



CITY OF KOOTENAI

COUNCIL MEETING MINUTES

DATE: May 5, 2026
TIME: 6:30 PM

Mayor Lewis opened the meeting 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 Ferris – PRESENT, Councilman Dressel – PRESENT, Councilman Rafferty - PRESENT

Staff Present: City Clerk/Treasurer – Mandy Corbett, City Deputy Clerk – Mindy Stearns, City Attorney – Britney Jacobs, Century West Staff Engineer – Ryan Luttmann, and City Planners – Clare Marley and Tess Vogel.

Others Present: Verkada Representative – Austin Cheney, Kootenai Residents - Julie Washburn, Robert Finney, Terri Finney, Sandra Anderson, Terri Margolin, Tina Sundquist, Makayla Sundquist and David Sundquist.

Announcements/Changes to the Agenda: No announcements or changes were made.

General Public Comment: Julie Washburn, Kootenai resident and park volunteer, provided information and pictures regarding Maggie's Park, located off Brittney Loop. This section of land needs some maintenance and weeding, along with the fertilizer for the trees. City staff will contact the current landscaping company that mows the city park and have them tend this lot as well.

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

Councilman Rafferty moved to approve the Consent Agenda, 2nd by Councilman Dressel, roll call vote. Motion carried.

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

**Councilman Rafferty – AYE
Councilman Dressel – AYE**

II. Swearing in of Interim Mayor: City Clerk Mandy Corbett presented exiting mayor Nancy Lewis with a plaque of appreciation for her almost 16 years of work, both as a council person and mayor. Nancy then swore in David Sundquist as Interim Mayor.

III. Reports:

A. Mayor: Mayor Sundquist thanked Nancy Lewis for all her years of service and all that she has done for the City of Kootenai.

Mayor Sundquist then asked each of the council members to list their top three priorities for the city, for this next year and submit those to him.

B. City Engineer:

1. FY2026 Overlays: City Engineer Ryan Luttmann provided the final bids that were received for this project. A total of three bids were received: Interstate Concrete & Asphalt Co, Poe Asphalt and Paving, Inc. and Wood's Crushing & Hauling, Inc. Interstate Concrete & Asphalt of Sandpoint was the lowest bid received at \$353,877.00.

Councilman Rafferty moved to award the construction contract to Interstate Concrete & Asphalt, 2nd by Councilman Ferris, roll call vote. Motion carried.

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

**Councilman Rafferty – AYE
Councilman Dressel – AYE**

2. Hope and Main Street Sidewalks: Two bids were received for the Hope and Main Street Sidewalk project; LaRiviere, Inc. and Interstate Concrete & Asphalt Co. LaRiviere, Inc. of Rathdrum was the lowest bid received at \$227,201.80.

Councilman Rafferty moved to award this project contract to LaRiviere, Inc., 2nd by Councilman Schock, roll call vote. Motion carried.

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

**Councilman Dressel – AYE
Councilman Rafferty – AYE**

Ryan discussed the possibility of remaining dollars after these two projects are completed. Previous discussions focused on either sewer lateral repairs or additional street overlays. Direction from council centered on working with the sewer district on lateral repairs more than additional street overlays.

3. **W 2nd Avenue Striping:** A project draft was distributed for review for street striping on W 2nd Avenue between McGhee Road and Humbird Street. Rough estimates at this time would be around \$17,000. Further estimates will be made adding additional concrete and truncated domes.
4. **Utility Permit Activity:** One final culvert inspection was done in April. No new applications were received.

C. City Planner:

1. **Draft Street Parking Code Update:** The draft of the parking code was provided for review. City Planner Clare Marley discussed the areas that were changed and revised based on the March workshop. Additional input was provided by City Attorney Britney Jacobs and City Engineer Ryan Luttmann. The planners will continue work on this draft to ensure that the new code meets both the local Department of Motor Vehicle definitions and Idaho State Code, and research the merit of allowing parking on just one side. An additional workshop may be scheduled to continue work on this project.
2. **Building Permit and Land Use Applications:** One new building permit was received for Lake Pend Oreille School District and no new land use applications were received in April. There has been no response from the developer of the proposed Kootenai Commercial Center regarding the status of his development agreement, project plans, and the fees owing to the city. The City will work with the City Attorney regarding declaring this project abandoned.
3. **Draft Building Permit Expiration/Abandonment Update:** A draft of the Building Codes and Regulations Amendment was reviewed. Clare highlighted and underlined the items that have been revised and changed. Discussion occurred about what constitutes as “progress”. Clare said that she believes it is “1 nail/1board” but she will do additional research on this in the international codes. The City Attorney provided clarification on the legal process should a temporary certificate of occupancy expire, with residents living in the home, but without work being completed.
4. **Building Height Code Update:** City Planner Tess Vogel provided a draft of the zoning regulations; building height definition and regulations. This item will be discussed further at a workshop to be scheduled.
5. **Draft Sign Code:** The city sign code final draft has been sent to the International Sign Association for final review. Once received, it will be forwarded to the City Attorney for review.
6. **Area of Impact:** Clare announced that we are still awaiting the approval of the final, corrected area of impact map and ordinance from Bonner County.

IV. Old Business:

A. Law Enforcement: City Attorney Britney Jacobs started the discussion on this item, bringing up the City's intention to have more law enforcement presence and the question of who enforces city code for Kootenai. Bonner County is required to respond to actions that are within the City of Kootenai since the city does not have its own policing agency. They are not required to issue citations for city codes. A copy of the City of Clark Fork's police contract with Bonner County Sheriff was presented as an example of a possible option for the City of Kootenai. City of Kootenai could contract for police overtime hours. Officers will sign up for overtime and would be assigned to Kootenai to patrol and issue citations. This could be a way to provide the city with the needed law enforcement presence at less cost to the city. Discussion occurred and City Council would like to see Clark Fork's current contract and the incident report that they receive. In addition, Council would like to know the actual costs from other small cities that do have their own police department. Work on this issue will continue.

V. New Business:

A. Resident Terri Margolin: Resident Terri Margolin presented the Council with a document and photos of areas in the city that need addressing. First were pictures of the trail that runs from Rebecca's Way to Second Avenue. There has been some vandalism to the benches on that trail, and areas of the trail that need maintenance. Another concern mentioned are the e-moto bikes that are technically motorcycles – not electric bicycles as these have no pedals. Youths on these bikes are riding on the trails and riding through the city park. She has concerns of escalating vandalism and harm to other residents. Safety and the winter snow deposit in the Rebecca's Way cul-de-sac are also concerns.

Mayor Sundquist stated that the Lake Pend Oreille School District owns that trail. City staff will contact the school to confirm that they will provide maintenance on that trail. This will be addressed with the Bonner County Sheriff and the possible contract for police presence in Kootenai. ITD will be contacted, as well, for possible options regarding snow in the cul-de-sac.

B. New Security System/Verkada Presentation: Austin Cheney provided a remote presentation of the Verkada security cameras and system. They had provided the City with a free trial period for one camera, which is monitoring the city park. This is a cloud based system that provides many more options than the current ADT system, for example multiple users, 30 days storage, and free troubleshooting and technical help. Austin will come into City Hall on Wednesday, May 6th to meet with Mayor Sundquist.

Adjournment: Mayor Sundquist adjourned the meeting at 9:07 pm.

Submitted by:
Mindy Stearns, City Deputy Clerk