

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

December 19, 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 December 19, 2023, at 6:00 p.m., there being present the following members:

James Hammond, Mayor

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

CALL TO ORDER: Mayor Hammond called the meeting to order. He noted the public hearing regarding Development Impact Fee Code Amendments had been continued to January 2, 2024, and to remember Capital Improvement Plans and approval of Impact and Annexation Fees would be heard on January 16, 2024.

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

Citylink Update: Chad Ingle, Kootenai County Public Transportation (KCPT) Program Manager went over the strategic goal and objectives for the transportation program. He said the goal was to integrate multimodal mobility options throughout the region. He said their objectives were: Phase I- Data, Engagement, and Education. Phase II – Network Redesign and Bus Stop Analysis (to improve service, meet current and future ridership demands, increase bus operations efficiency and effectiveness, and reduce overall operating costs). Mr. Ingle introduced Chris Yake of J-U-B Engineers who said the KCPT Advisory Committee consisted of members from Coeur d'Alene, Post Falls, Hayden, Rathdrum, and Kootenai County Metropolitan Planning Organization (KMPO). Mr. Yake said Transit Oriented Development (TOD) was a blend of physical and social elements which led to increased ridership. He went over mapping which showed population, employment, housing, and pedestrian concentrations shown in the 2020 Census to the projected concentrations expected by 2040. He said they worked with KMPO on the mapping of the 2040 projections. He noted low-income households used the transit system most. He said the current system reached the most concentrated areas well. He noted the Atlas Waterfront area was not transit oriented at this time yet would need to be looked at more closely as development continued. Mr. Ingle said the next step for Phase 2 were network enhancements and cost allocation modeling, bus stop evaluation and prioritization, site assessment, use analysis, and meeting with major employers.

DISCUSSION: Councilmember McEvers asked what transit oriented and transit lifestyle meant, with Mr. Yakes responding it was the mixed-use walkable area and when they referred to transit lifestyle, it was the same. Councilmember Wood asked Mr. Ingle if they were still gathering information, with Mr. Ingle responding they were and comments would also be used during Phase II, which includes looking at future stops. Councilmember English asked if the goal of reducing vehicle density was in order to reduce traffic and emissions, with Mr. Ingle responding it was. Councilmember Gookin asked why no elected officials were included in the working groups, with Mr. Ingle responding they were happy to have other individuals participate. Councilmember Gookin said he would like someone from the disabled community to participate. Councilmember Gookin asked if Citylink had a mission statement, with Mr. Ingle confirming they did. Councilmember Gookin asked if data would be looked at regarding existing ridership, with Mr. Ingle explaining that they would be reviewing the data during Phase II planning. Councilmember Gookin noted in order to be a successful mass transit system, speed of system was required and were additional routes being looked at, with Mr. Ingle responding in order to service the outlining areas they required an hour headway which he agreed was inconvenient for some users. Mr. Ingle said they would need to double the number of buses and routes to reduce the headway which would double the cost to provide the service. Councilmember English noted he was appreciative of the service provided to the community.

Police Station Remodel Update: Police Chief Lee White said Captain Dave Hagar had been the champion of the project for the City and the Police Department. Mr. Hagar had met with the construction management and architect firm and had value engineered the project to come in \$800,000 below original estimates. Chief White said CORE Construction group had completed the schematic design of Phase I, which would turn the reclaimed locker space into offices and adding 5,400 square foot of new locker space to the Police Headquarters building. He said next steps would be to issue a Request for Proposals (RFP) on January 23, 2024, with a bid opening on February 3, and issue a gross maximum price on March 4, and finally to bring the bid package to Council for approval at the March 19, 2024, meeting. He said the next step would be to begin work on Phase II of the project, which would look at adding an additional training room, offices, and a conference room.

DISCUSSION: Councilmember McEvers asked how many new parking spaces were being added, with Chief White responding 46 additional parking stalls. Councilmember McEvers asked if parking in front of the building would be expanded, with Chief White responding there were no plans to expand front of building parking at this time. Councilmember Gookin asked how much was it to complete the entire project, with Chief White responding \$6.2 million for Phase 1, and Phase II was estimated at \$13 million. Councilmember Wood asked if windows were being added to the offices located where the locker room space was, with Chief White responding that due to a lack of funds, they were not adding windows. Councilmember Wood asked if security was built into the new parking spaces, with Chief White responding it was. Councilmember Wood said she would like the cost information brought back to Council to add windows to the new offices, and to add asphalt to the parking area for 25 additional parking spaces.

