



# Rathdrum

## City Council Agenda

June 24, 2020

6:00 p.m.

Location: City Council Chamber  
8047 W. Main Street  
Rathdrum, ID 83858  
(208) 687-0261

---

**WELCOME-PLEASE TURN OFF CELL PHONES- Thank You.**

- 1) **CALL THE MEETING TO ORDER**
- 2) **PLEDGE OF ALLEGIANCE**
- 3) **ROLL CALL**
- 4) **AMENDMENTS TO THE AGENDA AND DECLARATION OF CONFLICT, EX-PARTE CONTACTS AND SITE VISITS** The declaration and justification of an amendment must be approved by motion of the Council.
- 5) **ACTION ITEM: CONSENT CALENDAR APPROVAL**
  - A) Regular Council Minutes of June 10, 2020
  - B) Regular and Special Bills as presented
  - C) Consideration of Surplus Laser Jet 4250 Printer and Ithaca Series 150 Receipt Printer
- 6) **CEREMONIES AND REPORTS**
- 7) **VISITORS COMMENTS – An opportunity to address concerns not on the agenda (No formal action allowed – 3-minute time limit per issue) issues may be placed on subsequent agenda. Comments regarding performance by city employees are inappropriate at this time and should be directed to the Mayor, either by subsequent**

appointment or after tonight's meeting, if time permitting. Repeated comments of the same or similar topic will be considered out of order and not allowed.

**8) OLD BUSINESS**

**9) PUBLIC HEARING**

**10) NEW BUSINESS**

A) **ACTION ITEM:** Consideration of the Code Enforcement Policy

**11) STAFF REPORTS**

A) Finance Reporting

B) City Administrator

**12) MAYOR'S REPORT/APPOINTMENTS**

**13) COUNCIL REPORTS**

**14) ADJOURN**

**Rathdrum City Hall is an ADA accessible building. Assistance for persons with disabilities will be provided upon 24-hours' notice prior to the meeting.**



# *Council Calendar*

## *June 24<sup>th</sup>, 2020*

<b>June 24</b>	<b>6:00 pm</b>	<b>Regular Council Meeting</b>
<b>June 25</b>	<b>5:30 pm</b>	<b>Main Street Market</b>
<b>June 27</b>	<b>9:00 am</b>	<b>Storm King Trails Volunteer Day</b>
<b>June 30</b>	<b>6:00 pm</b>	<b>Budget Workshop – Administration, Benefits, Wages and Property Tax</b>
<b>July 01</b>	<b>6:00 pm</b>	<b>Urban Renewal Meeting</b>
<b>July 01</b>	<b>7:00 pm</b>	<b>Historical Society</b>
<b>July 02</b>	<b>8:00 am</b>	<b>Council Pay Day</b>
<b>July 03</b>	<b>8:00 am</b>	<b>City Hall Closed in observance of 4<sup>th</sup> of July</b>
<b>July 07</b>	<b>7:00 am</b>	<b>Jobs Plus</b>
<b>July 08</b>	<b>6:00 pm</b>	<b>Regular Council Meeting</b>
<b>July 09</b>	<b>1:30 pm</b>	<b>KMPO</b>



# Rathdrum

City Council Minutes

June 10, 2020

6:00 p.m.

Location: City Council Chamber  
8047 W. Main Street  
Rathdrum, ID 83858  
(208) 687-0261

- Zoom Conference information will be on the  
City Website – [www.rathdrum.org](http://www.rathdrum.org)



**WELCOME-PLEASE TURN OFF CELL PHONES- Thank You.**

## 1) CALL THE MEETING TO ORDER

Meeting called to order at 6:00 pm

## 2) PLEDGE OF ALLEGIANCE

## 3) ROLL CALL

**PRESENT:** Mayor Holmes. Councilor Hill, Councilor Laws, Councilor Rickard,  
and Councilor Adams via Zoom video Conference

**ABSENT:**

**STAFF:**

City Administrator Duce. City Clerk Halligan, City Engineer/Public  
Works Director Jump, Police Chief McLean, City Planner Siess, Park  
and Recreation Director Singer and City Attorney Herrington via  
Zoom video Conference

4) **AMENDMENTS TO THE AGENDA AND DECLARATION OF CONFLICT, EX-PARTE CONTACTS  
AND SITE VISITS** The declaration and justification of an amendment must be approved by  
motion of the Council.

## 5) **ACTION ITEM: CONSENT CALENDAR APPROVAL**

A) Regular Council Minutes of May 27, 2020

B) Special Council Minutes of June 4, 2020

- C) Regular and Special Bills as presented
- D) Consideration of Surplus 2012 Chevy Impala – Police Department

City Administrator gave a brief presentation on the consent calendar

Councilor Rickard made a MOTION that we approve the Consent Calendar as presented. Motion seconded by Councilor Laws.

**AYES:** Councilor Rickard  
Councilor Laws  
Councilor Hill  
Councilor Adams

**NAYES:** None

**ABSENT:**

Passed by all

## 6) CEREMONIES AND REPORTS

- 7) **VISITORS COMMENTS – An opportunity to address concerns not on the agenda (No formal action allowed – 3-minute time limit per issue) issues may be placed on subsequent agenda. Comments regarding performance by city employees are inappropriate at this time and should be directed to the Mayor, either by subsequent appointment or after tonight’s meeting, if time permitting. Repeated comments of the same or similar topic will be considered out of order and not allowed.**

Nicol Wesala  
14880 N Steven St  
Rathdrum, Id

I am here tonight in regards to a code violation I received from Rathdrum Code Enforcement. The letter stated that my property on Stevens St is in violation. A metal carport placed in the required front yard setback. As per the letter, I contacted the Code Enforcement Officer James and followed up with City Administrator Duce.

I purchased this home in 2007 and have lived in the residence for 13 years. In purchasing the property, I did notice that there are these kinds of carports within the City.

During my conversations with City Administrator Duce since March, I learned that the carport installed by the previous property owner was done in violation of the first Zoning Ordinance set in 1982 where the setback is listed at 20 feet. Today I acquired pictures today from the Assessor’s office showing that the carport was installed between 2000 and 2004. There have been no alterations to the carport since.

Mayor and Council, I appreciate you hearing me tonight. My intent is for the past 13 years using this carport strictly for the storage of my vehicle. I am asking for an exception to the setback requirement to allow my carport to remain as is on my property and to be used for no other purpose than to house my vehicle.

City Attorney Herrington stated there is a process to go through with the Planning Administrator and possibly going through a variance application.

Drew Dittman  
Lake City Engineering

Mr. Dittman stated that I am not here tonight to present any specific project. I am here tonight to talk a little bit about an issue that I am seeing not only with Cliff Mort and his project Thayer Farm. As you know I represent several developers that are working right now in Rathdrum including Brookshire project, the Corbin Crossing South project and the Thayer Farm project. One of the issues we are running into is antiquated code that is in your Ordinance about lot coverage and the percentage of impervious area that's allowed on a certain building envelope based on lot coverage. We have talked extensively with your staff including City planner Siess and City Administrator Duce about lot coverage and how it applies to our projects.

Currently your Ordinance requires a maximum lot coverage of 35% impervious area per buildable lot. Some of our projects including Thayer Farms, Brookshire and Corbin Crossing, we are running into not being able to build a certain product type because we are running in a maximum threshold of lot coverage.

This is an old Ordinance that dates back to the 1970's.

Perhaps we could schedule a workshop or even some discussion to talk about the lot coverage size

City Planner Siess stated that she would like to clarify that Drew stated that we determine lot coverage based on impervious surface area, we do not. We determine lot coverage based on the area occupied by building measured to the foundation line. Impervious surface like driveways and things like that have nothing to do with our lot coverage standard.

I would also like to add that 35% for residential zone is pretty standard. It is the same standard that we had in my previous jurisdiction. Building coverage standard together with height and setbacks standards, those kinds of things control the overall bulk of structures and the way that they appear on the land. They are intended to assure that buildings do not have a huge footprint that overwhelms adjacent houses. It also defines

the character of the different zone districts. Most of our lots in our newer developments are just around the 30-35% lot coverage depending on the lot.

If you want to see what appears to be higher density although it isn't because we are not increasing the number of houses per acre but just the size of those houses on the acreage. If you want to see that then that is something, we can definitely should look at changing. We can look at things like taking into account like the City of Spokane does, they have lot coverage requirements and they factor in things like floor area requirements and things like that.

Cliff Mort  
6812 Maplewood Way  
Post Falls, Id

Mayor Holmes asked Council if there is any objection to let this move through staff and toward P& Z as a broader discussion, including lot coverage and minimum lot sizes.

Council agreed.

