



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

GENERAL SERVICES COMMITTEE
with
Council Members Evans, English, & Sheckler
October 26, 2026, 12:00 p.m.
Library Community Room
702 Front Avenue

AGENDA

*****ITEMS LISTED BELOW ARE CONSIDERED TO BE ACTION ITEMS**

- Item 1** Approval of the Memorandum of Understanding with Panhandle Parks Foundation to establish a permanent memorial at or near Independence Point honoring John Morrison.

STAFF REPORT BY: Adam Rouse, Parks & Recreation Department

- Item 2** Approval of amendments of the City's Municipal Code to the City Code with respect to cemetery operations.

STAFF REPORT BY: Adam Rouse, Parks & Recreation Department

- Item 3** Discussion regarding special events and action to give direction to staff.

STAFF REPORT BY: Renata McLeod, Municipal Services Director

- Item 4** Discussion of fee amendments as proposed by the Administration, Fire, Municipal Services, Parks, Police Departments and Wastewater

STAFF REPORT BY: Renata McLeod, Municipal Services Director

The City of Coeur d'Alene will make reasonable accommodations for anyone attending this meeting who requires special assistance for hearing, physical or other impairments. Please contact Juanita Knight, Senior Legal Assistant, at (208) 769-2348 at least 72 hours in advance of the meeting date and time.

ADJOURNMENT:

**This meeting is aired live on CDA TV Spectrum Cable Channel 1301, TDS Channel 5,
and on Facebook live through the City's Facebook page.**

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GS/PW COMMISSION STAFF REPORT

DATE: October 26, 2026

FROM: Adam Rouse, Recreation Superintendent

SUBJECT: Panhandle Parks Foundation MOU-John Morrison Memorial
(*City Council Action Required*)

DECISION POINT:

Should the GS/PW Committee ask Council to approve a Memorandum of Understanding (MOU) with Panhandle Parks Foundation to establish a permanent memorial at or near Independence Point honoring John Morrison, a City of Coeur d'Alene firefighter killed in the line of duty.

HISTORY:

The Parks and Recreation Department has been working with Morrison family representatives, co-workers, and other vested community parties to establish a memorial for John Morrison. There are already donors identified as well as a conceptual drawing.

FINANCIAL ANALYSIS:

The Parties understand that construction of the memorial is contingent upon the availability of sufficient funding through donations, grants, City contributions, or other approved funding sources. Nothing in the MOU obligates either Party to expend funds beyond those separately approved through its respective authorization processes.

PERFORMANCE ANALYSIS:

The purpose of the MOU is to memorialize the Parties' shared commitment to plan, fund, construct, and maintain a permanent memorial honoring John Morrison. The Parties recognize the significance of honoring Mr. Morrison's service and sacrifice through a public memorial accessible to residents and visitors.

DECISION POINT / RECOMMENDATION:

Recommend Council approve the Memorandum of Understanding with Panhandle Parks Foundation to establish a permanent memorial at or near Independence Point honoring John Morrison.

MEMORANDUM OF UNDERSTANDING
City of Coeur d'Alene and the Panhandle Parks Foundation
Regarding the John Morrison Memorial Project

This Memorandum of Understanding ("MOU") is entered into by and between the City of Coeur d'Alene ("City") and the Panhandle Parks Foundation ("Foundation"), collectively referred to as the "Parties."

Purpose

The purpose of this MOU is to memorialize the Parties' shared commitment to plan, fund, construct, and maintain a permanent memorial honoring John Morrison, a City of Coeur d'Alene firefighter who was killed in the line of duty. The Parties recognize the significance of honoring Mr. Morrison's service and sacrifice through a public memorial accessible to residents and visitors.

Memorial Location

The Parties currently intend for the memorial to be constructed at or near Independence Point within City-owned park property.

The Parties acknowledge that future park improvements, redevelopment activities, or site modifications at Independence Point may occur within the coming years. Such future changes shall not diminish the Parties' commitment to complete and preserve the memorial project.

Responsibilities of the Foundation

The Foundation agrees to:

1. Assist in fundraising efforts for the design, construction, and installation of the memorial.
2. Collaborate with the City on memorial design concepts and community engagement efforts.
3. Contribute financial and organizational support necessary to advance the project to completion.

Responsibilities of the City

The City agrees to:

1. Work collaboratively with the Foundation in the planning and development of the memorial.
2. Review and approve memorial designs in accordance with applicable City policies and standards.
3. Provide a suitable location for the memorial within City property.
4. Coordinate any required permitting, construction oversight, and long-term maintenance responsibilities as determined by the Parties.

Commitment to Completion

The Parties affirm their mutual intent that the John Morrison Memorial be completed and permanently installed. Should the originally contemplated location at Independence Point become unavailable, impractical, or subject to redesign, the Parties agree to work cooperatively to identify an alternative location that fulfills the purpose of this MOU.

It is the express intent of the Parties that future changes to park facilities or park planning efforts will not prevent the creation or continued preservation of the memorial.

Funding

The Parties understand that construction of the memorial is contingent upon the availability of sufficient funding through donations, grants, City contributions, or other approved funding sources. Nothing in this MOU obligates either Party to expend funds beyond those separately approved through its respective authorization processes.

Term

This MOU shall become effective upon signature by both Parties and shall remain in effect until the memorial project is completed and installed, unless modified or terminated by mutual written agreement of the Parties.

Non-Binding Nature

This MOU reflects the good-faith intentions of the Parties and is not intended to create legally enforceable obligations except as may be incorporated into subsequent agreements approved by the Parties.

Signatures

CITY OF COEUR D'ALENE

By: _____

Name: _____

Title: _____

Date: _____

PANHANDLE PARKS FOUNDATION

By: _____

Name: _____

Title: _____

Date: _____

GS/PW COMMITTEE STAFF REPORT

DATE: October 26, 2026

FROM: Adam Rouse, Parks & Recreation Director

SUBJECT: Cemetery Code Amendments (*City Council Action Required*)

DECISION POINT:

Should GS/PW Committee recommend City Council adopt amendments to the City Code with respect to cemetery operations.

HISTORY:

The Cemetery Code has not undergone a comprehensive update in more than two decades. Over that time, operational practices, industry standards, and community needs have evolved, necessitating a review of the existing regulations.

The proposed amendments include substantial revisions regarding the roles and responsibilities of the American Legion, Kootenai Post 14, and the Veterans of Foreign Wars (VFW), Coeur d'Alene Post. Staff also conducted a thorough review of the existing code to update outdated provisions, clarify ambiguous language, improve administrative efficiency, and ensure consistency throughout the chapter.

FINANCIAL ANALYSIS:

The proposed amendments have no direct financial impact on the City. Any costs associated with implementation will be limited to staff time required to update administrative procedures and City Code references.

PERFORMANCE ANALYSIS:

The proposed amendments will improve the administration and long-term management of Forest Cemetery by modernizing operational standards and clarifying existing regulations. Key changes include: allowing up to three cremated remains (urns) to be interred within a full-size burial lot; allowing the interment of one casket and up to two cremated remains within a full-size burial lot; clarifying procedures and responsibilities related to cemetery operations and management; establishing provisions that allow the City to reclaim abandoned or unused cemetery lots in accordance with Idaho law; updating provisions related to the American Legion and Veterans of Foreign Wars to reflect current practices and responsibilities; and improving clarity and consistency throughout the Code for cemetery staff, lot owners, and the public.

These amendments will help maximize available burial space, improve operational efficiency, and ensure the continued stewardship of the City's cemetery facilities.

DECISION POINT/ RECOMMENDATION:

Recommend Council adopt the proposed amendments to the Municipal Code pertaining to cemetery operations and management.

