

# Coeur d'Alene

## CITY COUNCIL MEETING

*January 21, 2014*

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**MEMBERS OF THE CITY COUNCIL:**  
Steve Widmyer, Mayor  
Councilmen Adams, Edinger, Evans, Gookin, McEvers, Miller

# CONSENT CALENDAR

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

**January 7, 2014**

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 January 7, 2014 at 6:00 p.m., there being present upon roll call the following members:

Sandi Bloem, Mayor

Loren Ron Edinger	)	Members of Council Present
Mike Kennedy	)	
Woody McEvers	)	
Deanna Goodlander	)	
Dan Gookin	)	
Steve Adams	)	

**CALL TO ORDER:** The meeting was called to order by Mayor Bloem.

**INVOCATION:** Major Ben Markham of the Salvation Army Kroc Center provided the invocation.

**PLEDGE OF ALLEGIANCE:** The pledge of allegiance was led by Councilman Kennedy.

**PUBLIC COMMENTS:**

Josh Hoston, Coeur d'Alene, stated that he was representing the Coeur d'Alene Firefighter Union in recognizing the service of our outgoing Mayor and City Council. Councilman Goodlander and Kennedy were presented a plaque in honor of their hard work and service to the community. Mayor Bloem was presented a plaque for her personal sacrifice and service to the community. He stated that it has been the firefighters' honor to work with the past City Council and they look forward to working with the new.

Duane Widmyer, Payette, stated that he is proud of his son Steve Widmyer, Mayor-elect, and knows that he will work hard and long for the community.

Greg Cook, Coeur d'Alene, thanked the Mayor and City Council for their cooperation and partnership with the Panhandle Area Council over the years. He thanked Councilman Goodlander for serving on the Board of Directors. He wished good luck to the incoming Mayor and City Council and said that he looks forward to working them.

Bill Green, Coeur d'Alene, thanked the outgoing Mayor and City Council for their services. While he did not always agree with them he felt that they made decisions from their heart and that is important and honorable in public service.

**CONSENT CALENDAR: Motion** by Kennedy, seconded by Goodlander to approve the consent calendar as presented.

1. Approval of Minutes for December 17, 2013 and December 27, 2013.
2. Setting General Services and Public Works Committees meetings for Monday, January 13th at 12:00 noon and 4:00 p.m., respectively.
3. **RESOLUTION NO. 14-001** A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO AUTHORIZING THE BELOW MENTIONED CONTRACTS AND OTHER ACTIONS OF THE CITY OF COEUR D'ALENE INCLUDING APPROVAL OF BUSINESS ASSOCIATE AGREEMENT (BAA) WITH EF RECOVERY REGARDING HIPAA COMPLIANCE AND COST RECOVERY FROM SPILL MITIGATION AT AUTO AND MARINE ACCIDENTS; APPROVAL OF CDBG GRANT AGREEMENT WITH TRINITY GROUP HOMES FOR 9TH STREET AND GILBERT AVENUE FACILITIES; AND APPROVAL OF S-2-03, LANDINGS AT WATERFORD 10TH ADDITION, ACCEPTANCE OF IMPROVEMENTS, MAINTENANCE/WARRANT AGREEMENT AND SECURITY.
4. Approval of purchase of right-of-way with Wells Fargo Bank, for property located at the Southeast corner of 3<sup>rd</sup> Street and Lakeside Avenue.
5. Setting of a Public Hearing for January 21, 2014 for the approval of the 2014 Community Development Block Grant Action Plan.

**ROLL CALL:** Edinger, Aye, Adams, Aye; McEvers Aye; Goodlander, Aye; Gookin, Aye; Kennedy, Aye. **Motion Carried.**

#### **COUNCIL ANNOUNCEMENTS:**

Councilman Kennedy stated that as Council President it was his pleasure to present a plaque to Mayor Bloem in appreciation of her 12 years of service.

Ron Edinger stated that he and Mayor Bloem have worked on many projects together, and even though they have not always agreed he considers her one of the best Mayors he has served with and thanked her for that.

Councilman Kennedy thanked the citizens and staff for his journey. He stated that City staff work very hard for this community. He has learned from each of the other councilmembers and stated that it has been a great experience.

Councilman Goodlander stated that she has worked with so many remarkable people, and thanked them for all the accomplishments and making the City better.

Mayor Bloem presented a plaque to Councilman Kennedy and Councilman Goodlander for their years of dedicated service. Mayor Bloem stated that it has been her privilege and honor to serve the community. She specifically thanked her family for their love and support during her term. She stated that the team that follows them will be just as good, if not better, due to the foundation built before them.

**ADMINISTRATOR’S REPORT:** City Administrator Wendy Gabriel presented Mayor Bloem with a book of accomplishments and appreciation from the entire Executive Team and city staff.

**PRESENTATION OF THE OATH OF OFFICE:** City Clerk Renata McLeod administered the Oath of Office to Steve Widmyer as Mayor and Amy Evans, Kiki Miller, and Woody McEvers as Councilmembers.

**RECESS:** The Mayor called for a 10-minute recess at 6:30 p.m. The meeting resumed at 6:50 p.m.

Mayor Widmyer called the meeting to order and asked for a roll call of the new City Council.

### **ELECTION OF COUNCIL PRESIDENT**

**MOTION:** Motion by Edinger, seconded by Adams to nominate Woody McEvers as Council President. **Motion carried.**

**MAYOR ANNOUNCEMENTS:** Mayor Widmyer stated that Councilmember appointments are as follows: General Services will consist of Councilmembers Adams, Edinger and Evans; the Public Works Committees will consist of Councilmembers McEvers, Gookin and Miller. He announced other committee appointments include Councilmembers serving as liaisons to the following committees:

- Councilman Edinger: Parks and Recreation; Lake City Center; Tubbs Hill and Park Foundations
- Councilman McEvers: CDA TV; EMS
- Councilman Gookin: KMPO
- Councilman Evans: Parking Commission; Arts Commission
- Councilman Adams: Ped/Bike Committee
- Councilman Miller: Library; Panhandle Area Council

Mayor Widmyer stated that he is looking forward to working for the citizens of Coeur d’Alene.

**RECESS: Motion** by Gookin, seconded by McEvers to recess to January 14, 2014 at 12:00 Noon in the Old Council Chambers located at 710 E. Mullan Avenue for a workshop regarding Planning/Land Use Codes. **Motion Carried.**

The meeting adjourned at 6:55 p.m.

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Steve Widmyer, Mayor

ATTEST:

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Renata McLeod, City Clerk

MINUTES OF A CONTINUED MEETING OF THE  
COEUR D'ALENE CITY COUNCIL  
HELD IN THE OLD COUNCIL CHAMBERS  
ON JANUARY 14, 2014 AT 12:00 P.M.

The City Council of the City of Coeur d'Alene met in continued session in the Old Council Chambers located at 710 E. Mullan Avenue held at 12:00 P.M. on January 14, 2014, there being present upon roll call a quorum.

