

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

July 15, 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 July 15, 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)
Kiki Miller)
Kenny Gabriel)
Amy Evans)

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

INVOCATION: Richard Dance of the Church of Jesus Christ of Latter-day Saints led the invocation.

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

PUBLIC COMMENTS:

Julie Amador, Coeur d'Alene, Professor of Mathematics Education and Associate Dean of Research and Facility Development at the University of Idaho in Coeur d'Alene, spoke on behalf of the University of Idaho Coeur d'Alene in support of the sublease with the Coeur d'Alene Tribe. She stated they were in support and that as a not-for-profit entity that provides educational opportunities in the region, the proposed sublease is crucial, as it will help to cover operational costs and continue their vital work.

Rachael Farmer, Hayden, representing North Idaho Pride Alliance (NIPA), spoke in support of the Human Rights Education Institute (HREI) lease agreement renewal. She noted that since 2017 NIPA has maintained a valuable partnership with HREI utilizing their facility for numerous community events and programs.

Bill Green, Coeur d'Alene, expressed concerns about an article published in the Coeur d'Alene Press on June 26th regarding the Coeur d'Alene Library containing comments from Board members that are in conflict with Idaho Code. The comments were in regard to required policies for minor card holders not being able to access materials considered to be harmful to minors regardless of the parents' wishes. Mr. Green stated that the Idaho Code reads that the interest of parents includes the

high duty and right to direct their children’s destiny and upbringing and education, meaning parents may check out the materials on behalf of the minors if they desire. Mr. Green asked the Council to consider letting the Library Board know that it is important to be accurate, fair, and clear when they are making comments to the public that conflict with the Idaho Code.

Jennette Laster, Coeur d’Alene, Executive Director of the Human Rights Education Institute, spoke in support of continuing the lease agreement with the City for the historic building located at 414 W. Fort Grounds Drive. HREI has been leasing the building for 22 years and is an established beacon of hope for the community. Ms. Laster thanked the Parks and Recreation Department staff that services the parks surrounding the building. In addition, she thanked the City Administrator and City Attorney for the hours spent on negotiating the lease agreement. The proposed lease agreement demonstrates active partnership and is mutually beneficial to both parties and the community. HREI has been in existence for 23 years and works to celebrate diversity and human rights through education, awareness, and community engagement. It achieves this by hosting and creating world-class exhibits, developing youth and community programs, sponsoring events that celebrate diversity, and offering workshops and training for community members, business leaders, and educators. She stated on behalf of the board and 35 volunteers, they respectfully request approval of the lease agreement.

Suzanne Knutson, Coeur d’Alene, noted that National Disability Independence Day is on July 26th and it commemorates the signing of the Americans with Disabilities Act (ADA) in 1990. The day celebrates the anniversary of 35 years and serves as a way to bring awareness and break down barriers that individuals with disabilities are faced with every day. This year the theme is “We Belong Here and We Are Here to Stay.” Ms. Knutson thanked the Coeur d’Alene Museum, Citylink, and Jeremy Sader, IT accessibility coordinator at North Idaho College for efforts in providing accessibility.

Lee Wayman, Coeur d’Alene, shared that on June 24th he attended the Avista Power Shut Off (PSPS) presentation at Panhandle Health District. The presentation focused on their wildfire mitigation strategy, especially how they’ll use PSPS and Fire Safety Mode to reduce fire risk, he wanted to make sure the public was aware that they could review the presentation at the following website: <https://www.myavista.com/safety/were-doing-more-to-protect-against-wildfires/public-safety-power-shutoff>.

ANNOUNCEMENTS:

Councilmember English shared that a press release from the governor stated that revenues are up in some categories which might mean there is hope on the horizon.

Councilmember Wood thanked Richard Dance for the touching invocation.

Mayor McEvers requested the appointment of Duncan Menzies to the Arts Commission.

MOTION: Motion by Gabriel, seconded by Evans to appoint Duncan Menzies to the Arts Commission.

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

Mayor McEvers announced the Wednesday night “Music in the Park” events at McEuen Park are free to the public from 4:00 p.m. to 9:00 p.m. and “Rain in the Park” on Saturday July 19th from 2:00 p.m. to 2:30 p.m.

CONSENT CALENDAR:

1. Approval of Council Minutes from the July 1, 2025, Council Meetings
2. Approval of General Services/Public Works Meeting Minutes from July 7, 2025
3. Approval of Bills as Submitted
4. Approval of Financial Report
5. **Resolution No. 25-035** – A RESOLUTION OF THE CITY OF COEUR D’ALENE, KOOTENAI COUNTY, IDAHO, APPROVING THE DESTRUCTION OF A 2016 FORD F150 FIRE VEHICLE; AND APPROVING AMENDMENTS TO THE RECORDS RETENTION MANUAL REGARDING THE DEPARTMENT RECORDS CUSTODIANS.

