take enforcement action, the letter should be from the City's Attorney.

Keisha advised that she could draft a templet to be used for both instances so that the wheel does not have to be reinvented each time. She also advised that the advisement or code enforcement letter should include specific code or statute and give potential violators some guidance as to how to abate the issue or what the City expects from them. Council agreed that the City's Attorney should send wording to be used for a templet violation letter to be signed by the City's Mayor. Keisha advised that they could draft a letter for the Mayor's signature stating that the City had received a tree summary report making them aware of unhealthy trees within the City and to please consider this letter and advise in writing if you have a plan to address or if you would like to address the City council further to get on the agenda to do so. Council Agreed.

Councilman Sundquist made a combined motion that the City Attorney draft a series of advisory notices for Mayor's signature to sign if she so approved, 2nd by Councilman Schock; roll call vote:

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

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

President Councilwoman Bauer excused the public and asked for an executive session at 7:16 p.m.

President Councilwoman Bauer adjourned the meeting at 7:52 p.m.

Submitted by:

Ronda L. Whittaker/City Clerk

CITY OF KOOTENAI SIGN-IN SHEET

DATE:	November 2, 2021
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TIME: 6:30 pm	
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Council Meeting

[illegible]

City of Kootenai

Treasurer Report October 2021

Mt. West Money Market	\$	74,255.62	0.04% APY
Mt. West Checking	\$	193,451.24	0.01% APY
Idaho Central Credit Union	\$	394,507.36	1.85%
Total Cash Assets	\$	662,214.22	

INCOME/GENERAL FUND

Name	Account	Amount	Sub-Totals
01 · GF REV			
Franchise Fees			
	Avista Corporation	3,346.90	
	Northland Cable Television	387.84	
	Waste Management, Inc	330.18	
Total Franchise Fees			4,064.92
Interest			
	Interest, MW Money Market	4.55	
	Interest, MW Checking	0.59	
	Interest, ICCU CDs	603.72	
Total Interest			608.86
Licenses & Permits	Business Licenses	0.00	0.00
Planning & Zoning Fees & Permit			
	Building Permits	550.00	
	Subdivision Fees	-500.00	
	Engineering	351.34	
Total Planning & Zoning Fees & Permit			401.34
Property Tax			
	Arrears Property Tax	49.58	
	Penalty & Interest	15.86	
	Property Tax Current	0.00	
	Recovered Homeowners Exemption	0.00	
	Circuit Breaker	0.00	
Total Property Tax			65.44
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		5,620.56	5,620.56

STREET FUND REVENUE			
Name	Account	Amount	Sub-Totals
02 · SF REV			
Idaho Transportation Dept			
State Highway Users Fund			
	HB312	3,109.10	
	Hwy Users Fund	9,668.08	
Total State Hwy Users Fund			12,777.18
Road & Bridge			
	Road & Bridge Current	0.00	
	Road & Bridge P & I	13.24	
	Road & Bridge Arrears	41.05	
Total Road & Bridge			54.29
Stormwater/Encroachment			
	Culvert Encroachment Deposit	0.00	0.00
Total Stormwater/Encroachment		0.00	0.00
Total Streets			
	Total 02 · SF REV	12,831.47	12,831.47
	Total Income	18,452.03	18,452.03

City of Kootenai
Treasurer Report October 2021

GENERAL FUND EXPENSES			
Name	Account	Amount	Sub-Totals
10 - GF EXP			
Accounting & Audit			
Accountant	Mountain Ledger pre-audit	90.00	
Total Accounting & Audit			90.00
Bank Fees	Deposit Slips	0	0
Building Maintenance			
	Janitorial Service	135.00	
	Outside Lighting	-	
	Security	177.64	
Total Building Maintenance			312.64
Legal			
	Attorney	490.00	
	Legal Notices	-	
Total Legal			490.00
Dues & Membership			
Miscellaneous Memberships	ICCTFOA Scholarship Donation	-	
Dues & Membership	ICCTFOA District Dues	-	
Total Dues & Memberships			-
Insurance			
	ICRMP	-	
Total Insurance			-
Office Expenses			
	Internet Service	112.18	
	Office Supplies	-	
	Postage	-	
	Computer Maintenance/Repair	93.13	
	Web Site	90.00	
Total Office Expenses			295.31
Park			
	Maintenance	680.00	
Total Park, Arbor Day & Earth Day			680.00
Planning & Zoning			
	Building Permits	950.00	
	Comp Plan Review	2,004.00	
	Subdivision Fees	-	
	Planner	314.00	
	Site Plan follow up	-	
Total Planning & Zoning			3,268.00
Training Workshops			
	Meals/ICCTFOA Conference	-	