2023-24 Annual Snow Plan (Action Item): Streets and Engineering Director Todd Feusier said for many years the City had published a Snow Plan that outlined the policies, priorities and operational procedures for the Streets and Engineering Department (Department) to follow in responding to snow emergencies. As in previous years, the proposed 2023-2024 Snow Plan

summary was being presented to Council. He said citizens and staff mutually benefitted from a clear understanding of City snow removal policies and responsibilities. The Council's snow removal policies are recorded in the Snow Plan and distributed in various forms such as pamphlets, newspaper articles, and made available on the City's website. He said the Snow Plan was one of the Department's means of educating the public on City snow removal policies. He noted the objective was to continue to provide the citizens with efficient plow operations and provide unrestricted road surfaces. He said as the City continued to grow and more streets were extended, the Citywide plowing completion target would be 40-hours. He requested Council approve the 2023-2024 Snow Plan.

DISCUSSION: Councilmember McEvers asked if arterials were gated, with Mr. Feusier responding the current equipment did have gates. Councilmember Miller asked if an organic material was still being used, Mr. Feusier responded they had used beet juice in the past but it had become problematic and were using another organic product this year. Councilmember Gookin asked if a "Name the Storm" winner had been chosen, with Mr. Feusier responding they had not received any suitable entries, so they had decided to use area river names.

MOTION: Motion by Gookin, seconded by Miller, to approve the 2023-2024 Annual Snow Plan.
Motion carried.

PUBLIC COMMENTS:

Neal Schreibois, Post Falls, said he worked for Lamar Outdoor Advertising, and had applied to replace billboards in a couple of City locations and had good interactions with City staff. He said they had applied to move a sign to an additional location on Government Way which was denied. He said it was his company's understanding that the updated sign code allowed billboards to be moved to another location. He requested the word "place" be replaced with "city limit" in the sign code.

Suzanne Knutson, Coeur d'Alene, said she was a co-chair for the accessibility committee at the Human Rights Education Institute. She said her concerns still stood on the transportation issue, and would like the bus routes extended to outlining areas, and longer hours of operation.

ANNOUNCEMENTS:

Councilmember Gookin said he would like to revisit the sign ordinance as the City should be business friendly and no other business was required to ask the City permission to move locations. He said a billboard should be allowed to move from one location to another. Councilmember English said he was in support of upgrading to digital signs. Councilmember Wood noted her husband worked for Lamar and she had no conflict of interest as the company was nationwide and her husband was not guaranteed an area. She would like to have the discussion to move billboards from the boulevard to another location in the City.

MOTION: Motion by Gookin, seconded by Wood, to bring a report forward to revisit the sign ordinance. **Motion carried.**

CONSENT CALENDAR:

1. Approval of Council Minutes for the December 5, 2023 Council Meeting.
2. Approval of the December 11, 2023 General Services/Public Works Committee Minutes.
3. Setting a Public Hearing for: **January 2, 2024:** O-2-23 - Adoption of Amendments to Coeur d'Alene Municipal Code Title 14, Development Impact Fee.
4. Approval of Bills as Submitted.
5. Approval of Financial Report.
6. Approval of the Annual Road and Street Financial Report for the Fiscal Year Ending September 30, 2023.
7. **RESOLUTION NO. 23-089** - A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, APPROVING THE ABANDONMENT OF A DRAINAGE EASEMENT LOCATED AT 2319 W. BASTIEN LOOP, IN THE COEUR D'ALENE PLACE 36TH ADDITION, OWNED BY SORBONNE HOMES, LLC.

DISCUSSION: Councilmember Gookin asked if the Annual Road and Street Financial Report was the report required by the State of Idaho, with Mr. Tymesen responding it was.

MOTION: Motion by McEvers, seconded by Evans, to approve the Consent Calendar as presented, including **Resolution No. 23-089**.

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

RESOLUTION NO. 23-090

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, APPROVING REVISIONS TO THE CITY'S SIDEWALK & CURB RAMP – ACCESSIBILITY POLICY TO INCREASE THE REIMBURSEMENT RATE PER FOOT AND MAXIMUM PER PROPERTY FOR THE SIDEWALK INCENTIVE PROGRAM.

