

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

February 3, 2026

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 February 3, 2026, at 6:00 p.m., there being present the following members:

Dan Gookin, Mayor

Dan English)	Members of Council Present
Christie Wood)	
Amy Evans)	
Kiki Miller)	
Kenny Gabriel)	
Dan Sheckler)	

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

INVOCATION: Terese Fandel of the Community of the Holy Spirit provided the invocation.

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

AMENDMENT TO THE AGENDA: MOTION: Motion by Evans, seconded by Wood, to amend the agenda to table item H.2 – Presentation regarding Fire Station Location/ Fire & EMS Deployment Study conducted by ESCi (Emergency Services Consulting International), for a Council workshop on February 23. **Motion carried.**

PUBLIC COMMENTS:

Suzanne Knutson, Coeur d'Alene, invited everyone to the Sons of Norway Craft and Culture Fair this Saturday at Trinity Lutheran Church, located at 812 North 5th Street. She mentioned that she is currently a board member of the Specialized Needs Recreation that is on the agenda at tonight's meeting and spoke in support of the item.

Tyren Wetzel, Coeur d'Alene, shared that he is a participant in Specialized Needs Recreation (SNR) and emphasized the program's importance in his life. He noted that he enjoys staying active and especially loves basketball but currently can only play during field trips to off-site courts. He explained that a larger SNR facility with an indoor basketball gym would allow him to play regularly, support his health, build confidence, and create additional opportunities for participants. Mr. Wetzel expressed his support for the Building Belonging project, stating that it would provide SNR with the necessary space to grow and serve more individuals.

Jim Chapkis, Coeur d'Alene, highlighted key accomplishments of the Parking Commission over the past decade, crediting strong leadership from the City Administrator, Troy Tymesen, and the commitment of the Commission members. Mr. Chapkis noted the completion of the 2016 parking study, significant expansion of the city's parking presence by more than 50%, the addition of QR codes to utility boxes, increased annual parking revenue from \$728,053 in 2018 to \$1.8 Million in FY 2025, with \$400,000 supporting Parks, and the implementation of pay-by-plate technology. He also referenced way-finding improvements completed with the Downtown Association. Mr. Chapkis expressed appreciation to those who supported the Commission's work and offered recommendations, including establishing a maintenance fund for the parking garage and adjusting the rooftop lighting to activate only when vehicles are present. He noted recent difficulty achieving quorum and suggested it may be an appropriate time to wind down the commission.

Jenn Ellis, Coeur d'Alene, requested guidance and follow-up regarding safety and permitting concerns in her rental home. She reported observing multiple habitability and life-safety issues upon move-in, including electrical irregularities, unsafe fixtures, impaired egress, and missing safety equipment. Attempts to resolve the issues with the property owner were unsuccessful, and inspections arranged by the owner were limited and undocumented. Ms. Ellis independently obtained a licensed inspection that identified broader and more serious deficiencies. She noted that public records show no recent permits for the property despite alterations that appear to have occurred between 2019 and 2020, and noted the home currently holds a short-term rental permit. She expressed concern that the city's oversight process relies heavily on self-reporting and does not verify whether significant alterations were properly permitted, inspected, or compliant. She asked the City to review compliance, coordinate with fire and building safety, clarify required documentation for rentals, and strengthen disclosures for tenants. Mayor Gookin replied that he will be in touch with Ms. Ellis tomorrow.

Sean Keough, Coeur d'Alene, expressed interest in the discussion regarding the French Gulch wastewater system. He stated that he lived in the area for four years and built his own home and immediately noticed that the original development was poorly constructed. He explained that multiple effluent lines from the shared drainfield run through his property and neighboring parcels, and he is uncertain how the upcoming wastewater improvements will affect those existing lines. He also noted that more homes were historically connected to the system than currently reflected, and shared concerns about the future cost and process of tying into a new main sewer line once his relatively new drainfield eventually fails. He asked for clarification regarding how the transition will be managed and what responsibilities homeowners will have going forward.

Ben Drake, Coeur d'Alene, expressed support for the Downtown Association's proposed three-year MOU covering major annual events, including Car d'Lane, Street Fair, the Farmers Market, the Lighting Ceremony, Fireworks, and the St. Patrick's Day Parade. He noted that these events significantly benefit downtown businesses by increasing visibility and bringing in customers. He encouraged the Council to approve the MOU and emphasized the positive impact the Downtown Association's work has on the entire downtown business community.

ANNOUNCEMENTS: Councilmember Miller noted that the Historic Preservation Commission is preparing several activities related to America 250 on July 3rd, as well as events for Historic

Preservation Month in May. She stated that there will be opportunities for Council members to participate and that additional information will be shared as plans move forward.

Councilmember Wood reported that she is the new liaison to the Panhandle Area Council and the CDA Economic Development Corporation. She noted that both groups will meet later this month and that she will provide an update following those meetings.

Mayor Gookin commented about the issue of garbage service in the alleys and reminded property owners that they are responsible for maintaining clear access in the alleys, including removing branches, debris, and other obstacles. He noted that after a contractor recently requested alley clearance, neighbors did an excellent job cleaning the area. He emphasized that keeping alleys accessible is the responsibility of citizens, not contractors, and encouraged continued attention to alley maintenance.

