



CITY OF KOOTENAI

COUNCIL MEETING MINUTES

DATE: July 7, 2026
TIME: 6:30 PM

Mayor Sundquist opened the meeting at 6:30 p.m.

City Deputy 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 – PRESENT, Councilman Dressel - HERE

Staff Present: Deputy Clerk – Mindy Stearns, Century West Staff Engineer – Ryan Luttmann, City Planner – Tess Vogel, City Planner – Sam Stringer via teleconference.

Others Present: Julie Washburn – Kootenai Resident, and Steve Rigby – Kootenai Resident.

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

General Public Comment: Steve Rigby spoke regarding the status of his home after the June fire. He is still working with insurance and hopes to have debris removed soon. He will contact the city planners regarding plans to rebuild.

- I. **Consent Agenda:** Mayor Sundquist asked the Council for a motion to approve the Consent Agenda. Clarification was provided on one item in the treasurer's report and one correction needed was noted.

Councilman Schock moved to approve the Consent Agenda with the noted correction made, 2nd by Councilman Rafferty, roll call vote. Motion carried.

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

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

II. Reports:

- A. Mayor:** Mayor Sundquist announced that he attended both the June BCATT and SPOT Bus meetings. Both groups' discussion involved the current closure of the long bridge pedestrian closure and target dates for its reopening. SPOT has added new routes to accommodate the closure, and noted ridership is increasing for this service. Mayor Sundquist spoke to them about possible electronic signage inside the buses, announcing next stops, advertising, etc. This topic had been brought up in the past, but no current actions were taking place on this item. He also asked about transitioning to electronic buses. This was not on their scope of future projects.

Mayor Sundquist announced that all city owned lots and parks have all been mowed, along with the ditches along Highway 200. There had been multiple calls regarding the weeds along Highway 200 blocking motorists' view. This maintenance had been done in the past by the Idaho Transportation Department, however the city was not able to arrange work to be done by ITD in a timely manner, so their normal landscaping company was hired to do this work.

B. City Engineer:

- 1. Utility Permit Activity:** City Engineer Ryan Luttmann announced that one encroachment permit was finalized in June. Two new utility permits were submitted today, associated with the Kootenai Ponderay Sewer District and sewer main repairs.
- 2. Hope and Main Street Sidewalk Project:** A pre-construction meeting was held on June 1st with the contractor. The start date for this project is currently scheduled for July 20, 2026
- 3. FY2026 Overlays Project:** The pre-construction meeting with the contractor for this project was also held on June 1st. Ryan presented change order #1, for an increase of \$141,900.00. This change incorporates 20 sewer lateral repairs within the City's right-of-way to be done prior to the start of overlays. Ryan is continuing to work with Kootenai Ponderay Sewer District for possible funding for additional repairs. Council discussed implementing a possible road cut policy, which would either prevent street excavation on newly overlaid roads or possibly increase the fees for excavation on new overlay. This is not something the council expressed interested in implementing, as the end result would be penalizing the property owner for doing needed maintenance.

Councilman Rafferty moved to approve change order #1, 2nd by Councilman Schock, roll call vote. Motion carried.

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

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

C. City Planner:

- 1. Providence Subdivision Proposed Road Easement Vacation:** City Planner Tess Vogel announced that the Bonner County Public Hearing on this vacation was postponed to July 30th at 10:00 am. This vacation would reduce the current 60-foot wide easement down to a 25-foot wide easement. This easement road was intended for public utilities and emergency access. There is currently a gate on the Seven Sisters Road side of this easement. Discussion took place regarding maintenance and snow removal. If the easement is to be accessed by fire or EMS, it would need to be maintained and free of snow, as a regular city road would be. Tess asked if council would want the planning staff to attend the public hearing and address the maintenance concerns with the County?

Councilman Schock moved to direct planning to attend the public hearing and present the concerns mentioned to the County, 2nd by Councilman Rafferty, roll call vote. Motion carried.

