

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

December 3, 2024

The Mayor and Council of the City of Coeur d'Alene met in a regular session of said Council at the Coeur d'Alene City Library Community Room on December 3, 2024, at 6:00 p.m., there being present the following members:

Woody McEvers, Mayor

Dan English	) Members of Council Present
Christie Wood	)
Dan Gookin	)
Kiki Miller	)
Kenny Gabriel	)
Amy Evans	) Member of Council Absent

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

**PLEDGE OF ALLEGIANCE:** Members of the Girl Scout Troop 2121 led the pledge of allegiance.

**PRESENTATIONS:**

**International Day of the Girl:** Councilmember Miller read the Proclamation noting that October 11, 2024 was declared as International Day of the Girl and was accepted by Brian Newberry, Chief Executive Officer of the Girl Scouts of Eastern Washington and Northern Idaho. Mr. Berry stated that the International Day of the Girl was celebrated in October, and they wanted to attend the Council meeting to recognize the Girl Scouts and remind them that their voice matters. He added that this year, there are about 1,000 Girl Scouts in Idaho. The girls helped donate 39,000 boxes of cookies to the US servicemen including those overseas. Mr. Newberry mentioned that Councilmember Miller along with four women legislators attended their democracy meeting last month. Councilmember Miller responded that the democracy meeting went great, and she is proud that she got to be involved.

**Downtown Association Farmer's Market Summary:** Municipal Services Director Renata McLeod shared the Downtown Association (DTA) summary report on the pilot project allowing open container at the Farmer's Market every Wednesday which was held from September 4 – 25, 2024 along 5<sup>th</sup> Street between Front Avenue to Lakeside Avenues, with vehicular traffic still allowed on Sherman Avenue. The report noted the large amount of set up time, the hiring of additional security and the need for customers to finish alcoholic beverages before crossing Sherman Avenue as downsides to the program. However, no law enforcement incidents occurred as a positive point. The summary report stated that they were able to have four events. While containing the area is feasible, DTA will not pursue the open container project at the Farmer's

Market next year due to the added expenses and large amount of set-up time needed. Ms. McLeod stated that the DTA is weighing in other possible options for other events. She added that the Police Department wanted to make sure that for any future event, they will still require fencing in order to contain the alcohol in that area. Councilmember Miller commented that she appreciates the depth and details of the report.

### **PUBLIC COMMENTS:**

Russ McLain, Kootenai County, asked the Council to look into fire codes for new building construction as there might be some redundancies, and it comes with huge costs.

Erin Barnard, Coeur d'Alene, applauds the Council for the Proclamation declaring October 11 as International Day of the Girl, which recognizes the hardships that girls must endure and overcome. She asked Council to continue to recognize the specialness of traditional family values which strengthen society and benefits the children. She looks forward to seeing a proclamation about traditional family values.

Nancy Phillips, Coeur d'Alene, talked about the home delivered meals program, previously known as the Meals on Wheels program, and shared that they recently had their first Thanksgiving meal at the Community Center benefiting 142 people, of which majority were seniors in the community. She stated that they are currently serving 121 homebound seniors in Coeur d'Alene. An average of 2,500 meals are delivered to them each month. The area agency provides 27% of the funding while 73% would be coming from donations, fundraisers, and grants such as the Community Development Block Grant (CDBG). Ms. Phillips mentioned that they need to come up with \$168,000 with donations and grants. They are holding a blanket drive for the holiday season to provide blankets for homebound seniors along with a goodie bag from the Church of Jesus Christ of Latter-Day Saints. She thanked the Council for its continuing support and invited them to attend the dinner for their volunteers on December 11 from 5:00 p.m.– 7:00 p.m.

Suzanne Knutson, Coeur d'Alene, noted that today, December 3, is International Day of Persons with Disabilities (IDPD) which is observed annually since 1992. The theme for this year is amplifying the leadership of persons with disabilities for an inclusive and sustainable future. Ms. Knutson stressed the importance of celebrating the contributions of persons with disabilities and reflecting on the challenges they face in the community. She called for greater personal awareness and movement toward greater inclusion for people with disabilities through trainings from the ADA National Network, participation in web or podcasts, and attending the annual ADA symposium. Ms. Knutson asked the Council to include people with all types of disabilities and organizations that represent or serve them when projects for any type of city improvements are being considered.

