

MINUTES OF A CONTINUED MEETING OF THE  
COEUR D'ALENE CITY COUNCIL  
HELD IN THE LIBRARY COMMUNITY ROOM  
ON APRIL 27, 2017 12:00 NOON

The City Council of the City of Coeur d'Alene met in continued session in the Library Community Room held at 12:00 NOON on April 27, 2017, there being present upon roll call a quorum.

Steve Widmyer, Mayor

Woody McEvers ) Members of Council Present  
Dan Gookin )  
Dan English )  
Kiki Miller )  
Amy Evans )  
Loren Ron Edinger )

STAFF PRESENT: Jim Hammond, City Administrator; Mike Gridley, City Attorney; Renata McLeod, City Clerk; Sam Taylor, Deputy City Administrator; Troy Tymesen, Finance Director; Kenny Gabriel, Fire Chief; Bette Ammon, Library Director; Lee White, Police Chief; Bill Greenwood, Parks & Recreation Director; Terry Pickel, Water Superintendent; Tim Martin, Streets & Engineering Director; Ed Wagner, Building Services Director; Amy Ferguson, Executive Assistant; Kyle Marine, Assistant Water Superintendent; Tom Greif, Division Fire Chief; Melissa Tosi, Human Resource Director; Kim Harrington, Assistant Project Manager; Vonnie Jensen, Deputy Treasurer; Ted Lantzy, Senior Building Inspector; Don Keil, Assistant Wastewater Superintendent; Mike Becker, Utility Project Manager; Steve Childers, Investigations Captain; Brandon Russell, IT Design Administrator; Kirk Johnson, IT Net Administrator

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

**ADDENDUM TO AGREEMENT WITH GINNO CONSTRUCTION FOR THE CITY HALL REMODEL, SETTING GUARANTEE MAXIMUM PRICE**

STAFF REPORT: Renata McLeod, Municipal Services Director, requested council approval of an Addendum to the Agreement with Ginno Construction for the City Hall remodel, setting the guaranteed maximum price. She noted that at the February 7, 2017 meeting the Council approved the Contract Manager/General Contractor Agreement with Ginno Construction. On April 6, 2017 the City Council approved the final project scope for the City Hall remodel project. The Guaranteed Maximum Price Amendment set forth the final costs of the project. The amendment sets forth the amount of 1,907,600.00, which includes the add alternates 1-9, and up to \$20,000 for windows in the old Council Chambers. It does not include owner-supplied materials, and contingency. The owner supplied materials include the Access Control System security equipment (\$47,840), and contingency (\$78,750.00.) Architect/Engineering fees will

be \$148,250.00, which will set the project budget at \$2,182,440.00 as discussed at the April 6, 2017 Council meeting.

MOTION: Motion by Gookin, seconded by McEvers to approve Resolution 17-025, approving an Addendum to Agreement with Ginno Construction for the City Hall remodel, setting Guaranteed Maximum Price.

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

## **STRATEGIC PLANNING PRESENTATION**

Each department head was instructed to present budget requests and goals during a five minute or less presentation.

Ed Wagner, Building Superintendent, noted that the City of Coeur d'Alene is the 11<sup>th</sup> fastest growing metro in the United States. He discussed the Building Department strengths and challenges, which includes current staffing levels. Other jurisdictions have used outsourcing as an option. Mr. Wagner also noted that vehicle reliability is an issue, as well as lack of experience in the trades and a designer backlog. He discussed the needs of the department, including improving customer service, maintaining the inspection schedule timing, eliminating the payment of overtime, and personnel requests, which include one building inspector/plan reviewer and one additional permit tech, plus replacement of two vehicles.

Troy Tymesen, Finance Department, said that the medical insurance with the new vendor is tracking better than anticipated and if the City can hold through the end of the month, they will not have an increase in insurance premiums. Mr. Tymesen also requested the addition of one accountant position and noted that the department does not have adequate succession planning.

Kenny Gabriel, Fire Chief, said that fire station construction is complete and nine new firefighters have been hired, four of which are paramedics. They also promoted the leaders needed for those stations, and using the GO Bond built the "stadium," which enhances the life span of equipment since the equipment is inside of the building, instead of outside. He noted that it has been a whirlwind year of growth and the 2015 public safety bond bought a state of the art fleet. They took delivery of the ladder truck and it is currently in Station 2 and will be in service within the next couple of months. The Fire Department will continue to strive for excellence and this year will sit back and take a breath and complete the projects slated for last year and complete the fire station and get the apparatus in service. They will also ask to be re-rated by the ISRB as a Class II Fire Department and are currently rated as a Class III. They will also manage the increased demand for service. Mr. Gabriel noted that 8 of 12 months last year were record months, and this year all three months so far have been record months.