	Training Expenses/ICCTFOA	-	
	Milage	32.14	
Total Tranining Workshops			32.14
GENERAL FUND EXPENSES - Cont.			
Name	Account	Amount	Sub-Totals
Utilities	Electric & Gas	98.52	
	Garbage	-	
	Water	73.81	
	Telephone	57.84	
	Sewer	-	
Total Utilities			230.17
Wages & Benefits			
	Clerk/Treasurer	3647.10	
	Council	500.00	
	Mayor	500.00	
	Payroll Taxes	393.78	
	Retirement Fund - PERSI	599.65	
	Health Insurance	500.00	
	Health Insurance Employee	-	
6560 - Payroll Expenses	Intuit Payroll	10.00	
Total Wages & Benefits			6,150.53
	Total 10 - GF EXP	11,548.79	11,548.79

City of Kootenai
Treasurer Report October 2021

STREET FUND EXPENSES			
Name	Account	Amount	Sub-Totals
20 · SF EXP			
Ditches			
	Ditch Maintenance	55.00	
Total Ditches			55.00
Stormwater			
	Culvert Inspections	-	
	Engineer	-	
Total Stormwater			-
Street Maintenance			
Asphalt Striping		0	
Capital Improvement Projects		0	
Total Street Maintenance			-
Streets			
Street Engineer		0	
Utility Encroachment Permits		0	
Total Streets			-
Utilities, Streets			
	Signal Lights	41.24	
	Street Lights	895.1	
Total Utilities, Streets			936.34
Transportation			
	SPOT	1,500.00	
Total Transportation			1,500.00
	Total 20 · SF EXP	2,491.34	2,491.34
	Total Expense	14,040.13	14,040.13
	Total Income		18,452.03
Net Income			4,411.90

MEMO

To: Mayor Lewis and Council Members

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

Date: October 28, 2021

Re: Council Meeting Report for October Engineering Activities

Engineering activities for the month of October included coordination with ITD regarding design of the TAP grant pathway along Highway 200, review of ARPA project opportunities and permit activities within the city limits.

Highway 200 Improvements/TAP Grant Trail

ITD is continuing to work on the design of the Highway 200 Improvements and the TAP Grant Trail that will run along the Highway from Seven Sisters toward Main Street. I met with the project engineer in Coeur d'Alene to review the current preliminary plans and layout for pathway. ITD will look to end the path on Railroad Avenue approximately 120 ft east of the Main Street intersection with Highway 200.

ARPA Fund Opportunities

The City has received funding associated with the American Rescue Plan Act of 2021. I have continued to reach out to IDEQ staff to identify project opportunities that fall within the funding requirements. The October deadline for project reporting appears to have moved from October 2021 to April 2022 which provides additional time to identify the best use of these funds.

ADA Swing

HMH Engineering provided a site sketch of the proposed ADA swing location and access at the City Park. I reviewed the plan and offered comments for consideration in the final design and construction of the project. The materials for the swing have been delivered to the City property.

Permit Activities

ENC 111 Sprague Ave – An encroachment permit was issued for the construction of a new driveway and culvert proposed for a new residential construction project. The current property access on Sprague will be removed and the new approach will be installed on 1st Avenue.

ENU 006-021 – TING continues to install the fiber optic infrastructure on the west side of the city. I have performed some on-site reviews and coordinated with the construction manager for TING that is overseeing the construction work performed by Three Amigos.



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

MEMO

To: Kootenai City Council, Mayor and Clerk
From: Clare Marley, AICP, City Contract Planner
Date: October 28, 2021
Re: **Planning update for November 2, 2021, City Council meeting**

Building permit activity: ADVISORY ONLY. The City received two building permit applications during October, for a duplex and a commercial sign. The total permit applications received for the year is 10.

Comprehensive Plan Update: ADVISORY ONLY: Planning staff has completed the draft section on goals, policies, and action plans, based on the October 20, 2021, City Council workshop. This draft section is attached to the planner memo for Council review and their records. Please let us know if you have any suggested edits or additions, and staff will bring those back for later discussion. Staff is continuing to work on the sections, as reviewed during the workshop.

SECTION 3: GOALS, POLICIES, & ACTION PLANS

PROPERTY RIGHTS

Goal: Ensure that ordinances, policies, and land use decisions do not violate private property rights, adversely impact property values or create unnecessary technical limitations on land use.

