

MINUTES OF A CONTINUED MEETING OF THE  
COEUR D'ALENE, IDAHO,  
CITY COUNCIL HELD IN THE LIBRARY COMMUNITY ROOM  
JUNE 2, 2022, AT 9:00 A.M.

The City Council of the City of Coeur d'Alene met in continued session of said Council in the Library Community Room held at 9:00 a.m. on June 2, 2022, there being present upon roll call a quorum.

James Hammond, Mayor

|               |   |                            |
|---------------|---|----------------------------|
| Dan Gookin    | ) | Members of Council Present |
| Woody McEvers | ) |                            |
| Amy Evans     | ) |                            |
| Christie Wood | ) |                            |
| Kiki Miller   | ) |                            |
| Dan English   | ) | Arrived at 9:20 a.m.       |

**STAFF PRESENT:** Troy Tymesen, City Administrator; Randy Adams, City Attorney; Renata McLeod, Municipal Services Director/City Clerk; Vonnie Jensen, Comptroller; Ted Lantzy, Building Official; Thomas Greif, Fire Chief; Melissa Tosi, Human Resource Director; Michael Priest, Library Director; Bill Greenwood, Parks & Recreation Director; Hilary Anderson, Community Planning Director; Lee White, Police Chief; Todd Feusier, Streets & Engineering Director; Mike Anderson, Wastewater Superintendent; Terry Pickel, Water Superintendent; Sherrie Badertscher, Executive Assistant; Stephanie Padilla, Accountant.

**CALL TO ORDER:** Mayor Hammond called the meeting to order. Councilmember English arrived at 9:20 a.m.

**OVERVIEW:** Mayor Hammond stated the City of Coeur d'Alene has been running smoothly with wastewater and clean water flowing, and the City was a safe place to be. He said staff and Council have done a great job with keeping the City running smoothly and efficiently.

City Administrator Troy Tymesen stated the City had experienced growth during the pandemic with revenues higher than anticipated, and expenses lower which is what other cities hope for. He noted federal American Rescue Plan Act (ARPA) dollars had been included in the upcoming budget and a proposed funding document was provided to the Council. He said the City didn't have any tax estimates for the upcoming year at this time and intended this time for Council to discuss their priorities for the upcoming fiscal year.

**UPDATES FROM DEPARTMENTS:**

**LEGAL:** City Attorney Randy Adams stated the Legal Department (Department) would not be replacing the Chief Civil Deputy City Attorney position and would be requesting to add a fourth Legal Assistant instead. He said they were also requesting to purchase new case management software for the Department. He explained that there had been 9,600 criminal court appearances so

far, which averaged nine (9) cases per attorney, per day. Justification for the software includes: the current software is an 18-year-old program that was created in-house using three (3) different programming languages, two of which are obsolete, and one of the developers had retired; IT current software lacks many capabilities that the commercial case management software possesses and it would eventually fail to the point it wouldn't be fixable. The new case management software would allow his four prosecutors to keep track of all the cases and the myriad of court appearances they make every week. The selected software, after an extensive review, is "Prosecutor by Karpel." The prosecutor's office was able to test the software over a 30-day period and reviewed four (4) other case management software options, including the software utilized by the Kootenai County Prosecutor's Office, and found Karpel software as more economical and better suited the City's needs. Karpel will provide significant training, updates twice a year, and 24-7 support. The program will allow the prosecutors, staff, law enforcement, and victims to use any device, anywhere for many of their tasks, saving time and simplifying the daily workload of the prosecutors and police officers. He noted that it provided law enforcement officers a single platform to transfer or deliver to the prosecutors incident reports, supplements, criminal histories, and photograph evidence. The portal allows those law enforcement officers to receive service of electronic subpoenas, to verify proof of service, to track the progress of their cases, and to see proposed court dates prior to service of subpoenas, and to know when and where to appear for criminal proceedings. In addition, the software would enable the Department to create a dashboard through which Administration and Council could see outcome-related reports on the activity of the prosecutors, which can be updated daily. The software would also allow the creation of a secure portal just for victims of crimes through which they could communicate with the prosecutors, receive updated information and restitution information, accept subpoenas, request and receive appointment dates and times, and track the status of their case.