Melissa Tosi, Human Resources Director, discussed HR staffing in regard to the industry standard, and reviewed benchmarking comparisons with other cities and counties in Idaho. She

noted that it is very challenging to keep part-time positions staff as there is a lot of training involved and a higher turnover. She also noted that it is difficult to attract quality people, and noted that if they had more staffing, their service levels would be better. She proposed that the current part-time position shift to a full-time benefited HR claims specialist. Ms. Tosi said that claims used to be handled by the Legal Department and the current duties have been absorbed by Human Resources, Legal, and Municipal Services.

Mike Gridley, City Attorney, said that the priority for the Legal Department is the move to City Hall. He thanked council for their support in bringing their department together, and for their support of the addition of windows to the new space. The Legal Department plans to spend a fair amount of time on the Spokane River property acquisition. Mr. Gridley also noted that PD records requests are very time consuming for PD and Legal and they will continue to try to streamline and make it more efficient. They have put increased emphasis on the issue of domestic violence, and would like to add a victim witness support person as proposed by Chief White.

Bette Ammon, Library Director, said that 76.5% of people in Coeur d'Alene have library cards and are reading, checking out books, downloading audio books, and coming to the library in droves. They are celebrating 10 years and use continues to go up. Ms. Ammon discussed current challenges, including needing more materials, online books, music, and magazines. They are looking at an increased emphasis on early childhood literacy. She requested additional staff of one full-time benefited person. Ms. Ammon noted that it is harder to recruit and keep part-time people and a lot of training is involved. Their long range plan includes more professional positions at the library and Ms. Ammon noted that it is important for them to keep up with technology. In about a month they should be ready to start checking out hot spots. The Library Foundation is funding the program for a preliminary year. The library is also premiering a "makerspace" and have received great assistance from the City's IT division for everything.

Renata McLeod, Municipal Services Director, said that the Municipal Services Department has 12.25 full-time equivalent employees, with two retirements by December. She noted that this will be a year of transition, and the biggest needs involve the IT Division. This year they will be doing their Windows Office update and are hoping that with new technology they can make some improvements to their IT systems and analyze needs for the future. They will be working on a five year plan and have been doing some security reviews and will be looking for new software to assist with security and will be doing some camera system repairs. Ms. McLeod said that they would like to add 8 hours to the Municipal Services part-time position to bring them up to full time. She also noted that every three years they purchase a copy machine for general administration, and the older machines goes to Customer Service. In addition, they will continue to enhance the program for online permitting. Ms. McLeod said that CDA TV is no longer receiving the \$10,000 a year capital improvement funding, which covers the studio equipment. Staff has been working hard with their partners, the City of Hayden, Ignite CDA, NIC, the school district, etc. to split the costs and enter into a memorandum of agreement. Each of the six partners would contribute \$1,666 a year.

Bill Greenwood, Parks & Recreation Director, reviewed the activities of the parks, recreation, cemetery, urban forestry, and building maintenance divisions. He discussed challenges in regard

to event demands on staff, seasonal staffing, and maintaining buildings that are older or poorly designed. They are considering limiting the number of large events. Mr. Greenwood noted they are still down two softball fields and have property at Cherry Hill that they would like to develop into a softball field. He also said that they have one Irrigation Technician who maintains the system, and he needs an assistant. Mr. Greenwood would also like to see increases in the seasonal budget to offer higher hourly wages. They would also like to resurface the Cherry Hill tennis courts, and purchase a turf vehicle and turf sweeper.

Sam Taylor, Deputy City Administrator, presented on behalf of Hilary Anderson, Community Planning Director. He discussed the Planning Department strengths which include a hard-working and dedicated team, excellent customer service, and a focus on creating a vibrant community. Mr. Taylor noted that the staffing level is the same as it was in the 1980s. Right now there are 32 projects assigned to the department and development applications are up. Since 2013 the department has been assisting with about 1,000 permits each year. Mr. Taylor noted that planning is part of the permit review process, and the meetings take away from other planning efforts. All planners are still at Assistant Planner/Planner 1 pay grades and there is a need for three levels of planners. Mr. Taylor said that it can impact morale for everyone to be at the same level doing different work. He discussed work plan recommendations and said they are working on a plan to shore up what topics the Planning Department will be working on each year. The Planning Commission and Planning Department have providing rankings on what the top priorities should be for the next year, which will be coming forward to the council. Mr. Taylor also discussed opportunities for a pending reorganization of the department which will be coming forward. They would also like to add another planning tech, which would allow the planners to spend more time on planning, the Comp Plan Update, and CDA 2030. Mr. Taylor also requested that the funds for CDA 2030 be moved from Administration to Planning.