### **ANNOUNCEMENTS:**

Councilmember English stated that he will be attending his first Library Board meeting tomorrow, December 4, as the Council Liaison. He mentioned that he attended a legislative forum in the past week and discussed with Representative Joe Alfieri the city's process to fill up the Council seat vacancy.

Mayor McEvers requested the appointments of Sarah Garcia to the Ignite CDA Board, and Tracey Benson to the Arts Commission.

**MOTION:** Motion by Wood, seconded by Miller to appoint Sarah Garcia to the Ignite CDA Board and Tracey Benson to the Arts Commission. **All in favor. Motion carried.**

**CONSENT CALENDAR:**

1. Approval of Council Minutes for the November 19, 2024, Council Meeting.
2. Approval of Minutes from the November 12, 2024 and November 25, 2024 General Services/Public Works Committee Meetings.
3. Setting of the General Services/Public Works Committee Meeting at Noon on December 9, 2024.
4. Setting of public hearings for **December 17, 2024:**
  - a. (QUASI JUDICIAL) A-2-24 – Annexation request by JBR Landholdings for a 2.12-acre parcel from County Agriculture Suburban to City residential R-12 (residential at 12 units per acre); location: 3415 N. 15<sup>th</sup> Street.
  - b. (QUASI JUDICIAL) BR-1-24 - Lamar Advertising of Spokane is requesting relocation and digitization of a two-sided 300 square foot v-build billboard; current location is 1621 Northwest Boulevard to be removed and relocated to 3119 N. 2nd Street, while addressed off of 2nd Street, the billboard would be adjacent to Government Way.
5. Approval of Bills as Submitted.
6. Approval of **Resolution No. 24-094** - A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO APPROVING THE DESTRUCTION OF CITY RECORDS RETAINED BY THE BUILDING DEPARTMENT; APPROVING THE FINAL PLAT, ACCEPTING IMPROVEMENTS, AND APPROVAL OF A MAINTENANCE/WARRANTY AGREEMENT, A LANDSCAPE WORK AGREEMENT, AND SECURITY FOR COEUR D'ALENE PLACE 38TH ADDITION; ACCEPTING IMPROVEMENTS, APPROVAL OF A MAINTENANCE/ WARRANTY AGREEMENT, AND SECURITY FOR FULL CIRCLE TRACKS; APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH J-U-B ENGINEERS, INC., FOR PROFESSIONAL ENGINEERING SERVICES FOR THE 2024/2025 WASTEWATER COLLECTION SYSTEM CAPITAL IMPROVEMENTS PROJECTS; APPROVING THE IDAHO TRANSPORTATION DEPARTMENT - LOCAL PROFESSIONAL SERVICES AGREEMENT WITH J-U-B ENGINEERS, INC., FOR THE RAMSEY ROAD SIGNAL UPGRADES; AND APPROVING AN AGREEMENT WITH COEUR D'ALENE AMERICAN LEGION BASEBALL INC., FOR THE USE OF THORCO FIELD AT RAMSEY PARK.

**MOTION:** Motion by Gookin, seconded by Miller to approve the Consent Calendar as presented, including **Resolution No. 24-094**.

**DISCUSSION:** Councilmember Gookin stated that the proposed agreement with Coeur d'Alene American Legion Baseball, Inc. will be renewed every five years. He explained that it was only for every two years in the past. Councilmember Miller added that it was the American Legion's request to have it renewed for five years, and with the great partnership with the city, both parties agreed to do so.

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

#### **RESOLUTION NO. 24-095**

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, APPROVING THE PURCHASE OF ARMORCAST METER BOXES FROM H.D. FOWLER COMPANY IN THE AMOUNT OF \$85,378.00 FOR USE IN THE ANNUAL MAINTENANCE AND METER PIT UPGRADES.

