

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

April 7, 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 April 7, 2026, at 6:00 p.m., there being present the following members:

Dan Gookin, Mayor

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

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

INVOCATION: Tim Robertson of Mountain Lakes Bible Church provided the invocation.

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

AMENDMENTS TO THE AGENDA:

MOTION: Motion by Miller, seconded by Sheckler, to add item K, Executive Session, Pursuant to Idaho Code § 74-206(1) (a) 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. **Motion carried.**

MOTION: Motion by Miller, seconded by Sheckler, to add as an action item K (a.) the City Administrator's request for confirmation to make an offer to Jon Fugitt to the position of Fire Chief for the City of Coeur d'Alene. **Motion carried.**

MOTION: Motion by Evans, seconded by Gabriel, to amend the agenda to correct the project title under item J. Public Hearing, to reference "Ramsey Road Signal Upgrades, Key Number 24276" rather than Rectangular Rapid Flashing Beacon project, Key Number 22874. **Motion carried.**

FAIR HOUSING MONTH: Councilmember Miller read the Proclamation declaring the month of April as Fair Housing Month. Stefan Smith, President of CDA Regional Realtors, accepted the Proclamation. Mr. Smith thanked the City Council for recognizing Fair Housing Month and spoke on behalf of the Coeur d'Alene Regional Realtors, reaffirming their commitment to fair housing and helping people from all walks of life achieve home ownership in North Idaho. He mentioned the organization's annual charity golf tournament, which raises funds for local community

charities, and their second annual ramp fund, which helps homeowners with household members who need mobility assistance.

WEEK OF THE YOUNG CHILD: Mayor Gookin read the Proclamation declaring April 11-17, 2026 as the Week of the Young Child.

INTERNATIONAL DARK SKY WEEK: Councilmember English read the Proclamation declaring April 18-24, 2026 as International Dark Sky Week. James Fillmore, Idaho Dark Sky Delegate, accepted the proclamation. Mr. Fillmore thanked the Council for marking the fifth year of the Dark Sky proclamation and emphasized that limiting light pollution is vital not only for enjoying night skies but for protecting human health and wildlife. He explained that excessive nighttime lighting disrupts human circadian rhythms, increasing risks of sleep disorders, cancer, heart disease, and depression. He highlighted serious impacts on wildlife, including millions of birds killed by collisions with illuminated buildings, especially during cloudy migration nights, and widespread harm to insects whose nighttime activity is disrupted by artificial light, affecting entire ecosystems and food chains. Mr. Fillmore outlined practical lighting principles but stressed that voluntary compliance is not enough. With rising use of bright LED lighting, worsening sky glow and light trespass into homes, he urged the Council to work toward stronger regulations and invited the public to the April 18 event at the CDA Library.

ARBOR DAY: Councilmember Sheckler read the Proclamation declaring April 24, 2026 as Arbor Day. Monte McCully, Urban Forester, and John Schwandt, Urban Forestry Committee Chairman, accepted the proclamation. Mr. McCully described upcoming Arbor Day celebration activities, including a seedling giveaway with an information booth offering free donuts and coffee for volunteers and attendees. He explained plans to install 18 flowering crabapple trees, nine Starlite and nine Prairie Fire varieties, and above-ground self-watering pots along the seawall. Mr. McCully also noted NIC Arbor Day activities on April 25, including nursery and vendor booths, and seedling giveaway. He thanked the donors of seedlings that will be given out to 4th grade students in North Idaho. Mr. Schwandt explained that the Arbor Day program has grown beyond Coeur d'Alene into a countywide effort led by the nonprofit Arbor Day of North Idaho. The program provides free seedlings to all fourth graders throughout Kootenai County, including communities such as Rathdrum and Spirit Lake. This year, approximately 2,500 seedlings will be distributed, bringing the total to more than 90,000 trees given away over the program's 41-year history. He added that the program is provided at no cost to the City of Coeur d'Alene and is supported entirely through donations and volunteer efforts, including a large volunteer "bagging" event. He added that residents without fourth graders may also pick up seedlings at the library beginning Friday, April 25.

PUBLIC COMMENTS:

Mary Merrill, Coeur d'Alene, raised concerns about conditions at Oak Crest Manufactured Home Park. She explained that the park, owned by Haven Park Communities, began utility meter installation under residents' homes without obtaining required plumbing permits. After contacting the City, she thanked staff and officials for their swift action in issuing a stop-work order affecting approximately 450 homes. Ms. Merrill also stated that Oak Crest is violating its conditional use permit by failing to water public right-of-way and green spaces along Ramsey and Dalton,

resulting in dead arbor vitae trees that pose a potential fire hazard. She urged the City to continue holding park management accountable.

