

MINUTES OF A REGULAR MEETING OF THE CITY
COUNCIL OF THE CITY OF COEUR D'ALENE, IDAHO,
HELD AT THE LIBRARY COMMUNITY ROOM

May 16, 2023

The Mayor and Council of the City of Coeur d'Alene met in a regular session of said Council at the Coeur d'Alene City Library Community Room on May 16, 2023, at 6:00 p.m., there being present the following members:

James Hammond, Mayor

Dan Gookin) Members of Council Present
Dan English)
Woody McEvers)
Amy Evans)
Christie Wood)
Kiki Miller)

CALL TO ORDER: Mayor Hammond called the meeting to order.

PLEDGE OF ALLEGIANCE: Councilmember Gookin led the pledge of allegiance.

ANNOUNCEMENTS: Councilmember McEvers said the geranium planting started at the Resort today.

Mayor Hammond requested the appointment of Mic Armon to the ignite cda Board.

DISCUSSION: Councilmember Gookin said he would not be in support of the appointment as Mr. Armon had previously served on the ignite cda board, there were 55,000 people in the City of Coeur d'Alene, and he would have preferred someone from the affordable housing community appointed to the board. Councilmember Wood said she had spent many years working with Mr. Armon on the NIC Board and he had brought a lot to the board with his financial expertise. Councilmember English said he was supportive of Mr. Armon's appointment, yet Councilmember Gookin's comments resonated with him, and he would like to see a mindful approach to filling future openings. Councilmember Miller said having an oral history and financial background brought a lot to the board yet there were others in the community who could bring insight on the community's affordable and workforce housing issues. Mayor Hammond said he hoped the Urban Renewal Agency would be moving out of the housing area and focus on business, commercial, and industrial community.

MOTION: Motion by McEvers, seconded by Evans, to appoint Mic Armon to the ignite cda Board. **Motion carried with Councilmember Gookin voting no.**

CONSENT CALENDAR:

1. Approval of Council Minutes for the May 2, and May 8, 2023, Council Meetings.
2. Approval of Bills as Submitted.
3. Approval of Financial Report.
4. Approval of the repurchase of a Cemetery lot from Sarah Hietala; Section K, Block 4, Lot 4, Forest Cemetery

MOTION: Motion by McEvers, seconded by Evans, to approve the Consent Calendar as presented.

ROLL CALL: McEvers Aye; Gookin Aye; English Aye; Wood Aye; Evans Aye; Miller Aye.
Motion carried.

PUBLIC COMMENTS:

Bill Reagan, Dalton Gardens, speaking on behalf of the Downtown Association (DTA) thanked Council for working with the DTA and noted the Car d’Lane event was a great community event. He said the event was one a lot of people were excited about and asked for the Council to support the agreement they would be considering later in the meeting.

Justin O’Connell, Coeur d’Alene, made comments in regard to zoning regulations and central planning.

Tom Berube, Coeur d’Alene, asked why the Council gave the Kootenai County Land Company a free pass on their recently approved Coeur Terre project annexation. He asked why a school build wasn’t bargained for as the two (2) new schools would require additional levies over \$50 million. He said the surrounding roads should have been improved before the annexation was approved.

Emily Boyd, Coeur d’Alene, said she was the Coeur d’Alene DTA’s Executive Director. She noted in reviewing old minutes a common recurring theme had been how to make the downtown area a vibrant thriving area. She said they had reached a destination past leaders had strived for and current leaders would need to keep it going. She requested Council support the memorandum of understanding which was on their meeting agenda.

Benjamin Drake, Coeur d’Alene, said as a citizen and business owner he wanted to thank the DTA for their work for the downtown core. He said the events planned by DTA helped downtown businesses and the community to thrive and his business saw a 60-70% increase in sales during the Car d’Lane weekend alone. He requested Council support the DTA efforts of bringing in successful community events.

