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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

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## **PUBLIC WORKS COMMITTEE**

with

**Council Members McEvers, Miller & English**

**December 10, 2018, 4:00 p.m.**

### **AGENDA**

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

- Item 1      Approval of Surplus of General office Equipment from the Wastewater Utility – Mike Anderson
  
- Item 2      Approval of Surplus of Obsolete Equipment Used in the First Phase of the Tertiary Treatment Upgrade  
              – Mike Anderson
  
- Item 3      Approval of Memorandum of Understanding (MOU) with the Coeur d'Alene Charter Academy for  
              Traffic Control on a Trial Basis – Chris Bosley

**Library Community Room**  
**702 Front Street**

*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 Amy Ferguson, Public Works Committee Liaison, at (208) 666-5754 at least 24 hours in advance of the meeting date and time.*

## STAFF REPORT

**DATE: December 10, 2018**

**FROM: Mike Anderson, Wastewater Superintendent**

**SUBJECT: Surplus general office equipment**

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**DECISION POINT:** Should the Council declare the following to be surplus property and authorize its donation to Habitat for Humanity?

- six (6) hanging plan racks
- one (1) radio base station
- one (1) HP Deskjet D4160 printer

**HISTORY:** The Wastewater Utility had utilized the above listed items for general office use for a period of time prior to modification of office processes that have rendered them unnecessary. The department has switched to an electronic filing system of sewer plans so no longer has use for the hanging plan racks. In addition, the Deskjet (individual printer) is no longer used with the acquisition of the large printer/scanner/copy machine. The radios utilized in the department were replaced years ago with cell phones, making the base station obsolete.

**FINANCIAL ANALYSIS:** All of the items listed above exceed a ten-year age range and are of no value to the department at this time. When purchased new, the plan racks cost \$145/each and the printer \$160. The radio base station is of no value as it is now obsolete (it has not been used since the department began using cell phones and, therefore, was never upgraded). The resale price we could potentially get is very minimal, if anything at all.

**PERFORMANCE ANALYSIS:** These items have exceeded their useful life and are in poor condition. They were offered to all other departments at the end of July 2018 with no response even after reaching out directly to departments that might have had similar items.

**DECISION POINT/RECOMMENDATION:** Council should declare the listed items to be surplus authorize donation to Habitat for Humanity.

## PUBLIC WORKS COMMITTEE STAFF REPORT

**DATE:** December 10, 2018

**FROM:** Mike Anderson, Wastewater Superintendent

**SUBJECT:** Surplus of obsolete equipment used in the first phase of the tertiary treatment upgrade.

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**DECISION POINT:** Should the Council declare the following property to be surplus and authorize the Wastewater Utility to dispose of these items?

- 2 (two) Kaeser Compak 40hp blowers
- 3 (three) Sulzer 2.8 MGD submersible pumps
- 4 (four) Flowsolve 10hp centrifugal pumps
- 1 (one) UV disinfection system.

**HISTORY:** The Wastewater Utility utilized the referenced equipment for phase 1 of the upgrade to tertiary treatment. During this phase of the upgrade, equipment was sized to treat 1 MGD of flow with tertiary treatment. Phase 2 of the upgrade increases the capacity of the tertiary treatment membranes to 5 MGD, or all of the daily flow. This second phase required re-configuration of much of the equipment. The Wastewater Department is not able to utilize the above items elsewhere in the department.

**FINANCIAL ANALYSIS:** All of the above equipment was replaced with larger equipment as part of Phase 5C-2, which increased the tertiary treatment capacity from 1 MGD to 5 MGD. The current value varies based on the specialized nature of the equipment.

**PERFORMANCE ANALYSIS:** These items have fulfilled their expected capacity as temporary equipment for the full scale tertiary treatment pilot project.

**DECISION POINT/RECOMMENDATION:** Council should declare the listed items to be surplus and authorize the Wastewater Utility to dispose of the items in a commercially reasonable manner.

**PUBLIC WORKS COMMITTEE  
STAFF REPORT**

**DATE:** December 4, 2018  
**FROM:** Chris Bosley – City Engineer  
**SUBJECT:** CDA Charter Academy Traffic Control MOU

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**DECISION POINT:** Should the Council approve an MOU with CDA Charter Academy to allow the school to perform traffic control near its campus on a trial basis?

