

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

October 5, 2021

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 October 5, 2021, at 6:00 p.m., there being present upon roll call the following members:

Steve Widmyer, Mayor

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

Dan English) Members of Council Not Present

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

INVOCATION: Pastor Mike Slothower of River of Life Friends Church provided the invocation.

PLEDGE OF ALLEGIANCE: Brian Newberry and the Girl Scouts of Eastern Washington & Northern Idaho led the Pledge of Allegiance.

The Mayor proclaimed October 2021 as Safe Infant Sleep Awareness Month. Liz Montgomery, Executive Director of Northwest Infant Survival and SIDS Alliance accepted the proclamation and noted that Sudden Unexpected Infant Death (SUID) kills more children in the United States than opioids, guns, and suicide combined. She stated that last year there were 3,500 SUID deaths in the United States, and it was the number one cause of death for children between the ages of 28 days to 1-year old. She noted 90% of deaths were preventable and over 50% happened while sharing a sleep surface with an adult. She said she hoped to bring awareness about SUID and the immediate need for safe sleep education. She stated Northwest Infant Survival and SIDS Alliance provides information on safe sleep awareness, training, and bereavement support. She thanked Council for requiring the Safe Sleep 101 class for all licensed childcare providers in the City of Coeur d'Alene.

ANNOUNCEMENTS:

Councilmember Miller stated Library visitor traffic had ramped up to pre-covid numbers, and the pumpkin give-a-way, in conjunction with the Wastewater Department, is scheduled for October 22, and will be a drive-through event (Event date rescheduled to Oct 15). She stated the Regional

Housing and Growth Issues Partnership currently had a poll out requesting direction regarding three (3) options related to the formation of a regional housing management structure.

Mayor Widmyer asked for the Appointments of Dave Walker and Lisa Straza to the Historic Preservation Commission.

MOTION: Motion by Evans, seconded by McEvers, to appoint Dave Walker and Lisa Straza to the Historic Preservation Commission. **Motion carried.**

Councilmember Miller noted Dave Walker has been a longtime community supporter and has done great work throughout the City, and Lisa Straza was somewhat new to the area when newly appointed but has done an excellent job on the Commission as well, and she was supportive of both reappointments.

CONSENT CALENDAR:

1. Approval of Council Minutes for the September 21, 2021, Council Meeting.
2. Approval of Bills as Submitted.
3. **Resolution No. 21-060-** A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, ACCEPTING A GRANT DEED FOR THE PURCHASE OF RIGHT-OF-WAY LOCATED AT 280 W. KATHLEEN AVENUE FROM HK IDAHO, LLC, IN THE AMOUNT OF \$43,846.50; AND APPROVING LETTER OF AGREEMENT WITH KOOTENAI COUNTY FOR PUBLIC TRANSPORTATION.

MOTION: Motion by McEvers, seconded by Evans, to approve the Consent Calendar as presented, including **Resolution No. 21-060.**

DISCUSSION: Councilmember Gookin mentioned the consent resolution grant deed purchase of right-of-way was related to Kathleen Avenue street widening and has been in the works for a while. He said it would be a much-needed improvement to traffic flows when the project was complete.

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

RESOLUTION NO. 21-061

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, AMENDING THE CITY OF COEUR D'ALENE PERSONNEL RULES, AND THE CLASSIFICATION AND COMPENSATION PLAN.

STAFF REPORT: Human Resources Director Melissa Tosi noted she had brought two (2) items forward for approval. The first item to consider was an amendment to the Classification of the Wastewater Superintendent SCADA Electro Technician position based on the Wastewater Department's needs. Upon review of the amendments, and the recommendation by Ameriben,

Human Resource Consulting, it was recommended the classification title be changed to an Automation Engineer to better reflect the overall duties, and the wage leveling be increased from pay grade 12 to pay grade 13. The SCADA Electro Technician position was approved in the budget in 2020 as a new classification. The specific duties include installation, maintenance, and repair of electrical, electronic, and instrumentation systems. The position is responsible for the layouts, tests, and calibrating and installing instruments and related devices used for controlling automatic equipment measuring flow, pressure, temperature, etc., in the Wastewater Treatment Plant, pumping stations, and composting facility. The amended classification updates the title to an Automation Engineer. The specific amended duties include administering and managing all automation projects for the City's Wastewater Facility and control systems. The position requires the ability to write and debug PLC code, develop SCADA and HMI screens for machinery, deploy automated processes, provide technical and equipment support, and plan, design and implement control system replacements and/or upgrades. The primary duties have evolved much more into a programming position that has significant savings to the City compared to hiring consultants to perform the work. The change of leveling for the SCADA Electro Technician from pay grade 12 to pay grade 13 will result in an 8% increase in the pay range. The current employee is qualified to complete the necessary duties of the amended position. For fiscal year 21-22, the financial impact for the current employee moving to a pay grade 13 is \$4,721. This fiscal year's cost to the City would be absorbed by current vacancies in the Wastewater Department's budget.