Steve Widmyer, Mayor

Woody McEvers ) Members of Council Present  
Dan Gookin )  
Amy Evans )  
Kiki Miller )  
Loren Ron Edinger )  
Steve Adams )

Brad Jordon ) Members of Planning Commission Present  
Tom Messina )  
Rob Haneline )  
Peter Luttrupp )  
Mike Ward )  
Heather Bowlby ) Absent

**STAFF PRESENT:** Troy Tymesen, Finance Director; Renata McLeod, City Clerk; Warren Wilson, Interim Planning Director, Wendy Gabriel City Administrator.

**CALL TO ORDER:** Mayor Widmyer called the meeting to order and stated that the purpose of the meeting was to discuss the Planning and Land Use Laws.

Interim Planning Director Warren Wilson stated that the hearing procedures may need some updating but are readily available, and reminded those present that they may contact legal staff at any time to ask questions pertaining to this material.

Mr. Wilson explained the differences between administrative, legislative, and quasi-judicial hearings. He clarified that the quorum is determined at the beginning of the meeting that ensures that if someone declares a conflict the group can still conduct the hearing. During a quasi-judicial hearing it is very important for the Council and Committees to declare any ex parte communication/conflicts prior to the start of the hearing. Those with conflicts cannot participate in the hearing, which includes running the meeting. It is best to leave the dais and sit in the back room or audience and not participate in the hearing. He further explained the legal definition of bias and an apparent conflict/bias. Mr. Wilson talked about what ex-parte contact and communication includes, and gave examples such as phone calls/emails received and site visits. He discussed the importance of making the Findings and establishing their relevance. He

clarified that comprehensive plans should help guide an entity and that it is not a legally controlling zoning law.

Mr. Wilson talked about losing a quorum during the course of a hearing, including the option of continuing the hearing to another date or allowing testimony to continue. If the applicant asks for a continuance, and it does not cause a prejudice, it would be allowable. If the applicant submits a proposal during the hearing that is substantially different than the original proposal there may be a need to stop the hearing and re-notice the proposal.

Mr. Wilson discussed the issues regarding the Fair Housing Act specifically pertaining to group homes and the protection allotted under the Civil Rights Act under the American's with Disability Act and the definition of family. Additionally, he discussed weighing evidence and conditions of approval.

Councilman McEvers stated that long ago the Planning Commission completed the Findings and it was very difficult and awkward and now they turn it over to staff, which is much more effective. Mr. Wilson stated that staff is willing to do the Findings; however, the Planning Commission can still do them if they desire. Councilman Adams stated that he received a call regarding the zoning hearing and asked at what point it turns into quasi-judicial. Mr. Wilson stated that the subdivision is quasi-judicial and the conversation should be treated as quasi and that he should direct them to staff for further discussion.

Mayor Widmyer thanked Mr. Wilson for the presentation and reiterated the importance of keeping legal counsel informed of potential conflicts.

**ADJOURN: Motion** by Luttrupp, seconded by Haneline to adjourn the Planning Commission. **Motion carried.** **Motion** by Edinger, seconded by Adams that there being no further business, this meeting of the City Council is adjourned. **Motion carried.**

The meeting adjourned at 1:52 p.m.

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Steve Widmyer Mayor

ATTEST:

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Renata McLeod, City Clerk

DATE: JANUARY 15, 2014

TO: MAYOR AND CITY COUNCIL

FROM: RENATA MCLEOD, CITY CLERK

RE: SETTING OF PUBLIC HEARING DATE: FEBRUARY 4, 2014

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I am requesting the City Council set a public hearing for the Council meeting scheduled February 4, 2014, to hear public testimony regarding the Community Development Block Grant Plan Year 2014 Action Plan.

DATE: JANUARY 15, 2014  
TO: MAYOR AND CITY COUNCIL  
FROM: PLANNING DEPARTMENT  
RE: SETTING OF PUBLIC HEARING DATE: FEBRUARY 4, 2014

Mayor Widmyer,

The Planning Department has forwarded the following item to the City Council for scheduling of a public hearing. In keeping with state law and Council policy, the Council will set the date of the public hearing upon receipt of recommendation.

<u>ITEM NO.</u>	<u>REQUEST</u>	<u>COMMISSION ACTION</u>	<u>COMMENT</u>
PUD-1-83m.3	Requested Appeal Applicant: JRB Properties, LLC Location: Coeur d'Alene Resort Request: Modification of Coeur d'Alene Resort PUD	Recommended approval	Quasi-Judicial

In order to satisfy the mandatory 15-day notice requirement, the next recommended hearing date will be **February 4, 2014.**

DATE: JANUARY 15, 2014  
TO: MAYOR AND CITY COUNCIL  
FROM: PLANNING DEPARTMENT  
RE: SETTING OF PUBLIC HEARING DATE: FEBRUARY 18, 2014

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Mayor Widmyer,

The Planning Department has forwarded the following item to the City Council for scheduling of a public hearing. In keeping with state law and Council policy, the Council will set the date of the public hearing upon receipt of recommendation.

<u>ITEM NO.</u>	<u>REQUEST</u>	<u>COMMISSION ACTION</u>	<u>COMMENT</u>
ZC-1-13	Zone change from R-3 & C-17L to R-8 Applicant: Mulligan Investments, LLC Location: Lt 1 Blk 3 of the Landings at Waterford 10th Addition	Recommended Approval	Quasi-Judicial

In order to satisfy the mandatory 15-day notice requirement, the next recommended hearing date will be **FEBRUARY 18, 2014.**

RESOLUTION NO. 14-002

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO AUTHORIZING THE BELOW MENTIONED CONTRACTS AND OTHER ACTIONS OF THE CITY OF COEUR D'ALENE INCLUDING APPROVAL TO PURCHASE THREE (3) PATROL VEHICLES AND ONE (1) ANIMAL CONTROL VEHICLE AND APPROVAL OF S-2-03, LANDINGS AT WATERFORD 11TH ADDITION – FINAL PLAT APPROVAL, ACCEPTANCE OF IMPROVEMENTS, MAINTENANCE/WARRANTY AGREEMENT & SECURITY.

WHEREAS, it has been recommended that the City of Coeur d'Alene enter into the contract(s), agreement(s) or other actions listed below pursuant to the terms and conditions set forth in the contract(s), agreement(s) and other action(s) documents attached hereto as Exhibits "A through B" and by reference made a part hereof as summarized as follows:

- A) Authorization to purchase three (3) patrol vehicles and one (1) animal control vehicle;
- B) Approval of S-2-03, Landings at Waterford 11th Addition – final plat approval, acceptance of improvements, Maintenance/Warranty Agreement & Security.

