



Our vision of Coeur d'Alene is of a beautiful safe city
that promotes a high quality of life and sound economy
through excellence in government

GENERAL SERVICES/PUBLIC WORKS COMMITTEE

with

Council Members Wood, Evans, English

July 12, 2021, 12:00 p.m.

Library Community Room

702 Front Avenue

AGENDA

*****ITEMS LISTED BELOW ARE CONSIDERED TO BE ACTION ITEMS**

- Item 1 V-21-03 Vacation of a Ten-foot (10') Strip of Right-of-Way Adjoining the Easterly Boundary Line of Lot 22 and the South Half of Lot 21, Block 3, of the Kaesmeyer Addition Plat – Dennis J. Grant, Engineering Project Manager
- Item 2 V-21-04 Vacation of a Ten-foot (10') Strip of Right-of-Way Adjoining the Easterly Boundary Line of a Portion of Lots 6, 7, and 8, Block 13 of the Kaesmeyer Addition Plat – Dennis J. Grant, Engineering Project Manager
- Item 3 Request Approval of Letter of Agreement with Jace Perry D/B/A Backwoods Whiskey Bar for Commercial Use of City Streets for Recreational Transit – Kelley Setters, Deputy City Clerk
- Item 4 Request Authorization to Purchase One (1) Live Scan Plus Fingerprinting Machine and Related Equipment – Renata McLeod, Municipal Services Director
- Item 5 **PRESENTATION** – Library – Director Michael Priest

The City of Coeur d'Alene will make reasonable accommodations for anyone attending this meeting who requires special assistance for hearing, physical or other impairments. Please contact Juanita Knight, Senior Legal Assistant, at (208) 769-2348 at least 24 hours in advance of the meeting date and time.

**General Services/Public Works
STAFF REPORT**

DATE: July 12, 2021

FROM: Dennis J. Grant, Engineering Project Manager

SUBJECT: V-21-03, Vacation of a ten-foot (10') strip of right-of-way adjoining the easterly boundary line of Lot 22 and the south half of Lot 21, Block 3, of the Kaesmeyer Addition plat

DECISION POINT:

The applicant, Todd Butler, is requesting the vacation of a ten-foot (10') strip of right-of-way adjoining the easterly boundary line of Lot 22 and the south half of Lot 21, Block 3, of the Kaesmeyer Addition plat (401 S. 18th Street).

HISTORY:

The requested row was originally dedicated to the Public in 1907.

FINANCIAL ANALYSIS:

The vacation of the requested right-of-way would not have any financial impact on the City and would add approximately 600 square feet to the County tax roll. Although a minor amount, it would be a benefit to the municipality as tax revenue and to the land owner whose lot adjoins the strip of usable property.

PERFORMANCE ANALYSIS:

This portion of 18th Street has an eighty (80') right-of-way. By vacating the requested ten-foot (10') strip of right-of-way, it would be more consistent with the typical 60' right-of-way of a street south of Sherman Avenue. The right-of-way can be incorporated into the development of the adjoining property. All utilities are existing and in place, and there is no foreseeable use for this right-of-way. The Development Review Team was informed about this vacation.

RECOMMENDATION:

Staff recommends that Council proceed with the vacation process as outlined in Idaho Code Section 50-1306 and recommends setting August 3, 2021, as the date for a public hearing on the item.



17TH STREET

401 S. 18TH

18TH STREET

401 S. 18th

M6 = V

M6 = R

M6 = C

ALLEY

60'

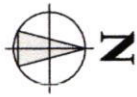
1'-6"
EX (W/ ALLE ?)

