

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

November 19, 2024

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 November 19, 2024, at 6:00 p.m., there being present the following members:

Woody McEvers, Mayor

Dan English	)	Members of Council Present
Christie Wood	)	
Dan Gookin	)	
Amy Evans	)	
Kenny Gabriel	)	
Kiki Miller	)	Member of Council Absent

**CALL TO ORDER:** Mayor McEvers called the meeting to order.

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

**PRESENTATIONS:**

**CDA PulsePoint Mobile App:** Deputy Fire Marshall Craig Etherton stated that PulsePoint is a 501(c)(3) public non-profit foundation responsible for PulsePoint Respond, an app and ecosystem that alerts citizens and off-duty public safety professionals to the nearby need for Cardiopulmonary Resuscitation (CPR). PulsePoint also provides an emergency automated external defibrillators (AED) registry designed to mobilize AEDs during cardiac arrest events. A person who knows how to administer CPR will have to download the app and sign-up. The app will alert the person if there is a cardiac arrest situation in public places and will show him if there are AEDs nearby. Mr. Etherton mentioned that the American Heart Association policy statement suggests that the location of all AEDs in a community be known to the local emergency dispatch through the development of national, regional, or local AED registries. The AED location and status information be current and accessible to emergency dispatchers and available to AED-locating systems such as mobile device apps. There is no charge to use any aspect of the PulsePoint registry. It is a public, non-profit organization providing the app and hosted AED registry free of charge as part of its core mission to improve cardiac arrest survival. He encouraged the public to download the PulsePoint Respond and PulsePoint AED apps. It will also provide information on fire incidents and car accidents. Fire EMS Officer Steven Jones shared that since its implementation in October, they have recorded at least 12 cardiac arrests within the county where off-duty people have responded. He stressed how early bystander CPR, and early defibrillation can save lives. He explained that the PulsePoint program is a Kootenai County-wide program with 11 partner agencies with each jurisdiction managing their own software. He explained that the general public responders will be notified of the address only if the incident is in a public place; however, if the

incident is on a private residence, the city's professional responders will be the one notified of the address.

Councilmember English asked if there is any grant assistance available for those wanting to buy AEDs with Mr. Jones responding that there are possible options that they can discuss with him such as what local organizations have done to generate the funds needed. Councilmember Gabriel inquired as to how many people have signed-up in the app, with Mr. Jones stating that they are getting the data on the Idaho area and will share the updated map to Council once available. Mayor McEvers asked if the information on the website and app on the phone are the same, and what is the lifespan of an AED. Mr. Jones explained that it's the same information posted on the website and the app. The AED pads expire every couple of years and the AED battery's lifespan is 10-15 years. The Fire Department will provide assistance on replacement of pads and occasionally assist with AED batteries for city buildings.

**National Nurse Practitioner Week Proclamation:** Councilmember Evans read the Proclamation declaring November 10-16, 2024 as National Nurse Practitioner Week.

**National Apprenticeship Week:** Councilmember Gabriel read the Proclamation declaring November 17-23, 2024 as National Apprenticeship Week. Brenda Hamilton, NIC Workforce Training Apprenticeship Manager, accepted the Proclamation. In her presentation to Council, she enumerated the different apprenticeship trainings that they offer such as electrical, plumbing, HVAC, construction, heavy equipment operator, medical assistant, dental assistant, and healthcare pathway/CNA. She stated that their apprenticeships are Idaho DOPL approved, federally registered apprenticeship RAPIDS/RAP, and VA approved. Ms. Hamilton explained that apprenticeship is a time-honored method of instruction and work experience that leads to certification. The apprentice is able to earn money while learning with 144 hours of Related Instruction (RI) and 2000 hours of paid on-the-job training in traditional industries such as construction and manufacturing; and non-traditional such as healthcare and teacher training.

Councilmember Wood congratulated the new NIC Trustees and commented that she is looking forward to continuing the tradition of the City of Coeur d'Alene having a good relationship with NIC and sharing resources. She asked what the city can do to help the NIC Workforce Training Center. Colby Matilla, NIC Workforce Training Executive Director, asked the Council to refer anyone who would like to take apprenticeship training. Ms. Hamilton asked businesses to partner with them for apprenticeship training. Mayor McEvers inquired about training in food preparation with Ms. Hamilton explaining that the NIC main campus has a culinary arts program and just this fall, rolled out a for credit apprenticeship program. She explained that the NIC Workforce Training Center is non-credit, but they partner with the NIC main campus.