Policies:

1. Draft and apply ordinances recognizing that private property ownership is a basic constitutional right, worthy of protection and vigilant oversight.
2. Comply with state law regarding regulatory takings.
3. Administer ordinances, including provisions such as variances or special exceptions, to allow reasonable use of private lands consistent with the maintenance of public health, safety, and general welfare.
4. Review land use actions against the Attorney General's checklist to ensure that no unconstitutional takings of private property will occur.
5. Recognize and respect the property rights of all members of the community in the administration of local government. (note: moved from Public Services element).

Action Plans:

1. Review standard conditions, decision letter templates, staff reports, legal notices, and other land use documents and form letters to ensure they contain the minimum notices regarding the rights to a regulatory taking analysis, rights of appeal, and reference to the standards used to reach decisions.
2. Review land use policies, ordinances, or procedures with the City Attorney prior to adoption to ensure continued compliance with state law.

POPULATION

Goal: Use U.S. Census data to guide future development and maintain the small town character and rural feel of the City of Kootenai and the lands within its area of city impact.

Policies:

1. Develop and maintain land use ordinances to promote the quality and character of existing and future development and to meet the land use and community design goals of the comprehensive plan.

2. Provide opportunities for multi-family apartments near the commercial-industrial zone.

Action Plans:

1. Update/append census details as they become available.
2. Continue to coordinate with Bonner County Transportation (BCAT) to understand regional traffic issues and advocate for City.

SCHOOL FACILITIES & TRANSPORTATION

Goals: 1) Involve the local school district in the planning process concerning future development or improvements whenever local school operations might be directly affected. 2) Continue to collaborate and cooperate with Lake Pend Oreille School District #84 School Board in support of Kootenai Elementary School.

Policies:

1. Inform local school district of growth and development plans early in the process, requesting input and coordination efforts.
2. Coordinate community activities with local schools.
3. Develop infrastructure to ensure that Kootenai is a safe place for children to walk and bike to and from Kootenai Elementary.
4. Continue to work with the school district to maintain and expand multi-use of facility for adult, teen and youth activities year-round.

Action Plans:

1. Coordinate with the school district for bus routing within city limits to ensure pedestrian safety and determine impacts to city streets.
2. Coordinate with the school board early in the subdivision process to review sidewalk plans, pedestrian connectivity and to determine any traffic impacts.
3. Begin discussions with the school district to determine usage and design of vacant school property.

ECONOMIC DEVELOPMENT

Goals: 1) Maintain, promote, and enhance a healthy business environment to attract a variety of new businesses, while minimizing the number of vacant commercial structures. 2) Encourage the development of diversified and environmentally sound commercial and light industrial activities in locations where supportive

infrastructure is available, while protecting the integrity of residential neighborhoods and the community.

Policies:

1. Encourage development of business providing services to the local community.
2. Remain a member of the local Chamber of Commerce.
3. Promote and coordinate the improvement of diversified and environmentally sound commercial and light industrial activities in location where supportive infrastructure is available, while protecting the integrity of residential neighborhoods and the community.
4. Create opportunities within land development regulations for the creation of more visible and accessible retail and service establishments.
5. Encourage and promote the location of more quality, visible commercial retail and service business that would be central to residential areas and enhance the quality of life for City residents, including but not limited to such businesses as:
 - Coffee Shop;
 - Small, Neighborhood Grocery Store;
 - Locally owned Restaurant;
 - Neighborhood Taverns
 - Dance studios, exercise-oriented businesses, music stores, thrift stores, educational organizations or other similar community organizations.
6. Support and encourage the filling of existing, vacant commercial/industrial buildings with appropriate uses.
7. Create provisions in land development regulations that allow for commercial-residential uses, with living quarters over commercial businesses for owner and/or employees.
8. Support and encourage the development of new light industrial uses that do not create noise, fumes, dust and protect against impacts to water or air quality.
9. Develop land use regulations that discourage the location of businesses and industry that store hazardous materials and/or that create negative impacts to residents and existing businesses within the City.
10. Explore and acquire alternative funding sources for the improvement, expansion, development and maintenance of local infrastructure in coordination with service providers.
11. Discourage “big box” retail that does not adequately mitigate the impacts such as traffic and other neighborhood impacts.
12. Discourage storage facilities and call centers that do not adequately mitigate impacts such as traffic and other neighborhood impacts.
13. Businesses that create traffic impacts and burden City infrastructure should pay to update the City’s infrastructure.

Action Plans:

1. Improve opportunities for downtown commercial by providing zoning designations that encourage businesses that enhance the quality of life for City residents while

reducing the impacts of traffic, noise and other impacts that may arise with the specific use.