Mayor Gookin requested the appointment of Dan Sheckler to the Pedestrian Bicycle Committee; Tonya Coppedge to the Library Board; Will Ahmer to the Urban Forestry Committee as a Student Representative Alternate; Abby Light, Lindsey Sichelstiel, and Sally Shortridge to the Arts Commission.

MOTION: Motion by Evans, seconded by Wood, to confirm the nominations of Dan Sheckler to the Pedestrian Bicycle Committee; Tonya Coppedge to the Library Board; Will Ahmer to the Urban Forestry Committee as a Student Representative Alternate; and Abby Light, Lindsey Sichelstiel, and Sally Shortridge to the Arts Commission. **Motion carried**

CONSENT CALENDAR:

1. Approval of Council Minutes for the January 20, 2026 Council Meeting.
2. Approval of Public Works Committee Meeting Minutes from the January 26, 2026 meeting.
3. Setting of the February 9, 2026 General Services Committee Meeting.
4. Approval of Bills as Submitted.
5. Approval of Final Plat - SS-23-01, Merk Homes; located at 1724 E. Pennsylvania Ave
6. Appointment of Katharine Ebner to the Coeur d'Alene Employee Benefits Trust Board
7. **Resolution No. 26-008** – A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO APPROVING THE FINAL PLAT, ACCEPTING IMPROVEMENTS, APPROVING A MAINTENANCE/WARRANTY AGREEMENT AND SECURITY, AND APPROVING A LANDSCAPE WORK AGREEMENT AND SECURITY FOR COEUR D'ALENE PLACE 40TH ADDITION; ACCEPTING A PUBLIC SIDEWALK EASEMENT FROM FAITH WALK COMMUNITY FITNESS PARK INC., FOR A SIDEWALK AT THE FAITH WALK FITNESS PARK ON ATLAS ROAD; AND ACCEPTING AN EASEMENT FOR A MULTIUSE PATH FROM GLACIER 3700 SELTICE WAY, LLC, TO ACCOMMODATE A REALIGNMENT OF THE EXISTING MULTIUSE PATH AT 3700 W. SELTICE WAY.

MOTION: Motion by Evans, seconded by Miller, to approve the Consent Calendar as presented, including **Resolution No. 26-008**.

ROLL CALL: Evans Aye; Miller Aye; Gabriel Aye; Sheckler Aye; English Aye; Wood Aye.
Motion carried.

RESOLUTION NO. 26-009

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, DECLARING THAT A PORTION OF TAX #24207, OWNED BY THE CITY AND LOCATED BEHIND 3700 W. SELTICE WAY, COEUR D'ALENE, IDAHO, IS NOT USED FOR PUBLIC PURPOSES; THAT THE VALUE OF SAID PORTION OF REAL PROPERTY IS EIGHTY-FIVE AND NO/100 DOLLARS (\$85,000.00); THAT THE CITY INTENDS TO EXCHANGE THAT PROPERTY FOR IMPROVEMENTS TO REAL PROPERTY TO GLACIER 3700 SELTICE, LLC; AND SETTING A PUBLIC HEARING FOR THE EXCHANGE FOR MARCH 3, 2026.

STAFF REPORT: Trails Coordinator Monte McCully explained that the City purchased approximately 20 acres of former BNSF railroad right-of-way about 12 years ago for parks and trail development. He noted that a small, irregularly shaped 22,000-square-foot portion near 3700 W. Seltice Way is not needed for the Atlas Trail extension due to its limited size, access, and development potential. Parkwood Business Properties (Parkwood) has approached the City about exchanging that portion for other public benefits. Parkwood, which redeveloped the former U.S. Bank Health Center into Heritage Health, plans to extend a trail connection from Grand Mill Avenue through adjacent properties, ultimately linking to Atlas Park, the Centennial Trail, and downtown. While the parcel's inflation-adjusted value would be about \$86,395, staff recommend valuing it at \$85,000 based on proposed public improvements offered by the adjacent owner, Glacier 3700 Seltice, LLC (Glacier). Glacier proposes to exchange the land for trail enhancements including a double trail section, security lighting, a bike repair station, widened areas for future public uses, xeriscape maintenance and the purchase of solar lighting for the skate park, all of which qualify as "real property" under Idaho Code for purposes of exchange. The Parks & Recreation Commission supports the exchange, noting the City has no operational need for the land and would benefit from reduced maintenance and enhanced public amenities. Mr. McCully requested that Council declare the parcel not used for public purposes, set its value at \$85,000, and schedule a March 3, 2026 public hearing to consider exchanging it for the proposed public improvements funded and completed by Glacier.

Chris Meyer, Parkwood Business Properties Partner, presented a proposal developed with city staff to exchange a small piece of surplus right-of-way for public improvements. He explained that Parkwood purchased the former U.S. Bank call center at 3700 W. Seltice Way and is redeveloping it in partnership with Heritage Health to create a center for healthy living, consolidating multiple health-care services into one location. As part of required frontage improvements, Parkwood is constructing a deceleration lane, enhancing bus access, adding an ADA ramp, and improving pedestrian connectivity. Mr. Meyer described an opportunity to extend the trail system behind the property, connecting Atlas Mill Park to the Centennial Trail and downtown, and outlined proposed enhancements including a dual-surface trail, lighting, a bike repair station, seating, and concrete pull-outs for future amenities such as public art or outdoor fitness equipment. Parkwood also

agreed to fund an additional solar light for the skate park. He said the package of improvements totals an estimated value of \$85,000 and represents a beneficial exchange that would activate underutilized right-of-way, reduce city maintenance responsibilities, and create significant public amenity upgrades.

