

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

October 1, 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 October 1, 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)
Amy Evans)
Kiki Miller)

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

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

PUBLIC COMMENTS: None

ANNOUNCEMENTS:

Councilmember Miller shared about the Development Agreement Workshop happening on October 15 which will be facilitated by Tricia Nilsson. This is free for NIBCA members, and the event is dedicated for developers, builders, planning professionals, and decision makers to get information about workforce housing.

Councilmember Gookin greeted former President Jimmy Carter on his 100th birthday today.

Mayor McEvers announced the appointment of Teresa Benner to the Personnel Appeals Board.

MOTION: Motion by Gookin, seconded by English, to appoint Teresa Benner to the Personnel Appeals Board. **Motion carried.**

CONSENT CALENDAR:

1. Approval of Council Minutes for the September 17, 2024 Council Meeting.
2. Approval of Bills as Submitted.
3. Resolution No. 24-077
 - a. Approval of the destruction of city records within the Finance, Fire, Library, Municipal Services, Police, Streets, and Wastewater Departments, including temporary and semi-permanent records, in accordance with the records retention policy adopted by Resolution No. 23-055.

- b. Approval of the purchase of Police Department Ammunition in the amount of \$55,972.20 from Salt Lake Wholesale Sports (SLWS.)
- c. Approval of the purchase of 7 Police Vehicles from Mike White Ford, in the amount of \$44,539 per vehicle, for a total of \$311,773 through the state procurement bid.
- d. Approval of a sole source purchase of the upfitting of 7 vehicles from Dana Safety Supply in the amount of \$134,153.60.

MOTION: Motion by Evans, seconded by Wood to approve the Consent Calendar as presented, including Resolution No. 24-077.

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

RESOLUTION NO. 24-078

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, APPROVING AN AMENDMENT TO THE CITY'S CLASSIFICATION AND COMPENSATION PLAN REGARDING POSITIONS IN THE MUNICIPAL SERVICES DEPARTMENT, RE-LEVELING THE IT NETWORK SYSTEMS ADMINISTRATOR POSITION FROM PAY GRADE 16 TO PAY GRADE 17 AND THE IT TECHNICIAN II POSITION FROM PAY GRADE 11 TO PAY GRADE 12.

STAFF REPORT: Human Resources Director Melissa Tosi noted that the IT Network Systems Administrator position has been vacant since May 2024. This classification is currently leveled at a pay grade 16 and is responsible for the overall operation of the City's computer and electronic information system and technology as well as provides extensive expertise to the overall management of the network, servers, and all related and supporting systems/technology. The proposed changes include: directly reports to the Municipal Services Director, collaboratively working with the IT Database Application Developer; increasing the 4 years of networking experience to a minimum of eight (8) years of progressively responsible experience providing IT network administration of which four (4) years include managing a large networking environment; FBI Criminal Justice Information Services (CJIS) clearance; and increase from a pay grade 16 to a pay grade 17. The difference between pay grades is 10% and the Municipal Services department will offset that increase by just slow hiring any other vacancies.

Ms. Tosi explained that the IT Technician classification in Municipal Services is currently leveled at pay grade 11, and this is the main IT Technician plus some additional duties. The IT Technician II will be responsible for streamlining the IT Tech work that is specific to internal ticketing systems process. The said position would require a year of either supervisory or some sort of lead position experience and more extensive knowledge of the installation maintenance in the network, hence this is being proposed from an IT Tech at a pay grade 11 to an IT Technician II at a pay grade 12. Ms. Tosi stated that there is a current IT Technician completing this work now and so it is recommended to reclassify to IT Technician II. The difference between pay grades is 8% and accounted for and approved in the current fiscal year budget.

MOTION: Motion by Gookin, seconded by Miller to approve **Resolution No. 24-078** – Approving the amendment to the classification and compensation plan, in the Municipal Services