

WELCOME
To a Regular Meeting of the
Coeur d'Alene City Council
Held in the Library Community Room

AGENDA

VISION STATEMENT

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

The purpose of the Agenda is to assist the Council and interested citizens in the conduct of the public meeting. Careful review of the Agenda is encouraged. Testimony from the public will be solicited for any item or issue listed under the category of Public Hearings. Any individual who wishes to address the Council on any other subject should plan to speak when Item E - Public Comments is identified by the Mayor. The Mayor and Council will not normally allow audience participation at any other time.

March 19, 2019

A. CALL TO ORDER/ROLL CALL

B. INVOCATION: Pastor Pat Lessard with Real Life Ministries (CDA)

C. PLEDGE OF ALLEGIANCE

D. AMENDMENTS TO THE AGENDA: Any items added less than forty-eight (48) hours prior to the meeting are added by Council motion at this time.

E. PUBLIC COMMENTS: (Each speaker will be allowed a maximum of 3 minutes to address the City Council on matters that relate to City government business. Please be advised that the City Council can only take official action this evening for those items listed on the agenda.)

F. PRESENTATIONS:

1. Proclamation of April 1, 2019 as Census 2020 Awareness Day

Accepted by Mindy Thorp, Partnership Specialist 2020 Census

2. Proclamation of Arbor Day – Declaring the week of April 22-27, 2019 as Celebration of Arbor Day Week

Accepted by Nick Goodwin, Urban Forestry Coordinator

G. ANNOUNCEMENTS

1. City Council
2. Mayor

***ITEMS BELOW ARE CONSIDERED TO BE ACTION ITEMS

H. CONSENT CALENDAR: Being considered routine by the City Council, these items will be enacted by one motion unless requested by a Councilmember that one or more items be removed for later discussion.

1. Approval of Council Minutes for the March 5, 2019 Council Meeting.
2. Approval of Minutes for the March 11, 2019 Public Works Committee Meeting.
3. Approval of Bills as Submitted.
4. Approval of Financial Report.
5. Setting of General Services and Public Works Committees meetings for Monday, March 25, 2019 at 12:00 noon and 4:00 p.m. respectively.
6. Approval of SS-18-13- Final plat of McNeilly Subdivision

As Recommended by the City Engineer

7. Setting a Public Hearing for April 16, 2019
 - a. A-1-19: A proposed 4.6-acre annexation from County Commercial to R-17 zoning district; Location: 7725 N. Ramsey Road; Applicant: Ted Burnside
 - b. ZC-1-19: A proposed zone change from R-3 to R-17; Location: 1781 W. Alps Street; Applicant: Tammi Kerr
 - c. ZC-2-19: A proposed zone change from MH-8 to R-17; Location: 601 W. Neider Avenue; Applicant: Habitat for Humanity of North Idaho, Inc.

As Recommended by Community Planning Director

8. **Resolution No. 19-009** –
 - a. Approval of a Personnel Rule amendments to Rules 8, entitled Employment Lists, and Rule 9 entitled Method of Filling Vacancies
 - b. Approval of an agreement with Coeur d'Alene Tractor for the purchase of a compact track loader
 - c. Approval of 2018 Community Opportunity Grant Recommendations for Grant Award to Lake City Center through the Community Development Block Grant (CDBG) Program
 - d. Declaration as surplus a Water Department Locust Well Column Pipe and used pump assembly

As Recommend by the Public Works Committee

I. OTHER BUSINESS:

1. Self-funded Medical Insurance Presentation.

Staff Report by: Troy Tymesen, City Administrator and
Greg Helbling, Sr. Benefits Consultant, The Murray Group

J. EXECUTIVE SESSION: Pursuant to Idaho Code 74-206 (f) 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, and (i) to engage in communications with a representative of the public agency's risk manager or insurance provider to discuss the adjustment of a pending claim or prevention of a claim imminently likely to be filed.

K. RECESS: Recess to March 28, 2019 for a workshop with the ignite cda Board at 12:00 noon at the Library Community Room located at 702 E. Front Avenue.

*This meeting is aired live on CDA TV Spectrum Cable Channel 1301
and on Facebook live through the City's Facebook page.*



Coeur d'Alene

CITY COUNCIL MEETING

March 19, 2019

MEMBERS OF THE CITY COUNCIL:

Steve Widmyer, Mayor

Council Members Edinger, English, Evans, Gookin, McEvers, Miller

PRESENTATIONS

PROCLAMATION

WHEREAS, more than \$675 billion per year in federal funding is allocated to states and communities based on census data; and

WHEREAS, an up-to-date and accurate census count is vital in ensuring our state and cities receive annual funds that help improve transportation, schools, hospitals, public works and other vital programs; and

WHEREAS, census data helps shape where to locate schools, offices and stores; and

WHEREAS, census data helps local government provide greater public safety and emergency preparedness; and

WHEREAS, census data ensures fair Congressional representation in the U.S. House of Representatives and in redistricting state legislatures, county and city councils, and school and voting districts; and

WHEREAS, the 2020 census will create jobs in communities: and

WHEREAS, the census is meant to represent everyone;

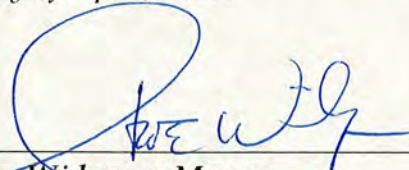
NOW, THEREFORE, I STEVE WIDMYER, Mayor of the City of Coeur d'Alene, Idaho, do hereby proclaim April 1st, 2019, as

"CENSUS 2020 AWARENESS DAY"

In Coeur d'Alene and encourage all people in our city and across our state in this special observance.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of Coeur d'Alene to be affixed this 1st day of April, 2019.





Steve Widmyer, Mayor

ATTEST:


Renata McLeod, City Clerk

PROCLAMATION

WHEREAS, in 1872 J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife; and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and

WHEREAS, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community; and

WHEREAS, Coeur d'Alene has been recognized as Tree City USA by the National Arbor Day Foundation and desires to continue its tree-planting ways; and

NOW, THEREFORE, I, Steve Widmyer, Mayor of the City of Coeur d'Alene, Idaho, do hereby proclaim the week of April 22 to April 27, 2019 as

"CELEBRATION OF ARBOR DAY WEEK"

and urge all citizens to celebrate Arbor Day and support efforts to protect our trees and woodlands.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of Coeur d'Alene to be affixed this 14th day of March, 2019.

Steve Widmyer, Mayor

ATTEST:

Renata McLeod, City Clerk

ANNOUNCEMENTS

CONSENT CALENDAR

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

MARCH 5, 2019

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, March 5, 2019 at 6:00 p.m., there being present upon roll call the following members:

Steve Widmyer, Mayor

Woody McEvers) Members of Council Present
Amy Evans)
Dan Gookin)
Kiki Miller)
Loren Ron Edinger)
Dan English)

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

INVOCATION: Pastor Sean McCartin with Life Center CDA provided the invocation.

PLEDGE OF ALLEGIANCE: Councilmember McEvers led the Pledge of Allegiance.

PUBLIC COMMENTS:

Doug Fagerness, Coeur d'Alene, thanked the Mayor for the proclamation he signed identifying March 7 and 8 as Coeur d'Alene Waterkeeper days. He noted that we can all agree that the quality of water in the lake is important.

COUNCIL ANNOUNCEMENTS:

Councilmember English wanted to clarify that he normally returns all citizen messages; however, due to the hearings tonight being quasi-judicial the Council is not allowed to have ex-parte communication. He wanted people to understand why he and the rest of the Council were not able to respond regarding these issues.

Mayor Widmyer noted that on Monday morning they learned that Frank Orzell had passed away. Mr. Orzell has been a civic-minded person over the years and Mayor Widmyer noted that he had a great sense of humor. The mayor offered condolences to Mr. Orzell's wife, friends, and family.

CONSENT CALENDAR: Motion by McEvers, seconded by Miller, to approve the Consent Calendar.

1. Approval of Council Minutes for the February 19, 2019 Council Meeting.

2. Approval of Bills as Submitted.
3. Approval of Public Works Committee Meeting Minutes from February 25, 2019.
4. Setting of General Services and Public Works Committees meetings for Monday, March 11, 2019 at 12:00 noon and 4:00 p.m. respectively.
5. Acceptance of Quitclaim Deeds
 - a. Fernan Lift Station from DBH Properties, LLLP
 - b. Library Property from ignite cda
6. **RESOLUTION NO. 19-008** – A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, AUTHORIZING THE BELOW MENTIONED AGREEMENT AND OTHER ACTIONS OF THE CITY OF COEUR D'ALENE, INCLUDING: REMOVAL OF PERSONNEL RULE 22: POLICE AND FIRE PAYBACK PROGRAM, AND OTHER GENERAL HOUSEKEEPING AMENDMENTS TO THE PERSONNEL RULES; AN AMENDMENT TO THE COEUR D'ALENE FIREFIGHTERS LOCAL NO. 710, IAFF AGREEMENT, ELIMINATING CONFLICTING LANGUAGE AND CLARIFYING THE BENEFIT FOR CONSERVATIVE SICK USE, TO BE RETROACTIVELY EFFECTIVE OCTOBER 1, 2018; AND A STATE/LOCAL AGREEMENT FOR CONSTRUCTION OF THE LOCAL HIGHWAY TECHNICAL ASSISTANCE COUNCIL (LHTAC) LOCAL STRATEGIC INITIATIVES PROGRAM PROJECT TO INSTALL A TRAFFIC SIGNAL AT ATLAS ROAD AND INDUSTRIAL LOOP AND TO ELIMINATE A GAP IN THE ATLAS ROAD TRAIL.

ROLL CALL: Edinger Aye; Evans Aye; Miller Aye; McEvers Aye; Gookin Aye; English Aye.
Motion Carried.

COUNCIL BILL NO. 19-1003

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 R-12 TO C-17L, SAID PROPERTY BEING DESCRIBED AS FOLLOWS, TO WIT: A +/- .67 ACRE PARCEL LOCATED AT 925 W. EMMA AVENUE; 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 HEREOF.

MOTION: Motion by Gookin, seconded by Miller, to dispense with the rule and read **Council Bill No. 19-1003** once by title only.

ROLL CALL: Evans Aye; Miller Aye; McEvers Aye; Gookin Aye; English Aye; Edinger Aye.
Motion carried.

MOTION: Motion by Gookin, seconded by Edinger, to adopt **Council Bill 19-1003**.

ROLL CALL: Evans Aye; Miller Aye; McEvers Aye; Gookin Aye; English Aye; Edinger Aye.
Motion carried.

LEGISLATIVE PUBLIC HEARING: V-19-01 – VACATION OF A PORTION OF 5TH PLACE RIGHT-OF-WAY ADJOINING THE EAST BOUNDARY OF LOTS 1 THROUGH 6, BLOCK 1, REID’S SUBDIVISION OF BLOCK 33 IN THE CITY OF COEUR D’ALENE

STAFF REPORT: Engineering Project Manager Dennis Grant explained that the applicants, David and Sheran Woodworth, are requesting the vacation of a twelve-foot (12’) portion of right-of-way along the west side of 5th Place, between Montana and Roosevelt Avenues. The City requested that Mr. Woodworth obtain signed approval from the other 5 property owners that they will agree to this vacation adjoining their property. All property owners have agreed and signed the letter that Mr. Woodworth sent out. As stated in the staff report, the Planning Department noted that a garage and bedroom addition were permitted for 834 N 5th Street; however, during the middle of construction, errors on the plans were discovered during a site visit. The property lines shown on the plans were found to be inaccurate, and the structure was not built to what was approved (although the property lines were inaccurate, the structure should have still met all setbacks according to the measurements shown on the plans). After discovering the inaccuracies with the plans, the contractor and the owners were contacted. This prompted multiple meetings between the Woodworth’s and city staff. Many non-compliance issues were discussed, including garage doors, driveway length, rear setback, and the height of the accessory structure within the rear yard setback that exceeded the permitted maximum of 18 feet. Staff also brainstormed potential solutions with the Woodworth’s to see if there were any options to bring the garage into compliance and avoid major alterations to the structure. One of the discussed options was a potential vacation of the right-of-way for the full length of 5th Place along the west side of the street to the curb to gain the needed amount of property so that the rear setback would align with the code requirement and would bring the height of the accessory structure (garage) in the rear yard into compliance with the 18-foot maximum height in the 25-foot rear yard setback. The vacation would also make some of the other properties along the west side of 5th Place legal and compliant with the Code. Staff also said that in order for a vacation to be supported, that it would need to be for the full length of 5th Place on the west side of the street. Therefore, the vacation of the access adjoining this lot would not impact the City and would be a benefit to the property owner. Mr. Grant noted that he sent out 50 notices and received 3 responses, all of which were in support.

DISCUSSION: Councilmember Gookin asked for clarification regarding how this came forward. Mr. Grant explained that a building permit was approved with a site plan that showed the correct setbacks. While it was being built, it was constructed to encroach into the right-of-way, rather than within the site plan setbacks. Councilmember Gookin asked how much were the fees for an application for vacation. Mr. Grant noted that the fee is \$300.00. Community Planning Director Hilary Anderson noted that the review of the site plan by staff was accurate but the applicant did not show the accurate property lines on the plans. There was a discrepancy regarding where property lines were and the structure was not built according to the plan. Staff looked at options to avoid having to tear down the structure. The vacation appeared to be the best option since the right-of-way only serves as alley access to the property owners and the

vacation would cure a unique situation that also brings other properties into compliance for old uses. Councilmember Gookin said that he does not believe it is a unique issue, and the city should be better at ensuring the lines are correct.

PUBLIC TESTIMONY: The mayor opened the meeting for public comment.

Rachel Happeny, Coeur d'Alene, noted that she lives on 5th Street, and is in support of the vacation. She clarified that as a property owner in the area, the right-of-way does appear to be a part of the property due to fences, landscaping, and curbing previously installed. She supports the vacation as it does not appear that there are any planned uses for the property by the City.

MOTION: Motion by Gookin, seconded by Miller to waive the vacation fee.

DISCUSSION: Councilmember Gookin felt that it would be a frustration to any property owner, and that the City should be more mindful in their building permit reviews regarding where property lines are. Councilmember Miller noted that the responsibility for property line location is that of the homeowner and that the vacation process still costs staff time, and did not believe it was fair to waive the fee. Councilmember English noted that he is in favor of the vacation request, and believes it is a good solution to a problem where no one intended a problem. Additionally, he noted that there are costs associated to it and the owner did not request a fee waiver, so in fairness to all tax payers he cannot support fee waiver.

Motion failed.

COUNCIL BILL NO. 19-1004

AN ORDINANCE OF THE CITY OF COEUR D'ALENE, VACATING A PORTION OF 5TH PLACE RIGHT-OF-WAY, ACCORDING TO REID'S ACRE TRACTS, RECORDED IN BOOK "A" OF PLATS, AT PAGE 141, RECORDS OF KOOTENAI COUNTY, IDAHO, GENERALLY DESCRIBED AS SIX PARCELS OF LAND ADJOINING THE EAST BOUNDARY OF LOTS 1 THROUGH 6, BLOCK 1, REID'S SUBDIVISION OF BLOCK 33 IN THE CITY OF COEUR D'ALENE, LOCATED IN THE NORTHWEST QUARTER OF SECTION 13, TOWNSHIP 50 NORTH, RANGE 4 WEST, BOISE MERIDIAN, CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO; REPEALING ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HERewith; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING FOR THE PUBLICATION OF A SUMMARY OF THIS ORDINANCE AND AN EFFECTIVE DATE HEREOF.

MOTION: Motion by McEvers, seconded by Evans, to dispense with the rule and read **Council Bill No. 19-1004** once by title only.

ROLL CALL: Miller Aye; McEvers Aye; Gookin Aye; English Aye; Edinger Aye; Evans Aye.
Motion carried.

MOTION: Motion by McEvers, seconded by Evans, to adopt Council **Bill 19-1004**.

ROLL CALL: Miller Aye; McEvers Aye; Gookin Aye; English Aye; Edinger Aye; Evans Aye.
Motion carried.

LEGISLATIVE TREATED AS QUASI-JUDICIAL PUBLIC HEARING: ZC-4-18:
APPLICANT: RIVERS EDGE APARTMENTS, LLC; LOCATION: 3528 W. SELTICE
WAY REQUEST: A PROPOSED ZONE CHANGE FROM R-12 TO C-17

Staff Report by: Mike Behary, Associate Planner, presented the staff report stating that the applicant is requesting the zone change from R-12 to C-17 on 7.8 acres of land. He reviewed surrounding land use, Comprehensive Plan policies for consideration, physical characteristics, and neighborhood character. He noted that the zone change request is for a site located south of Seltice Way, north of the Spokane River, and west of and adjacent to the Atlas Mill site. The subject property is currently vacant. Prior to 2004, the subject site was once part of a large saw mill facility that was active on this site for many years. The applicant's overall property was annexed into the city in early 2014 with C-17 and R-12 zoning. According to the staff report, the applicant owns a triangle parcel ("RE Exchange Property") that is surrounded by the City owned Atlas Mill site. The City also owns the old abandoned BNSF Railroad right-of-way ("City Exchange Property") that bisects the applicant's overall proposed project area. The applicant and the City have executed a Memorandum of Understanding (MOU) that expresses the applicant's and City's desire to complete a land exchange of the two mentioned properties. The majority of the applicant's proposed project is currently zoned C-17 and the smaller portion is zoned R-12. The applicant has indicated he would like to correct the split zoning issue with his proposed project and to have one uniform zoning district over the whole project. The applicant has stated that he intends to develop the property with a residential use only. If the zone change request is approved and the land exchange between the applicant and the City is completed, then the applicant intends to build a multi-family apartment complex on the overall 25-acre site. It should be noted that the applicant's proposed multi-family development of the property is not tied to the requested zone change. If the subject site is approved to be changed to C-17, then all permitted uses in the C-17 Commercial District would be allowed on this site, subject to the terms of the Annexation Agreement regarding the property. Mr. Behary noted that the following findings will need to be determined: that this proposal (is) (is not) in conformance with the Comprehensive Plan; that public facilities and utilities (are) (are not) available and adequate for the proposed use; that the physical characteristics of the site (do) (do not) make it suitable for the request at this time; that the proposal (would) (would not) adversely affect the surrounding neighborhood with regard to traffic, neighborhood character, (and) (or) existing land uses. Mr. Behary reviewed proposed conditions to be included in the findings and noted that the Planning Commission voted to approve the zone change.