DISCUSSION: Councilmember Wood noted the long history of Parkwood projects that has benefitted the community and expressed enthusiasm for the proposed trail improvements and asked for the anticipated timeline for completion. Mr. Meyer responded that Parkwood plans to break ground on the improvements this summer, with paving expected during the season. He stated their goal is to obtain a certificate of occupancy by September for the second phase of the Heritage Health clinic, and that the frontage and trail improvements are tied to that certificate, meaning the work will occur this summer.

Councilmember Sheckler requested a broader map view to understand surrounding development near 3700 W. Seltice Way and confirmed with Mr. Meyer that townhomes by Blue Fern lie to the west, multifamily development is planned to the east, and Parkwood owns an undeveloped three-acre parcel between them. He asked about park access for the growing residential area, with Mr. McCully outlining the existing and planned park assets, including Johnson-Mill River Park, Atlas Waterfront Park, and Riverstone Park, all connected by a continuous trail network. He noted the triangular half-acre parcel in question has no utility access and is unsuitable for a pocket park, and that Parkwood would assume maintenance responsibilities under the proposed exchange. Councilmember Sheckler expressed concern about the valuation of the land, noting the City used its 2014 purchase price with inflation rather than an independent appraisal, and questioned whether the \$85,000 in improvements adequately reflects its value given adjacent property assessments. He asked whether Parkwood would fund an independent appraisal prior to going forward with the application. Mr. Meyer replied they are open to discussing an appraisal but cautioned that appraisal costs could reduce the value of improvements offered to the City. He emphasized the parcel's limited utility, lack of access, and uncertain market value, and said Parkwood worked with staff for months to create what they believe is a fair, mutually beneficial exchange.

Councilmember Miller asked whether the \$85,000 in proposed trail and amenity improvements considered the long-term cost savings to the City from no longer having to maintain the parcel. Mr. McCully responded that while he did not have a specific figure, the savings would be ongoing and significant, noting that mowing several times per year, regular trash pickup, snow removal, and general upkeep would otherwise cost the City tens of thousands of dollars each season.

Councilmember Sheckler asked whether the half-acre parcel in question is currently maintained and whether the City has other properties that remain largely untouched. Mr. McCully explained that while the City does not routinely maintain the parcel which is now a rough, overgrown former railroad area, it is still responsible for addressing safety concerns such as fallen trees, hazards, debris, or reports of homeless camps. He noted that there are similar areas throughout the City where routine maintenance is minimal, but staff respond when issues arise. He added that because this parcel offers little value as a park or natural area and would likely become weedy and problematic, staff have no concerns with exchanging it for more beneficial public amenities.

Councilmember English expressed strong support for the proposal, noting that the dual-path design and trail connection offer clear value to the community and represent an equitable exchange. Mr. McCully agreed, emphasizing that while he often advocates for acquiring small parcels for pocket parks, this particular site is not suitable for that purpose. Councilmember Wood added that decisions like this ultimately come down to value judgments and stated that she believes the exchange benefits both the City and its residents. She also thanked Councilmember Sheckler for his detailed analysis and suggested that future projects of this nature should include an appraisal. Mayor Gookin then asked whether the transaction qualifies as a property sale requiring competitive bidding or an appraisal. City Attorney Randy Adams explained that this is an exchange, not a sale, and therefore different provisions apply. He noted that Idaho Code §50-1402 allows, but does not require, the City to obtain an appraisal, leaving valuation to the Council's discretion.

MOTION: Motion by Miller, seconded by Gabriel to approve **Resolution No. 26-009** Declaring that a portion of Tax # 24207, which is public property located behind 3700 W. Seltice Way, is not used for public purposes, declaring the value of that portion of public property is \$85,000.00, and setting a public hearing for March 3, 2026, in order to exchange that property for improvements to the City's real property, to be completed and paid for by Glacier 3700 Seltice, LLC.

DISCUSSION: Councilmember Evans thanked staff, Parkwood Business Properties, and Glacier LLC, for their creative thinking for this project that would benefit the community.

ROLL CALL: Miller Aye; Gabriel Aye; Sheckler No; English Aye; Wood Aye; Evans Aye.
Motion carried.

RESOLUTION NO. 26-010

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, APPROVING AN AGREEMENT WITH STEVE & TAMA MEYER (1567 N HILL DR.), DAVID & BRIDGETTE ANDERSON-DUNN (1480 N. GALENA RD.), CASEY MCCORMACK & JULIA MCCORMACK (1334 N. GALENA RD.), TIM & MELISSA FINK (3314 E. SPRINGVIEW DR.), BRIAN & TAMI VANDEGRIFT (3309 E. SPRINGVIEW DR.), GARRETT THERIOT (3243 E. SPRINGVIEW DR.), ANDREAS & MICHELLE JOHN (3095 E. FRENCH GULCH RD.), RICK & KRISTA WEBBER (3271 E. SPRINGVIEW DR.), PAUL & PAULA GRAYHEK (TAX #7207 (IN NE) - PARCEL NO. 50N03W180380), AND JAKE FREEMAN (TAX #7739 (IN NE) - PARCEL NO. 50N03W181070) FOR THE EXTENSION OF SEWER SERVICE OUTSIDE CITY LIMITS.

