



CITY OF KOOTENAI

PUBLIC HEARING AND COUNCIL MEETING MINUTES

DATE: August 4, 2026

TIME: 6:30 PM

Mayor Sundquist 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 Rafferty – PRESENT, Councilman Ferris – PRESENT, Councilman Dressel - HERE

Staff Present: City Clerk – Mandy Corbett, Deputy Clerk – Mindy Stearns, Century West Staff Engineer – Ryan Luttmann, City Planner – Clare Marley, City Planner – Tess Vogel, City Attorney – Britney Jacobs via teleconference.

Others Present: Julie Washburn – Kootenai Resident.

Public Hearing: Mayor Sundquist opened the public hearing at 6:31 p.m. to consider amendments to Title 7, Chapter 1 of Kootenai City Code. Staff confirmed that proper notice had been given. Planning staff read the legal notice and summarized the proposed amendments, including updates to state and international code references, snow-load and wind-design standards, agricultural, commercial, and industrial exemptions, permit-application review timelines, temporary certificates of occupancy, permit expiration and abandonment, enforcement remedies, and recovery of professional costs associated with violations.

Discussion took place regarding the snow load and the history of the current code. No written comments or agency comments were received beyond the reviews already completed by the building official, city engineer, and city attorney. The public hearing was closed at 6:50 p.m.

Mayor Sundquist opened the regular meeting. City Planner Clare Marley detailed out the process for adopting the new ordinance.

Councilman Dressel moved to dispense with the rules requiring three separate readings and to read the proposed ordinance by title only pursuant to Idaho Code 50-902, 2nd by Rafferty, roll call vote. Motion carried.

Councilman Schock - AYE

Councilman Rafferty - AYE

Councilman Ferris - AYE

Councilman Dressel - AYE

The City Clerk Mandy Corbett read the short title of the ordinance.

Councilman Rafferty moved to adopt Ordinance No. 241, amending Kootenai City Code Title 7, Chapter 1 regarding building codes and regulations, 2nd by Councilman Dressel, roll call vote. Motion carried.

Councilman Schock - AYE

Councilman Rafferty - AYE

Councilman Ferris - AYE

Councilman Dressel - AYE

Councilman Rafferty moved to approve the summary of Ordinance No. 241 as presented and authorize publication in accordance with Idaho Code 50-901A, 2nd by Councilman Schock, roll call vote. Motion carried.

Councilman Schock - AYE

Councilman Rafferty - AYE

Councilman Ferris - AYE

Councilman Dressel - AYE

Announcements/Changes to the Agenda: Councilman Dressel requested that Old Business be moved to the end of the agenda. Mayor Sundquist added discussion of Cedar Hills Church right-of-way work and a Kootenai-Ponderay Sewer District letter to the City Engineer report and added the Bonner County Providence/Prospector Park easement hearing notice to the City Planner report.

Councilman Schock moved to approve the agenda modifications as stated, 2nd by Councilman Ferris, roll call vote. Motion carried.

Councilman Schock - AYE

Councilman Rafferty - AYE

Councilman Ferris - AYE

Councilman Dressel - AYE

General Public Comment: No public comment was made. .

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

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

Councilman Schock - AYE

Councilman Rafferty - AYE

Councilman Ferris - Aye

Councilman Dressel - AYE

II. Reports:

- A. Mayor:** Mayor Sundquist reported that the recent regional transportation meeting included positive discussion about the timely reopening of the Long Bridge pedestrian facility. He also reported a Main Street parking concern affected by sidewalk construction and stated that he would follow up after construction materials were removed. Several stop signs obscured by vegetation have been cleared; staff and council will continue coordinating with property owners regarding remaining locations. The City Engineer was asked to review whether an older school-crossing sign contributed to visibility concerns at the intersection of 2nd and Sprague.
- B. SPOT Bus:** Deputy Clerk Mindy Stearns provided a SPOT Bus update, stating the temporary route used during the Long Bridge pedestrian closure had ended. Paratransit ridership was increasing while regular ridership had plateaued. SPOT will be providing special services for the festival and Boundary County fair. She also discussed potential rental scooters and the need to coordinate future e-bike and scooter regulations with Ponderay and Sandpoint.

C. City Engineer:

- 1. FY2026 Overlay Project:** City Engineer Ryan Luttmann announced that work is continuing on sewer-lateral repairs, manhole adjustments, grinding, and preparation for the overlay. He presented change Order No. 2, which will incorporate a pedestrian lane with detectable warnings, as well as shared land pavement markings, crosswalk bars, stop bars and no parking markings. The proposed increase was \$26,654.75, with completion anticipated around August 18.

Councilman Rafferty moved to approve Change Order No. 2 for the Second Avenue pedestrian lane improvements in the amount of \$26,654.75, 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 Sidewalk Project:** Construction continues, including excavation and preparation for gravel and concrete. Weekly construction meetings are being held.
- 3. Permit Activity:** Ryan reported on 4 new permits received. One associated with Kootenai-Ponderay Sewer District repairs, one providing utility work near the elementary school/church property, and two Second Avenue driveway extensions. Council also asked the engineer to review two trees whose roots may have been undermined during lateral work and determine whether they were within City right-of-way.