APPELLANT: City Attorney Mike Gridley noted that he was speaking on behalf of the City as a co-applicant, as the city-owned railroad property runs through the land that Mr. Douglass (the applicant) is requesting for re-zone. He reviewed the history of the property and the City's desire to protect and acquire public waterfront via the resolution passed in 2014. He provided some photographs of existing waterfront public space. He noted that if a greenspace trail was built it would follow along the BNSF railroad right-of-way. With the applicant's proposal it would allow green space and trail along the river matching the proposed trail at the Atlas waterfront site, and would add 1,600 feet of waterfront access to the public inventory. The City

would also include stabilization of the riverfront to blend with the Atlas river front. He noted that the City has entered into a Memorandum of Understanding with Mr. Douglass to see if a land exchange could be worked out with the applicant for a triangular piece of property on the Atlas Mill site in the middle of the City-owned property in exchange for the railroad property through Mr. Douglass's property. He estimated that value of the triangle piece between \$1.5 Million Dollars to \$2 Million Dollars, and the railroad property is worth approximately \$500,000, with the owner providing a permanent easement for public use along the riverfront. Mr. Gridley noted that some of the benefits of completing the proposed zone change and land trade would be that it would maximize the public acquisition of riverfront property, protect the riverfront, provide comprehensive planning for the Spokane River Corridor, and preserve waterfront for future generations. He believes this is a once-in-forever opportunity to secure this waterfront land for public use.

DISCUSSION: Councilmember Edinger asked what would occur if the City did not approve the zone change. Mr. Gridley noted that the City could build a trail along the City-owned property in the middle of the development and the developer could construct single-family development along the waterfront and build apartments on the northern parcels as allowed by the existing zoning. Councilmember Miller asked if the permanent easement would go all the way to the waterfront property. Mr. Gridley explained that it would go to the highwater mark, and that the applicant would like to retain ownership due to landscape and maintenance, but would provide access to the water from the easement. Councilmember Gookin asked if the easement was part of the rezone decision. Mr. Gridley clarified that it was not and that he wanted to provide all the information, and noted that the rezone would be considered under the special use permit and the PUD. Councilmember Gookin said that the applicant has the right to build now and if the rezone passes and the other hearing fails, the City is left with the southern portion along the river being zoned C-17. Councilmember Evans asked if there was a code requirement to provide access to the water between the proposed houses. Mr. Gridley noted that the code would require that there be some access points along the water.

APPLICANT: Lance Douglass spoke as the owner of River's Edge Apartments. He asked if he could make his entire presentation for both hearings at this time. Mayor Widmyer allowed for the dual presentation. Mr. Douglass said that the site was always used as a heavy industrial site. When the property was annexed in 2014, the annexation agreement provided the condition that the trail needed to be placed within the railroad right-of-way or along the south side of the property along the riverfront, with public access to the water. He demonstrated comparisons to the Mill River and Bellerive developments with single-family houses. He also noted that the surrounding uses near the site are mostly C-17 except the portion of property along the river which abuts the Mill River R-8 portion. The PUD proposal he provided the city in 2014 included houses along the river with one road system to Seltice Way. The City entered into a MOU with him in 2018 to create some synergy to the project. One portion of the MOU noted that the trail would go to the waterfront. Mr. Douglass clarified that the easement starts at the waterline, and would include a public beach area where people could enter into the water. He said that he has no intent to have any barrier or fence placed to keep people out. The R-34 special use permit covering the whole site would allow the height limit be raised to 75' and includes the land trade. In December of 2018 a new drawing was submitted, which is when the Planning Commission recommended approval on the zone change but denied the Special Use

Permit and Limited PUD. Based on the input given at the Planning Commission meeting, Mr. Douglass said he was able to hear the citizen concerns regarding the impact to schools, traffic, the narrowness of the trail, too many units flooding the market, and that the buildings were too large of scale. He noted that he also reached out to the “We the People of CDA” website and received a note that no one seems motivated to meet. Additionally, he agreed with their mission to “... protect, enhance and expand public waterfront areas, parks, open space, and trails...” He noted the differences between his 2014 submittal and the 2018 submittal, and said that the 2014 proposal is still a viable option. They are already allowed 473 units, which means the increase is for an additional 207 units. Mr. Douglass said that tonight’s request includes a total of 680 units, and he is providing double the required open space and that he will phase the project over 8 years, at a rate of 85 units a year. He demonstrated that over the last six years the Coeur d’Alene market has absorbed 129 units per year and outlined the amenities the City would get in exchange for the zone change, including a 16-foot wide trail, and 1,600 feet of their water frontage with a transition into the railroad right-of-way to the west side of the property. He presented a drawing of one of the public access points with stairs to the beach with water access, and another drawing of the public gathering site for public use included in the easement. They have lowered the requested building height throughout the development, except for a 25’ increase along the water. Buildings would not be visible from Seltice Way with large trees planted along the riverfront. Mr. Douglass explained that the increased setback would be in exchange for the height increase. He noted that the Bellerive development requested more height increases and was closer to the water, noting that his development would have less impact. He would like control of maintenance to ensure consistent and smooth upkeep demonstrating it as a top end project, and said that he would not want to have maintenance affect the apartments. Mr. Douglass said that no other waterfront development would offer this much unrestricted public access. In summary, Mr. Douglass said that the request is for 207 additional units and a 25’ height increase along the waterfront, offset by offering double the setback from the water and to complete the land swap with the City. He noted that under the current zoning they are allowed 1,045 trips during peak hour traffic, and under their proposed development it would be only 326 trips per peak hour, which would be a third of the commercial impact. Additionally, they are proposing a sidewalk from the water front trail all the way to Seltice Way.

DISCUSSION: Councilmember Evans asked for clarification regarding the location of the 473 units. Mr. Douglas clarified that the units are between the triangle piece and the northern part of the proposed zone change site. Councilmember Evans asked if there would be public parking for access to the amphitheater area. Mr. Douglass noted that there is no parking on the site; however, there have been discussions with ignite to have parking on the east and west sides of the site. Councilmember Evans asked if all the green space referenced would be available for public use. Mr. Douglass said that it was not all public and that the 19% is combined on-site private and public space. Councilmember Miller asked for clarification regarding the density of 207 additional units. Mr. Douglass clarified that from the two sites there would be 473 units, with 131 on the triangle site. Councilmember Miller asked if there has been approval from the Department of Lands (DOL) for the shoreline stabilization and retaining wall. Mr. Douglass stated that he has not received DOL approval yet; however, according to the public workshops held by the City, public input dictated that the majority voted for the “steps” type of stabilization, which is what he would like to do. He noted that a 5’ wide path would be in front of the stabilization wall that would run the entire length of the site, which was based on input from the

Coeur d'Alene Tribe. Councilmember Miller asked what the plan was for use of the docks. Mr. Douglass clarified that the docks would belong to the apartments, and noted that the public workshops included votes for individual docks instead of the marine-style docks, but he is open to either.

Councilmember Gookin noted his objection to the format of the hearing, as he feels it is ex-parte communication. Mr. Gridley noted that all items were being put before council for a hearing this evening and it is the most efficient way to bring the information forward. He clarified that the City Council is still going to be the body that will be making the decisions. Councilmember Gookin reminded the public that the current hearing is for the zone change, which would go with the property regardless of the appeal. Councilmember Miller noted that her understanding is that when the presentation is done, the City would go forward with the zone change and feels the Council and public need all the data to consider the zone change. Councilmember Miller asked about the input for the schools. Staff noted that the School District provided a comment on Friday and it was not included in the packet. Mayor Widmyer requested City Administrator Troy Tymesen to read the School District letter into the record. Mr. Tymesen read the letter from the Coeur d'Alene School District dated March 1, 2019, based on the revised Rivers' Edge proposal.

APPLICANT CONTINUED: Ed Lawson noted that he is Mr. Douglass's attorney for this project, and said that his client does not wish to have conditions attached to the zone change. He questioned the legality of having conditions on a zone change and that conditions may be appropriate for the special use permit or the limited PUD or an amendment to the annexation agreement. He reiterated that his client would like the same C-17 zoning that all abutting properties have in the area. Mr. Lawson noted that the most recent input from the Director of Operations for the School District notes that they have the capacity to plan for and serve 40-50 kids generated from the increased density. The second half of the letter noted a request to engage in a process with the City Council to establish the authority of impact fees for the impact of development on the schools. Rivers Edge would not take a position on the second request from the school. Regarding the public comment provided by the "We, the Citizens of Coeur d'Alene," it appears they do not understand the transaction as they mischaracterized and said that the City is giving the railroad property and increased density in exchange for the 40' trail easement. However, the exchange is for the triangle piece and the trail is given as an easement through the PUD and Special Use Permit.

Todd Whipple, P.E., traffic engineer, reviewed the location of the rezone request as the southern portion of the project from R-12 to C-17, which abuts C-17 zoning to the north, which will make the entire project area C-17. He reviewed the reasons why he feels the project meets all the required findings, including that the Comprehensive Plan notes this area as a transition area, which is subject to change. Staff has indicated that public utilities are available for the proposed use, including streets. The traffic would not adversely affect the neighborhood. With consideration of all the residential placed in the area, they blend. In regard to traffic increase from R-12 to C-17, he and Welch Comer recently conducted traffic studies in the area and they had matching results. The Welch Comer study used the 850 proposed units in their study and found the roadway can handle the load. The City judges traffic impact as a change of service

and there is no change in service for the proposed use and that the slight change from R-12 to C-17 would not make an impact in the overall system.

PUBLIC COMMENT:

Roger Smith, Coeur d'Alene, noted that the C-17 zoning is for the southern 7-acre portion, so this would be the first step before going to the additional density of R-34 and is misleading. The PUD discussion should come before this and/or this approval should be conditional on the PUD and Special Use Permit. He clarified that if this zoning is approved and not the next portion, then the Council would be approving a lucrative C-17 zone for a riverfront parcel, conditioned on the rest of the package getting approved. The annexation agreement holds a lot of power, which requires a formal PUD be submitted, not a limited design PUD.

Dean Van de Kamp, Coeur d'Alene, believes this project will have an impact on the schools. He lives in Bellerive and feels that the traffic impact testimony was very contradictory. He feels there are too many questions left unanswered for the Council to make a decision on this matter.

Amber Drake, Coeur d'Alene, noted that she was confused regarding combining the testimony. The Mayor explained that there are two hearings scheduled tonight and that the current hearing is for the C-17 zone change request.

REBUTTAL: Mr. Douglass asked the Council to vote in favor of the C-17 zoning request and move forward to the appeal hearing.

Mayor closed the public testimony.

MOTION: Motion by Gookin, seconded by Miller to deny ZC-4-18: Applicant: Rivers Edge Apartments, LLC; a proposed zone change from R-12 to C-17, located at 3528 W. Seltice Way Request, and to make the necessary Findings and Order.

DISCUSSION: Councilmember Gookin stated that he does not like the fact that the zone change stays with the land, but likes the development. He believes that the C-17 zone could cause a larger impact to the neighborhood and Seltice Way and would be bad long-term. Councilmember Miller agreed that the permanent C-17 zone on the waterfront is not in compliance with the Comprehensive Plan. Councilmember English noted that this is a tough issue but it boils down to the fact that the zone change of C-17 would not be a good fit, as the closest development is residential and the City's development would not be commercial. Councilmember Edinger believes the City needs to look out for the traffic impact. Mayor Widmyer said that he supports the motion but believes the public process works and hopes in the future the developer can come up with a better plan.

ROLL CALL: McEvers Aye; Gookin Aye; Evans Aye; English Aye; Edinger Aye; Miller Aye.
Motion carried.

MOTION: Motion by Miller, seconded by Gookin to dismiss the Appeal of the Special Use Permit (SP-11-18) and Limited Design PUD (LDPUD-1-18) as the issues are moot based on the denial of the zone change (ZC-4-18) from R-12 to C-17.

ROLL CALL: Miller Aye; McEvers Aye; Gookin Aye; English Aye; Edinger Aye; Evans Aye.
Motion carried.

RECESS: Motion by Gookin, seconded by McEvers to recess to March 15, 2019 for a workshop with the Parks and Recreation Commission at 12:00 noon at the Library Community Room located at 702 E. Front Avenue. **Motion carried.**

The meeting adjourned at 8:37 p.m.

Steve Widmyer, Mayor

ATTEST:

Renata McLeod, CMC, City Clerk

**PUBLIC WORKS COMMITTEE
MINUTES
March 11, 2019
4:00 p.m., Library Community Room**

COMMITTEE MEMBERS PRESENT

Councilmember Woody McEvers
Councilmember Dan English
Councilmember Kiki Miller

STAFF PRESENT

Melissa Tosi, Human Resources Dir.
Amy Ferguson, Executive Asst.
Chris Bosley, City Engineer
Randy Adams, Deputy City Attorney
Tim Martin, Streets & Eng. Director
Michelle Cushing, CDBG Grant Administrator
Kyle Marine, Asst. Water Superintendent
Dave Hagar, Captain (PD)

**Item 1 Traffic Calming Policy
INFORMATION ONLY**

Chris Bosley, City Engineer, presented a report regarding the city's Traffic Calming Policy. Mr. Bosley stated in his staff report that Streets & Engineering staff regularly respond to community concerns regarding traffic speeds. Cities throughout the United States are learning that traffic calming (reducing motor vehicle speeds) is an important tool for improving safety and livability for their residents. Speeding is a major problem with serious consequences. Speeding increases the likelihood of being involved in a crash and increases the severity of injuries sustained in a crash. At higher speeds it takes longer for drivers to stop, increasing stopping distance, making it harder to avoid crashes, and increasing crash severity. In order to create a consistent procedure for responding to and addressing traffic calming requests, the Streets & Engineering Department developed a Traffic Calming Policy which details procedures, department involvement, and tools used to address issues. The policy has been reviewed by the City departments that could be affected by its implementation. A traffic calming budget currently exists within the Streets & Engineering Department. That funding would be used to implement traffic calming measures.

Mr. Bosley noted that he will be bringing the Traffic Calming Policy to the full council, but wanted to present it to the Public Works Committee for council comments and suggestions. He said that people generally drive the speed they feel comfortable driving on a given street and that he receives 10 to 15 traffic calming requests from residents a year. The procedure is that they put out speed counters and will leave them out for a couple of days and will get a report that tells them what the average speed was, the 85% percentile speed, and the maximum speed. Many times, the report will indicate that the drivers aren't really going that fast. The purpose of the Traffic Calming Policy is to formalize procedures for traffic calming. The policy has been sent to the Development Review Team and other departments for their feedback. The Fire Department had some good feedback in terms of putting in information regarding load ratings for streets and damage caused by raised intersections and speed humps. Mr. Bosley explained that he developed the policy to show how they would treat a request. They would start with the least costly way to address traffic speeds. If the problem persists, they could put more money and resources into trying to slow down traffic. He noted that he has a toolbox of traffic calming

measures that are acceptable within the city. Mr. Bosley discussed the goals for traffic calming, which are to reduce motor vehicle speeds, improve the livability of the streets, emphasize the pedestrian nature of the streets, make it easier for pedestrians to cross the street, reduce crash frequency and severity, and improve the comfort level for pedestrians, bicyclists and drivers.

Councilmember McEvers asked Mr. Bosley what they were going to do to slow down neighborhood speeders. Mr. Bosley said that the Police Department does get involved sometimes with increased enforcement, but they are spread thinly. One of his suggestions to neighborhoods has been to encourage the use of on-street parking. When the on-street parking is not used, the roadway feels wider and people drive faster. Another thing is to put out signs like “drive slow,” or “our kids play here,” etc. Mr. Bosley said that he is not really in favor of putting flashing speed signs in a residential neighborhood because of the flashing lights potentially being a nuisance.

Councilmember McEvers asked how many of the 10 – 15 complaints received was Ms. Bosley able to do anything about. Mr. Bosley responded that in about half of the complaints, the actual speeding problem was more perceived than real. Without having a formalized policy, he hasn't gone too far in the process.

