

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

November 15, 2022

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 November 15, 2022, 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.

INVOCATION: Jason Nye with CDAIDE led the invocation.

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

ANNOUNCEMENTS:

Councilmember Miller said she attended the Joint Government North Idaho Building Contractors Association meeting today and the Coeur d'Alene School District had presented information on their upcoming spring levy request. She noted the City of Post Falls presented a draft of their proposed impact fees, and she requested feedback from City staff on the plan to update the City's impact fees. She said the Regional Housing and Growth Issues Partnership group met last Thursday and the meeting was well attended, information was well received, and there was great dialogue amongst planning and zoning commissioners in regard to preserving housing for local workers.

Councilmember Wood mentioned the Parks & Recreation Commission had met last night and shared a great presentation that she asked them to share it with the Council at a future date. She thanked the Streets Department for working on picking up leaves and pine needles in a few neighborhoods and noted it wasn't a full leaf pickup this year. She said she would like Council to supply input to staff on how the Lake District URD closure funds will be spent and would like to have dialogue before projects came to Council for approval. She suggested it would be helpful for a Council representative to sit in on Executive Team (ET) meetings in order to participate in team discussions.

Councilmember Gookin agreed with Councilmember Wood regarding attending the ET meetings. He also mentioned he had received an email from an Architect regarding the high-rise development approved for Front Avenue at 3rd Street. He agreed with Dale's concerns of preserving the legacy of the main street's character, and said it was important to preserve the character of Sherman Avenue. He said he would like to have further discussions regarding Downtown development.

MOTION: Motion by Gookin, seconded by Wood, to place an item on a future Council meeting agenda to discuss the potential of height and parking restrictions in the Downtown Overlay District. **Motion carried.**

DISCUSSION: Councilmember McEvers noted the discussion regarding height restrictions had begun in the 1980's and 1990's and the current regulations have been in the works for many years and he wasn't sure it would be okay to change it now. He said there were issues with high-rises, some issues had been discussed for many years, many people wanted to live downtown, and building up seemed to be an option. He felt there was room for compromise. Councilmember Evans stated she was happy to have the discussion and wished to give staff time to bring forward information on the downtown core and overlay changes. Mayor Hammond noted he would work with the City Administrator to bring the subject forward at a later date.

Mayor Hammond wished to recognize the Police Department on their recent re-accreditation. He noted accreditation was a large issue lately, was a way of setting a level of standards and service, and thanked Police Chief White and his department for the great work in achieving re-accreditation.

Mayor Hammond requested the appointments of Kate Walker and Alesa Momerak to the Arts Commission, and Grayson Storey (as the Student Rep Alt.) to the Pedestrian/Bicycle Advisory Committee.

MOTION: Motion by Evans, seconded by McEvers, to appoint Kate Walker and Alesa Momerak to the Arts Commission and Grayson Storey (as the Student Rep Alt.) to the Pedestrian/Bicycle Advisory Committee. **Motion carried.**

CONSENT CALENDAR:

1. Approval of Council Minutes for the November 1, 2022, Council Meeting.
2. Approval of the General Services/Public Works Committee meeting held November 7, 2022.
3. Setting of the General Services/Public Works Committee meeting for November 21, 2022.
4. Approval of Bills as Submitted.
5. Approval of Financial Report.
6. Approval of Cemetery lot transfer from John Filler Sr. to John Filler Jr.; Section D, Block 18, Lot 23, Forest Cemetery.

As Recommended by the City Clerk

7. Approval of **Resolution No. 22-054** – A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, APPROVING THE FOLLOWING: AMENDMENT NO. 2 TO THE PROFESSIONAL SERVICES AGREEMENT WITH

ARCHITECTS WEST, INC, IN THE AMOUNT OF \$7,750.00.; APPROVAL OF THE PURCHASE OF MIOX ONSITE CHLORINE GENERATOR FROM FILTRATION TECHNOLOGY IN THE AMOUNT OF \$98,895.00; PROFESSIONAL SERVICE AGREEMENT WITH J-U-B ENGINEERS, INC., IN AN AMOUNT NOT TO EXCEED \$313,900.00; AND AWARD OF BID TO LOWEST RESPONSIVE BIDDER FERGUSON WATERWORKS IN THE AMOUNT OF \$99,652.80, FOR THE PURCHASE OF ARMORCAST METER BOXES.

MOTION: Motion by McEvers, seconded by Miller, to approve the Consent Calendar as presented, including **Resolution No. 22-054**.

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

PUBLIC COMMENTS:

Suzanne Knutson, Coeur d'Alene, spoke in regard to the Planning Commission's approval of the Coeur Terre development, was concerned about increased traffic in the Indian Meadows neighborhood, and invited the Council to visit the neighborhood.