4. **Cedar Hills Church Right-of-Way Work:** Ryan said he went by Cedar Hills Church, as they were doing more rock work, which looked to be in the right of way. He spoke with both the contractor and church representative and advised them of the permit requirements. Staff stated that permits were needed for both the earlier work and the current work and that Joseph from the church had emailed in, saying he will complete the applications and get them submitted. Council requested that the matter be corrected before winter and expressed concern about potential interference with snow-removal operations.
5. **City Hall Service-Lateral Letter:** Mayor Sundquist reviewed a letter from the Kootenai-Ponderay Sewer District indicating that a segment of the City Hall service lateral was in moderate condition and that a spot repair was recommended. The issue was not an action item. Council asked for clarification and a cost estimate and if not urgent, consider completing the repair in coordination with possible future foundation work at City Hall.

D. City Planner:

1. **Building Permits and Land Use:** City Planner Tess Vogel announced that no new building permits were received in July, leaving the current total at three. Planning and engineering staff had reviewed the Kootenai Campus subdivision preliminary plat and have requested additional information from the applicant. Council was reminded that the future hearing would be quasi-judicial and that ex parte communications and independent site visits are not allowed.
2. **Providence Subdivision Easement Vacation:** The Bonner County hearing has been rescheduled to September 9th. Council reviewed the new notice that was received August 4th. Concern was expressed regarding the existence, authority, accountability, and long-term viability of the homeowner's association; maintenance and snow removal; emergency access; and potential future annexation. Planning staff was directed to update the city's letter with these concerns and submit it before the County by the August 26 deadline.
3. **Sign Code Workshop:** Council scheduled the sign-code workshop for September 16, 2026, at 6:00 p.m., with a target length of two hours.

- E. Park Committee:** Resident Julie Washburn reported that one tree at Maggie's Park appeared stressed and needed additional water. Discussion occurred requesting volunteers through the City website and social media for monthly weeding, watering, and general park cleanup.

III. New Business:

- A. FY2027 Budget Discussion:** Council reviewed the remaining items to be determined in the street fund and general fund sections of the FY2027 budget. City savings and interest-bearing accounts, and the terminology used for carryover funds were also

discussed. Before final action takes place at the budget hearing, staff was asked to clarify whether unused General Fund dollars transferred to the Street Fund could later be returned to the General Fund. The updated budget will be distributed to all council members as soon as it is completed.

- B. Second Avenue No-Through-Truck Signs:** Mayor Sundquist initiated discussion regarding heavy and construction truck traffic on Second Avenue between Main Street and Seven Sisters Road. The City Engineer explained the distinction between through trucks and trucks making local deliveries, the difficulty of enforcing weight limits, and the possibility of using the standard no-through-truck symbol. Council acknowledged that local deliveries would remain permitted under the existing ordinance.

Councilman Schock moved to direct the Independent Highway District to install no-through-truck signs at both ends of Second Avenue between Main Street and Seven Sisters Road, 2nd by Councilman Ferris, roll call vote. Motion carried.

Councilman Schock - AYE
Councilman Ferris - AYE

Councilman Rafferty – NAY
Councilman Dressel – AYE

- C. Employee Timekeeping:** Deputy Clerk Mindy Stearns discussed an online timekeeping option costing approximately \$52 per month. Council discussed the purpose of timekeeping verification, the current written timesheets approved by the Mayor, and whether an electronic system would meaningfully reduce payroll work. Staff was asked to determine whether the proposed municipal accounting software could include or integrate employee timekeeping before a separate system was purchased.
- D. Water Agreement:** This discussion was tabled because the requested information had not been received. Staff noted that the City's agreement with the City of Sandpoint had expired and would need to be renewed. Staff was also asked to verify the status and expiration date of the City's sewer-district agreement.
- E. Municipal Accounting Software:** City Clerk Mandy Corbett discussed Pelorus, a governmental fund-accounting system that could automate business-license invoicing and certificates, integrate credit-card payments, track specific funds, and produce budget and financial reports directly from the accounting system. Ponderay has recently implemented this software and offered to demonstrate it. Staff plans to obtain pricing, investigate timekeeping capabilities, and compare at least two other systems, and will report back to Council.
- F. Tree Survey:** A free citywide tree survey has been scheduled for August 12th and 13th. Council requested that the survey include the trees potentially affected by recent utility work.
- G. Mathias Schmidt Park Sign:** Historical information confirming the park name was discussed, and consensus was to keep the current park name. Council requested pricing for a durable replacement sign, including stone or etched-metal options, rather

than vinyl. Council also discussed displaying an abridged history of Mathias Schmidt near the sign or by City Hall.

IV. Old Business:

- A. Law Enforcement:** Councilman Dressel reported meeting with the Bonner County Sheriff and obtaining a proposed law-enforcement services agreement. The agreement would authorize additional enforcement of state law and City ordinances within City limits, subject to approval by the Sheriff and Board of County Commissioners. Council discussed expected service hours, the current \$50,000 budget, citation revenue, deputy overtime for court appearances, and whether City or County prosecutors would handle different types of violations. Council requested clarification regarding prosecution and court costs and discussed increasing the initial service level during the first year. No action was taken; the agreement would be distributed for further review and will be discussed further at the next council meeting.

Adjournment: Mayor Sundquist adjourned the meeting at 9:04 pm.

Submitted by:

Mindy Stearns, City Deputy Clerk