ORDINANCE NO.
COUNCIL BILL NO. 26-

AN ORDINANCE PROVIDING FOR THE AMENDMENT OF THE FOLLOWING SECTIONS OF THE COEUR D'ALENE MUNICIPAL CODE: 4.10.010, 4.10.020, 4.10.030, 4.10.040, 4.10.050, 4.10.060, 4.10.070, 4.10.080, 4.10.090, 4.10.100, 4.10.110, 4.10.120, 4.10.130, AND ADDING A NEW SECTION, 4.10.140: RECLAMATION OF LOTS; REPEALING ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HEREWITH; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR THE PUBLICATION OF A SUMMARY OF THIS ORDINANCE AND AN EFFECTIVE DATE THEREOF

WHEREAS, upon recommendation of the City's Parks and Recreation Commission, it is deemed by the Mayor and City Council to be in the best interests of the City of Coeur d'Alene that said amendments be adopted;

NOW, THEREFORE,

BE IT ORDAINED, by the Mayor and City Council of the City of Coeur d'Alene:

SECTION 1. *That section 4.10.010 of the Coeur d'Alene Municipal Code be amended as follows:*

4.10.010: FEES:

The ~~m~~Mayor and ~~e~~City ~~e~~Council will, from time to time, establish fees for all services provided by the ~~e~~City in providing cemetery services including, but not limited to, setting markers and monuments, opening and closing graves, burial of ashes or cremains, disinterment, furnishing concrete linings, setting stones and the price of lots, niches and nameplates. (Ord. 3382 §17, 2010)

SECTION 2. *That section 4.10.020 of the Coeur d'Alene Municipal Code be amended as follows:*

4.10.020: ALLOCATION OF FUNDS:

~~Fifty-Thirty~~ percent (~~35~~0%) of the revenues received from the sale of lots will be placed in the permanent cemetery investment fund and ~~fifty-seventy~~ percent (~~75~~0%) will be placed in the cemetery maintenance fund. (Ord. 3382 §17, 2010)

SECTION 3. *That section 4.10.030 of the Coeur d'Alene Municipal Code be amended as follows:*

4.10.030: SUPERVISION OF CEMETERIES:

The ~~p~~Parks ~~director~~ ~~s~~Superintendent is responsible for the maintenance and operation of the ~~e~~City cemeteries, including enforcement of all ordinances and rules adopted regarding ~~e~~City cemeteries. Unless otherwise provided in this chapter, all work in the ~~e~~City cemeteries must be done by ~~e~~City employees working under the direction of the ~~p~~Parks and ~~cemetary~~ ~~r~~Recreation ~~director~~ ~~s~~Director. (Ord. 3382 §17, 2010)

SECTION 4. *That section 4.10.040 of the Coeur d'Alene Municipal Code be amended as follows:*

4.10.040: CEMETERY RECORDS:

- A. The ~~p~~Parks ~~d~~irector and ~~r~~Recreation ~~d~~irector, or ~~his or her~~ designee, will keep and maintain a record of:
 - 1. All interments, including the name, age, gender, date of birth, ~~cause of death (if known),~~ and date and place of ~~burial (including section, lot and block);~~ burial, to include lot and/or niche location.
 - 2. All disinterments; and
 - 3. All lots sold, repurchased, or transferred from one owner to another.
- B. Records to be maintained for the above purposes include an interment book, ~~lot index~~ book, ~~and a lot map or~~ lot map book, and database. (Ord. 3382 §17, 2010)

SECTION 5. *That section 4.10.050 of the Coeur d'Alene Municipal Code be amended as follows:*

4.10.050: SALE AND TRANSFER OF CEMETERY LOTS:

- A. All cemetery lots are sold subject to the ~~e~~City's ordinances, rules and regulations regarding cemeteries and can only be used for the burial of human dead.
- B. The price of a cemetery lot includes the cost of perpetual care of the lot, not including extra care or labor such as planting trees, shrubs or flowers, or for any care over and above that exercised generally in the cemetery.
- C. No transfer or assignment of any lot will be valid without the written approval of the ~~m~~Mayor as attested by the ~~e~~City ~~e~~Clerk following approval by the ~~e~~City ~~e~~Council, which authorization shall appear in the minutes of the meeting when such authorization was given. (Ord. 3382 §17, 2010)

SECTION 6. *That section 4.10.060 of the Coeur d'Alene Municipal Code be amended as follows:*

4.10.060: BURIAL LOTS RESERVED FOR VETERANS:

- A. Blocks 50, 51, and 52 of section E of Forest Cemetery are reserved for the burial of veterans of World War II. A lot in this section will be provided free for the burial of a World War II veteran who received an honorable or medical discharge. An additional lot in the section will be provided free for the burial of one spouse of the veteran. The ~~e~~City will not pay the expense of opening and closing the graves. ~~(All of these lots are full, none are available.)~~

- B. Blocks 3, 4, 5, 6, 23, 24, 25, and 26 of section A of Forest Cemetery (190 lots total) are reserved for burial of members and members' spouses of Kootenai Post 14 of the American Legion. ~~Kootenai Post 14 will pay to the city fifty dollars (\$50.00) for each of the first one hundred seventy (170) lots used. Payment will be made at the time the lot is used if used for the burial of a member or at the time the lot is reserved if reserved for a member's spouse. The allocation of the various lots will be made by the officers of Kootenai Post 14. The maximum payment to the city under this subsection is nine thousand five hundred dollars (\$9,500.00) and Kootenai Post 14 has prepaid one thousand dollars (\$1,000.00), which reflects the cost of the final twenty (20) lots used.~~ All requirements have been met.
- C. Blocks 61 to 67 of section B of Forest Cemetery (182 lots total) are reserved for burial of members and members' spouses of the Coeur d'Alene Post of the Veterans Of Foreign Wars. ~~The post will pay to the city fifty dollars (\$50.00) for each of the first one hundred sixty two (162) lots used. Payment will be made at the time the lot is used if used for the burial of a member or at the time the lot is reserved if reserved for a member's spouse. The allocation of the various lots will be made by the officers of the Coeur d'Alene Post. The maximum payment to the city under this subsection is nine thousand one hundred dollars (\$9,100.00) and the Coeur d'Alene Post of Veterans Of Foreign Wars has prepaid one thousand dollars (\$1,000.00), which reflects the cost of the final twenty (20) lots used.~~ All requirements have been met.
- D. Blocks 68 and 69 of section B and lots 1 to 11 of block 70 of section B of Forest Cemetery (59 lots total) are reserved for burial of members and members' spouses of the Coeur d'Alene Post of Veterans Of Foreign Wars. ~~The post will pay to the city seventy dollars (\$70.00) for each of the first fifty (50) lots used. Payment will be made at the time each lot is used. The allocation of the various lots will be made by the officers of the Coeur d'Alene Post. The maximum payment to the city under this subsection is four thousand one hundred thirty dollars (\$4,130.00) and the Coeur d'Alene Post of Veterans Of Foreign Wars has prepaid six hundred thirty dollars (\$630.00), which reflects the cost of the final nine (9) lots used. (Ord. 3382 §17, 2010)~~ All requirements have been met.