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

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

- 2. Building Permit and Land Use Applications:** One new building permit application was received for a residential addition. The land use application for the Coldwater Creek Campus, originally submitted in 2022, had been sitting dormant for four years and was considered abandoned. The developer on this project has reapplied for this minor subdivision. This resubmission is being reviewed by Planning and the City Engineer. This is a quasi-judicial land use consideration, meaning decision makers cannot visit the site, discuss or receive testimony outside of the formal council meeting consideration.
- 3. Draft Sign Code:** The sign code industry review and the city attorney's comments have been incorporated into the draft ordinance. The final draft will be presented for discussion at the August 11th workshop.
- 4. Draft Building Code Update:** City Planner Sam Stringer presented the revised draft building codes amendment. This draft incorporates edits and additional information provided by the City Building Official and the City Attorney. Sam summarized the list of updates, many revisions are to adopt what current State of Idaho codes include, which are all 2018 International Codes for building, fire, residential and energy. Other revisions include revised snow loads, new permit requirements, shot clock requirements, updated definitions and civil remedies to address violations. Questions were brought up regarding extensions and the responsibility of follow-up with applicants and roofing permit requirements. The building official will be contacted for clarification and updates will be presented at a public hearing. Mayor Sundquist asked Council if they are ready for a hearing to be

scheduled. Further discussion and changes may still be requested during that hearing.

Councilman Rafferty moved to direct planning to prepare the amendment to the Building regulations for hearing August 4th, allowing sufficient time for agenda and public notice, 2nd by Councilman Dressel+, roll call vote. Motion carried.

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

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

- D. Park Committee:** Resident Julie Washburn spoke about the status of Maggie's Park. It has been mowed recently, which looks good, however it needs the weeds sprayed. The weeds are starting to overtake the rocks. The trees are growing well, and she will be over there to water them soon. Mayor Sundquist stated that the city is looking into grant options for improvements to the 2nd Avenue lot.

III. Old Business:

- A. Law Enforcement:** Councilman Dressel continued working with the Bonner County Under Sheriff and should be receiving a copy of the overtime contract BCSO has with Clark Fork soon. He will submit that for council review as soon as it's received.

IV. New Business:

- A. City Projects/Stumps, Trees, Mowing, Unattended Lots & Culvert Repair:** Councilman Schock provided a handout noting the areas in the city that need mowing. One has already been taken care of. The property owners of the other lots will be contacted with a request to mow. The handout also noted two areas with tree issues that could obstruct visibility and pose a driving hazard. Additional tree hazards discussed were along Sprague, 1st, Central and 2nd Avenue that cover up stop signs. Letters will be sent to the property owners regarding the tree limbs blocking the stop signs. Mayor Sundquist will look at the tree stumps on Kootenai Meadows and advise how to proceed. Councilman Schock also brought attention to a culvert on 2nd & Main that is exposed and broken. This culvert needs to be replaced. The City Engineer explained that maintenance on the culverts is typically the responsibility of the property owner. A letter will be sent to the homeowner requesting repair of this culvert.
- B. City Park Sign Repair:** City deputy clerk Mindy Stears presented three quotes to council for repair of the Mathias Schmidt City Park sign. The quotes received proposed minor repair/repaint with metal letters, new vinyl signs, or a complete replacement of the sign. Discussion took place regarding keeping the "Mathias Schmidt" name or possibly doing a new sign with a new name. The history of Mathias Schmidt is unknown to the current council. Staff will contact the previous mayor for more information. This will be discussed at council next month.
- C. Payroll Correction Acknowledgement:** City Clerk Mandy Corbett discussed the payroll error that occurred where her cost-of-living increase from the beginning of the

current fiscal year was not paid. After review by the City Auditor and City Attorney, this backpay will be paid in full on with her July paycheck.

- D. Discussion Items from July 6th Executive Meeting:** Mayor Sundquist asked council for a motion regarding the topics discussed at the July 6 executive meeting.

Councilman Rafferty moved to increase the hourly wages of both the city clerk and deputy city clerk and for the city hall office to be open on Fridays, 2nd by Councilman Dressel, roll call vote. Motion carried.

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

**Councilman Schock – NAY
Councilman Dressel – AYE**

Adjournment: Mayor Sundquist adjourned the meeting at 8:21 pm.

Submitted by:
Mindy Stearns, City Deputy Clerk