



City of Kootenai

COUNCIL MEETING MINUTES

DATE: March 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 Rafferty – HERE, Councilman Schock – HERE, Councilman Ferris – HERE, Councilman Sundquist – PRESENT

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

Others Present: Clare Marley – City Planner, Brittany Jacobs – City Attorney, Julie Washburn – City Parks Committee, Bob Howard – Bonner County Emergency Management Director

Announcements: None were made.

Public Comments: No public comments were made.

1. **Consent Agenda:** Two corrections were made to the February 4th meeting minutes. Mayor Lewis asked the Council for a motion to approve the Consent Agenda.

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

Councilman Schock – AYE
Councilman Ferris – AYE

Councilman Rafferty – AYE
Councilman Sundquist – AYE

2. **Reports:**

2.A Mayor: Mayor Lewis reported that two bids have been received for the concrete work needed for the ADA swing and the ramp repair in front of the post office. She hopes to have one more before next month's council meeting.

2.B City Engineer: Written Report Summary

2.B2 Pavement Management Plan – A workshop has been scheduled for April 15th at 6:00pm to go over the Railroad Avenue improvement plans and street repair schedule options.

2.C City Planner:

2.C2 Area of City Impact/Draft Letter and ACI Mapping – The Council reviewed the revised area of impact map and draft letter to be submitted to Bonner County Planning Commission.

Councilman Sundquist moved to accept the revised map and authorize the Mayor to sign the letter to Bonner County Commissioners, after review by the City Attorney, 2nd by Councilman Rafferty; roll call vote:

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

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

The City Planner also advised that Bonner County is in the process of updating its land use policy and comprehensive plan map to reflect future uses and densities in unincorporated areas. Clare will work up a draft to provide feedback comments regarding the possible zoning changes.

2.D Selkirks-Pend Oreille Transit (SPOT) – Mayor Lewis reported that all buses are running and work is continuing regarding advertising.

2.E Park Committee – Julie Washburn discussed the Arbor Day Grant Program and is researching ways this could be applied to our parks.

2.F City Attorney – Intermax Network Right of Way Use Agreement – City Attorney reported that the agreement has been reviewed and the city would not receive any revenue from this plan. It is a pass through project, using current Avista poles. No new digging will be performed.

3. Discussion/Action Items:

3.1 City Emergency Plan – Bob Howard provided an overview of the Bonner County Emergency Plan. The full plan is located on the Bonner County website. The City of Kootenai would follow that plan, in the event of an emergency. The Council asked for this information to be linked on our city website.

3.2 Lignetics Screens – The new manager of Lignetics did not attend the meeting. He did provide an email showing some of the screens have been replaced. Council discussed that there are still gaps between the screens and requested a letter be sent to this business asking for their repair/replacement plan.

3.3 Water Service – Daily Bee Article by Jeremy Grimm – Mayor Lewis plans to meet with Sandpoint Mayor Grimm for clarification. His notice in the Daily Bee was vague as to the water line maintenance, city responsibilities, and possible new contracts.

3.4 Street Parking – Discussion took place regarding the current ordinances regarding parking. The City Attorney reported the city's no parking code can be enforced even without street signage. Council would like a workshop scheduled to review and revise the parking code and confirmation that the City Engineer approves and signs off on parking for new construction.

3.5 City Hall Repairs – Councilman Schock asked to see the inspection report that was done on the building in 2018. Discussion occurred regarding finding a dedicated contractor/handman to work with the city on repairs as needed. This will require a Request for Qualifications process. The City Attorney's office will provide the necessary forms for this to go out to bid.

3.6 Tree Removal from 104 E Central and 105 W First Avenue – Three quotes for removal of the clump of trees in the city right of way were provided to the Council.

Councilman Rafferty moved to hire Bestway Tree Service to remove the trees in question, 2nd by Councilman Schock; roll call vote:

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

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

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

Submitted by:
Mindy Stearns, City Deputy Clerk