

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

November 4, 2025

The Mayor and Council of the City of Coeur d'Alene met in a regular session of said Council at the Coeur d'Alene City Library Community Room on November 4, 2025, at 6:00 p.m., there being present the following members:

Woody McEvers, Mayor

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

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

INVOCATION: Grant MacLean of the Trinity Luthera Church led the invocation.

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

PRESENTATIONS: Councilmember English read the Proclamation declaring International Day of the Girl on October 11, 2025. Brian Newberry, Chief Executive Officer of the Girl Scouts of Eastern Washington and Northern Idaho, accepted the proclamation. He expressed gratitude to the Mayor and City Council for their continued support of the Girl Scouts, especially through the annual proclamation. He highlighted the Girl Scouts' statewide activities during Idaho Week and emphasized the importance of hearing young voices in civic spaces. He announced a new cookie flavor, "Exploremores," launching next year, and shared that over 42,000 boxes of cookies and thousands of snack items were donated to military personnel, first responders, and healthcare workers. He concluded by celebrating the strong relationship between Coeur d'Alene and its Girl Scouts, noting the organization's growth and upcoming national convention in Washington, D.C.

PUBLIC COMMENTS:

John Pulsipher, Coeur d'Alene, urged the Council not to adopt the Voluntary Separation Incentive Program, citing concerns about budget impact. Instead, he proposed generating revenue through voluntary hotel fees, similar to donation prompts at restaurants, to support city services. He also advocated for establishing a chaplaincy program for first responders immediately. Lastly, he suggested that if a City Council vacancy arises due to the election, the seat should be filled by the candidate with the highest vote count who did not win, as a way to honor the people's vote.

ANNOUNCEMENTS: Councilmember Kiki Miller shared two updates. First, she announced that the 5th Annual Housing Solutions Partnership Planning and Zoning Workshop will be held on December 4th in the library community room. The event is geared toward planning and zoning commissioners, elected officials, and housing industry professionals, and a full report will follow. Second, she reported that Republic Services has agreed to set up a recycling program for coroplast political signs, helping reduce landfill waste. She coordinated with Municipal Services Director Renata McLeod to notify other city clerks so candidates can be informed, and a news story about the initiative is expected soon.

Councilmember Dan Gookin reminded everyone that Leaf Fest is happening next week, starting in the southern part of town and moving north, and encouraged residents to place their leaves out for collection. He also raised concern about the Marriott Hotel construction site reportedly having sink holes. City Administrator Troy Tymesen responded, confirming that the issue is being actively addressed with engineers and developers, including video inspections and meetings with affected businesses.

Mayor McEvers requested the reappointments of Jim Lien, Mike McDowell, and Warren Bakes to the Parks and Recreation Commission; Jim Windisch to the Library Board of Trustees; and Richard Shaffer and Anneliese Miller to the Historic Preservation Commission.

MOTION: Motion by Wood, seconded by English to appoint Jim Lien, Mike McDowell, and Warren Bakes to the Parks and Recreation Commission; Jim Windisch to the Library Board of Trustees; and Richard Shaffer and Anneliese Miller to the Historic Preservation Commission.

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

CONSENT CALENDAR:

1. Approval of Council Minutes for the October 21, 2025 and October 27, 2025 Council Meetings.
2. Setting of public hearings for **December 2, 2025:**
 - a. A-1-25 - Annexation of a 3.19-acre parcel from County Agriculture Suburban to City R-3 (Residential at 3 units per acre), by the Eugene P. Haag Jr. Trust, located at: 2248 E. Stanley Hill Road, Coeur d'Alene, ID.
 - b. Community Development Block Grant (CDBG) Plan Year 2024 Consolidated Annual Performance and Evaluation Report (CAPER)
3. Approval of Bills as Submitted.
4. **Resolution No. 25-060** – A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, APPROVING THE PURCHASE OF A CAT 420XE BACKHOE FROM WESTERN STATES EQUIPMENT THROUGH THE SOURCEWELL COOPERATIVE PURCHASING PROGRAM IN THE AMOUNT OF \$148,382.30; APPROVING THE PURCHASE OF A 2026 SEWER TANK/PUMP TRUCK FROM FREIGHTLINER NORTHWEST THROUGH THE SOURCEWELL COOPERATIVE PURCHASING PROGRAM IN THE AMOUNT OF \$211,739.00; DECLARING THAT A 2006 FORD CROWN VICTORIA, PREVIOUSLY USED BY THE POLICE DEPARTMENT, IS SURPLUS AND AUTHORIZING ITS TRANSFER TO A SALVAGE YARD FOR DISPOSAL; DECLARING THAT A 2008 FORD F550 FLATBED AND A 2008 RED