Councilmember McEvers commented that sometimes it seems that they are handing over the streets to pedestrians and bicycles for their use, but the streets are where most of us spend our time coming and going, and he wondered if they are shifting their priorities. Mr. Bosley said that it is a safety issue. In most cases, unless it is a shared street, there is not the intent to get pedestrians out there walking in the street. It is just to make them feel safer crossing the street or walking around it. Councilmember McEvers asked if pedestrians still have the right of way. Mr. Bosley said that they do have the right of way once they have stepped into the right of way. The pedestrians also have an obligation of safety, but it is the driver's responsibility to stop if they are crossing.

Councilmember McEvers asked if there was any information available from the Police Department about pedestrian accidents. Mr. Bosley said that he has spoken with the Police Department about it and didn't get any statistics as far as safety numbers, but could bring that information back to the council.

Councilmember McEvers asked about the signal at 3rd & Sherman and noted that it is difficult to make a left turn because of the pedestrians. Mr. Bosley said that those signals downtown will be fixed with the Sherman/Lakeside signal project and will have protected left turns. When a car is turning left, they would be the only thing moving and there would be no pedestrians crossing. Ms. Bosley said that over time it would be nice to change all of the signals in town to protected left.

Councilmember McEvers asked about the cost and impact on the Streets Maintenance budget, and noted that as we keep going forward, technology seems to be changing and built to not survive very long. Mr. Bosley said that their procedure is to go with devices that they have had a proven track record with – not necessarily something new and flashy.

Councilmember McEvers asked about snow removal around islands and if that was going to change. Mr. Bosley said that in some cases the islands provide room for snow storage. Also, the medians with snow allow pedestrians to cross only one direction at a time.

Councilmember McEvers asked about thermal marking. Mr. Bosley said that he does like the thermal plastic they have been using in some areas, rather than the water-based paint, but it is only done where needed because of the expense.

Councilmember McEvers asked about funding for traffic calming being in the Impact Fees fund, and asked if every quadrant contributed, or if the funding would become a line item in the Streets Department budget. Mr. Bosley said they haven't gone there yet and that the line item existed before he came to work for the City.

Councilmember Miller clarified that Mr. Bosley was asking for council input at the meeting today, and that after receiving the input he would go back and revise the policy, and then would do the same thing with the full council. She also asked if the plan was for the policy to become an ordinance and how it would be implemented. Mr. Bosley said that the policy would be an internal policy.

Councilmember Miller asked if there are isolated neighborhoods where 10-15 per year calls are coming from. Mr. Bosley said that there were not, and that the calls come from all over town. He also noted that most of the calls come in the summertime when there is no snow and more people in town.

Councilmember Miller said that it seems like they could spend a huge amount of time and energy on a very vocal person's issue, and wondered if the policy would have some governance in saying that certain areas have been identified with multiple requests, or multiple traffic accidents, and they could prioritize areas that they could fund. Mr. Bosley said that he has a spreadsheet in his office where he has been keeping track and prioritizing.

Councilmember Miller asked if this policy will tie in to the Comp Plan work that is happening right now. Mr. Bosley said that he doesn't know but would be happy to meet with the Planning Department and find out how they would roll it in.

Councilmember Miller asked if reducing speeds is an option and how that would occur. Mr. Bosley said that generally it is bad policy to reduce a speed limit without making some sort of physical changes to the street because drivers will drive the speed that is comfortable to them.

Councilmember Miller asked if there is a current policy for traffic calming or traffic control in place, or is it at the discretion of the Engineering Department. Mr. Bosley said that there hasn't been a policy for traffic calming to date. Councilmember Miller asked Mr. Bosley if his engineering background included traffic flow issues. Mr. Bosley responded that he has done quite a bit of work with traffic calming throughout his career.

Councilmember English said that he is glad to hear that the new traffic signals can help with the situation on 3rd & Sherman. He questioned the decision to make the last block on 3rd Street two-

way instead of one-way, and commented that it was probably a late addition to the McEuen project and assumes that it would never have been engineered in the way that it ended up as it is a very awkward intersection and he hopes that the traffic signal helps. In regard to the traffic calming policy, he thinks that it makes sense, and also makes sense to take the Fire Department concerns into account. He commented that in fairness to the drivers, if they are going to restrict speed or calm down speeds in areas he wants to make sure that they are doing all they can to make the traffic flow.

Councilmember English asked about the Northwest Boulevard signals. Mr. Bosley said that they are still working with the Idaho Transportation Department (ITD) on getting those set up. Councilmember English asked why it isn't more of a priority. Mr. Bosley explained that the fix for the signals on Northwest Boulevard isn't real simple because it requires putting in some new controllers and other items that the ITD would have to purchase. They are setting of a meeting with the ITD next week to meet with their IT Department to talk about fiber as they want to be comfortable with how the City plans on doing it. Mr. Bosley said that the ITD still has two interchange ramps in that corridor and are very protective of those two signals. He also noted that the proposed traffic calming policy isn't directed toward the arterials and major collectors, but is more directed toward the residential areas and the downtown area. Councilmember English said that he thinks that the public needs to feel that they are approaching the whole picture.

MOTION: NO MOTION – Information Only.

**Item 2 Approval of Personnel Rule Amendments: Rule 8 – Employment Lists, and Rule 9 – Method of Filling Vacancies
Consent Calendar**

Melissa Tosi, Human Resources Director, presented a request for Council approval of amendments to Rule 8, Employment Lists, and Rule 9, Method of Filling Vacancies, of the City's Personnel Rules.

Ms. Tosi explained in her staff report that, in regard to amending Rule 8 – Employment Lists (Police Department), current the city creates a police officer eligibility list that includes both its ranked entry level and lateral police officer candidates. The testing process is a little different for both classifications, but they are still ranked on the same list. Amending Rule 8 would establish a separate ranked list for entry level and lateral applicants. It would also provide a clear definition of the difference between an entry level and lateral police officer applicant.

In regard to amending Rule 9 – Method of Filling Vacancies, Ms. Tosi explained in her staff report that the rule is being amended to provide clearer language on the city's overall hiring process and methods for internal and/or external recruitments. Secondly, proposed language is added to provide guidance to departments if they should have a vacancy occur within 6 months of a recent recruitment for the same position. A new recruitment may not be necessary if there were additional qualified applicants on file. The proposed amendment follows current practice. Lastly, updated language is being proposed for filling vacancies for entry level and lateral police

officer candidates. The certification process is being removed for the rank of police officer only, and once the candidate has completed the testing process and is placed on the eligibility list based on their overall ranked score, the department will be able to move forward with the background process and hire based on the overall needs of the department.

Ms. Tosi stated that the goal of the changes is to make the hiring of police officers more efficient.

Councilmember Miller asked if these changes would affect the contracts that are in place. Ms. Tosi responded that they would not and noted that the Police Department doesn't fall under the civil service rules like the Fire Department, which has a separate set of rules that specifically states how the City tests and does certification for the fire union. She noted that the Police Department hiring process is contained in the Personnel Rules.

Councilmember Miller asked Ms. Tosi if she has worked with the Police Department for approval of the language. Ms. Tosi responded that Captain Hagar helped with the language and worked with the association, who is on board with the changes.

MOTION: Motion by Miller, seconded by English, that Council approve Amendments to Personnel Rule 8 – Employment Lists, and Personnel Rule 9 – Method of Filling Vacancies. Motion carried.

**Item 3 Authorization to Purchase Compact Track Loader (Skid Steer and Accessories)
Consent Calendar**

Tim Martin, Streets & Engineering Director, presented a request for council approval of the purchase of a new compact track loader and accessories for the Drainage Utility.

Mr. Martin explained in his staff report that the Drainage Utility Capital Replacement Plan for 2018-2019 authorizes the purchase of a compact track loader and accessories for \$165,000. This machine, with accessories, will allow the utility to be very efficient in repairing and replacing manholes, lifting underdrains, and cleaning swales. With its multiple uses and attachments, it will be used nearly year-round. In the formal bid process, bids were obtained from four area vendors. The formal bid from Coeur d'Alene Tractor of \$109,700 meets the requirements.

Mr. Martin explained that one of the loader accessories will be a "Mr. Manhole" that will cut the round holes and fix a lot of the drainage utility manholes around town. It will also come with a set of pallet forks so they can lift underdrains for cleaning, and a broom accessory and trailer.

Councilmember Miller asked if the manhole repairs are something that is being subcontracted out now. Mr. Martin said that Wastewater is using a subcontractor right now but he and Mr. Becker have talked about the potential of doing the cutting for Wastewater and they would hire a contractor to come in and raise and concrete the manhole covers.

MOTION: Motion by English, seconded by Miller, that Council approve the purchase of a new Compact Track Loader and Accessories from Coeur d'Alene Tractor for \$109,700.00. Motion carried.

Item 4 Approval of 2018 Community Opportunity Grant Recommendations for Grant Award to Lake City Center through the Community Development Block Grant (CDBG) Program

Consent Calendar

Michelle Cushing, CDBG Grant Administrator, presented a request for council authorization of a CDBG grant award to Lake City Center to fund site drainage and exterior building improvement in the amount of \$94,201.10.

Councilmember McEvers RECUSED himself as he is currently serving on the Lake City Board of Directors.

Ms. Cushing explained in her staff report that the City receives an annual allocation from the Housing and Urban Development Agency (HUD). With roughly half the annual funding amount, the City manages its own Community Opportunity Grant which is open to the public and accepts applications benefitting low to moderate income Coeur d'Alene residents. The City received two grant applications in the second round of its 2018 Community Opportunity Grant cycle, one from Lake City Center and one from St. Vincent de Paul. The City's Community Opportunity Grant's Ad Hoc Review Committed rated the projects, and recommended funding the Lake City Center project in its entirety. St. Vincent de Paul's application did not receive a funding recommendation in this grant cycle. Rejected Community Opportunity Grant applicants are welcome to apply again in future grant cycles. \$96,797.60 was budgeted in the 2018 2nd Round CDBG Community Opportunity Grant. The proposed award of \$94,201.10 to the Lake City Center would leave \$2,596.50 in the 2018 Community Opportunity Grant fund. Staff suggests holding the remaining funding for inclusion in the 2019 Community Opportunity Grant budget. Authorizing this grant award will allow Lake City Center to move forward with its project. The activities carried out under this project will meet the National objective to serve low-to-moderate income persons by facilitating needed public facility rehabilitation activities of improving a senior center's building exterior and managing flooding related drainage improvements which will improve the safety, accessibility, and longevity for seniors utilizing the senior center.

Ms. Cushing provided a history of the Community Opportunity Grants for the 2018 funding year. She noted that approving the grant to the Lake City Center will allow for installation of underground drainage piping, replacement of dry rot soffit, and installation of extensive heat tape systems on the roof. She also said that all rejected applicants, if rejected without prejudice, are welcome to apply for any future grant cycles.

Councilmember Miller asked if the ad hoc group who reviewed the first round of applicants the same group who reviewed the second round of applicants. Ms. Cushing responded that they were the same, with the exception that Councilmember McEvers recused himself from the

second round. She explained that the Mayor puts together recommendations for the members of the Ad Hoc committee, and they try to engage citizens who are not super invested in any one non-profit in town.

Councilmember Miller asked how many people were on the Ad Hoc committee. Ms. Cushing said that the committee has five members, but in the second round there were only four. Councilmember Miller asked about the point rating system and if it was something that is set by HUD. Ms. Cushing said that it was not, and was adopted as an internal policy. The point rating system has about 100 possible points based on need. Councilmember Miller asked if the points and ratings are available for viewing if another entity or member of the public wanted to see them. Ms. Cushing said that they keep all of that information on their website at www.cdavid.org/communitygrant.

Councilmember Miller asked if the Ad Hoc committee would be the same for the next grant cycle. Ms. Cushing said that it may be different, if someone steps down. They haven't had any people wanting to step down recently, but if there were a vacant spot, she would ask the mayor if he had any recommendations, or they could have people fill out an application. Councilmember Miller commented that they want to make sure that they are being responsible to the public that the funds aren't being used by a specific group for their specific pet projects and so that the general public and other organizations can be assured that they have vetted it out and are following grant regulations.

Councilmember English said that he is supportive of the grant award and can speak from experience that the Lake City Center is a valuable resource and a prime focal point for seniors.

MOTION: Motion by English, seconded by Miller, that Council authorize a CDBG grant award to the Lake City Center to fund site drainage and exterior building improvements in the amount of \$94,201.10. Motion carried with Councilmembers Miller and English voting in the affirmative and Councilmember McEvers recusing himself from voting.

Item 5 Request to Declare the Used Locust Well Column Pipe as Surplus Consent Calendar

Kyle Marine, Assistant Water Superintendent, presented a request that council declare the used Locust Well column pipe and used pump assembly as "surplus property" and authorize the Water Department staff to dispose of the pipe through sale as scrap.

Mr. Marine explained in his staff report that as part of the Water Department's routine pump maintenance program, the Locust Well pump was pulled for inspection and rehabilitation. They discovered that the entire column pipe was welded together, which is not normal, making it impossible to pull apart, forcing the contractor to cut the pipe in a way that won't allow reuse of it. Replacement column pipe components have been ordered as part of the project under the current contract.

Mr. Marine said that they also found a considerable amount of corrosion in the pipe and a hole in an old chlorine injection line, and would surplus the pipe to a recycling company that they normally use.

Councilmember McEvers asked hold old the well was. Mr. Marine said that the well was reinstalled in 2003, and the original well was hand-dug.

MOTION: Motion by English, seconded by Miller, that Council declare the used Locust Well column pipe and used pump assembly as surplus property and allow Water Department staff to dispose of the property through sale as scrap. Motion carried.

The meeting adjourned at 4:54 p.m.

Respectfully submitted,

Amy C. Ferguson
Public Works Committee Liaison

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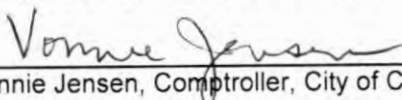
FEB 08 2019

CITY OF COEUR D'ALENE
Treasurer's Report of Cash and Investment Transactions

CITY CLERK

| FUND | BALANCE 1/31/2019 | RECEIPTS | DISBURSE- MENTS | BALANCE 2/28/2019 |
|-------------------------------------|----------------------|--------------------|---------------------|----------------------|
| <u>General-Designated</u> | \$1,660,114 | \$85,875 | \$670 | \$1,745,319 |
| <u>General-Undesignated</u> | 15,847,936 | 4,746,960 | 6,783,255 | 13,811,641 |
| <u>Special Revenue:</u> | | | | |
| Library | 600,233 | 24,081 | 133,521 | 490,793 |
| CDBG | (14,386) | 32,765 | 9,825 | 8,554 |
| Cemetery | 50,882 | 31,003 | 43,920 | 37,965 |
| Parks Capital Improvements | 938,221 | 7,411 | 690 | 944,942 |
| Impact Fees | 3,233,326 | 33,188 | | 3,266,514 |
| Annexation Fees | 19,329 | 33 | | 19,362 |
| Cemetery P/C | 1,482,428 | 5,190 | 16,799 | 1,470,819 |
| Jewett House | 35,754 | 61 | 781 | 35,034 |
| Reforestation | 26,633 | 46 | | 26,679 |
| Street Trees | 192,833 | 4,231 | 1,320 | 195,744 |
| Community Canopy | 2,962 | 5 | | 2,967 |
| Public Art Fund | 52,241 | 90 | | 52,331 |
| Public Art Fund - ignite | 628,223 | 1,079 | | 629,302 |
| Public Art Fund - Maintenance | 99,550 | 171 | 649 | 99,072 |
| <u>Debt Service:</u> | | | | |
| 2015 G.O. Bonds | 565,021 | 10,894 | 58,116 | 517,799 |
| <u>Capital Projects:</u> | | | | |
| Street Projects | 279,527 | 181,390 | 71,580 | 389,337 |
| Atlas Waterfront Project | (159,136) | | | (159,136) |
| <u>Enterprise:</u> | | | | |
| Street Lights | 91,456 | 43,149 | 134,356 | 249 |
| Water | 3,607,815 | 286,764 | 445,080 | 3,449,499 |
| Water Capitalization Fees | 6,821,442 | 54,042 | 7,862 | 6,867,622 |
| Wastewater | 9,697,042 | 782,656 | 1,247,451 | 9,232,247 |
| Wastewater-Reserved | 1,123,852 | 27,500 | | 1,151,352 |
| WWTP Capitalization Fees | 1,526,193 | 57,905 | | 1,584,098 |
| WW Property Mgmt | 60,668 | | | 60,668 |
| Sanitation | 1,434,240 | 338,876 | 325,334 | 1,447,782 |
| Public Parking | 342,700 | 24,056 | 24,519 | 342,237 |
| Drainage | 1,382,692 | 84,388 | 372,466 | 1,094,614 |
| Wastewater Debt Service | 1,048,148 | 324,219 | 322,420 | 1,049,947 |
| <u>Fiduciary Funds:</u> | | | | |
| Kootenai County Solid Waste Billing | 176,628 | 283,237 | 176,628 | 283,237 |
| LID Advance Payments | - | | | - |
| Police Retirement | 1,014,457 | 28,755 | 28,019 | 1,015,193 |
| Sales Tax | 2,322 | 2,167 | 2,322 | 2,167 |
| BID | 232,703 | 3,999 | | 236,702 |
| Homeless Trust Fund | 432 | 472 | 432 | 472 |
| GRAND TOTAL | \$54,104,480 | \$7,506,658 | \$10,208,015 | \$51,403,123 |

I HEREBY SWEAR UNDER OATH THAT THE AMOUNTS REPORTED ABOVE, ON THE CASH BASIS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.



