

CITY OF PIERCE
404 South Main St Pierce, ID 83546
Monday, July 13, 2026
WORK SESSION and REGULAR COUNCIL MEETING MINUTES

Mayor Gerot called the Work Session to order at 5:03 p.m. Present: Mayor Gerot, Councilmembers John Stinson, Guy Bonner, and Theresa Root. Maintenance Supervisor Jack Koepke. City Clerk/Treasurer Teresa Koepke. Absent: Councilmember Amy Jared.

City Clerk/Treasurer Teresa Koepke reviewed the proposed FY2026–2027 budget with the Council. Because the City has not yet received the actual tax assessment amounts, estimated tax revenue figures were used in preparing the proposed budget. During the review, it was requested that the estimated expenditure for dust abatement be listed as a separate line item rather than being included under miscellaneous expenditures to provide clearer reporting and financial disclosure.

The Council discussed the issue of numerous properties within the City having excessively tall grass and weeds. Councilmember Root noted that, in addition to being unsightly, overgrown vegetation presents a potential fire hazard. It was also noted that the current City Code does not specifically address maximum lawn or vegetation height. Councilmembers agreed to research how other municipalities address lawn maintenance standards in their ordinances and to bring their findings back for future discussion.

Councilmember Bonner made a motion to adjourn the Work Session. Councilmember Stinson seconded the motion. Work Session adjourned at 5:53 p.m.

Mayor Gerot called the Regular Meeting to order at 6:01 p.m.

Pledge of Allegiance

Present: Mayor Gerot, Councilmembers John Stinson, Guy Bonner, and Theresa Root. Maintenance Supervisor Jack Koepke. City Clerk/Treasurer Teresa Koepke. PVFD Assistant Chief Harv Nelson. Absent: Councilmember Amy Jared.

Councilmember Bonner made a motion to approve the Consent Agenda which includes: June 8, 2026 Regular Council Meeting Minutes, June 30, 2026 Special Council Meeting Minutes, and July 2026 Accounts Payable. Councilmember Root seconded the motion. All in favor. Motion carried.

There were no Citizen's Comments.

Department Reports:

Maintenance Supervisor Jack Koepke reported that during the Pierce Volunteer Fire Department's annual fire hydrant exercising, it was discovered that two fire hydrants were not fully operable. He stated that the maintenance team will make the necessary repairs. Jack reported that the maintenance crew has been busy spraying weeds and performing cold patching throughout town. He advised that DW Excavating, the contractor for Phase III of the Wastewater Treatment Plant project, will be in the area soon to perform potholing for the new lift station. Water usage continues to remain stable. Jack also reported that the water leak near 114 Timberline has been repaired, and the area has been cold patched. Jack is working with IRWA to schedule smoke testing of the sewer manholes. Councilmember Stinson asked whether the sewer lines in Judgetown would also be included in the testing, noting that there appears to be a significant amount of inflow and infiltration (I&I) coming from that area. Jack reported that improvements to the ditch line along Clearwater Ave are on the maintenance schedule. The project will include installing a culvert adjacent to the property owned by Jerry Coles. Councilmember Bonner inquired about the area on Moscrip in front of Avista where water tends to pool. Jack responded that installing a drain would likely alleviate the standing water. Jack also stated that drainage issues on Willoughby need to be evaluated. He reported that Jody Carver acknowledged that the existing culvert

had been intentionally blocked many years ago to prevent runoff onto their property. Jack suggested that installing an additional culvert to divert water toward Canal Creek may provide a long-term solution.

Assistant Fire Chief Harv Nelson reported that the department has recently completed several training sessions. He stated that the fire engine is operating well and that the department has completed its annual exercise and evaluation of the town's fire hydrants. Harv reported that nine members attended the department's most recent meeting. He noted that the planning for the Fourth of July fireworks display was successful and commended Rachel Culpepper's idea of designating a specific time for children, stating that it worked very well. He added that the department may want to consider extending the children's activities until 10:00 p.m. in future years. Harv reported that the department washed the town streets on July 10, which also served as a valuable training exercise for hose deployment and engine operation. He advised that the fire truck will participate in the 1860 Days Parade and will carry this year's Grand Marshals, Harv and Colleen Nelson. Harv reported that the fire department was not dispatched to the bonfire incident that occurred during the early morning hours of July 5. He noted that Josh Ulrich and Matthew Hagele assisted in diverting Life Flight to the landing zone at IDYCA due to debris remaining on the baseball field following the fireworks display. Discussion was held regarding the possible installation of lighting at the IDYCA landing zone to improve its use during emergency medical helicopter operations. Councilmember Root inquired whether Fire Chief Hagele had made any progress on establishing maintenance records for the department's fire engines. Harv stated that he was unsure of the status and suggested that the Town's maintenance department may have examples of maintenance recordkeeping that could be used as a model.