120'

120'

401 S. 18TH

EXISTING HOUSE
401 S. 18TH



5'-0"

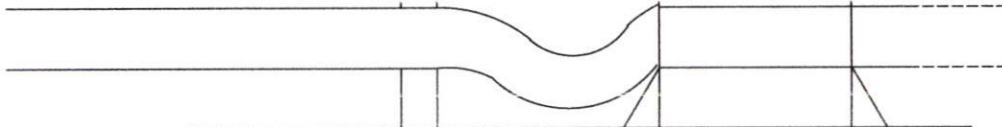
5'-0"

3'-0"

60'

EXISTING PROPERTY LINE

PROPOSED
R.O.W.
VACATION



EXISTING CURB

18TH STREET

**General Services/Public Works
STAFF REPORT**

DATE: July 12, 2021

FROM: Dennis J. Grant, Engineering Project Manager

SUBJECT: V-21-04, Vacation of a ten-foot (10') strip of right-of-way adjoining the easterly boundary line of a portion of Lots 6,7, and 8, Block 13 of the Kaesmeyer Addition plat

DECISION POINT:

The applicant, Todd Butler, on behalf of Savannah Hill, is requesting the vacation of a ten-foot (10') strip of right-of-way adjoining the easterly boundary line of a portion of Lots 6,7, and 8, Block 13 of the Kaesmeyer Addition plat (1724 E. Young Avenue).

HISTORY:

The requested right-of-way was originally dedicated to the Public in 1907.

FINANCIAL ANALYSIS:

The vacation of the requested right-of-way would not have any financial impact on the City and would add approximately 1,150 square feet to the County tax roll. Although a minor amount, it would be a benefit to the municipality as tax revenue and to the land owner whose lot adjoins the strip of usable property.

PERFORMANCE ANALYSIS:

This portion of 18th Street has an eighty-foot (80') right-of-way. By vacating the requested ten-foot (10') strip of right-of-way, it would be more consistent with the typical sixty-foot (60') right-of-way of a street south of Sherman Avenue. The right-of-way can be incorporated into the development of the adjoining property. All utilities are existing and in place, and there is no foreseeable use for this right-of-way. The Development Review Team was informed about this vacation.

RECOMMENDATION:

Staff recommends that Council proceed with the vacation process as outlined in Idaho Code Section 50-1306 and recommends setting August 3, 2021, as the date for a public hearing on the item.

1724

YOUNG AVE.