Vonnice Jensen, Comptroller, City of Coeur d'Alene, Idaho

CITY OF COEUR D'ALENE
 BUDGET STATUS REPORT
 FIVE MONTHS ENDED
 February 28, 2019

RECEIVED

FEB 08 2019

CITY CLERK

| FUND OR DEPARTMENT | TYPE OF EXPENDITURE | TOTAL BUDGETED | SPENT THRU 2/28/2019 | PERCENT EXPENDED |
|----------------------|---------------------|----------------|----------------------|------------------|
| Mayor/Council | Personnel Services | \$253,438 | \$98,101 | 39% |
| | Services/Supplies | 11,400 | 2,964 | 26% |
| Administration | Personnel Services | 299,969 | 82,003 | 27% |
| | Services/Supplies | 20,200 | 365 | 2% |
| Finance | Personnel Services | 683,971 | 271,675 | 40% |
| | Services/Supplies | 498,800 | 246,257 | 49% |
| Municipal Services | Personnel Services | 1,236,651 | 519,852 | 42% |
| | Services/Supplies | 644,479 | 201,963 | 31% |
| | Capital Outlay | | 16,650 | |
| Human Resources | Personnel Services | 312,985 | 111,789 | 36% |
| | Services/Supplies | 74,125 | 26,875 | 36% |
| Legal | Personnel Services | 1,178,684 | 489,038 | 41% |
| | Services/Supplies | 53,253 | 16,455 | 31% |
| Planning | Personnel Services | 594,382 | 242,878 | 41% |
| | Services/Supplies | 133,600 | 35,083 | 26% |
| | Capital Outlay | | | |
| Building Maintenance | Personnel Services | 378,357 | 137,421 | 36% |
| | Services/Supplies | 157,475 | 48,704 | 31% |
| | Capital Outlay | 17,000 | 10,410 | |
| Police | Personnel Services | 13,247,773 | 5,476,464 | 41% |
| | Services/Supplies | 1,309,691 | 534,731 | 41% |
| | Capital Outlay | | | |
| Fire | Personnel Services | 9,439,387 | 3,961,541 | 42% |
| | Services/Supplies | 607,909 | 194,000 | 32% |
| | Capital Outlay | | 17,151 | |
| General Government | Services/Supplies | 86,850 | 86,020 | 99% |
| | Capital Outlay | | 29,521 | |
| Police Grants | Personnel Services | 115,292 | 23,552 | 20% |
| CdA Drug Task Force | Services/Supplies | 40,000 | | |
| | Capital Outlay | 60,000 | | |
| Streets | Personnel Services | 2,990,394 | 1,270,358 | 42% |
| | Services/Supplies | 1,694,650 | 534,066 | 32% |
| | Capital Outlay | 241,500 | 651,717 | 270% |
| Parks | Personnel Services | 1,553,223 | 526,713 | 34% |
| | Services/Supplies | 583,350 | 148,848 | 26% |
| | Capital Outlay | 165,000 | 67,013 | 41% |

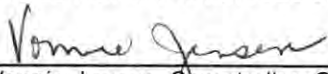
CITY OF COEUR D'ALENE
 BUDGET STATUS REPORT
 FIVE MONTHS ENDED
 February 28, 2019

| FUND OR DEPARTMENT | TYPE OF EXPENDITURE | TOTAL BUDGETED | SPENT THRU 2/28/2019 | PERCENT EXPENDED |
|----------------------------|------------------------|-------------------|-------------------------|---------------------|
| Recreation | Personnel Services | 550,643 | 216,847 | 39% |
| | Services/Supplies | 191,780 | 39,066 | 20% |
| | Capital Outlay | 20,000 | 16,000 | 80% |
| Building Inspection | Personnel Services | 886,775 | 337,963 | 38% |
| | Services/Supplies | 39,410 | 9,795 | 25% |
| | Capital Outlay | 33,935 | 32,797 | 97% |
| Total General Fund | | <u>40,406,331</u> | <u>16,732,646</u> | <u>41%</u> |
| Library | Personnel Services | 1,322,388 | 553,253 | 42% |
| | Services/Supplies | 222,000 | 100,615 | 45% |
| | Capital Outlay | 180,000 | 55,581 | 31% |
| CDBG | Services/Supplies | 408,854 | 58,337 | 14% |
| Cemetery | Personnel Services | 202,455 | 63,208 | 31% |
| | Services/Supplies | 102,500 | 27,166 | 27% |
| | Capital Outlay | 85,000 | 38,680 | |
| Impact Fees | Services/Supplies | 521,500 | 5,228 | 1% |
| Annexation Fees | Services/Supplies | 286,000 | 286,000 | 100% |
| Parks Capital Improvements | Capital Outlay | 131,500 | 108,513 | 83% |
| Cemetery Perpetual Care | Services/Supplies | 207,000 | 71,212 | 34% |
| Jewett House | Services/Supplies | 30,955 | 3,502 | 11% |
| Reforestation | Services/Supplies | 8,000 | 4,099 | 51% |
| Street Trees | Services/Supplies | 100,000 | 24,808 | 25% |
| Community Canopy | Services/Supplies | 2,000 | 353 | 18% |
| Public Art Fund | Services/Supplies | 348,500 | 42,684 | 12% |
| | | <u>4,158,652</u> | <u>1,443,239</u> | <u>35%</u> |
| Debt Service Fund | | <u>876,931</u> | <u>806,226</u> | <u>92%</u> |

CITY OF COEUR D'ALENE
BUDGET STATUS REPORT
FIVE MONTHS ENDED
February 28, 2019

| FUND OR DEPARTMENT | TYPE OF EXPENDITURE | TOTAL BUDGETED | SPENT THRU 2/28/2019 | PERCENT EXPENDED |
|-------------------------------|---------------------|----------------|----------------------|------------------|
| Seltice Way | Capital Outlay | | 34,140 | |
| Seltice Way Sidewalks | Capital Outlay | 72,000 | 3,500 | 5% |
| Traffic Calming | Capital Outlay | 40,000 | 135 | 0% |
| Govt Way - Hanley to Prairie | Capital Outlay | | 195,536 | |
| US 95 Upgrade | Capital Outlay | | | |
| Kathleen Avenue Widening | Capital Outlay | 195,000 | | |
| Margaret Avenue | Capital Outlay | | | |
| 4th and Dalton | Capital Outlay | 50,000 | | |
| US 95 Upgrade | Capital Outlay | 195,000 | | |
| 15th Street | Capital Outlay | 25,000 | 378 | 2% |
| Ironwood | Capital Outlay | | | |
| Downtown Signal Imprvmnts | Capital Outlay | 154,000 | 2,000 | |
| Atlas Waterfront Project | Capital Outlay | | 85,159 | |
| | | 731,000 | 320,848 | 44% |
| Street Lights | Services/Supplies | 650,050 | 245,842 | 38% |
| Water | Personnel Services | 2,073,534 | 816,830 | 39% |
| | Services/Supplies | 4,580,300 | 474,686 | 10% |
| | Capital Outlay | 5,543,500 | 529,421 | 10% |
| Water Capitalization Fees | Services/Supplies | 1,700,000 | | |
| Wastewater | Personnel Services | 2,793,403 | 1,103,645 | 40% |
| | Services/Supplies | 6,562,993 | 840,257 | 13% |
| | Capital Outlay | 8,224,700 | 2,025,750 | 25% |
| | Debt Service | 2,178,563 | 747,274 | 34% |
| WW Capitalization | Services/Supplies | 1,000,000 | | |
| Sanitation | Services/Supplies | 4,154,083 | 1,595,077 | 38% |
| Public Parking | Services/Supplies | 289,880 | 172,295 | 59% |
| | Capital Outlay | | 66,351 | |
| Drainage | Personnel Services | 115,166 | 47,779 | 41% |
| | Services/Supplies | 764,458 | 87,306 | 11% |
| | Capital Outlay | 920,000 | 376,323 | 41% |
| Total Enterprise Funds | | 41,550,630 | 9,128,836 | 22% |
| Kootenai County Solid Waste | | 2,600,000 | 850,937 | 33% |
| Police Retirement | | 180,760 | 74,741 | 41% |
| Business Improvement District | | 176,000 | | |
| Homeless Trust Fund | | 5,200 | 1,897 | 36% |
| Total Fiduciary Funds | | 2,961,960 | 927,575 | 31% |
| TOTALS: | | \$90,685,504 | \$29,359,370 | 32% |

I HEREBY SWEAR UNDER OATH THAT THE AMOUNTS REPORTED ABOVE, ON THE CASH BASIS, ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.



Vonnice Jensen, Comptroller, City of Coeur d'Alene, Idaho

RECEIVED

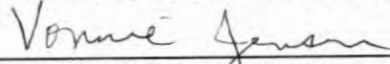
FEB 08 2019

CITY CLERK

City of Coeur d Alene
Cash and Investments
2/28/2019

| Description | City's Balance |
|---|-------------------|
| U.S. Bank | |
| Checking Account | 2,075,467 |
| Checking Account | 29,573 |
| Investment Account - Police Retirement | 999,724 |
| Investment Account - Cemetery Perpetual Care Fund | 1,468,524 |
| Wells Fargo Bank | |
| Federal Home Loan Bank Bond | 1,002,497 |
| Community 1st Bank | |
| Certificate of Deposit | 1,012,408 |
| Certificate of Deposit | 207,637 |
| Idaho Central Credit Union | |
| Certificate of Deposit | 257,753 |
| Idaho State Investment Pool | |
| State Investment Pool Account | 44,090,111 |
| Spokane Teacher's Credit Union | |
| Certificate of Deposit | 257,304 |
| Cash on Hand | |
| Finance Department Petty Cash | 500 |
| Treasurer's Change Fund | 1,350 |
| Police Change Fund | 75 |
| Library Change fund | 180 |
| Cemetery Change Fund | 20 |
| Total | 51,403,123 |

I HEREBY SWEAR UNDER OATH THAT THE AMOUNTS REPORTED ABOVE
ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.



Vonnice Jensen, Comptroller, City of Coeur d'Alene, Idaho

CITY COUNCIL STAFF REPORT

DATE: March 19, 2019
FROM: Dennis Grant, Engineering Project Manager
SUBJECT: **SS-18-13, McNeilly Subdivision: Final Plat Approval**

DECISION POINT

Staff is requesting the following:

1. City Council approval of the final plat document, a two (2) lot residential subdivision.

HISTORY

- a. Applicant: Katy Christman, Office Manager
ACE Solutions, LLC
609 N. Calgary Court, Suite 7
Post Falls, ID 83854
- b. Location: 926 W. Emma Avenue (North side of Davidson Avenue, South side of Emma Avenue, between Northwest Blvd and Medina Street)
- c. Previous Action:
 1. Preliminary plat approval, August 15, 2018

FINANCIAL ANALYSIS

There are no financial issues with this development.

PERFORMANCE ANALYSIS

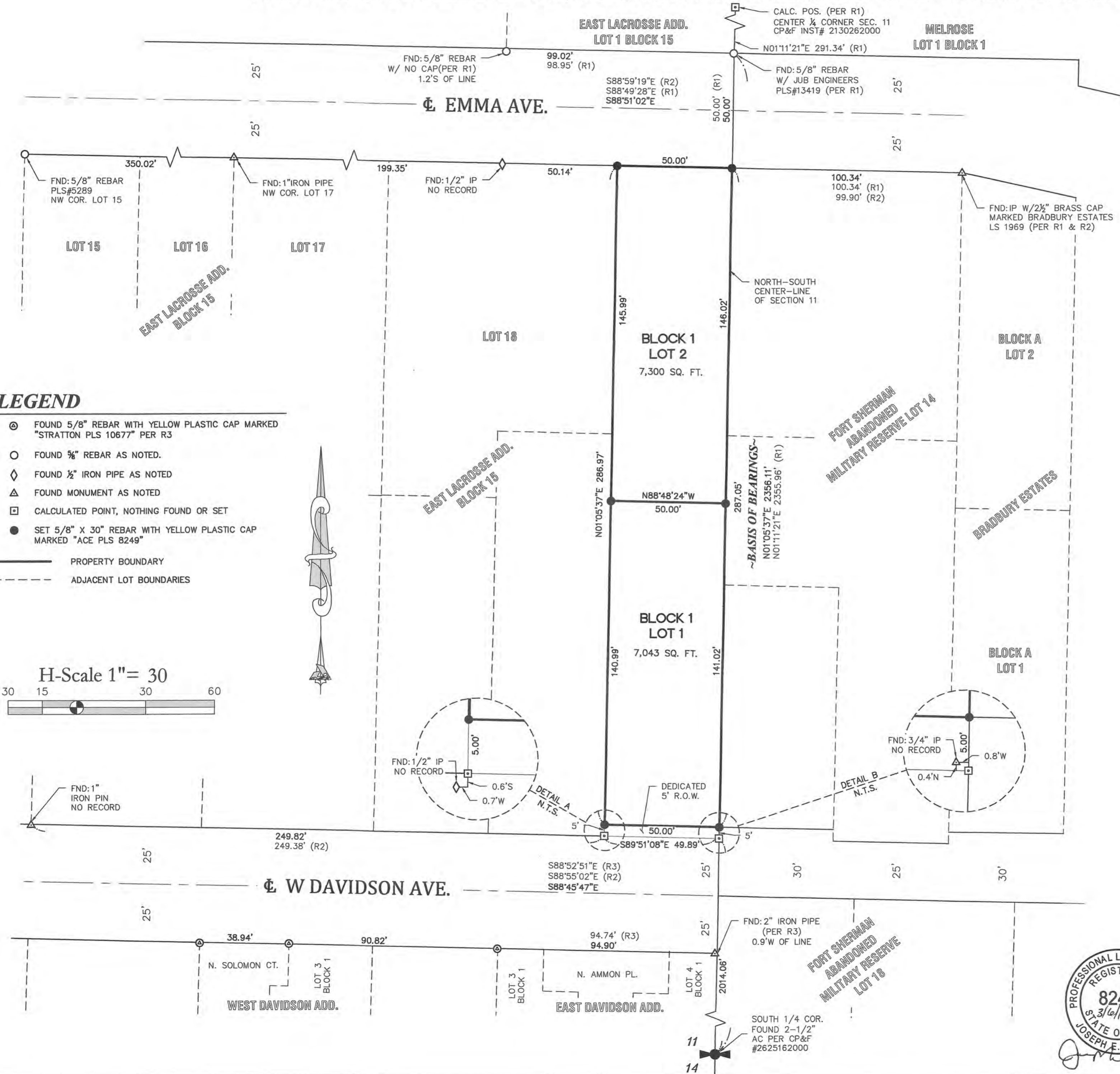
This residential development is a re-plat of an existing single lot located in Coeur d'Alene. This subdivision created two (2) lots. The infrastructure has been previously installed and accepted by the appropriate departments. There was one condition that will be taken care of a building permit; therefore, the document is ready for approval and recordation.

DECISION POINT RECOMMENDATION

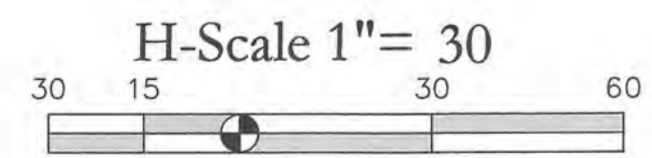
City Council approval of the final plat document

McNEILLY SUBDIVISION

THE EAST 50 FEET OF LOT 18, BLOCK 15 OF THE EAST LACROSSE ADDITION, BOOK B OF PLATS, PAGE 119, RECORDS OF KOOTENAI COUNTY, LOCATED IN THE SW 1/4 OF SECTION 11, T50N, R4W, B.M., CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO



- LEGEND**
- ⊙ FOUND 5/8" REBAR WITH YELLOW PLASTIC CAP MARKED "STRATTON PLS 10677" PER R3
 - FOUND 5/8" REBAR AS NOTED.
 - ◇ FOUND 1/2" IRON PIPE AS NOTED
 - △ FOUND MONUMENT AS NOTED
 - CALCULATED POINT, NOTHING FOUND OR SET
 - SET 5/8" X 30" REBAR WITH YELLOW PLASTIC CAP MARKED "ACE PLS 8249"
 - PROPERTY BOUNDARY
 - - - ADJACENT LOT BOUNDARIES



BASIS OF BEARINGS

BASIS OF BEARINGS FOR THIS SURVEY IS BETWEEN THE FOUND SOUTH QUARTER-CORNER MONUMENT OF SECTION 11 AND A 5/8" REBAR PER R1, ALONG THE NORTH-SOUTH CENTER-LINE OF SECTION 11, BEING N01°05'37"E.