Madelyn Knutson, Coeur d'Alene, spoke of concerns of using her neighborhood streets as connectors for the Coeur Terre project. She said the increased traffic was a concern and noted there was a lot of wildlife that resided in the area. She asked that a study be done on impacts the development would have on the neighborhood.

Katherine Hall, Coeur d'Alene, spoke about the Indian Meadows area, future development and impacts of increased traffic in her established neighborhood. She would like to have the existing streets left as they were.

RESOLUTION NO. 22-055

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, APPROVING AN ENGAGEMENT OF SERVICES AGREEMENT WITH GRANICUS FOR SHORT-TERM RENTAL HOST COMPLIANCE SERVICES IN THE AMOUNT OF \$38,093.87.

STAFF REPORT: Municipal Services Director Renata McLeod said City staff had been asked by Council to research and recommend amendments to the Short-Term Rental (STR) code. At a Joint Workshop with the Planning Commission and City Council, held on October 24, 2022, it was noted that some neighborhoods felt there were too many STRs within their block, and many of those that testified at the workshop requested more specific data. She mentioned that during interviews with several host compliance service companies, it was estimated the City had 840 – 1200 vacation rentals, with only 453 legally permitted. In order for staff to make the best recommendations on how to proceed with future permitting, it was important to identify where the illegal rental units were located and what affect they were having on neighborhood integrity. She

noted there were now over 70 rental sites on the internet, and the City does not have the resources to monitor all the sites, whereas the host compliance companies have programs and staffing to perform the services. She said it had been estimated to take six (6) weeks for the companies to complete the review and provide a listing of rentals and owners to the City. She noted staff had contacted three (3) companies and engaged in two (2) site demonstrations and dashboard reviews that staff would use. All companies offer the following services: Identification, notification, 24/7 hotline, compliance letters/documentation based on the City's code, issuance of permits, and collection of fees. The third company was not willing to separate services, but requested they still be considered if the City decided to have a company issue permits in the future. Staff recommends the services of Granicus, Inc., as they were willing to work with the City's timeline, combine GIS mapping, separate out their modules, as well as having a user-friendly platform for staff to access. She said staff would work to provide the enforcement workflow for the 24/7 hotline to ensure documentation of all violations and appropriate staff were notified, i.e., Police, Code Enforcement, and/or Municipal Services (Licensing). The cost for Granicus' services would be included in the March permit fees, which should include all costs associated with providing the permits. Currently, the City has 453 issued permits, therefore, including the technology fee from Granicus and divided by 453 permits would increase the permit fee by \$84.09 each. She said based on the current permit fee, the first-year permit would increase from \$285 to \$369.09, and renewals would increase from \$96.00 to \$180.09. She mentioned that at this time, City Council had not yet determined if there would be a maximum number of permits, how current permits would be reviewed or renewed, and any other costs associated with the program (such as inspections). She noted any additional costs would have to come forward as a public hearing. She said Granicus would provide the following services: Property identification module, 24/7 hotline, compliance monitoring. She asked Council to approve the agreement with Granicus for STR host compliance services in the amount of \$38,093.87, with the intent that a fee increase hearing be scheduled in December, in order to add the cost to the STR permits beginning in March 2023.

DISCUSSION: Councilmember English asked if there would be a fee decrease if non-permitted units were brought into compliance and properly permitted, and had staff looked at other host compliance companies, with Ms. McLeod responding the fee amount changing was an unknown as it would depend on the number of STRs permitted in the future, and that staff had researched several companies and Granicus integrated well with GIS services and provided great customer service. Councilmember Gookin asked about the 24/7 hotline and if the service would help identify complaints, with Ms. McLeod responding it would help and it would be important to encourage community members to report complaints to the hotline. Councilmember Wood said during the previously held Joint Workshop, those in attendance commented that there was no reliable data, and she believed the host services agreement with Granicus would provide the needed information and she was in support of it. She noted Mayor Hammond had created a STR Committee in which Councilmembers Gookin, Evans and Miller were a part of, and they would be reviewing information as the item moved forward. She asked what was the Police Department's input and role, with Ms. McLeod clarifying they would still uphold City ordinances, and the hotline would help prioritize calls. Ms. McLeod said the Police Department would be a part in developing the workflow to ensure the calls were handled in accordance to their needs. Councilmember Wood said she was in support of a citizen's commission and felt it would be helpful in educating the public and property owners on STR rules in the City. Councilmember Gookin noted he had received emails and feedback regarding why legal permitted STR owners would have to pay higher

permit fees because of the non-permitted units, and explained that was the way a civilized society worked with those that could shoulder the burden doing so for those who could not. Mayor Hammond noted that if done correctly, fees would be spread out evenly amongst all the licensed STRs in the City.