AND;

WHEREAS, it is deemed to be in the best interests of the City of Coeur d'Alene and the citizens thereof to enter into such agreements or other actions; NOW, THEREFORE,

BE IT RESOLVED, by the Mayor and City Council of the City of Coeur d'Alene that the City enter into agreements or other actions for the subject matter, as set forth in substantially the form attached hereto as Exhibits "A through B" and incorporated herein by reference with the provision that the Mayor, City Administrator, and City Attorney are hereby authorized to modify said agreements or other actions so long as the substantive provisions of the agreements or other actions remain intact.

BE IT FURTHER RESOLVED, that the Mayor and City Clerk be and they are hereby authorized to execute such agreements or other actions on behalf of the City.

DATED this 21<sup>st</sup> day of January, 2014.

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

ATTEST

\_\_\_\_\_  
Renata McLeod, City Clerk

Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_, to adopt the foregoing resolution.

ROLL CALL:

COUNCIL MEMBER EVANS Voted \_\_\_\_\_

COUNCIL MEMBER GOOKIN Voted \_\_\_\_\_

COUNCIL MEMBER MCEVERS Voted \_\_\_\_\_

COUNCIL MEMBER ADAMS Voted \_\_\_\_\_

COUNCIL MEMBER MILLER Voted \_\_\_\_\_

COUNCIL MEMBER EDINGER Voted \_\_\_\_\_

\_\_\_\_\_ was absent. Motion \_\_\_\_\_.



# Coeur d'Alene Police Department

*To Protect and Serve with Excellence*

Chief Ron H. Clark

3818 SCHREIBER WAY  
COEUR D'ALENE, ID 83815  
(208) 769-2321 – FAX (208) 769-2307  
www.cdapolice.org

**TO:** General Services Committee

**FROM:** Ron Clark  
Chief of Police

**SUBJECT:** Request to purchase three (3) Patrol vehicles and one (1) Animal Control vehicle

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**Decision Point:** Authorization to purchase two (2) Patrol vehicles and one (1) Animal Control vehicle as listed in the Capital Outlay Summary for 2013-2014, as well as one (1) Patrol vehicle which will be funded by the School District due to additional School Resource Officer position which has been recently approved by Council.

**History:** One (1) Patrol vehicle and one (1) Animal Control vehicle are in the Capital Outlay accounting history as part of our long range replacement schedule. One (1) K9 Patrol vehicle is requested to be purchased from the asset forfeiture account for drug interdiction support. One (1) additional Patrol vehicle is also requested to be purchased from funds allocated to the City by the School District due to the additional School Resource Officer which has already been approved by Council. On December 18th, 2013, quotes were obtained for one (1) patrol car with a minimum 3.6 liter displacement engine, one (1) Sport Utility Vehicle with a 3.7 liter displacement engine, one (1) patrol car with a 3.7 liter displacement engine and one (1) four wheel drive extended cab truck with a maximum 4.0 liter engine. Ford Motor Company is the only manufacturer that could meet the four wheel drive extended cab truck with a maximum 4.0 liter engine specification for the Animal Control truck. The quote received from Lake City Ford in the amount of \$23,448.00 for the truck is \$200.00 less than the Idaho State contractor quote from Goode Motors. The quote received from Lake City Ford in the amount of \$27,730.00 for the SUV is \$200.00 less than the Idaho State contractor quote from Goode Motors. The quote received from Lake City Ford in the amount of \$25,975.41 is \$225.59 less than the Idaho State Contractor quote from Goode Motors. The quote from Edmark GMC Chevrolet, the Idaho State contract holder for Chevrolet, is \$21,698.80 for the 3.6 liter engine vehicle. Knudtsen Chevrolet is bid matching the Idaho State contractors bid as they have done in the past. The quotes were reviewed and found to meet department specifications. I recommend that the City of Coeur d' Alene accept the quotes for the one (1) four wheel drive truck and two (2) 3.7 liter vehicles from Lake City Ford. I further recommend the one (1) 3.6 liter engine vehicle from Edmark GMC Chevrolet unless Knudtsen Chevrolet can match or beat the bid from Edmark GMC Chevrolet.

**Financial Analysis:** The desire is to produce the best possible price on these vehicles. The Financial Summary for 2013-2014 has allocated a total of \$70,595 for one (1) Patrol vehicle and one (1) support truck, to include the purchase and equipping of these vehicles. The quote from Edmark GMC Chevrolet, and likely Knudtsen Chevrolet, is \$21,698.80 for the Patrol sedan. The quote from Lake City Ford was \$23,448.00 for the Animal Control truck. The total of the Patrol sedan and the Animal Control truck is \$45,146.80 and would be purchased using funds approved in the Financial Summary for 2013-2014. The quote from Lake City Ford for the SUV was \$27,730.00 and would be purchased using Task Force funds. The quote from Lake City Ford for a Patrol car was \$25,974.41 and would be purchased using funds allocated from the School District.

**Performance Analysis:** The patrol vehicles are used for a variety of patrol functions. These vehicles obtain a high amount of mileage being used in traffic and patrol-related enforcement. The line patrol vehicles run on a 24-hour, 7-days-a-week basis. The Animal Control vehicle is an integral part of the patrol support function and accumulates mileage equivalent to a patrol unit.

**Quality of Life Analysis:** A properly maintained patrol and support fleet is essential for the efficiency of a Police Department and the many duties tasked to the police officer and support staff.

**Decision Point:** Authorization to purchase one (1) K9 Patrol SUV vehicle, (1) Patrol car and one (1) Animal Control truck from Lake City Ford, and one (1) Patrol vehicle from Edmark GMC Chevrolet with the option to purchase said vehicle from Knudtsen Chevrolet if they can match or beat the state bid from Edmark GMC Chevrolet.

**CITY COUNCIL  
STAFF REPORT**

**DATE:** January 21, 2014  
**FROM:** Christopher H. Bates, Engineering Project Manager   
**SUBJECT:** Landings at Waterford 11<sup>th</sup> Addition: Final Plat, Acceptance of Improvements, Maintenance/Warranty Agreement and Security Approval

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**DECISION POINT**

Staff is requesting the following:

1. Approval of the final plat document of the Landings at Waterford 11<sup>th</sup> Addition, a seventy seven (77) lot residential phase of the Landings development.
2. City Council acceptance of the installed public improvements for the Landings at Waterford 11<sup>th</sup> Addition.
3. City Council approval of the Maintenance/Warranty Agreement and security for the Landings at Waterford 11<sup>th</sup> Addition.

**HISTORY**

- a. Applicant: Ada Loper  
ACI Northwest, Inc.  
6600 N. Government Way  
Coeur d'Alene, ID 83815
- b. Location: Between Downing Lane & Huetter Road, adjoining and south of Long Meadow Drive.
- c. Previous Actions:
  1. Final plat approval of the Landings at Waterford 7<sup>th</sup> Addition, June 2012.
  2. Final plat approval of the Landings at Waterford 8<sup>th</sup> & 9<sup>th</sup> Additions, July 2012.
  3. Final plat approval of the Landings at Waterford 10<sup>th</sup> Addition, August 2013.