LAND USE

Goals: 1) Enhance the existing pattern of land use and direct future land use to best meet the goals, policies and projected land use map, while protecting natural environments through consideration of the intrinsic suitability of the area. 2) Develop land use ordinances and regulations consistent with the community's vision, goals and adopted future land use map.

Policies:

1. Allow Commercial and Commercial/Industrial at either end of SH200. In residential areas fronting on SH200, allow for home occupations and low impact commercial uses, with adequate buffering.
2. Create a "downtown" commercial center on the south side of SH200.
3. Allow small, locally owned family restaurants; require a conditional use permit for proposed drive-throughs.
4. Residential growth to the northeast of the currently developed portions of the city should be single family residential in character.
5. Provide a mixture of lot sizes in single-family residential areas with lot sizes beginning at 10,650 square feet.
6. Provide a buffer between high density residential, mixed use or "multi-family" and Commercial/Industrial zones.
7. Allow for assisted living facilities and nursing homes in commercial areas along with single-family home settings as permitted by state law.
8. Ensure a "soft" edge to the City, with the current area of city impact to the north and east providing for residential development on 5 acres, and outer edges of 10 to 20 acres where small horse ranches and established agriculture is allowed.
9. The ACI should continue to include old Kootenai (south of BSNF/Montana Rail Link) and Ponder Point, along the lake to the end of Whiskey Jack, including the eastern half of Kootenai Point.
10. The ACI Agreement should include residential densities that are consistent with the City's future land use map.
11. The ACI Agreement should require infrastructure improvements consistent with City of Kootenai's infrastructure standards.
12. Encourage policies that will provide opportunities for annexation of proposed subdivisions adjacent to city limits when those subdivisions will adhere to city standards.

13. The ACI Agreement should provide Kootenai's city engineer the opportunity to review and comment on stormwater plans required for all construction and subdivisions within Kootenai's ACI.

Action Plans:

1. Review the Area of City Impact (ACI) Agreement with Bonner County to allow city to have meaningful voice in land uses and development within the ACI.
2. Proactively work with landowners to promote a downtown center.
3. Work with landowners of the museum property to encourage development that provides public interest and includes public input.

NATURAL RESOURCES

Goal: Protect existing natural resources to assure long-term preservation to benefit the community through time.

Policies:

1. Adopt standards for the preservation, protection and enhancement of water quality in Lake Pend Oreille.
2. Review and enforce effective stormwater treatment regulations to minimize impacts to Lake Pend Oreille and surrounding properties, surface waters, and groundwater.
3. Provide public information promoting public awareness concerning protection of the community's natural resources.
4. Develop and enforce land use ordinances addressing impacts of current and future development on the natural environment.
5. Support efforts of the City of Sandpoint and Kootenai-Ponderay Sewer District to protect water sources and to provide efficient and environmentally sound service.
6. Develop zoning regulations that encourage and support sustainable energy practices.
7. Recognize and protect wetland resources within the City.

Action Plans:

1. Require mapping of wetlands for all development.
2. Encourage retention of existing wetlands.
3. Develop mitigation strategies to reduce impacts to wetlands.
4. Proactively work to ensure that stormwater systems that are adjacent to existing wetlands continue to function while reducing impacts to the functions and values of those wetlands.
5. Develop strategies to maintain the functions of existing wetlands through by encouraging native plantings that contribute to improving the quality of the wetland and stormwater capacity.

6. Work with Idaho Department of Transportation to ensure that ditches along Highway 200 are culverted to reduce flooding incidence. (Note: I was not sure what this discussion was about and I am guessing that this is what the Council wanted).

HAZARDOUS AREAS

Goal: Guide development to protect the community from current and potential environmental and manmade hazards.

Policies:

1. Ensure all new development provides adequate and appropriate stormwater treatment facilities designed to prevent conveyance of stormwater runoff to adjacent properties and to protect the water quality of Lake Pend Oreille.
2. Restrict activities that have the potential to cause natural hazards or environmental problems.
3. Develop and maintain land use ordinances that address development activity along the shoreline and in other areas of concern to minimize the impact on the natural environment.
4. Discourage the location of business and industry that store hazardous materials and/or that create negative impacts to residents and existing businesses within the City.
5. Continue participation in mitigation planning with Bonner County Emergency Management to ensure an adequate response plan is in place for handling of hazardous materials incidents, as may potentially occur with material transport through Kootenai via SH200, and/or via rail transport.