1724
E. YOUNG

18TH STREET

1718

1728

502

506

510

1717

500

515

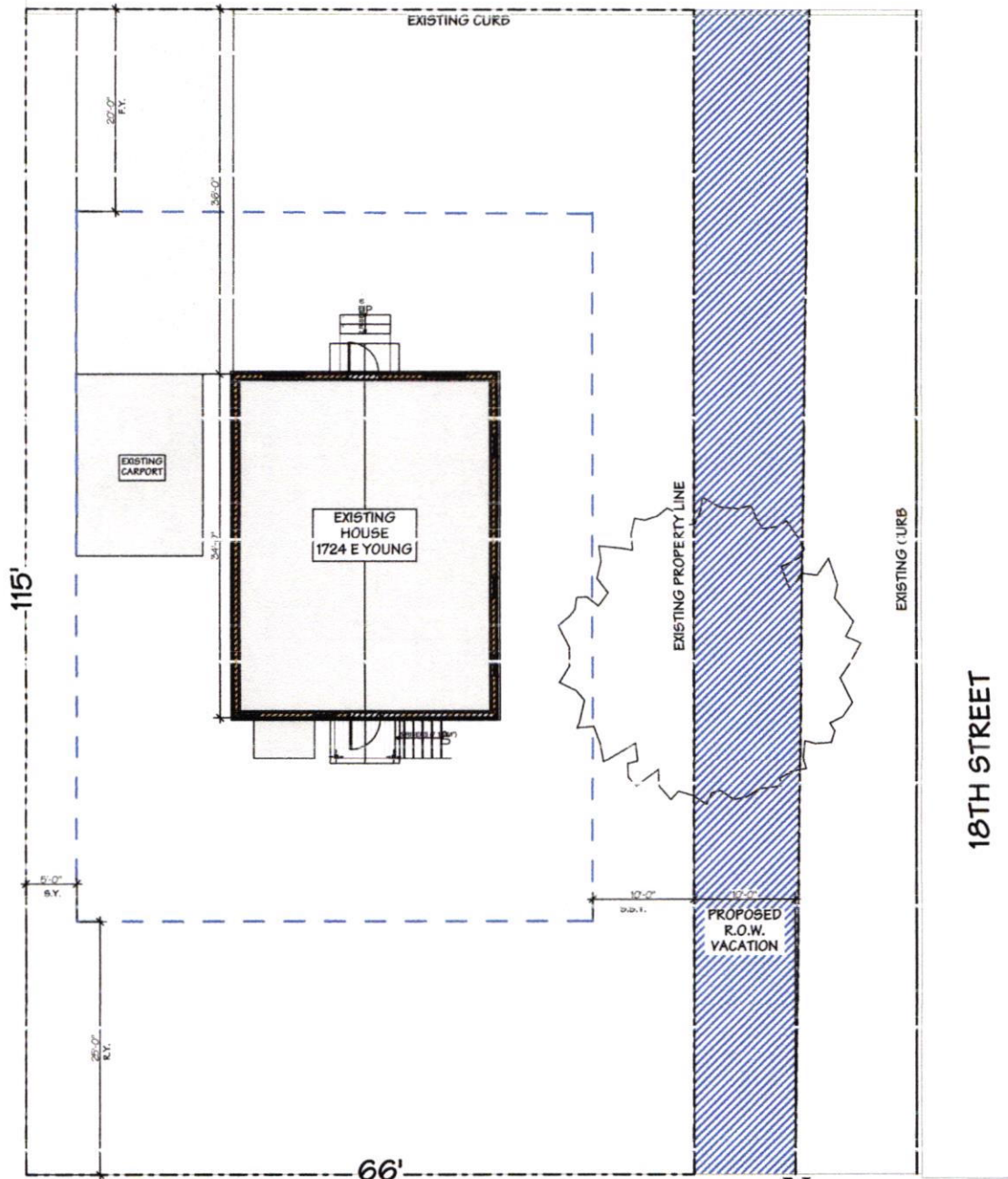
504

E. LOST AVE

518



YOUNG AVE



1724 E YOUNG AVE.



**GENERAL SERVICES PUBLIC WORKS COMMITTEE
STAFF REPORT**

DATE: JULY 12, 2021

FROM: KELLEY SETTERS, DEPUTY CITY CLERK

SUBJECT: REQUEST TO APPROVE A LETTER OF AGREEMENT WITH JACE PERRY D/B/A BACKWOODS WHISKEY BAR FOR COMMERCIAL USE OF THE CITY STREETS FOR RECREATIONAL TRANSIT.

=====

DECISION POINT: Should Council approve a Letter of Agreement with Jace Perry d/b/a Backwoods Whiskey Bar for commercial use of the City of Coeur d’Alene (“City”) streets for recreational transit?