**STAFF REPORT:** Water Assistant Director Glen Poelstra noted that yearly, approximately 200–300-meter pit settings in the City’s water system are required to be updated to keep ageing infrastructure up-to-date and operational. This would include basement meter pit upgrades, water service leaks, Yardley service upgrades, and meter pit upgrades in general. Mr. Poelstra explained that the Water Department originally used concrete meter boxes which are extremely heavy and fragile. Staff experimented with other types of meter boxes and chose the Armorcast composite meter boxes as they were very similar in size to the existing boxes but much lighter and much more durable due to the composite construction of the box. The boxes and lids come in 15,000- and 20,000-pound load capacity so they can withstand being driven on where the concrete boxes would easily be crushed. Past practice has been to purchase a small truck load at a time, but due to supply chain issues for the past couple of years, staff recommends purchasing a larger quantity to ensure they are readily available for future projects. Three quotes were solicited for 100 sets of the Armorcast-brand composite meter boxes which is a quantity expected to meet annual service replacement needs. The quotes received were from H. D. Fowler at \$85,378.00, Consolidated Supply Co. \$89,103.00, and Ferguson Waterworks which was non-responsive. Mr. Poelstra asked Council to accept the lowest responsive bid of, and approve the purchase of Armorcast meter boxes from, H. D. Fowler Company in the amount of \$85,378.00 for Maintenance and Meter Pit Upgrades. The funding for the service line replacements is included in the FY 24-25 budget which also includes water main replacements in the amount of \$800,000. Other anticipated materials and projects are included in the same line item.

**DISCUSSION:** Mayor McEvers inquired how often the Water Department changes the meter pits with Mr. Poelstra responding that whenever they are in the area, they look up and down the roadways to see what needs to be replaced so they can be most efficient. Councilmember Wood asked if they have encountered people who purposely tamper with the meter boxes. Mr. Poelstra stated that it is very rare; however, he recommends that customers call the Water Department for the necessary repair.

**MOTION:** Motion by Miller, seconded by Gabriel to approve **Resolution No. 24-095**; approving the purchase of Armorcast meter boxes from, H. D. Fowler Company in the amount of \$85,378.00 for the Water Department’s Annual Maintenance and Meter Pit Upgrades.

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

## RESOLUTION NO. 24-096

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, APPROVING THE PURCHASE AND INSTALLATION OF A MIOX CHLORINE GENERATION UNIT FROM FILTRATION TECHNOLOGIES, IN AN AMOUNT NOT TO EXCEED \$124,725.00, TO BE INSTALLED AT THE RALPH CAPAUL WELL (RC WELL).

**STAFF REPORT:** Water Assistant Director Glen Poelstra stated that in the past, the Water Department utilized 100% gas chlorine as a disinfectant. However, due to its high volatility and dangerous nature, it was decided to source a different way of disinfection. He explained that technology has been developed to utilize a liquid salt solution along with direct current electricity as a way of producing a consistent source of liquid chlorine at a much safer concentration for employees to handle. Less than ½% Chlorine is generated and injected at each well site to keep the minimum required amount of chlorine in the distribution system. A Microclor brand of chlorine generation unit is currently installed at RC Well but has reached end of life and parts have become more expensive and unreliable to source. The Miox brand units have been installed at multiple other well sites and have proven to be reliable units. Staff advertised for bids and Filtration Technologies was the only bidder to respond and can supply and install a 30 PPD (pound per day) Miox Chlorination Unit at a total cost of \$124,725.00. Mr. Poelstra stated that a line-item amount of \$123,000 was budgeted for this unit. The remaining amount above the budget will be obtained from the Maintenance Pumping Station budget.

**DISCUSSION:** Councilmember Gookin asked if there is a waste product in the process and what they do with it, with Mr. Poelstra explaining that the only waste product that's generated that they have to off gas is hydrogen, which is vented out to the atmosphere. He stated that other than that, the entire solution from what comes out of the chemical process goes into the chlorine tank. He added that they were told that it's a completely safe process for disinfection as approved by the State of Idaho Department of Environmental Quality (DEQ) and Environmental Protection Agency (EPA). Councilmember Wood inquired what kind of safety equipment the Water Department uses and how often they update it with Mr. Poelstra stating that they wear Personal Protective Equipment (PPE) when they are working with the piping system but to change a bottle of chlorine, they also use a self-contained breathing apparatus (SCBA). He added that they undergo training with the Fire Department on how to handle a spill or leak, which happened at one point and caused thousands of dollars for replacement of equipment, hence, they took the avenue to go to a much safer technique of disinfection. Councilmember Wood asked if they often rotate their safety equipment and if it's built into the budget with Mr. Poelstra responding in the affirmative and stating that it gets used up regularly. Councilmember Miller stated that there's only one bidder that responded and asked about whether staff made due diligence in advertising and to get the best price considering that this is a specialized item that they require. Mr. Poelstra explained that purchases over \$100,000 must go out to a public bid and are advertised on multiple avenues such as in the newspaper and online. He added that staff reached out to Microclor, the company where they purchased before; however, they never submitted a bid. Staff also conducted research to find different vendors that would be able to provide a bid. Mayor McEvers inquired if every well would have the Miox Chlorine and Mr. Poelstra stated that they have two of the Microclor left and this Miox Chlorine request would fulfill the large capacity RC Well. Right now, 2 ½ wells are running compared to 11 wells running during summer.