STAFF REPORT: Wastewater Director Mike Anderson noted that the properties covered in the agreement are existing single-family homes that have long shared a common subsurface drainfield that is now failing, and site reviews confirm there are no feasible repair or replacement options or space for individual on-site systems. Because the system can no longer function safely, continued use presents risks to public health and the environment. The City's consideration of providing wastewater service is limited strictly to resolving this existing health issue and does not represent an expansion of service for new development or a broader extension outside City limits. Under the proposed agreement, all costs including design, construction, system abandonment, capitalization

(CAP) fees, and monthly rates will be fully paid by the property owners, with no financial obligation to the City.

Tim Fink, French Gulf Drain Field Association President, presented the request for City approval to allow seven homes and three additional vested lots outside city limits to connect to the City's sewer system due to a failed community drainfield. He explained that the drainfield, located in a sensitive aquifer recharge area, is surfacing effluent at significant levels and poses health and water-quality risks. Mr. Fink outlined the history of the system's deterioration, the lack of disclosure to recent homebuyers, and multiple evaluations by Panhandle Health, DEQ, and the Coeur d'Alene Tribe, all recommending connection to the City system as the only feasible long-term solution. He reviewed why onsite or replacement systems are not viable due to steep terrain, shallow bedrock, multiple streams, and unsuitable soils. Erik Illum, from Olson Engineering, emphasized the severity of surfacing effluent. Councilmember English asked about the proximity of a City well, and Mr. Fink clarified it is approximately 1,800 feet from the drainfield. He also noted several precedents in which the City approved sewer connections for properties outside city limits when on-site systems were not feasible, including locations near Fernan Lake, Dalton Gardens, and a similar hardship case on East Murphy Road. He stated that homeowners will fund all construction, connection, and ongoing costs and requested Council approval for the out-of-city sewer connection.

Mr. Illum explained that they have looked at multiple engineering options, and the proposed design provides the safest and most efficient solution for connecting the affected homes to the City sewer system. The plan creates two sewer branches: two homes and two vacant lots would connect via Kalina Drive, while the remaining homes would connect along the property line of the lots containing the failed drainfield, then route toward French Gulch Road. To protect recently improved roadways, the project will use directional boring beneath both the main road and the nearby creek to avoid disturbing pavement, creek banks, or stabilization work. French Gulch Road itself will need to be opened to install a new manhole and sewer main connection point for the seven, and potentially ten, residences. Each property would receive a two-horsepower grinder pump connected through 1.5-inch high-quality poly pipe. Mr. Illum emphasized that everything upstream of the City's existing manhole will remain privately owned and maintained by the homeowners. He also requested inclusion of the three vacant lots, noting they hold vested rights to the failed system, and their participation would help distribute the substantial project cost among more properties.

Mr. Fink explained the anticipated costs for connecting the affected homes to the City sewer system. Based on current estimates, the project would cost approximately \$75,000 per household if only the seven existing homes participate, though contractors have indicated that figure may rise. Including the three vacant lots, which hold vested rights but have no viable drainfield options, would reduce the cost to roughly \$45,000–\$50,000 per household. Mr. Fink noted that overall construction, which includes boring, mainline installation, and system connection, is expected to total about \$250,000, with an additional \$20,000 per home for grinder pumps, cap fees, and onsite work. Depending on whether seven or ten properties are included, the full project cost is estimated at around \$450,000. He emphasized that homeowners would fund all expenses and that the system will remain privately owned and maintained up to the City manhole, with the homeowners' association restructuring its bylaws and continuing member dues to cover long-term obligations.

DISCUSSION: Mayor Gookin asked whether the proposed sewer design includes any additional capacity beyond the seven to ten lots under consideration. Mr. Illum explained that each home will have its own grinder pump and individual 1.5-inch pressurized service line connecting to a new manhole on French Gulch Road, and the system is sized only for the specific homes included in the request. Mr. Anderson added that the original proposal considered seven homes, with the option to include the three vacant lots, and that any additional property owner wishing to connect in the future would require a separate Council decision and the consent of the association, as they would be tying into shared private infrastructure.

Councilmember Gabriel asked for clarification whether the three vacant lots had “promised access,” and Mr. Adams confirmed they hold vested rights to the drainfield, not to a City sewer connection. Councilmember Gabriel also asked whether changing health and soil standards were the reason a new drainfield is no longer feasible, and Mr. Illum explained that updated surface-water setbacks, soil depth, and site conditions make any on-site system impossible. Councilmember Gabriel then asked about maintenance responsibility, and Mr. Fink clarified that each home would have its own new individual line to the City manhole, with all existing lines abandoned. Homeowners will share trenching and construction costs but will maintain their individual grinder pumps and onsite equipment, while the association will remain active to coordinate any necessary repairs to shared components. Councilmember Gabriel raised concerns about setting precedent for other out-of-city connections. Mr. Anderson responded that under Policy 718, no property may connect without Council approval and staff generally discourage extending city sewer to properties outside city limits. He noted this case is an environmental concern involving surfacing effluent and stated that he is recommending approval for seven homes, but it is up for Council to decide whether to include the three vacant lots. He added that the agreement requires the properties to annex into the City once they can and confirmed that future applicants would need separate Council approval.