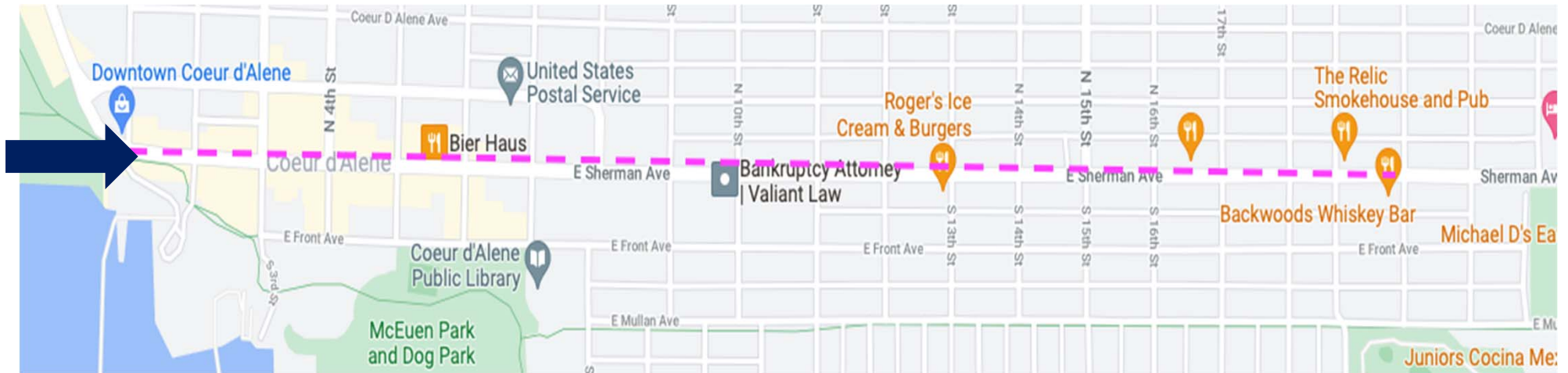
HISTORY: In 2014, the City approved a request to operate a non-motorized vehicle within the City limits for commercial purposes through a Letter of Agreement. To stay consistent with the processing of recreational transit requests upon City streets that may impede traffic, staff is recommending approval of the request for pedi-cab services by Backwoods Whiskey Bar through the attached Letter of Agreement. The City received a request from Mr. Perry with the attached business plan on June 2, 2021. Mr. Perry affirmed there will be no alcohol on the bike carriage at all. It is just for transportation for clients to go from the main downtown Coeur d’Alene area, 0.5 mile up East Sherman to Hog Fish (which has now been renamed the Backwoods Whiskey Bar). It will only be for going back and forth from 20th Street to 1st Street. Hours of operation would be 3:00 pm to 1:00 am Wednesday – Saturday. The bike is an electric assist and goes up to 15 mph.

Additionally, each City Department was contacted to see if there were any concerns or requests for conditions, with the Police Department noting they had no issues. Additionally, in the past, other recreational transportation uses, such as the Socially Geared Cycle Pub and horse drawn carriages, were in operation, had been widely accepted, and have not impeded traffic.

Municipal Code Chapter 5.18 outlines the allowable commercial use of City streets, sidewalks, and rights-of-way and requires Council consent for such use. Staff believes the proposed Letter of Agreement provides the method of Council consent. The Agreement sets forth the terms and standards for the operation of the commercial recreational vehicle upon City streets, including the clause that the City may add conditions or revoke the permit if it is deemed necessary to maintain the safety of the City. Liability insurance is required.

FINANCIAL ANALYSIS: The fee for this Agreement is \$150.00, which is the same fee amount charged for outdoor food seating encroachment permits.

DECISION POINT/RECOMMENDATION: Council should approve a Letter of Agreement with Jace Perry d/b/a Backwoods Whiskey Bar for commercial use of the City streets for recreational transit.



Route will be from 1st and Sherman Ave to 20th Street and Sherman Ave to the “Backwoods Whiskey Bar”





LETTER OF AGREEMENT

July 20, 2021

Jace Perry dba Backwoods Whiskey Bar
1920 E Sherman Avenue
Coeur d'Alene, ID 83814

Dear Mr. Perry:

This letter shall serve as the Agreement for the commercial use of the City streets for recreational transit. This Agreement contains the terms and conditions of the permit.

Attached and incorporated herein as Exhibit A is an application for a recreational transit permit, which includes Backwoods Whiskey Bar contact information. Mr. Perry agrees he will pay a permit fee of \$150.00, provide Proof of Liability Insurance with minimum limits of \$500,000, provide the hours of operation, and a map of intended route(s) prior to the issuance of the permit.

In addition, Backwoods Whiskey Bar shall:

1. Comply with all laws for all slow-moving vehicles (i.e., lighting, reflectors, etc.); and
2. Comply with all other applicable local, state, and federal laws and regulations.

The City reserves the right to add to or modify the conditions at any time as deemed necessary in order to maintain peace, order, and safety within the City limits. Failure to comply with all conditions imposed by this permit may result in the immediate suspension or revocation of the permit by the City Clerk or designee, or by any law enforcement Officer.