CHEVROLET TAHOE, PREVIOUSLY USED BY THE POLICE DEPARTMENT, ARE SURPLUS AND AUTHORIZING THEIR SALE AT AUCTION; AND APPROVING A LETTER AGREEMENT WITH BEAR WATERFRONT, LLC, ADJUSTING COMPLETION DATES FOR PUD CONDITIONS.

MOTION: Motion by Evans, seconded by Gabriel to approve the Consent Calendar as presented, including **Resolution No. 25-060**.

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

RESOLUTION NO. 25-061

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, ACCEPTING THE BID OF, AND AWARDING A CONTRACT TO, UNITED PUMP CO., d/b/a UNITED PUMP & CROWN DRILLING, FOR THE HANLEY WELL PUMP REHABILITATION PROJECT FOR AN AMOUNT NOT TO EXCEED \$200,000.00.

STAFF REPORT: Water Assistant Director Glen Poelstra presented a request for Council approval of the lowest responsive bid and contract award to United Pump Company (doing business as United Pump and Crown Drilling) for rehabilitation work on the Hanley Well. It was originally drilled in 1990 to a depth of 400 feet, has a production capacity of nearly 3,500 gallons per minute (gpm) and currently operates with a vertical turbine pump installed in 2003, replacing the original 450 HP submersible pump due to performance issues. The well consistently produces around 3,200 gpm and features a 500-horsepower motor, 14" drop pipes, and a 5-stage pump. Mr. Poelstra explained the technical differences between submersible and vertical turbine pumps, noting the latter is now preferred. For its rehabilitation, the Water Department has budgeted \$200,000, with the lowest responsive bid of \$94,513 submitted by United Pump Co. Additional options for replacing worn components could raise the cost to \$203,260, but staff recommend approving the base bid with a not-to-exceed contract of \$200,000 to allow flexibility. The rehabilitation process involves removing, inspecting, and cleaning components, with replacements made only as needed. A downhole video inspection will also be conducted to ensure well integrity.

DISCUSSION: Councilmember Gabriel stated concern about the cost of replacing all components, suggesting that if the system is being dismantled and examined, full replacement might be preferable. Mr. Poelstra explained that while they aim to minimize costs, many parts such as the stainless-steel shaft and column pipe are durable and can often be reused after inspection and cleaning. He added that refurbishing is a common and cost-effective practice in well rehabilitation, provided the parts meet necessary specifications. Councilmember Miller asked how long a well rehabilitation typically extends the life of the system before another intervention is needed. Mr. Poelstra explained that while it's difficult to predict precisely, they monitor factors like vibration, amperage, and runtime hours to assess wear. Generally, pumps need to be replaced every 10 to 12 years, with the pump at the bottom being the most worn component. When inspected, these pumps are often found to be about halfway worn out at that interval.

MOTION: Motion by Miller, seconded by Evans to approve **Resolution No. 25-061**; approving Approval of a Contract with United Pump Co., d/b/a United Pump & Crown Drilling, for the rehabilitation of the Hanley Well in the amount not to exceed \$200,000.00.

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

RESOLUTION NO. 25-062

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, AMENDING RULE 1 – GENERAL PROVISIONS, RULE 10 – PROBATIONARY PERIOD, RULE 12 – PAY ADJUSTMENT, AND RULE 13 – TRANSFER, DEMOTION, LAYOFF, RESIGNATION, AND REINSTATEMENT, OF THE CITY OF COEUR D'ALENE PERSONNEL RULES.

STAFF REPORT: Human Resources Director Melissa Tosi presented proposed amendments to the personnel rules, primarily aimed at updating the probationary period for lateral police officers from 18 months to 12 months. These changes consolidate all probation-related languages under Rule 10, streamlining and clarifying outdated or inconsistent wording across Rules 1, 10, 12, and 13. Updates include removing obsolete requirements, correcting appointment authority to department heads, and aligning probation practices for transferred employees with those for promotions. The amendments have been reviewed by the Executive Team and sent to the Fire Union, Lake City Employees Association, and Police Association, with police administration requesting the change apply only to lateral officers.