RESOLUTION NO. 23-031

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, ACCEPTING THE BID OF, AND AWARDING A CONTRACT FOR THE PURCHASE OF NEW ORION ME RADIO READ HEADS, WATER METERS AND COMPONENTS, TO BADGER METER, INC., IN AN AMOUNT NOT TO EXCEED \$281,230.70.

STAFF REPORT: Assistant Water Superintendent Kyle Marine requested the Council approve the low bid and award a contract to Badger meter for the purchase of new water meter components. He explained the Water Department (Department) began the Meter Change Out Program (MCOP) in 2005 due to a significant undocumented water loss. He said the Department had an annual plan which would eventually replace all 20,000 meters in the City of Coeur d'Alene (City) over a 10-year cycle as this was the typical lifespan of an average water meter radio read battery. He said they averaged 2000 water meter replacements each year. He noted AWWA standards recommend water meters be replaced or rebuilt once they reach more than a 3% loss of water recording accuracy. He said the Department received one responsive bid from Badger Meter in the amount of \$281,230.70. He noted the bid included one-thousand (1000) cellular endpoints, five hundred seventy (570) $\frac{3}{4}$ inch registers, twenty-five (25) 1-inch meter registers, fifteen (15) 1.5-inch registers, thirty-five (35) 2-inch meter registers, six (6) 3-inch compound meters, six (6) 4-inch compound meters, nine (9) 3-inch turbo meters, two (2) 4-inch turbo meters and thirty (30) HRE LCD registers. He mentioned the bid fell below the amount budgeted in the Department's FY 2022-23 budget of \$425,000.00. As previously mentioned, the city has about 2000 meters that have reached their life expectancy. He noted that when an older meter was removed, it would be tested and/or rebuilt to be re-installed the following year dependent on the condition of the meter. He said the Department had completed meter testing and compiled a list of needed parts for the meter replacement program. He noted with the purchase of the replacement parts the Department would rebuild 1698 meters which would be reused in the system.

DISCUSSION: Councilmember McEvers asked when meter repairs were done, how long would they last, with Mr. Marine responding it was dependent on which style of meter was repaired as new technology had replaced some of the internal parts which normally wore out. Mr. Marine noted new meters cost, between \$175-185 for a $\frac{3}{4}$ inch meter and that larger meters were several hundred dollars. Mayor Hammond thanked the department for being cost efficient.

MOTION: Motion by McEvers, seconded by English, to approve **Resolution No. 23-031** – Approving a Purchase Contract with Badger Meter, Inc. for MCOP Water Meters, Registers, and Endpoints.

ROLL CALL: Gookin Aye; English Aye; Wood Aye; Evans Aye; Miller Aye; McEvers Aye.
Motion carried.

RESOLUTION NO. 23-032

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, ACCEPTING A GRANT FROM THE IDAHO DEPARTMENT OF ENVIRONMENTAL QUALITY FOR WELL SITE SECURITY IN THE AMOUNT OF \$24,000.00.

STAFF REPORT: Assistant Water Superintendent Kyle Marine requested Council accept the \$24,000 grant from the Idaho Department of Environmental Quality Source Water Protection to add additional security to the City's well sites. The Water Department (Department) has 11 wells, seven (7) booster stations, and seven (7) storage facilities. He said that each site was visited on a daily, weekly, or periodic basis for maintenance and monitoring. He noted the Department currently had \$100,000 budgeted for cardlocks, security cameras, and updated software and the grant would help to add additional security inside the wellhead for source water protection. He mentioned there were no further costs to the City with accepting the grant. He said that over the years, the Department has had issues with vandalism and trespassers. He noted that by adding the planned security features it would bring the Department into compliance with the Homeland Security Act of 2002. He said that by installing the cameras and the door locks, they would receive instant notification of any unauthorized access to the City's water sources. He said the cameras would also allow them to monitor contractors working on or near the City sites, and record acts of vandalism to forward to law enforcement. Grant specifically for security of interior of building and wellhead.