MOTION: Motion by Evans, seconded by Gabriel to approve the Consent Calendar as presented, including **Resolution No. 25-035**.

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

RESOLUTION NO. 25-033

A RESOLUTION OF THE CITY OF COEUR D’ALENE, KOOTENAI COUNTY, IDAHO, AUTHORIZING LEASE AGREEMENT FOR A BUILDING LOCATED AT 414 W. FORT GROUNDS DRIVE, COEUR D’ALENE, IDAHO, WITH THE HUMAN RIGHTS EDUCATION INSTITUTE, INC.

STAFF REPORT: City Attorney Randy Adams noted that the historic building at 414 W. Fort Grounds Drive was originally a railroad substation built to support electric trains. The building sits on land donated to the City by the U.S. government for exclusive use as a public park. The land is subject to federal oversight, and any deviation from its designated recreational use could result in reversion to the federal government. Since 2003, the Human Rights Education Institute, Inc. (HREI) has leased the building under terms that allowed rent credits for improvements, with the lease renewable through 2030 at HREI’s discretion. While HREI has continuously occupied the building and made significant improvements early on, recent financial records show limited payments beyond utilities and a \$10,000 roof repair reimbursement in 2025. The City must now decide whether to continue this arrangement under a new lease, considering both the historical use of the property and compliance with federal land use restrictions. The original lease with the HREI did not allow the City to terminate or prevent lease extensions unless HREI defaulted. Despite multiple attempts since 2018 to renegotiate the lease, HREI only signed a new agreement in 2025 after failing to pay rent beyond credited improvements. The new lease, valid through September 2028, introduces clearer terms, such as, a three-year term with rent starting at utilities-only,

increasing to \$500/month in year two and \$1,000/month in year three with a potential three-year extension. Unlike the original lease, the new agreement allows the City to terminate for cause, non-appropriation of funds, or if the building is damaged and not repaired. HREI's use of the building as an educational and cultural center remains consistent with federal land use restrictions. The new lease also clarifies maintenance responsibilities, assigning interior upkeep to HREI and exterior maintenance to the City.

DISCUSSION: Councilmember Wood thanked Mr. Adams for the in-depth presentation and for Ms. Laster's comments. Councilmember Wood questioned if the last lease expired in 2017 and at that time the monthly rent was being taken off for improvements to the building; however, the monthly lease amount of \$1,012.00 has not been paid for the last seven and a half years. She expressed concern that there is no language in the proposed lease to pay that back. Mr. Adams clarified the current lease expires in 2030 unless the City declared a default. Due to the perceived default, lack of rental payments or proof of capital improvements that gives the City the opportunity to propose a new lease agreement and a payment plan that they could follow. The alternative would be to have an empty building that the City would need to maintain. Councilmember Gabriel inquired if any other users have come forward wanting to lease the building and Mr. Adams stated not to his knowledge.

Councilmember English inquired if the building could be used for a fire or police substation. Mr. Adams explained according to the Bureau of Land Management (BLM) and the Act of Congress Land Patent, it could not be used as a substation. Councilmember Miller questioned if in the prior lease any of the improvements had to be specifically identified as capital improvements. Mr. Adams answered that any improvements made had to be pursuant to what was called a plan of renovation each year which HREI would have to submit to the City for approval and there is no record of approved renovations by the City. City Administrator Troy Tymesen stated the City was not receiving a plan of renovations due to HREI staff changes. Councilmember Gookin stated that the City should not be a landlord. Further noting that rent should be paid and the term of the agreement should only be one year. Councilmember Evans stated that the Council was not provided with the costs of the improvements from 2018 to current date and questioned which expenses should be added. Ms. Laster noted some building security updates and did not have time to pull a report prior to the meeting. Councilmember Miller reiterated that staff should look at the future highest and best use of the building.

MOTION: Motion by Miller, seconded by Evans to approve **Resolution No. 25-033** approving a new lease with the Human Rights Education Institute, Inc., (HREI), for the building at 414 W. Fort Grounds Drive and direct staff to take a look at the highest and best use of the building for potential tenants prior to entering into any renegotiations of the lease before it expires in 3 years.

DISCUSSION: Councilmember Wood suggested an amendment to the motion that within the next 12 months the City look at the best use for the facility and have further discussions. If there is no other use for it, the lease can continue an additional two-year term. Councilmember English suggested within the next 18 months which would be through the end of the year 2026, and would give time to other non-profits to express interest in the facility. Councilmember Miller expressed concern that it would be a short period of time to move tenants and if staff is working on future use

and potential tenants during the three-year term, it would be a more reasonable period of time. Councilmember Gookin expressed that a one-year term is more reasonable.