Mayor Gookin asked whether annexation would place the homeowners’ new sewer infrastructure under City responsibility. Mr. Anderson clarified that the agreement only governs sewer service and does not dictate the internal design of the private system; if the area eventually annexes, the City will require a different configuration, likely shared lines rather than individual service lines, but the current proposal remains privately owned up to the city manhole. Councilmember Wood asked why annexation was not being requested, and Mr. Anderson explained that the properties do not currently meet the required standard of abutting city boundaries. Councilmember Wood also asked why the drainfield failure and related health concerns have persisted for four years. Mr. Fink responded that the situation has been difficult to resolve due to leadership turnover within the association, lack of centralized records, and evolving information about possible solutions. He noted that only recently did the group determine that connection to the City system might be feasible, and they have since worked on engineering plans, easements, and documentation to bring the request forward. Councilmember Miller asked for clarification on whether homeowners connecting to the City system would be billed as regular utility customers. Mr. Anderson confirmed that from the wastewater perspective, they will be treated the same as any in-city customer, paying standard cap fees and monthly sewer rates. He added that the City will maintain only the sewer main within French Gulch Road, as usual, and that the additional flow from these connections will not increase the City’s maintenance responsibilities.

MOTION: Motion by Gabriel, seconded by English, to adopt **Resolution No. 26-010**, Approving an Agreement Authorizing Wastewater Service Outside City Limits with Steve and Tama Meyer, David and Bridgette Anderson-Dunn, Casey McCormack and Julia McCormack, Tim and Melissa Fink, Brian and Tami Vandergrift, Garrett Theriot, Andreas and Michelle John, Rick and Krista Webber, Paul and Paula Grayhek, and Jake Freeman for the extension of sewer service in the French Gulch area.

DISCUSSION: Councilmember Wood expressed disappointment that the situation had been allowed to deteriorate to a point where groundwater and environmental hazards must now be addressed urgently. She emphasized the importance of protecting the environment.

ROLL CALL: Gabriel Aye; Sheckler Aye; English Aye; Wood Aye; Evans Aye; Miller Aye.
Motion carried.

RESOLUTION NO. 26-011

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, APPROVING A MEMORANDUM OF UNDERSTANDING WITH THE DOWNTOWN ASSOCIATION (DTA) FOR SPECIAL EVENTS FOR A THREE-YEAR TERM (2026, 2027, AND 2028).

STAFF REPORT: Municipal Services Director Renata McLeod explained that the Downtown Association and World Triathlon Corporation (WTC), which governs Ironman races through 2026, are being presented together due to an unintentional overlap in event scheduling for Father's Day weekend in 2026. Ironman previously selected its June 21, 2026 event date under a three-year agreement, while the Downtown Association's prior two-year agreement did not extend through 2026, resulting in both groups planning events for the same weekend without realizing the conflict. The proposed Downtown Association agreement would cover the 2026 season and consolidate all their major events, including St. Patrick's Day, Car d' Lane, Street Fair, the Lighting Parade, and, newly added, the Farmers Market, into a single agreement for organizational clarity. Ms. McLeod described how Ironman and the Downtown Association will collaborate to coordinate logistics, including shared marketing, consistent public notifications, and separating event dates. Ironman also agreed to stage its own barricades and move its traditional Sherman Avenue finish line into City Park, allowing downtown streets to reopen earlier, around 10 a.m. rather than 5 p.m. Ms. McLeod reviewed estimated costs, noting the Downtown Association expects to spend approximately \$58,000 on traffic control and that the City's actual reimbursable costs for all events are estimated at \$43,796 due to shifting more traffic-control responsibilities to the Association.

DISCUSSION: Councilmember English stated support combining events and encouraged keeping an open mind about the potential benefits. Councilmember Wood expressed concern about the burden on police, fire, and streets, emphasizing the need to understand event-related costs. She referenced the \$27,000 law-enforcement cost for a single night of Car d' Lane and asked whether expenses shown were overtime or traffic control. Finance Director Katie Ebner explained that the Police Department tracks staffing and costs specific to each event, and the figures provided came

directly from the department. Councilmember Wood noted the difficulty in delineating traffic control from overtime costs but hoped future discussions would focus on reducing such costs.

MOTION: Motion by Evans, seconded by Gabriel to adopt **Resolution No. 26-011**, Approving Memorandum of Understanding with the Downtown Association (DTA) for Special Events for a three-year term (2026-2028).

ROLL CALL: Sheckler Aye; English Aye; Wood Aye; Evans Aye; Miller Aye; Gabriel Aye.
Motion carried.

RESOLUTION NO. 26-012

A RESOLUTION OF THE CITY OF COEUR D’ALENE, KOOTENAI COUNTY, IDAHO, APPROVING THE THIRD AMENDMENT TO THE HOST VENUE AGREEMENT WITH THE WORLD TRIATHLON CORPORATION AND THE NORTH IDAHO SPORTS COMMISSION FOR THE IRONMAN®-BRANDED TRIATHLON EVENTS, TO CLARIFY RESPONSIBILITIES FOR THE 2026 EVENT WEEKEND.