STAFF REPORT: City Engineer Chris Bosley said the Sidewalk Reimbursement Program was developed and implemented in 2007 and had been an effective means to improving pedestrian travel in the City of Coeur d'Alene. He said City Code required property owners to maintain the sidewalks abutting their property (M.C. §§ 12.20.030 and 12.20.100). The original reimbursement program was developed to incentivize property owners to install sidewalks where none existed and repair sidewalks where ADA requirements were not met. He noted that although the reimbursement was still somewhat helpful in incentivizing sidewalk repair and installation, the rate had not kept up with the increasing construction costs. He mentioned that over the past six years, the program had provided reimbursements for an average of 555 feet of sidewalk per year. He said recent bid prices for residential sidewalk construction were around \$3,500.00 for a 40-foot-wide lot, or \$87.50/ft. The current reimbursement rate was \$26/ft with a maximum of \$650.00 per property owner. He said staff recommended increasing the reimbursement rate to \$40/ft to increase the incentive, with an increased maximum per property owner of \$1,000.00, or \$2,000.00 for a corner lot. He noted the current Streets & Engineering Department budget for the program was \$10,000.00 annually. He said approval of the increased reimbursement rate would likely incentivize more property owners to repair or install sidewalks throughout the City. He requested the City Council approve the update to the Sidewalk Reimbursement Program.

DISCUSSION: Councilmember Gookin noted that listed in the policy was a \$30,000 building permit trigger which should be adjusted for inflation. Mayor Hammond asked staff to review the \$30,000 permit trigger. Councilmember McEvers asked if less sidewalk would be repaired due to the higher reimbursement amount, with Mr. Bosley responding the Department had other funding sources which may be used, yet funding did fluctuate each year. Councilmember McEvers asked if the program included funding from the Community Development Block Grant, with Mr. Bosley responding it was not included in the program.

MOTION: Motion by McEvers, seconded by Gookin, to approve **Resolution No. 23-090;** Approving Updates to the Sidewalk Reimbursement Program.

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

RESOLUTION NO. 23-091

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, APPROVING A PUBLIC TRANSPORTATION LETTER OF AGREEMENT WITH KOOTENAI COUNTY.

STAFF REPORT: City Administrator Troy Tymesen said the 2000 census designated the cities of Coeur d'Alene, Post Falls, Hayden, Huetter and Dalton Gardens, as an urbanized area within Kootenai County. The Kootenai County Transit System encompasses Citylink Fixed Route service, Kootenai Health - Transportation/Paratransit service, and Kootenai County - Citylink Paratransit (currently operated by MV Transportation). He said Transit Service in the urban area was a cooperative effort between Kootenai County, the Coeur d'Alene Tribe, Kootenai Health, the Cities of Hayden, Dalton Gardens, Coeur d'Alene, Huetter, and Post Falls, Kootenai Metropolitan Planning Organization, and Post Falls Highway District. He noted the Federal Transit Administration considers the cooperative transit operation quite unique compared to other transit agencies across the country. He said the legislative board for the transit system was the Kootenai County Board of Commissioners. He noted all public transit service was provided free to the public thanks to the generous funding partners. He said the City was being asked to fund \$101,260, and the item had been approved within the Fiscal Year 2023-24, appropriations Ordinance. He noted the City's portion was based on its population within the urbanized area, and the funds were being used as a match for funds from the Federal Transit Administration (FTA). He noted funding covered operations, maintenance, vehicle procurements, and administration of the system. He said the City also provided the service of the Specialized Needs Recreation Van which was acquired with grant funds, and Citylink provided fixed route and paratransit service in the rural southern part of the county. He mentioned Kootenai Health provided paratransit service for medical trips, and Kootenai County contracted a private transit service contractor to provide service under the Americans with Disabilities Act (ADA). The service provided door-to-door service for qualified disabled individuals; service start-up was August of 2011 and it was still used today. He requested the Council approve the one-year Letter of Agreement and funding for the City's portion of public transportation within the urbanized area of Kootenai County, also called the Kootenai County Transit System.

DISCUSSION: Councilmember McEvers asked how much the City contributed 20 years ago, with Mr. Tymesen responding the City's contribution 20 years ago was \$45,000. Councilmember McEvers asked if all the other cities and the county contributed, with Mr. Tymesen responding they did and noted that Citylink was a benefit to the entire community at no cost to riders.

MOTION: Motion by Gookin, seconded by English, to approve **Resolution No. 23-091;** Approving a Letter of Agreement with Kootenai County for Public Transportation Services.

