



# CITY OF KOOTENAI

## COUNCIL MEETING AGENDA

KOOTENAI CITY HALL  
204 SPOKANE STREET

Tuesday June 3, 2025, at 6:30 P.M.

Public is welcome to attend physically – **CAPACITY LIMIT – 15**

Teleconference/Video is available using the following :

Meeting URL: <https://meeting.gomeet.com/563-658-248> PIN:151-4180#

Optional Dial-In Number: +15717484021 Attendee PIN: 563-658-248#

- I. **Pledge of Allegiance/Roll Call:**
- II. **Amendments to the Agenda/Announcements:**
- III. **General Public Comment:** Each speaker will be allowed a maximum of 3 minutes to speak on subjects outside of the agenda items unless additional information is requested by the Mayor/Council.  
***Written comments must be submitted at least 1 business day before the meeting date.***
- IV. **Agenda Public Comment:** *Public may speak on the following agenda items. A signup sheet will be provided. To speak on an agenda item, you must sign in to speak on that topic.*
- V. **Consent Agenda: ACTION** ( One motion needed, ***this motion is to approve ALL the listed items under V.***)

***Notice to the Public:*** All matters listed within the Consent Agenda have been distributed to each council member for review, are considered to be routine, and will be enacted on by one motion of the Council with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by request.

- A. Approval of Minutes for May 6, 2025, Council Meeting & May 13, 2025, Project Workshop
- B. Approval of Bills and Payroll– May 2025

### VI. **Reports:**

#### A. **Mayor:**

- 1. Selkirks-Pend Oreille Transit (SPOT) -Update
- 2. Post Office Ramp/ ADA Swing – Update
- 3. 4<sup>th</sup> of July Parade – City of Kootenai Float? – Discussion

---

**NOTE:** Persons needing an interpreter or special accommodations are urged to contact the City Clerk/ADA Coordinator at (208) 265-2431. Se les recomienda a las personas que necesitan un interprete o arreglos especiales que llamen a la Administradora de ADA/Secretaria Municipal al 208-265-2431

There is an opportunity for the public to be heard during the "PUBLIC COMMENT" portion of the meeting. ***Written comments must be submitted at least 1 business day before the scheduled meeting.***

**Please note:** City Hall is OPEN Monday – Thursday 9:00am to 5:00pm, Closed Fridays.

**B. City Engineer:**

1. Railroad Avenue Improvements -Update and Authorize Bid Solicitation- **ACTION**
2. Pavement Management Plan- Acceptance of Final Plan – **ACTION**
3. Permit Activities - Update

**C. City Planner:**

1. Building Permit Activity / Land Use Application Activity
2. AOI – Area of Impact Ordinance – Advisory
3. Building Permit Checklist Update – Direction to Staff

**D. Park Committee:**

**VII. Old Business** (*Items outside of normal Mayor/Engineer/Planner reports that are unfinished*)

**A. Attorney Updates:**

1. Code Violation -100 Humbird – Letter was delivered May 28,2025 - Attorney Update
2. Code Violation – 403 Kootenai – Cannot locate owner of property – Attorney Update
3. Sign Code Violation Dishaw Complex – Letter was to go out - Attorney Update

**B. Deputy Clerk Wage Increase** – Advisory/Discussion- How to move forward?

**C. Street Parking** – Does Council still want to schedule a workshop?

**D. Building Permit Online Program** – Bid Update/Information- Deputy Clerk

**VIII. New Business** (*Anything new that has come up since the previous council meeting*)

**A. Attorney Fees-Acknowledgement Review- Signature Approval** – **ACTION**

**B. Temporary Certificate of Occupancy** – Kootenai Community Church – **ACTION**

**C. Yield or Stop Sign** requested to be added on Kootenai Meadows going south, in front of The Kids Castle Daycare

**D. Spring/Fall clean up dumpster** – Keep longer – Discussion or **ACTION**

**Adjournment:**

---

*NOTE: Persons needing an interpreter or special accommodations are urged to contact the City Clerk/ADA Coordinator at (208) 265-2431. Se les recomienda a las personas que necesiten un interprete o arreglos especiales que llamen a la Administradora de ADA/Secretaria Municipal al 208-265-2431*

*There is an opportunity for the public to be heard during the "PUBLIC COMMENT" portion of the meeting. **Written comments must be submitted at least 1 business day before the scheduled meeting.***

**Please note: City Hall is OPEN Monday – Thursday 9:00am to 5:00pm, Closed Fridays.**