



# CITY OF KOOTENAI

## COUNCIL MEETING MINUTES

**DATE:** May 6, 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 Schock - HERE, Councilman Rafferty – PRESENT, Councilman Ferris – HERE, Councilman Sundquist – PRESENT

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

**Others Present:** City Planner – Clare Marley, City Attorney – Britney Jacobs, Bethany Hedahl – Kootenai Resident, Deanna James – Kootenai Resident via video.

**Announcements:** No announcements or changes to the agenda were made.

**Public Comments:** Bethany Hedahl, Kootenai Resident, asked to make the signage around the McGhee intersection clearer. This was recently changed from a right hand turn only lane to an open lane going straight as well.

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 Rafferty, roll call vote:**

**Councilman Sundquist – AYE  
Councilman Rafferty – AYE**

**Councilman Ferris – AYE  
Councilman Schock – AYE**

2. **Reports:**

**2.A2 Mayor – ADA Swing/Concrete Bids:** Discussion occurred regarding the two bids received to complete the concrete work and ADA swing set up.

**Councilman Sundquist moved to accept Redsar Concrete's full bid of \$13,800 and \$2,700 of Green Compass Builder's bid for the labor only for the swing set up, including an additional \$5,000 for any additional changes that may occur. 2<sup>nd</sup> by Councilman Ferris.**

**Councilman Schock – AYE**  
**Councilman Ferris – AYE**

**Councilman Rafferty – AYE**  
**Councilman Sundquist – AYE**

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

**2.B1, 2.B2 and 2.B3** – The City Engineer was not in attendance. No questions or discussions took place regarding these items.

**2.B4 – Permit Activities – ENC 603 2<sup>nd</sup> Ave:** After a question arose, the City Planner provide an explanation of what an encroachment permit was and why it was needed.

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

**2.C1 Building Permit Activity** – One new building permit was received in May, for a residential deck repair/addition.

**2.C2 Land Use Application Activity** – No new land use applications were received in April.

**2.C3 Building Permit Review Process** – The City Planner stated she has spoken with the Building Official to discuss the current permit review process. A meeting between the City Engineer, City Clerk and Planning Staff was suggested. The City Planner also explained the new law that goes into effect on July 1<sup>st</sup>, that starts a “shot clock” from the date a permit application is received to determine within 10 business days whether a building permit application is complete and communicate that to the property owner. City Codes and Ordinances will also need to be reviewed and updated to comply with this new law. Discussion occurred regarding the current inspection check list, and it was determined a revision is required, to incorporate this new law along with updating the sign off/inspection details from the City Planner, City Engineer and Building Official. City Staff will work on this update and provide it to the council when completed.

**2.C4 Bonner County Comprehensive Plan Proposed Amendment** – City Planning staff plans to attend the May 28<sup>th</sup> Board of Commissioner’s hearing regarding the Bonner County Comprehensive Plan proposed amendments. The City Council asked the City Planner to provide verbal testimony on behalf of the City of Kootenai at this meeting.

**2.C5 Draft Kootenai Are of City Impact Ordinance** – Bonner County advised that it plans to set a public hearing soon for the Area of Impact boundary issues for Ponderay and Kootenai. The City Planner provided a copy of the draft ordinance and Council advised that it is ready for that to be forwarded to Bonner County.

**2.D Selkirks-Pend Oreille Transit (SPOT):** Mayor Lewis reported that work is continuing regarding advertising.

**2.E Park Committee:** No discussion occurred.

**Regular Meeting Adjourned: 7:17 pm**

**3. Executive Session Pursuant to Idaho Code 74-206, Subsection (1)(a)(b) was entered** – For personnel matters regarding employee pay increase.

**Regular Meeting Re-Opened: 7:29 pm**

**4. Discussion/Action Items:**

**4.1 Recommendation for Pay Increase for Deputy Clerk –** No decision was made.

**4.2 Code Violation – 100 Humbird – Attorney Update –** The City Attorney provided a report from the Code Administrator. Photos show overall poor condition of the property and several vehicles that appear to be inoperable. Discussion occurred regarding both civil and criminal suit options, which could be slow to process and be costly. Due to this property being connected to Railroad Avenue, which will be undergoing an improvement project this year, the Council requested the City Attorney to send a letter to the homeowner informing them of the upcoming project and the need to move all vehicles that are currently parked along Railroad Avenue.

**4.3 Code Violation – 403 Kootenai – Attorney Update –** The City Attorney provided a report from the Code Administrator. Photos show that the condition of the property has improved slightly, as the lawn has been mowed and some cleanup has taken place. She will contact the Sheriff's Office to confirm verification of the service. .

**4.4 Upcoming Council Seats Elections –** City Deputy Clerk informed the Council that Bonner County Elections office has the 2025 Candidate Filing Information forms available. Seats 1 and 3, for Councilman Sundquist and Councilman Rafferty, will be up for election. Councilman Sundquist confirmed that he will not be running for council again. Councilman Rafferty has not decided yet. City Staff will post information on our website and social media to let the community know of the open position for November's elections.

**4.5 Old/Unfinished Business Format Change on City Agenda and Minutes –** City Deputy Clerk provided copies of other city minutes that show a different formatting style than the current agenda and minutes follow. She suggested changing to keep an "old business" section, so that tasks that may take longer to accomplish are still listed as a way to keep things from getting forgotten.

**Councilman Rafferty moved to approve changing of the agenda and minutes format, 2<sup>nd</sup> by Councilman Schock, roll call vote:**

**Councilman Rafferty – AYE  
Councilman Ferris – AYE**

**Councilman Schock – AYE  
Councilman Sundquist – AYE**

**4.6 June Budget Workshop –** Date options were discussed for the June Budget meeting. The date of June 24<sup>th</sup> has been set.

**Councilman Rafferty moved to set the Budget Workshop date as 6/24/2025, 2<sup>nd</sup> by Councilman Schock, roll call vote:**

**Councilman Rafferty – AYE  
Councilman Ferris – AYE**

**Councilman Schock – AYE  
Councilman Sundquist – AYE**

**5. Adjournment:** – Mayor adjourned the meeting at 8:21 p.m.

Submitted by:  
Mindy Stearns, City Deputy Clerk