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

RESOLUTION NO. 23-092

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, APPROVING AMENDMENTS TO THE CITY'S CLASSIFICATION AND COMPENSATION PLAN TO RETITLE THE POSITION OF "PARKS MAINTENANCE WORKER" TO "PARKS MAINTENANCE WORKER 2," AND CREATING A NEW POSITION OF "PARKS MAINTENANCE WORKER 1"; AMENDING THE TITLES OF THE DEPARTMENT HEADS IN THE STREETS & ENGINEERING, THE WASTEWATER, AND THE WATER DEPARTMENTS FROM "SUPERINTENDENT" TO "DIRECTOR"; AND AMENDING THE TITLES OF THE ASSISTANT SUPERINTENDENTS IN THE SAME DEPARTMENTS FROM "ASSISTANT SUPERINTENDENT" TO "ASSISTANT DIRECTOR"; AND AMENDING PERSONNEL RULE 16: GRIEVANCES.

STAFF REPORT: Human Resources Director Melissa Tosi said the Parks Maintenance Worker position had always been the entry level classification in the Parks Department which also required a Class B Commercial Driver's License (CDL). However, the Parks and Recreation Director believed the Department would benefit by having an additional entry level classification that did not require a CDL and would complete basic parks maintenance duties. As a result, the current Parks Maintenance Worker job classification was being retitled to a Parks Maintenance Worker II classification and a new Parks Maintenance Worker 1 had been created for approval. Mrs. Tosi also proposed that the current Superintendent titles for both the department head position and the assistant department head position in Streets & Engineering, Wastewater, and Water, be changed from Superintendent to Director. Additionally, she proposed updates to Rule 16 – Grievance Procedures noting it was a complete re-write from the current policy. She explained that earlier this year, the City had informally resolved potential grievances, but it became apparent that the language and timing of processing a grievance under the current policy was too vague and, therefore, subject to differing interpretations. Mrs. Tosi met with the City Attorney, City Administrator, and the Police Officer's Association (POA) and agreed that an updated policy would be beneficial for everyone. The goal of the amended policy was to create an up-to-date uniform and fair grievance procedure for all employees covered by the Personnel Rules, clearly outline the three (3) steps that may be used in the grievance process, add clarity and reasonable time frames to each step of the grievance process, and a clear expectation of the documentation required. The policy was also sent to the Lake City Employee's Association (LCEA) for review. LCEA approved the proposed policy, expressing no concerns. She mentioned the Fire Association had their own grievance procedure. The proposed amendments were also discussed by the Executive Team and posted for all employees to review with no concerns being raised.

DISCUSSION: Councilmember Wood commended Ms. Tosi on working with the Police Officers Association on the updated grievance procedure and for her work with the Parks Director on the parks maintenance worker I & II classifications.

MOTION: Motion by Wood, seconded by Evans, to approve **Resolution No. 23-092**; Approval of Personnel Rule Updates to the Classification/Compensation Plan and Amendments to Personnel Rule 16 – Grievance Procedures.

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

RESOLUTION NO. 23-093

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, PHASE 2, IN THE AMOUNT OF \$24,000.00.

STAFF REPORT: Water Director Kyle Marine said the Water Department (Department) currently had eleven (11) wells, seven (7) booster stations and seven (7) storage facilities. He said well sites were looked at on a daily basis to collect meter reads, and identify chemical usage and any potential issues, booster stations were visited once a week to check motor vibrations, meter reads, and efficiency, and water storage facilities were visited on a periodic basis as needed, at least once a month, for maintenance and monitoring. He said that during phase one, discussions were held with the IT Department regarding the system setup for cardlocks, security cameras, and updated software for the facilities. He said that due to the unavailability of fiber network access across the majority of the sites, the system must operate independently as a standalone system. He mentioned cellular network was utilized to facilitate connectivity. He said to ensure smooth implementation, Access Unlimited had collaborated closely with both the IT team and building maintenance for the necessary upgrades. The cardlock system had been designed to seamlessly integrate with the City’s existing system. However, its activation would rely on cellular communication. He said the Department currently had budgeted \$100,000 for cardlocks, security cameras, and updated software for the remote facilities, and the grant would help to add additional security inside the wellhead for source water protection. He noted the total amount secured for the Phase 2 grant was \$24,000.00 and accepting the grant would not cause any additional costs to the City. He said that by installing the cameras and the door locks, they would have instant notification of any unauthorized access to the City’s water sources, and they would be able to better monitor contractors that were working on or near the sites. He said the proposed camera system would also be able to record any vandalism that may occur and the video would better help law enforcement to arrest the culprits. He requested Council authorize the acceptance of a DEQ Source Water Protection Grant in the amount of \$24,000.00.