Action Plans:

1. Work with Idaho Department of Transportation to ensure that ditches along Highway 200 are culverted to reduce flooding incidence. (Note: I was not sure what this discussion was about, and I am guessing that this is what the Council wanted).
2. Develop an All-Hazards Mitigation Plan together with Bonner County to have a rail and highway emergency plan in place and practice. (Note: this sentence was moved from item 5 and changed to an action).

PUBLIC SERVICES

Goals: Ensure convenient, efficient and economical public services, facilities and utilities are provided throughout the community to meet local demand in an environmentally sound manner. Minimize

negative impacts of public service structures and facilities on the community. Maintain a cooperative, efficient and effective City government structure and character.

Policies:

1. Coordinate with outside service providers to assure the community is provided all necessary services in an efficient and economical manner.
2. Require all existing and future development to hook up to sewer and water service where available. Explore expansion of water and sewer service where currently unavailable in coordination with the City of Sandpoint and Kootenai-Ponderay Sewer District.
3. Continue to provide City services in an efficient and economical manner. Explore the expansion of City services where viable.
4. Assist in the coordination of orderly expansion and improvement of public utilities and services.
5. Explore and acquire alternative funding sources for the improvement, expansion, development and maintenance of local infrastructure in coordination with service providers.
6. Require all new development to connect to public water and sewer services.
7. Explore and evaluate the potential formation of a regional water district.
8. Continue to work with Kootenai-Ponderay Sewer District for safe and quality sewer service to Kootenai residents and businesses.
9. Explore and evaluate the potential for creation of a City police force and/or contracting with another local police agency, such as Ponderay, to increase local police patrols and improve police responsiveness in the future.
10. Continue to work with and support Northside Fire District in the provision of efficient and effective fire protection services to the Kootenai residents and businesses.
11. Continue to work with and support Bonner County EMS in the provision of efficient and effective emergency medical services for Kootenai residents and businesses.
12. Develop and maintain land use ordinances to promote the quality and character of public service structures and facilities, minimizing the impact on the community.
13. Maintain friendly, efficient, and helpful staff.
14. Maintain the City administration at levels sufficient to provide necessary services with minimal bureaucratic intervention and interference.
15. Continue to grow and maintain positive working relationships with Ponderay, Sandpoint, Dover and Bonner County officials.
16. Coordinate with other utilities to provide services to new development as needed.
17. Establish a means to enforce City codes when needed, to assure and protect quality of life for all residents.

Action Plans:

1. Develop a water capacity plan with the City of Sandpoint that identifies the boundaries where water will be provided to the City residents and ACI. Identify

- current and projected capacity and the growth potential possibilities with the City of Sandpoint water services.
2. Develop strategies for alternative water sources and conservation strategies for years of drought or water service delivery restrictions.
 3. Charge fire impact fees to development proposals where appropriate. (would this be charged to new development only or also to significant remodels?)

TRANSPORTATION

Goals: 1) Maintain an efficient and safe transportation system providing vehicular, pedestrian and bicycle connectivity within the existing city boundaries and connections to Ponderay, Ponder Point and Whiskey Jack, and within all new development. 2) Maintain a high-quality street structure assuring safe and accessible local access throughout the community. 3) Provide infrastructure to ensure pedestrian and bicycle safety and connectivity throughout the community. 4) Develop and implement solutions to address existing transportation system safety concerns.

Policies:

1. Coordinate all components of the city transportation system with neighboring jurisdictions including, but not limited to the State of Idaho, Bonner County, the cities of Sandpoint, Dover and Ponderay, the Independent Highway District and railroads.
2. Assess current and potential traffic controls and regulations to assure the safety of all vehicular and pedestrian traffic.
3. Enforce traffic and roadway regulations in coordination with Bonner County, the State of Idaho, the City of Ponderay and other applicable entities.
4. Maintain transportation system capacity to ensure efficient traffic flows throughout Kootenai, onto the state highway, into Ponderay and into the county.
5. Allow for safety and adequate capacity in the transportation network around Kootenai Elementary School.
6. Encourage development or expansion of a bus connections to Ponderay, Dover and Sandpoint where needed.
7. Require roads within new developments to be constructed at standards that provide a safe and durable road structure.
8. Continue to work with the Independent Highway District to effectively maintain and improve roadways within the City.
9. Encourage annexation of adjacent subdivisions in the unincorporated County only when it benefits the city's goals for connectivity and does not place undue burdens on the residents or the city for road maintenance.