MOTION: Motion by Evans, seconded by Miller to adopt **Resolution No. 26-012**, Approving Third Amendment to the Host Venue Agreement with World Triathlon Corporation and the North Idaho Sports Commission for the Ironman®-Branded triathlon event for 2026.

DISCUSSION: Councilmember Miller noted that in the General Services Committee meeting, it was discussed that the World Triathlon Corporation (WTC) would handle supplying and moving the barriers rather than city staff. Ms. McLeod clarified that while WTC will use its own barriers, the City’s Street Department will still be responsible for placing them according to the approved traffic control plan.

ROLL CALL: Sheckler Aye; English Aye; Wood Aye; Evans Aye; Miller Aye; Gabriel Aye.
Motion carried.

RESOLUTION NO. 26-013

A RESOLUTION OF THE CITY OF COEUR D’ALENE, KOOTENAI COUNTY, IDAHO, APPROVING A MEMORANDUM OF UNDERSTANDING WITH SPECIALIZED NEEDS RECREATION (SNR) FOR THE RESERVATION OF PROPERTY AT CHERRY HILL PARK, 1719 NORTH 15TH STREET, FOR THE CONSTRUCTION OF A RECREATIONAL FACILITY.

STAFF REPORT: Recreation Superintendent Adam Rouse requested approval of a three-year preliminary Memorandum of Understanding (MOU) with Specialized Needs Recreation (SNR) to reserve a portion of property at Cherry Hill for a future recreation facility. He noted that the City’s partnership with SNR began in 1984, and the proposed facility would expand programs for underserved community while also providing space for City recreation programs. He emphasized that the preliminary MOU carries no additional cost to the City and is solely intended to secure the site so SNR can begin its fundraising efforts. Once funds are raised, a detailed MOU or contract outlining use and maintenance responsibilities would be brought back to the Council. The

partnership would give SNR a permanent location to better serve its participants while expanding program offerings, revenue potential, and the number of families the City can reach.

Lindsay Patterson, SNR Executive Director, described SNR’s 40-year partnership with the City, emphasizing its role in providing therapeutic recreation for individuals with disabilities. She explained that Coeur d’Alene’s growth has increased the need for inclusive, year-round indoor recreation, leading to the Building Belonging Project, which is a fully accessible, shared-use recreation center. Ms. Patterson stated that the proposed MOU would establish a framework for collaboration, support SNR’s fundraising efforts, and unite both organizations around a shared vision. She highlighted SNR’s rapidly growing programs, the limitations of their current center, and the essential role of transportation for the daily outings supported by the city shop in the care of their vehicles. She said the 15th Street/Cherry Hill site meets all their needs for location, accessibility, and integration with existing recreation and transit services, and outlined a vision for a 20,000-square-foot purpose-built facility featuring recreational, sensory, creative, and program spaces. Ms. Patterson noted early donor support, strong community enthusiasm, and the significant impact the new facility would have on children, adults, and families who rely on SNR. She concluded that the project represents a once-in-a-generation opportunity to expand services and build a community where everyone belongs.

DISCUSSION: Councilmember Gabriel noted that SNR has been searching for an appropriate space for some time and acknowledged the challenge of finding a site that meets all their needs. Ms. Patterson confirmed that suitable options have been limited. Councilmember Gabriel then shared appreciation for SNR’s work. Councilmember Wood added that Ms. Knutson has consistently kept the Council informed about facility needs and expressed gratitude for that ongoing communication. Councilmember Sheckler also voiced support, expressing gratitude and enthusiasm for the project.

MOTION: Motion by Wood, seconded by Evans to adopt **Resolution No. 26-013**, Approving a Memorandum of Understanding with Specialized Needs Recreation for the reservation of property at Cherry Hill Park for construction of a recreational facility.

DISCUSSION: Councilmember Evans expressed enthusiasm for the project, thanking the familiar supporters in attendance and acknowledging their commitment to championing the cause.

ROLL CALL: English Aye; Wood Aye; Evans Aye; Miller Aye; Gabriel Aye; Sheckler Aye.
Motion carried.

RESOLUTION NO. 26-014

A RESOLUTION OF THE CITY OF COEUR D’ALENE, KOOTENAI COUNTY, IDAHO, APPROVING A MEMORANDUM OF UNDERSTANDING WITH NORTH IDAHO COLLEGE FOR THE USE OF MEMORIAL FIELD FOR SOFTBALL ACTIVITIES.

STAFF REPORT: Recreation Superintendent Adam Rouse noted that the Parks Department Recreation Division has long collaborated with North Idaho College (NIC), and this agreement formally establishes NIC’s use of Memorial Field for softball. The Memorandum of Understanding

(MOU) creates a clear, three-year structure with annual payments to the City of \$4,000 in 2026, \$4,200 in 2027, and \$4,410 in 2028, with future renewals including a 5% annual increase. The agreement has no cost to the City and aligns with fee practices used in other Parks & Recreation partnerships. Formalizing this arrangement ensures consistency, provides renewal options, and documents the ongoing partnership. Mr. Rouse recommends Council approve the MOU with NIC for the continued use of Memorial Field for softball activities.