**FINANCIAL ANALYSIS**

The developer is entering into Maintenance/Warranty Agreements for the 11<sup>th</sup> Addition and is providing warranty security amounting to \$72,381.00, to insure the maintenance of the installed public infrastructure improvements during the one (1) year warranty period.

**PERFORMANCE ANALYSIS**

The developer has installed all of the required public improvements, and the appropriate City departments have approved the installations and have found them ready to accept them for maintenance. Acceptance of the installed improvements will allow issuance of all building permits for the development. The City maintenance will be required to start after the one (1) year warranty period expires on January 21, 2015.

**DECISION POINT RECOMMENDATION**

1. Approve the final plat documents and direct staff to proceed with the recordation.
2. Accept the installed public improvements in the Landings @ Waterford 11<sup>th</sup> Addition phase.
3. Approve the Maintenance/Warranty Agreement and accompanying security for the 11<sup>th</sup> Addition phase.



# THE LANDINGS AT WATERFORD ELEVENTH ADDITION

A REPLAT OF LOT 1, BLOCK 3 OF THE LANDINGS AT WATERFORD SIXTH ADDITION AND LOT 2, BLOCK 3 OF THE LANDINGS AT WATERFORD TENTH ADDITION WITH THE NORTHWEST QUARTER OF SECTION 28, TOWNSHIP 51 NORTH, RANGE 14 WEST, SOBEY MERIDIAN, CITY OF COEUR D'ALENE, ACOOTENAI COUNTY, IDAHO

BOOK \_\_\_\_\_ PAGE \_\_\_\_\_  
INSTRUMENT NO. \_\_\_\_\_

Curve #	Length	Radius	Delta	Chord	Bearing
C1	102.00	1700.00	17.91	162.87	S89°14'49"W
C2	102.00	1700.00	17.91	162.87	N0°45'11"E
C3	151.72	1046.00	14.32	151.68	S79°16'42"W
C4	204.87	800.00	17.46	204.41	S69°12'00"W
C5	18.85	1000.00	0.78	18.85	N0°00'00"E
C6	18.85	1000.00	0.78	18.85	S0°00'00"E
C7	18.85	1000.00	0.78	18.85	N0°00'00"E
C8	18.85	1000.00	0.78	18.85	S0°00'00"E
C9	18.85	1000.00	0.78	18.85	N0°00'00"E
C10	18.85	1000.00	0.78	18.85	S0°00'00"E
C11	18.85	1000.00	0.78	18.85	N0°00'00"E
C12	18.85	1000.00	0.78	18.85	S0°00'00"E
C13	18.85	1000.00	0.78	18.85	N0°00'00"E
C14	18.85	1000.00	0.78	18.85	S0°00'00"E
C15	18.85	1000.00	0.78	18.85	N0°00'00"E
C16	18.85	1000.00	0.78	18.85	S0°00'00"E
C17	18.85	1000.00	0.78	18.85	N0°00'00"E
C18	18.85	1000.00	0.78	18.85	S0°00'00"E
C19	18.85	1000.00	0.78	18.85	N0°00'00"E
C20	18.85	1000.00	0.78	18.85	S0°00'00"E
C21	18.85	1000.00	0.78	18.85	N0°00'00"E
C22	18.85	1000.00	0.78	18.85	S0°00'00"E
C23	18.85	1000.00	0.78	18.85	N0°00'00"E
C24	18.85	1000.00	0.78	18.85	S0°00'00"E
C25	18.85	1000.00	0.78	18.85	N0°00'00"E
C26	18.85	1000.00	0.78	18.85	S0°00'00"E
C27	18.85	1000.00	0.78	18.85	N0°00'00"E
C28	18.85	1000.00	0.78	18.85	S0°00'00"E
C29	18.85	1000.00	0.78	18.85	N0°00'00"E
C30	18.85	1000.00	0.78	18.85	S0°00'00"E
C31	18.85	1000.00	0.78	18.85	N0°00'00"E
C32	18.85	1000.00	0.78	18.85	S0°00'00"E
C33	18.85	1000.00	0.78	18.85	N0°00'00"E
C34	18.85	1000.00	0.78	18.85	S0°00'00"E
C35	18.85	1000.00	0.78	18.85	N0°00'00"E
C36	18.85	1000.00	0.78	18.85	S0°00'00"E
C37	18.85	1000.00	0.78	18.85	N0°00'00"E
C38	18.85	1000.00	0.78	18.85	S0°00'00"E
C39	18.85	1000.00	0.78	18.85	N0°00'00"E
C40	18.85	1000.00	0.78	18.85	S0°00'00"E
C41	18.85	1000.00	0.78	18.85	N0°00'00"E

## LEGEND

- SET 1/2" REBAR WITH YELLOW PLASTIC CAP MARKED "PLS 41E"
- SET 1/2" REBAR WITH YELLOW PLASTIC CAP MARKED "PLS 41B"
- FOUND 3/4" REBAR WITH YELLOW PLASTIC CAP MARKED "PLS 41B"
- FOUND 1/2" REBAR WITH YELLOW PLASTIC CAP MARKED "PLS 41B"
- FOUND 1/4" REBAR WITH YELLOW PLASTIC CAP MARKED "PLS 41B"
- FOUND 1/8" REBAR WITH YELLOW PLASTIC CAP MARKED "PLS 41B"
- FOUND 1/16" REBAR WITH YELLOW PLASTIC CAP MARKED "PLS 41B"
- CALCULATED POINT, NOTHING FOUND ON SET

CHECKED BY: \_\_\_\_\_  
 DRAWN BY: \_\_\_\_\_  
 DATE: \_\_\_\_\_  
 JOB NO.: \_\_\_\_\_  
 LICENSE: \_\_\_\_\_  
 2  
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SCALE: 1" = 60'