MOTION: Motion by Gookin, seconded by Evans, to approve **Resolution No. 22-055**, approving an agreement with Granicus for Host Compliance Services.

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

RESOLUTION NO. 22-056

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, APPROVING AGREEMENTS WITH ST. VINCENT DE PAUL AND TESH, INC., FOR GRANTS IN THE CDBG PLAN YEAR 2022.

STAFF REPORT: CDBG Specialist Chelsea Nesbit requested Council authorize staff to proceed with agreements using 2022 CDBG funds, with TESH Inc., and St. Vincent de Paul of North Idaho, for their projects supporting public facility improvements. She said the City receives an annual allocation from the Housing and Urban Development Agency (HUD), and using roughly half the funding, the City manages an annual Community Opportunity Grant accepting proposals for projects benefitting low to moderate income Coeur d'Alene residents and neighborhoods. She said based on the 2022 Annual Action Plan, \$192,367 was budgeted for Community Opportunity Grants. She noted the minimum grant request was set at \$35,000 in order to reduce the amount of staff time required to manage each awarded grant recipient. Of the total funding available, a maximum of 15% of the total allocation could be allocated to public service type grants, including the \$10,000 annual Meals on Wheels allocation. On August 9, 2022, and August 23, 2022, the City advertised the request for proposals. Additionally, the funding availability notice was posted to the City's webpage, Facebook, CDA-TV, and shared via direct phone calls, flyers, and group emails to all 189 contacts on the stakeholders list, which includes many service organizations and interested parties that specifically provide services to low to moderate income citizens. She said an educational workshop was held on August 25, 2022, and the workshops were publicly advertised and provided information on CDBG eligibility overview and technical assistance. She noted the grant cycle was open from August 9, 2022, through September 22, 2022. The Volunteer Ad Hoc Grant Review Team met on October 25, 2022, to review and rate the applications. She said the 2022 total allocation from HUD was \$349,112 and of that amount, \$192,367 was allocated to the Community Opportunity Grant in which the public service maximum may be 15% of the annual allocation. She noted Lake City Center's Meals on Wheels program had already been awarded \$10,000 of the public service allocation. She said the Volunteer Ad Hoc Grant Review Team recommended the following allocations: Public Service Project Requests-Lake City Center-Meals on Wheels Annual Grant \$10,000 (previously funded); Public Facility Project Requests-TESH, Inc. in the amount of \$63,944, and St. Vincent de Paul of North Idaho in the amount of \$128,423. Ms. Nesbit noted that authorizing the grant awards would allow TESH and St. Vincent De Paul to move forward with their projects supporting public facilities improvements. She said

that all committee funding recommendations would support projects for at-risk members of Coeur d'Alene's low-to-moderate income community and meet HUD project and activity standards.

Marcie Hartsell of TESH, Inc., thanked the Council for previous funding and noted their purpose was to serve disabled individuals and served approximately 400 people each year. She noted 98% of those adults served were low income. She said the cost to serve individuals at TESH was \$6,800 per client and they received \$5,600 on average from the government to provide the services. She said the difference was made up by fundraising and seeking grants. They would like to update their lighting fixtures, install lighting controls in classes and breakrooms, and install lighting in their three (3) outdoor parking areas and building entrances. She said the lighting upgrades would save about \$400 each month on utility bills, and the lighting would help make the parking areas safer for their clients and staff.

Larry Riley of St. Vincent de Paul, gave an overview of their project to remodel and upgrade the restroom and conference room of the help center. He said they had asbestos in the ceiling tiles that required remediation during the remodel and it had increased the costs of the project immensely. He mentioned many groups used the facility, as it was centrally located, and it now needed a few improvements. He thanked the Council for their previous support.

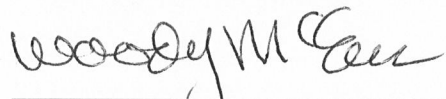
DISCUSSION: Councilmember McEvers noted the building was 1960's construction, it had worked out well with St. Vincent de Paul taking over ownership of the building. Councilmember English noted the parking lot lighting addition was a critical upgrade needed at TESH, Inc. Councilmember Evans asked if one of the projects didn't use all of the funds would the funds be available for the other projects, with Ms. Nesbit confirming the funds would go back to fund another project.

MOTION: Motion by English, seconded by Miller, to approve **Resolution No. 22-056**, approving CDBG Agreements using 2022 Community Opportunity Grant Funds with TESH, Inc., in the amount of \$63,944, and St. Vincent de Paul of North Idaho in the amount of \$128,423.

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

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

The meeting adjourned at 7:11 p.m.

 **MAYOR PRO TEMP.**
James Hammond, Mayor

ATTEST:

Sherrie L. Badertscher
Executive Assistant