SECTION 7. *That section 4.10.070 of the Coeur d'Alene Municipal Code be amended as follows:*

4.10.070: GRADE AND FENCING OF LOTS:

- A. The grade of all lots shall be determined by the ~~parks director~~Parks sSuperintendent.
- B. Each lot or block in the cemetery shall be marked by an iron pin or pipe at each corner set level with the ground.
- C. No enclosure of any nature, such as fences, copings, hedges or ditches, are allowed upon or around any plots, lots or blocks.
- D. Grave mounds are not permitted, and lots may not be raised above the established grade. The graves shall receive the same general care as other parts of the lawn. The grass is to be

cut and leaves and debris raked off ~~at the same time that~~while the remainder of the lawn is cleaned. (Ord. 3382 §17, 2010)

SECTION 8. *That section 4.10.080 of the Coeur d'Alene Municipal Code be amended as follows:*

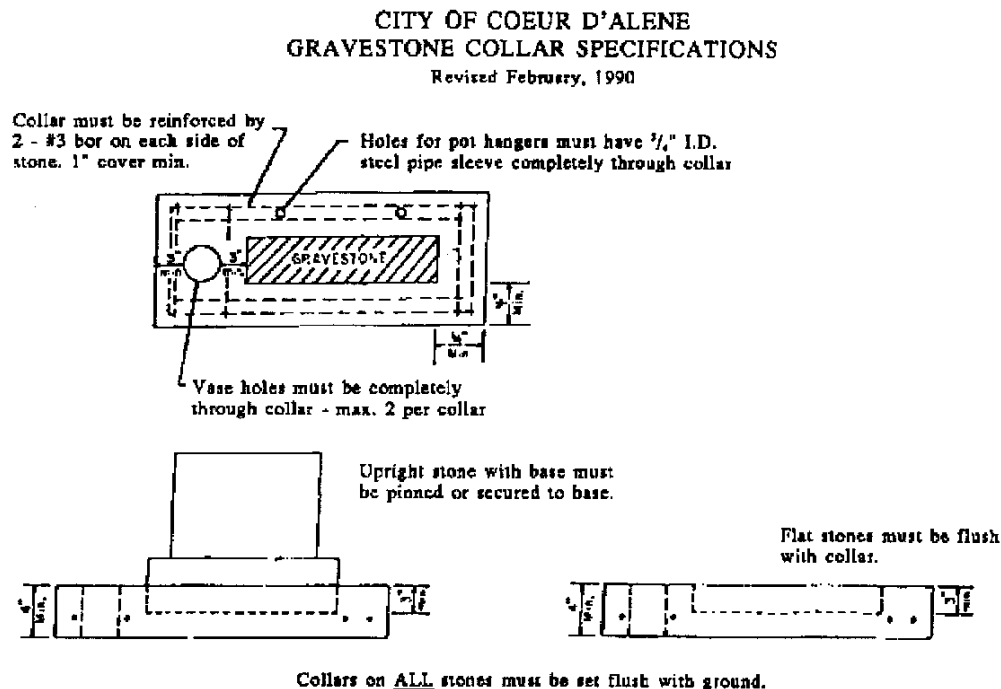
4.10.080: PLANTING AND REMOVAL OF TREES, SHRUBS AND PLANTS:

No trees, shrubs or plants shall be planted, pruned or removed without the consent of the ~~p~~Parks ~~directors~~Superintendent. The ~~director~~Parks sSuperintendent shall have full authority to prune, remove or transplant any trees, shrubs or plants when he considers it in the best interest of the cemetery. (Ord. 3382 §17, 2010)

SECTION 9. *That section 4.10.090 of the Coeur d'Alene Municipal Code be amended as follows:*

4.10.090: MONUMENTS AND MARKERS:

- A. All monuments and gravestones must be placed upon foundations built of solid masonry, which shall not be less in size than the lower base of the structure, and which shall be of sufficient depth, in the opinion of the park and cemetery director, to support the monument. There shall be constructed a collar of concrete four inches (4") wide around the base at the bottom of each monument, or granite may be used as the foundation for the gravestone and must also have a minimum of a four inch (4") wide collar around the base of the monument. The monument must be glued and doweled securely to the granite. The top of the concrete collar or granite collar must be flush with the surrounding ground level. Specifications for a concrete collar are as illustrated in the drawing below.



- B. All stones of sufficient thickness to stand alone shall be properly doweled to their base.
- C. Wooden markers are prohibited.
- D. The base of all monuments shall be cut ~~so as to~~ set fairly level on foundations.
- E. The eCity is not liable for any damage or injury resulting to raised letterings, carving or ornaments on any memorial or other structure on any lot.
- F. ~~In sections J, K, L, M, N and O of~~ In Aall future additions or annexations of the Forest Cemetery Annex (Riverview) and all future additions or annexations to Forest Cemetery, grave markers must be set flush with the surrounding ground level. Width of collar and marker combined is to be four inches (4") less than the width of the lot on which it is to be placed. The length of the marker is not to exceed sixteen inches (16"). No pot hangers may be placed unless inserted within the collar of the headstone. Such pot hangers must be removed from the cemetery by October 1 of every year and may not be again placed in the cemetery until May 1.
- G. All headstones must be placed at the west edge of the lot except in sections G and F where they must be placed at the head of the lot. Any secondary stones must be placed flush to the first stone and flush with the ground.
- H. ~~Temporary markers used to identify a grave will be removed in six (6) months from date of burial. Temporary markers are not allowed to have collars and remain as a permanent marker.~~ (Ord. 3382 §17, 2010)

SECTION 10. *That section 4.10.100 of the Coeur d'Alene Municipal Code be amended as follows:*

4.10.100: INTERMENTS AND DISINTERMENTS:

- A. No interment will be permitted, nor will ~~any body~~any body be received for a full burial, unless a proper certificate is furnished to the ~~park and cemetery director~~cemetery office, ~~or his or her designee, setting forth the name of the deceased, the residence of the deceased at the time of his or her death, the name of his or her nearest relative, and the time, place and cause of death.~~ by the funeral home overseeing the burial.
- B. At least ~~twenty four (24) hours~~forty-eight (48) hours notice must be given to the ~~park and cemetery director~~cemetery office before any interment. ~~Such~~ A complete burial slip with full name, lot or niche location, birth date, death date, burial date and time, vault or liner status, and lot or niche location. notice shall give the size of the case used and the location of the grave.
- C. ~~Only one interment shall be made in the grave, except that a parent and infant, or two (2) children, may be placed in one casket, or one interment, and one cremains in the lot or two~~

~~(2) remains only in the lot, two (2) remains in remain lots K-1-A, K-5-A and K-10-A, and also except that double depth interment may be made in section B, blocks 1-6, 6A and 6B. One casket and two (2) urns may be allowed in a full burial lot, or up to (3) urns may be allowed.~~

- D. No interment or disinterment shall be made except by cemetery employees under the direction of the ~~p~~P~~arks and r~~R~~ecreation and e~~e~~emetery d~~Director, and upon the written consent of the record owner of the lot, his or her surviving spouse and/or members of the immediate family.
- E. The ~~e~~City is not liable for any damage incurred during a disinterment ~~done to any casket, burial case or urn incurred in disinterment.~~
- F. The City is not liable for errors in issuing interment permits or establishing the identity of the deceased. Additionally, the City assumes no liability for verbal orders given by telephone, or for errors resulting from vague, incomplete, or inaccurate instructions regarding a burial plot's location, size, or boundaries. ~~The city is not liable for any mistake made in the issuance of the interment permit nor for any mistake of identity of the person interred. The city is not liable for any order given by telephone, or for any mistake occurring from the want of precise and proper instructions as to the particular space, size or location of the plot where interment is made.~~
- G. No interment will be allowed, and no marker may be placed in or on any a cemetery lot ~~until the lot or block reserved has been paid for and the services rendered~~ all fees are paid in full.
- H. Every ~~earth-casket~~ interment shall be enclosed in a concrete vault or liner. Vaults made of heavy noncorrosive metal, fiberglass or other materials which meet or exceed the performance standards and specifications of concrete liners will also be permitted.
- I. No interments, disinterments or removals shall be permitted on Sunday or any of the legal holidays recognized by the ~~e~~City except Veterans Day, Presidents' Day, Labor Day, and the day after Thanksgiving; provided, however, that when the death was caused by contagious disease and interment has been ordered within twenty-four (24) hours after death by ~~the a~~ health officer with jurisdiction, such interment may be made on other such holidays.
- J. Two (2) ~~eremaincremains~~ burials will be allowed in the same lot in Forest Cemetery on lots with trees which cannot otherwise be used for full burial. Said lots will also be restricted to flat markers set flush to the ground and not to be wider than twelve inches (12") or longer than ~~thirty-six~~thirty-six inches (36"). All cremains are to be placed in a nonperishable container prior to interment in ground or niche wall.
- K. One ~~eremaincremains~~ urn is allowed in each niche in the ~~eremaincremains~~ niche wall, except where companion niches are provided, then two (2) ~~eremaincremains~~ urns are allowed. ~~A standard nameplate will be provided by the cemetery. Purchaser of cremain niche is responsible for engraving of nameplate and cost of the nameplate including installation. No other nameplates will be allowed except for veteran administration nameplates made of~~

~~bronze and measuring eight and one-half inches by five and one-half inches (8½" x 5½"). A standard nameplate may be purchased through the cemetery office, installation fees apply. Bronze nameplates only are allowed in Forest Cemetery and only silver nameplates in Riverview. Newer niche walls in both Forest and Riverview Cemeteries allow for engraving by a third party.~~ When a niche with a nameplate, or engraving, is vacated at the owner's request, ~~and the nameplate is to be removed, and, if the door is engraved,~~ the owner making the request will be responsible for a new niche door.