REFERENCES

- R1 PLAT OF MELROSE, BY GEMERY J. RUSSELL, J-U-B ENGINEERS, PLS 13419, FILED IN BOOK L OF RECORDS, AT PAGE 183A, RECORDS OF KOOTENAI COUNTY (JULY 27, 2017).
- R2 PLAT OF BRADBURY ESTATES, BY JOHN H. KINNEY, GEM STATE ENGINEERING AND SURVEYING, PLS 1969, FILED IN BOOK I OF RECORDS, AT PAGE 112, RECORDS OF KOOTENAI COUNTY (DECEMBER 10, 1998).
- R3 PLAT OF WEST DAVIDSON ADDITION, BY ROBERT L. STRATTON, STRATTON LAND SERVICES, INC., PLS 10677, FILED IN BOOK L OF RECORDS, AT PAGE 062, RECORDS OF KOOTENAI COUNTY (JANUARY 6, 2016).
- R4 ORIGINAL PLAT OF EAST LACROSSE, BY E. S. GERRISH, FILED IN BOOK B OF PLATS, AT PAGE 119, RECORDS OF KOOTENAI COUNTY (JANUARY 10, 1907).

NOTES

- 1. THERE MAY EXIST RECORDED AND UNRECORDED DOCUMENTS, MAPS, DEEDS, PRESCRIPTIONS, VERBAL CONTRACTS AND EASEMENTS THAT EFFECT THE PARCELS OF THIS MAP. NO ATTEMPT WAS MADE TO PLOT ALL OF THE AFOREMENTIONED. THERE WAS NO ATTEMPT MADE TO SHOW PHYSICAL FEATURES OF THE PROPERTY.



609 N. Calgary Court, Suite 7,
Post Falls, Idaho 83854
PHONE:(208)777-1854
FAX:(208)777-2128
www.acesolutions.pro

ACE SOLUTIONS
Advanced Consulting and Engineering Solutions

FINAL PLAT - MINOR SUBDIVISION
CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO

| | | |
|----------------|-----------------|---------------------------|
| DRAWN BY: JM | DATE: 10-18-18 | DWG NAME: 18009-FPLAT.DWG |
| CHECKED BY: JR | SCALE: 1" = 30' | PROJ #: 18-009 |
| | | SHEET 1 of 2 |

McNEILLY SUBDIVISION

THE EAST 50 FEET OF LOT 18, BLOCK 15 OF THE EAST LACROSSE ADDITION, BOOK B OF PLATS, PAGE 119, RECORDS OF KOOTENAI COUNTY, LOCATED IN THE SW 1/4 OF SECTION 11, T50N, R4W, B.M., CITY OF COEUR D' ALENE, KOOTENAI COUNTY, IDAHO

BOOK PAGE
INST. #

OWNER CERTIFICATE

KNOWN ALL MEN BY THESE PRESENTS THAT MARK MCNEILLY, A MARRIED MAN, HEREBY CERTIFIES THAT HE OWNS AND HAS CAUSED TO BE MODIFIED THE LAND EMBRACED WITHIN THIS PLAT, SAID LAND BEING THE EAST 50 FEET OF LOT 18, BLOCK 15, EAST LACROSSE ADDITION, ACCORDING TO THE PLAT RECORDED IN BOOK "B" OF PLATS, PAGE 119, RECORDS OF KOOTENAI COUNTY, IDAHO; CONTAINING 0.335 ACRES / 14,600 SQFT MORE OR LESS.

WATER SERVICES TO BE PROVIDED BY CITY OF COEUR D'ALENE PUBLIC WATER SYSTEM. CAP FEES MAY APPLY
SEWER SERVICES TO BE PROVIDED BY CITY OF COEUR D'ALENE PUBLIC SEWER SYSTEM.
A 5' RIGHT-OF-WAY IS HEREBY DEDICATED TO THE CITY OF COEUR D'ALENE FOR W. DAVIDSON AVE. AS SHOWN ON SHEET 1.

Mark McNeilly 3/6/19
MARK MCNEILLY, OWNER DATE

NOTARY PUBLIC CERTIFICATE

ACKNOWLEDGEMENT

STATE OF Idaho }
COUNTY OF Kootenai } SS

ON THIS 6 DAY OF March, IN THE YEAR 2019, BEFORE ME, Kathleen M. Christman, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED MARK MCNEILLY, KNOWN OR IDENTIFIED TO ME, TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE WITHIN INSTRUMENT, AND ACKNOWLEDGED TO ME THAT HE (OR THEY) EXECUTED THE SAME.

NOTARY PUBLIC FOR STATE OF Idaho
RESIDING AT Post Falls
COMMISSION EXPIRES July 6, 2023



SEAL

CITY COUNCIL APPROVAL

THIS PLAT IS HEREBY ACCEPTED AND APPROVED BY CITY COUNCIL OF COEUR D'ALENE, IDAHO ON THE _____ DAY OF _____, 2019.

Cathy Bady PE # 10204
CITY OF COEUR D'ALENE ENGINEER

COEUR D'ALENE CITY CLERK

COUNTY RECORDER

THIS MAP WAS FILED IN THE OFFICE OF THE RECORDER, KOOTENAI COUNTY, STATE OF IDAHO, AT THE REQUEST OF ACE SOLUTIONS, LLC THIS DAY OF _____, 20____, AT _____ O'CLOCK ____M. AS INSTRUMENT NUMBER _____ AND DULY RECORDED IN BOOK _____ OF PLATS AT PAGE(S) _____.

BY DEPUTY: _____ \$ _____
FOR JIM BRANNON, CLERK

COUNTY TREASURER'S CERTIFICATE

I HEREBY CERTIFY THAT THE TAXES DUE FOR THE PROPERTY DESCRIBED IN THE OWNER'S CERTIFICATE AND DEDICATION HAVE BEEN PAID THROUGH December 31, 2018.

DATED THIS 4th DAY OF March, 2019.

James Thomas
KOOTENAI COUNTY TREASURER Chief Deputy

PANHANDLE HEALTH DISTRICT

SANITARY RESTRICTIONS AS REQUIRED BY IDAHO CODE, TITLE 50, CHAPTER 13 HAVE BEEN SATISFIED BASED ON A REVIEW BY A QUALIFIED LICENSED PROFESSIONAL ENGINEER (QIPE) REPRESENTING THE CITY OF COEUR D ALENE AND THE QIPE APPROVAL OF THE DESIGN PLANS AND SPECIFICATIONS AND THE CONDITIONS IMPOSED ON THE DEVELOPER FOR CONTINUED SATISFACTION OF THE SANITARY RESTRICTIONS. BUYER IS CAUTIONED THAT AT THE TIME OF THIS APPROVAL, NO DRINKING WATER EXTENSION WAS CONSTRUCTED. BUILDING CONSTRUCTION CAN BE ALLOWED WITH APPROPRIATE BUILDING PERMITS IF DRINKING WATER EXTENSIONS OR SEWER EXTENSION HAVE SINCE BEEN CONSTRUCTED OR IF THE DEVELOPER IS SIMULTANEOUSLY CONSTRUCTING THOSE FACILITIES. IF THE DEVELOPER FAILS TO CONSTRUCT FACILITIES, THEN SANITARY RESTRICTIONS MAY BE RE-IMPOSED, IN ACCORDANCE WITH SECTION 50-1326, IDAHO CODE, BY THE ISSUANCE OF A CERTIFICATE OF DISAPPROVAL, AND NON-CONSTRUCTION OF ANY BUILDING OR SHELTER REQUIRING DRINKING WATER OR SEWER/SEPTIC FACILITIES SHALL BE ALLOWED.

3/6/19
DATE HEALTH DISTRICT SIGNATURE

COUNTY SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT I HAVE EXAMINED THE HEREIN PLAT AND CHECKED THE PLAT COMPUTATIONS THEREON AND HAVE DETERMINED THAT THE REQUIREMENTS OF THE STATE CODE PERTAINING TO PLATS AND SURVEYS HAVE BEEN MET.

DATED THIS _____ DAY OF _____, 2019.

KOOTENAI COUNTY SURVEYOR



SURVEYOR'S CERTIFICATE

I, JOSEPH HASSELL, PLS 8249, A PROFESSIONAL LAND SURVEYOR IN THE STATE OF IDAHO, DO HEREBY CERTIFY THAT THIS IS A TRUE SURVEY OF THE PLATTED LAND MADE BY ME, OR UNDER MY DIRECT SUPERVISION, AND THAT APPLICABLE CORNER RECORDS HAVE BEEN FILED, IN COMPLIANCE WITH THE LAWS OF THE STATE OF IDAHO.

JOSEPH E. HASSELL
P.L.S. 8249



3/6/2019
DATE

609 N. Calgary Court, Suite 7,
Post Falls, Idaho 83854
PHONE:(208)777-1854
FAX:(208)777-2128
www.acesolutions.pro



FINAL PLAT - MINOR SUBDIVISION
CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO

DRAWN BY: JM DATE: 10-18-18 DWG NAME: 18009-FPLAT.DWG
CHECKED BY: JR SCALE: 1" = 30' PROJ #: 18-009 SHEET 2 of 2

DATE: MARCH 13, 2019
TO: MAYOR AND CITY COUNCIL
FROM: PLANNING DEPARTMENT
RE: SETTING OF PUBLIC HEARING DATE: APRIL 16, 2019

Mayor Widmyer,

The Planning Department has forwarded the following item to the City Council for scheduling of a public hearing. In keeping with state law and Council policy, the Council will set the date of the public hearing upon receipt of recommendation.

| <u>ITEM NO.</u> | <u>REQUEST</u> | <u>COMMISSION ACTION</u> | <u>COMMENT</u> |
|-----------------|--|--------------------------|----------------|
| A-1-19 | Applicant: Ted Burnside Location: 7725 N. Ramsey Road Request: A proposed 4.6 acre annexation from County Commercial to R-17 zoning district | Recommended approval | LEGISLATIVE |
| ZC-1-19 | Applicant: Tammi Kerr Location: 1781 W. Alps Street Request: A proposed zone change from R-3 to R-17 | Recommended approval | QUASI-JUDICIAL |
| ZC-2-19 | Applicant: Habitat for Humanity Location: 601 W. Neider Request: A proposed zone change from MH-8 to R-17 | Recommended approval | QUASI-JUDICIAL |

In order to satisfy the mandatory 15-day notice requirement, the next recommended hearing date will be **April 16, 2019**

RESOLUTION NO. 19-009

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO AUTHORIZING THE BELOW MENTIONED ACTIONS OF THE CITY OF COEUR D'ALENE INCLUDING: AMENDMENTS TO PERSONNEL RULES 8 AND 9; THE PURCHASE OF A NEW COMPACT TRACK LOADER AND ACCESSORIES; RECOMMENDATIONS FOR 2018 CDBG GRANTS; AND DECLARATION AS SURPLUS AND DISPOSITION OF WELL COMPONENTS.

WHEREAS, it has been recommended that the City of Coeur d'Alene enter into the contracts and agreement, and take the other action listed below, pursuant to the terms and conditions set forth in the contracts and agreements, and other action documents attached hereto as Exhibits "A" through "D" and by reference made a part hereof as summarized as follows:

- A) Approval of amendments to Personnel Rule 8, entitled Employment Lists, and Rule 9, entitled Method of filling Vacancies;
- B) Approval of Streets & Engineering Department purchase of a new Compact Track Loader and accessories from Coeur d'Alene Tractor for \$109,700;
- C) Approval of the 2018 Community Opportunity Grant Recommendations for Grant Award to Lake city Center through the Community Development Block Grant (CDBG) program; and
- D) Declaring as surplus the Locust Well column pipe and used pump assembly and allow the Water Department to dispose of the property through sale as scrap.

AND

WHEREAS, it is deemed to be in the best interests of the City of Coeur d'Alene and the citizens thereof to take such actions;

NOW, THEREFORE,

BE IT RESOLVED by the Mayor and City Council of the City of Coeur d'Alene that the City take the actions for the subject matter as set forth in substantially the form attached hereto as Exhibits "A" through "D" and incorporated herein by reference, with the provision that the Mayor, City Administrator, and City Attorney are hereby authorized to modify said actions so long as the substance of the actions remain intact.

BE IT FURTHER RESOLVED that the Mayor and City Clerk be and they are hereby authorized to execute such documents as may be required on behalf of the City to complete the actions referenced.

DATED this 19th day of March, 2019.

Steve Widmyer, Mayor

ATTEST

Renata McLeod, City Clerk

Motion by _____, Seconded by _____, to adopt the foregoing resolution.

ROLL CALL:

| | |
|------------------------|-------------|
| COUNCIL MEMBER ENGLISH | Voted _____ |
| COUNCIL MEMBER EVANS | Voted _____ |
| COUNCIL MEMBER MILLER | Voted _____ |
| COUNCIL MEMBER MCEVERS | Voted _____ |
| COUNCIL MEMBER GOOKIN | Voted _____ |
| COUNCIL MEMBER EDINGER | Voted _____ |

_____ was absent. Motion _____.

Date: March 11, 2019
To: Public Works Committee
From: Melissa Tosi, Human Resources Director
Re: Personnel Rule Amendments

Decision Point: Should the City Council approve amendments to Rule 8, Employment Lists, and Rule 9, Method of Filling Vacancies, of the City's Personnel Rules?

History:

Amending Rule 8: Employment Lists (Police Department)

Currently, we create a police officer eligibility list that includes both our ranked entry level and lateral police officer candidates. The testing process is a little different for both classifications, but they are still ranked on the same list. Amending Rule 8 would establish a separate ranked list for entry level and lateral applicants.

Amending Rule 8 also provides a clear definition of the difference between an entry level and lateral police officer applicant.

Amending Rule 9: Method of Filling Vacancies

To begin, this rule is being amended to provide clearer language on the City's overall hiring process and methods for internal and/or external recruitments.

Secondly, proposed language is added to provide guidance to departments if they should have a vacancy occur within 6 months of a recent recruitment for the same position. A new recruitment may not be necessary if there were additional qualified applicants on file. This proposed amendment follows current practice.

Lastly, updated language is being proposed for filling vacancies for entry level and lateral police officer candidates. The certification process is being removed for the rank of police officer only, and once the candidate has completed the testing process and is placed on the eligibility list based on their overall ranked score, the department will be able to move forward with the background process and hire based on the overall needs of the department.

These proposed amendments have been discussed with the police department and posted for all employees to review.

Financial:

There are no hard costs associated with the Personnel Rule amendments.

Performance Analysis:

The purpose of these amendments is to provide a consistent and clear document for the Personnel Rules with up to date, relevant information.

Decision Point/Recommendation:

City Council should approve amendments to Rule 8, Employment Lists and Rule 9, Method of Filling Vacancies.

RULE 8: EMPLOYMENT LISTS

SECTION 1. Employment Lists

As soon as possible after the completion of an examination, the Human Resources Director shall prepare and keep available an employment list consisting of the names of candidates who qualified in the lowest qualifying score. Applicants whose general average upon examination is less than the qualifying standard established by the Human Resources Director (except in the case of police, 70% shall be the qualifying standard) shall be excluded from the employment list of candidates, and they shall be considered as having failed.

Successful candidates shall be placed upon the employment list in the order of their general average standing. When two or more have received the same average rating, the first filing his or her application, or, if the examination be for promotion, the first appointed in the department shall have priority.

Candidates may be placed on up to two (2) employment lists at the same time.

SECTION 2. Employment Lists/Police Department

Employment lists shall be established for entry level, lateral police officer and promotional positions in the police department ~~shall be~~ as follows:

- (a) Names and scores on the entry level and lateral police officer ~~or police officer~~ ~~lateral~~ eligibility lists will not remain in effect for more than one (1) year. An applicant is not eligible to participate in further recruitment testing as long as their name remains on the current eligibility list. Once the name has been removed from the list, the applicant must repeat a testing process to be placed on a new list.
- (b) Entry level police officer applicants are individuals without any prior law enforcement experience or individuals with prior law enforcement experience who do not meet the criteria to be considered a lateral police officer applicant.
- (c) Lateral Ppolice Oofficer —Lateral Applicants: Mare individuals that ust meet all Idaho POST requirements and have successfully completed a P.O.S.T. certified basic academy and are experienced police officers who have worked for other municipal, county, or state agencies completing a probationary period and having a minimum of twenty-four (24) months of full time employment in either a patrol or investigative capacity. The 24 months may include academy and field training time. Corrections, reserve officer, security officer, and federal officer experience do not fulfill our requirement for certified police experience needed as a lateral applicant.
- ~~(a)~~ ~~Police Officer applicants are entry level individuals or individuals with prior law enforcement experience who do not meet the criteria to be considered a Lateral Applicant.~~
- ~~(b)~~(a) Police Promotional employment lists for Sergeants, Lieutenant, and Captain positions shall be in force for two (2) years. After this time, all persons who have not been appointed will be removed therefrom and can only be returned thereto upon regular examination.
- ~~(e)~~(b) All other police positions employment lists shall remain in effect for one (1) year,

unless expired sooner, and may be extended, prior to their expiration dates, by action of the Human Resources Director for additional periods, but in no event shall an employment list remain in effect for more than two (2) years.

SECTION 3. Re-employment Lists

The names of probationary and regular appointed employees who have been laid off shall be placed on appropriate re-employment lists in the order of total continuous cumulative time served in probationary and regular appointed status. Such names shall remain thereon for a period of one (1) year unless such persons are sooner re-employed.

When a re-employment list is to be used to fill vacancies, the Human Resources Director shall certify from the top of such list the number of names equal to the number of vacancies to be filled, and the appointing power shall appoint such persons to fill the vacancies.

