

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

October 1, 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 October 1, 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)
Kiki Miller)

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

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

PUBLIC COMMENTS: None

ANNOUNCEMENTS:

Councilmember Miller shared about the Development Agreement Workshop happening on October 15 which will be facilitated by Tricia Nilsson. This is free for NIBCA members, and the event is dedicated for developers, builders, planning professionals, and decision makers to get information about workforce housing.

Councilmember Gookin greeted former President Jimmy Carter on his 100th birthday today.

Mayor McEvers announced the appointment of Teresa Benner to the Personnel Appeals Board.

MOTION: Motion by Gookin, seconded by English, to appoint Teresa Benner to the Personnel Appeals Board. **Motion carried.**

CONSENT CALENDAR:

1. Approval of Council Minutes for the September 17, 2024 Council Meeting.
2. Approval of Bills as Submitted.
3. Resolution No. 24-077
 - a. Approval of the destruction of city records within the Finance, Fire, Library, Municipal Services, Police, Streets, and Wastewater Departments, including temporary and semi-permanent records, in accordance with the records retention policy adopted by Resolution No. 23-055.

- b. Approval of the purchase of Police Department Ammunition in the amount of \$55,972.20 from Salt Lake Wholesale Sports (SLWS.)
- c. Approval of the purchase of 7 Police Vehicles from Mike White Ford, in the amount of \$44,539 per vehicle, for a total of \$311,773 through the state procurement bid.
- d. Approval of a sole source purchase of the upfitting of 7 vehicles from Dana Safety Supply in the amount of \$134,153.60.

MOTION: Motion by Evans, seconded by Wood to approve the Consent Calendar as presented, including Resolution No. 24-077.

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

RESOLUTION NO. 24-078

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, APPROVING AN AMENDMENT TO THE CITY'S CLASSIFICATION AND COMPENSATION PLAN REGARDING POSITIONS IN THE MUNICIPAL SERVICES DEPARTMENT, RE-LEVELING THE IT NETWORK SYSTEMS ADMINISTRATOR POSITION FROM PAY GRADE 16 TO PAY GRADE 17 AND THE IT TECHNICIAN II POSITION FROM PAY GRADE 11 TO PAY GRADE 12.

STAFF REPORT: Human Resources Director Melissa Tosi noted that the IT Network Systems Administrator position has been vacant since May 2024. This classification is currently leveled at a pay grade 16 and is responsible for the overall operation of the City's computer and electronic information system and technology as well as provides extensive expertise to the overall management of the network, servers, and all related and supporting systems/technology. The proposed changes include: directly reports to the Municipal Services Director, collaboratively working with the IT Database Application Developer; increasing the 4 years of networking experience to a minimum of eight (8) years of progressively responsible experience providing IT network administration of which four (4) years include managing a large networking environment; FBI Criminal Justice Information Services (CJIS) clearance; and increase from a pay grade 16 to a pay grade 17. The difference between pay grades is 10% and the Municipal Services department will offset that increase by just slow hiring any other vacancies.

Ms. Tosi explained that the IT Technician classification in Municipal Services is currently leveled at pay grade 11, and this is the main IT Technician plus some additional duties. The IT Technician II will be responsible for streamlining the IT Tech work that is specific to internal ticketing systems process. The said position would require a year of either supervisory or some sort of lead position experience and more extensive knowledge of the installation maintenance in the network, hence this is being proposed from an IT Tech at a pay grade 11 to an IT Technician II at a pay grade 12. Ms. Tosi stated that there is a current IT Technician completing this work now and so it is recommended to reclassify to IT Technician II. The difference between pay grades is 8% and accounted for and approved in the current fiscal year budget.

MOTION: Motion by Gookin, seconded by Miller to approve **Resolution No. 24-078** – Approving the amendment to the classification and compensation plan, in the Municipal Services

Department, increasing IT Network Administrator from a paygrade 16 to 17, and creating a new classification titled Technician II at a pay grade 12.

DISCUSSION: Councilmember Gookin stated that the IT staff should be paid for what they are worth. He thanked the staff and appreciated this step in the right direction.

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

RESOLUTION NO. 24-079

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, ACCEPTING THE BID OF, AND AWARDING A CONTRACT FOR THE PURCHASE OF NEW WATER METERS, REGISTERS, AND ENDPOINTS, TO BADGER METER, INC., IN AN AMOUNT NOT TO EXCEED \$598,275.24.