DISCUSSION: Councilmember English how the camera would work at sites without internet access, with Mr. Marine responding the data would be recorded and kept for a minimum of two-weeks. Councilmember Wood said it was great that the Department had applied for and received the grant. She noted most cameras throughout the City were accessible by the Police Department (PD) and asked if PD would have access to the wellsite cameras, with Mr. Marine responding they would work with PD when needed. Councilmember Gookin asked about reporting requirements as stated in the Department of Environmental Quality (DEQ) grant documents, with Mr. Marine responding the language was most likely boiler plate information and reports were required in relation to proof the grant funds were used for wellhead security. City Attorney Randall Adams said DEQ would ask for reports when needed. Mr. Marine explained the grant required proof of the wellhead security measures added with the grant funds and they would be supplying photos of the installed cameras as proof. Councilmember Gookin asked if there would be costs for storing the camera data, with Mr. Marine responding there was internal storage recorded onsite and there would be minimal costs for the cellular system to stay connected.

MOTION: Motion by Wood, seconded by Miller, to approve **Resolution No. 23-032** – Approving the acceptance of a Source Water Protection Grant from the Idaho Department of Environmental Quality.

ROLL CALL: English Aye; Wood Aye; Evans Aye; Miller Aye; McEvers Aye; Gookin Aye.
Motion carried.

RESOLUTION NO. 23-033

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, ALLOWING FOR THE DESTRUCTION OF RECORDS RETAINED BY THE ADMINISTRATION / MAYOR'S OFFICE, AND THE FINANCE, LEGAL, MUNICIPAL SERVICES, AND POLICE DEPARTMENTS, OVER TWO (2) YEARS OLD OR DEEMED TEMPORARY BY THE CITY COUNCIL.

STAFF REPORT: Municipal Services Director Renata McLeod asked Council to authorize the destruction of certain public records in accordance with the City's records retention schedule. She said that Idaho State Code 50-907 and 50-908 set forth requirements for cities related to public records such as type of record, length of time for minimum retention, and that cities shall adopt their own records retention manual and schedule. She said the City had done so through Resolution 16-056. She mentioned the request for destruction of records was in accordance to the policy adopted by Council. She said the Police Department requested the destruction of graffiti photos from 1993, which had surpassed the retention period of 5-years for semi-permanent records. The Municipal Services Department requested the destruction of temporary records, specifically, vehicle pre-trip inspection forms from the Streets and Engineering Department, and city-wide emails prior to 2017, including back-up tapes, which were all temporary records only required to be maintained for 2-years. Additionally, Municipal Services requested the destruction of Mayor/Administration files kept electronically by the Executive Assistant. She noted files ranged from coordinating travel, presentation preparation, monthly activity reports, and internal committee agendas, all of which were temporary files that were no longer needed. The Finance Department requested the destruction of various records from temporary to semi-permanent which were no longer needed and/or required to be maintained. She said the Legal Department requested the destruction of various electronic records which were the original work product of the Prosecutor's Office. She noted the documents were no longer needed and should be removed prior to the implementation of the Legal Department's new case management software program. She said records were routinely reviewed to determine if maintaining the record was warranted. She said because the list of records had exceeded the time required to maintain them and their useful life had been exhausted, it was necessary to purge the files in order to maintain storage space for future records. She mentioned the request was in accordance with the approved Records Retention Policy approved pursuant to Resolution No. 16-056.

DISCUSSION: Councilmember Gookin asked how records were destroyed, with Ms. McLeod responding if there were HIPPA details on the documents or they were Legal Department records they would be shredded, if an electronic copy they would be deleted, and all others would be disposed of in the recycle bins.

MOTION: Motion by Evans, seconded by Miller, to approve **Resolution No. 23-033** – Approving the Destruction of Records in Accordance with the City's Records Retention Schedule from the Police, Streets and Engineering, Municipal Services (including Mayor and Administration files), and Finance Departments.