SECTION 4. Removal of Names from List

The name of any person appearing on an employment, re-employment or promotional list shall be removed by the Human Resources Director if the candidate requests in writing that his/her name be removed, if the candidate fails to respond within ten (10) days to a notice of certification ~~mailed to his last known address~~, or for any of the reasons specified in Rule 6, Section 3, of these Rules. All candidates for positions in the police department will additionally be removed from the list if they have been dishonorably discharged from the United States Armed Services. The person affected shall be notified of the removal of his/her name by a notice mailed to the candidate's last known address. The names of persons on promotional employment lists who resign from the City of Coeur d'Alene shall automatically be dropped from such lists. The Human Resources Director, in consultation with the Department Head, may disqualify a list ~~of~~ if three or less applicants remain on the list.

RULE 9: METHOD OF FILLING VACANCIES

SECTION 1. Types of Appointments

The City of Coeur d'Alene shall hire qualified individuals who are best suited to contribute to the overall strategic success of the City of Coeur d'Alene. All employees are expected to make positive contributions to the City through their work. The City of Coeur d'Alene's competitive hiring process involves posting vacancies and accepting applications from internal applicants, or internal and external applicants. This process shall be used to fill all positions, unless the position is eligible to be filled using one of the following methods:

(a) Promotions, Transfers or Demotions

(b) Rehiring a former employee

~~All vacancies in the competitive service shall be filled by transfer, demotion, re-employment, reinstatement or from eligibles certified by the Human Resources Director from an appropriate employment list, if available. For purposes of the police department, an eligible certified applicant is one that has successfully tested and has been ranked and placed on a police eligibility list. In the absence of persons eligible for appointment in these ways, provisional appointments may be made in accordance with these rules.~~

SECTION 2. Notice to Human Resources Director

Whenever a vacancy ~~in the competitive service~~ is to be filled, the department head, or designee, appointing power shall notify the Human Resources Director ~~in the manner prescribed~~. If there is no re-employment list available for the class, the department head, or designee, appointing power shall have the right to decide whether to fill the vacancy by reinstatement, transfer, demotion, appointment from an entry level or promotional eligibility list, or appointment from a new recruitment.

If a vacancy in the same position and department occurs within 180 calendar days of the last day of the most recent posting, it will not be required to be reposted providing there are sufficient qualified applications on file from the recent posting. To fill the position using applicants from a recent posting, the department head, or designee, shall contact the Human Resources Director who will provide the applications on file and proceed through the remaining steps of the hiring process.

SECTION 3. ~~Certification of~~ Filling Vacancies for Entry Level and Lateral Police Officers ~~Eligibles~~

If the Police Chief, or designee, appointing power does not consider it in the City's best interest to fill the vacancy by reinstatement, transfer, demotion, or if it is not possible to fill the vacancy by re-employment, ~~certification~~ selection shall be made from an appropriate entry level or lateral eligibility list, provided eligibles are available.

~~When the appointing power requests a vacancy be filled by appointment from a promotional employment list or from an entry level eligibility list, the Human Resources Director shall certify from the specified list all individuals willing to accept appointment. Whenever there are fewer than three (3) names of individuals willing to accept appointment on a promotional employment list or on an entry level eligibility list, the appointing power may make an appointment from among such eligibles or may request the Human Resources Director to establish a new list. When so requested, the Human Resources Director shall hold a new examination and establish a new eligibility list.~~

Whenever a sworn police officer position in the police department needs to be filled, the Police Chief, or designee, appointing power shall make requisition to fill the vacancy to the Human Resources Director. The police department will hire new officers based on the following practice, and the Human Resources Director shall, as soon as possible, certify to the appointing power as follows:

~~—————(a) Entry level and lateral police officers certification:~~ Once the candidate has successfully passed the steps of the initial testing process, the candidate will be placed on an eligibility list, in order of ranked score, ~~requested, all eligible names on the eligibility list shall be certified~~ and the police department will thereafter conduct a thorough background investigation. The Police Chief, or designee, appointing power shall make a selection from the lists of eligible certified names provided and will consider the applicants based on all testing examinations, ranking on the eligibility list, ~~and~~ the completed background process and the overall needs of the police department. If future candidates are added to an eligibility list due to additional testing (i.e. written exam and/or oral interview), those names are eligible for consideration once they have successfully passed the testing process and are ranked on the list. All persons not appointed shall remain on the eligibility list in the relative position.

SECTION 4. Promotional Certification of Police Officers

~~—————(b) Promotional certification:~~ When the Police Chief, or designee, requests a vacancy be filled by appointment from a promotional employment list, the Human Resources Director shall certify ~~Once requested,~~ the names of eight (8) times the number of persons necessary ~~will be certified~~ to fill any promotional position. The Human Resources Director shall always certify the persons having the highest standing on the eligible list for the position to be filled. The names not certified, are not eligible for consideration. All persons not appointed shall remain on the eligibility list in the relative position.

Whenever there are fewer than three (3) names of individuals willing to accept appointment on a promotional employment list, the Police Chief, or designee, may make an appointment from the names available or may request the Human Resources Director to establish a new list. When so requested, the Human Resources Director shall hold a new examination and establish a new eligibility list.

SECTION 54. Appointment

After interview and investigation, the ~~department head, or designee, appointing power~~ shall make appointments from among those ~~eligible~~ certified, and shall immediately notify the Human Resources Director of the persons appointed. If the ~~applicant candidate~~ accepts the appointment and presents himself or herself for duty within such period of time as the ~~department head, or designee~~ appointing authority shall prescribe, the ~~applicant candidate~~ shall be deemed to be appointed; otherwise, he or she shall be deemed to have declined the appointment.

Vacancies for positions in the police department, if not filled by transfer, shall be filled by requisition ~~and certification~~ as provided in this Rule. Appointment of a person certified from a promotional list who is on leave of absence on account of military service may be made. A person so appointed shall be re-employed in the advance position upon application and qualification. When, upon such appointment, the position remains vacant by reason of the absence of the appointee, requisition shall be made as provided in these rules; and, upon certification if required, the appointing official, as in this section provided, shall appoint one of the persons ~~certified~~ eligible to fill the vacant position in an acting capacity, and a person so appointed shall be permanently appointed to the vacancy ~~in the same grade next arising~~. When the name ~~certified is one which has been removed~~ someone who was formerly employed by the City but no longer is due to reduction of force, the appointing official shall have no choice. The person so ~~certified~~ named must be appointed within ten (10) days and report of same filed with the Human Resources Director.

SECTION 65. Provisional Appointment

In the absence of there being names of one or more individuals willing to accept appointment on appropriate employment lists, a provisional appointment may be made by the appointing authority of a person meeting the minimum training and experience qualifications for the position. An employment list shall be established within six (6) months for any regular appointed position filled by provisional appointment. The Human Resources Director may extend the period of any provisional appointment for not more than thirty (30) days by any one action.

No special credit shall be allowed in meeting any qualifications or in the giving of any test or the establishment of any open competitive promotional lists, for service rendered under a provisional appointment.

SECTION 76. Temporary Appointments-Police

- (a) When services to be rendered are of a temporary character for a limited period, or during a leave of absence, which has been approved by the Human Resources Director, of an employee who will return to the service of the City, the appointing official shall inform the Human Resources Director stating the duration of such period, the rate of compensation, the authority for such temporary compensation, the authority for employing such temporary service, and other conditions of employment, and may select for such employment one (1) of the first three (3) persons on the employment list, who,

after due notice of conditions, is willing to accept appointment. In case of acceptance of appointment for temporary service, the eligible so appointed shall retain all rights ~~to certification~~ for regular appointed positions as though no temporary appointment had been given. Provisional and temporary appointment shall not confer upon the appointee any privilege of promotion, transfer, or reinstatement to any other position in service.

- (b) Temporary Appointment Made Regular: Any person who has been appointed temporarily from an employment list, and who at the time of said appointment was on the list of eligibles willing to accept said appointment under the conditions and for a period then stated, may, in case such position is made or becomes a regular appointed position irrespective of the number of higher eligibles willing to accept regular appointment, but only on the approval of the Human Resources Director, and only if it is shown to the satisfaction of the Human Resources Director, that the fact that the position would become regular appointed was not known to the appointing official or department at the time the temporary appointment was made, and provided further, that the employment list from which temporary appointment was made is the most appropriate employment list for such regular appointed position.

PUBLIC WORKS COMMITTEE STAFF REPORT

DATE: March 11, 2019
FROM: Tim Martin, Streets & Engineering Director
SUBJECT: **AUTHORIZATION TO PURCHASE COMPACT TRACK
LOADER (SKID STEER) AND ACCESSORIES**

DECISION POINT:

Should Council approve the purchase of a new compact track loader and accessories for the Drainage Utility?

HISTORY:

The Drainage Utility Capital = Replacement Plan for 2018- 2019 authorizes the purchase of a Compact Track Loader and Accessories for \$165,000.00

PERFORMANCE ANALYSIS

This machine, with accessories, will allow the utility to be very efficient in repairing and replacing manholes, lifting underdrains, and cleaning swales. With its multiple uses and attachments, it will be used nearly year-round.

FINANCIAL ANALYSIS

In the formal bid process, bids were obtained from four area vendors as follows:

| | <u>Total Quote</u> |
|---------------------------|--------------------|
| (1) Coeur d'Alene Tractor | \$109,700.00 |
| (2) FMI Equipment | \$113,111.00 |
| (3) Pape' Machinery | \$113,213.57 |
| (4) Western States Cat | \$130,909.06 |

The formal bid from Coeur d'Alene Tractor bid of \$109,700.00 meets our requirements for all purposes.

DECISION POINT:

Council should approve the purchase of a new Compact Track Loader and Accessories from Coeur d'Alene Tractor for \$109,700.00.



COEUR D'ALENE TRACTOR
 W. 1112 APPLEWAY - P.O. BOX
 638
 COEUR D'ALENE, IDAHO 83814
 PH: (208) 765-2315 - (800) 876-4369
 email - cdtractor@cdtractor



| | |
|-----------|-----------|
| Invoice # | 0 |
| Date | 3/13/2019 |
| Time | 12:35 PM |

| | |
|-------------|---------------|
| PO #: | TIM MARTIN |
| Document #: | 16312 |
| Due Date: | 4/25/2019 |

| | |
|-----------|---------------|
| Salesman: | CHRIS ADAMS |
| Ship Via: | |
| Terms: | 25th of Month |

| | | |
|-----------------------------------|-----------------------------|-------|
| CITY OF COEUR D'ALENE (03900-CDA) | | |
| 710 E. MULLAN AVE | | |
| COEUR D ALENE | ID | 83814 |
| Contact: | , TIM MARTIN (208) 769-2300 | |

Wholegood Sales Order

Reprint

| | |
|----------|--|
| Ship To: | |
| | |
| | |

| Item Number | Description | Qty | Price | Amount | Disc | Subtotal | Sales Tax | Extended Amount | Back Order | Drop Ship |
|--------------------|---|------|--------------|--------------|-------|--------------|-----------|-----------------|------------|-----------|
| WHOLEGOOD ESTIMATE | | | | | | | | | | |
| | KUBOTA SVL 95 TRACK LOADER WITH A MR. MANHOLE MANHOLE PLATINUM SIX SHOOTER MANHOLE LEVELING SYSTEM. INCLUDES A TOWMASTER T14DT+4 TILT DECK TRAILER. | 1.00 | \$109,700.00 | \$109,700.00 | 0.00% | \$109,700.00 | \$0.00 | \$109,700.00 | 0.0000 | 0 |
| WHOLEGOOD ESTIMATE | | | | | | | | | | |
| | INCLUDES THE FOLLOWING: BATTERY DISCONNECT SWITCH, AIR RIDE SEAT, REAR VIEW MIRROR, TILT COUPLER, PALLET FORKS, LOCKABLE ENGINE COVER, AND BLOCK HEATER | 1.00 | \$0.00 | \$0.00 | 0.00% | \$0.00 | \$0.00 | \$0.00 | 0.0000 | 0 |

| Cash | Check/Check# | CC/CC Type | On Acct. | Mfg Credit | CIT | Deposit | Other |
|--------|--------------|------------|----------|------------|--------|---------|--------|
| \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |

Disclaimer of Warranties

Any warranties on the product sold hereby are those made by the manufacturer. The seller hereby expressly disclaims all warranties, either express or implied, including any implied warranty of merchantability or fitness for a particular purpose, and the seller neither assumes nor authorizes any other person to assume for it any liability in connection with the sales of said products. Any limitation contained herein does not apply where prohibited by law.

UPON BREACH OR FAILURE TO PAY THIS ACCOUNT WHEN DUE THE SELLER MAY DECLARE THIS ACCOUNT TO BE DELINQUENT AND PURCHASER SHALL BE LIABLE FOR ALL COSTS OF COLLECTION INCLUDING A REASONABLE ATTORNEY'S FEE.

| Summary of Charges | |
|--------------------|-----------------|
| \$0.00 | Taxable |
| \$109,700.00 | Non-Taxable |
| \$109,700.00 | Subtotal |
| \$0.00 | Sales Tax |
| \$109,700.00 | Total |
| \$0.00 | Amount Tendered |
| \$0.00 | Change Due |

| | |
|--------------------|------|
| Customer Signature | Date |
|--------------------|------|

| | |
|--------------------|--------------|
| Exempt Tax Cert #: | 82-73-0060-K |
| Expiration Date: | |

Printed:3/13/2019 1:02 PM

**City Council
Memorandum**

DATE: March 11, 2019

FROM: MICHELLE CUSHING, CDBG GRANT ADMINISTRATOR

RE: APPROVAL OF 2018 COMMUNITY OPPORTUNITY GRANT
RECOMMENDATIONS FOR GRANT AWARD TO LAKE CITY CENTER
THROUGH THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
PROGRAM.

DECISION POINT:

Should Council authorize a CDBG grant award to Lake City Center to fund site drainage and exterior building improvements in the amount of \$94,201.10?

HISTORY: The City receives an annual allocation from the Housing and Urban Development Agency (HUD). With roughly half the annual funding amount, the City manages its own Community Opportunity Grant which is open to the public and accepts applications benefitting low to moderate income Coeur d'Alene residents. The City received two grant applications in the second round of its 2018 Community Opportunity Grant cycle, one from Lake City Center and one from St. Vincent de Paul. Lake City Center requested funds to implement drainage and building improvements in the amount of \$94,201.10. St. Vincent de Paul requested funds to rehabilitate the parking lot at the H.E.L.P. Center in the amount of \$60,000.00. The City's Community Opportunity Grant's Ad Hoc Review Committee rated Lake City Center's application at an average of 92 points and recommend funding the project in its entirety at \$94,201.10. St. Vincent de Paul's application was rated at an average of 52 points and did not receive a funding recommendation in this grant cycle. Rejected Community Opportunity Grant applicants are welcome to apply again in future grant cycles.

FINANCIAL: \$96,797.60 was budgeted in the 2018 2nd Round CDBG Community Opportunity Grant. The proposed award of \$94,201.10 to Lake City Center would leave \$2,596.50 in the 2018 Community Opportunity Grant fund. Staff suggests holding the remaining funding for inclusion in the 2019 Community Opportunity Grant budget.

PERFORMANCE ANALYSIS: Authorizing this grant award will allow Lake City Center to move forward with its project. The activity(ies) carried out under this project will meet the National Objective to serve low-to-moderate income persons by facilitating needed public facility rehabilitation activities of improving a senior center's building exterior and managing flooding related drainage improvements which will improve the safety, accessibility, and longevity for seniors utilizing the senior center. Public Facility Rehabilitation of a Senior Center (03A) is the eligible HUD activity code for all elements of this project's activities.

DECISION POINT/RECOMMENDATION:

Council should authorize a CDBG grant award to Lake City Center to fund site drainage and exterior building improvements in the amount of \$94,201.10.

AGREEMENT FOR CDBG GRANT FUNDS FOR Lake City Center

CDBG PROGRAM YEAR: 2018.

CFDA 14.218, Community Development Block Grants/Entitlement Grant

This Agreement is entered into between the CITY OF COEUR D'ALENE, a municipal corporation, whose mailing address is 710 E Mullan Avenue, Coeur d'Alene, Idaho 83814-3958, hereinafter referred to as the "CITY," and LAKE CITY CENTER, an Idaho non-profit corporation, whose mailing address is 1916 Lakewood Drive, Coeur d'Alene, ID 83814, hereinafter referred to as "Subrecipient."

The key contact for the Subrecipient is Bob Small, Director. The key contact for the CITY is Michelle Cushing, the CITY'S CDBG Grant Administrator.

1. Activities Under This Agreement. The CITY has received from the U.S. Department of Housing and Urban Development ("HUD") a grant from the Community Development Block Grant Program, identified as Grant No. B-18-MC-16-0007 (the "CDBG Grant"). From this CDBG Grant the CITY is awarding \$94,201.10 (Ninety-four thousand two-hundred and one dollars and ten cents) to the Subrecipient for Public Facility Improvements. The project is more fully described in Attachment A "Scope of Work."

All activities funded with CDBG funds must meet one of the CDBG program's National Objectives. The Subrecipient certifies that the activity(ies) carried out under this Agreement will meet the National Objective to serve low-to-moderate income persons by facilitating needed public facility rehabilitation activities of improving a senior center's building exterior and managing flooding related drainage improvements which will improve the safety, accessibility, and longevity for seniors utilizing the senior center.