- L. ~~Opening and closing services and costs are not the responsibility of the city. The mMayor and eCity eCouncil~~ the Parks & Recreation Director may, ~~by resolution in writing,~~ provide criteria under which a private contractor may perform opening and closing services in the cemetery.
- M. A memorial stone marker or plaque can be placed on a lot but must not extend beyond the four feet (4') authorized for the headstone and secondary stone on a lot. A memorial stone mark;er must be placed within a collar of the headstone or secondary stone and be flush to the ground, a flat bronze memorial plaque can be secured to the collar of a headstone or secondary stone. A "memorial stone marker or plaque" is defined as a third stone or plaque on a lot memorializing someone that is not actually interred in the lot. The first interment would have a headstone, headstone; the second interment would have the secondary stone. The secondary stone must be flush with the ground, placed directly at the base of the headstone and cannot exceed two feet by two feet (2' x 2') in size. (Ord. 3382 §17, 2010)

SECTION 11. *That section 4.10.110 of the Coeur d'Alene Municipal Code be amended as follows:*

4.10.110: RULES OF CONDUCT:

- A. No vehicle shall be driven upon the cemetery grounds faster than ten (10) miles per hour.
- B. Children unaccompanied by parents or guardians will not be permitted on the grounds.
- C. No dogs or other animals will be permitted to run at large upon the grounds, nor shall dogs or other animals be allowed upon the grounds except service animals accompanied by their owners or when dogs or other animals, under proper restraint, are allowed on the grounds as part of a funeral procession.
- D. All persons are prohibited from gathering or taking away any flowers, wild or cultivated, or breaking, damaging or destroying any shrub, plant or tree upon the cemetery grounds.
- E. All persons are prohibited from writing upon, or in any manner marring, defacing or injuring any monument in the cemetery, from playing any games, washing cars, sunbathing, or any other activities unrelated to the proper use, good order, and decorum of the cemetery. (Ord. 3382 §17, 2010)

SECTION 12. *That section 4.10.120 of the Coeur d'Alene Municipal Code be amended as follows:*

4.10.120: CEMETERY HOURS:

All eCity cemeteries are closed to the public during the hours of ten o'clock (10:00) P.M. until seven o'clock (7:00) A.M., and all persons are prohibited from ~~entering into~~entering any eCity cemetery during such hours except by special authorization of the ~~park and cemetery~~Parks and Recreation eDirector. (Ord. 3382 §17, 2010)

SECTION 13. *That section 4.10.130 of the Coeur d'Alene Municipal Code be amended as follows:*

4.10.130: ENFORCEMENT AND PENALTIES:

- A. The pParks and Recreation eDirector ~~is authorized to~~responsible for maintaining quiet and good order in eCity cemeteries, and ~~is authorized~~ to eject any person violating any of the provisions of this eChapter or who disturbs the quiet, peace and good order of the eCity cemeteries by loud noise or improper conduct.
- B. Any violation of a mandatory provision of this eChapter is a misdemeanor punishable as provided in section 1.28.010 of this code. (Ord. 3382 §17, 2010)

SECTION 14. *That a new Section 4.10.140, Reclamation of Lots, be added to the Coeur d'Alene Municipal Code as follows:*

4.10.140: RECLAMATION OF LOTS:

The City Council may reclaim lots, sites, or portions of a cemetery not used for one hundred (100) years by Resolution as provided by Idaho Code § 27-301. To reclaim a lot, Council shall pass a Resolution requesting that the owner, or his or her heir or assign, of a lot, site, or portion of the cemetery that has been unused for burial purposes for more than one hundred (100) years, file with the City Clerk a written statement of continuing claim or interest in the lot, site, or portion of the cemetery.

(1) The City will deliver a copy of the Resolution to the individual personally or by leaving copies thereof at the individual's home or usual place of abode with some person over the age of eighteen (18) years then residing therein. The Resolution shall notify the owner that the owner must, within sixty (60) days after service of the Resolution on the owner, express his or her interest in maintaining the cemetery lot, site, or portion of the cemetery by filing with the City Clerk a written statement of his or her continuing claim or interest.

(2) If it is determined that the owner is deceased, the requirement to personally serve the owner may be met by mailing a copy of the Resolution to all known or reasonably ascertainable heirs of the owner. A search for heirs shall include an inquiry into the next succeeding owner(s) of a decedent's real property and a basic online search for information about the heirs of the deceased owner.

(3) If the owner cannot be personally served with the Resolution as required in subsection (2) of this section, the City shall publish the Resolution for three (3) successive weeks in the City's official newspaper and shall mail a copy of the Resolution within fourteen (14) days after the publication to the owner's last known address, if available.

(4) If, in response to the Resolution, the owner or one (1) of his or her heirs or assigns submits a written statement of continuing interest in the lot, site, or portion of the cemetery for interment purposes, the City shall reissue to said person a new conveyance document evidencing his or her interest in said lot, site, or portion of the cemetery for interment purposes, in accordance with its usual practices. If more than one (1) heir or assign shall submit competing claims in the lot, site, or portion of the cemetery in question, the City shall notify all such competing heirs or assigns but shall have no authority to adjudicate the relative merits of said claims or interests. If, within ten (10) years from the date of said notification, the competing heirs or assigns shall not have agreed upon a resolution of their various interests or adjudicated the same, the City may require from each a renewed written statement of each such heir's or assign's continuing claim or interest in the lot, site, or portion of the cemetery, by complying with the provisions of this section. The City may repeat this process every ten (10) years, as necessary, until such time as ownership of the lot, site or portion is vested in an individual. Alternatively, when facing competing claims among heirs, the City may file an interpleader in a court of competent jurisdiction to determine the rights of all persons claiming an ownership interest in the cemetery lot, site or portion in question.

(5) If, for sixty (60) days after the last date of service, mailing and/or publication of the Resolution, the owner, or his or her heir or assign, of the cemetery lot, site, or portion of the cemetery fails to claim an interest, the owner's rights, and the rights of his or her heirs and/or assigns, are terminated, and that lot shall be revert back to the City.

SECTION 15. All ordinances and parts of ordinances in conflict with this ordinance are hereby repealed.

SECTION 16. The provisions of this ordinance are severable and if any provision, clause, sentence, subsection, word or part thereof is held illegal, invalid, or unconstitutional or inapplicable to any person or circumstance, such illegality, invalidity or unconstitutionality or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, subsections, words or parts of this ordinance or their application to other persons or circumstances. It is hereby declared to be the legislative intent that this ordinance would have been adopted if such illegal, invalid or unconstitutional provision, clause sentence, subsection, word, or part had not been included therein.

SECTION 17. After its passage and adoption, a summary of this Ordinance, pursuant to the provisions of the Idaho Code, shall be published once in the official newspaper of the City of Coeur d'Alene, and upon such publication this Ordinance shall be in full force and effect.

Passed under suspension of rules upon which a roll call vote was duly taken and duly enacted an Ordinance of the City of Coeur d'Alene at a regular session of the City Council on , 2026.

APPROVED, ADOPTED and SIGNED this day of , 2026.