#### **PUBLIC COMMENTS:**

Walter Burns, Coeur d'Alene, asked Council to approved Council Bill 24-1019 creating a demolition review process for historic buildings and structures that were built prior to 1960. He stated that the Historic Preservation Commission (HPC) has worked closely with city staff in developing this ordinance to protect the city's historic resources and district character without infringing the owners' property rights.

Jeanette Laster, Coeur d'Alene, stated that she believes there is a the lack of proper signage at the intersection of Northwest Boulevard and Fort Grounds Drive. She mentioned that she often sees a wrong way driver turning left from Northwest Boulevard to the entrance of Government Way. She suggested putting up a "wrong way" signage. Mayor McEvers asked Mr. Tymesen to look into this concern.

## **ANNOUNCEMENTS:**

Councilmember Evans announced that the Arts Commission is looking for volunteers to serve on the Commission. She asked interested citizens to check on the city website regarding application details.

Councilmember Wood stated that the Parks and Recreation Commission had a meeting last night and encouraged Council to read the minutes of meeting to learn about the items discussed. She brought up the process on filling positions that Council has approved. She stated that this week, there were two new IT positions that was posted with lack of background information provided to Council. While she understands that the other IT position is for police and fire, she asked for more information about the IT position under Municipal Services (MS). Mayor McEvers stated that the matter will be discussed after the meeting. Councilmember Gookin made a motion that the question be brought forward, as it should be answered during the meeting for transparency. Mr. Tymesen explained that the advertised MS IT position has been approved by Council and has been in the budget for the past two years. He stated that filling the position was held since then in order for the city to have a balance fund. Mr. Tymesen clarified that the MS IT position was held due to financing and at the same time, there was no IT Network Administrator that would oversee IT which should be an integral part to hiring an IT Tech. He met with the Police Chief and the Municipal Services Director to discuss options regarding their requested IT positions. The discussion revolved on having the said IT position from the General Fund and use it for other purposes than the Police Department. In the end, it was decided to fill two IT Technician positions: one for MS and one for PD and Fire Department. Councilmember Wood stated that while she agrees to having these new IT positions; however, she said that the discussion to fill these positions never came back to Council. Mr. Tymesen said that the said positions were discussed during the budget process, approved by Council, and already included in the financial plan, which is when the positions were fully disclosed to Council. Before those positions came forward in budget meetings, there are discussions held with Directors and negotiations considering the city's best interest given the limited funding available. Councilmember Gookin stated that the process should have been an information item and Council should be kept in the loop. Mr. Tymesen stated that he would have appreciated the courtesy to be asked by any Councilmember regarding the process. Councilmember English said that both IT positions are important positions, and the Council should allow the City Administrator to be the Administrator. He mentioned about looking at the hospital district to generate funding for the city.

Mayor McEvers requested the appointments of Beth Ann Fuller, Kim Torgerson, and Susie Freligh to the Childcare Commission; Michael Pereira to the Design Review Commission; and Stephen Shepperd to the Historic Preservation Commission

**MOTION:** Motion by Wood, seconded by Evans to appoint Beth Ann Fuller, Kim Torgerson and Susie Freligh to the Childcare Commission; Michael Pereira to the Design Review Commission; and Stephen Shepperd to the Historic Preservation Commission.

**DISCUSSION:** Councilmember English stated that he knows these people and they are highly qualified to volunteer and serve the city. He said that he appreciates citizens who are willing to serve the city.

**Motion carried.**

**CONSENT CALENDAR:**

1. Approval of Council Minutes for the November 5, 2024 Council Meeting.
2. Setting of the November 25, 2024 General Services/Public Works Committee Meeting.
3. Setting a public hearing:
  - a. **December 3, 2024** Community Development Block Grant (CDBG) Plan Year 2023 Consolidated Annual Performance and Evaluation Report (CAPER)
  - b. **December 17, 2024** – V-24-02 – Vacation of alley; known as a Portion of Block 15, Coeur d’Alene and Kings Addition
4. Approval of Bills as Submitted.
5. Approval of Financial Report.
6. Approval of **Resolution No. 24-092** - A RESOLUTION OF THE CITY OF COEUR D’ALENE, KOOTENAI COUNTY, IDAHO APPROVING THE DESTRUCTION OF CITY RECORDS RETAINED BY THE LIBRARY, AND THE MUNICIPAL SERVICES AND PLANNING DEPARTMENTS; APPROVING THE PURCHASE OF 2 GMC TRUCKS FOR THE WATER DEPARTMENT; APPROVING THE FINAL PLAT, ACCEPTING IMPROVEMENTS, AND APPROVING A MAINTENANCE/WARRANTY AGREEMENT AND SECURITY FOR VISTA MEADOWS 2ND ADDITION; APPROVING AMENDMENTS TO RULE 10, SECTIONS 7 AND 8, OF THE CIVIL SERVICE RULES; APPROVING CHANGE ORDER NO. 4 FOR THE 2024 OPEN TRENCH SEWER LINE PROJECT; AND ACCEPTING A UTILITY EASEMENT FOR A WATER LINE AT 3249 BARN CT.