**8) OLD BUSINESS**

**A) ACTION ITEM:** Consideration of the Mailbox Replacement Policy

City Attorney Field gave a brief presentation on the Mailbox Replacement Policy

Councilor Laws made a MOTION that we approve the City of Rathdrum Mailbox Replacement Policy. Motion seconded by Councilor Hill.

**AYES:** Councilor Laws  
Councilor Hill  
Councilor Rickard  
Councilor Adams

**NAYES:** None

**ABSENT:**

Passed by all

**9) PUBLIC HEARING**

**10) NEW BUSINESS**

**A) ACTION ITEM:** Consideration of the Timber Glade Preliminary Long Plat – Subdivision Application

City Planner Siess gave a brief presentation on the Timber Glade Preliminary Long Plat Subdivision application

The applicant is requesting approval of a preliminary long plat (major subdivision) consisting of 57 lots on approximately 19 acres of land.

The purpose of the plat is to create a residential neighborhood consisting of 57 residential lots within the Residential R-2S and R-1 (low/medium and low density residential) zone districts, ranging in size from 7,501 SF to 44,212 SF in area. The minimum lot size within the northern portion of the site, which is within R-2S zoning is 7,501 SF which is compliant with the minimum 7,500 SF lot area required in this zone. The minimum lot size within the southern portion of the site, which was recently annexed with R-1 zoning, is 10,000 SF which is compliant with the minimum 10,000 SF lot area required in this zone. The project is to be developed in a single phase with public improvements anticipated to be started in spring of 2020.

This plat will include dedication of right-of-way and improvements for streets and sidewalks to serve the development in accordance with City standards, including extension of Sedona Street and Liane Lane. Water, sewer, and other utilities will be extended to serve the development and stormwater will be collected in street-side swales.

In its review, the Planning and Zoning Commission determined the proposed subdivision conforms to the general purpose of the Comprehensive Plan and will include appropriate provisions for streets, drainage and other public ways, open space, water supplies, sewage disposal, fire protection and other appropriate public and private improvements upon infrastructure build-out. The City of Rathdrum Planning and Zoning Commission recommends **APPROVAL** of the Timber Glade Preliminary Long Plat subject to the following conditions:

Staff recommends the following findings of fact and conclusions of law for any approval of the proposed subdivision:

**Conditions of Approval:**

1. The existing residence shall discontinue use of the existing private water and sewer utilities (well and septic system), shall abandon and/or remove such services as required by Panhandle Health District and/or other agency with jurisdiction and shall connect to City utilities prior to final subdivision approval. Such requirement supersedes citations 2.2 and 2.3 of the existing Annexation Agreement Timber Glade Prelim Plat 2020-02 Staff\_CC.doc 3 recorded under instrument number 2048749000 on August 10, 2006. All other requirements of said Annexation Agreement remain.

2. The developer shall enter into a Development Agreement with the City which specifies property and term, project regulation and policies, conditions of approval (including improvements to be constructed, roadway drainage swales, landscaping / street trees, irrigation water service lines to roadway drainage swales and landscaped areas, maintenance of common area landscaping, fencing and roadway drainage swales, irrigation system casings, walkways and stormwater, street lights, streets, construction access, street closure, phasing, erosion sediment control plan, dedication of right of way, dedication of easements and sewer), improvement construction standards and procedures, performance guarantee, owner’s warranty, and other City requirements as approved by the City Council.

3. The developer shall comply with the rules and requirements of any agency with jurisdiction over the project, including those agencies which provided comment for this proposal, and all applicable laws, rules and regulations governing the project, whether specified herein or not.

4. The Planning and Zoning Administrator may approve reconfiguration of the location of Gifford Avenue southerly without returning to the Commission and Council for approval pursuant to the Administrator’s determination that such reconfiguration does not constitute a substantial change to the project. The Administrator may require changes to be brought back to the Commission and Council at their discretion.

Councilor Rickard made a MOTION that we approve the Timber Glade Preliminary Long Plat – Subdivision Application with the recommended Findings of Fact, Conclusions of Law and Conditions of Approval as found within the Planning Commission’s recommendation and staff report dated June 4, 2020, finding that it is in accord with the City of Rathdrum Comprehensive Plan and Rathdrum City Code as conditioned. Motion seconded by Councilor Laws.

**AYES:** Councilor Rickard  
Councilor Laws  
Councilor Hill  
Councilor Adams

**NAYES:** None

**ABSENT:**

Passed by all

**B) Discussion Item:** Honu Ct. Annexation agreement/Zoning

City Planning Siess gave a brief presentation on the Honu Ct Annexation Agreement/Zoning

Agreement between the City of Rathdrum and John D. and Tanya Kirsch, Charles and Tamara Cramer and Herb and Sandra Nagel dated February 23, 2004, recorded under Kootenai County Assessor's Records as #1859636. The purpose of this Memo is to clarify and memorialize the allowed "grandfathered" non-conforming use of the property as a single-family residence with outbuildings.

As stated in §6 of the Annexation Agreement, "The property will be recognized as a pre-existing non-conforming use and or referred to as "grandfathered in." Those uses will be recognized as of the date of this signed agreement [2/16/2004]. All parties realize that there are presently existing residences on these parcels and that any new buildings or structures will be subject to the City of Rathdrum's zoning and building code standards. The land owners of this property may live in their residences and or rent out their residences to tenants, until their property is developed. The exiting landowners will not have to hook up to any Rathdrum City utilities, until a land sale or development of property occurs. To further state the continuance of these non-conforming uses, it is understood and acknowledged that there presently exists two residences and outbuildings being occupied as residences and related outbuildings upon the annexed property. The present uses may be continued and shall be treated as non-conforming uses as defined in Chapter 7 of the Rathdrum Municipal [City] Code entitled "Zoning" and designated as Title 11, Chapter 7. This land and improvements and said existing uses shall be entitled to the benefits and privileges of and be subject to the terms, conditions of the GENERAL PROVISIONS, and SCHEDULE OF CONTINUANCES, NON CONFORMING "OPEN" LAND USES: All set forth in said Title 11, Chapter 7, and may be continued as therein provided.

City Planner Siess stated that what she is looking for from the Council is some direction about how you foresee this property being developed in the future. Do we continue to tell people no we are sorry you have to put in the utilities or do we say well if you want this to happen, we will work with you?

Mayor Holmes asked the council if they would like to have look at this and bring back some possible proposals or do, we leave it as is which has been suggested?

Council decided with lack of suggestions we should leave it as it is until someone is interested in making a proposal for it.

## **11)STAFF REPORTS**

- A) Public Works Reporting**
- B) Police Reporting**
- C) Park and Recreation Reporting**
  - Main St Market starts June 25<sup>th</sup> at 5:30 pm
  - Rathdrum Days is July 17<sup>th</sup> and 18<sup>th</sup>
- D) City Administrator**

**12)MAYOR’S REPORT/APPOINTMENTS**

A) Proclamation for Graduating class of 2020

**13)COUNCIL REPORTS**

**14)ADJOURN**

Meeting is adjourned 7:32 pm

---

Vic Holmes, Mayor

Attest:

---

Sherri L Halligan, City Clerk

**Rathdrum City Hall is an ADA accessible building. Assistance for persons with disabilities will be provided upon 24-hours’ notice prior to the meeting.**

## Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Only unpaid invoices included.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
<b>10-415-310</b>							
134	AMAZON CAPITAL SERVICES	1R4N-QLQ6-76	Screen protector	06/17/2020	23.33	.00	
1440	LANCER LTD	0477579	Checks	06/18/2020	188.66	.00	
2440	STAPLES ADVANTAGE	3447828093	Calculator stands	05/30/2020	18.49	.00	
2440	STAPLES ADVANTAGE	3448487125	Purell refills	06/06/2020	15.10	.00	
Total 10-415-310:					245.58	.00	
<b>10-415-320</b>							
2144	RATHDRUM TRADING POST HA	6480/1	Batteries	06/08/2020	28.76	.00	
Total 10-415-320:					28.76	.00	
<b>10-415-370</b>							
1424	NEOPOST	6820	Meter refill	06/08/2020	65.18	.00	
Total 10-415-370:					65.18	.00	
<b>10-415-480</b>							
1026	IIMC	4491JUN20	Annual membership-SH	06/01/2020	65.00	.00	
Total 10-415-480:					65.00	.00	
<b>10-415-510</b>							
1979	POWERNET GLOBAL COMMUNI	42052793	Long distance service	06/08/2020	73.41	.00	
75	TIME WARNER CABLE	016285306092	Internet fee	06/09/2020	71.66	.00	
2950	ZIPLY FIBER	2086870261M	Tele	06/04/2020	132.24	.00	
Total 10-415-510:					277.31	.00	
<b>10-416-429</b>							
480	COEUR D'ALENE PRESS, INC.	100383318-052	Ord 560	05/21/2020	55.52	.00	
Total 10-416-429:					55.52	.00	
<b>10-419-421</b>							
272	BERNHART & BUCK, INC	3916	Audit preparation	06/11/2020	105.00	.00	
Total 10-419-421:					105.00	.00	
<b>10-421-320</b>							
436	CLEARWATER SPRINGS	670373	Bottled water	05/01/2020	20.00	.00	
436	CLEARWATER SPRINGS	672532	Cool rent & water	05/15/2020	25.00	.00	
436	CLEARWATER SPRINGS	674356	Bottled water	05/29/2020	20.00	.00	
1360	KOOTENAI COUNTY REPROGR	2020-0000010	Envelopes	06/10/2020	88.73	.00	
Total 10-421-320:					153.73	.00	
<b>10-421-330</b>							
270	BANNER FUEL	2015201RPD	May fuel RPD	05/31/2020	2,464.24	.00	
Total 10-421-330:					2,464.24	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
10-421-370							
1424	NEOPOST	6820	Meter refill	06/08/2020	61.80	.00	
Total 10-421-370:					61.80	.00	
10-421-423							
430	CITY OF POST FALLS	INV04637	Legal fees-May	06/15/2020	5,400.00	.00	
Total 10-421-423:					5,400.00	.00	
10-421-470							
2120	RATHDRUM CHAMBER OF COM	1437	June luncheon	06/18/2020	15.00	.00	
Total 10-421-470:					15.00	.00	
10-421-490							
1011	HURRICANE BUTTERFLY LAW	20-0163	CTS Instructor Certification Traini	06/11/2020	795.00	.00	
Total 10-421-490:					795.00	.00	
10-421-610							
2328	SERIGHT'S ACE HARWARE 3	14707/3	Fuse auto	06/15/2020	8.26	.00	
Total 10-421-610:					8.26	.00	
10-421-685							
1390	KOOTENAI HUMANE SOCIETY	RATH5-2020	Animal care	05/09/2020	95.00	.00	
Total 10-421-685:					95.00	.00	
10-421-720							
2144	RATHDRUM TRADING POST HA	184116/1	Breaker	06/02/2020	25.00	.00	
2241	ROCKHOUND LANDSCAPE SUP	6220	Fill for curb area	06/02/2020	72.00	.00	
2241	ROCKHOUND LANDSCAPE SUP	622020	Fill for curb area	06/02/2020	108.00	.00	
Total 10-421-720:					205.00	.00	
10-421-750							
439	COBAN TECHNOLOGIES INC	SAFE FLEET 0	Monitor module service	05/11/2020	120.00	.00	
1650	NAPA AUTO STORE, CDA, INC.	909509	Battery charger	06/05/2020	43.99	.00	
Total 10-421-750:					163.99	.00	
10-421-760							
1539	PROFORCE LAW ENFORCEME	412472	Taser, cart,performance mag	06/01/2020	1,624.25	.00	
Total 10-421-760:					1,624.25	.00	
10-421-850							
2148	RAY ALLEN MANUFACTURING,	RO039218	Police dog supplies	06/09/2020	763.90	.00	
Total 10-421-850:					763.90	.00	
10-423-310							
1360	KOOTENAI COUNTY REPROGR	2020-0000010	Envelopes	06/10/2020	73.42	.00	
Total 10-423-310:					73.42	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
<b>10-423-330</b>							
270	BANNER FUEL	2015201PW	May fuel PW	05/31/2020	1,231.74	.00	
960	HICO COUNTRY STORE, INC.	112752	May fuel PD	05/04/2020	24.81	.00	
960	HICO COUNTRY STORE, INC.	112760	Jun fuel PW	06/10/2020	22.01	.00	
Total 10-423-330:					1,278.56	.00	
<b>10-423-370</b>							
750	FEDERAL EXPRESS	393454911134	Postage	06/02/2020	38.45	.00	
1424	NEOPOST	6820	Meter refill	06/08/2020	173.85	.00	
Total 10-423-370:					212.30	.00	
<b>10-423-510</b>							
2950	ZIPLY FIBER	2086875542M	Tele	06/04/2020	456.88	.00	
Total 10-423-510:					456.88	.00	
<b>10-423-520</b>							
920	NORTHWEST WASTE & RECYC	511472	2yd fl 1xw	06/01/2020	36.50	.00	
Total 10-423-520:					36.50	.00	
<b>10-423-900</b>							
920	NORTHWEST WASTE & RECYC	511470	City clean up days	06/01/2020	1,717.36	.00	
Total 10-423-900:					1,717.36	.00	
<b>10-424-440</b>							
480	COEUR D'ALENE PRESS, INC.	I00385757	Public Hearing P & Z LGL 3636	06/02/2020	156.61	.00	
Total 10-424-440:					156.61	.00	
<b>10-426-320</b>							
2440	STAPLES ADVANTAGE	3448487125	Purell refills	06/06/2020	45.28	.00	
Total 10-426-320:					45.28	.00	
<b>10-431-320</b>							
289	BLUE TARP FINANCIAL, INC.	45271214	1 Ton trolley	06/11/2020	60.99	.00	
1650	NAPA AUTO STORE, CDA, INC.	910028	Electric battery tester	06/09/2020	96.07	.00	
1720	Norco	29392338	Cylinder rent	05/31/2020	55.18	.00	
1830	OXARC, INC.	60653348	Acetylene	05/31/2020	12.33	.00	
2144	RATHDRUM TRADING POST HA	6394/1	Concrete mix	05/28/2020	17.24	.00	
2144	RATHDRUM TRADING POST HA	6477/1	Lawn & leaf bag	06/08/2020	13.49	.00	
2328	SERIGHT'S ACE HARWARE 3	14602/3	Grass seed landscaper	06/03/2020	39.22	.00	
2328	SERIGHT'S ACE HARWARE 3	14633/3	Wrench, drill bit, hand rail bracket	06/08/2020	42.13	.00	
2910	WESTERN STATES EQUIPMENT	IN001329374	Battery	06/10/2020	638.04	.00	
Total 10-431-320:					974.69	.00	
<b>10-431-390</b>							
2701	TRAFFIC SAFETY SUPPLY CO, I	INV026715	Post-crosswalk sign repair	05/26/2020	6,688.47	.00	
Total 10-431-390:					6,688.47	.00	
<b>10-431-510</b>							
222	AT & T MOBILITY	287262285686	Call out phones	06/05/2020	145.65	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 10-431-510:					145.65	.00	
<b>10-431-610</b>							
1650	NAPA AUTO STORE, CDA, INC.	909979	Oil, grommet	06/09/2020	34.82	.00	
2764	UNITED RENTALS	182171260-00	Gas detector	05/26/2020	935.77	.00	
2938	WILBUR-ELLIS COMPANY	13527781	Turf herbicide	05/28/2020	462.13	.00	
Total 10-431-610:					1,432.72	.00	
<b>10-431-730</b>							
510	CONMAT, INC.	82425	3/4 base	06/03/2020	196.41	.00	
Total 10-431-730:					196.41	.00	
<b>10-431-755</b>							
293	BLUEJAY INDUSTRIAL INC	18174	1 ton lift hoist	05/06/2020	2,950.00	.00	
Total 10-431-755:					2,950.00	.00	
<b>10-435-310</b>							
1360	KOOTENAI COUNTY REPROGR	2020-0000010	Envelopes	06/10/2020	81.47	.00	
2440	STAPLES ADVANTAGE	3448487127	Purell refills	06/06/2020	90.57	.00	
Total 10-435-310:					172.04	.00	
<b>10-435-330</b>							
960	HICO COUNTRY STORE, INC.	112803	May fuel PD	05/22/2020	39.00	.00	
960	HICO COUNTRY STORE, INC.	112818	May fuel PR	06/05/2020	6.12	.00	
960	HICO COUNTRY STORE, INC.	112820	June fuel PR	06/08/2020	65.74	.00	
960	HICO COUNTRY STORE, INC.	112823	June fuel PR	06/11/2020	81.59	.00	
960	HICO COUNTRY STORE, INC.	112830	June fuel PR	06/15/2020	34.73	.00	
960	HICO COUNTRY STORE, INC.	112831	June fuel PR	06/15/2020	34.07	.00	
Total 10-435-330:					261.25	.00	
<b>10-435-370</b>							
1424	NEOPOST	6820	Meter refill	06/08/2020	68.80	.00	
Total 10-435-370:					68.80	.00	
<b>10-435-420</b>							
2948	YOUSEY, CINDER	005-2020	Camp host Rathdrum Montain	06/09/2020	600.00	.00	
Total 10-435-420:					600.00	.00	
<b>10-435-470</b>							
2120	RATHDRUM CHAMBER OF COM	1437	June luncheon	06/18/2020	15.00	.00	
Total 10-435-470:					15.00	.00	
<b>10-435-510</b>							
259	B & C TELEPHONE	CSS-087751	Remote labor	06/05/2020	297.50	.00	
Total 10-435-510:					297.50	.00	
<b>10-435-520</b>							
920	NORTHWEST WASTE & RECYC	510885	96G Comm 1XWK	06/01/2020	12.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 10-435-520:					12.00	.00	
<b>10-435-720</b>							
440	CLEARLY BETTER WINDOW CL	4190	Windows washed	06/11/2020	45.00	.00	
Total 10-435-720:					45.00	.00	
<b>10-435-890</b>							
2814	VISION MUNICIPAL SOLUTIONS	09-8267	Gunnie's e-mail	06/08/2020	18.11	.00	
Total 10-435-890:					18.11	.00	
<b>10-438-315</b>							
1315	KAYGEECO INC.	00525	Multi-fold towels	06/09/2020	507.94	.00	
Total 10-438-315:					507.94	.00	
<b>10-438-320</b>							
2144	RATHDRUM TRADING POST HA	6493/1	Multi-tester	06/09/2020	17.99	.00	
2328	SERIGHT'S ACE HARWARE 3	14639/3	Trash bag	06/08/2020	12.59	.00	
2328	SERIGHT'S ACE HARWARE 3	14659/3	Concrete for pickel ball ct	06/10/2020	18.84	.00	