Steve Widmyer, Mayor
City of Coeur d'Alene

Jace Perry
Owner, Backwoods Whiskey Bar

**GENERAL SERVICES/PUBLIC WORKS COMMITTEE
STAFF REPORT**

DATE: JULY 12, 2021

FROM: RENATA MCLEOD, MUNICIPAL SERVICES DIRECTOR

**SUBJECT: AUTHORIZATION TO PURCHASE ONE (1) LIVE SCAN PLUS
FINGERPRINTING MACHINE AND RELATED EQUIPMENT**

DECISION POINT:

Should Council authorize the Municipal Services Department to purchase one (1) Live Scan Plus fingerprinting machine and related equipment?

HISTORY:

The City Clerk is responsible for the issuance of business licenses and permits. There are several that require fingerprint background checks before approval can occur. Our current process requires that the permittee make an appointment and travel to the Police Department to be printed at their facility. The records are transferred from the state electronically to our staff for review and approval. During COVID-19 and a recent remodel at the Police facility, the fingerprint services were not available. This meant that approval of business licenses were delayed and some daycare providers were unable to start their employment. We have issued 626 licenses/permits that require fingerprinting this fiscal year, which include daycare providers (403), massage facility owners (34), door-to-door sales (46), private detectives (37), security (64), and used merchandise dealers (42). As we continue to grow and more licenses are issued, it will be better customer service to offer the ability to obtain the prints at City Hall, and would have the added benefit of providing a backup option if the police machine is down. This will also save Police staff time in obtaining our license fingerprints going forward.

FINANCIAL ANALYSIS:

The cost of machine and equipment will be approximately \$12,000. The Police Department has agreed to provide the needed training, saving us \$1,000.00. The department has budget capacity in this fiscal year's budget to fund this purchase due to savings in personnel and services.

DECISION POINT/RECOMMENDATION:

Council should authorize the Municipal Services Department to purchase one (1) Live Scan Plus fingerprinting machine and related equipment with existing budget savings.



Coeur d'Alene Public Library

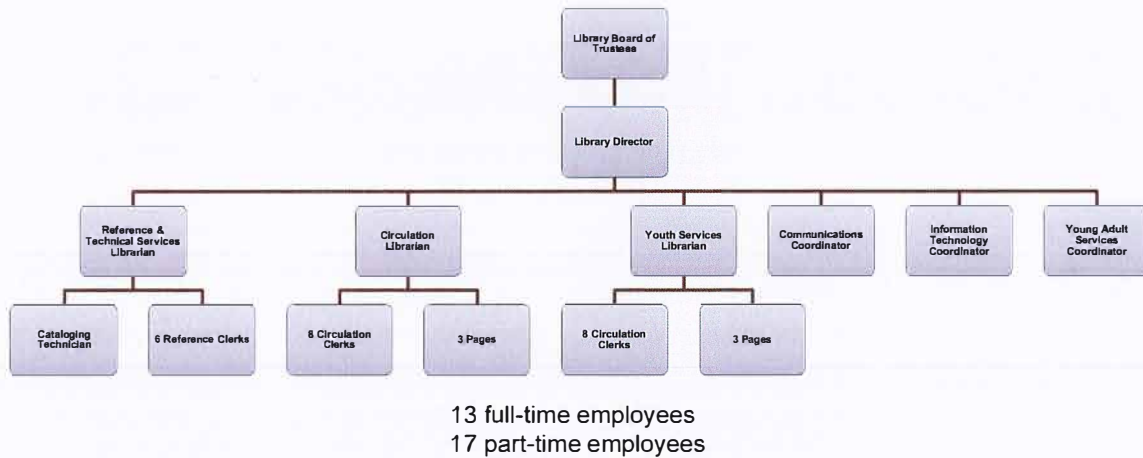
Updates, Successes, Goals



Library Mission

The Coeur d'Alene Public Library is committed to excellence in library services. Dedicated to lifelong learning, the library provides free and equal access to a full range of historical, intellectual, and cultural resources.