**MOTION:** Motion by Evans, seconded by Gabriel to approve the Consent Calendar as presented, including **Resolution No. 24-092**.

**ROLL CALL:** Evans Aye; Gabriel Aye; Gookin Aye; English Aye; Wood Aye. **Motion carried.**

**RESOLUTION NO. 24-093**

A RESOLUTION OF THE CITY OF COEUR D’ALENE, KOOTENAI COUNTY, IDAHO, APPROVING THE PURCHASE OF A 2024 TYMCO MODEL 600 SWEEPER AND CAB, WITH OPTIONS, FOR THE DRAINAGE UTILITY IN AN AMOUNT NOT TO EXCEED \$349,645.00 FROM PACWEST MACHINERY THROUGH THE SOURCEWELL COOPERATIVE PURCHASING PROGRAM.

**STAFF REPORT:** Streets and Engineering Director Todd Feusier provided an update on the on-going Leaf Fest program stating that today, 117 loads were hauled to the Streets shop. As of today, the crew hauled a total of 705 loads of leaves. Last year at the time there was a total of 799 loads, which shows that there are a lot of leaves this year. The sweepers will finish tomorrow at Indian Meadows and start in Northshire, in an effort to keep up with the schedule. Mr. Feusier explained that there are a lot of factors affecting how fast they go such as cool temperatures in the morning, which put the sweepers two hours behind because the moisture and ice on the road causes the leaves to turn into big popsicles and makes it difficult to empty. He added that they ask residents to get their leaves out since they cannot guarantee on a fixed schedule when the crew will be on their neighborhood due to breakdowns and garbage days. He added that they intend to complete the leaf pick-up before the Thanksgiving holiday.

Mr. Feusier stated that it is about time to replace one of the sweepers that they use for leaf fest and requested Council to approve the purchase of one (1) 2024 Tymco Model 600 Sweeper and Cab for the Drainage Utility in the amount of \$349,645.00 from PacWest Machinery through the Sourcewell cooperative purchasing program. He explained that street sweeping can effectively remove a large percentage of pollutants from streets which would otherwise contribute to stormwater runoff and potentially clog storm drains and pipes. Street Sweeping is recognized as an effective management practice in stormwater pollution prevention. Sweepers are critical tools that the Drainage Utility employs to prevent and reduce pollutants in the city's stormwater runoff and reduce street flooding issues. Mr. Feusier pointed out that the Sourcewell quote is based on a competitive solicitation process and offered to members. Sourcewell has previously been approved by Council for such purchases, as required by Idaho Code § 67-2807.

**DISCUSSION:** Councilmember Evans inquired if this is included in the financial plan with Mr. Feusier replying that \$375,000 was budgeted for the purchase of sweeper.

**MOTION:** Motion by Gookin, seconded by English to approve **Resolution No. 24-093;** Approving of the purchase of a 2024 TYMCO Model 600 Sweeper and Cab, through the Sourcewell cooperative purchasing program, in the amount of \$349,645.00 from PacWest Machinery for the Drainage Utility.

**ROLL CALL:** Gabriel Aye; Gookin Aye; English Aye; Wood Aye; Evans Aye. **Motion carried.**

### **COUNCIL BILL NO. 24-1019**

AN ORDINANCE PROVIDING FOR AN AMENDMENT TO COEUR D'ALENE MUNICIPAL CODE § 2.85.020; PROVIDING FOR THE ADOPTION OF A NEW SECTION OF THE COEUR D'ALENE MUNICIPAL CODE, § 2.85.055, DEMOLITION REVIEW PROCESS FOR HISTORIC BUILDINGS; PROVIDING FOR THE ADOPTION OF A NEW SECTION OF THE COEUR D'ALENE MUNICIPAL CODE, § 15.08.077, DEMOLITION REVIEW PROCESS FOR HISTORIC BUILDINGS; PROVIDING FOR THE REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE PUBLICATION OF A SUMMARY OF THE ORDINANCE; AND PROVIDING FOR AN EFFECTIVE DATE THEREOF