MOTION: Motion by Gabriel, seconded by Miller to adopt **Resolution No. 26-014**, Approving a Memorandum of Understanding with North Idaho College for Use of Memorial Field for Softball Activities for a term of 3 years.

ROLL CALL: Wood Aye; Evans Aye; Miller Aye; Gabriel Aye; Sheckler Aye; English Aye.

Motion carried

COUNCIL BILL NO. 26-1000

AN ORDINANCE OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, REPEALING COEUR D'ALENE MUNICIPAL CODE CHAPTER 2.66 ENTITLED PARKING COMMISSION; AND AMENDING COEUR D'ALENE MUNICIPAL CODE SECTION 4.15.040 TO CLARIFY THAT THE HOURLY FEE MUST BE PAID OR A MONTHLY PARKING PERMIT MUST BE OBTAINED IN ADVANCE TO PARK IN CITY FACILITIES REQUIRING A FEE, TO REMOVE THE REQUIREMENT TO DISPLAY PARKING PASSES, TO CLARIFY THAT PAYMENT OR A PERMIT IS REQUIRED AT ALL TIMES, AND TO MAKE HOUSEKEEPING CHANGES; REPEALING ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HEREWITH; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR THE PUBLICATION OF A SUMMARY OF THIS ORDINANCE AND AN EFFECTIVE DATE THEREOF.

STAFF REPORT: City Administrator Troy Tymesen explained that the City's Parking Commission, created in 2005 to analyze parking needs, educate the public, address complaints and appeals, and make policy recommendations, has been largely unable to function due to chronic lack of quorum, meeting only twice with a quorum in the past two years and failing to convene as scheduled in 2025. Meanwhile, all its responsibilities are being handled effectively by City staff and Diamond Parking, which enforces parking regulations, manages collections, responds to complaints, and coordinates parking issues. Mr. Tymesen outlined improvements that have reduced complaints and appeals, including the introduction of courtesy tickets, clearer enforcement of the 300-foot movement requirement through GPS technology, and long-term management support from Diamond Parking. Additional progress includes retiring outdated kiosks, eliminating garage gates, and transitioning permits to license-plate-based systems, which have simplified operations and reduced problems. He noted that while the Parking Commission has become inactive, parking management remains strong through coordination among City Administration, Diamond Parking, and the Downtown Association. Because the Commission is no longer meeting or performing its intended role, staff recommend dissolving it. Related amendments to Municipal Code § 4.15.040 would clarify parking requirements, including that hourly or monthly permits are required in City facilities (except City Hall and the Library), that electronic tracking replaces the need to display permits, and that parking fees apply at all times, including weekends and after 6:00 p.m. The

revisions also remove outdated monthly payment deadlines and make minor housekeeping updates. Mr. Tymesen emphasized there is no financial impact associated with these changes and suggested that, although parking challenges remain, the Council could consider future efforts such as updating the 2016 downtown parking plan.

DISCUSSION: Councilmember Wood asked whether, with the Parking Commission’s duties now handled by Diamond Parking, the Downtown Association, and city staff, the current appeal process remains fair and balanced. Mr. Tymesen responded that the system has significantly improved due to technology, explaining that Diamond Parking conducts the initial review and can easily resolve issues such as incorrect license plate entries when payment was actually made. He noted that modern software accurately verifies plate numbers, allowing most errors to be corrected without escalation, and stated he has not seen an appeal in months, reflecting a major improvement from past practices.

MOTION: Motion by Evans, seconded by Miller, to dispense with the rule and read **Council Bill No. 26-1000** once by title only.

ROLL CALL: Evans Aye; Miller Aye; Gabriel Aye; Sheckler Aye; English Aye; Wood Aye.
Motion carried.

MOTION: Motion by Evans, seconded by Miller, to adopt **Council Bill 25-1000**.

ROLL CALL: Evans Aye; Miller Aye; Gabriel Aye; Sheckler Aye; English Aye; Wood Aye.
Motion carried.

EXECUTIVE SESSION: MOTION: Motion by Wood, seconded by Miller to enter into Executive Session Pursuant to Idaho Code § 74-206(1) (a) and (f) To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need; and to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated.

ROLL CALL: Miller Aye; Gabriel Aye; Sheckler Aye; English Aye; Wood Aye; Evans Aye.
Motion carried.

The Council entered into Executive Session at 8:01 p.m. Those present were the Mayor, City Council, City Administrator, and City Attorney. Council exited Executive Session at 8:25 p.m.

RESOLUTION NO. 26-015

A RESOLUTION OF THE CITY OF COEUR D’ALENE, KOOTENAI COUNTY, IDAHO, APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH RONALD G. JACOBSON TO PERFORM CITY ADMINISTRATOR DUTIES.