**MOTION:** Motion by Miller, seconded by English to approve **Resolution No. 24-096**; approving the purchase and installation of a Miox Chlorine Generation Unit from, Filtration Technologies, in the amount of \$124,725.00, to be installed at Ralph Capaul Well.

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

LEGISLATIVE HEARING - APPROVAL OF THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PLAN YEAR 2023, YEAR END CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER)

**STAFF REPORT:** CDBG Specialist Sherrie Badertscher requested Council to hold a public hearing and approve the submittal of the Community Development Block Grant (CDBG) Plan Year (PY) 2023 Consolidated Annual Performance and Evaluation Report (CAPER) to the U.S. Department of Housing and Urban Development (HUD). She noted that HUD requires the annual report every year and the draft is shared with the public to give them the opportunity to make comments as well as to see if goals that were established in the Annual Action Plan were met. She explained that CDBG is a grant from HUD to support low-to-moderate income (LMI) residents through specific allowable activities such as LMI housing but can include public facility improvements and public service projects. The Consolidated 5-year Plan goals for 2023-2027 include: maintain and increase housing stock; public facility and infrastructure projects; public services; homelessness assistance; and economic development. The City received \$358,560.00 from HUD for PY 2023, of which \$10,000 was awarded to the Lake City Center for the “Home Delivered Meals” Program; \$75,000 was allocated to the Emergency Minor Home Repair and Accessibility Program (EMRAP); \$201,848.00 for Community Opportunity Grants was allocated for St. Vincent de Paul (\$125,000) for their roof replacement, and Safe Passage (\$76,848) for roof replacement and kitchen remodel of their safe house; and \$71,712.00 was allotted for Administration. For the 2023 EMRAP, \$40,081 was awarded for six home rehabilitation projects and additional \$32,000 was committed for five projects. CDBG PY 2023 ended September 30, 2024 and the goals that were met include: maintain and increase housing stock (housing rehab-EMRAP projects); public facilities; and public services. On the other hand, 2023 goals that were not met are homelessness assistance and economic development because no funding were allocated for these types of activities. Other completed activities in PY 2023 which utilized PY 2020 and PY 2022 funds are TESH Inc. lighting upgrade project and Habitat for Humanity’s completion of the planning phase of the 2<sup>nd</sup> Street Development Project. Ms. Badertscher mentioned that Habitat for Humanity will be having an open house on Monday, December 9, from noon to 6:00 p.m.

**DISCUSSION:** Councilmember English asked what kind of activities would fall under homelessness assistance and if it were done before, with Ms. Badertscher responding that it would be providing funds for public service activity such as providing a temporary place to sleep for homeless people. She added that they thought they would be able to meet this goal through the grant provided to St. Vincent de Paul and Safe Passage but the way it was reported did not tick that box for homelessness assistance. Councilmember Gabriel inquired how many applied for EMRAP and how it was decided who gets the funding. Ms. Badertscher explained that it is on a first come, first serve basis and there were 11 applicants that were awarded grant funds. With the September

30 cut-off, there were remaining projects that the funds were already committed to. When all the funds are allocated for a plan year, they just hold the applications until the next round of funding opens up.


**PUBLIC TESTIMONY:** Mayor McEvers opened the public testimony portion of the meeting. With no comments received, Mayor McEvers closed public testimony.

**DISCUSSION:** Councilmember Miller asked clarification on how much was left from the PY2023 funds with Ms. Badertscher replying that all of the funds have been allocated except for the \$2,900 funding left for EMRAP which will roll over for the following year.

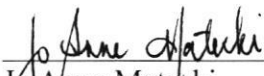
**MOTION:** Motion by Gabriel, seconded by Miller to approve the Community Development Block Grant 2023 Consolidated Annual Performance Evaluation Report (CAPER). **Motion carried.**

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

The meeting adjourned at 6:58p.m.

  
Woody McEvers, Mayor

ATTEST:

  
Jo Anne Mateski  
Executive Assistant