Total 10-438-320:					49.42	.00	
<b>10-438-330</b>							
960	HICO COUNTRY STORE, INC.	112808	Mower gas	05/28/2020	30.50	.00	
960	HICO COUNTRY STORE, INC.	112813	June fuel PR	06/02/2020	17.60	.00	
960	HICO COUNTRY STORE, INC.	112816	Lawn mower gas	06/03/2020	18.71	.00	
960	HICO COUNTRY STORE, INC.	112817	Lawn mower gas	06/04/2020	52.19	.00	
960	HICO COUNTRY STORE, INC.	112820	Lawn mower gas	06/08/2020	20.43	.00	
960	HICO COUNTRY STORE, INC.	112824	Lawn mower gas	06/11/2020	12.19	.00	
960	HICO COUNTRY STORE, INC.	112827	Lawn mower gas	06/11/2020	4.35	.00	
Total 10-438-330:					155.97	.00	
<b>10-438-570</b>							
2144	RATHDRUM TRADING POST HA	186358/1	Auger rental	06/11/2020	50.00	.00	
2515	SUN RENTAL POST FALLS	374919-01	Compactor dbl drum ride on	06/05/2020	220.00	.00	
Total 10-438-570:					270.00	.00	
<b>10-438-730</b>							
242	A TO Z RENTAL & SALES	415197-4	Roller for pickel ball ct	06/11/2020	299.10	.00	
Total 10-438-730:					299.10	.00	
<b>10-439-320</b>							
1016	INTERMOUNTAIN SIGN & SAFE	12048	Cones	06/01/2020	117.90	.00	
Total 10-439-320:					117.90	.00	
<b>10-439-330</b>							
960	HICO COUNTRY STORE, INC.	112814	Lawn mower gas	06/02/2020	38.53	.00	
960	HICO COUNTRY STORE, INC.	112819	Lawn mower gas	06/08/2020	18.79	.00	
960	HICO COUNTRY STORE, INC.	113436	May fuel PR	05/01/2020	17.87	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 10-439-330:					75.19	.00	
<b>10-440-429</b>							
1008	HULL, CHRISTINA M	61820	Paint night class 6/12/18 & 6/19	06/18/2020	370.00	.00	
Total 10-440-429:					370.00	.00	
<b>10-440-710</b>							
72	AWARDS ETC	31548	5 K medals & stickers	06/09/2020	155.00	.00	
2951	ZURCHER, THOMAS R	001	Radio Shine Band at Main St Mar	06/16/2020	450.00	.00	
Total 10-440-710:					605.00	.00	
<b>10-440-750</b>							
162	ANTHEM SPORTS, LLC	279109	Flexiball, softballs	06/02/2020	256.62	.00	
Total 10-440-750:					256.62	.00	
<b>10-440-850</b>							
134	AMAZON CAPITAL SERVICES	11TQ-W7HX-D	White bags	06/09/2020	28.98	.00	
Total 10-440-850:					28.98	.00	
<b>13-400-100</b>							
708	DAVID EVANS & ASSOCIATES	467375	SH-53 & Meyer Rd improvements	06/09/2020	29,299.32	.00	
Total 13-400-100:					29,299.32	.00	
<b>60-434-310</b>							
1440	LANCER LTD	0477579	Checks	06/18/2020	188.66	.00	
2440	STAPLES ADVANTAGE	3447828093	Calculator stands	05/30/2020	18.49	.00	
2440	STAPLES ADVANTAGE	3448487125	Purell refills	06/06/2020	15.10	.00	
Total 60-434-310:					222.25	.00	
<b>60-434-370</b>							
1424	NEOPOST	6820	Meter refill	06/08/2020	65.18	.00	
Total 60-434-370:					65.18	.00	
<b>60-434-421</b>							
272	BERNHART & BUCK, INC	3916	Audit preparation	06/11/2020	105.00	.00	
Total 60-434-421:					105.00	.00	
<b>60-434-480</b>							
1026	IIMC	40087JUN20	Annual membership-LM	06/01/2020	45.00	.00	
1026	IIMC	4491JUN20	Annual membership-SH	06/01/2020	65.00	.00	
Total 60-434-480:					110.00	.00	
<b>60-434-510</b>							
1979	POWERNET GLOBAL COMMUNI	42052793	Long distance service	06/08/2020	73.40	.00	
75	TIME WARNER CABLE	016285306092	Internet fee	06/09/2020	71.66	.00	
2950	ZIPLY FIBER	2086870261M	Tele	06/04/2020	132.24	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 60-434-510:					277.30	.00	
<b>60-435-520</b>							
2950	ZIPLY FIBER	2080011809MA	Sewer pumping	06/04/2020	14.21	.00	
2950	ZIPLY FIBER	2080016152M	Water pumping	06/04/2020	28.43	.00	
2950	ZIPLY FIBER	2080016635M	Water pumping	06/04/2020	13.80	.00	
2950	ZIPLY FIBER	2080019017M	Water pumping	06/04/2020	28.43	.00	
2950	ZIPLY FIBER	2080019365M	Water pumping	06/04/2020	13.80	.00	
2950	ZIPLY FIBER	2086871575M	Water pumping	06/04/2020	80.91	.00	
2950	ZIPLY FIBER	2087700742M	Water pumping	06/04/2020	13.80	.00	
Total 60-435-520:					193.38	.00	
<b>60-435-700</b>							
2698	TOTEM PACIFIC CORP	71703	Solar salt	06/11/2020	757.74	.00	
Total 60-435-700:					757.74	.00	
<b>60-436-320</b>							
103	ALSCO	LSPO2308103	Towels & medical supplies	06/15/2020	53.08	.00	
891	H.D. FOWLER	I5476725	Ground line extension kit for page	05/29/2020	749.47	.00	
1650	NAPA AUTO STORE, CDA, INC.	909143	Idler pulley,dr belt assy	06/02/2020	32.53	.00	
1726	NORTH 40 OUTFITTERS	31689/E	Grass seed, Hose wye	06/01/2020	19.53	.00	
1815	O'REILLY AUTO PARTS	3930-499621	PCV elbow, hydrometer	06/09/2020	14.17	.00	
Total 60-436-320:					868.78	.00	
<b>60-436-425</b>							
1110	IDAHO DEPT of ENVIRONMENT	20201342-Q4	DRIKING WATER ASSEEMENT	06/03/2020	2,747.00	.00	
Total 60-436-425:					2,747.00	.00	
<b>60-436-450</b>							
50	ACCURATE TESTING LABS,LLC	110971	Coliform Presence/Absence	06/02/2020	125.00	.00	
50	ACCURATE TESTING LABS,LLC	111218	Coliform Presence/Absence	06/15/2020	100.00	.00	
Total 60-436-450:					225.00	.00	
<b>60-436-480</b>							
1125	IDAHO STATE OCCUPATIONAL	DWD3-19836	Chris Bain license renewal	06/16/2020	15.00	.00	
1125	IDAHO STATE OCCUPATIONAL	WWC3-14975	Chris Bain license renewal	06/16/2020	15.00	.00	
1125	IDAHO STATE OCCUPATIONAL	WWT1-16829	Chris Bain license renewal	06/16/2020	15.00	.00	
Total 60-436-480:					45.00	.00	
<b>60-436-520</b>							
2950	ZIPLY FIBER	2086875003M	Tele	06/04/2020	32.06	.00	
2950	ZIPLY FIBER	2087700805M	Water pumping	06/04/2020	13.80	.00	
Total 60-436-520:					45.86	.00	
<b>60-436-730</b>							
2358	SITEONE LANDSCAPE SUPPLY	100012043-00	Watts repair kit	06/10/2020	700.20	.00	
Total 60-436-730:					700.20	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
<b>60-436-735</b>							
735	FILTRATION TECHNOLOGY INC	8077	Stenner, containment pallet	06/02/2020	2,698.88	.00	
Total 60-436-735:					2,698.88	.00	
<b>60-490-429</b>							
1880	PASSWORD, INC.	10237319	Overcalls	06/01/2020	370.36	.00	
1880	PASSWORD, INC.	10237320	Admin fee	06/01/2020	3.00	.00	
Total 60-490-429:					373.36	.00	
<b>61-208000</b>							
430	CITY OF POST FALLS	INV04644	Sewer cap fees May	06/15/2020	126,760.00	.00	
Total 61-208000:					126,760.00	.00	
<b>61-434-310</b>							
1440	LANCER LTD	0477579	Checks	06/18/2020	188.65	.00	
2440	STAPLES ADVANTAGE	3447828093	Calculator stand	05/30/2020	18.49	.00	
2440	STAPLES ADVANTAGE	3448487125	Purell refills	06/06/2020	15.09	.00	
Total 61-434-310:					222.23	.00	
<b>61-434-370</b>							
1424	NEOPOST	6820	Meter refill	06/08/2020	65.19	.00	
Total 61-434-370:					65.19	.00	
<b>61-434-421</b>							
272	BERNHART & BUCK, INC	3916	Audit preparation	06/11/2020	105.00	.00	
Total 61-434-421:					105.00	.00	
<b>61-434-480</b>							
1026	IIMC	40087JUN20	Annual membership-LM	06/01/2020	45.00	.00	
1026	IIMC	40087JUN20	Annual membership-LM	06/01/2020	45.00	.00	
1026	IIMC	4491JUN20	Annual membership-SH	06/01/2020	65.00	.00	
Total 61-434-480:					155.00	.00	
<b>61-434-510</b>							
1979	POWERNET GLOBAL COMMUNI	42052793	Long distance service	06/08/2020	73.40	.00	
75	TIME WARNER CABLE	016285306092	Internet fee	06/09/2020	71.66	.00	
2950	ZIPLY FIBER	2086870261M	Tele	06/04/2020	132.24	.00	
Total 61-434-510:					277.30	.00	
<b>61-435-520</b>							
2950	ZIPLY FIBER	2080016021M	Sewer pumping	06/04/2020	13.80	.00	
2950	ZIPLY FIBER	2080017616M	Sewer pumping	06/04/2020	17.70	.00	
2950	ZIPLY FIBER	2080018109M	Sewer pumping	06/04/2020	28.43	.00	
2950	ZIPLY FIBER	2086871655M	Sewer pumping	06/04/2020	69.39	.00	
Total 61-435-520:					129.32	.00	
<b>61-436-320</b>							
103	ALSCO	LSPO2308103	Towels & medical supplies	06/15/2020	53.07	.00	
1650	NAPA AUTO STORE, CDA, INC.	909143	Idler pulley,dr bit assy	06/02/2020	32.53	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
1815	O'REILLY AUTO PARTS	3930-498259	Cooler conn	06/02/2020	14.98	.00	
2328	SERIGHT'S ACE HARWARE 3	14584/3	Batteries	06/01/2020	5.92	.00	
Total 61-436-320:					106.50	.00	
<b>61-436-480</b>							
1125	IDAHO STATE OCCUPATIONAL	DWD3-19836	Chris Bain license renewal	06/16/2020	15.00	.00	
1125	IDAHO STATE OCCUPATIONAL	WWC3-14975	Chris Bain license renewal	06/16/2020	15.00	.00	
1125	IDAHO STATE OCCUPATIONAL	WWT1-16829	Chris Bain license renewal	06/16/2020	15.00	.00	
Total 61-436-480:					45.00	.00	
<b>61-436-520</b>							
2950	ZIPLY FIBER	2086875003M	Tele	06/04/2020	32.06	.00	
Total 61-436-520:					32.06	.00	
<b>61-490-625</b>							
430	CITY OF POST FALLS	INV04643	Sewer pumping May	06/15/2020	126,009.96	.00	
Total 61-490-625:					126,009.96	.00	
<b>62-400-200</b>							
891	H.D. FOWLER	15478741	Adapters	06/01/2020	347.52	.00	
Total 62-400-200:					347.52	.00	
Grand Totals:					326,172.52	.00	