Jonathan Burns, Coeur d'Alene, requested a small change to the current two-hour parking zones in the downtown core to better support local businesses. He requested to see a modification to City Code 10.24.020 and add a two-hour parking limit to the south side of Wallace Avenue, between 1st and 2nd Streets, noting agreement from a nearby business owner and upcoming additional businesses in the block. Mr. Burns stated that balancing two-hour customer parking with all-day parking on the opposite side of the street would improve access for clients while maintaining practicality for employees. He also requested a designated loading and unloading zone to prevent delivery vehicles from blocking Wallace Avenue, improve patient drop-off access, and address poor parking behavior in a tight area between driveways. Mayor Gookin explained that the City no longer has a Parking Commission, which means staff will need to determine the appropriate process for reviewing and addressing the request. He added that the City would look into the matter and consider next steps for moving it forward.

Jesse Duncan, Coeur d'Alene, shared his experience as the owner of Chubby's Gourmet Hot Dogs and requested consideration for updating city regulations to better accommodate small mobile vendors. Mr. Duncan explained that he recently received notice that city code does not allow his hot dog cart to operate on sidewalks, highlighting a lack of clear regulatory framework for small mobile vendors that do not fit existing food truck or food court categories. He stated his commitment to cleanliness, public safety, and supporting nearby businesses, particularly by providing food options that help patrons make safer choices late at night. While acknowledging the need to comply with city code, he suggested potential solutions such as a right-of-way permit for mobile vendors with clear limitations prioritizing safety and accessibility standards. He expressed willingness to work within reasonable guidelines and urged the City to consider creating a structured path for small mobile vendors that supports local entrepreneurship.

Mayor Gookin stated that this is not an action item but asked if Council would be interested in pursuing options. Councilmember English expressed support, noting the appeal of a traditional sidewalk hot dog stand. Mayor Gookin acknowledged that there are regulatory and safety considerations, including fire department spacing requirements. Councilmember Miller stated that it would be a great idea.

ANNOUNCEMENTS:

Councilmember Gabriel shared the newest grandbaby born two weeks ago in Burley, Idaho, expressing gratitude and excitement for the growing family.

Mayor Gookin presented a key to the City to Fire Chief Tom Greif in appreciation of his commitment and leadership to the City of Coeur d'Alene. He noted that Chief Greif has served as Fire Chief for the past four years, previously spent some years as Deputy Chief, and earlier worked as a paramedic with the department, reflecting a long and distinguished career with the City.

Chief Greif expressed gratitude and stated that the honor means a great deal to him. Reflecting on nearly 29 years of service, he thanked past and present mayors, councils, and the City's executive

team for their consistent support of public safety. He acknowledged the mentorship he received as Fire Chief, praised the dedication and evolving energy of the Fire Department's staff, and expressed appreciation for the strong sense of community in Coeur d'Alene, where he enjoyed raising his family.

Mayor Gookin requested the appointments of Danielle Rhodes and Brian Smith to the Historic Preservation Commission, and John Burke to the Urban Forestry Committee.

MOTION: Motion by Wood, seconded by Miller, to confirm the appointments of Danielle Rhodes and Brian Smith to the Historic Preservation Commission, and John Burke to the Urban Forestry Committee. **Motion carried.**

CONSENT CALENDAR:

1. Approval of Council Minutes for the March 17 and 23, 2026 Council Meetings.
2. Setting a Public Hearing for **April 21, 2026** for V-26-01, Vacation of a portion of 8th Street right-of-way adjoining the westerly boundary of Lot 7, Block 2, Keller's Addition
3. Approval of Bills as Submitted.
4. Approval of an Outdoor Eating Facility- Pasta Posto 501 E. Sherman Avenue, John Minichino, Jr.
5. Approval of SS-25-14c, Ninth Street Condominiums: Final Plat
6. Approval of S-5-21, Mahogany Lane: Acceptance of Improvements
7. Approval of SS-26-02, Villad's Place: Final Plat
8. **RESOLUTION NO. 26-026** – A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, APPROVING THE AMENDMENT OF THE CLASSIFICATION AND COMPENSATION PLAN BY ADDING THE CLASSIFICATIONS OF "ASSISTANT FIRE CHIEF" AND "FIRE MARSHAL," AND ESTABLISHING PAY GRADES 19 AND 18, RESPECTIVELY; AND APPROVING A DEVELOPMENT AGREEMENT WITH RIVER'S EDGE APARTMENTS, LLC, FOR PROPERTY LOCATED AT 3404 W. SELTICE WAY (ZC-3-22, SP-5-22, PUD-2-19M.2).