ROLL CALL: Wood Aye; Evans Aye; Miller Aye; McEvers Aye; Gookin Aye; English Aye.
Motion carried.

RESOLUTION NO. 23-034

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, APPROVING A MEMORANDUM OF UNDERSTANDING WITH THE DOWNTOWN ASSOCIATION (DTA) FOR THE CAR D'LANE EVENTS TO BE HELD JUNE 16TH AND 17TH, 2023.

STAFF REPORT: Municipal Services Director Renata McLeod asked Council to approve the proposed Memorandum of Understanding (MOU) with the Downtown Association (DTA) for the Car d' Lane Events being held on June 16 and 17, 2023. She said that at the July 19, 2022, Council meeting, Council had requested staff to begin looking at options of entering into agreements for some of the large special events held in the City. She noted agreements allowed the City to negotiate with the event sponsor to take on additional responsibilities such as providing volunteers to man non-emergency intersections, placement of no-parking signs, use of certified flaggers, and payment in addition to the general fees. She said the Car d' Lane cruise had a different route last year that had been problematic for public safety and Streets and Engineering Department staff. She said that MOU negotiations had resulted in the re-organization of the route, better marked detours to provide a much safer route, as well as limiting the number of entries. She noted public safety and the Streets and Engineering Department were supportive of the changes. Additionally, the MOU clarifies roles and responsibilities so there are no questions on the day of the events. The Streets and Engineering Department crafted the traffic safety plan, which would remain the plan in years to come and satisfied the requirements of the Manual on Uniform Traffic Control Devices (MUTCD). She said staff envisioned one future master agreement for all events that were sponsored by the DTA after working through each event this season and creating the traffic control plans for each event. She noted the fee included with the MOU was \$1,050.00, with a \$1,000.00 security deposit, in compliance with the approved fee resolution. She said there were some legal restrictions regarding covering event costs, including the fee must be reasonably related to actual costs and could not be higher than actual costs for the event. She noted when there was a controversial political message, which might offend a hostile crowd, it was unconstitutional to add to the fees. She said that while there were additional costs to City departments with Car d' Lane, the DTA had picked up additional costs as well. The DTA had provided the City with a cost breakdown which showed \$14,950 in expenses. They also estimated volunteer hours to have a value of \$6,355. She said the MOU outlined the responsibilities of the City and DTA in order to level the amount of staff time needed for those types of community events. She noted the following were the anticipated City costs associated with the 2022 Car d' Lane event as provided by the named departments: Police Department: Total regular hours were 117.50, with a total cost of \$4,875.83 (included people who were reassigned from regular duties to work the event, because of the size of the event, and who were not eligible for overtime [OT]) total OT hours were 239.09, with a total cost \$14,197.48, for a total of 356.59 hours, and a total cost \$19,073.31; Fire Department: Only costs associated with tent inspections, totaling \$250.00; Streets and Engineering Department: 24.5 hours of compensatory time and OT combined, totaling \$2,153.00.

DISCUSSION: Councilmember Gookin asked how much the City of Spokane’s “Blooms Day” fees were, with Ms. McLeod responding she had not had a chance to research their fees. Councilmember Gookin said he would like to know more about the financial impact to businesses downtown, with Ms. Boyd responding they were exploring having an economic impact study done in order to have those numbers. She noted the impacts so far were the downtown businesses and downtown core were thriving. Councilmember Gookin said he would like to confirm the City funds being spent were supporting the businesses. Ms. Boyd said the area businesses had told her the events helped them to thrive and survive during the winter months. Councilmember Miller asked if an exit survey had ever been done to see where visitors stayed, how long, and how much money was spent, with Ms. Boyd responding the average stay was two-days and that area hotels/motels were fully booked many months ahead of events. Councilmember Wood said she remembered the downtown area during the 80’s and it was now thriving. She was supportive of the event and this year’s event route. She would like to have discussions for future events to explore adding a security fee to cover the public safety and Streets Department costs. Ms. Boyd said they were working with the Streets Department to alleviate some of the traffic control duties. Councilmember McEvers said it appeared the costs were equal between the City and DTA to put on the event.