Dated: \_\_\_\_\_

Mayor: \_\_\_\_\_

City Council: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City Recorder: \_\_\_\_\_

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Only unpaid invoices included.



# CITY OF RATHDRUM

## **CLERKS OFFICE**



To: Mayor and Council

From: City Clerk Sherri L Halligan

Date: June 19, 2020

Re: City Property Surplus

Mayor& Council:

The Administrative Office would like the following items listed to be declared as surplus so they could be disposed of.

### **Administrative office**

The Administrative office would like to dispose of:

- LaserJet 4250dtn  
Serial Number: CNGXC51460  
Estimated Value: \$0.00  
Fixed Asset Number: 11261
- Ithaca Series 150 Receipt Printer  
Serial Number: KG004166490  
Estimated Value: \$0.00  
Fixed Asset Number: 11731

Sincerely,

*City Clerk*  
*City of Rathdrum*

# CITY OF RATHDRUM POLICY

## FOR

### ENFORCEMENT ACTION

#### **Purpose:**

The purpose of this Standard Operating Procedure (SOP) is to provide a general overview of the expected practice for Code enforcement procedures for the City's Code Enforcement Officer position, the policies and procedures used, and differentiate those Code enforcement actions performed by the Rathdrum Police Department (RPD).

Due to limited resources in the past the City Planning and Zoning Department has not "policed" activity within the community which is within the department's authority to maintain and enforce. "Policing" means, for the purposes of this policy, daily monitoring of all portions of the City for full compliance with applicable Rathdrum City Code sections. Rather than such resource-driven activity, the department utilized a terraced system with levels of enforcement for efficient and effective prioritization and timely responsiveness. This SOP will follow the same basic format.

This SOP shall serve as a tool for the Code Enforcement Officer in performing their normal duties related to the goal of obtaining compliance. Additionally, the SOP provides guidance to general Planning, Building and Public Works staff regarding the processing of Code violations.

#### **Intent / Philosophy:**

A consistent compliance program promotes increased land values, safer neighborhoods, and pride in ownership. Education of the public regarding applicable laws can be an effective tool in obtaining immediate compliance, and a long-range solution to ongoing nuisances. Efficient code compliance is best accomplished by direct communication with members of the community through a variety of methods. These include face-to-face discussions with property owners, reaching out via mail or posting, and public impact initiatives using various resources such as social media (ex. Facebook and the City's Website), mass mailings, and advertisement.

The Code Enforcement Officer shall maintain ethical standards and strive to be firm, fair and friendly. The goal is to serve the community to safeguard the lives and property and to respect the Constitutional rights of all members of the community. The Enforcement Officer will strive to achieve a number of objectives.

- 1) Work for the common goals of their profession and employer.
- 2) Conduct themselves as a model for the community, be accountable and accept professional and personal responsibility.
- 3) Make decisions free from prejudice, honor the spirit and letter of the law, and safeguard public confidence by conducting themselves in a manner that maintains public trust.

#### **Responsibilities:**

The Code Enforcement Officer is expected to establish a problem-oriented policing schedule, as necessary, with the intent of observing and proactively gaining correction of violations before they progress. The Enforcement Officer is also expected to work in conjunction with other Planning, Building, Public Works and RPD staff in investigating, researching, and enforcement practices (see Enforcement Practices below). Non-RPD staff does not enforce traffic or parking violations, nor reports of animals at large, but is expected to coordinate with RPD staff when necessary.