MOTION: Motion by Evans, seconded by Gabriel, to approve the Consent Calendar as presented, including **Resolution 26-026**.

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

ZC-1-26 - ZONE CHANGE FROM MH-8 (8 UNITS PER ACRE) TO R-17 (17 DWELLING UNITS PER ACRE) FOR A PARCEL MEASURING 0.522 ACRES LOCATED AT 3620 NORTH FRUITLAND LANE

STAFF REPORT: Senior Planner Sean Holm noted that following City Council direction at the March 17, 2026 Council meeting to negotiate a development agreement to secure nine proposed workforce housing units in conjunction with the requested zone change, staff consulted with the applicant and their representative, Ed Morse. After discussions, the applicant determined that monitoring and managing a small-scale workforce housing would be difficult and has chosen not to pursue a development agreement. As stated in the original March 17, 2026 staff report, the

workforce housing concept was never a condition of the zone change; if approved to R-17, all permitted uses, including the described nine-unit multifamily development, would be allowed by right without a development agreement unless required by Council. The Planning and Zoning Commission previously recommended approval of the zone change with no conditions, and all other staff findings remain unchanged. Mr. Holm explained that he analyzed two existing development agreements with workforce housing requirements to assess feasibility for the much smaller proposed project. He cited the River's Edge development, which includes 600 units with 10% designated as workforce housing for five years, and another large planned unit development allowing up to 2,800 units with 5% either rented or purchased in perpetuity would be part of that workforce housing. In contrast, the proposed project is only about 0.52 acres and could realistically support six to nine units at most, meaning a workforce housing requirement would amount to only a fraction of a single unit, making it impractical to manage. As a result, the applicant decided not to pursue a development agreement and requested that Council approve the zone change without workforce housing development agreement.

DISCUSSION: Councilmember Miller explained that she initiated the discussion about workforce housing from her work with the Housing Solutions Partnership and her commitment to advancing attainable housing that is fair to developers, the community, and realistic for the City to manage. She acknowledged that this project is likely too small to accommodate a workforce housing development agreement and stated she has no major concerns with the applicant's decision given their location which probably not going to be a high rental. However, she emphasized that her broader goal is to have discussions about negotiated development agreements whenever zone changes or significant projects come before the Council, noting that past opportunities with larger projects have often been missed. Councilmember Miller stressed that development agreements are a valuable tool that can be used creatively to secure workforce housing without placing undue burden on developers. She clarified that this effort is about starting a new chapter in how the City approaches housing negotiations and thanked both the applicant's representative and City staff for engaging in the discussion. Mr. Holm stated that staff's role was not to advocate for or against the proposal but to follow Council's direction by discussing the possibility of a workforce housing development agreement with the applicant and presenting the resulting information.

Mr. Ed Morse, representative of applicants Michael and Norma Reasor, explained that a workforce housing development agreement is not appropriate for this small zone change, citing the neighborhood's existing character, which already includes mobile homes and nearby apartment complexes with workforce-level rents. He noted that the location already functions as a workforce housing area and that the City lacks a clear regulatory mechanism such as definition, inputs to the income level, and supervisory mechanisms for workforce housing. While he understands Councilmember Miller's comments, Mr. Morse emphasized that such requirements are better suited to larger projects in good locations and would have the highest rent appreciation where economies of scale and incentives like density bonuses can make them feasible. He requested Council approval of the zone change without a development agreement.

MOTION: Motion by Sheckler, seconded by Wood to approve a zone change from MH-8 (8 units per acre) to R-17 (17 dwelling units per acre) for a parcel measuring 0.522 acres located at 3620 North Fruitland Lane, based on the findings and conclusions announced at the March 17, 2026, Council meeting.