Daniel K. Gookin, Mayor

ATTEST:

Renata McLeod, City Clerk

SUMMARY OF COEUR D'ALENE ORDINANCE NO. _____

Amending Sections 4.10.010, 4.10.020, 4.10.030, 4.10.040, 4.10.050, 4.10.060, 4.10.070, 4.10.080, 4.10.090, 4.10.100, 4.10.110, 4.10.120, 4.10.130, and adding a new Section, 4.10.140: Reclamation of Lots, to the Coeur d'Alene Municipal Code

AN ORDINANCE PROVIDING FOR THE AMENDMENT OF THE FOLLOWING SECTIONS OF THE COEUR D'ALENE MUNICIPAL CODE: 4.10.010, 4.10.020, 4.10.030, 4.10.040, 4.10.050, 4.10.060, 4.10.070, 4.10.080, 4.10.090, 4.10.100, 4.10.110, 4.10.120, 4.10.130, AND ADDING A NEW SECTION, 4.10.140: RECLAMATION OF LOTS; PROVIDING REPEAL OF CONFLICTING ORDINANCES; PROVIDING SEVERABILITY. THE ORDINANCE SHALL BE EFFECTIVE UPON PUBLICATION OF THIS SUMMARY. THE FULL TEXT OF THE SUMMARIZED ORDINANCE NO. _____ IS AVAILABLE AT COEUR D'ALENE CITY HALL, 710 E. MULLAN AVENUE, COEUR D'ALENE, IDAHO 83814 IN THE OFFICE OF THE CITY CLERK.

Renata McLeod, City Clerk

STATEMENT OF LEGAL ADVISOR

I, Randall R. Adams, am City Attorney for the City of Coeur d'Alene, Idaho. I have examined the attached summary of Coeur d'Alene Ordinance No. _____, Amending Sections 4.10.010, 4.10.020, 4.10.030, 4.10.040, 4.10.050, 4.10.060, 4.10.070, 4.10.080, 4.10.090, 4.10.100, 4.10.110, 4.10.120, 4.10.130, and adding a new Section, 4.10.140: Reclamation of Lots, to the Coeur d'Alene Municipal Code, and find it to be a true and complete summary of said ordinance which provides adequate notice to the public of the context thereof.

DATED this day of , 2026.

Randall R. Adams, City Attorney



PARADES & SPECIAL EVENTS



1

History

- July 21, 2015 – Staff presentation to Council regarding Parade and Special Events – Code change; DTA and Chamber took on more responsibility for part-a-potties; garbage; hiring of flaggers; **Council motion to increase revenue without hurting events.**
 - May 2, 2017 – Event fees increase by 20%
 - January 17, 2017 – Park fees were amended
 - May 31, 2018 – Code Amendments -clarify numbers of participants and procedures required.
 - June 21, 2022 – Council requested the item of Special Event and fees be brought forward for discussion
 - July 19, 2022- **Council request to combine code; research contracts for high impact events; increase fee schedule**
 - May 7, 2024 and February 3, 2026 Council approved an agreement with DTA for High Impact Events
 - May 21, 2024 and May 19, 2026 and 2026 Council approved an agreement with the Chamber of Commerce for the 4th of July Event 2026, 2027, 2028
- Fee increases 2024, 2025, and 2026

2

Departments included

- Legal
- Parks
- Police
- Fire
- Streets/Engineering
- Municipal Services

3

Impact on City Services

- Sherman Avenue closures (new hotels impacts for future traffic)
- Closures throughout community
- Number of Events in a month
- Number of Participants
- Number of Spectators
- Alcohol
- Fireworks

4

Event Sponsors Expenses

- Outside of a city agreement, all barricades and traffic control to be privately provided/managed.

5

City Costs

Legal restrictions regarding covering the costs of any events, including that the fee must be reasonably related to actual cost to the City and cannot be higher than actual cost to the City for the event.

When there is a controversial political message which might offend spectators, it is unconstitutional to add to the fees in anticipation of first amendment activity.

6

City Costs

The City looks at Overtime Costs to determine the expense. However, there are some events that overlap with others, such as Street Fair (Art on the Green and Taste of CDA); while other events are earlier in the day but encourages increased activities in the downtown in the evenings such as St. Patrick's Day.

Cost are estimated at: \$43,796

7

City Costs

2025 Special Events

Event	Police Dept.	Fire Dept.	Streets Dept.	Total Event Overtime Cost
St Patrick's Day Parade - 3/15/25	\$ 2,002	\$ -	\$ 586	\$ 2,589
Car d'Alene 6/13/25-6/14/25	26,461	-	1,191	27,652
Street Fair 8/1/25 - 8/3/25	8,009	-	420	8,428
Holiday Lighting Parade 11/28/25	4,432	459	236	5,127
	\$ 40,903	\$ 459	\$ 2,433	\$ 43,796

8

Should we divide categories?

- Concerts
- Fun Runs/Triathlons/Duathlons
- Sports Tournaments
- Community Events
- For Profit Sales Events/Sales i.e. Flea Markets/Farmers Markets/Street Fairs
- Non-profit fundraisers

9

What are other cities doing?

- Some want to attract people to their communities and events and do not charge fees or charge very low fees; some require 45 days notice others 4 days;
- Telluride – event proceeds must go to local/regional non-profits
- Reedsburg – double fee if submitted less than 45 days
- Jackson – must have sufficient volunteers to assist with traffic control
- Cumberland – estimated overtime to be incurred paid before permit issued, Council/Administrator can waive
- Goleta – Sponsor to provide traffic control devices, signs, barricades, and clean up after
- Grant's Pass – Extraordinary expenses to be paid by the applicant within 30 days following the event
- Bend – No more than 3 street closures per month July/August 2 otherwise

10

Annual Special Events

Yellow highlight=
Contract

Blue= No
Contract

Month	Event	Category	Month	Event	Category	Month	Event	Category
April	Spring Dash - United Way	High	September	Tunnel of Towers	Med	January	Right to Life March	Low
	CDA Marathon - Private	High		International Rosary Walk	Med	March	St. Patrick's Day Parade - DTA	Low
May	Car D Lane (Cruise and Show n Shine) DTA	High	October	Christ the King Procession	Med	May-September	Farmer's Market - DTA	Low
June	Ironman -Contract	High	October	Santa/Reindeer Run - Private	Med	May	CDA Flea Market	Low
June	4th Of July 'America the Beautiful' Parade - Chamber	High	December			June	CDA Flea Market	Low
July	Cda Tri - Private	High				July	Kiddie's 4th of July Parade - City	Low
August	Street Fair - DTA	High				July	Emerge Block Party	Low
August	CDA Fondo- Private	High				July	Cataldo Pilgrimage	Low
Sept	Lighting Ceremony - DTA	High				August	CDA Flea Market	Low
November						September	CDA Flea Market	Low
						September	Emerge Inc	Low
						September/October	Homecomings	Low
						October	Christ the King Procession	Low

11

Parks Events (sometimes overlap with street closures)

Park Events	
Concerts	Riverstone/City/McEuen
Fun Runs	Tesh; K-27; Iron kids; Ironman; CDA marathon; Spring Dash; CDA Tri; Ales to Trails; Tunnels to Towers; Santa Run
Sports Tournaments	Pickle Ball; LaCrosse; Soccer; Softball;
Events	Family Day; Easter hunt; National Day of Prayer; Pride in the Park; Brewfest; Movies in the park; Taste of CDA;

12

Park's Annual High/Med Events

Taste of the CDAs (same weekend as street fair)	High (due to number of days and participants)
CDA Marathon (also special event)	High (due to # of participants)
4th of July (Also Special Event)	High (due to # of participants)
Ales for the Trails	High (due to # of participants)
Brewfest	High (due to # of participants, vendors)
Spring Dash (also Special Event)	High (due to # of participants)
Music at McEuen	High (due to # of participants)
Pride in the Park	High
Riverstone Concerts	Med due to participants
Family Day in the Park	Med
Run for the Angels	Med (due to # of participants)
Pickleball Tournament	Med (due to # of days and participants)
Rosary Walk	Med (due to # of participants)

13

Contracts

- DTA
- Chamber
- WTC – Ironman
- Concerts in the Park

14

Does this still make sense?