The second item for consideration was amendments to Personnel Rules, entitled "**Rule 1. General Provisions.**" The amendments add a general purpose to the Rules, add clarity and simplify the language, as well as delete redundancy and outdated language. Additionally, the Personnel Officer (City Administrator) reference is being removed from the Personnel Rules and would be replaced throughout the Rules by the classification necessary to complete the work. Ms. Tosi noted the amendments to Rule 1 was the beginning of a complete review of the Personnel Rules with the intent of bringing each Rule up to date. The proposed amendments to the Personnel Rules have been posted for all employees to review. Additionally, the Lake City Employees Association (LCEA), Police Association, and Fire Union expressed no concerns with the proposed amendments to the Personnel Rules. She highlighted a change made to section 8, probation period, and noted lateral police 12 months, recruits 18 months.

DISCUSSION: Councilmember Wood asked for a little more time to review the amendments to the Rule 1 portion of the item in regards to the transfer of authority, and suggested approving the Classification and Compensation Plan to amend the position of SCADA Electro Technician, pay grade 12 to Automation Engineer Pay grade 13, and tabling the amendments to Rule 1.

MOTION: Motion by Wood, seconded by Gookin, to approve **Resolution No. 21-061**, to approve the Classification and Compensation Plan to amend the position of SCADA Electro Technician, pay grade 12 to Automation Engineer Pay grade 13.

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

DISCUSSION: Mayor Widmyer stated he did not see any transfer of decision making authority when reading the proposed changes and asked who had the authority now, with Ms. Tosi responding it was the City Administrator. Mayor Widmyer asked where the authority would go if

the Personnel Officer language references were changed, and felt Rule 1 could remain as-is. Ms. Tosi clarified that removing the references to Personnel Officer in Rule 1 would not transfer authority to the Personnel Director. Mayor Widmyer stated the authority should stay the same. Councilmember McEvers asked for clarification from Councilmember Wood on where she was looking to make changes, with Councilmember Wood explaining she was requesting additional time to review as the transfer of authority language was important. Chief Deputy City Attorney Randy Adams stated there was only one reference to Personnel Officer, located in Section 9, where a change of authority occurred, transferring the authority to the Human Resources Director for classification, which was a direct HR function within the Human Resources Director's expertise. Ms. Tosi stated the City Administrator was the sole classification who may discipline an employee outside of an employee's department. Councilmember Miller stated there were many changes in the proposed document and would appreciate Ms. Tosi bringing back the changes with a presentation which explained each change in detail. Ms. Tosi stated her intent was to show all changes and remove redundancies, duplications, and outdated language. Councilmember McEvers stated he felt they were "getting in the weeds" and that Ms. Tosi had experience in updating personnel documents and had done a good job. Councilmember Evans stated she was comfortable approving the changes to Rule 1 as proposed, as she had read the proposed changes and they were language updates and housekeeping items, and was in support of the amendments. Councilmember Wood stated she wanted to be more comfortable when Council passed the Personnel Rule amendments and reiterated, she would like more time to review.

MOTION: Motion by Wood, seconded by Gookin, to table amendments to Personnel Rule 1, entitled General Provisions.

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

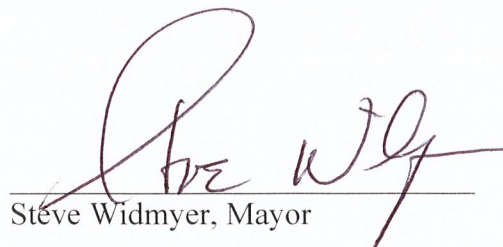
ADJOURN: Motion by Miller, seconded by Evans, that there being no other business this meeting be adjourned. **Motion carried.**

The meeting was adjourned at 6:35 p.m.

ATTEST:



Sherrie L. Badertscher
Executive Assistant


Steve Widmyer, Mayor