Lee White, Police Chief, said that crime is down 10% year to date. He noted that staffing is fantastic, especially in patrol, and the fleet is looking good. Community relations are great and cooperation with other agencies remains high. He discussed challenges and noted that the caseload in the Detective Division is extremely high. They have a lot of property crime cases that do not get “worked.” Code enforcement and animal control continue to be problematic. Personnel costs are unknown because of contract negotiations. Chief White said that most major cities in the State of Idaho and across the United States have victim’s advocates assigned to them. He also noted that special events continue to be a problem and the five large special events a year cost nearly \$70,000 in overtime. They are requesting one detective position, one crime prevention/public information officer, moving the records tech from part-time to full-time using savings from another part-time position, five marked patrol cars to maintain the fleet, and one detective car. Chief White discussed how they reduce the impact of the requests to the City, including a BOCA grant for two victim’s advocate positions, which would require a 20% match, which they would apply for in January of 2018. He noted that at some point they will need to have a conversation about space for a new police department and said that it will take about \$4.5 million to build a station and there is potential to acquire land to the north. There is also the possibility that the school district will add an additional SRO position for 9 months, with the City funding the over 3 months.

Tim Martin, Streets & Engineering Director, discussed his department's strengths, which are customer focused. He said that stabilizing the department was key the first part of the year. They have a strong community connection and staff longevity, and are closely tied to the downtown events, "Name the Storm," "Paint the Plower," "Earth/Science Day" and "Hardhats, Hammers and Hotdogs" events. He discussed the department challenges and noted that engineering staff is lower than it was in 1997. Equipment replacement is also a challenge as there are new advanced equipment technology that is available including signalization, traffic counters, snow fighting equipment, paver and roller, dump trucks, and bucket truck. Their budget proposal includes a Public Works inspector, Engineering Tech, and a strong used-equipment budget line item.

Sam Taylor, Deputy City Administrator, presented on behalf of the Wastewater Department and noted that the City has a premiere wastewater plant and a great collection system. He noted that Mike Anderson will be starting as the new Wastewater Superintendent on June 5. The department strengths are their staff. They are working on the Phase 2 Tertiary Treatment and the five year capital improvement plan. They have one GIS tech who is very inundated with work and are looking at the existing water tech to share the GIS responsibility. They are in need of a person who can comb through the easement information and secure questionable easements. The rate study will likely be coming in the fall and they are working through the data gathering for that at this time.

Terry Pickel, Water Superintendent, said that the department's top priorities at this time are customer service, water quality and quantity, and equitable rates. They are looking at replacing aging infrastructure and planning for the future. The rate study will be in place at the end of 2018 and they will look at equity of service, rate structure, and review the comprehensive plan project list, and look at capitalization fee structure. The department has no additional personnel requests, but they will have three retirees to replace. Water meter maintenance is a big priority as they replace about 2,000 meters per year, on a 10 year cycle, as well as the annual well and pump programs, fire hydrant maintenance, water main flushing, and valve exercising program. The department has a busy construction season coming up and will be working on the Best Hill booster this fall, northeast water system enhancement, Industrial Standpipe repainting, water main replacements, and assisting other departments with street overlay, Seltice Way construction, and the Wastewater Open Trench project. Mr. Pickel discussed planned construction projects and future planning including a new administration facility, replacing aging infrastructure, and pumping and storage.

After the presentations by the department heads, the meeting was opened up to the Council to ask questions and clarify information presented.

Councilmember Gookin asked Ms. McLeod what the price difference was between Office 2016 and Office 365. Ms. McLeod said that Office 365 would be a \$45,000 a year fee, but the purchase of the licenses for October 2016 would be \$100,000 and would last for six years, making it more cost effect.

Councilmember Gookin asked if the City could go to “livestream” since the cable company no longer under a city franchise agreement. Ms. McLeod said that they could and they are talking to their partners about what equipment is required and how to divide up the cost.