M.C. 10.60.050: Set forth that the permit fee charged for the event and the security deposit required shall be based upon the event's category. The categories are established by impact on City services, and the applicable category shall be determined by the following table.

Category	Participants	Hours	Length	Fee
High	Over 500	6+ hours	21+ blocks	\$866.25
Medium	201 - 500	3 - 6 hours	12 - 20 blocks	\$346.50
Low	0 - 200	Under 3 hours	Under 12 blocks or no street closure	\$173.25
Farmers Market		Operates less than 3 hours		No Charge

- An event will be assigned to the category (high, medium, low) which corresponds to at least two (2) of the three (3) criteria (participants, hours, length). If each of the three (3) criteria correspond to a different category, the event shall be assigned to the category "high".

15

How to change fee schedules?

- Continue 5%-10% increases
- Include cost of equipment upgrades into Contracts/fees over a 5-year period or other timeframe that gets our equipment to code
- Change categories
- Charge event parking fees during events

16

Municipal Code Sections to combine?

- Chapter 4.25 Parks and Public Property Regulations;
- Chapter 4.30 Activities on Public Property;
- Chapter 5.44 Outdoor Assemblies – Private Property
- Chapter 10.60 Parades, Special Events and Public Assemblies
- 5.25 City Streets Loud Speaker permits
- 5.75 – Concessions



**CITY COUNCIL
STAFF REPORT**

DATE: OCTOBER 20, 2026

FROM: RENATA MCLEOD, MUNICIPAL SERVICES DIRECTOR/CITY CLERK

RE: FEE INCREASES, CIVIL PENALTIES, AND CLARIFICATIONS

DECISION POINT: Should Council approve fee amendments as proposed by the Administration, Fire, Municipal Services, Parks, Police Departments and Wastewater?

HISTORY: The City is required to hold a public hearing for any proposed fee increase in excess of five percent (5%) pursuant to Idaho Code § 63-1311A. In addition, Idaho Code § 63-1311 provides that all fees for service shall be reasonably related to, but shall not exceed, the actual cost of the service being rendered. While some of the fees listed below are increasing less than 5%, are simply being clarified, and/or are being removed entirely, and therefore are not required to be included in the public hearing, it is Staff's desire to keep all changes together for ease of tracking. The Departments have evaluated the fee increases and have determined that they are reasonably related to, but do not exceed, the actual cost of the service being rendered. The following is an explanation of the changes for each department and the proposed fees. *Please note that crossed out items are being deleted while underlined items are the new proposed fees and text. All other fees not referenced will remain the same.*

1. **ADMINISTRATION:** Parking fees have always been listed under Administration. Staff met with Diamond Parking and discussed fees and came up with the following suggested amendments to cover future maintenance and operations. There was a reference to boat moorage under Recreation, and it is being referenced back to the Administration parking fees section for consistency and clarification. The following proposed fees reflect what Diamond and staff believe to be appropriate increases for the lots and use.

[Note: City of Coeur d'Alene marked vehicles are exempt from all fees.](#)

Coeur d'Alene Avenue Parking Structure

Secured Parking:

- Monthly permit \$~~60~~100.00 /month, plus processing fees

Monthly Parking Permits:

- Parking Passes \$~~223~~5.00/month, plus processing fees
 - Overnight Parking \$40.00/month, plus processing fees
 - Government Vehicle \$20.00/month per vehicle

Event Parking:

- 4th of July \$~~79~~.00/parking space

McEuen Parking Structure

Monthly Parking Permits:

- Parking Passes \$~~450~~.00/month (Plus processing fee; Not pro-rated)
- Parking Passes Downtown Association Members/[Employees](#) \$~~350~~.00/month (Plus processing fee)

Annual Passes, [first 2 hours free/day](#):

- Coeur d'Alene City Residents \$~~10.50~~[20.00](#)/year/vehicle
- Kootenai County Residents \$~~21.00~~[30.00](#)/year/vehicle

Event Parking:

- 4th of July (all day) \$~~79~~.00/parking space

Boat Docks:

3rd Street Public Moorage - \$~~50~~[75](#).00/overnight (24 hours)

Independence Point Parking

Event parking:

- 4th of July (all day) \$~~97~~.00/parking space

Monthly Parking Permits:

- Parking Passes \$~~4560~~.00/month (Plus processing fee; Not pro-rated)
- [Construction Parking \(Oct. – March\)](#) \$~~66.50~~[66.50](#)/month(Plus processing fee; Not pro-rated)

City Park (AKA Museum) Parking Lot

Monthly Parking Permits:

- Parking Passes \$~~2035~~.00/month (Plus processing fee; Not pro-rated)
- [Construction Parking- As Available](#) \$~~66.50~~[66.50](#)/month(Plus processing fee; Not pro-rated)
- [Commercial Use – As available](#) \$45.00/month/vehicle

Event parking:

- 4th of July (all day) \$~~97~~.00/parking space

Memorial Field Public Parking Lot

Monthly Parking Permits:

Parking Passes \$~~25~~35.00/month (Plus processing fee;
Not pro-rated)

Annual Passes, first 2 hours free/day:

Coeur d'Alene City Residents \$~~10~~20.00/year/vehicle
Kootenai County Residents \$~~20~~30.00/year/vehicle

Event parking:

4th of July (all day) \$~~79~~.00/parking space

PARKING VIOLATIONS- Civil Penalties

Boat Mooring overnight, fail to pay \$100.00

Parking longer than maximum
limit in meter zone

or limited parking zone: 1st Violation: Courtesy [ticket](#)/Warning: \$10.00

RECREATION:

MARINA FEES – See 3rd Street parking lot rates

Moorage Docks (Same as 3rd St. Parking Lot Rates)

\$2.00/hour

Overnight Parking/(11:00 p.m. – 8:00 a.m.) – \$ 25.00/parking space

2. **FIRE:** The department is requesting some updates to their fee schedule, including the removal of the blasting permit fee, and the firefighter equipment room as they are no longer needed. They would like to increase the fireworks display fee to the maximum state allowable. Other fees are being increased to reflect current costs. The plan review chart was just reorganized for ease of use.

BLASTING PERMIT

Permit for single detonation \$100.00

Permit for Multiple Detonations \$200.00

Inspection/Monitoring \$50.00/site visit

FIREWORKS DISPLAY PERMIT

Fee: Includes inspection for aerial, proximal, and commercial displays \$~~100~~125.00

FIRE CODE PLAN REVIEW

Commercial and Multifamily

if less than \$1,000,000 valuation	15% of Bldg. Permit Fee
if more than \$1,000,000 and less than \$35,000,000 valuation	10% of Bldg. Permit Fee

if more than \$35,000,000	5% of Bldg. Permit Fee, <u>with a \$42.00 minimum</u>
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FIREFIGHTER EQUIPMENT ROOM

~~Firefighter Equipment Room Fee~~ ~~\$9,000/required room~~

FIRE SYSTEM PLAN REVIEW

Fire Sprinkler/Underground/Standpipe Systems (new/alterations)

Plan Review *(Include plan review and inspection)* \$4.00/device - ~~\$5084~~.00 minimum
whichever is greater

Fire Alarm System (new/alterations)

Plan Review *(Include plan review and inspection)* \$4.00/device - ~~\$5084~~.00 minimum
whichever is greater

Each Additional Inspection ~~\$5084~~.00/hr. – 1 hr. minimum charge

Commercial Hood

Plan Review *(Include plan review and inspection)* ~~\$5084~~.00 minimum or 5% of value
of Hood Unit whichever is greater

Inspections:

Failure to Cancel Scheduled Inspection \$1~~6800~~.00 (Double Inspection Fee)

Inspections – Outside Agency \$ ~~5084~~.00/hr.