City Ordinances Within the Code Enforcement Officer's Responsibility, Generally – may include enforcement, permitting, licensing, or other measures to gain compliance with Code

- RCC Title 3, Ch. 3, Sexually Oriented Businesses
- RCC Title 3, Ch. 4, Door to Door Solicitation
- RCC Title 4, Public Nuisances (with coordination and assistance from RPD for vehicle infractions, noise enforcement and other issues. RPD enforces large, vacant lot weed issues.)
- RCC Title 4, Ch. 1, Sec. 3, Use of Streets (may include coordination and assistance from RPD.)
- RCC Title 7, Ch. 2, Sec. 1, Obstructing Streets and Sidewalks
- RCC Title 7, Ch. 2, Sec. 2, Solicitation on Highways and Other Public Places
- RCC Title 7, Ch., 2, Article A, Sec. 9, (Sidewalks) Owner's Duty to Maintain
- RCC Title 7, Ch. 2, Article D, Sec. 4, (Snow and Ice Removal) Owner/Occupant Responsibility
- RCC Title 7, Ch. 7, Sec. 2, (Right of Way Encroachment) Permit Required
- RCC Title 8, Ch. 1, Sec. 9, Building Permits (with coordination of Building Department)
- RCC Title 8, Ch. 1, Sec. 15, Installation Permits for Manufactured Homes
- RCC Title 11, Ch. 4, Zoning Districts
- RCC Title 11, Ch. 5, General Provisions for Performance Standards (with coordination of Building and Public Works Departments)
- RCC Title 11, Ch.13, Enforcement
- RCC Title 11, Ch. 16, Signs
- RCC Title 13, Ch.7 (Flood Prevention Standards) Penalties for Violation

\*See RCC Title 1, Ch. 4 for General Penalty not covered within other Code sections.

\*\*The Enforcement Officer also has the responsibility to address violations of State Law, as necessary or identified, including contacting the appropriate jurisdiction for enforcement activity.

#### City Ordinances Within the RPD's Responsibility, Generally

- RCC Title 3, Ch. 2, Liquor Control
- RCC Title 4, Ch. 1, Article A (Public Nuisances), Noise Control
- RCC Title 4, Public Nuisances vehicle infractions and large, vacant lot weed issues
- RCC Title 5, Police Regulations
- RCC Title 6, Motor Vehicles and Traffic

#### **Violation Levels:**

Violation may be identified by citizen inquiry / complaint, agency inquiry / complaint, staff observation, or any other correspondence or communication, as determined by the City. To measure and promote efficiency and response time, violation levels are prioritized and documented in the following manner:

#### Level I:

The first and highest level of violation, which will include immediate correction, is for any violation which, as determined by the City, is a life, health and safety violation. Typically, violations are identified by staff observation and are the most infrequent type encountered. An example is observing work over a public sidewalk where no pedestrian protections or detours have been put in place. In this case, enforcement action would be immediate to stop the work, followed by education and permitting / inspection as necessary.

## Level II:

The second level of violation is public welfare. Determining violation may include investigation and appears (as determined by the City) a violation without much research and/or analysis, and correction action is fairly simple. This activity will include contact with the property owner within a short timeline (as determined by the City, and typically 24 hours of initial identification or contact). After contact, enforcement is pursued with follow-up / return contact to verify correction. Typically, violations are identified by citizen inquiry / complaint or staff observation. An example is getting a complaint of placement of a basketball hoop in the street.

## Level III:

Public impact violations. This is the most common type of violation and is identified by citizen complaint, agency inquiry / complaint, staff observation, or any other correspondence or communication, as determined by the City. Determining violation includes investigation, research, analysis and determination of violation by the City. This activity will include contact with the property owner within a fairly short timeline (as determined by the City, and typically within 30 days of initial identification or contact). Enforcement activity will include contact with the property owner to identify and understand the violation activity and may include an extended timeline (typically on or before one month - or at the City's discretion) for correction. Enforcement action may include voluntary compliance within set time periods. An example is a staff member reporting to you that a shed has been constructed within a front yard.

## Level IV:

General violation. This level of violation is identified and/or enforcement dictated by City Administrative or Council directive. Enforcement activity is applied to all offenders, or a segment of offenders as determined by the City, as part of an information / education and correction initiative or program. An example is an informational campaign and follow-up to eliminate long term parking of RVs on streets within a neighborhood or section of town.

## **Enforcement Practices:**

The following practices shall be utilized in enforcement activity:

### Investigation practice:

Investigation includes, but is not limited to, a site visit and review of applicable Codes, Ordinances and Permits. Entering onto private property for any activity which is not a life, health and safety violation (as determined by the City) is discouraged, unless such private property is generally open to the public (such as a business or the front door of a residence). Staff is encouraged to obtain permission from the owner prior to entering private property which is not generally open to the public. If able to enter the property to make contact with the property owner, manager, or other representatives at the time of site visit, a statement from City staff must always include identification, and a conversation which may be the following: "I am \_\_\_\_\_, (give name and title) with the City of Rathdrum, and I am here to talk with you regarding \_\_\_\_\_ (describe the potential violation)."... "It has come to the City's attention" or "The City received a complaint regarding \_\_\_\_\_ and I would like to talk with you to get an understanding of all the relevant information. Is now a good time?" This contact may be made by a phone call but is preferred to be in person. Staff is encouraged to make contact at a time that is not disruptive to business operations. Initial contact is for discovery, education, and communication (state the facts – this is not a time to debate the merits, but to learn and understand). The ultimate goal is to research the aspects of the complaint.

The City's enforcement practice is only to enforce those items visible from the public right-of-way or the reporting owner's property, as applicable. The site visit should be limited to those areas, as necessary.

The focus is to resolve the complaint and assist the violator in gaining compliance. If other potential violations are observed, such shall be noted and brought to the attention of the supervisor for review and consideration for enforcement action (see Enforcement Levels I, II, III and Intent sections).

Investigation must include a log of the information gained, written documentation of your conversation, any observations, any agreements, clarifications, understanding and there must be photo documentation of the violation.

#### Research practice:

Research may include differing levels of activity to be effective and is performed as necessary. The following are typical forms of research:

- 1) Review of permit records.
- 2) Review of the address file for information related to the investigation for vesting rights, legal non-conforming status, City letters of commitment, or other information that may clarify the activity.
- 3) Review of City historic documents (this may include City resolutions, contracts, project files, ordinances, land use files, elevation certificates or other active documents).
- 4) Review of the agency or other department records and files (only if the information is readily available to staff).
- 5) Review of satellite imagery and/or aerial photographs (i.e. Kootenai County GIS, Google Earth, etc.).

After review and research of relevant documents, if structures have existed prior to **January 1, 2000** that do not present a public safety concern (example: structures located within right-of-way.) they may continue to exist. Structures that existed prior to **2000** shall be granted legal non-conforming status and be subject to Rathdrum City Code 11-7, as long as they are not classified as a public safety concern as determined by the City.

### RATHDRUM CITY CODE TITLE 11 CHAPTER 7

11-7-1: INTENT: It is the intent of this Title to permit existing nonconforming uses to continue until they are withdrawn, but not to encourage their continuation. It is further the intent of this Title that nonconforming uses shall not be enlarged upon, expanded or extended without approval of the City Council, and shall not be used as grounds for adding other structures or uses prohibited elsewhere in the same district. (Ord. 390, 5-13-1997)

11-7-2: DEFINITIONS: Nonconforming uses are declared by this Title to be incompatible with permitted uses in the districts in which such use is located. The following definitions shall apply to this Section:

NONCONFORMING LOT: A lot lawfully existing at the time this Ordinance becomes effective which does not meet the minimum requirements of the zone in which it is located.

NONCONFORMING STRUCTURE: A building or structure or portion thereof lawfully existing or being lawfully constructed at the time this Ordinance becomes effective which was designed, erected or structurally altered for a use that does not conform to the new requirements for structures as outlined by this Ordinance.

NONCONFORMING USE: A use to which a building or land was lawfully put at the time this Ordinance becomes effective and which does not conform with the new regulations of the district in which it is located. (Ord. 390, 5-13-1997)

11-7-3: GENERAL PROVISIONS:

A. The lawful use of land or structures existing on the effective date hereof may be continued. With approval of the Council, nonconforming uses or structures may be altered or expanded. The extension of a nonconforming use to a portion of a structure which was arranged or designed for the nonconforming use at the time this Ordinance becomes effective is not an expansion of a nonconforming use. A nonconforming structure which conforms with respect to use may be altered or expanded if the alteration or expansion does not cause the structure to deviate further from the standards of this Title.

B. If a nonconforming use is discontinued for a period of six (6) consecutive months, further use of the property shall conform to this Title.

C. A nonconforming use, if changed to a conforming use, may not be changed back to a nonconforming use.

D. A nonconforming use may be changed with approval of the Council to another nonconforming use of the same or of a more restricted nature.

E. Nothing contained in this regulation shall require any change in the plans, construction, alteration or designated use of a structure upon which construction has commenced prior to the effective date hereof. If the designated use will be nonconforming, it must be in operation within two (2) years from the effective date hereof; otherwise, future use of the property shall be in conformance with the zoning district in which the property is located.