Amendment to Motion: Motion by Wood to amend the motion to a one-year term. **Motion died due to a lack of a second.**

DISCUSSION: Councilmember English proposed an 18-month period. Councilmember Gabriel asked if the three-year term would give HREI time to become a better tenant and give the city time to look at alternative uses for the building. Councilmember Wood questioned if we need the facility for City uses and give HREI time to secure another facility. Discussion ensued regarding educational uses within the facility. Councilmember Miller noted that HREI works with the Police Department for movies in the park and staff will continue to look at the building use in the meantime. Councilmember Gookin noted that the lack of payment would indicate the City should not renew the lease and he is comfortable with a one-year term.

Amendment to Motion: Motion by English, seconded by Wood to change to term of the agreement to 18 months, with staff assessing the use and determine the remainder of the terms at that time.

MOTION WITHDRAWN

ROLL CALL: Miller Aye; Evans Aye; Gabriel Aye; Gookin Nay; English Nay; Wood Nay. **Motion Carried with Mayor McEvers voting Aye.**

RESOLUTION NO. 25-036

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, CONSENTING TO A SUBLEASE BY THE UNIVERSITY OF IDAHO FOR A PORTION OF THE HARBOR CENTER FACILITY TO THE COEUR D'ALENE TRIBE.

STAFF REPORT: City Attorney Randy Adams noted that the University of Idaho (U of I), which has leased Harbor Center from the City since 2002, seeks to sublease the space formerly occupied by Lewis Clark State College (LCSC) until June 30, 2025, to the Coeur d'Alene Tribe for use in providing Tribal government services. The sublease would run from August 1, 2025, to June 30, 2028, with the option for early termination. The Tribe's presence would enhance access to services and support ongoing outreach and research efforts in their aboriginal homeland. The City's consent is required under the Master Lease, which prohibits subleasing without approval. There is no financial impact to the City, and the space is currently unused. Given the longstanding positive relationships between the City, the University, and the Tribe, and the alignment with community interests, Mr. Adams requested Council to consent to the subleasing of the first floor of the south wing of Harbor Center to the Coeur d'Alene Tribe.

DISCUSSION: Councilmember Gookin asked Mr. Adams if the Council must consent to the sublease, with Mr. Adams explaining that the original Lease states the Council can't unreasonably reject the sublease, there would have to be a pertinent reason for denial. Councilmember Wood

stated she is sad that LCSC has vacated, as the vision of the education corridor was NIC, LCSC, and U of I, so a student could go start to finish seamlessly. She said to be consistent the Council should look at this lease agreement the same as the lease agreement with HREI and revisit the lease agreement in 2028 to evaluate if the City needs to use the space. Mr. Adams explained the lease expires in 2028 and can be renegotiated prior to that expiration.

MOTION: Motion by Evans, seconded by English to approve **Resolution No. 25-036** consenting to a sublease by the University of Idaho for a portion of the Harbor Center facility to the Coeur d’Alene Tribe.

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

Motion carried.

COUNCIL BILL NO. 25-1013

AN ORDINANCE OF THE CITY OF COEUR D’ALENE, KOOTENAI COUNTY, IDAHO, AMENDING COEUR D’ALENE MUNICIPAL CODE CHAPTER 5.28, ENTITLED “MASSAGE FACILITIES AND SPAS,” 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.

STAFF REPORT: Municipal Services Director Renata McLeod requested Council to approve amendments to Municipal Code Chapter 5.28 regarding Massage Facilities and Spas. The proposed amendments remove outdated and duplicate references, clarify enforcement tools, and align with public safety and business licensing needs. Key updates include requiring facilities to submit copies of therapists’ licenses, mandating fire and building inspections for new facilities, and ensuring records are kept in English. A new “Prohibited Conduct” section defines illicit activities, and the City retains the ability to conduct background checks on facility owners. These changes aim to support legitimate businesses while enabling better enforcement against illegal operations. Stakeholders were notified on October 29, 2024, and April 28, 2025, of the proposed Code amendments and no comments were received in return. Two subsequent notifications were sent as substantial amendments were made to the first set of proposed amendments. A review of other City codes revealed that regulatory approaches to massage facilities vary widely across states. Some states lack a state-level professional licensing system and do not permit local enforcement measures such as background checks for facility owners. Other states tried to regulate the illicit use by regular inspections and more scrutiny. While no state has identified a perfect solution, the proposed amendments to the City’s code are believed to provide more tools for law enforcement and clarifies expectations, while not being unduly burdensome to legitimate massage facilities.