City Clerk/Treasurer Teresa Koepke reported that Jules Belyea with Idaho Commerce and Susan Jacobson, Director of the Clearwater County Economic Development, recently visited Pierce. During their visit, they specifically toured the playpark restrooms, as the restroom upgrades were completed using a GEM Grant awarded through Idaho Commerce. Jules had been to Pierce several years back and was very complimentary of the recent improvements made to the park. Teresa reported that liens will be filed with Clearwater County for delinquent utility accounts. CR Stripes will be in town to complete the annual street striping. A pre-construction meeting for the Wastewater Treatment Plant Phase III Project was held on July 1. A community meeting for the Comprehensive Plan has been scheduled for August 18 at the Pierce Community Center. All residents are encouraged to attend. Residents are also invited to participate in the Recreation Economy for Rural Communities Program, which will be held Tuesday, August 11, from 6:00 p.m. to 9:00 p.m., and Wednesday, August 12, from 9:00 a.m. to 4:30 p.m. Program representatives will be touring Pierce at approximately noon on August 11. Teresa also reported that she will be working with Green Things Nursery to purchase trees using funds from the Inland Northwest Landscapers Association Arbor Day Grant that was awarded to the City.

New Business:

Teresa Koepke reported that the 6C Ridgerunners ORV Club donated \$2,372.00 to the City from the proceeds of the wooden flag raffle and the club's Father's Day Ride. The funds will be used toward the installation of an automatic sprinkler system at the play park.

The representative from Colonial Life did not show for the meeting. No discussion or action taken.

Councilmember Bonner made a motion to approve the Idaho Community Development Block Grant Program Request for Funds #3 in the amount of \$5,297. Councilmember Stinson seconded the motion. All in favor. Motion carried.

Councilmember Root made a motion to approve Michelle Bly Consulting LLC Invoice No. 3 in the amount of \$3,000. Councilmember Stinson seconded the motion. All in favor. Motion carried.

Councilmember Stinson made a motion to approve Merrick Invoice No. 10287123 in the amount of \$2,162.40 and Invoice No. 10287110 in the amount of \$135.00. Councilmember Bonner seconded the motion. All in favor. Motion carried.

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Councilmember Bonner made a motion to approve the Professional Services Contract with CEDA in the amount of \$3,000 for the Pierce Playpark Project Community Development Block Grant application. Councilmember Stinson seconded the motion. Roll Call: Stinson – Yes, Bonner – Yes, Root – Yes. Motion carried.

Councilmember Stinson made a motion to approve sponsorship of Clearwater County Economic Development in the amount of \$1,000. Councilmember Bonner seconded the motion. Motion carried.

Councilmember Bonner made a motion to approve the FY24-26 Audit and authorize Mayor Gerot to execute the associated Management Representation letter. Councilmember Root seconded the motion. All in favor. Motion carried.

Teresa Koepke provided an update on the progress of the comprehensive plan being completed by Vitruvian Planning. Results from the survey responses received thus far were also discussed. A community open house is scheduled for 6:00 p.m. on July 30th. No action was taken.

Discussion was held regarding the disposal of Fire Department helmets that were recently replaced. The department inquired whether the retired helmets could be sold as costume or memorabilia items. City Clerk/Treasurer Teresa Koepke reported that her research indicated the helmets are considered personal protective equipment (PPE) and that selling or giving them away could expose the City to liability if someone were to use them as protective equipment, even if they were clearly identified as not being suitable for PPE use. Councilmember Bonner noted that used sporting equipment, which he says is also considered PPE, is frequently sold or given away and questioned how the City could be held responsible under those circumstances. Following discussion, the Council agreed to table the matter until additional research can be completed. No action was taken.