Failure to Obtain Permit ~~\$200.00 Double Permit Fee~~

Flammable Liquid Storage Tanks:

Installation Permit *(Include plan review and inspection)* ~~\$150.00~~ 84.00/hour

Removal/Abandonment/Disposal Permit ~~\$5084~~.00/hr.

All other Plan Reviews \$84.00/hr.

Inspection \$84.00/hr. – 1 hour minimum

REGIONAL TRAINING FACILITY FEES

Audio/Visual Classroom \$35.00/hr. or ~~\$150~~280.00/day

~~Maneuvers/Mat Room~~ ~~\$25.00/hr. or \$110.00/day~~

Weight Room \$25.00/hr. or ~~\$110~~200.00/day

Training Tower \$50.00/hr. or ~~\$300~~400.00/day

Live Fire Training \$75.00/hr. or ~~\$600~~300.00/day

Training Grounds \$25.00/hr. or ~~\$200~~100.00/day

Maintenance fee ~~\$50~~100.00

(For Non-Business Hours Facility Use)

Cancellation Fee ~~\$50~~100.00

INSPECTIONS:

General Inspections/Operational Permit Fee: \$84.00/hour [\(1 hour minimum\)](#)

[*Operational Permits via 2018 IFC Section 105](#)

Daycare Inspections: ~~\$25~~84.00/hour [\(1 hour minimum\)](#)

3. **MUNICIPAL SERVICES:** The Department is requesting an increase in the film production permit fee, as the last increase was approved in 2019. All fees are proposed at a 5% increase to keep up with employee costs. Special event fees are categories are under review and may be brought forward under another hearing if further adjustments are warranted. The Council adopted the Kratom Ordinance at its September 15, 2026 Council meeting, which included business licensing and a fee needed to be established based on staff processing times, including zoning verification, Municipal Services processing, and legal review. Idaho Code § 39-2604 limits the amount a jurisdiction can charge for firework stand permits to \$25.00, so that fee is being amended. The City is no longer able to issue childcare licenses and repealed the amusement machine/arcade code, so those fees are being removed.

NOTE: [Citywide fee - A non-refundable convenience/processing fee will be added for use of a credit card, above the listed fee.](#)

COMMERCIAL FILM PRODUCTION PERMIT FEES:

Most Productions = Low Impact:	~~\$100~~ \$150.00 per day of filming
Medium Impact	~~\$200~~ \$300.00 per day filming
High Impact	~~\$300~~ \$600.00 \$ per day
Low Impact	
• 0-10 Crew members	• \$150.00 refundable deposit for:
• Public facility use of up to 5 days	Small local feature
	Independent feature
	Short or documentary
	Commercial photography (ex., still print ads, catalog shots, etc.)
	Small video productions
Medium Impact	
• 11-15 Crew members	• \$250.00 refundable deposit for:
• Public facility use of 6-14 days	extended timeframe of filming
High Impact	
• 16-20 Crew members	• \$500.00 refundable deposit for:
• Public facility use of 16-21 days	Mid-sized or major studio feature films
	Local or national commercials
	Made for TV movies or series
	Music videos
*** Any requests that include street closure must go through the City's special event/street closure process. Additionally, c Crews larger than 20 members and/or filming longer than 21 days will go through the City Special Events/Street Closure process. ** Anytime park	

land closure is requested, the production must enter into an agreement with the City for Park land use.

VIOLATIONS:

Kratom Code

Violation/Civil Penalty \$100.00

Kratom Retail Sales License: \$105.00

AMUSEMENT MACHINE/ARCADE

Amusement Arcade License \$200.00

Amusement Machine License \$50.00

CHILDCARE/DAY CARE FACILITY

Facility License

Less than 13 children \$63.00

13 or more children \$105.00

Athletic Club Facility License \$21.00

Individual License \$10.50

DOOR TO DOOR SOLICITATION

Business License \$848.00

FOOD COURT LICENSE

Food Court License: \$66.1570.00

Fire Inspection Fee \$44.10 85.00

Food Court License Annual Renewal: \$55.1358.00

MOBILE VENDOR

Mobile Vendor Permit: \$165.38 174.00

Mobile Vendor Annual Renewal: \$52.50 55.00

RECORDS REQUESTS/RECORDS COPIES (City wide fee)

Copy of records onto a compact disc \$.43

Compact disc with case \$.60

Resident public records requests

Labor Costs (minus the first 2 hours per Idaho Code)= actual cost associated with locating and copying documents

Non-resident public records requests

Labor Costs = actual cost associated with locating and copying documents

PARKING PERMIT FOR CONSTRUCTION

Construction vehicles only \$30.0015.00/day

DETECTIVE AGENCY/SECURITY AGENTDetective Agency/Merchant Police Agency ~~\$66.15~~ 70.00Detective/Merchant Police Employee ~~\$33.08~~ 35.00**DRAIN LAYER**Drain Layer Contractor ~~\$47.50~~ 50.00Drain Layer License ~~\$26.25~~ 28.00**HOME OCCUPATION**Home Occupation Certificates ~~\$55.13~~ 58.00Renewal Certificates ~~\$27.56~~ 29.00**KENNEL LICENSE**Annual Kennel License Fee ~~\$42.00~~ 44.00**MASSAGE THERAPY/FACILITY**Massage Facility, New ~~\$132.30~~ 139.00Massage Facility, Renewal ~~\$66.15~~ 70.00Fire Inspection Fee ~~\$42.00~~ 44.00**PORTABLE TOILET PERMIT**Permit fee per toilet ~~\$50.00~~ 53.00**OUTDOOR EATING FACILITY**Sidewalk Encroachment Permit ~~\$137.81~~ 145.00

Temporary Sewer Cap Fee Per current Wastewater Fee Ordinance

SAFE AND SANE FIREWORKSFirework Stand Permit ~~\$176.40~~ 25.00/location plus ~~\$100~~ 150.00 security depositReinspect Fee: ~~\$42~~ 84.00**SOUND TRUCKS/LOUDSPEAKER PERMIT:** ~~\$100~~ 105.00**SPECIAL EVENTS/ STREET CLOSURES (Parades)**

<u>Category</u>	<u>Participants</u>	<u>Hours</u>	<u>Length</u>	<u>Fee</u>
High	Over 500	6+ hours	21+ blocks	~~\$866.25~~ <u>910.00</u>
Medium	201 - 500	3 - 6 hours	12 - 20 blocks	~~\$346.50~~ <u>365.00</u>

Low	0 - 200	Under 3 hours	Under 12 blocks or no street closure	~~\$173.25~~ <u>182.00</u>
Farmers Market		Operates less than 3 hours		No Charge

TAXI CAB

New Company License	~~\$5070.00~~
Per vehicle tag	~~\$208.00~~
Vehicle Change	
Re-license Fee	~~\$280.00~~

USED MERCHANDISE DEALERS

Business License	~~\$210.00~~ <u>221.00</u>
Employee (New/Renewal)	\$ ~~5.25~~ <u>6.00</u>

4. **PARKS AND RECREATION:** The Department is requesting fee increases for maintenance and operations. There has been a surge in non-local residents purchasing lots and niches since 2020, therefore, they are adding a non-resident fee. To ensure they can properly care for the grounds and pay for staff. They conduct a periodically review of cemetery fees against regional Idaho standards. Our latest evaluation showed that our rates, especially regarding labor costs, have not kept pace. The updated pricing addresses these operational needs and brings consistency back to Riverview Cemetery after five years of lowered pricing on newer sections. With a recent increase in sales closing out several sections, aligning Riverview's niche pricing with Forest Cemetery allows us to strengthen our perpetual care fund.