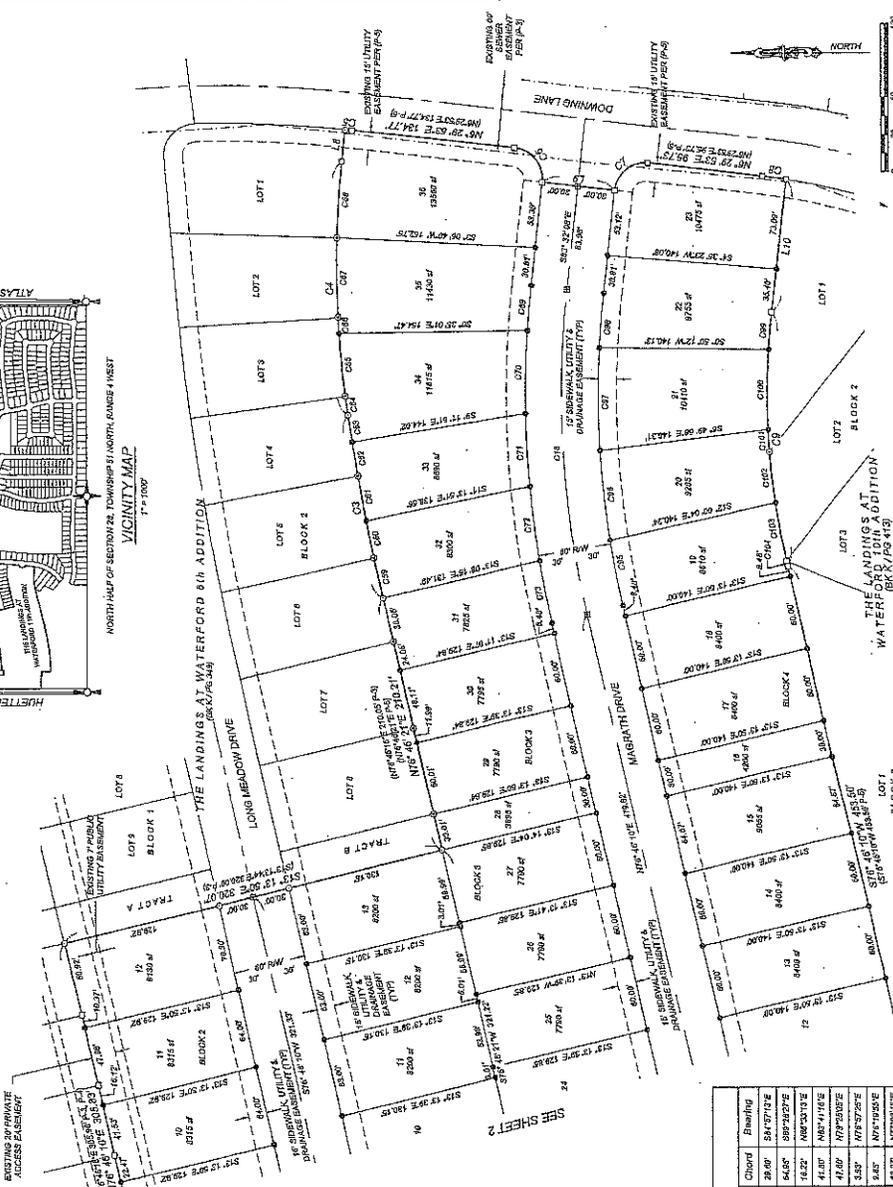
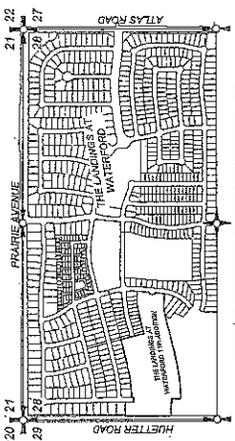
LANE CITY ENGINEERING  
 500 N. SCHUBERT WAY, STE. 4  
 COEUR D'ALENE, IDAHO 83815  
 PHONE: 208.765.1200

THE LANDINGS AT WATERFORD ELEVENTH ADDITION  
 LOT 1, BLOCK 3  
 PER TEMPORARY SURROUND EASEMENT  
 PER INSTRUMENT NO. \_\_\_\_\_

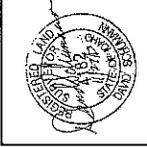
# THE LANDINGS AT WATERFORD ELEVENTH ADDITION

A REPLAY OF LOT 1, BLOCK 3 OF THE LANDINGS AT WATERFORD SKTH ADDITION AND LOT 2, BLOCK 3 OF THE LANDINGS AT WATERFORD TENTH ADDITION LYING IN THE NORTHWEST QUARTER OF SECTION 28, TOWNSHIP 21 NORTH, RANGE 4 WEST, BOISE MERIDIAN, CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO

BOOK \_\_\_\_\_ PAGE \_\_\_\_\_  
INSTRUMENT NO. \_\_\_\_\_



CHECKED BY: \_\_\_\_\_  
DRAWN BY: \_\_\_\_\_  
SCALE: 1" = 60'



- LEGEND**
- SET 1/2" x 2" REBAR WITH YELLOW PLASTIC CAP MARKED "PLS 4182"
  - SET 3/8" x 2" REBAR WITH 2" ALUMINUM CAP MARKED "PLS 4181"
  - FOUND 3/8" REBAR WITH YELLOW PLASTIC CAP MARKED "PLS 4181"
  - ◇ FOUND 3/8" REBAR WITH YELLOW PLASTIC CAP MARKED "PLS 4182"
  - ⊕ FOUND 1/2" REBAR WITH YELLOW PLASTIC CAP MARKED "PLS 4182"
  - ⊖ FOUND 1/2" REBAR WITH YELLOW PLASTIC CAP MARKED "PLS 4181"
  - △ CALCULATED POINT, NOTHING FOUND OR SET

**Curve Table**

Curve #	Length	Radius	Delta	Chord	Bearing
C01	29.77	603.00	250.00	39.60	S41°17'12"E
C02	44.00	500.00	174.21	64.00	S89°23'22"E
C03	44.81	500.00	174.21	64.00	N89°23'22"E
C04	47.82	500.00	174.21	64.00	N73°37'25"E
C05	5.88	200.00	271.65	5.87	N74°05'56"E
C06	62.97	200.00	119.84	62.97	N70°10'55"E
C07	62.97	200.00	119.84	62.97	S70°10'55"E
C08	61.14	200.00	119.84	61.14	N70°10'55"E
C09	61.14	200.00	119.84	61.14	N70°10'55"E
C10	61.14	200.00	119.84	61.14	N70°10'55"E
C11	61.14	200.00	119.84	61.14	N70°10'55"E
C12	74.00	200.00	119.84	74.00	N84°40'27"E
C13	74.00	200.00	119.84	74.00	N84°40'27"E
C14	74.00	200.00	119.84	74.00	N84°40'27"E
C15	84.11	200.00	119.84	84.11	N84°40'27"E

**Curve Table**

Curve #	Length	Radius	Delta	Chord	Bearing
C01	29.77	603.00	250.00	39.60	S41°17'12"E
C02	44.00	500.00	174.21	64.00	S89°23'22"E
C03	44.81	500.00	174.21	64.00	N89°23'22"E
C04	47.82	500.00	174.21	64.00	N73°37'25"E
C05	5.88	200.00	271.65	5.87	N74°05'56"E
C06	62.97	200.00	119.84	62.97	N70°10'55"E
C07	62.97	200.00	119.84	62.97	S70°10'55"E
C08	61.14	200.00	119.84	61.14	N70°10'55"E
C09	61.14	200.00	119.84	61.14	N70°10'55"E
C10	61.14	200.00	119.84	61.14	N70°10'55"E
C11	61.14	200.00	119.84	61.14	N70°10'55"E
C12	74.00	200.00	119.84	74.00	N84°40'27"E
C13	74.00	200.00	119.84	74.00	N84°40'27"E
C14	74.00	200.00	119.84	74.00	N84°40'27"E
C15	84.11	200.00	119.84	84.11	N84°40'27"E