DISCUSSION: Councilmember Sheckler commented that increasing housing supply is key to achieving attainable housing through basic supply-and-demand principles. He noted that raising the allowable density from 8 to 17 units per acre would increase housing availability and is appropriate given the area's surrounding apartments and nearby commercial uses. He stated that while development agreements can play a role, the City should also support to change some zones in areas where it is appropriate for higher density. He added that neighboring property owners may want to consider similar rezoning request to R-17 as well and suggested that the City could pursue such changes to further support housing supply and affordability in the area.

Councilmember Miller stated that she intends to continue raising discussions about attainable housing at every future zone change request. She emphasized her commitment to encouraging the use of development agreements and zoning changes as tools to address housing challenges. She acknowledged the ongoing debates around supply and demand and reaffirmed her agreement with the overall goal of increasing attainable housing through multiple strategies.

Councilmember English said the discussion was worthwhile and that there is broad agreement on the need for more housing overall, especially affordable and workforce housing. He suggested it may be worth revisiting certain legislative ideas, such as allowing tiny homes. He cautioned against applying requirements too broadly, saying that mandating development agreements for every project would be a poor use of resources and should be limited to developments of a reasonable size, such as one or two acres or more.

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

COUNCIL BILL NO. 25-1006

AN ORDINANCE AMENDING THE ZONING ACT OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, KNOWN AS ORDINANCE NO. 1691, ORDINANCES OF THE CITY OF COEUR D'ALENE, BY CHANGING THE FOLLOWING DESCRIBED PROPERTY FROM MH-8 (MOBILE HOME AT 8 UNITS/ACRE) TO R-17 (RESIDENTIAL AT 17 UNITS/ACRE), SAID PROPERTY BEING DESCRIBED AS FOLLOWS, TO WIT: THE WEST 175 FEET OF TRACT 75, FRUITLANDS ADDITION, ACCORDING TO THE PLAT RECORDED IN THE OFFICE OF THE COUNTY RECORDER IN BOOK C OF PLATS AT PAGE 12, RECORDS OF KOOTENAI COUNTY, IDAHO, WHICH IS A 0.522 +/- ACRE PARCEL LOCATED AT 3620 N. FRUITLAND LANE; REPEALING ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HEREWITH; PROVIDING A SEVERABILITY CLAUSE; PROVIDE FOR THE PUBLICATION OF A SUMMARY OF THIS ORDINANCE AND AN EFFECTIVE DATE HEREOF.

MOTION: Motion by Wood, seconded by Miller, to dispense with the rule and read **Council Bill No. 25-1006** once by title only.

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

MOTION: Motion by Sheckler, seconded by Wood, to adopt **Council Bill 25-1006**.

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

RESOLUTION NO. 26-027

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, APPROVING THE JEWETT HOUSE CARETAKER AGREEMENT WITH PETER AND VICKI CLANCY.

STAFF REPORT: Interim Parks and Recreation Director Adam Rouse, in his staff report, noted that the Jewett House has been under the care of the same caretaker since 1985 under a letter of appointment, which was terminated in 2025. Following the termination, staff advertised the caretaker position in late 2025, receiving twelve applications and interviewing four couples before selecting Peter and Vicky Clancy, who accepted the offer. The proposed caretaker agreement carries no direct financial impact to the City; however, the Clancy's will be provided with private living quarters and kitchen access at the Jewett House and will not be considered City employees. The agreement clearly defines expectations, duties, and performance standards, with responsibilities including building and grounds maintenance, custodial services, coordination of facility use and events, minor repairs, supply management, and reporting facility issues under the general supervision of the Recreation Superintendent.

DISCUSSION: Councilmember Wood emphasized that, for her, the most important quality of a caretaker is being friendly, welcoming, and making the public feel the house belongs to the Coeur d'Alene community rather than to the caretaker personally. She noted that this sense of openness has always been critical and stressed the importance of everyone feeling welcomed. Mr. Rouse responded that this expectation was a major focus during the interview process, explaining that the caretakers are seen as the face of the City and that their welcoming demeanor was a key factor in their selection, along with their experience.

Councilmember Miller asked about the term of the caretaker agreement, with Mr. Rouse responding that it would be a three-year agreement with an option for the City and the caretaker to renew for an additional three years, unlike the previous open-ended agreement. Councilmember Miller then asked whether the agreement would return to Council every three years, and City Attorney Randy Adams clarified that a renewal would not be required to come back to Council as a matter of right.

Councilmember English commented on the caretaker agreement conditions, noting that it requires a married couple with no additional dependents. He expressed confidence that the caretakers would be able to make the house feel welcoming stating that he viewed the arrangement as a positive and well-suited agreement.