F. Normal repairs and alterations may be made to a lawful nonconforming structure provided no structural alterations be made except those required by law. Existing nonconforming structures designed, arranged, intended for, or devoted to a use not permitted under this Title shall not be enlarged, extended, reconstructed, structurally altered, or moved unless such use is changed to a use permitted under the regulations specified by this Title for the district in which said building is located. Nothing in this Title shall be deemed to prevent the restoring to a safe condition any building or part thereof declared to be unsafe and ordered to be restored to a safe condition, unless such building has been destroyed by an extent exceeding seventy five percent (75%) of full value, as determined by consideration of the assessed value.

G. When a structure containing a nonconforming use is damaged by fire or by any other cause so that the cost of renewal of the damaged parts exceeds seventy five percent (75%) of the cost of the replacement of the entire structure (exclusive of the foundations) using new materials, then such structure shall not be rebuilt unless the structure and its construction and uses conform fully to this Title and other codes of the City as applied to new structures and to uses for the district in which it is located. The determination of whether a structure is destroyed to the extent described above shall rest with the City Council. (Ord. 390, 5-13-1997)

#### 11-7-4: SCHEDULE OF CONTINUANCE; NONCONFORMING "OPEN" LAND USES:

The two (2) alternatives provided to meet compliance with nonconforming open land uses are:

A. A use of land (not having buildings thereon) which does not conform to the use provisions of this Title, or becomes nonconforming by reason of subsequent amendments shall be discontinued within five (5) years from the effective date hereof or amendments thereto.

B. All uses of land for outdoor work or storage purposes, which, after the adoption of this Title or amendments thereto, exist as nonconforming uses, shall be completely enclosed with a view-obscuring fence within two (2) years. Such fence and supplemental landscaping will during all seasons of the year completely screen all operations of such establishments from view from adjacent land and buildings.

Any establishment of legal non-conformity is the burden of the citizen, and the City may (at its discretion) conduct research as necessary in its course of the investigation.

Education practice:

The first and foremost component of enforcement is to effectively communicate the violation and assist the citizen or organization to accomplish voluntary compliance. This is accomplished by relaying the violation and steps to follow to gain compliance with the rules and regulations of the City; with an understanding that enforcement will occur if there is no response. Voluntary correction upon initial contact is the primary goal for the Enforcement Officer. In most cases, the individual, when made aware of the rules and regulations, and treated in a fair and respectful manner, will take the appropriate action to follow the rules.

#### Voluntary correction practice:

Voluntary correction may be through verbal agreement and understanding or the City may offer to enter into a written Voluntary Correction Agreement with the individual or organization at the discretion of the City. This may be done during the contact process by the issuance of a “citation” or a letter may be sent in follow-up if educating the violator does not result in the desired outcome (correction of a violation). Such Agreement shall be in writing, signed by both the City and the violator, and include clear understanding and agreement of specified violation(s) and correction time-frame delineated.

#### Enforcement practice:

In the event that corrective action is not taken or voluntary compliance is not an option, the City will move forward with enforcement procedures as delineated in Rathdrum City Code. There should be conclusive evidence of a violation for the City to determine a violation and take enforcement action. Enforcement practices employed must be well documented, including the utilization of certified / return receipt mail, photographic evidence, and other measures. Speculation, “hearsay” or “recollection” is not acceptable. Written determinations will be necessary with the steps taken and information gathered for the determination of violation.

Photo document each violation, note the date of the violation, and note any observations of the violation, surroundings and/or circumstances, contacts, actions taken, etc.

#### Follow-up practice:

Monitoring of the violation to observe corrective actions, or lack thereof, is imperative. Multiple contacts with the citizen or organization may be necessary.

If corrective action is not completed within the timeline provided, an additional period of time may be provided in consideration of the effort to correct made and/or reasonable cause provided. The Enforcement Officer shall use their discretion with the goal of accomplishing voluntary correction in mind. In the most extreme case, if correction is refused or correction timeline exceeded consistently, the Enforcement Officer shall refer the violation, along with all documentation of the violation and action, to the Supervisor. The Supervisor will determine follow-up action as appropriate, including but not limited to referral to the City Attorney.

The City has implemented a standardized form letter to provide a response or status to complainants. The City may send a form letter to the complainant which addresses a particular action being taken by the City. Details may be confidential, and not available. The City has also implemented a standardized form letter to provide recognition of performance / completion of compliance. The City shall send a form letter to the citizen or organization recognizing that the violation has been corrected and the “case” closed.

Any enforcement process that requires action by the City is to be indexed and monitored. This is to allow for ease of reference, review by future staff, and potential legal action.

#### Summary:

##### Step 1:

Receive citizen request/complaint or information regarding a violation (as applicable to the level of enforcement).

Step 2:

Investigate to determine if a violation exists.

Step 3:

If a violation exists, document and index the violation.

Step 4:

Take appropriate action to correct violations through – 1. Education, 2. Voluntary Correction, 3. Enforcement.

Step 5:

Provide response(s) to the complainant or refer to City Attorney. Document all action taken and file in address file and enforcement file.

Step 6:

Provide notification to the citizen or organization recognizing that the violation has been corrected and the “case” closed.

**STAFF REPORT**  
**May 2020**  
***Finance & Administration***



---

**CURRENT ACTIVITY**

1. New Utility Accounts – 44 – Closed Utility Accounts – 30
  2. Normal Monthly Activity (Utility Bills/Customer Service/Payables/Payroll/General Ledger)
  3. Accounts Payable
  4. Monthly SWT Reporting
  5. Monthly Financial Statements
  6. Monthly Bank Reconciliation
  7. Monthly Investment Pool Reconciliation
  8. Department Head Credit Card Reconciliation
  9. COVID-19 Precautions & Preparation
  10. Senior Center/Community Assistance
  11. Attended AIC Annual Conference Virtually
  12. Senior Center Meetings
  13. Website Upgrade & updates
  14. Urban Renewal Financials & Billing
  15. File & Retention Organization
  16. Council meeting preparation- Zoom
  17. Attend HR monthly meetings- Remotely
  18. Reconciliation of ICRMP Claims
  19. Reconciliation of State Insurance Fund Claims
  20. Finalize up Audit Work for FY18-19
  21. COVID-19 Reimbursement Grant Work
-

**CITY OF RATHDRUM**  
**STATEMENT OF REVENUES, EXPENDITURES, AND FUND BALANCES**  
**GOVERNMENTAL FUNDS**  
For May 31, 2020

REVENUES	<u>YTD ACTUAL</u>	<u>CY BUDGET</u>	<u>Comparison</u>
<b>General Fund</b>			
Property Taxes	1,742,368	2,935,199	59%
Licenses and Permits	7,520	7,800	96%
Non-Business License & Permits	612,729	285,250	215%
State of Idaho Shared Revenue	944,951	1,225,920	77%
Franchise Fees	104,550	125,000	84%
Enforcement & Protective Services	61,873	65,400	95%
Miscellaneous	417,828	1,140,723	37%
<b>Subtotal General Fund</b>	<b>3,891,819</b>	<b>5,785,292</b>	<b>67%</b>
<b>Water Fund</b>			
Operational Revenue	474,508	909,935	52%
Other Revenue	419,299	39,500	1062%
<b>Subtotal Water Fund</b>	<b>893,807</b>	<b>949,435</b>	<b>94%</b>
<b>Sewer Fund</b>			
Operational Revenue	1,822,538	2,187,127	83%
Other Revenue	41,082	2,000	2054%
<b>Subtotal Sewer Fund</b>	<b>1,863,620</b>	<b>2,189,127</b>	<b>85%</b>
<b>Total Revenues</b>	<b>6,649,245</b>	<b>8,923,855</b>	<b>75%</b>
<b>EXPENDITURES</b>			
<b>Executive &amp; Legislative</b>			
Salaries/Benefits	50,111	67,650	74%
Other Non-Personnel	1,370	4,700	29%
<b>Financial &amp; Administrative</b>			
Salaries/Benefits	215,438	302,175	71%
Other Non-Personnel	32,702	79,650	41%
<b>Law Enforcement</b>			
Salaries/Benefits	1,129,581	1,580,656	71%
Other Non-Personnel	258,731	479,499	54%
<b>Public Works</b>			
Salaries/Benefits	509,023	711,033	72%
Other Non-Personnel	521,363	1,341,141	39%
<b>Parks &amp; Recreation</b>			
Salaries/Benefits	314,121	518,512	61%
Other Non-Personnel	112,107	268,926	42%
Other Expenditures	1,845,047	431,350	428%
<b>Subtotal General Fund Expenditures</b>	<b>4,989,594</b>	<b>5,785,292</b>	<b>86%</b>
<b>Water Fund</b>			
Salaries/Benefits	221,182	301,629	73%
Operational Expenditures	185,335	634,807	29%
Other Expenditures	2,766	13,000	21%
<b>Subtotal Water Fund Expenditures</b>	<b>409,283</b>	<b>949,436</b>	<b>43%</b>
<b>Sewer Fund</b>			
Salaries/Benefits	221,180	301,629	73%
Operational Expenditures	174,708	664,396	26%
Other Expenditures	875,634	1,223,102	72%
<b>Subtotal Sewer Fund Expenditures</b>	<b>1,271,523</b>	<b>2,189,127</b>	<b>58%</b>
<b>Total Expenditures</b>	<b>6,670,399</b>	<b>8,923,855</b>	<b>75%</b>

I certify that the amounts shown above accurately reflect the monthly financial in accordance with the provisions of I.C. §50-208 to the best of my knowledge in accordance with all provisions of Idaho Law.