2. Effective Date and Time of Performance. This Agreement shall take effect on the date of execution of this Agreement and shall end on March 31, 2020. The term of this agreement and the provisions herein shall be extended to cover any additional time period required to perform work for close out.

3. Grant Amount and Matching Obligations. It is expressly agreed and understood that the total amount to be paid by the CITY under this Agreement shall not exceed \$94,201.10 (Ninety-four thousand two-hundred and one dollars and ten cents), referred to herein as the "grant funds." In the event costs exceed these grant funds, the Subrecipient shall be responsible for any and all additional costs. The Subrecipient will provide the management resources, staff, and office supplies needed for the project.

4. Budget. The Budget, as set forth in Attachment B and attached hereto, shall be adhered to unless otherwise amended in writing, signed by both the Subrecipient and the CITY. LAKE CITY CENTER will immediately repay to the City any amount of the grant funds that the City determines has been expended in a manner inconsistent with the CDBG Budget-Use of Funds.

5. Program Income. The Subrecipient shall report monthly all program income (as defined in 24 CFR 570.500(a)) generated by activities carried out with CDBG funds made available under this Agreement. The use of program income by the Subrecipient shall comply with the requirements set forth at 24 CFR 570.504. Program income is considered the same as grant funds and is thereby subject to this Agreement and all the applicable federal regulations. The Subrecipient is allowed to retain and use program income for the same purposes as covered by this Agreement. Program income shall be expended before any additional grant funds are requested unless authorized differently in the Scope of Work.

6. Payments. The CITY will pay to the Subrecipient funds available under this Agreement based upon information submitted by the Subrecipient and consistent with any approved budget and City policy concerning payments. Payments will be made for eligible expenses actually incurred by the Subrecipient, and in no case will it exceed actual cash requirements. Payments will be adjusted for any program income earned under this Agreement.

The Subrecipient shall submit a request for reimbursement of actual eligible expenses, which shall be numbered and dated. The report shall at a minimum include the project name, name of the Subrecipient and address to which payment is to be made, and detailed itemized costs by budget category. All reporting shall be supported by sufficient documentation such as receipts, billings, invoices, timesheets, or other similar documents. Demographic & LMI Income Reporting Requirements must be submitted with each pay request.

The request should be submitted to the City's Grant Administrator at City of Coeur d'Alene, Attn: Michelle Cushing, 710 E. Mullan Avenue, Coeur d'Alene, Idaho 83814.

7. Insurance. The Subrecipient warrants that it has obtained, and will maintain at its expense for the duration of this Agreement, statutory worker's compensation, employer's liability, and comprehensive general liability insurance coverage for its principals and employees. The comprehensive general liability insurance shall have, at a minimum, a coverage limit of five hundred thousand dollars (\$500,000) for bodily or personal injury, death, or property damage or loss as the result of any one (1) occurrence or accident, regardless of the number of persons injured or the number of claimants.

8. Grant Program Requirements. This Agreement and the project are governed by the provisions of Title I of the Housing and Community Development Act of 1974 as amended, Public Law 93-383, and the implementing regulations at 24 CFR Part 570. The Subrecipient shall not take any action or do anything inconsistent with the purposes and intent of the CDBG program. The Subrecipient shall comply with all state, local, and federal laws and regulations that pertain to the program and the CDBG grant program and funds.

9. Environmental. The Subrecipient shall comply with the conditions of the Environmental Review performed for this project, which are: *Categorical exclusion subject to the Federal laws and authorities cited in §58.5 (CEST).*

10. Real Property Acquisition, Relocation, and Disposal. The Subrecipient agrees to comply with: (a) the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA), and implementing regulations at 49 CFR Part 24 and 24 CFR 570.606(b); (b) the requirements of 24 CFR 570.606(c) governing the Residential Anti-displacement and Relocations Assistance Plan under section 104(d) of the HCD Act; and (c) the requirements in 24 CFR 570.606(d) governing optional relocation policies. The Subrecipient shall provide relocation assistance to displaced persons as defined by 24 CFR 570.606(b)(2) who are displaced as a direct result of acquisition, rehabilitation, demolition, or conversion for a CDBG-assisted project. The Subrecipient also agrees to comply with applicable City ordinances, resolutions, and policies concerning the displacement of persons from their residence.

11. Procurement Standards and Methods. The Subrecipient shall use procurement and purchasing standards that are in compliance with state law. Generally, procurement of items or services must follow the Procurement of Personal Property and Services Policy adopted by the CITY. The CITY'S Grant Administrator can provide technical assistance for procurement.

12. Termination of Agreement. The CITY may at any time terminate this Agreement for cause or convenience. If terminated for the convenience of the CITY, the CITY shall pay for any work completed up to the date of the termination. If the CITY terminates this Agreement for cause, the CITY will not make any payments for work completed in violation of this Agreement. If for any reason the Agreement is terminated, the Subrecipient agrees and acknowledges that the CITY shall bear no liability or responsibility of any kind or for any reason to the Subrecipient or the Subrecipient's clients for any of the funds received, to be received, or anticipated to be received pursuant to this Agreement.

13. Financial and Progress Reports. The Subrecipient shall submit financial and progress reports with each drawdown that detail costs incurred by line item as described in the project budget, Attachment B. The Subrecipient agrees to submit performance reports in the form, content, and frequency as required by the CITY, and to provide any and all information, including demographic data, which the CITY may need or request in preparing the CITY's interim performance reports to HUD or otherwise. A detailed written final progress report with documentation of the activities carried out, expenditures, and benefits generated shall be submitted to the CITY'S Grant Administrator at the conclusion of the program, Attachments A,C,D, and E.

The Subrecipient shall report all program income generated by activities carried out with CDBG funds made available under this Agreement. The Subrecipient may use such income during the contract period for activities permitted under this Agreement and shall reduce requests for additional funds by the amount of any such program income balance on hand, as provided by 24 CFR 570.504.

All required reports shall be submitted to the CITY'S Grant Administrator at City of Coeur d'Alene, Attn: Michelle Cushing, 710 E. Mullan Avenue, Coeur d'Alene, Idaho 83814.

14. Record Keeping. The Subrecipient agrees to comply with 24 CFR 84.21-28 and agrees to adhere to the accounting principles and procedures required therein, utilize adequate internal controls, and maintain necessary source documentation for all costs incurred. The Subrecipient shall administer its program in conformance with OMB Circulars A-122, "Cost Principles for Non-Profit

Organizations,” or A-21, “Cost Principles for Educational Institutions,” as applicable. These principles shall be applied for all costs incurred.

Subrecipient shall keep records sufficient to document purchases that are in accordance with procurement policies and track assets. Any real property acquisition activities shall be documented as required by the Acquisition and Relocation requirements of the grant program. Records of compliance with any environmental requirements shall be maintained. Other records required documenting activities undertaken, eligibility, and that a national objective has been met, shall also be maintained.

15. Client Data and Disclosure. The Subrecipient shall maintain client data demonstrating client eligibility for services, which shall include but not be limited to client name, address, and income level or other basis for determining eligibility. This data will be submitted to the Grant Administrator using the provided demographic report form as part of the final progress report.

Client information collected under this Agreement is private and the use or disclosure of such information is prohibited when not directly related to the CITY’s or Subrecipients’ responsibilities with respect to services under this Agreement unless written consent is first obtained from the client.

16. Amendments to this Grant Agreement. The Subrecipient understands and agrees that no change shall be made to the nature or purpose of the project and this Agreement, and that no changes shall be made in the budget (Attachment B), the Scope of Work (Attachment A), or the design of the project without the prior written consent of the CITY. Either party may initiate an amendment. From time to time the CITY may at its discretion amend this Agreement to reflect changes in the program requirements, regulations, or law.

17. Subcontracts. The Subrecipient shall not enter into any subcontracts with any agency or individual in the performance of this Agreement without written consent of the CITY prior to the execution of such agreement. These subcontracts shall contain all the requirements of this Agreement. In addition, prior to execution of any amendments to subcontracts, written consent by the CITY is required. All contracts and subcontracts must comply with all applicable state and federal laws and regulations.

18. Audit and Monitoring. All Subrecipient records with respect to any matters covered by this Agreement shall be made available to the CITY, grantor agency, and the Comptroller General of the United States or any of their authorized representatives, at any time during normal business hours, to audit, examine, and make excerpts or transcripts of all relevant data.

The Subrecipient shall provide the CITY with an annual agency audit in accordance with OMB Circular A-133 and the Single Audit Act of 1984. The audit shall be completed by a certified public accountant during the regular annual audit cycle. The Subrecipient shall provide annual audits through the last fiscal year grant funds are expended.

19. Retention. The Subrecipient shall retain all financial records, supporting documents, statistical records, and all other records pertinent to the Agreement for a period of four (4) years. The retention period begins on the date of the submission of the CITY’s annual performance and evaluation report to HUD in which the activities assisted under the Agreement are reported on for the final time. If

there is litigation, claims, audits, negotiations, or other actions that involve any of the records cited and that have started before the expiration of the four-year retention period, then such records must be retained until completion of the actions and resolution of all issues, or the expiration of the four-year period, whichever occurs later.

20. Recognition. The CITY and the Subrecipient agree that appropriate information shall be given to recipients of the CDBG Entitlement Program that shall give credit to HUD and the CITY for helping underwrite the program with CDBG funding. The Subrecipient shall include a reference to the support provided herein in all publications made possible with CDBG funds under this Agreement.

21. Severability. The provisions of this Agreement are severable. In the event any provision is determined to be void or unenforceable for any reason, such determination shall not affect the enforceability of the remaining provisions.

22. Hold Harmless. The Subrecipient shall hold harmless, defend, and indemnify the CITY and its representatives from any and all claims, actions, suits, charges, and judgments or losses of any kind, nature, and description, including costs, expenses, and attorney fees, that may be incurred by reason of any act or omission, neglect, or misconduct of the Subrecipient that may arise out of or which is in any way related to this Agreement.

23. Independent Contractor. The contracting parties warrant by their signatures that no employer-employee relationship is established between the Subrecipient and the CITY by the terms of this Agreement. It is understood by the parties hereto that the Subrecipient is an independent contractor and shall at all times remain an independent contractor with all respects to the CITY and shall maintain (as needed or required by 24 CFR 84.31) for itself and its employees, insurance, worker's compensation coverage, and unemployment insurance, and shall prepare and be responsible for FICA and tax filings.

24. Closeout. The Subrecipient's obligation to the CITY shall not end until all closeout requirements are completed. Closeout activities shall include, but are not limited to, making final payments, disposing of program assets, and determining the custodianship of records, completion of required reporting, and determination that the project National Objective has been met.

25. Labor Standards. The Subrecipient agrees to comply with the Davis-Bacon Act as amended, the provisions of Contract Work Hours and Safety Standards Act (40 U.S.C. 327 et seq.), and all other applicable Federal, state and local laws and regulations pertaining to labor standards insofar as those acts apply to the performance of this Agreement.

26. Copyrights. If this Agreement results in any copyrightable materials or inventions, the CITY reserves the right to a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, the work or materials for governmental purposes.

27. Religious and Lobbying Activities. The Subrecipient certifies that no federal funds have been paid or will be paid to any person for the purpose of influencing any official, employee of any agency, or Member of Congress in the connection with the awarding of any federal contract or agreement. If other funds have been or will be so used, the Subrecipient certifies it has followed the proper procedures and submitted the Disclosure Form to Report Lobbying.

The Subrecipient certifies that no funds provided by this Agreement shall be used for political activities, lobbying, political patronage, or nepotism.

The Subrecipient further agrees that funds provided under this Agreement will not be used for religious activities prohibited by 24 CFR 570.200(j), such as worship, religious instruction, or proselytizing.

28. Section 3. The Subrecipient shall comply with the provisions of Section 3 of the HUD Act of 1968, as amended, and strive to select services or contractors that reside or have their business locations in the City of Coeur d'Alene. This will meet the Section 3 requirements that, to the greatest extent feasible, opportunities for training and employment be given to low and very low income residents of the project area and that contracts for work in connection with this project be awarded to business concerns that provide economic opportunities for low and very low income persons residing in the area in which the project is located.

29. Anti-Discrimination. The Subrecipient shall not discriminate in the provision of its services, hiring practices, or procurement on any of the following bases: Race, Color, National Origin, Family Status, Sex, Handicap Condition, or Religion. The Subrecipient agrees to comply with Idaho Code and with Title VI of the Civil Rights Act of 1964 as amended, Title VIII of the Civil Rights Act of 1968 as amended, Section 104 (b) and Section 109 of Title I of the Housing and Community Development Act of 1974 as amended, Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990, The Age Discrimination Act of 1975, Executive Order 11063, and Executive Order 11246 as amended by Executive Orders 11375, 11478, 12107 and 12086.

IN WITNESS WHEREOF, the Mayor and City Clerk of the City of Coeur d'Alene have executed this Agreement on behalf of the CITY, the City Clerk has affixed the seal of the City hereto, and the Subrecipient has caused the same to be signed and its seal to be affixed hereto, and the undersigned have caused this Agreement to be executed this 19th day of March, 2019.

City of Coeur d'Alene

Lake City Senior Center

Dated: _____

Dated: _____

By: _____

Steve Widmyer, Mayor

By: _____

Bob Small, Director

ATTEST:

By: _____

Renata McLeod, City Clerk

Grant Agreement between CITY of Coeur d'Alene and Lake City Center

Scope of Services

Under the 2018 allocation of the Community Development Block Grant, Lake City Center will be conducting a public facility rehabilitation project which will correct flooding and site drainage issues and improve upon exterior building deficiencies including replacement of dry rot soffit and fascia boards, replacement of steel soffit screening to prevent rodents and birds from entering the structure, installation of steel soffit gutters, and the installation of an extensive roofing heat tape system. With this project, Lake City Center will increase the safety, accessibility, and longevity of the senior center which primarily serves the presumed benefit group of elderly clientele of moderate income.

Summary of the Project Activities

Project activities will include appropriate level of environmental review, pre-construction meeting, Davis-Bacon contracted rehabilitation work for all labor performed, and project oversight by the City's CDBG Grant Administrator. Public Facility Rehabilitation of a Senior Center (03A) is the eligible HUD activity code for all elements of this project's activities.

Benefits

The project will benefit approximately 750 individuals on a monthly basis; at least 51% are presumed to be low-to-moderate income Coeur d'Alene residents due to the nature of the building's location and Lake City Center's in-demand programs running at high capacity in their support of seniors in need. The National Objective for this project is benefit to low-to-moderate income persons, LMC.

Schedule

Upon execution of the Agreement between Lake City Center and the City of Coeur d'Alene, the Project shall commence and shall be complete by March 31, 2020. At the completion of the project, a final report is due on the number and demographics of beneficiaries served.

Attachment B

Project Budget

Grant Agreement between CITY of Coeur d'Alene and Lake City Center

| Budget Item | CDBG Funds | Other Funding | Total Project Costs |
|--------------------------------|--------------------|----------------------|----------------------------|
| Public Facility Rehabilitation | \$94,201.10 | | \$94,201.10 |
| | | | |
| | | | |
| Total | \$94,201.10 | | \$94,201.10 |

Lake City Center will submit detailed, itemized invoices to the CITY'S CDBG Grant Administrator for review. The invoices shall be dated; shall state the Project, name and address to which payment shall be made, and any additional information required by the grant-funding agency.

The CITY'S CDBG Grant Administrator will verify the information, process the request, and submit the invoice to the CITY for payment.

**It is anticipated the project costs will exceed these grant funds; Lake City Center shall be responsible for finding any and all additional funds. The CITY shall not be responsible to provide additional funds to pay any costs in excess of \$94,201.10 (Ninety-four thousand two-hundred and one dollars and ten cents).

Attachment C

Lake City Center Reporting Requirements

The Subrecipient shall provide:

- 1) A completed report with final drawdown (Attachment D) and a completed beneficiary and demographic report with each drawdown (Attachment E).
- 2) Verification of comprehensive general liability insurance which, at a minimum, shall have a coverage limit of five hundred thousand dollars (\$500,000) for bodily or personal injury, death, or property damage or loss as the result of any one (1) occurrence or accident, regardless of the number of persons injured or the number of claimants. Please attach policy or provide a Declarations sheet verifying insurance.
- 3) Detailed, itemized invoice(s) to the CITY'S CDBG Grant Administrator for review. The invoice(s) shall be dated, shall state the Project, name and address to which payment shall be made, and any additional information required by the grant-funding agency.