MOTION: Motion by Evans, seconded by Gabriel to approve **Resolution No. 26-027** – Approving an Agreement with Peter and Vicki Clancy for caretaker services for the Jewett House.

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

RESOLUTION NO. 26-028

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, DECLARING THAT VEOLIA WATER TECHNOLOGIES & SOLUTIONS, INC., IS THE ONLY VENDOR REASONABLY AVAILABLE FOR THE PURCHASE OF TERTIARY MEMBRANE FILTRATION (TMF) EXPANSION PHASE 5C.3A EQUIPMENT, AUTHORIZING A SOLE SOURCE PURCHASE FROM VEOLIA WATER TECHNOLOGIES & SOLUTIONS, INC., AUTHORIZING THE WASTEWATER DEPARTMENT TO NEGOTIATE A CONTRACT WITH VEOLIA WATER TECHNOLOGIES & SOLUTIONS, INC., AND DIRECTING THE CITY CLERK TO PUBLISH THE NOTICE OF A SOLE SOURCE PROCUREMENT AS REQUIRED BY IDAHO CODE § 67-2808(2).

STAFF REPORT: Wastewater Capital Program Manager Mike Becker mentioned that compost give-away event is on April 11-12. He explained that staff is asking Council to declare Veolia Water Technologies & Solutions, Inc. as the sole viable vendor for the specialized membrane equipment needed and to authorize the Wastewater Department to negotiate a purchase agreement. Mr. Becker reviewed the history of the Tertiary Membrane Facility (TMF), developed in phases since 2014, is a critical final treatment stage at the City's Water Resource Recovery Facility (WRRF), and Phase 5C.3A will equip the previously constructed but unequipped sixth train, increasing capacity to 6.0 million gallons per day (MGD) to maintain operations during membrane cleaning or maintenance. He explained that a sixth tank was built years ago but membranes could not be purchased at the time due to loan restrictions, and that current wastewater flows now make the timing critical. After engineering evaluation by J-U-B Engineers and review of available technologies, Veolia's ZeeWeed 500EV RX membrane system was determined to be the only option fully compatible with the City's existing infrastructure, proven performance requirements, and operational needs, making competitive procurement impractical, qualifying the purchase as a sole-source procurement under Idaho Code. Lastly, Mr. Becker noted that funding for this project has been planned and budgeted by the Wastewater Department.

DISCUSSION: Mayor Gookin noted that while multiple membrane products exist on the market, Veolia's membrane is the only option that is reasonably most compatible with the City's existing wastewater treatment system, which qualifies it under sole-source procurement rules and therefore requires Council approval. Mr. Becker stated that the request is for Council to approve Veolia as the only reasonable source. He emphasized that alternative products would create significant compatibility and installation challenges. Mayor Gookin clarified that the Council action is a two-part process: first, approving Veolia as the only reasonable source, and second, authorizing staff to negotiate a purchase agreement, noting that staff will come back to Council with the actual purchase agreement.

MOTION: Motion by English, seconded by Evans, to approve **Resolution No. 26-028** – Declaring that Veolia Water Technologies & Solutions, Inc., is the only vendor reasonably available for the purchase of Tertiary Membrane Filtration (TMF) Expansion Phase 5C.3A

Equipment, and authorizing the Wastewater Department to negotiate a contract with Veolia Water Technologies & Solutions, Inc.

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

RESOLUTION NO. 26-029

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, APPROVING AN AGREEMENT AND ADDENDUM WITH LIFE INSPECTION VAULT (LIV) FOR THIRD PARTY INSPECTIONS FOR THE FIRE DEPARTMENT.

STAFF REPORT: Deputy Fire Marshall Craig Etherton explained that the Fire Department is requesting Council approval to implement a third-party inspection tracking program to manage required inspections of fire protection systems such as sprinklers, alarms, standpipes, and extinguishers. The Fire Code requirements place responsibility on business and property owners to maintain their fire protection systems and provide Inspection, Testing, and Maintenance (ITM) reports to the Fire Department upon request; however, only a small number of ITM companies currently submit reports consistently, resulting in incomplete records and repeated, unresolved deficiencies. Fire Prevention staffing has not kept pace with community growth, and past reliance on Engine Companies for commercial inspections is no longer sustainable. As a result, the Fire Department lacks accurate, centralized records of fire protection systems, despite these systems being critical to life and property safety and potentially impacting ISO ratings and insurance costs. The proposed third-party reporting program would create a reliable tracking and compliance system at no cost to the City, may reduce future records management system (RMS) subscription expenses, and aligns with practices already adopted by neighboring jurisdictions. Council is asked to support participation in the Life Inspection Vault (LIV) program and sign the service agreement with LIV Safe. Mr. Etherton emphasized that the program would cost the City nothing, as fees are paid by inspection companies, and would enhance public safety by ensuring fire protection systems are properly maintained and operational, with the added potential benefit of improving the City's ISO rating.