## AGREEMENT FOR MAINTENANCE/WARRANTY OF SUBDIVISION WORK

THIS AGREEMENT made this \_\_\_\_ day of January, 2014 between ACI Northwest, Inc., whose address is 6600 N. Government Way, Coeur d'Alene, ID, 83815, with Ada Loper, Secretary, hereinafter referred to as the "**Developer**," and the city of Coeur d'Alene, a municipal corporation and political subdivision of the state of Idaho, whose address is City Hall, 710 E. Mullan Avenue, Coeur d'Alene, ID 83814, hereinafter referred to as the "**City**";

WHEREAS, the City has approved the final subdivision plat of Landings at Waterford 11<sup>th</sup> Addition, a seventy seven (77) lot residential development, in Coeur d'Alene, situated in the Northwest ¼ of Section 28, Township 51 North, Range 4 West, B.M., Kootenai County, Idaho; and

WHEREAS, the Developer completed the installation of certain public improvements in the noted subdivision as required by Title 16 of the Coeur d'Alene Municipal Code and is required to warrant and maintain the improvements for one year; NOW, THEREFORE,

### IT IS AGREED AS FOLLOWS:

The Developer agrees to maintain and warrant for a period of one year from the approval date of this agreement, the public improvements as shown on the construction plans entitled "Landings at Waterford 11<sup>th</sup> Addition", signed and stamped by Drew C. Dittman, PE, # 11138, Lake City Engineering, Inc., 3909 N. Schreiber Way, Suite #4, Coeur d'Alene, ID 83815, dated July 9, 2013, including but not limited to: potable water main line and appurtenances, sanitary sewer main line and appurtenances, concrete roll curb, stormwater drainage swales, drywells and appurtenances, concrete sidewalk and pedestrian ramps, asphalt pedestrian trail, street base rock and asphalt paving, street signage, and, monumentation as required under Title 16 of the Coeur d'Alene Municipal Code.

The Developer herewith delivers to the City, security in a form acceptable to the City, for the amount of Seventy Two Thousand Three Hundred Eighty One and 00/100 Dollars (\$72,381.00) securing the obligation of the Developer to maintain and warrant the public subdivision improvements referred to herein. The security shall not be released until the 21<sup>st</sup> day of January 2015. The City Inspector will conduct a final inspection prior to the release of the security to verify that all installed improvements are undamaged and free from defect. In the event that the improvements made by the Developer were not maintained or became defective during the period set forth above, the City may demand the funds represented by the security and use the proceeds to complete maintenance or repair of the improvements thereof. The Developer further agrees to be responsible for all costs of warranting and maintaining said improvements above the amount of the security given.

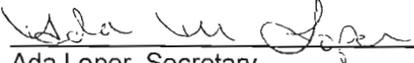
**Owner's Reimbursement to the City:** The Parties further agree that the City has utilized substantial staff time to prepare this agreement, which will benefit the Owner. The Parties further agree the City should be reimbursed a reasonable fee for its costs to prepare such agreement. The Parties further agree that such fee should be in the amount of Twenty Five and No/100 Dollars (\$25.00).

IN WITNESS WHEREOF, the parties have set their hands and seal the day and year first above written.

**City of Coeur d'Alene**

**ACI Northwest, Inc.**

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

  
\_\_\_\_\_  
Ada Loper, Secretary

ATTEST

\_\_\_\_\_  
Renata McLeod, City Clerk

MAINTENANCE BOND

Bond No. 0180179

KNOW ALL MEN BY THESE PRESENTS, ACI Northwest, Inc., as Principal, and Berkley Regional Insurance Company, 11201 Douglas Ave.; Urbandale, Iowa 50322, a corporation duly organized under the laws of the State of Delaware and licensed to transact business in the state of Idaho, as Surety, are held and firmly bound unto the City of Coeur d'Alene as Obligee, in the penal sum of \*\*\*Seventy Two Thousand Three Hundred Eighty One Dollars and Fifty Cents\*\*\* Dollars (\$72,381.50), lawful money of the United States of America, for which payment, well and truly to be made, Principal and Surety bind themselves, their legal representatives, successors or assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal entered into a contract with the said Obligee, dated Jan 21 2014 for The Landings at Waterford, 11th Addition

WHEREAS, the Obligee requires that these presents be executed on or before the final completion and acceptance of said contract and;

WHEREAS said contract shall be completed and accepted by January 21st, 2014.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that if the Principal shall remedy, without cost to the Obligee, any defects caused by defective or inferior materials or workmanship, which may develop during a period of One Year from the date of completion and acceptance of the work performed under the contract, then this obligation shall be void; otherwise it shall be and remain in full force and effect.

Any suit under this bond must be instituted before the expiration of one year from completion of the maintenance period.

No right of action shall accrue on this bond to or for the use of any person or corporation other than the Principal named herein or the heirs, executors, administrators or successors of the Obligee.

Signed, sealed and dated this 14th day of January, 2014.



Principal: ACI Northwest, Inc. 6600 N. Government Way, Coeur d'Alene, ID 83815

By: [Signature]

Berkley Regional Insurance Company (seal)

By: Shelly Donovan  
Shelly Donovan, Attorney-in-Fact

POWER OF ATTORNEY  
BERKLEY REGIONAL INSURANCE COMPANY  
WILMINGTON, DELAWARE

NOTICE: The warning found elsewhere in this Power of Attorney affects the validity thereof. Please review carefully.

KNOW ALL MEN BY THESE PRESENTS, that BERKLEY REGIONAL INSURANCE COMPANY (the "Company"), a corporation duly organized and existing under the laws of the State of Delaware, having its principal office in Urbandale, Iowa, has made, constituted and appointed, and does by these presents make, constitute and appoint: *Walter W. Wolf, James E. Majeskey II, Judith C. Kaiser-Smith, Judith A. Rapp, Shawn M. Wilson, Shelly Donovan, Nicholas W. Paget or Michael B. Cunningham of PayneWest Insurance, Inc. of Spokane Valley, WA* its true and lawful Attorney-in-Fact, to sign its name as surety only as delineated below and to execute, seal, acknowledge and deliver any and all bonds and undertakings, with the exception of Financial Guaranty Insurance, providing that no single obligation shall exceed **Fifty Million and 00/100 U.S. Dollars (U.S.\$50,000,000.00)**, to the same extent as if such bonds had been duly executed and acknowledged by the regularly elected officers of the Company at its principal office in their own proper persons.