DISCUSSION: Councilmember Wood raised concerns about proposed changes to the personnel rules, noting that she received a request from the Police Association for another opportunity to review. She also questioned terminology around department heads versus directors and sought clarification on the removal of language regarding rule repeal procedures. Ms. Tosi explained that amendments would follow the same posting process as staff proposals, eliminating the need for newspaper publication. Councilmember Wood also expressed concern about vague language such as “best interests of the city” replacing more specific terms like “merit and fitness,” and questioned the removal of “competitive examination.” Ms. Tosi responded that merit and fitness are subjective and that all hiring processes are competitive by nature. Councilmember Wood pointed out inconsistencies in language regarding hiring authority between department heads and the H.R. Director, which Ms. Tosi clarified as a collaborative process. Councilmember Wood recommended that the Police Association be given time to meet again with Ms. Tosi to ensure clarity and mutual understanding before moving forward. Councilmember Gookin asked for clarification on the term “competitive service” in the personnel rules, and Ms. Tosi explained that it refers to all full-time benefited employees covered by those rules. Councilmember Gabriel confirmed that the proposed changes had been vetted with all employee associations and that no changes were made after that review. He also asked whether Ms. Tosi had ever intended to be the hiring authority, to which she clarified that her role is to support the recruitment process, not to make hiring decisions. Councilmember Miller suggested that since the work is already done and associations have reviewed it, Council could approve the changes now and allow further discussion with the Police Association if needed. Councilmember Wood stated that it would be better to finalize the rules after additional conversations to ensure alignment.

MOTION: Motion by Wood, seconded by Gookin to table **Resolution No. 25-062**, Approval Amendments to Personnel Rules 1, 10, 12, and 13, to amend the employee probation provisions, update terminology, delete language no longer needed, and provide clarity, to the next Council meeting.

DISCUSSION: Councilmember English supported pausing the approval of the personnel rule amendments to allow time for refining language, particularly around H.R.'s role in hiring, suggesting terms like "consultation" to better reflect H.R.'s involvement without implying decision-making authority. Councilmember Gookin proposed formalizing the feedback process by having signed confirmation from associations to avoid future miscommunication, noting Ms. Tosi had previously emailed the proposed changes citywide. Ms. Tosi confirmed she had received an email from the Police Association indicating approval, though Councilmember Wood pointed out that new concerns had since emerged, reinforcing the need for further discussion. Councilmember Gabriel asked Ms. Tosi to follow up directly with all three associations to confirm their position before the next meeting. Ms. Tosi assured the Council that she would never present amendments without disclosing any opposition.

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

RESOLUTION NO. 25-063

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, APPROVING A VOLUNTARY SEPARATION INCENTIVE PROGRAM (VSIP) FOR EMPLOYEES DESIRING EARLY SEPARATION OR RETIREMENT IN 2026.

STAFF REPORT: Human Resources Director Melissa Tosi presented a proposed Voluntary Separation Incentive Program (VSIP) aimed at reducing personnel costs by encouraging eligible employees to separate from city employment. The program would allow departments to reassess staffing needs, delay rehiring, or refill positions at entry-level wages. Employees interested must submit an intent memo by December 5, 2025 with separations occurring through December 31, 2026. The incentive would be a taxable payout based on 1% of the employee's annual base wage multiplied by years of service. Participants would not be eligible for the retirement consultation benefit. Instead, sick leave payouts would go into the HRA VEBA plan, while vacation and comp time would be paid out in the final check. Employees would also opt out of continued city medical coverage to reduce liability. Employees must meet specific criteria, including full-time benefited status and a minimum projected savings of \$25,000 in the first year of separation. Final approvals would go through City Administrator in consultation with the department head and returned to Council for final approval. Financial savings would be tracked and reported, though the extent depends on participation and departmental restructuring.