**HISTORY:** The CDA Charter Academy has experienced a high level of traffic congestion during student pick-up and drop-off times. Part of the problem is arises from drivers turning left from Duncan Drive onto southbound Building Center Drive toward Kathleen Avenue, due to traffic volumes on Building Center Drive. Because of this difficulty, many parents choose to ignore the designated drop-off location on Duncan Drive and drop off their kids along Building Center Drive and subsequently perform a U-turn to return in the direction from which they came. CDA Charter Academy wishes to employ traffic control personnel to control traffic at the intersection during pick-up and drop-off times to facilitate a more organized and safe system where parents can pick up and drop off students at the designated area and exit Duncan Drive onto Building Center Drive. City staff feels that it is reasonable to allow CDA Charter Academy a trial period to control the intersection. The MOU outlines CDA Charter Academy’s responsibility and the ability of the City to terminate the MOU if the results are not satisfactory or if unsafe behavior is observed.

**FINANCIAL ANALYSIS:** The MOU will not cost the City.

**PERFORMANCE ANALYSIS:** Acceptance of MOU allows CDA Charter Academy to demonstrate its ability to control the pick-up and drop-off operations, relieving traffic congestion during those times. The MOU may be extended if the trial is successful.

**DECISION POINT/RECOMMENDATION:** Council should approve an MOU with CDA Charter Academy to allow the school to perform traffic control on a trial basis.

## MEMORANDUM OF UNDERSTANDING RE: TRAFFIC CONTROL

Between

### COEUR D'ALENE CHARTER ACADEMY and THE CITY OF COEUR D'ALENE

This MEMORANDUM OF UNDERSTANDING RE: TRAFFIC CONTROL (hereinafter "MOU") is hereby entered into by and between COEUR D'ALENE CHARTER ACADEMY (hereinafter "CDA CHARTER"), a public school of the State of Idaho, and the CITY OF COEUR D ALENE (hereinafter "City"), a political subdivision of the State of Idaho.

**I. PURPOSE** - The purpose of this MOU is to allow CDA Charter to perform certain traffic control and traffic direction activities (hereinafter referred to as "traffic control") at specified locations in the public right-of-way for the benefit of the administration, staff, students, and parents of students of CDA Charter, and to set forth the parties' responsibilities involved in the traffic control operations at CDA CHARTER.

**II. RESPONSIBILITIES –**

a. CDA CHARTER shall:

- i. Conduct traffic control operations in a safe manner consistent with the applicable standard of care at all times, and only at the intersection of Duncan Drive and Building Center Drive unless other locations are approved by the City in writing.
- ii. Direct traffic only when necessary for student pick-up and drop-off.
- iii. Use only certified traffic control technicians.
- iv. Ensure that the traffic being controlled or directed does not interfere with traffic on Kathleen Avenue.
- v. Comply with any requirements of the City with respect to changes to traffic control operations; PROVIDED, nothing herein shall be interpreted to require the City to monitor or observe traffic control operations, to ensure that CDA Charter is conducting such operations in a safe or reasonable manner, or determine if traffic controllers are certified and conducting traffic control operations in a manner consistent with the applicable standard of care.

**III. TERM AND TERMINATION –**

- a. This MOU will become effective on the date of the last signature below and shall remain in effect for one (1) month, unless terminated earlier by either party in accordance with the provisions of this MOU.
- b. The City may evaluate the traffic control operations for the sole purpose of determining if this MOU should be extended. In the City's sole discretion, the MOU may be extended after the initial one (1) month term on a month-to-month basis.
- c. Either party may terminate this MOU, or any extensions thereof, by providing written notice to the other party.

**IV. GENERAL PROVISIONS – The parties agree that:**

- a. Amendments to this MOU may be made only in writing, signed and dated by both parties.
- b. Each party is liable for any and all claims, damages, or suits arising from the acts, omissions, or negligence of its own officers, agents, and employees.
- c. CDA Charter does hereby hold harmless and agree to indemnify and defend the City, and its employees, agents, elective or appointive officers, and all persons acting for, by through or in any way on behalf of the City, for and from any and all claims, demands, causes of action or suits at law and equity of whatsoever kind and nature arising or which may arise out of the provision of the traffic control performed by CDA Charter.

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum of Understanding as of the last date written below.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

CDA CHARTER

By \_\_\_\_\_  
\_\_\_\_\_(Printed name and title)

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

**CITY OF COEUR D’ALENE**

**ATTEST:**

\_\_\_\_\_  
Steve Widmyer, Mayor

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Renata McLeod, City Clerk