STAFF REPORT: Assistant Water Director Glen Poelstra recalled that back in 2005, they found a significant undocumented water loss issue and proceeded to create a Meter Change Out Program (MCOP). Now the Water Department has an annual MCOP plan that will eventually replace all 20,000 meters in the city over a 10-year cycle, as this is the typical lifespan of an average water meter radio read battery. Once a meter reaches 10 years it may lose accuracy along with imminent battery failure and the Orion radio read ceases to work. The City changes an average of 2,000 meters a year, depending on the location. It is recommended that water meters be replaced or rebuilt once they reach above a 3% loss of water recording accuracy which is on average 10 years. Mr. Poelstra stated that the only responsive bid was received from Badger Meter in the amount of \$598,275.24. The 2024-25 FY budget line item is set at \$685,000.00

DISCUSSION: Councilmember Wood requested clarification if the said purchase is part of the Water Department's strategic plan with Mr. Poelstra responding in the affirmative and that it is not a new funding. Councilmember Gookin commented that the funding came from the rate payers and not from property tax dollars. He added that he appreciates the attention and detail of the Water Department to keep the system up and running.

MOTION: Motion by Gookin seconded by Evans to approve **Resolution No. 24-079** – Approving an Agreement with Badger Meter for the purchase of meters, registers, and endpoints in the amount of \$598,275.24.

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

RESOLUTION NO. 24-080

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, APPROVING AN AGREEMENT WITH SPECIALTY PUMP SERVICES, INC., FOR THE RC WELL PUMP REHABILITATION PROJECT.

STAFF REPORT: Assistant Water Director Glen Poelstra noted that RC Well was dedicated for former Water Department Superintendent Ralph Capaul in appreciation of his many years of service. The RC Well was originally installed in 2014 to 400' deep. It has a tested production capacity of nearly 4500 gallons per minute (gpm). The production well is 24" in diameter and cased or screened to the bottom. The well was put into production and has consistently produced a rate of approximately 4200 gpm. The pump assembly consists of a 600 Hp motor, 12" diameter drop pipes (columns), 2 3/16" diameter shafts and a 5-stage pump. The pump was installed new in 2014. Mr. Poelstra explained that staff proposes to have the pump assembly removed, cleaned, inspected, and replace any necessary parts. The Water Department has budgeted \$200,000 through the operations and maintenance budget and no additional engineering services are required for this project. One bid was received for the project, the lowest responsive base bid of \$108,925.00 received from Specialty Pump Services Inc. Options were included in the bid packet for potential replacement of the pump columns, stainless steel shafts; brass spider bearings in the event undue wear is detected. Exercising all options would bring the total bid to \$207,025.00. While staff anticipates there may be a need to replace at least some of the pump column based on previous history, it is not anticipated to have to replace everything. Mr. Poelstra stated that staff is proposing approval of a contract with Specialty Pump Services, Inc. for rehabilitation of the RC Well in the base bid amount of \$108,925.00, with the final contract amount not to exceed \$200,000.00.

DISCUSSION: Mayor McEvers asked how old the well was and if the company that installed it would be the same to service it. Mr. Poelstra stated that the well was installed in 2014 so it is now 10 years old and that they try to rehabilitate the wells at least once every 10 years and the same company that installed it that will do the service. He added that if they see pump wear and tear, they monitor the hours of use, and if they see that there are many hours of use then they make that determination for replacement.

MOTION: Motion by Evans, seconded by English to approve **Resolution No. 24-080** – Approving a contract with Specialty Pump Services Inc. for rehabilitation of the RC Well Pump Rehabilitation Project in the amount not to exceed \$200,000.00.

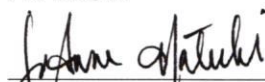
ROLL CALL: Miller Aye; Gookin Aye; English Aye; Wood Aye; Evans Aye. **Motion carried/failed**

RECESS: Motion by Gookin, seconded by Wood to recess to October 7, 2024, 12:00 Noon, at City Hall Conference Room #6, 710 E Mullan Ave., for a workshop regarding Council Seat #4 applicant interviews. **All in favor. Motion carried.**

The meeting adjourned at 6:23 p.m.


Woody McEvers, Mayor

ATTEST:


Anne Mateski
Executive Assistant