This Power of Attorney shall be construed and enforced in accordance with, and governed by, the laws of the State of Delaware, without giving effect to the principles of conflicts of laws thereof. This Power of Attorney is granted pursuant to the following resolutions which were duly and validly adopted at a meeting of the Board of Directors of the Company held on August 21, 2000:

**"RESOLVED**, that the proper officers of the Company are hereby authorized to execute powers of attorney authorizing and qualifying the attorney-in-fact named therein to execute bonds, undertakings, recognizances, or other suretyship obligations on behalf of the Company, and to affix the corporate seal of the Company to powers of attorney executed pursuant hereto; and further

**RESOLVED**, that such power of attorney limits the acts of those named therein to the bonds, undertakings, recognizances, or other suretyship obligations specifically named therein, and they have no authority to bind the Company except in the manner and to the extent therein stated; and further

**RESOLVED**, that such power of attorney revokes all previous powers issued on behalf of the attorney-in-fact named; and further

**RESOLVED**, that the signature of any authorized officer and the seal of the Company may be affixed by facsimile to any power of attorney or certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligation of the Company; and such signature and seal when so used shall have the same force and effect as though manually affixed. The Company may continue to use for the purposes herein stated the facsimile signature of any person or persons who shall have been such officer or officers of the Company, notwithstanding the fact that they may have ceased to be such at the time when such instruments shall be issued."

IN WITNESS WHEREOF, the Company has caused these presents to be signed and attested by its appropriate officers and its corporate seal hereunto affixed this 22 day of January, 2013.

Attest:

Berkley Regional Insurance Company

(Seal)

By

Ira S. Lederman  
Senior Vice President & Secretary

By

Jeffrey M. Hafter  
Senior Vice President

**WARNING: THIS POWER INVALID IF NOT PRINTED ON BLUE "BERKLEY" SECURITY PAPER.**

STATE OF CONNECTICUT )

) ss:

COUNTY OF FAIRFIELD )

Sworn to before me, a Notary Public in the State of Connecticut, this 22 day of January, 2013, by Jeffrey M. Hafter and Ira S. Lederman who are sworn to me to be the Senior Vice President, and the Senior Vice President and Secretary, respectively, of Berkley Regional Insurance Company.

EILEEN KILLEEN

Eileen Killeen  
Notary Public, State of Connecticut

NOTARY PUBLIC, STATE OF CONNECTICUT  
MY COMMISSION EXPIRES JUNE 30, 2017

**CERTIFICATE**

I, the undersigned, Assistant Secretary of BERKLEY REGIONAL INSURANCE COMPANY, DO HEREBY CERTIFY that the foregoing is a true, correct and complete copy of the original Power of Attorney; that said Power of Attorney has not been revoked or rescinded and that the authority of the Attorney-in-Fact set forth therein, who executed the bond or undertaking to which this Power of Attorney is attached, is in full force and effect as of this date.

Given under my hand and seal of the Company, this 14th day of January, 2014.

(Seal)

Andrew M. Tuma  
Andrew M. Tuma

WARNING - Any unauthorized reproduction or alteration of this document is prohibited. This power of attorney is void unless seals are readable and the certification seal at the bottom is embossed. The background imprint, warning and confirmation (on reverse) must be in blue ink.

to March 2015

**BEER, WINE, AND/OR LIQUOR APPLICATION Expires March 1 annually**

City of Coeur d' Alene  
 Municipal Services  
 710 Mullan Avenue  
 Coeur d' Alene, Idaho 83814  
 208.769.2229 Fax 769.2237

[Office Use Only] Amt Pd 333.30  
 Rec No 699608  
 Date \_\_\_\_\_  
 Date to City Council: 01/21/14  
 Reg No. \_\_\_\_\_  
 License No. \_\_\_\_\_  
 Rv \_\_\_\_\_

Date that you would like to begin alcohol service 5/1/2014

Check the ONE box that applies:

<input type="checkbox"/>	Beer only (canned and bottled) not consumed on premise	\$ 50.00 per year
<input type="checkbox"/>	Beer and Wine (canned and bottled) not consumed on premise	\$250.00 per year
<input type="checkbox"/>	Beer only (canned and bottled only) consumed on premise	\$100.00 per year
<input type="checkbox"/>	Beer and Wine (canned and bottled only) consumed on premise	\$300.00 per year
<input type="checkbox"/>	Beer only (draft, canned, and bottled) consumed on premise	\$200.00 per year
<input checked="" type="checkbox"/>	Beer and Wine (Draft, canned, and bottled) consumed on premise	\$400.00 per year
<input type="checkbox"/>	Beer, Wine, and Liquor (number issued limited by State of Id)	\$762.50 per year
<input type="checkbox"/>	Transfer of ownership of a City license with current year paid Beer-to go only \$6.25 Beer- Can, Bottled only COP \$12.50 Beer- Draft, can, bottled COP \$25 Wine additional \$25 Consumed on premise yes no Transfer from _____ to _____	\$

Business Name	Crafted Taphouse LLC.
Business Mailing Address	523 Sherman Ave.
City, State, Zip	Coeur d'Alene, ID 83814
Business Physical Address	523 Sherman Ave.
City, State, Zip	Coeur d'Alene, ID 83814
Business Contact	Business Telephone: 208-755-0949 Fax: Email address: rob@craftedtaphouse.com
License Applicant	Robert Berger
If Corporation, partnership, LLC etc. List all members/officers	Robert Berger / President + Managing Member

**BEER, WINE, AND/OR LIQUOR APPLICATION Expires March 1 annually**

**City of Coeur d' Alene**  
**Municipal Services**  
**710 Mullan Avenue**  
**Coeur d' Alene, Idaho 83814**  
**208.769.2229 Fax 769.2237**

[Office Use Only] Amt Pd 693  
 Rec No 698214  
 Date 01-09-14  
 Date to City Council: \_\_\_\_\_  
 Reg No. \_\_\_\_\_  
 License No. \_\_\_\_\_  
 Rv \_\_\_\_\_

Date that you would like to begin alcohol service Feb 1

Check the **ONE** box that applies: Formerly Scruds

<input type="checkbox"/>	Beer only (canned and bottled) not consumed on premise	\$ 50.00 per year
<input type="checkbox"/>	Beer and Wine (canned and bottled) not consumed on premise	\$250.00 per year
<input checked="" type="checkbox"/>	Beer only (canned and bottled only) consumed on premise	\$100.00 per year
<input type="checkbox"/>	Beer and Wine (canned and bottled only) consumed on premise	\$300.00 per year
<input type="checkbox"/>	Beer only (draft, canned, and bottled) consumed on premise	\$200.00 per year
<input type="checkbox"/>	Beer and Wine (Draft, canned, and bottled) consumed on premise	\$400.00 per year
<input type="checkbox"/>	Beer, Wine, and Liquor (number issued limited by State of Id)	\$762.50 per year
<input type="checkbox"/>	Transfer of ownership of a City license with current year paid Beer-to go only \$6.25 Beer- Can, Bottled only COP \$12.50 Beer- Draft, can, bottled COP \$25 Wine additional \$25 Consumed on premise yes no Transfer from _____ to _____	\$