10. Plan for financial capacity to maintain paved streets through chip and crack sealing as needed.
11. Provide opportunities for development of off-street bicycle and pedestrian paths.
12. Incorporate traffic calming features in new street design to discourage speeding.
13. Work with Idaho Transportation Department (ITD) to establish safe and convenient bicycle and pedestrian crossings on SH200.
14. Consider establishment of a truck route along McGhee Road and/or load limits to limit the number of large trucks traveling on N. Main Street. ACTION PLAN

Action Plans:

1. Complete and adopt SH200 corridor study, and construct improvements to SH200 to address safety and capacity issues. Maintain regular communications with ITD for all plans along highway 200 that affect the city.
2. Construct improvements to McGhee Road, as identified in the UATP.
3. Construct sidewalks for pedestrian safety and connectivity.
4. Expand Railroad Avenue for bicycle-pedestrian connectivity from Ponder Point and the Seven Sisters area.
5. Develop visible crosswalks in key areas throughout the City.
6. Collaborate with adjacent jurisdictions and community groups in support of the development of the Pend Oreille Bay Trail.
7. Require development of pedestrian and bicycle paths through new development.
8. Obtain right-of-way for bicycle and pedestrian access and connectivity.
9. Work with the railroad to improve existing railroad crossings on N. Kootenai Road and McGhee Road by installing 'arms', signals and/or other safety measures with annexation and build out in those areas.
10. Work with the railroad and the county to provide another at grade or underpass railroad crossing into the Whiskey Jack area, east of the current crossing.

RECREATION

Goals: 1) Maintain and improve recreational areas and opportunities within the community. 2) Provide for the protection of sustainable open space and development of pocket parks and recreational facilities throughout the City of Kootenai. 3) Develop a Parks and Recreation Strategic Plan to guide the development of parks and the creation of recreational opportunities within the City.

Policies:

1. Encourage activities that serve a broad range of abilities for both passive and active recreation.

2. Explore alternative funding sources for the development and improvement of park and recreation facilities in coordination with local service groups and various entities.
3. Support the development of park facilities by local service groups providing administrative and staff assistance wherever affordable and possible.
4. Require development of parks within new residential subdivisions.
5. Maintain positive, cohesive working relationships with the cities of Ponderay and Sandpoint, and involve community groups in the development of the Pend Oreille Bay Trail.
6. Support the development of public lake access from Kootenai to Ponderay's Black Rock and Sandpoint City Park via the Pend d' Oreille Bay Trail and evaluate opportunities to provide public lake access at Ponder Point.
7. Identify potential sites for future parks and recreational facilities within the City.
8. Develop park design standards to guide future parks development.
9. Develop a capital improvement plan for parks, to serve as a basis for possible future grants and/or parks impact fees.
10. Explore and evaluate the potential for implementing Parks Impact Fees as a means to ensure provision of adequate parks facilities to serve new development.

Action Plans:

1. Explore the establishment of a larger city hall or other community meeting hall to allow for community functions where the development of an expanded city hall may include an adjacent park.
2. Explore the establishment of a Parks and Recreation Center.
3. Coordinate with local agencies, the school district and city residents to develop passive and active recreational activities that serve a broad range of abilities. Some possible recreation activities include Pickle ball courts, skate parks, playgrounds, walking paths, native gardens, sports fields, and other recreational activities.
4. Seek funding opportunities to finish McGhee Park.
5. Seek to develop or support the development of local sports/recreational fields.
6. Seek opportunities to complete a trail connectors w/ Pend d'Oreille Bay Trail.
7. Explore the development of a dog park.
8. Evaluate opportunities for the provision of a community garden.
9. Create a City Park Committee/Commission that would help plan and facilitate development of park facilities and recreation opportunities for residents of Kootenai. FUNDING?
10. Margaret's Park? -
Form a commission to develop this park?

SPECIAL AREAS OR SITES

Goal: Preserve and enhance existing natural assets and special sites, areas and structures in the community for the use and enjoyment of future generations.

Policies:

1. Promote the protection and preservation of architectural and historical structures and sites.
2. Minimize the impact of current and future development activity on environmentally sensitive areas.
3. Collaborate with adjacent jurisdictions and community groups in support of the development of the Pend Oreille Bay Trail, and the proposed trail head in the City of Kootenai.
4. Coordinate and cooperate with the Bonner County Historical Society in support of the establishment of a local museum with a parking lot at the proposed Pend d' Oreille Bay Trailhead in Kootenai.
5. Encourage the preservation of old mill company houses and other historic structures.

Action Plans:

1. Create historical markers and/or a centralized historical map with way-finding information throughout the city where appropriate and as funds become available.