**DISCUSSION:** Councilmember McEvers asked what the turnaround time was after purchase, with Mr. Adams stating they could be up and running February or March of next year. He said they would receive significant training with the software, and that it was intuitive and user friendly. Councilmember Gookin asked what Kootenai County used and if the new software was compatible with their system, with Mr. Adams responding the County used different software, yet there would be no issues with compatibility. Mr. Adams stated the software purchase was \$71,000, and the first-year maintenance fee was \$8,000. Councilmember Wood stated the issue for law enforcement was getting up-to-date information on cases and what would be done to ensure up-to-date information was available, with Mr. Adams responding updates in the new system were very easy to manage and he had spoken with the Police Department about the software. Councilmember Miller asked if the software could be accessed out of the office, with Mr. Adams responding it could.

**MUNICIPAL SERVICES:** Municipal Services Director Renata McLeod stated there was ransomware, malware, etc., and the City was not exempt from the threats. She said there had been numerous ransomware hits throughout the United States, and trends were showing they would continue to be a threat. She said there were steps that could be taken to secure the City's network, and one would be two-factor authentication and it was coming soon. There were three (3) areas of IT which needed to be addressed: Infrastructure, Resources, and Security. She stated the requested infrastructure updates (\$547,855 sought from ARPA funding) would be good for approximately 10 years before another upgrade was required. She said her Department needed additional resources which consisted of additional IT staffing. She stated her Department's major need was adding an

additional IT Technician (\$48,000) to assist with all the City IT needs. She noted the security updates (\$272,000) included Microsoft Soft E3 licensing, and two-factor authentication in which they would need to purchase fobs for staff.

**DISCUSSION:** Councilmember Gookin asked if any network upgrades had been completed in the past 17 years, with Ms. McLeod stating just the minimum as the need had arisen. Councilmember Gookin stated he felt that IT should be a stand-a-lone department, with Councilmember Wood concurring. Councilmember Wood wondered if the proposed upgrades were the best fixes, and would like an outside consultant to do an assessment, noting that the College may be of assistance. Councilmember Gookin stated he would like another opinion before accepting and moving forward with the proposed changes. Councilmember Miller stated there were other entities currently looking to assess IT needs, and did the City's insurance provider ICRMP provide any assessment services, with Ms. McLeod responding they did not. Councilmember Miller asked about the cameras, and were the funds to add new ones, with Ms. McLeod responding the funding would allow for the replacing of 25 existing cameras per year as part of a 5-year maintenance schedule. Chief White stated the cameras were very important for law enforcement purposes, and he felt the two-factor authentication was a necessary next step. Councilmember McEvers asked if the security project was using ARPA funding, with Ms. McLeod responding the infrastructure request was requesting the use of ARPA funds and the software will have an annual cost; however, if the Council wanted to use ARPA the first year, they could but it was not included in the original ARPA requests. Mayor Hammond asked what would be gained by having IT as a stand-a-lone department. Councilmember Gookin stated the focus by Municipal Services should not be on IT, but on the other services provided by the Department. Ms. McLeod stated Municipal Services was a general department and often gained duties that affect all City departments.

**FIRE:** Fire Chief Thomas Greif stated the challenges were looking forward and planning for future growth, back ordering of equipment/apparatus, and remaining proactive moving forward. He said his Department was requesting to add two (2) FTE Firefighter-Paramedics (\$230,000). He noted as growth occurs in Kootenai County, resources would need to be added and that they were currently studying call volumes. He noted that they would be adding an additional ambulance to the EMS system, which would take approximately five-years to be fully funded by Kootenai County.

**DISCUSSION:** Councilmember Wood asked why it would take five-years to pay for the additional ambulance, with Chief Greif responding there were nine (9) ambulances in Kootenai County at this time, and they didn't all pay for themselves and were subsidized by other ambulances. He said this was due to the rural areas of coverage and the system which was unique and the Cities of Coeur d'Alene and Post Falls subsidized the service in the rural areas. Councilmember English asked how the City of Hayden fit in with the system, with Chief Greif responding there were six (6) core ambulances, 2-Post Falls, 2-CDA, 2-Hayden. He said the system worked but it was a challenge to add resources.