DISCUSSION: Councilmember McEvers asked how many wells would be covered, with Mr. Marine responding the grant covered internal components of the wells and the grant would provide cameras at four (4) well sites. He said most of the remaining well sites would be completed throughout the year. Councilmember Wood noted the cameras would only capture images of people on the City’s well site property and it was important to protect the City’s water source.

MOTION: Motion by McEvers, seconded by English, to approve Resolution No. 23-093; accepting an Idaho Department of Environmental Quality Source Water Protection Grant Phase 2 in the Amount of \$24,000.00.

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

(LEGISLATIVE HEARING) COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PLAN YEAR 2022, YEAR END CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER).

STAFF REPORT: Community Planning Director Hilary Patterson said City of Coeur d’Alene received an annual direct allocation of Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) funds. She noted every year the City was required to complete a Consolidated Annual Performance Evaluation Report (CAPER), allowing the public two-weeks to share public comment. She said the CAPER provided an overview of past year project outcomes and spending priorities. She mentioned the 2022 CAPER highlighted accomplishments that took place July 1, 2022, to September 30, 2023, including funds from Plan Years (PY) 2020 and 2021. She noted the 2022 Plan Year was extended to September 30, rather than it’s prior June 30 end date due to the change in the Plan Year start date to October 1, for PY 23. The 2022 CAPER was posted to the City’s website on December 5, 2023 with information on how to provide comments, with two weeks of public comment held between December 5, 2023, and December 20, 2023. She said today’s Public Hearing and the 15-day public comment period were advertised to the public in the following ways: Coeur d’Alene Press notice, website updates, Facebook post, and emails to the 173 CDBG stakeholders. She said the only public comment received to date was from Nancy Mabile of Panhandle Area Council with some minor edits verifying the number of Emergency Minor Home Repair Program (EMRAP) projects that were completed during the program year to ensure consistency between references in the plan. She explained PY 22 goals which were met and those which were not and 2022 successes. She noted TESH had been awarded funds for a parking light upgrade which had not yet been completed. She spotlighted some EMRAP projects which had been completed. She noted all COVID-19 funds had been expended. She said authorizing the item would allow staff to submit the 2022 CAPER to HUD for official review.

Mayor Hammond opened the public testimony portion of the meeting and hearing none, closed public testimony.

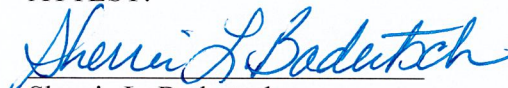
DISCUSSION: Councilmember English asked if some of the goals were not met due to no applicants, with Ms. Patterson responding the goals were set for 5-years, and in 2022, there were no economic development or for-rent affordable housing applications. Councilmember McEvers asked what “urgent need” in the National Objective referenced, with Ms. Patterson responding it was a tough objective to meet and that HUD had specific language which stated all CDBG requirements must be met. Councilmember McEvers asked if the transit issue would fit into CDBG, with Ms. Patterson responding it was difficult to quantify that the majority of users were LMI at a particular bus stop, etc., and HUD rules were very specific on use of the funding.

MOTION: Motion by Miller, seconded by McEvers, to approve the Community Development Block Grant 2022 Consolidated Annual Performance Evaluation Report (CAPER). **Motion carried.**

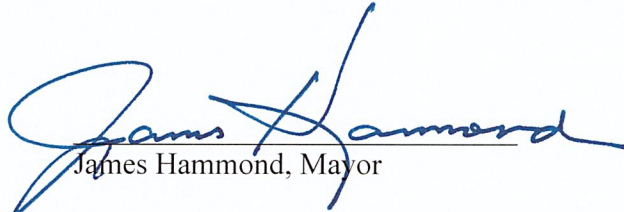
ADJOURN: Motion by Gookin, seconded by McEvers, that there being no other business this meeting be adjourned. **Motion carried.**

The meeting adjourned at 7:45 p.m.

ATTEST:



Sherrie L. Badertscher
Executive Assistant



James Hammond, Mayor