Library Organizational Chart



2020 Review

- Impact of Covid-19
 - Open to visitors for ~32 weeks
 - Curbside only for ~15 weeks
 - Closed for ~5 weeks
 - Lake City branch closed since March 16, 2020

2020 Review continued

- Access to materials continued to be provided through a variety of service models, checking out 201,404 physical items in total.
- All programming switched to being conducted virtually or in outdoor spaces. Virtual programming enhance our reach in many ways and may be a feature that stays.
 - 318 children’s programs with 30,574 attendees
 - 214 teen programs with 2,389 attendees
 - 67 adult programs with 5,559 attendees

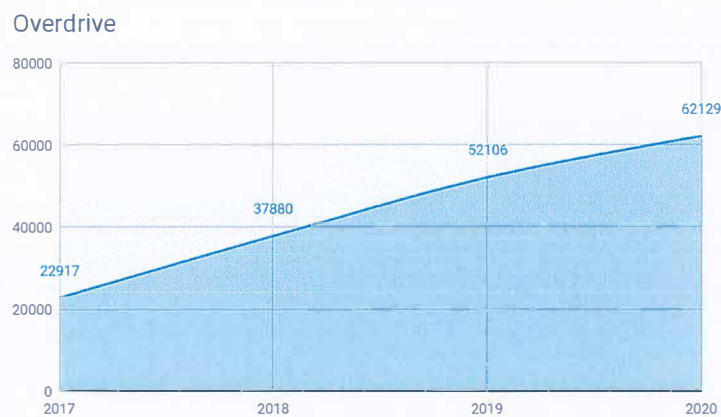
2020 Visitors



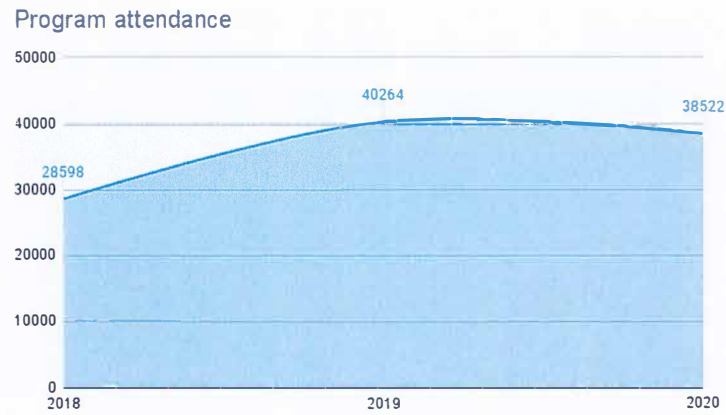
Checkouts: Physical items (print books, DVDs, etc.)



Checkouts: eBooks & eAudiobooks



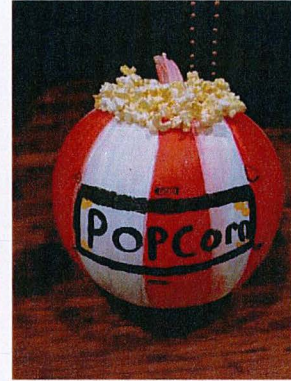
Program attendance



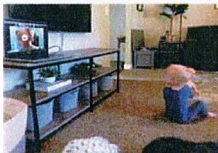
Music on Mondays Concerts



Pumpkin Giveaway and Decorating Contest



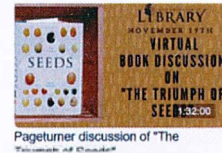
Virtual programs



Preschool Learning



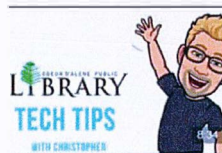
Online Gaming Clubs



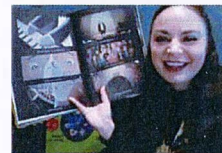
Paget Turner discussion of "The Triumph of Seeds"
Book Discussion Groups