HOUSING

Goals: 1) Encourage and promote the provision of safe, sanitary, and affordable housing in appropriate areas of the community for all socio-economic groups. 2) Designate appropriate areas for housing that will meet the needs of a broad range of household incomes.

Policies:

1. Explore and adopt appropriate enforcement policies and ordinances concerning building codes and/or regulations as might be required to assure that housing is constructed and maintained in a safe and sanitary manner.
2. Encourage the rehabilitation of substandard housing.
3. Provide adequate infrastructure to assure safe and healthy housing.
4. Protect the continuity and character of existing residential areas in any future planning and zoning decisions.

5. Develop zoning code that encourages and supports the development of quality rental housing and affordable housing of all types.
6. Investigate the need for Accessory Dwelling Unit (ADU) regulations.
7. Investigate the need for Short Term Rental regulations.

Action Plans:

1. Develop and adopt code enforcement code. (not sure if needed)
2. Develop and adopt codes that are specific to tiny houses, ADU's and Short-Term Rentals. (Maybe this remains on the policy list and is removed from the action list?)

COMMUNITY DESIGN

-
1. *Goal: Develop land use regulations and development standards that preserve and promote a community design that preserves community values and enhances the community's image, living environment and quality of life.*
-

Policies:

1. Incorporate street trees and sidewalks in all new development, and in transportation system improvement projects.
2. Encourage, promote and develop bicycle, pedestrian and vehicular interconnectivity throughout the community.
3. Ensure that all development adequately treats stormwater on site.
4. Develop an expanded city hall or encourage and support the development of a community meeting place.
5. Maintain Kootenai's "small town feel" and "rural quality of life".
6. Ensure provision of adequate buffering between residential and commercial/industrial uses.
7. Promote a positive local identity.
8. Maintain a "soft" edge to the City, with the ACI to the north and east providing residential development on 5 acres and outer edges of 10 or 20 20 acres where small horse ranches and established agriculture is allowed.
9. Explore solutions for parking availability for existing development.

Action Plans:

1. Require review of street trees for new development and infrastructure projects. Add specific standards for species, placement, planting time, and survival rate.
2. Fund a parking study that includes new and existing development to determine if the current parking standards are adequate.
3. Formulate and adopt a strategy for location of small and large transmission devices that protects the public health and safety of the community. In general, these devices should not be located next to schools or prevalent in residential

- areas. The number of transmission devices should be limited to the minimum necessary.
4. Establish standards for community gardens, particularly in areas where higher residential densities may be allowed.

AGRICULTURE

Goal: Preserve, protect and enable the continuation of agricultural uses in the Area of City Impact.

Policies:

1. Maintain minimum lot sizes of 10 to 20 acres in the northern most area of city impact, where small horse ranches and established agriculture will be allowed.
2. Provide a buffer between residential densities within the city and agricultural uses to the north, in the current area of city impact, directly to the north and east by providing an area where residential development will be allowed on minimum lot sizes of 5 acres.
3. Protect and enhance existing farms that grow produce or provide feed for animals.

Action Plans:

1. Create opportunities for community gardens. (Does this belong in recreation since normally the parks departments will administer these programs?).
2. Encourage retention of existing farms within the city limits. Look for opportunities to encourage larger parcels to provide produce.
3. Explore a Farmer's Market concept on sites that are appropriate for this use.

IMPLEMENTATION

Idaho Code 567-6508(o) Implementation requires "An analysis to determine actions, programs, budgets, ordinances, or other methods including scheduling of public expenditures to provide for the timely execution of the various components of the plan."

Goal: Provide process, plan, and funding to implement City vision, goals, and policies. (Review page 48)

Land use planning is an on-going process aimed at providing a public forum for citizens to effectively determine the future of their communities while balancing the needs of the individual against the needs and desires of the citizens as a whole. A comprehensive plan is a general framework and vision for future land use decisions that must include an analysis of how the city will carry out the goals and objectives it has set forth.

Setting action plans and establishing timetables and budgets help to ensure the document will be meaningful. Each component contains an implementation or action plan detailing specific measures needed to address goals and objectives. Not all goals and policies require legislative action. Sometimes bringing about public awareness through town hall meetings, brochures, or media messages are better tools for some goals. Careful consideration of action plans will ensure the comprehensive plan is a “living document,” not a shelf-sitter.

Action:

Schedule a yearly audit of progress taken on the actions in this plan. Note which actions have been accomplished, add actions as necessary and prioritize those actions that have yet to be undertaken.

Policies: SUGGEST A SHORT DISCUSSION OF THIS LIST TO DETERMINE IF ANY NEED TO BE RETAINED.