DISCUSSION: Councilmember Wood asked Mr. Etherton to explore potential revenue sources associated with the third-party inspection program. Mr. Etherton explained that Spokane Valley previously added an additional fee per inspection upload, which went directly to the Fire Department and was used to fund an intern inspector to verify systems. Councilmember Wood then requested that Mr. Etherton return during upcoming budget hearings with real-time data on this option for further consideration.

Councilmember English asked whether inspectors simply identify deficiencies or also provide guidance on how to address them, such as recommending qualified companies to perform the needed work. Mr. Etherton explained that while inspectors do not perform maintenance themselves, the program helps business owners by tracking licensed, registered inspection and service companies that are in good standing with the State Fire Marshal's Office. He noted that only reputable, compliant contractors would be associated with the system, making it easier for owners to know how and where to get required corrections completed.

Councilmember Sheckler asked for clarification on how commercial property fire inspections work. Mr. Etherton explained that annual inspection, testing, and maintenance (ITM) of fire protection systems is required by code and that commercial property owners are responsible for hiring licensed ITM companies to perform those inspections. He noted that the City follows the same process for its own buildings, coordinating ITM companies to inspect and maintain fire sprinkler and fire alarm systems annually. Councilmember Sheckler asked whether a commercial property owner who hires an ITM company would receive an automatic violation notice through the LIV Safe system if deficiencies are found, and whether fines would be imposed or if it would simply be a notification. Mr. Etherton explained that the Fire Department intends to take a graduated, education-first approach, with the initial notice coming from the City rather than just the inspection company to reinforce that corrections are required. Minor issues would receive a reasonable correction timeline, such as 30 days, with follow-up letters becoming progressively firmer if deficiencies are not addressed. While the department prefers compliance over enforcement, Mr. Etherton noted that under the fire code, serious or uncorrected violations can ultimately result in civil citations or misdemeanor fines. Councilmember Sheckler asked whether violation letters would be generated automatically from private inspection reports or reviewed by the Fire Department, and he also questioned how the City tracks property owners who fail to obtain their required annual inspections. Mr. Etherton explained that the exact workflow, particularly the level of review, still needs to be finalized, noting that lessons learned from other jurisdictions will help avoid overly harsh initial notices. He further explained that owners who do not hire an inspection company are in violation but acknowledged that the Fire Department currently lacks an effective way to track those cases due to staffing limitations. Because the department cannot inspect every commercial occupancy annually, staff focuses on higher-risk occupancies such as daycares, schools, restaurants, and bars, which is why the proposed system is intended to improve tracking, compliance, and overall visibility of fire protection systems citywide. Lastly, Councilmember Sheckler raised concerns about data security, asking how inspection and property information stored and managed by the third-party vendor LIV Safe would be protected. Mr. Etherton explained that the City's IT staff reviewed the company's data practices and noted that LIV Safe is working toward implementing multi-factor authentication and provides user support for account security. He added that the data is confidential in nature, and the City expects LIV Safe to handle all information responsibly and in accordance with those expectations.

Councilmember English noted that a key benefit of the proposed system is that it would finally give the City a reliable data baseline, allowing staff to understand how many fire protection systems exist and where compliance issues are occurring. He compared this to the City's earlier experience with vacation rentals, where policy decisions were initially difficult because there was no clear understanding of how many units existed. He emphasized that having accurate data would help the City assess its current situation and make informed decisions moving forward. Mr. Etherton responded by highlighting that other cities significantly improved compliance after implementing a similar program, increasing inspection compliance from roughly 60–65% to 85–90% within a few years, underscoring the potential community safety benefits.

MOTION: Motion by Gabriel, seconded by Miller to approve **Resolution No. 26-029** – Approving an Agreement and Addendum with Life Inspection Vault (LIV) for third party inspections.