Councilmember Gookin asked Ms. McLeod if council had directed them to look at special event fees. Ms. McLeod said that they had, and they will be holding a public hearing regarding a proposed fee increase at Tuesday’s council meeting. They are in the process of making some code amendments and have had a lot of internal staff discussions. Ms. McLeod said that council had wanted to look at increasing the fees, but not so much that it was detrimental to events. She noted that a 20% increase was amenable to all.

Mayor Widmyer asked if there was any update on the Firemen’s Retirement Fund (FRF) savings. Chief Gabriel said that an actuarial will be done this summer and will be presented to the board meeting in the fall.

Mayor Widmyer asked Ms. Ammon if there had been any conversations with Gizmo about the “Makerspace” program. Ms. Ammon said that they have talked with them and they are in full support of the library complimenting what Gizmo is doing as Gizmo can’t accommodate everything. The library interest is in providing some activities that are free and open to the public for all ages. They have a dedicated space, a plan and some equipment, and are interested in some portable equipment that they can take to schools.

Mayor Widmyer asked about the BLM corridor and whether there were ongoing discussions with NIC and the University of Idaho. Mr. Greenwood said that the outdoor classroom idea is still moving forward.

Mayor Widmyer asked about the SRO officer reimbursement and whether the city’s overhead for the officer would be built into the reimbursement. Chief White said that when they calculate the costs, they are looking at mostly salary-based, and noted that over the years the schools have purchased a couple of vehicles, and rifles that are stored in safes. He believes that the City is being fairly reimbursed.

Mayor Widmyer asked Mr. Pickel how many Yardley pipes are fixed each year. Mr. Pickel said roughly 150 to 200 a year.

Councilmember Edinger said that most department heads asked for new positions, and asked Mr. Tymesen if there are “new bodies” in some of the new budget proposal. Mr. Tymesen said that the departments are finishing up their budgets and will turn them in next week. He would anticipate that new positions will be requested. Councilmember Edinger asked about the Street Department and other department equipment requests. Mr. Tymesen said that the departments will bring them forward and they will look at the budget. The Streets Department used equipment purchases have been extremely successful. They have had zero failures in acquiring used equipment and they have had a gigantic impact on the fleet. Mr. Tymesen said that he would like to bolster that line item to take advantage of shopping for those types of equipment.

Councilmember Edinger said that when McEuen was built, it eliminated two softball fields. He asked if two softball fields could be built on Cherry Hill and if there was any discussion regarding cost. Mr. Greenwood confirmed that the monies for the softball fields could come from parks capital improvements.

Councilmember Evans asked about events. Mr. Greenwood said that they found that the larger events on the same day are difficult. They are thinking about limiting the number of events within the parks on the same day. Mr. Greenwood noted that it is mostly about staffing. Councilmember Evans asked if there was any merit in increasing staff so that the community could benefit from those events. Mr. Greenwood said that it would be a specific person that would maybe work 20 hours on the weekends and at night. They would have to find the right person and are having a hard time finding seasonal staff at this time, and are short six seasonal workers right now.

Councilmember McEvers asked about compost. Mr. Taylor said that right now the plant has done such a good job of taking the solids out that they are having more compost. They are looking at what they need in terms of the size of the facility to handle the compost. Another component is how do they continue to unload the compost to organizations that sell it. It is a longer term project, and they are hoping that the new superintendent will be able to look at the opportunities.

Councilmember McEvers asked about replacing the Deputy City Clerk when she retires. Ms. McLeod said that they are planning on going outside and doing a full recruitment, and will also encourage city staff to apply. They will do the recruitment a few months in advance so that they will have a good overlap between the new person and the retiring Deputy City Clerk.

Councilmember McEvers asked about IT maintenance of library computers. Ms. Ammon said that it is a mix of the library and IT paying for computer upgrades. She noted that the library has a lot of specialized software and needs and pays for some of the software and licensing themselves.

Councilmember Miller asked about outsourcing that other agencies are doing and asked Mr. Wagner if he had estimated costs. Mr. Wagner said that he did not at this time.

Councilmember Miller asked if the OpenGov software would do anything to support what a new accountant position would do? Mr. Tymesen said that it would not.

Councilmember Miller asked about the Human Resources personnel request and asked if the turnover creates a liability issue for the City in terms of privacy issues. Ms. Tosi responded that it does.

Councilmember Miller asked Ms. Ammon when was the last time a full-time person was added at the library. Ms. Ammon said that they added one position the year before last when they opened the branch library. It is the only full-time position they have added in the last 12 years. They have added two part-time positions.

Councilmember Miller asked about the Parks & Recreation request for a turf vehicle and sweeper and whether they have been requested before. Mr. Greenwood clarified that the purchases would be made out of his replacement budget and he just identified them in his presentation.