Chief Greif said they would be working on their Strategic Plan (\$18,350) and it was a 3–5-year road map for the organization. Councilmember Wood said she would like to see a Citywide Strategic Plan which would include the entire City. Councilmember Miller asked how many open positions there were in the Fire Department, with Chief Greif responding they were fully staffed. Chief Greif stated they were fully staffed and they would continue training (\$47,000) with the paramedic school,

technical training, fitness program, and certifying two (2) blue-card instructors. He noted it took two-years for a paramedic to complete training. He stated his Department's largest request was to replace the Self-Contained Breathing Apparatus (SCBAs) (\$986,610), the units had a 10–12-year lifespan, and the current units would be non-compliant within two (2) years. He said they were looking at using FEMA funds for part of the cost (\$312,120), and the remaining \$674,490 would come from ARPA funding. Councilmember English asked how many SCBAs would be purchased, with Chief Greif responding 70 which would be enough for all sworn Department members.

**STREETS:** Streets & Engineering Superintendent Todd Feusier stated they were requesting two (2) positions; Heavy Equipment Operator, and an Electrician Apprentice in the upcoming budget. They would also be requesting to remodel the Streets & Engineering Building and would add office space and a new HVAC system. He stated upgrades were needed on the City streets as they were reaching their end of life. He said when the road base was failing an overlay could not be applied. His budget request for new asphalt for FY 23 was \$225,000, and they were requesting \$1,500,000, for chip and overlay project needs. He said they plan to do more of the roadwork in-house, noting that chipsealing took a lot of manpower and he didn't feel it was a best practice for the Department. He said he would like to move forward with asphalt removal and new applications. Water Superintendent Terry Pickel stated water service line replacements (galvanized pipe replacements) would have to be completed in the next couple years and they would coordinate with the Streets & Engineering Department on the project which has an October 2024 plan due date.

**DISCUSSION:** Councilmember Evans asked if they would receive other department summaries, with Mr. Tymesen stating they would receive them with the proposed budget.

**PARKS:** Parks Director Bill Greenwood stated his Department's challenge was hiring seasonal workers and they would be changing the hiring model in regard to the use of seasonal workers. He said they were working at efficiencies in the daily maintenance duties. He mentioned they would like to purchase replacement equipment in the upcoming budget using ARPA funding. He noted they had increased the salaries for seasonal workers, but he still wasn't sure whether they would be able hire at that level. He would like to hire less positions, but at a higher pay. He said his Department was requesting three (3) positions; two (2) Maintenance Workers, and one (1) Administrative Assistant.

**LIBRARY:** Library Director Michael Priest stated they were seeking a conversion of a part-time (20 hours per week) Circulation Clerk to a full-time benefitted position. He said the library has not added any further staffing since October 2018, and the population of Coeur d'Alene was estimated to be around 50,000 at that time and was now estimated at 56,000. He noted Library usage had increased rapidly after the pandemic, the impact of the growth was beginning to affect the Library and he felt that adding 0.5 FTE would provide adequate staffing to service the growing population both now and into the future. He said educational programming was a core service of the Library and was increasing in importance. An additional 20 staff hours per week would allow the Library to present more educational programs for children, adults, and in the increasingly popular multigenerational category both onsite and within the community.

**DISCUSSION:** Councilmember English asked what the wage was for new hires, with Mr. Priest stating they started their employees at \$14.70 hour. Councilmember Miller stated the recent rental report showed wages of \$23.75-\$28.00 an hour were needed to qualify for rental housing.

**WATER:** Superintendent Terry Pickel stated the EPA was requiring all galvanized water lines be replaced (nationwide) from the water main to the house foundation. He said his Department was requesting two (2) additional positions which would assist with the major water line replacement project. He said they would be updating the Water Rate Study and reviewing their comprehensive plan project list. He noted residential water use had tripled in the past 10 years due to green space.