*Melina Taylor*  
Melissa Taylor/Finance Director

6/23/2020  
Date





## City of Rathdrum Cash Balance

For all City Funds as of May 31, 2020

### Governmental Funds

General SIP	Fund 10	\$4,349,658.62
Designated Revenue	Fund 12	\$981,647.66
City Hall Facility	Fund 16	\$149,767.13
Cemetery	Fund 20	\$86,768.23

### Impact Fees Fund

Circulation	Fund 13	\$1,209,706.80
Parks	Fund 15	\$448,199.28

### Enterprise Funds

Water Asset Replacement	Fund 62	\$234,393.60
Water Cap Fees	Fund 63	\$4,654,743.17
Sewer Asset Replacement	Fund 65	\$149,228.52
Sewer Cap Fees	Fund 66	\$4,975,195.56

---

<b>Total of All Investment Funds</b>	<b>\$17,239,308.57</b>
--------------------------------------	------------------------

---

### Bank Accounts

General Fund	Columbia Bank	\$148,875.30
Repo Sweep	Columbia Bank	\$777,016.63
Water Deposit Account	Columbia Bank	\$49,881.02

---

<b>Total of All Bank Funds</b>	<b>\$975,772.95</b>
--------------------------------	---------------------

---

---

<b>Total of Funds</b>	<b>\$18,215,081.52</b>
-----------------------	------------------------

---

# May CD Journal



<b>Date</b>	<b>Ref No.</b>	<b>Payee or Description</b>	<b>GL No.</b>	<b>Account Title</b>	<b>Debit</b>
5/5/20	1	Visa Interchange Charges- Online Bill Pay	10-416-429	PROFESSIONAL SERVICES - OTHER	575.91
5/5/20	1	Visa Interchange Charges- Online Bill Pay	60-434-420	PROFESSIONAL SERVICES	575.91
5/5/20	1	Visa Interchange Charges- Online Bill Pay	61-434-429	PROFESSIONAL SERVICES - OTHER	575.91
5/5/20	2	Xpress Bill Pay- Monthly Charges	10-416-429	PROFESSIONAL SERVICES - OTHER	251.11
5/5/20	2	Xpress Bill Pay- Monthly Charges	60-434-420	PROFESSIONAL SERVICES	251.11
5/5/20	2	Xpress Bill Pay- Monthly Charges	61-434-429	PROFESSIONAL SERVICES - OTHER	251.12
5/8/20	3	State Quarterly Sales Tax Payable	10-217400	STATE SALES TAX PAYABLE	383.99
5/14/20	4	Monthly SWT- April	10-217200	SWT PAYABLE	5,801.32
5/26/20	5	Monthly Veba Contribution- June	10-217650	VEBA HRA PAYABLE	10,490.00
5/27/20	6	Caselle Monthly Charges	10-415-895	SOFTWARE/CASELLE/LASERFICHE	524.00
5/27/20	6	Caselle Monthly Charges	60-434-850	SOFTWARE/CASELLE/LASERFICHE	524.00
5/27/20	6	Caselle Monthly Charges	61-434-850	SOFTWARE/CASELLE/LASERFICHE	524.00
5/29/20	7	Transfer to General SIP	10-104000	IDAHO INV POOL - GENERAL	1,000,000.00
5/29/20	8	Monthly Banking Fees	10-416-429	PROFESSIONAL SERVICES - OTHER	50.00
5/29/20	9	Transfer to Water Deposit Account	60-104200	RESTRICTED - CUSTOMER DEPOSITS	30,000.00
5/14/20	9000	Returned Check - John Kirkpatrick	01-104400	RETURNED CHECKS	83.00
5/31/20	15240	VOID Check #	10-370-210	RECREATION FEES	0.00
5/1/20	15328	Classical Christian Academy- Park Refunds	10-370-700	PARK USER FEES	362.60
5/4/20	15329	Amazon- Uperfelt Monitor	10-415-890	COMPUTERS AND PRINTERS	70.00
5/4/20	15329	Amazon- Uperfelt Monitor	60-434-890	COMPUTERS & PRINTERS	70.00
5/4/20	15329	Amazon- Uperfelt Monitor	61-434-890	COMPUTERS & PRINTERS	69.99
5/5/20	15330	Keith & Robin Howell- Overpayment Refund	01-107500	CASH CLEARING - UTILITY	442.03
5/7/20	15331	VOID	10-159000	SUSPENSE	0.00
5/13/20	15332	Emilee Gentry- Credit Balance Refund	01-107500	CASH CLEARING - UTILITY	118.97
5/13/20	15333	Andrew DePaul- Credit Balance Refund	01-107500	CASH CLEARING - UTILITY	83.00
5/13/20	15334	Jason McLeod- Credit Balance Refund	01-107500	CASH CLEARING - UTILITY	83.00
5/13/20	15335	Andre Tulleners- Credit Balance Refund	01-107500	CASH CLEARING - UTILITY	78.00
5/13/20	15336	Diamond Spikes- Credit Balance Refund	01-107500	CASH CLEARING - UTILITY	80.00
5/13/20	15337	Shannon & Ethan Harrison- Credit Balance Refund	01-107500	CASH CLEARING - UTILITY	146.84
5/13/20	15338	Stacey & Steve Trammell- Credit Balance Refund	01-107500	CASH CLEARING - UTILITY	144.58
5/13/20	15339	Hayden Homes- Credit Balance Refund	01-107500	CASH CLEARING - UTILITY	154.64
5/14/20	15340	LH Homes- Impact Fee Overpayment	15-300-200	IMPACT FEE REVENUE - PARKS	626.66
5/14/20	15340	LH Homes- Impact Fee Overpayment	13-300-200	IMPACT FEE - CIRCULATION	758.55
5/14/20	15341	VOID	10-159000	SUSPENSE	0.00
5/15/20	15342	Visa- May credit card payment/TM	10-421-797	SOFTWARE/HARDWARE MAINT AGRMT	14.99
5/15/20	15342	Visa- May credit card payment/TM	10-421-325	UNIFORMS	565.00
5/18/20	15343	Costco- Supplies- Public Works	10-423-320	OPERATING & SPECIAL DEPT SUPPL	113.64
5/27/20	15344	Colonial Life Premium- May	10-218500	LIFE INS. (VOL/CITY) PAYABLE	252.90
5/29/20	15345	Jeff & Kristi Hurt- Credit Balance Refund	01-107500	CASH CLEARING - UTILITY	80.00
5/29/20	15346	Hayden Homes- Credit Balance Refund	01-107500	CASH CLEARING - UTILITY	99.57
5/29/20	15347	Dan & Melody Thompson- Credit Balance Refund	01-107500	CASH CLEARING - UTILITY	107.10
5/29/20	15348	Jonathan & Sandr Surprise- Credit Balance Refund	01-107500	CASH CLEARING - UTILITY	88.00
5/29/20	15349	Dee O' Whitehead Credit Balance Refund	01-107500	CASH CLEARING - UTILITY	203.23
5/29/20	15350	Joshua & Marie Elsbernd- Credit Balance Refund	01-107500	CASH CLEARING - UTILITY	141.58
5/29/20	15351	Marcelle Moe- Credit Balance Refund	01-107500	CASH CLEARING - UTILITY	113.28
5/29/20	15352	US Postal Service- May Utility Bills	10-415-370	POSTAGE	291.46
5/29/20	15352	US Postal Service- May Utility Bills	60-434-370	POSTAGE	291.46
5/29/20	15352	US Postal Service- May Utility Bills	61-434-370	POSTAGE	291.45

**1,056,803.90**

# May CD Journal



<i>Date</i>	<i>Ref No.</i>	<i>Payee or Description</i>	<i>GL No.</i>	<i>Account Title</i>	<i>Debit</i>
-------------	----------------	-----------------------------	---------------	----------------------	--------------