MOTION: Motion by Wood, seconded by Gookin, to approve **Resolution No. 23-034** – Approving an Agreement with the Downtown Association for the Car d’ Lane Event.

ROLL CALL: Evans Aye; Miller Aye; McEvers Aye; Gookin Aye; English Aye; Wood Aye.
Motion carried.

RESOLUTION NO. 23-035

A RESOLUTION OF THE CITY OF COEUR D’ALENE, KOOTENAI COUNTY, IDAHO, APPROVING CHANGE ORDER #1 TO THE CONTRACT WITH POE ASPHALT PAVING, INC., IN THE AMOUNT OF \$502,125.00 FOR ADDITIONAL PREPARATION FOR THE CHIPSEAL PROJECT, INCLUDING GRINDING AND INLAY ON CERTAIN DESIGNATED ROADS.

STAFF REPORT: Streets and Engineering Director Todd Feusier requested Council approve Change Order #1 in the amount of \$502,125.00, with Poe Asphalt and Paving, Inc., to expand the 2023 Chipseal Program. He said the change order allowed for complete preparation prior to chipseal which would include grind and inlay on Atlas Road (Prairie Ave to just past Newbrook Dr), Newbrook Drive (Atlas to roundabout), and the Hanley Avenue/Courcelles Parkway roundabout. He said work would likely occur in late July when temperatures allowed. The change order didn’t require to go back out to bid as it was expanding a previously bid project. Mr. Adams clarified there was no statute related to change orders and council would have to decide on the public works construction project. The original bid award was \$639,000. He noted there would still be funds available in the budget for additional projects.

DISCUSSION: Councilmember McEvers asked if there would be additional change orders, with Mr. Feusier responding there weren't any planned. Councilmember Gookin reiterated that the change order was for additional work and would free up City staff to work on other projects. Councilmember Miller said the work had always been planned as part of the project and the change order would move the work from City staff to the contractor. Mayor Hammond said the City was committing additional funds towards street maintenance.

MOTION: Motion by McEvers, seconded by Gookin, to approve **Resolution No. 23-035** – Approving Change Order #1 to the Contract with Poe Asphalt Paving, Inc. for the 2023 Chip Seal project.

ROLL CALL: Evans Aye; Miller Aye; McEvers Aye; Gookin Aye; English Aye; Wood Aye.
Motion carried.

Mr. Feusier provided an update on various city streets. He said they were partnering with the Idaho Transportation Department (ITD) to preserve roads. A bid would be going out for upgrades to Northwest Blvd, from Appleway to Lakewood Dr. He explained the Rototec would mill the road to 1 ½ " to 2" and then it would be inlaid with new pavement. He said the second bid project would be for Ramsey Rd, from Kathleen to Hanley Avenues. He mentioned that City staff would be working on smaller projects. He reminded everyone of the following work zone safety items: be patient, follow traffic control, treat inoperable street signals as stop signs, don't drive through fresh asphalt, reduce speeds in construction zones, increase following distances, motorcycles/bicycles/pedestrians should use caution, and expect there would be several days before striping was completed. Mayor Hammond asked what they did with the grindings, with Mr. Feusier responding they planned to place them in City alleys as dust control, and some they would receive a credit from the paving companies as they were in need of the materials. Councilmember McEvers asked if the roads would be closed during the work. Mr. Feusier said some work may occur at night with paving during the day.

RESOLUTION NO. 23-036

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, ACCEPTING THE BID OF, AND AWARDING THE CONTRACT FOR THE EXTENSION OF THE PRAIRIE TRAIL FROM HUETTER ROAD TO MEYER ROAD, TO INTERSTATE CONCRETE AND ASPHALT COMPANY IN AN AMOUNT NOT TO EXCEED \$221,226.10.