STAFF REPORT: Mayor Gookin noted that Mr. Tymesen’s upcoming retirement on February 20, 2026, will leave the City Administrator position vacant, and the recruitment process for a

permanent replacement has not yet begun. To maintain continuity, Mayor Gookin proposed appointing Ron Jacobson as interim City Administrator. The contract sets compensation at \$14,500 per month and would not include medical and PERSI benefits. Mr. Jacobson has requested his service conclude by end of June 2026, by which time a permanent City Administrator is expected to be in place. His 20 years of municipal leadership experience in Post Falls provides immediate stability, strong regional relationships, and the ability to step into the role with minimal disruption to city operations. Without this appointment, the City Clerk and City Attorney would assume the duties on top of their existing workloads and would receive extra compensation. Mayor Gookin stated that this action to recommend Mr. Jacobson as interim City Administrator is not motivated by budget savings. The start date of the contract will be amended from February 17 to February 13, 2026 to allow Mr. Jacobson to participate in the interviews for Police Chief and Fire Chief.

DISCUSSION: Councilmember Sheckler asked Mr. Adams whether absorbing City Administrator duties would affect the quality of legal representation given existing staffing shortages. Mr. Adams responded that the prosecutor’s office is currently short-staffed, and the civil division has maintained the same staffing level for four years, noting that while response times might slow if he assumed administrator duties, city operations and legal compliance would not be impaired. Councilmember Sheckler then asked Mr. Tymesen how ongoing negotiations might be affected without a dedicated City Administrator. Mr. Tymesen stated that both the City Attorney and City Clerk are exceptional but recommended beginning the recruitment for a full-time administrator, emphasizing the importance of having a full-time “captain of the team” during employee contract negotiations.

Councilmember Evans expressed concerns about the budget impact, noting that a recent retirement incentive was passed with the goal of salary savings, and this contract chips away at those potential savings. She mentioned having a great conversation with Mr. Jacobson last week and encouraged him to apply for the full-time position. She noted that two current employees have the responsibilities in their job descriptions and is confident they can cover the duties during recruitment a full-time City Administrator.

Councilmember Gabriel asked about the timeline for opening the recruitment process for the City Administrator position and Mayor Gookin replied that the Human Resources Department is already busy with the Police and Fire recruitments but is also working on the City Administrator recruitment as a top priority. He added that the contract with Mr. Jacobson could terminate as soon as the recruitment is done.

Councilmember Miller questioned the value of appointing an interim City Administrator. She noted that existing staff can perform the duties, as they fall within their job descriptions, and the administrative budget includes up to \$50,000 for temporary clerical support if needed. She expressed concern that onboarding an interim would be inefficient and duplicative, as staff would need to train Mr. Jacobson and then repeat the process for the permanent Administrator. She further stated that an interim would lack the institutional knowledge and “oral history” of the City and added that staff in other departments are cross-trained and can be reassigned to assist if workloads become burdensome.

Councilmember Wood noted that the position is already budgeted and that hiring an interim would result in savings because the interim would not receive benefits and would be paid at a mid-range salary compared to the outgoing City Administrator. She emphasized that this is the most important position in the City and should not be distributed among internal staff, stating that one person should be responsible for making final decisions. She added that the City has successfully hired from Post Falls in the past and that Mr. Jacobson has the experience and knowledge to transition smoothly and work effectively with staff and the new Mayor would learn a lot from him. She expressed strong support for approving the contract.

Mayor Gookin stated that while there are some budget savings, that is not the motivation for the recommendation. He noted that high-level administrators like Mr. Jacobson typically require only a day or two of onboarding. He emphasized that the City Administrator is an employee of the Mayor, and it is the Mayor's decision to appoint an interim. He observed daily how busy staff are and explained that the City Administrator manages a full workload of meetings, negotiations, and department head check-ins. He argued that dividing these duties between two employees would be inefficient and hinder his ability to perform his responsibilities. Mayor Gookin stated that his preference is to move forward with an interim appointment to ensure uninterrupted city services.

Councilmember Sheckler asked how disagreements between the City Clerk and the City Attorney would be resolved if there were no City Administrator to make final decisions. Mayor Gookin responded that he preferred to have an interim City Administrator to serve as a single point of contact and handle those responsibilities. He stated that without an interim, administrative duties would be divided between the City Clerk and City Attorney. Mr. Adams added that if two individuals were acting in that role and a disagreement arose, the Mayor would make the final decision.

Councilmember Miller expressed appreciation for the Mayor's passionate drive for this appointment. She stated that there is no current crisis, election, or contract negotiation, and that a procedure is in place for existing staff to cover the duties. She felt that an interim could add chaos and that the team should "tighten up" and focus on getting a permanent City Administrator hired sooner. Councilmember Wood stated the Mayor has passionately asked for support and that the Council should support his request for an Interim Administrator. Councilmember Gabriel stated that it was appropriate to have this discussion, as it is the Council's responsibility to consider these matters. He thanked staff for their willingness to step in but expressed concern about placing additional burdens on them, noting it would be unfair. Councilmember English added that he supports the Mayor's reasonable request, emphasizing that there cannot be two individuals making final decisions and that a City Administrator is needed to provide that authority.

MOTION: Motion by Wood seconded by Sheckler to adopt **Resolution No. 26-015**, Approving a Professional Services Agreement with Ronald G. Jacobson to perform City Administrator duties, starting February 13, 2026.

ROLL CALL: Gabriel Aye; Sheckler Aye; English Aye; Wood Aye; Evans No; Miller No.
Motion carried.

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

The meeting ended at 8:50 p.m.



Daniel K. Cookin, Mayor

ATTEST:



to Anne Mateski
Executive Assistant