DISCUSSION: Councilmember Gookin questioned the alcohol consumption section about the alcohol not being permitted would this be included for the Coeur d’Alene Resorts Spa, with Ms. McLeod explaining that Section B of the code allows for premises that are licensed by the State of Idaho Liquor Control Board to serve alcohol.

MOTION: Motion by Evans, seconded by Gookin to dispense with the rule and read **Council Bill No. 25-1013** once by title only.

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

MOTION: Motion by Evans, seconded by Miller to adopt **Council Bill No. 25-1013.**

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

RESOLUTION NO. 25-037

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, ESTABLISHING AND AMENDING CERTAIN CITY FEES FOR SERVICES PURSUANT TO IDAHO CODE §§ 63-1311 AND 63-1311A.

STAFF REPORT: Municipal Services Director Renata McLeod requested Council to approve proposed fee amendments from several departments, including Building, Finance, Fire, Library, Municipal Services, Parks and Recreation, Police, and Water. While some changes involve fee increases over 5% and must be approved by a Resolution and require a Public Hearing under Idaho Code § 63-1311A, the other fees are minor clarifications or deletions. All proposed changes are intended to align fees with the actual cost of services, as required by state law.

The Building Department proposes several updates, including increased hourly rates to reflect staff wages and overhead, new fees for temporary certificates of occupancy, and adjustments to permit fees for manufactured homes, mechanical work, and moving structures. These changes aim to improve cost recovery and reflect current practices, with comparisons made to neighboring cities like Post Falls and Hayden. The Finance Department is requesting an annual 5% increase in street lighting through 2026 and increases to the garbage/solid waste collection rates to keep them in line with increased costs. The Fire Department is requesting inspection fees, which previously had no set general inspection fee, nor did they have a fee for daycare inspections to cover increasing state-mandated inspection demands. The Library is raising its janitorial fee to better reflect actual service costs. The Municipal Services Department is proposing a 5% increase in various license-related fees to offset rising expenses such as staffing and printing. These adjustments aim to ensure fees remain reasonable while supporting the City's operational costs. A separate review of special event fees is ongoing and will be brought forward independently. The Parks and Recreation Department is proposing fee increases due to the introduction of a premium artistic niche wall at the cemetery, called Millstone Niches, and rising staff costs related to overtime burials and part-time recreation program staffing. The Police Department is proposing fee increases for off-duty security and traffic control services to reflect updated overtime rates by rank, excluding employee-related expenses. The Water Department recommends modest fee increases (mostly under 5%) based on a recent fee study, including adjustments to service call fees, delinquent utility charges, and penalties for unauthorized operation of water infrastructure. These changes aim to better align fees with actual service costs and operational demands.

DISCUSSION: Councilmember Miller questioned the need for new fees for change of occupancy and temporary certificate of occupancy (TCO) with Building Official Ted Lantzy explaining that

when a building changes use (e.g., from office to retail) without structural changes, it still requires a permit review. This review involves evaluating if the new occupancy type fits the building's existing conditions. Multiple departments are involved in the review process, increasing staff time. Issuing a TCO also consumes additional staff resources, including more front counter time and reinspection's. TCO's are tiered residential projects and involve few staff versus commercial projects requiring input from more departments. Councilmember Miller asked about the special event fees for City events and private events. Ms. McLeod explained that in 2015 the off-duty police program was approved, and is a program which allows private event organizers (e.g., retail stores on Black Friday, celebrity events, golf tournaments) to hire off-duty police officers directly for security. These officers maintain full police powers and may use City equipment (e.g., vehicles). The service is not part of the City's special events permitting process; it is arranged directly through the Police Department under a separate contract. The rate charged covers officer wages, equipment, and associated costs. Due to rising base wages, the City is proposing a fee increase for these services. Councilmember Miller asked for clarification regarding the Fire general inspection fee with Deputy Fire Chief Jeff Sells explaining that it is a general inspection fee being considered to address currently unbilled fire department activities that ensure compliance for hazardous material and safety that fall outside existing fee structures. Councilmember Wood commended the Parks Director Bill Greenwood on the positive revenue for the Jewett House. Mr. Greenwood stated recognition goes to Recreation Superintendent Adam Rouse for leading the effort and successfully managing the venue.

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

MOTION: Motion by Wood, seconded by Gabriel to approve **Resolution No. 25-037**, amending City fees for services as proposed by the Building, Finance, Fire, Library, Municipal Services, Parks and Recreation, Police, and Water Departments.

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

RECESS: Motion by Gookin, seconded by English to recess to July 21, 2025, at 12:00 noon in the Library Community Room, located at 702 E. Front Avenue, for a Council Workshop to discuss Fiscal Year 2025/2026 Budget.

The meeting ended at 8:00 p.m.