



CITY OF KOOTENAI

COUNCIL MEETING MINUTES

DATE: September 1, 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 – PRESENT, Councilman Rafferty – PRESENT, Councilman Ferris – PRESENT, Councilman Dressel – ABSENT.

Staff Present: City Clerk – Mandy Corbett, Deputy Clerk – Mindy Stearns, Century West Staff Engineer – Anthony Storro, City Planner – Tess Vogel.

Others Present: Kyle Walker – Pelorus Government True Fund Accounting System via Teleconference.

Announcements/Changes to the Agenda: Councilman Schock apologized to staff and council for any confusion he may have caused at the budget meeting.

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

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

Councilman Rafferty – AYE

II. Reports:

- A. Mayor:** Mayor Sundquist reported on the recent BCATT meetings. Topics discussed there were the state budget and upcoming projects. A new stop light at Highway 95 and Dufort Road is slated for this next year. Mayor Sundquist also spoke about the correct protocol for requesting a change in speed limit.

He also reported on a letter of complaint that the city had received from a resident regarding the recent sewer lateral work. This letter has been addressed and responded with a letter from the Mayor, with input from the City Engineer.

Mayor Sundquist also spoke about the upcoming November election day, which falls on a scheduled council meeting date. In previous years, the council meeting was rescheduled, mostly to allow the previous mayor to volunteer at the polling station. As none of the council members work on the elections, and if staff have enough time to vote that day, consensus was to keep the council meeting on the original first Tuesday in November.

B. City Engineer:

- 1. Hope and Main Street Sidewalk Project:** Anthony Storro presented as representative of City Engineer Ryan Luttmann. Anthony reported that the contractor has completed the initial stages and concrete is being poured. This project should be completed prior to the start of school on September 8th. Anthony presented application for payment #1 on this project, in the amount of \$80,513.34.

Councilman Rafferty moved to approve application for payment #1 to LaRiviere Inc for this sidewalk project, 2nd by Councilman Schock, roll call vote. Motion carried.

**Councilman Schock - AYE
Councilman Ferris - AYE**

Councilman Rafferty - AYE

- 2. FY2026 Overlay:** Anthony presented change order #3, and the application for payment #1 for the FY26 Overlay project, in the amount of \$519,675.09, as the contractor has completed this project in full. This includes the asphalt overlay, sewer lateral repairs, and street striping. Change order #3 is the final quantity adjustment on materials used. The total for this project came in slightly under the original budgeted amount.

Councilman Rafferty moved to approve payment #1 and change order #3 to Interstate Concrete and Asphalt, 2nd by Councilman Schock, roll call vote. Motion carried.

**Councilman Schock - AYE
Councilman Ferris - AYE**

Councilman Rafferty - AYE

3. **Permit Activity:** Anthony reported on two right of way encroachment permits received in August, which both have been finalized. Two new utility encroachment applications were received for sewer lateral work, which will be reported on at the October meeting.
4. **Century West Engineering Contract Amendment for 2026-2027 Engineering Services:** Anthony presented the contract amendment renewing engineering services for the 2026-2027 fiscal year. No rate change occurred.

Councilman Schock moved to approve CWE Contract for the 26-27 Engineering Agreement, 2nd by Councilman Rafferty, roll call vote. Motion carried.

**Councilman Schock - AYE
Councilman Ferris - AYE**

Councilman Rafferty - AYE

C. City Planner:

1. **Building Permits and Land Use:** City Planner Tess Vogel reported that no new building permits were submitted in the last month. Their office continues to work on the Kootenai Campus subdivision land use application.
2. **Re-Roofing Flat Fee:** Tess provided a comparison of neighboring cities and the fees they charge for re-roofing permits. These fees range from \$150 to \$200. Council asked what our current costs are and if the \$150 to \$200 fee would cover those. A fee change for current right-of-way encroachment applications, that do not deal with any culvert changes, is also being considered. The last three permits received did not warrant use of the full deposit and refunds were sent out. This is costly to the city, so a lower fee for these permits could be beneficial.
3. **Building Height Code:** Tess reviewed the revisions to the building code, detailing the 35 feet maximum building height. No public hearing was scheduled, as this will be scheduled when the sign code revisions have been finalized and are also ready for hearing.
4. **Parking Code:** Tess reported on the updates made to the parking code draft from the workshop discussion. Specifics discussed were the parking definition section, adding emergency vehicles to exempt vehicle uses, minimum width for unobstructed travel lanes and signage. Tess will work with the City Engineer regarding possibly allowing bigger driveways as a solution for homeowners' unable to park on the street and will forward updates to legal for review. Once finalized, a parking map will be posted on the City's website and social media.

III. New Business:

- A. Pelorus Government True Fund Account :** Kyle Walker from Pelorus provided a demonstration of his accounting system, as a possible replacement of our current QuickBooks. City Staff will continue to review this system, as well as other systems, and provide quotes and any additional information to council at the next meeting.
- B. Speed Limit – Highway 200:** Mayor Sundquist spoke about Councilman Dressel's inquiry into reducing the speed limit on Highway 200 through the city limits. Issues discussed included the need to coordinate with the City of Ponderay, and the appropriate process to initiate this with Idaho Transportation Department. As part of this discussion, the need for a standard procedure for topics being submitted to staff for work to be done was identified.
- C. Tree Survey Results:** Results of the recent tree health survey done by Idaho Department of Lands were presented. This was a free service to the city. Two trees were found to be dead and 22 found to be in poor condition.

Councilman Schock moved to acquire quotes to remove the two dead trees, 2nd by Councilman Ferris, roll call vote. Motion carried.

**Councilman Schock - AYE
Councilman Ferris - AYE**

Councilman Rafferty - AYE

- D. Tablet for Post office Camera/Security System:** A work around has been found to provide a computer to the Post Office, to allow viewing of the new cloud-based camera security system.
- E. Friday Work Volume:** The work volume from the new schedule of being open on Fridays was discussed. In comparison to a Monday through Thursday, it is much slower, with fewer phone calls or visitors to City Hall. This information will be provided each month for council's review.

IV. Old Business:

- A. Law Enforcement:** Mayor Sundquist discussed the contract received from Bonner County Sheriff. Dover and Clark Fork currently have similar contracts with BCSO. Issues discussed were how hours are assigned, accessibility to the BCSO liaison, setting possible monthly hour/cost limits to prevent going over the allocated budget amount, the term noted as a two year contract, and no specifics mentioned regarding monthly reports received. Staff will work with the City Attorney and BCSO for possible changes and drafting the procedures and protocol for this new process, but determined that these issues were not concerning enough to not agree to the contract.

Councilman Ferris moved to approve and sign the contract with Bonner County Sherrif's office, 2nd by Councilman Rafferty, roll call vote. Motion carried.

Councilman Schock - NAY

Councilman Rafferty - AYE

Councilman Ferris - AYE

Adjournment: Mayor Sundquist adjourned the meeting at 9:01 pm.

Submitted by:

Mindy Stearns, City Deputy Clerk