Councilmember Miller asked Mr. Greenwood what is the plan if the proposed raise in the seasonal rates doesn't work in hiring more people. Mr. Greenwood said that they budget would have extra money. Mr. Greenwood also clarified that the tree crew mentioned in his presentation is not anything that he is planning in the near future. He noted that it would be nice if they could have something possibly added to the utility crew that would help to support the tree crew.

Councilmember Miller asked Mr. Taylor about the request for planning staff. Mr. Taylor confirmed that council has already approved reorganization funds with different levels of planners.

Councilmember Miller said that she had a conversation with the Safe Passage director about the victim's advocacy position and it was her understanding that there are training programs available. She asked if Chief White has been involved in those conversations. Chief White said that it is problematic how many third party entities get involved and that is why a lot of law enforcement agencies have victim's advocates assigned to them.

Councilmember Miller asked Mr. Pickel about the compost facility and Mr. Pickel confirmed that they are hoping to construction facility this fiscal year. Councilmember Miller asked if there is a rate study planned for those that are outside of the city limits. Mr. Pickel confirmed that their rate study is planned for those inside and outside of the city limits and will be started this year.

Councilmember Evans asked how often the City is required to update its Comprehensive Plan. Mr. Taylor responded seven years under state law, and noted that the \$175,000 cost is for a consultant to have the time to "get into the weeds" on all of the growth factors. He noted that they are using some inaccurate population growth figures that need to be shored up. The consultant would facilitate community meetings, and there is an opportunity to substantially change the way the Comp Plan looks. Councilmember Evans asked about the Comp Plan timelines and Mr. Taylor responded that the Post Falls Comp Plan took a year and a half to two years.

Councilmember Edinger asked about a new police station. Chief White said that the current station is about at capacity now. They have the ability to put about 6,000 extra square feet on the building, but they don't have the extra room for parking. They could get rid of the existing facility and move somewhere else in about 10 years, or they could expand the building and build a parking structure, or could purchase a portion of the land immediately to the north and expand in that direction. Chief White noted that they have impact fees that can pay for a portion of the land but the seller wants to sell the entire parcel.

The department heads restated their personnel requests and the councilmembers were asked to each provide a list of their top five priorities.



Councilmember McEvers listed tiny homes regulations, design review oversight review, streets, a question regarding payments between departments and payment of fees to ourselves, and also expressed concern about history and commented that there is no funding, group or committee working on preserving our history and suggested possibly using some Arts funds.

Councilmember Miller would like regular meetings with ingite that would review their priorities, and to have ignite be working with CDA 2030 along with the City, streets maintenance, and would like to explore the project management program, and outsourcing things that are temporary. She would like to explore ADA water accessibility, parks staffing, and a motivational chart for council and staff in regard to outreach, and would like to review of the items going on the Consent Calendar.

Mayor Widmyer's priorities are streets, and making sure that the City doesn't created an unfunded liability; parks – making sure we keep our parks great with no unfunded liabilities; the need to look at long term parks and parks building to make sure they can be maintained; the promotion of economic development on Seltice Way; rates studies every year; exploring a performing arts district for a performing arts center; and promoting historical preservation. promote economic development on Seltice Way, rates – study all rates every year. Need to stay current.

Councilmember English's priorities are an increased used equipment budget, adding a detective position, matching funds for a victim's advocate position, adding an accountant position, shared GIS position, funds for increasing hourly rates for parks seasonal workers, adding 8 hours to the MS Clerk position, and adding one HR position.

Councilmember Evans said that her priorities were a Comp Plan update, the East Sherman Master, identifying opportunities in the Four Corners, Arts Commission, and identifying and initiating opportunities to collaborate with other agencies.

Mr. Hammond asked the council to review all of the items submitted by the council together and mark their top five items, and then their next five items. He noted that the items selected would be tabulated by staff and distributed to the council, along with the department head's powerpoint slides.

Councilmember Miller commented that she thought the format was fabulous and thanked staff for their work in putting it together.

Councilmember Gookin asked if the council was still in agreement that their priority is public safety. Mayor Widmyer responded that public safety is always a priority and they feel that they have funded it.

ADJOURN: Motion by McEvers, seconded by Miller, that there being no further business, this meeting is adjourned. Motion carried.

The meeting adjourned at 2:11p.m.

ATTEST:

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Steve Widmyer, Mayor

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Amy C. Ferguson  
Deputy City Clerk