Attachment D

Lake City Center Final Report

During the CITY'S CDBG funded timeline of Lake City Center's Public Facility Rehabilitation:

- 1) A) Number of total seniors and number of total Coeur d'Alene seniors benefiting in the CDBG supported period:

B) Number of total seniors and number of total Coeur d'Alene seniors benefitting with increased access to the facility post CDBG funded project:

C) Number of total seniors and number of total Coeur d'Alene seniors with new access to facility post CDBG funded project:
- 2) Brief rationale of why >51% of Lake City Center's senior population is considered to be of low-to-moderate income (LMI):
- 3) Brief rationale of why >51% of Lake City Center's senior population is considered to be of Coeur d'Alene residency:
- 4) Lake City Center Official Reporting:
 - A) Duns #: _____
 - B) EIN #: _____
 - C) Is this a woman owned business (Y/N): _____
 - D) Is this a minority owned business (Y/N): _____

Attachment E
Demographic & LMI Income Reporting Requirements

Please report for elderly clientele served in CDBG funded project:

| Race | #Total |
|---|----------------|
| White | |
| Hispanic/Latino | |
| Black/African American | |
| Asian | |
| Indian American/Alaskan Native | |
| American Indian/Alaskan Native & White | |
| Native Hawaiian/ Other Pacific Islander | |
| Asian & White | |
| Black/African American & White | |
| American Indian/Alaskan Native & Black/African American | |
| Other Multi-racial | |
| Total Persons | |
| Income (Based on HUD'S 2018 Income limits) | # Total |
| Very Low | |
| Low | |
| Moderate | |

**PUBLIC WORKS COMMITTEE
STAFF REPORT**

DATE: March 11, 2019
FROM: Kyle Marine Assistant Superintendent
SUBJECT: Request to declare the used Locust Well Column pipe be declared surplus.

DECISION POINT:

Should Council declare the used Locust Well column pipe and used pump assembly “surplus” property and authorize Water Department staff to dispose of the pipe through sale as scrap.

HISTORY:

As part of the Water Department’s routine pump maintenance program, the Locust Well pump was pulled for inspection and rehabilitation. We discovered that the entire column pipe was welded together, making it impossible to pull apart, forcing the contractor to cut the pipe in a way that won’t allow reuse of it. Replacement Column pipe components have been ordered as part of the project under the current contract.

FINANCIAL ANALYSIS:

The price of scrap fluctuates almost daily. As the majority of the scrap is steel or ductile iron, there will be relatively little value in that portion.

PERFORMANCE ANALYSIS:

The declaration of the pipe and pump assembly as surplus and authorization for it to be sold to the current scrap dealer will not affect the City’s customers in any way with regards to financial impact or customer service.

DECISION POINT/RECOMMENDATION:

Council should declare the used Locust Well column pipe and used pump assembly as surplus property and allow Water Department staff to dispose of this property through sale as scrap.

OTHER BUSINESS

Date: March 19, 2019

To: Mayor and City Council

From: Troy Tymesen, City Administrator

Re: Self-Funded health insurance program, actuarial study

Decision Point: Should the City Council approve funding for an actuarial study to assist the City in migrating to a self-funded health insurance program?

History: The Idaho Department of Insurance (DOI) requires that public entities submit an application for approval to begin a self-funded program, which includes an actuarial study related to contribution rates and minimum surplus requirements.

The actuarial study encompasses the following items:

- Development of Required Contribution Rates
 - Projections of future claims cost, stop loss premiums, administrative expenses, reserve contributions, and any other expenses related to the provision of benefits or operation of the plan.
- Development of financial statements for the first three years of operations
 - Determination of plan contributions (both employer and employee), claim payments, reserves for claims incurred but not paid/reported, stop loss premiums paid, and administrative expenses.
 - Projected values and results for plan years beginning October 1, 2019, 2020 and 2021 under three claim scenarios (expected, moderately adverse, extremely adverse).
- Calculation of minimum surplus requirements for the first three years of operations
 - Calculation of reserves for claims incurred but not paid/reported.
 - Determination of minimum surplus requirements per Idaho Code Section 41-4010(3).
 - Plan solvency testing as of September 30, 2020, 2021 and 2022 under three Claim scenarios (expected, moderately adverse, extremely adverse).

The actuarial study will meet the requirements of the Idaho Statutes, specifically Title 41, Chapter 40, as well as the requirements of relevant actuarial standards of practice.

Financial: The proposed minimum fee for the actuarial study is currently not budgeted and will cost \$15,000 - \$17,000 if the proposed timeline can be maintained, and not to exceed \$27,000. The cost of the actuarial study can be absorbed within Administration due to the

current savings in personnel by not yet hiring the budgeted Project Coordinator position. The City of Coeur d'Alene received quotes from Milliman and Actuaries Northwest. The actuarial study should take approximately 6-8 weeks to complete.

In regards to the overall financing of the self-insured health plan, and having the pre-funding and on-going reserve requirements, it is recommended to acquire the required reserves for the trust of approximately \$1,500,000 from the City's fund balance along with savings, over the first few months of the new self-funded plan, from contributions which will be greater than claims. The DOI requires approximately 70% of 4 months of premiums contributed to the "trust" in order to have the reserves to pay claims.

Performance Analysis: The DOI requires an actuarial study to accompany the self-funded application for the City of Coeur d'Alene. The study will advance the steps required in looking at all angles of going self-funded. The City's Medical Review Committee, which consists of a representative from all our bargaining groups, are supportive of moving forward with this analysis. Additionally, each bargaining group has written a letter of support in pursuing a self-funded health insurance plan.

The City of Coeur d'Alene currently pays approximately \$5 million dollars to Regence BlueShield of Idaho for a fully insured medical benefit. There are required costs of approximately 4-8% (i.e. taxes, Affordable Care Act fees, etc.) with being fully insured the City would save by being self-funded. In addition to the tax and fee savings, the City would have more plan design flexibility and increase efficiencies within the plan.

Decision Point/Recommendation: City Council should approve the funding for an actuarial study to assist the City in migrating to a self-funded health insurance program?



Coeur d'Alene Fire Fighters L710

PO Box 2064
Coeur d'Alene, ID 83816

- Eric Paul, President
- Chad Tortorelli, Vice-President
- Josh Sutherland, Secretary
- Bill Dodd, Treasurer

March 9, 2019

Mayor and City Councilpersons
City of Coeur d Alene
710 E. Mullan Ave.
Coeur d'Alene, ID 83814

Dear Mayor and City Councilpersons:

Coeur d'Alene Fire Fighters Local 710 is proud to support the City of Coeur d'Alene in pursuing a self-funded health insurance model. It has been a goal of our Union to find a long term solution to the rising costs of health insurance. A stable insurance platform is important to our members. We feel that investigating a self-funded model could provide stability and help curb rising costs of healthcare. We have been exploring this option with the City health insurance committee alongside City administration and Mr. Helbling and are confident of their knowledge and professionalism in this matter.

Sincerely,

Eric Paul
President



Coeur d'Alene Police Association

3818 N. SCHREIBER WAY
COEUR D'ALENE, ID 83815
208/769-2292 FAX 208/769-2344

March 9, 2019


Melissa Tosi
Human Resources Director
City of Coeur d'Alene
710 E. Mullan Avenue
Coeur d'Alene, ID 83814

Dear Ms. Tosi:

The purpose of this letter is to address the Coeur d'Alene Police Association's position associated with the City's research into moving towards a self-funded health insurance plan.

Our membership has been kept abreast of the efforts the City undertakes with respect to making medical coverage acceptable and affordable for its employees. The Association fully supports any and all efforts the City undertakes in that regard. Specifically, we understand the City must obtain funding for an actuarial study as required by the Department of Insurance. Again, we fully support the City moving forward with respect to the study and will continue to support efforts aimed at determining the feasibility of a self-funded plan.

Respectfully,



Sergeant Johann Schmitz
President
Coeur d'Alene Police Officers Association

MAR 11 2019

To whom it may concern,

The City of Coeur d'Alene has been working with the medical review committee exploring a self-funded medical insurance plan for City of Coeur d'Alene employees. LCEA's representative has been fully involved in the research into a self-funded option and has heard our concerns and interests. This letter is written in support of moving forward with the actuarial and continuing to look at going self-funded as an option for the City.

Sincerely,

Nick Goodwin, President LCEA

Signature:



Date:

03/11/2019



Self-Funding Medical Insurance

City of Coeur d'Alene

Presented by Greg Helbling
Sr. Benefits Consultant, The Murray Group



Purpose of the Change...

- ✓ Increase Cost Efficiencies of the City's Medical Plan
- ✓ Provide Flexibility to City's Plan: To Incorporate "Best in Class" Resources, (Pharmacy PBM, Stop-Loss, Disease Management, etc.)



Proposed Funding Arrangement

Self-Funded Arrangement

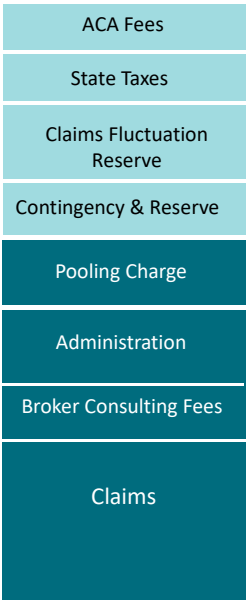
- Department of Insurance will require a separate Trust to be established by the City
 - Trust Purchases Protection for Catastrophic Claims as well as for when Total Claims are Higher than Expected
 - Trust Pays Administrator for Claims Weekly
 - Trust Accepts Losses & Gains



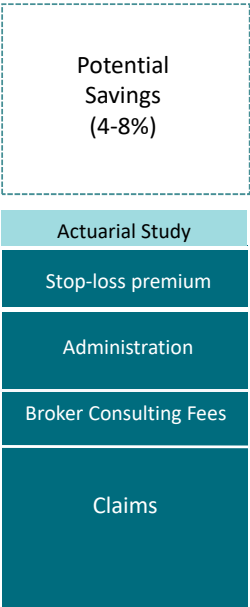
3 / The Murray Group



Fully Insured Plan



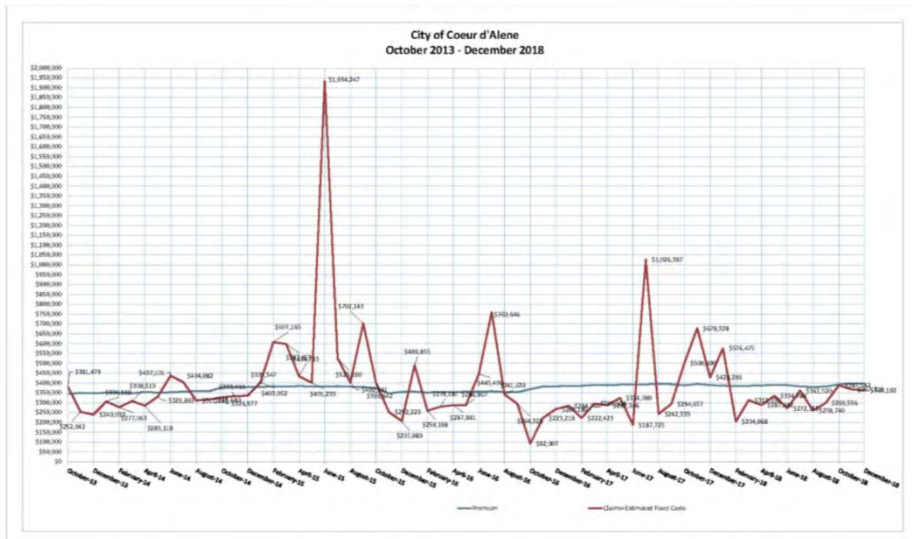
Self-Funded Trust



4 / The Murray Group

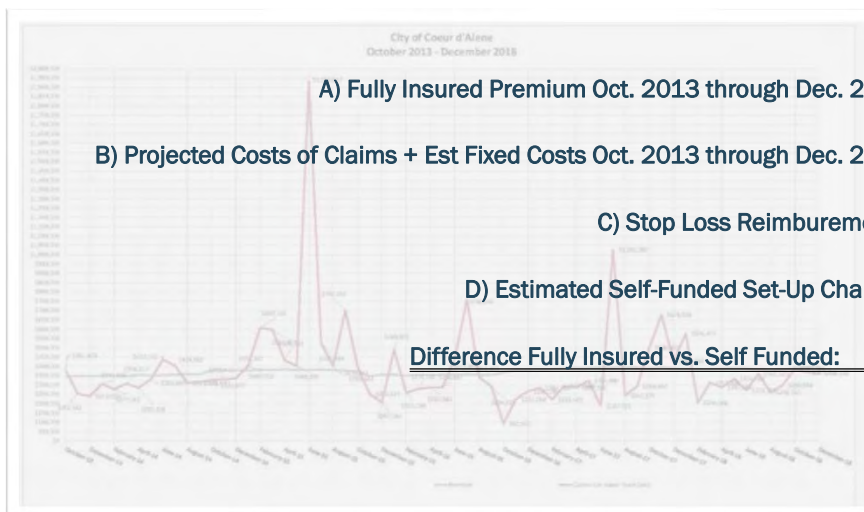


Estimated Savings



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Estimated Savings



A) Fully Insured Premium Oct. 2013 through Dec. 2018: **\$23,543,533**

B) Projected Costs of Claims + Est Fixed Costs Oct. 2013 through Dec. 2018: **(\$24,542,120)**

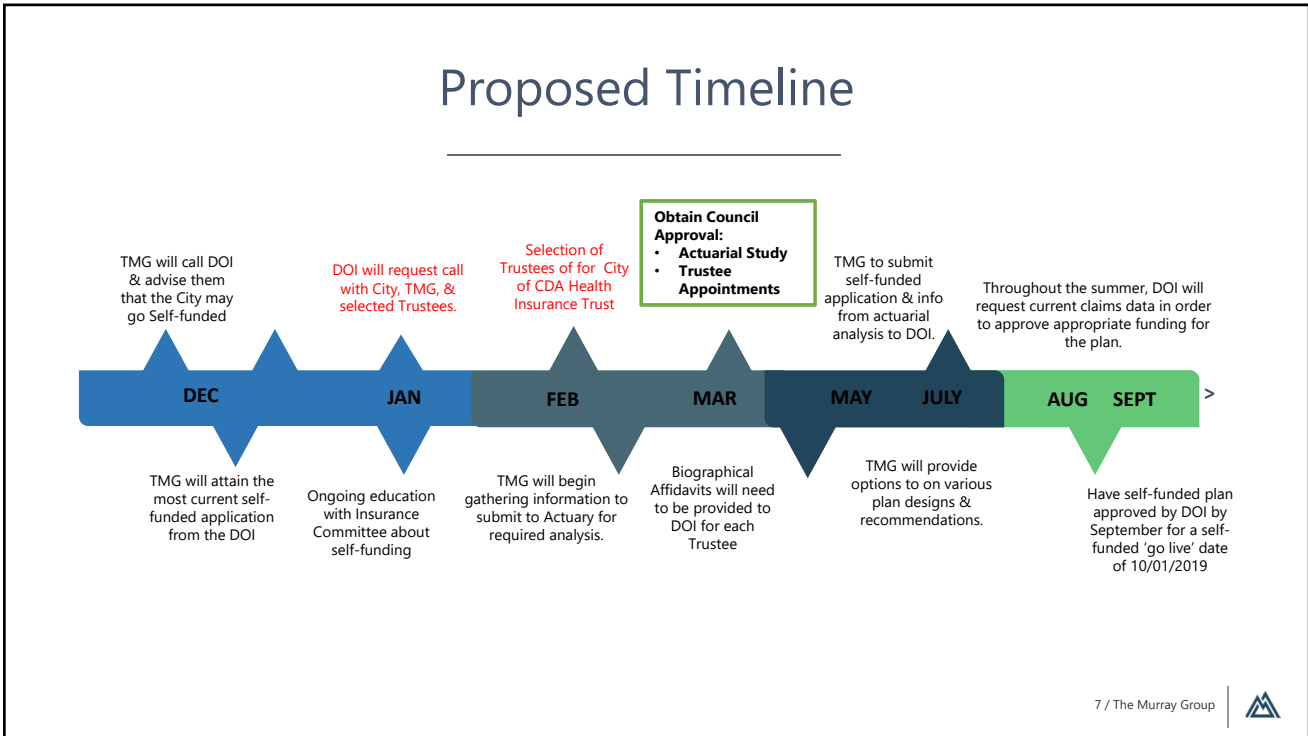
C) Stop Loss Reimbursements: **\$3,618,355**

D) Estimated Self-Funded Set-Up Charges: **(\$50,000)**

Difference Fully Insured vs. Self Funded: \$2,569,768

(A-B+C-D)

6 / The Murray Group 



Actuarial Study

The Idaho Department of Insurance under Chapter 40: Title 41, requires Self-Funding Public Entities to provide an **Annual Actuarial Study** that includes:

- Annual Claims Projections
- Funding Rates
- Annual Cash Flow Projection
- Monitoring of Proper Reserves

8 / The Murray Group

Actuarial Study

Three actuarial firms were contacted to solicit bids

| Firm | Initial Project Cost* | Estimates for follow-up work* |
|---------------------|--------------------------------------|-------------------------------------|
| Milliman | \$15,000 - \$17,000 | \$5,000 - \$10,000 |
| Actuaries Northwest | \$16,500 | Hourly Fees apply (\$175-\$350/ hr) |
| Randall-Hurley | N/A-cannot complete scope of project | |

*estimates assume an implementation date of Oct. 1, 2019 or Jan. 1, 2020

We are asking Council to approve funding of the actuarial study up to an amount not to exceed \$27,000.



Trustee Appointments

- Recommended a board of 3-5 staff members comprise the trustee board.
- The Insurance Committee learned about the roles/responsibilities and necessary background for an ideal board.
- 2 of 3 negotiating groups have asked to have a seat on the board (Police & Fire)

Names for consideration & agreed upon by Insurance Committee:

Randy Adams, Legal

Vonnie Jensen, Finance

Melissa Tosi, Human Resources

Bill Dodd, Fire

Brady Reed, Police





Protecting what matters most

Questions?