CEMETERY

Cemetery Lots

Adult – Raised Headstone Area	~~\$1,400.00~~ <u>1,500.00</u>
~~Adult – raised headstone Riverview Sections T&U~~	~~\$1,100.00~~
Adult – Flat Headstone Area	~~\$1,050.00~~ <u>1,200.00</u>
Infant	\$ ~~250.00~~ <u>350.00</u>
Cremains Lot (Single)	\$ ~~800.00~~ <u>1,000.00</u>
Cremains Lot (Double)	~~\$1,200.00~~ <u>1,500.00</u>

*Veteran – (Sect. B)	\$ ~~300.00~~ <u>700.00</u>
<u>Non-Coeur d’Alene Resident -</u>	<u>\$500.00 additional</u>

Niche

Single – ~~Forest~~	~~\$1,100.00~~ <u>1,200.00</u>
Companion – ~~Forest~~	~~\$2,000.00~~
~~Single – Riverview~~	~~\$ 900.00~~
~~Companion – Riverview~~	~~\$1,300.00~~

Replacement Door – Single	\$ ~~150.00~~ <u>200.00</u>
Replacement Door – Double	\$ ~~250.00~~ <u>300.00</u>
<u>Non-Coeur d’Alene Resident -</u>	<u>\$500.00 additional</u>

Opening and Closing - Full

Adult

Weekdays to 3:00 p.m.	\$ ~~700.00~~ <u>1,100.00</u>
Weekdays after 3:00 p.m.	\$ ~~850.00~~ <u>1,800.00</u>
Saturdays	\$ ~~950.00~~ <u>1,800.00</u>
Holiday	\$ ~~1,000.00~~ <u>2,000.00</u>

Infant

Weekdays to 3:00 p.m.	\$ ~~225.00~~ <u>300.00</u>
Weekdays after 3:00 p.m.	\$ ~~275.00~~ <u>400.00</u>
Saturdays	\$ ~~275.00~~ <u>500.00</u>

Opening and Closing – Ground Cremain

No Attendance – Weekday	\$ ~~250.00~~ <u>500.00</u>
With Attendance – Weekday to 3:00 p.m.	\$ ~~500.00~~ <u>650.00</u>
With Attendance – Weekday after 3:00 p.m.	\$ ~~700.00~~ <u>1,000.00</u>
With Attendance – Saturday	\$ ~~800.00~~ <u>1,200.00</u>
With Attendance- Holiday	\$ ~~900.00~~ <u>1,400.00</u>

Opening & Closing-Niche Cremain

No Attendance-Weekday	\$ ~~200.00~~ <u>250.00</u>
With Attendance-Weekday (to 3 pm)	~~350.00~~ <u>400.00</u>
With Attendance-Weekday (after 3 pm)	~~550.00~~ <u>800.00</u>
With Attendance-Saturday	~~700.00~~ <u>1,000.00</u>
Adult-Holiday	~~750.00~~ <u>1,200.00</u>

Other

Door Removal for Nameplate or

for Inscription \$ ~~100.00~~ 150.00

Plaque Installation \$ ~~100.00~~ 150.00

Stone Inspection \$ ~~125.00~~ 150.00

Secondary Headstone/Secondary Use fee \$ ~~300.00~~ 500.00

Niche Vase \$ ~~150.00~~ 275.00 (includes installation fee)

Winter Rate (Nov. 15- March 15) \$ ~~100.00~~ 150.00

Niche vases must be approved by Cemetery

Nameplates

Standard (prices may vary due to current metals market rates) \$ 250.00

Zombie Retrieval fee: \$1,000.00

5. **POLICE:** The Department would like to establish a fee for the Goat Permit created last year. After review the staff time involved in use of goats it was determined that approximately 2 hours of animal control would be utilized to monitor the site, the fee reflects that expense. Additionally, they would like to increase the vehicle use fee to reflect increased fuel costs and wear and tear on idling engines.

Goat Weed Abatement Permit: \$110.00

ANIMAL IMPOUND FEES

Maximum - up to 5 additional Days ~~\$50~~80.00

ANIMAL CONTROL FINES

Running at Large \$ ~~75~~100.00

No Current License \$ ~~75~~100.00

Appeal Processing Fee without a hearing \$ ~~100~~75.00

Appeal Processing Fee with a hearing \$ 200.00

SECURITY/TRAFFIC CONTROL

Vehicle Use: \$~~100~~50.00/4 hours (4-hour minimum per vehicle)

WASTEWATER: This item is being brought forward to be consistent with Ordinance 3743.

Interceptor Fees: (established via Ord. 3743; applicable to properties described in Ord. 3743)

Fairway Trunk Main : * \$1,079.37 per ERU

Riverside Interceptor: * \$2,781.66 per ERU

*fees are adjusted annually based on the ENR Construction Cost Index

FINANCIAL: The fees are intended to cover City maintenance and operations costs, and are reasonably related to the actual cost of the service being rendered.

DECISION POINT/RECOMMENDATION: Council should approve fee amendments as proposed by the Administration, Municipal Services, Parks, Police, and Wastewater Departments.



1

Fee Increases

Pursuant to Idaho Code 63-1311A: New fees and increases in excess of 5% must be approved by a Resolution and a Public Hearing.

A small version of the City of Coeur d'Alene logo is located in the bottom right corner of the slide. It includes the stylized mountain, tree, and sun/moon graphic, along with the text 'City of Coeur d'Alene IDAHO'.

2

ADMINISTRATION

Staff met with Diamond Parking and discussed fees and came up with the proposed amendments. Funds go toward the Parking Fund, which aids with the cost of maintenance and operations. There was a reference to boat moorage under Recreation, and it is being referenced back to the parking fees section for consistency and clarification. The following are highlights of increases for the lots and use, which may provide approximately \$100,000 in increased revenue.

- ▶ All fees for the 4th of July reflect the \$9.00 retained when leased to the Chamber of Commerce.
- ▶ Annual passes (first 2 hours for free/day) at McEuen and Memorial Field to increase to \$20.00/year/vehicle for CDA Residents and \$30.00/year/vehicle for Kootenai County residents. Revision of fees within the CDA Avenue Parking structure to include a \$100.00/month secured parking, and \$35.00 monthly passes.
- ▶ Boat Dock Moorage to increase to \$75.00 /overnight with the violation for non-payment to be \$100.00.
- ▶ Due to enforcement staff time and resources associated with the courtesy tickets a fee of \$10.00 is being requested.



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FIRE

- ▶ Removal of the blasting permit
- ▶ Inspection and plan review fees to be consistently \$84.00/hour
- ▶ Increase in fines for failure to cancel scheduled inspection to \$168.00 and failure to obtain a permit \$200.00.
- ▶ Updates to the training facility fees
- ▶ Commercial/Multifamily valuations of more than \$35,000,000 to be 5% of the building permit fees with a min. of \$42.00



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MUNICIPAL SERVICES

- ▶ Clarification that Credit Card processing fees are paid above all fees
- ▶ Removal of fees for childcare and Amusement machine Arcade licenses and removal of the copy of compact discs as that is no longer utilized.
- ▶ Proposal to increase business permits/licensing by 5%
- ▶ Temporary Film Production Permit Fees to be increased to \$150.00 for low impact; \$300.00 for Medium, and \$600.00 for high impact
- ▶ Setting of the Kratom Business License to be \$105.00 and setting violations of the code at \$100.00
- ▶ Setting of a Non-resident public records fee
- ▶ Construction parking permit \$30.00/day
- ▶ Due to Idaho Code constraints, the fireworks stand fee must be set at \$25.00
- ▶ Parade and special events is being proposed to increase by 5% until further research can be done.



5

PARKS

- ▶ To cover maintenance and operations within the cemetery division, various increases in cemetery related fees are being proposed.

POLICE

- ▶ Establishing a fee for the Goat Permit created last year
- ▶ Animal control fees
- ▶ Vehicle use for security/traffic control



6

WASTEWATER

- ▶ Establishment of Interceptor Fees in accordance with Ord. 3743 which are applicable to properties described in Ord. 3743
 - Fairway Trunk Main : * \$1,079.37 per ERU
 - Riverside Interceptor: * \$2,781.66 per ERU
 - *fees are adjusted annually based on the ENR Construction Cost Index



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PW MEETING DECISION

- ▶ Provide any needed feedback to staff
- ▶ Recommendation to move forward with the November 3, 2026 fee hearing.



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