



# City of Kootenai

## COUNCIL MEETING MINUTES

**DATE:** February 4, 2025

**TIME:** 6:30 p.m.

**Mayor Lewis brought the meeting to order at 6:30 p.m.**  
**City Clerk opened the telephonic/video line for phone and/or video attendance.**

**Pledge of Allegiance / Roll Call: Councilman Sundquist – PRESENT, Councilman Schock – HERE, Councilman Ferris – HERE, Councilman Rafferty – HERE via video.**

**Staff Present: City Clerk/Treasurer - Manda Corbett, City Deputy Clerk - Mindy Stearns**

**Others Present: Pat Park, Building Inspector, Ryan Luttmann, City Engineer, Clare Marley, City Planner, Tess Vogel, City Planner, Brittany Jacobs, City Attorney via video, and Kootenai resident Deanna James via video.**

**Amendments to the Agenda: Mayor Lewis announced a change to the order of items being discussed. Review of the Contract Agreement for Services with James A Sewell & Associates will be discussed first, and the City Planner will be presenting their report prior to the City Engineer.**

**Announcements: None were made.**

**Public Comments: No public comments were made.**

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

**Councilman Schock moved to approve the Consent Agenda, 2<sup>nd</sup> by Councilman Sunquist; roll call vote:**

**Councilman Rafferty – AYE  
Councilman Schock – AYE**

**Councilman Sundquist – AYE  
Councilman Ferris – AYE**

2. **Reports:**

**2.A Mayor:**

**2.B City Engineer: Written Report Summary**

**2.B1 Railroad Avenue Improvements:** The City Engineer went over preliminary designs for the changes to Railroad Avenue. This is part of a \$1,700,000.00 grant received by the City for these improvements. At this time, Council was presented with initial designs for the project. Additional meetings with ITD are planned.

**2.B2 Pavement Management Plan –** Ryan explained some of the ways the City Engineers look at and evaluate the current roads regarding repairs needed. Ryan

drafted a five-year chart showing a possible schedule of maintenance to be performed, varying between crack sealing and overlay repairs. He asked Council to review this chart for future projects, along with considering repairs to the stormwater/draining systems. Council will review and a workshop will be scheduled to finalize a repair schedule.

**2.B3 Weight Limits** – Ryan provided a reminder that weight limits will be placed on City roads when the ground surface has thawed, and high moisture content makes roads more vulnerable to damage. Timing of these limits will be coordinated with the Independent Highway District.

## **2.C City Planner:**

**2.C1 Building Permit and Land Use Activity** – No new building or land use permits were received in January.

**2.C2 Area of City Impact/Area of Impact Map Boundaries** – The City Planners presented a slide show that provided some history of when the city's Area of Impact was first established and more details of the new state law that is causing the boundaries to be reestablished. Council reviewed several questionnaires from residents in that area, that is in dispute with Ponderay. The council advised the City Planner to move forward in drafting the required response to Bonner County, requesting the proposed two-mile radius be the new Area of Impact for the City of Kootenai.

**2.D Selkirks-Pend Oreille Transit (SPOT)** – Mayor Lewis reported that there have been 15,000 new riders to Schweitzer alone, since the new routes were established. Fees for advertising on the buses are tentatively set at \$750.00 for small ads and \$1,400 for full size ads, per month. Work is continuing regarding lighting inside the bus stops.

**2.E Park Committee** – Mayor Lewis announced that she is working on a grant that could provide up to \$50,000 for a new park. She also informed Council that she has received two bids for concrete work for the ADA swing installation and post office ramp repair. She is waiting for one more contractor to reply to her. Councilman Sundquist indicated that there are some dead trees in the alley between 1<sup>st</sup> and Central Avenue along Kootenai Road that need to be removed.

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

**3.1 Contract Agreement for Building Services with James A Sewell & Associates** – Pat Park informed the council that ownership of JA Sewell has changed. The contract was reviewed, along with the new fee schedule. Per advice from the City Attorney, the Council would like the arbitration clause to be removed. Councilman Schock asked Pat if their contract can be presented for review on a more regular basis, if not annually, at least whenever the fee schedule changes. Pat agreed and said that he will get the contract changed, per these discussions.

**Councilman Sundquist moved to approve the Contract Agreement with the amendments provided by the City Attorney and with inclusion of review by Council whenever the fee schedule changes, 2<sup>nd</sup> by Schock; roll call vote:**

**Councilman Rafferty – AYE  
Councilman Schock – AYE**

**Councilman Sundquist – AYE  
Councilman Ferris – AYE**

4. **Adjournment:** – Mayor adjourned the meeting at 8:31 p.m.

Submitted by:  
Mindy Stearns, City Deputy Clerk