**IV-C-1: AGENDA FOR ACTION SOMEWHAT REPETITIVE. CONSIDER
CONSOLIDATION. REVIEW W/ COUNCIL TO ENSURE STILL VALID**

- Maintain the City administration at levels sufficient to provide necessary services with minimal bureaucratic intervention and interference. Continue to resolve issues and generate solutions by working closely with members of the community and those directly involved. Explore the expansion of City services where viable.
- Provide support and assist in the coordination of community efforts to enhance the quality of living throughout the community.
- Update Zoning Ordinance, consistent with the goals & policies identified in Land Use & Community Design, and consistent with the Future Land Use Map
- Update Subdivision Ordinance to promote the quality and character of existing and future development and to meet the goals of the comprehensive plan.
- Establish requirements & standards for provision of parks within residential development
- Require provision of sidewalks in new residential development

- Create city standards regarding transportation infrastructure, parks, stormwater facilities, etc.
- Require all new development provide adequate stormwater treatment facilities, consistent with city standards
- Renegotiate Area of City Impact Agreement with County:
 - ACI to continue to include old Kootenai (south of BSNF/Montana Rail Link) and Ponder Point, along lake to the end of Whiskey Jack, to include the western half of Kootenai Point
 - Limit subdivisions to densities consistent with City's future land use map
 - Require infrastructure improvements consistent with City of Kootenai's infrastructure standards
 - Provide Kootenai's city engineer the opportunity to review and comment on stormwater plans required all construction & subdivision with Kootenai's ACI
- Renegotiate density requirements (e.g. "point system") with City of Sandpoint regarding extension of public water service NOT ANALYZED IN PLAN. IMPORTANT ISSUE BEARS FURTHER DISCUSSION
- Create a Parks & Recreation Committee/Commission to plan & facilitate the development of parks & recreational opportunities for City residents
- Develop a Parks & Recreation Strategic Plan, to include:
 - Capital Improvement Plan
 - Park design & development standards
- Evaluate the potential for implementing impact fees in support of parks facilities and transportation system improvements
- Explore and acquire alternative funding sources, including grants and donations, for the improvement, expansion, development and maintenance of parks and recreational facilities and transportation system infrastructure in coordination with other local and regional governmental agencies and community groups.
- Periodically benchmark progress in implementation, & update the Comp Plan as needed to keep the Plan a living document

To: Kootenai City Council and Mayor
From: Ronda L. Whittaker, City Clerk
Date: October 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 – Still Screening questions about RV Storage. Collecting information from other small cities for next code workshop. Also many calls related to accessory living units and storage units allowances.

Clean Up Issues –Fall Clean Up was a success.

Office Assistance – Spoke to Mountain Ledgers who reviews our financials for auditing prep. She is not able to assist. Working on other options.

Yearly Audit– Audit will begin November 1-3.

Playground Activity –Working with Justin with HMH Engineering to get a plan of action. Justin sent an option for placement and walkway. Ryan reviewed and advised. Still waiting for a response.

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

State and Local Fiscal Recovery Funds – The City has received the first distribution of \$155,182. I have been working with Ryan on a plan of action. The first report has been entered until the end of April. **Continuous changes to uses as many cities need the funds that extend the original use options.**

Working with Ting and Zply Broadband Build - Ting has been issued a permit to begin building. Zply has submitted additional information and is proposing to build within the City.

Working with City Attorney – The Alternate Code Administrator has been working with the City's Attorney. We are waiting for the affidavit to move forward with a couple of violations. Northside Fire Department Impact Ordinance is still in review.

Working with Association of Idaho Cities (AIC) – Readers for Leaders - AIC is supporting some reading fun for 3rd graders. It includes a book about what a City does and how it works and then provides a fun workbook to help them engage in knowing about different services that cities provide. They can then submit an entry that may win them money for their class. I have reached out to the school district to see if they will allow us to even present this to Kootenai Elementary. Looking for a volunteer from Council to read the book to the Kootenai 3rd grade class if it is an approved project.

CITY OF KOOTENAI
FY 2021 4th Quarter Financial Report
July 1, 2021, to September 30, 2021

	BUDGET	Qtr Total	REV/EXP QTR%
General Fund Revenue	\$214,693	\$ 178,450	0.83%
Expenditures	\$214,693	\$ 68,978	0.32%
Street Fund Revenue	\$ 124,587	\$ 31,953	0.26%
Expenditures	\$ 124,587	\$ 75,353	0.60%

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

Ronda L. Whittaker, City Clerk/Treasurer
11/03/21