Author Talks



Tech Tips



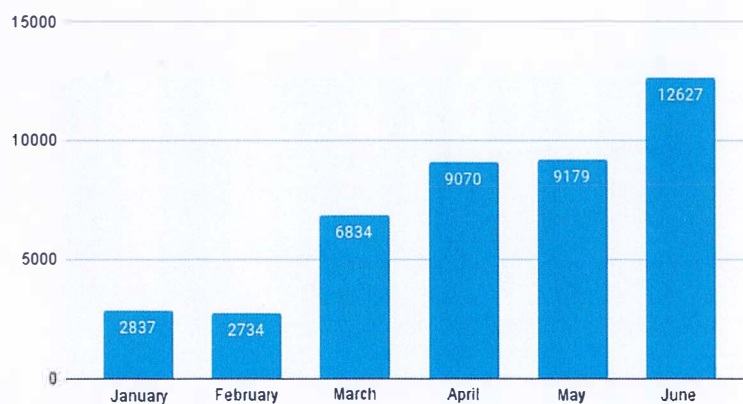
Story Times

2021 so far

- Impact of Covid-19
 - Curbside only for ~11 weeks (January 2 – March 13)
 - Open to visitors since March 15, 2021
- Library is fully reopen and approaching its pre-pandemic service levels
- Programming is back in person, with select events being conducted virtually

Visitors

2021 Door Count to date



Checkouts: Physical items (print books, DVDs, etc.)

2021 Materials circ to date

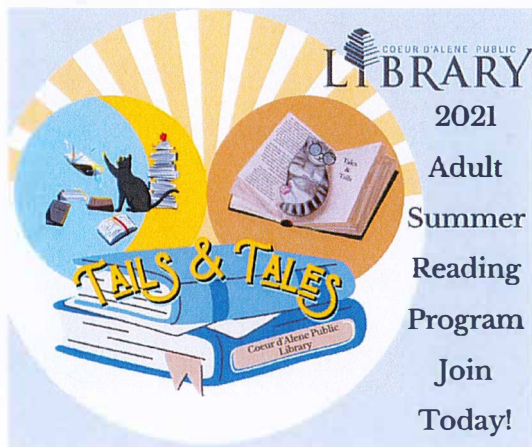


Checkouts: eBooks & eAudiobooks

2021 Overdrive use to date



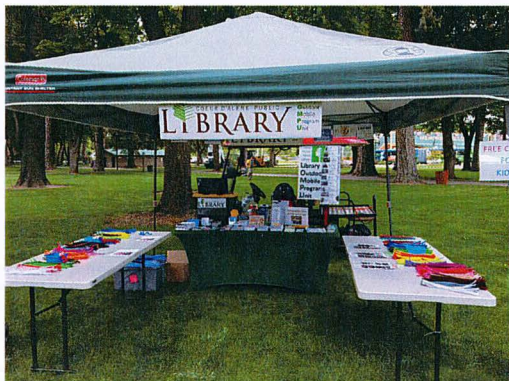
Summer Reading Program



Story times



Outreach visits



Goals for FY 2021-22

- Increase outreach to schools, daycares, senior facilities and community centers
- Improve the library's adult and all ages programming output to complement its full range of children's and teen programs
- Modify and improve the library's marketing efforts to better reach all residents
- Add more digital, tech and "make it" equipment for patron checkout

Goals for FY 2021-22 continued

- Continue to assess features and services that enhance the main library facility and its impact
- Create and strengthen partnerships to foster collaborative opportunities that benefit the community
- Ongoing collection development providing excellent materials for all ages and interests in a variety of formats with a particular emphasis on the growing demand for eBooks and eAudiobooks

Comparison with other Idaho Libraries

- Ranks based on FY 2018-19 Idaho Public Library Statistics:
 - Population served: 9th (51,303)
 - Visitors: 9th (248,583)
 - Circulation of physical items: 13th (527,692)
 - Circulation of eBooks: 9th (71,979)
 - Program attendance: 7th (36,242)
 - Budget: 10th (\$1.72 million)

Questions?