Councilmember Root made a motion to approve the following revisions to the official physical address assignments on Cowan Street in order to correct the current address records:

- Change the physical address assigned to Pratt from 104 Cowan to 122 Cowan

- Change the physical address assigned to Hogan from 107 Cowan to 137 Cowan

- Assign the physical address of 107 Cowan Street to the property owned by Brandon Baker

These changes are intended to correct the official addressing records and ensure that each property is assigned the appropriate physical address for identification, emergency services, mail delivery, and municipal records. The appropriate city officials be authorized to update all official maps, records, and notifications necessary to implement these address changes. Councilmember Bonner seconded the motion. All in favor. Motion carried.

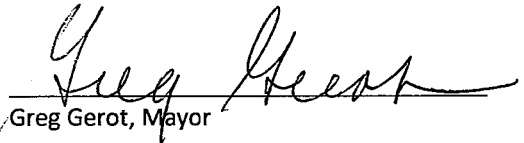
The Council reviewed the business license application for Busy Bee Landscaping (Russ Koepke). Discussion included recent work performed on Cowan Street, where Russ indicated he was conducting tree removal. Mayor Gerot noted that the scope of the work and the equipment on site appeared to be more consistent with logging activity. Concerns were also discussed regarding heavy equipment parked on city streets and rights-of-way, as well as trees and brush left in ditch lines. Mayor Gerot reported that he and Maintenance Supervisor Jack Koepke met with Russ to address these concerns. Mayor Gerot informed Russ that a City of Pierce business license is required to perform work within the city limits, particularly when the work impacts city streets or may result in costs to the City. The City of Pierce recently spent \$16,000 for street grading and dust abatement, including Cowan Street. The work Russ is performing could potentially have negative impact on the grading and dust abatement improvements. The discussion also referenced a previous project done by Russ that required the City to perform clean up at the City's expense. The Council discussed the possibility of requiring contractors performing

larger-scale projects to submit a work plan to the City before beginning work and/or obtain a special use permit. The purpose of these requirements would be to protect City infrastructure and serve the best interests of the City of Pierce. Councilmember Stinson moved to consult the City Attorney regarding whether the City could require a special use permit for larger projects of this nature prior to approving Russ's business license. Councilmember Root seconded the motion. All voted in favor. Motion carried.

Councilmember Stinson made a motion to authorize Mayor Gerot to sign the Acceptance of Proposal from HERCO, Inc Asphalt and Paving in the amount of \$79,340 for the overlay project on Canal Street. Councilmember Root seconded the motion. Roll Call: Stinson – Yes, Bonner – Yes, Root – Yes. Motion carried.

The Council reviewed a potential code violation regarding dogs at large on Court Street. A complaint was submitted through the City's website alleging that the complainant had traveled down the trail to a posted private property on Court Street. While turning around to return up the trail, the resident's dogs reportedly came off the property barking and appeared as though they might bite the complainant. City Clerk/Treasurer Teresa Koepke reported that she attempted to follow up with the complainant to determine the exact location of the incident, as the property boundaries extend a considerable distance into the area, making it unclear whether the dogs were actually off the owner's property. The complainant did not respond to the request for additional information. Teresa also noted that she has received a couple of verbal comments regarding these dogs. Although Court Street runs through the middle of the property, it is a City-maintained street. Therefore, if the dogs are in the roadway, they would be considered at large under the City's ordinance. While the property owner has posted signs identifying the area as private property/private drive, Court Street remains a public, City-maintained street extending to the end of the road near Charlotte Maki's driveway. Councilmember Bonner made a motion to send a letter to the property owner, and owner of the dogs, advising them of the complaint regarding dogs at large and informing them that Court Street is a City-maintained street to its end near Charlotte Maki's driveway. Councilmember Stinson seconded the motion. All in favor. Motion carried.

Councilmember Stinson made a motion to adjourn. Councilmember Bonner seconded the motion. All in favor. Meeting adjourned at 8:00 p.m.


Greg Gerot, Mayor

ATTEST:



Teresa Koepke, City Clerk/Treasurer