**STAFF REPORT:** Community Planning Director Hilary Patterson proposed the adoption of a new section of the Municipal Code § 2.85.055 within the Historic Preservation Code creating a demolition review process for historic buildings and structures that were built prior to 1960. She recalled that the Historic Preservation Code was adopted in 2019 and thereby created the Historic Preservation Commission (HPC). The Historic Preservation Plan was adopted in 2021. At the June 18, 2024 meeting, Council adopted a temporary moratorium in response to community outcry about the loss and potential loss of historic properties that define the character of Coeur d'Alene. The moratorium applies to demolition and moving permits, and building permits for significant exterior alterations, for buildings (excluding residential) located in the Downtown Core Zoning District and the Downtown Overlay Northside and Downtown Overlay Eastside districts, and buildings listed in the National Register of Historic Places. The moratorium will expire on December 17, 2024. Recently, the HPC requested that staff work on a demolition review process for historic buildings that were constructed prior to 1960. The Community Planning Director, Building Official and City Attorney worked on a process that is outlined in the draft ordinance.

Ms. Patterson explained that the ordinance aims is to establish a review process whenever the owner of property requests a demolition permit for a building or structure originally constructed prior to 1960. This includes commercial and residential buildings and structures. The goals of the demolition process are to provide education about historic preservation to owners of such buildings and structures, ensure photographic documentation of historic buildings and structures, preserve items of historical interest, provide input on new design opportunities and community context, and encourage feedback on historic preservation. The demolition review process include: submission of required information and two exterior photos; Building Department will verify the building's age, providing notification to the Planning Department; Planning will check for historic designation and notifies the HPC subcommittee to conduct a windshield survey; if required, conduct a public meeting with neighbor notification; if requested by the HPC, site visit for photo documentation by HPC or museum representative; and Building Department is notified to issue permit. Other Idaho communities have a similar demolition review process, such as Boise, Twin Falls, and Wallace. These communities also have a certificate of appropriateness and design review authority. The Spokane City Council adopted a new chapter of the Municipal Code on November 5, 2024 requiring the preservation of salvageable materials from historic properties during demolition or deconstruction. The HPC at its September 25, 2024 meeting recommended that Council adopt the proposed ordinance in order to have a process in place when the moratorium expires on December 17, 2024. The proposed demolition review process was also presented during the General Services/Public Works Committee meeting last November 12, 2024.

**DISCUSSION:** Councilmember Gabriel asked about unique aspects of a building such as a door and Ms. Patterson explained that if it is something unique, then they would encourage the property owner to consider salvaging it and either keep it or maybe the museum would want to take it. Councilmember Gookin stated that the demolition review process is not stepping on property owners' rights. He asked about the appeal being part of the process with Ms. Patterson explaining that it is in the code and as agreed with Legal that it would be good to have it as a standard language; however, she cannot see that there would be an appeal because there is no final determination saying that they cannot demolish. Councilmember Gookin inquired if the property owner would just want to tear down their garage, and Ms. Patterson stated that garages are included because there are some garages that have historical significance which they discovered through

their work on the Garden District neighborhood that they are being asked by the State Historic Preservation Office to survey out buildings and take photos. Councilmember Gookin asked if there would be a requirement regarding resolution or format of photos with Ms. Patterson stating that there are none at this time; however, it would be good to have the photos in digital format and proper coordination with the museum on their photo requirements. Councilmember Gookin asked for the reason behind choosing 1960, with Ms. Patterson replying that anything historic would be 50 years and older and they thought 1959 would be the best cut off. Mayor McEvers asked for clarification on the difference between historic district and national registry. Ms. Patterson explained that the National Register of Historic Places would list an individual structure or a whole neighborhood such as the Fort Grounds neighborhood. There is also an option to create a local historic district in the future.

**MOTION:** Motion by Gookin, seconded by English, to dispense with the rule and read **Council Bill No. 24-1019** once by title only.

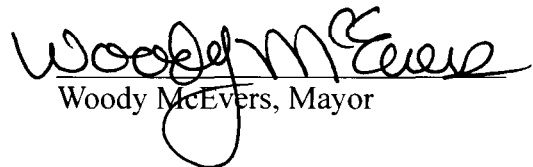
**ROLL CALL:** Gabriel Aye; Evans Aye; Gookin Aye; English Aye; Wood Aye. **Motion carried.**

**MOTION:** Motion by Gookin, seconded by Wood, to adopt **Council Bill No. 24-1019**.

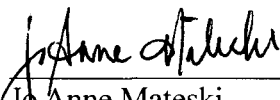
**ROLL CALL:** Gabriel Aye; Evans Aye; Gookin Aye; English Aye; Wood Aye. **Motion carried.**

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

The meeting adjourned at 7:11p.m.

  
Woody McEvers, Mayor

ATTEST:

  
Jo Anne Mateski  
Executive Assistant