STAFF REPORT: Trails Coordinator Monte McCully asked Council to accept the bid and award the contract to Interstate Concrete and Asphalt in the amount of \$221,226.10, for the Prairie Trail extension from Huetter to Meyer Road. He said in 2008, the Prairie Trail was constructed by a combined effort with the City of Coeur d'Alene (City), ignite cda, the KROC Center and the Centennial Trail Foundation. He noted at the time, the newly constructed trail covered 4-miles from Beebe Blvd to Huetter Road, although the first mile was later redesignated as the Centennial Trail. He said since that time, the trail had become increasingly popular among trail users and had some of the highest trail user counts in the City. The Parks Master Plan and the Kootenai Metropolitan Planning Organization (KMPO) Non-motorized Plan have called for extending the Prairie Trail to Hwy 41, creating links from Coeur d'Alene to Post Falls and Rathdrum. The City

limits and the trail currently end at Huetter Road, yet the old railroad line extends another 1.16 miles to Meyer Road and is owned by the City due to a land swap which occurred between the railroad and the Centennial Trail Foundation. The land later came to ignite cda through a series of loans and defaults on those loans and was eventually gifted to the City. The Trail Foundation has pushed to extend the trail for several years and had an anonymous doner give \$50,000 to help the project. He said that last year, the Local Highway Technical Assistance Council (LHTAC) awarded the City a “no-match” grant in the amount of \$250,000 for the extension of the Prairie Trail. He said funds for the Prairie Trail extension would come from the Children Pedestrian Safety Program Grant (\$250,000.00) and Centennial Trail Foundation (\$50,000.00). He said that accepting the low bid and awarding the contract to Interstate Concrete and Asphalt would allow the City to build a new portion of the Prairie Trail that would connect to the portion the City of Post Falls will be building in 2023. He expected by the end of summer, the Prairie Trail would extend all the way to Hwy-41. He noted with additional money from the Trail Foundation, crossing beacons, striping, and a connector trail from Meyer to Prairie Avenue may be added to the project. He recommended Council accept the bid and award the contract to Interstate Concrete and Asphalt in the amount of \$221,226.10 for the extension of the Prairie Trail.

DISCUSSION: Councilmember Wood asked how many grants had been received by the Parks Department in the last year, with Mr. McCully responding in addition to the current \$250,000 grant they had discussed tonight, the City had been awarded a \$300,000 – \$400,000 Mooring docks grant, fire mitigation grant for Canfield/Cancourse/Fernan, and were currently waiting to hear back on a major Tubbs Hill Fuel Mitigation grant. If awarded the Tubbs Hill fuel mitigation grant the total in grants for the year would be \$1.2 million in grants for the year. Councilmember McEvers asked if they had access for the new connection at Meyer Rd, with Mr. McCully responding the Assistant City Engineer Rob Palus of the City of Post Falls was currently working on easements for the area.

MOTION: Motion by Wood, seconded by Gookin, to approve **Resolution No. 23-036** – Approving an agreement with Interstate Concrete and Asphalt for the Prairie Trail from Huetter to Meyer Road in the amount of \$221,226.10.

ROLL CALL: Miller Aye; McEvers Aye; Gookin Aye; English Aye; Wood Aye; Evans Aye.
Motion carried.

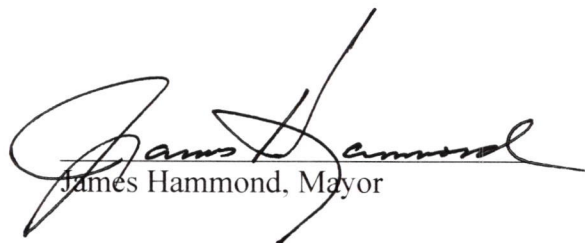
ADJOURNMENT: Motion by Gookin, seconded by McEvers, that there being no other business this meeting be adjourned. **Motion carried.**

The meeting adjourned at 7:14 p.m.

ATTEST:



Sherrie L. Badertscher
Executive Assistant


James Hammond, Mayor