**WASTEWATER:** Superintendent Mike Anderson stated his Department's challenge continued to be chemical cost increases and they impacted the Department substantially. He said they would continue to look at other options. He said they would be updating their Rate Study and expected to bring it forward at the end of the year, or early 2023. He said sewer replacement projects would be starting in FY 23, and would remove some of the bottleneck areas by removing the 12" service. He said it would be a two-phase project. He said they continue to work on the Solids Handling Improvements project, and would be also be replacing the Trickling Filter Feed Pumps.

**BUILDING SERVICES:** Mr. Tymesen stated the Building Services Division was requesting to purchase fleet vehicles in the upcoming fiscal year.

#### **COUNCIL PRIORITIES:**

Councilmember Gookin stated his priorities were downtown development (preserving Sherman Avenue), maintaining transportation infrastructure, hiring freeze (outside of public safety), transportation options to get workers downtown, and more diverse political viewpoints on City committees.

Councilmember Wood stated her priorities were long-term Strategic and Facilities Planning, and funding for a consultant for help developing the plans. She noted in regard to hiring/keeping quality employees, a small way to help with the housing crisis and hiring needs would be to move toward long-term healthcare for employees until they reach age 65. She would also like to focus on City street improvements.

Councilmember Miller stated her priorities were housing, a communications position, and funding for performing arts through the Arts Commission. She would like the Regional Growth Housing Partnership Group to move to a stand-a-lone group. She said the housing market would be remaining strong and wages would not catch up to housing costs. She noted a way of addressing the housing shortage would be smaller density and restrictive deeds for local worker housing (healthcare workers, etc.). She said the concessions would be made by the private market. She stated there were \$50 million in ARPA dollars directed at housing, yet it was focused on low-income housing by non-profits, and does not address middle income workers. She said preference in use of the Idaho Housing Trust Fund dollars would be given to local projects with a monetary match. She noted Habitat for Humanity was working on a project in their land-lease program. She said a few other ideas were a Tiny Home Village, yet the Coeur Housing Plan would need to be completed. Her other priorities were Short-term rentals and the continued area growth in which she said continued to be a challenge.

Councilmember McEvers stated his priorities were the City streets, and a communications position. He said relationships with the City's neighbors (Highway District, Hospital Board, CDA Tribe, etc.) should also be a priority.

Councilmember Evans stated her priorities were recruiting quality employees, maintaining staffing, and enhancing partnerships with the City's neighbors (CDA Tribe, nearby cities). She would like to work together and share resources.

Councilmember English stated cautionary measures should be looked at and it would be prudent to balance property rights with the competing housing needs. He noted projects were currently costing much more to complete than anticipated.

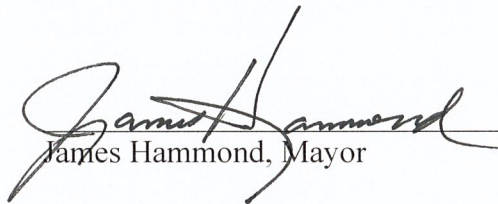
Mayor Hammond stated street infrastructure was harder to manage as it was not fee based. A long-term plan was needed to ensure streets were maintained well. Substance was needed when meeting with community partners to garner trust, and they would need to budget for those meetings. He said Public Safety was integral to the City budget as there was a higher possibility of needed public safety services due to the proximity to I-90 and US-95 and short distance to two (2) major cities. He said a Public Information Officer (PIO) position was important in order for the City to disseminate information to the public. There were many considerations to be made before hiring a PIO. He said a recession may be coming, but it is not likely to affect housing costs as North Idaho would continue to be a desirable community. He stated it was their responsibility to preserve the core values of the community.

Mr. Tymesen stated staff would work to incorporate the council priorities into the budget and would bring the information back to Council in the form of another Budget Workshop.

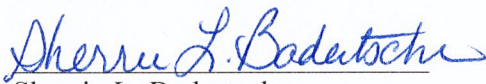
**MOTION:** by Gookin, seconded by English, that there being no other business, this meeting be adjourned. **Motion carried.**

The meeting adjourned at: 11:43 p.m.

ATTEST:



James Hammond, Mayor



Sherrie L. Badertscher  
Executive Assistant