DISCUSSION: Councilmember Wood thanked Ms. Tosi for her thorough work on the proposed Voluntary Separation Incentive Program. She emphasized that the program offers a fair and beneficial approach for both long-term employees considering retirement and the city's financial health. She noted that the city cannot rely on continually increasing revenue through foregone taxes and must instead find sustainable ways to manage spending. The program allows the City Administrator discretion to evaluate whether vacated positions need to be refilled, potentially

leading to cost savings and organizational restructuring. She expressed full support for the initiative, viewing it as a positive step toward long-term budget control. Councilmember Gookin asked whether employees would only qualify for the Voluntary Separation Incentive Program if their departure resulted in at least \$25,000 in savings, which Ms. Tosi confirmed, noting that some employees had been ineligible in past programs for not meeting that threshold. Councilmember Gookin also inquired about the program's budget impact, and City Administrator Troy Tymesen explained that while immediate savings may not be realized, long-term financial benefits would come from hiring replacements at lower wages or leaving positions vacant. Councilmember Gabriel pointed out that eliminating the \$24,000 retirement consultation benefit also contributes to savings. Ms. Tosi added that the city hasn't used that consultation benefit in several years.

MOTION: Motion by Wood, seconded by English, to approve Resolution No. 25-063, approving a Voluntary Separation Incentive Program.

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

RESOLUTION NO. 25-064

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, APPROVING THE COEUR D'ALENE AREA OF IMPACT (AOI) AND MAP.

STAFF REPORT: Community Planning Director Hilary Patterson presented Coeur d'Alene's proposed Area of Impact (AOI) map and policy update, recommending City Council approval to replace the outdated 1993 Area of City Impact (ACI) agreement. The new AOI aligns with changes in Idaho law under Senate Bill 1403, which requires cities to define realistic growth boundaries for potential annexation within five years. The updated AOI map removes areas unlikely to be served due to infrastructure limitations and introduces provisions allowing the County to apply city subdivision and zoning standards within the AOI. It also includes environmental and safety standards from city ordinances, such as hillside and shoreline protections, fire access requirements, and land use compatibility. The County will notify the City of development proposals within the AOI, and vice versa for annexations. The proposal has no financial impact and aims to guide future development collaboratively. The County agrees to coordinate with the City on land use applications and annexation proposals within the AOI. Public hearings on the amendments will be held by Kootenai County in November, with final adoption effective January 1, 2026. There is no fiscal impact associated with the changes. Ms. Patterson recommended that Council approve the AOI amendments and map to ensure compliance with state law and support coordinated growth planning.

DISCUSSION: Councilmember English asked whether legislative district boundaries were considered in the proposed Area of Impact (AOI) map, and Ms. Patterson explained that the focus was on infrastructure feasibility and topography, not political boundaries. Councilmember Wood inquired about areas south of the river, specifically near Hagadone Marine, and Ms. Patterson confirmed those are already within city limits, with the AOI clipping out areas beyond due to service limitations. Councilmember Miller raised concerns about annexation feasibility near Blackwell Island, referencing water pressure and fire safety challenges, which Ms. Patterson acknowledged as reasons for excluding certain areas. Councilmember Miller also asked about

oddly shaped cutouts in the map, which Ms. Patterson said may relate to neighboring jurisdictions. Ms. Patterson stated that while the state doesn't appoint boundaries, failing to comply with the new law would trigger a lengthy and costly renegotiation process with the County. She emphasized that inclusion in the AOI does not require annexation, but it sets the groundwork for potential future growth. Councilmember Gabriel praised Ms. Patterson and her team for their forward-thinking approach to the updated AOI map, especially in excluding areas like Cougar Gulch and the Nature Conservancy that are impractical for annexation. Mayor McEvers asked about the irregular boundaries and whether they were fixed, to which Ms. Patterson responded that boundaries can be modified through a formal process. Mayor McEvers also inquired about how much land was removed compared to the previous map, and Ms. Patterson explained that while no land was technically "given back," the new AOI is significantly reduced from the 1993 version, reflecting more realistic growth expectations. She noted that the previous shared tiers with other cities have been eliminated under the new state law.

MOTION: Motion by Gookin, seconded by Wood to approve **Resolution No. 25-064**; approving the Coeur d'Alene Area of Impact (AOI) and Map.

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

RECESS: Motion by Gookin, seconded by Evans, to recess to Monday, November 10, 2025, 12:00 p.m. at the Library Community Room for a hearing for the Appeal of a Massage License denial; Dehong Marchtaler: 408 E Montana Avenue. **Motion carried.**

The meeting ended at 7:12 p.m.