Business Name	<u>Schmidty's Burgers</u>
Business Mailing Address	<u>206 N. 4th</u>
City, State, Zip	<u>Coeur d Alene ID 83814</u>
Business Physical Address	<u>206 N. 4th</u>
City, State, Zip	<u>Coeur d Alene ID 83814</u>
Business Contact	Business Telephone: <u>N/A</u> Fax: <u>N/A</u> <u>208-651-1255 - Denise</u> Email address: <u>ndenise421@gmail.com</u>
License Applicant	<u>Nathan Schmidt + Denise Hodges</u>
If Corporation, partnership, LLC etc. List all members/officers	

**BEER, WINE, AND/OR LIQUOR APPLICATION Expires March 1 annually**

**City of Coeur d' Alene**  
**Municipal Services**  
**710 Mullan Avenue**  
**Coeur d' Alene, Idaho 83814**  
**208.769.2229 Fax 769.2237**

[Office Use Only] Amt Pd \$ 333.30  
 Rec No 098684  
 Date 01-10-14  
 Date to City Council: 01-21-14  
 Reg No. \_\_\_\_\_  
 License No. \_\_\_\_\_  
 Rv \_\_\_\_\_

Date that you would like to begin alcohol service MAY 1, 2014  
 Check the **ONE** box that applies:

<input type="checkbox"/>	Beer only (canned and bottled) not consumed on premise	\$ 50.00 per year
<input type="checkbox"/>	Beer and Wine (canned and bottled) not consumed on premise	\$250.00 per year
<input type="checkbox"/>	Beer only (canned and bottled only) consumed on premise	\$100.00 per year
<input type="checkbox"/>	Beer and Wine (canned and bottled only) consumed on premise	\$300.00 per year
<input type="checkbox"/>	Beer only (draft, canned, and bottled) consumed on premise	\$200.00 per year
<input checked="" type="checkbox"/>	Beer and Wine (Draft, canned, and bottled) consumed on premise	\$400.00 per year
<input type="checkbox"/>	Beer, Wine, and Liquor (number issued limited by State of Id)	\$762.50 per year
<input type="checkbox"/>	Transfer of ownership of a City license with current year paid Beer-to go only \$6.25 Beer- Can, Bottled only COP \$12.50 Beer- Draft, can, bottled COP \$25 Wine additional \$25 Consumed on premise yes no Transfer from <u>Sullys</u> to <u>Paragon Brewing</u>	\$

Business Name	<u>PARAGON BREWING</u>
Business Mailing Address	<u>431 E. MALLARD AVE.</u>
City, State, Zip	<u>COEUR d'ALENE, ID <del>83</del> 83815</u>
Business Physical Address	<u>5785 N. GOVERNMENT WAY</u>
City, State, Zip	<u>COEUR d'ALENE, ID 83815</u>
Business Contact	Business Telephone: <u>208-819-0888</u> Fax: _____ Email address: <u>paragonbrewing@gmail.com</u>
License Applicant	<u>KERRY KIERES</u>
If Corporation, partnership, LLC etc. List all members/officers	<u>KERRY KIERES MATT DILL</u> <u>CHRIS KIERES</u>



# ANNOUNCEMENTS

# Memo to Council

DATE: January 10, 2014

RE: Appointments to Boards/Commissions/Committees

The following re-appointments are presented for your consideration for the January 21st Council Meeting:

ANNEKE CONNAWAY	URBAN FORESTRY COMMITTEE
BOB HALLOCK	URBAN FORESTRY COMMITTEE
KEITH JONES	URBAN FORESTRY COMMITTEE
BRUCE MARTINEK	URBAN FORESTRY COMMITTEE

Copies of the data sheets are in front of your mailboxes.

Sincerely,

Amy Ferguson  
Executive Assistant

cc: Renata McLeod, Municipal Services Director  
Katie Kosanke, Urban Forestry Committee Liaison

# Memo to Council

DATE: January 10, 2014

RE: Appointments to Boards/Commissions/Committees

The following re-appointment is presented for your consideration for the January 21st Council Meeting:

GARRY STARK  
(Representing NIC)

PARKING COMMISSION

A copy of the data sheet is in front of your mailboxes.

Sincerely,

Amy Ferguson  
Executive Assistant

cc: Renata McLeod, Municipal Services Director  
Judy House, Parking Commission Staff Support

# Memo to Council

DATE: January 8, 2014

RE: Appointments to Boards/Commissions/Committees

The following appointment is presented for your consideration for the January 21st Council Meeting:

BRAD JORDAN      PARKING COMMISSION (representing LCDC)

A copy of Mr. Jordan's data sheet is in front of your mailboxes.

Sincerely,

Amy Ferguson  
Executive Assistant

cc:    Renata McLeod, Municipal Services Director  
      Judy House, Parking Commission Staff Support  
      Troy Tymesen, Parking Commission Liaison

# Memo to Council

DATE: January 10, 2014

RE: Appointments to Boards/Commissions/Committees

The following re-appointment is presented for your consideration for the January 21st Council Meeting:

LAURA RUMPLER            CDA TV COMMITTEE  
(Representing CDA School District)

A copy of the data sheet is in front of your mailboxes.

Sincerely,

Amy Ferguson  
Executive Assistant

cc: Renata McLeod, Municipal Services Director/CDA TV Liaison

# Memo to Council

DATE: January 10, 2014

RE: Appointments to Boards/Commissions/Committees

The following appointment is presented for your consideration for the January 21st Council Meeting:

JON INGALLS

PLANNING COMMISSION

A copy of the data sheet is in front of your mailboxes.

Sincerely,

Amy Ferguson  
Executive Assistant

cc: Renata McLeod, Municipal Services Director  
Shana Stuhlmiller, Planning Commission Staff Support

# Memo to Council

DATE: January 8, 2014

RE: Appointments to Boards/Commissions/Committees

The following appointment is presented for your consideration for the January 21st Council Meeting:

DEANNA GOODLANDER

LAKE CITY DEVELOPMENT CORPORATION BOARD

I have requested that Deanna fill out a Professional Data Sheet and will place it in front of the council mailboxes when I have received it.

Sincerely,

Amy Ferguson  
Executive Assistant

cc: Renata McLeod, Municipal Services Director  
Tony Berns, LCDC Executive Director

# Memo to Council

DATE: January 14, 2014

RE: Appointments to Boards/Commissions/Committees

The following re-appointments are presented for your consideration for the January 21st Council Meeting:

ART FLAGAN  
ED EICHWALD  
JOHN BORAAS

JEWETT HOUSE ADVISORY BOARD  
JEWETT HOUSE ADVISORY BOARD  
JEWETT HOUSE ADVISORY BOARD

Copies of the data sheets are in front of your mailboxes.

Sincerely,

Amy Ferguson  
Executive Assistant

cc: Renata McLeod, Municipal Services Director  
Steve Anthony, Jewett House Advisory Board Liaison

# Memo to Council

DATE: January 14, 2014

RE: Appointments to Boards/Commissions/Committees

The following re-appointment is presented for your consideration for the January 21st Council Meeting:

BEN WOLFINGER                      CIVIL SERVICE COMMISSION

A copy of the data sheet is in front of your mailboxes.

Sincerely,

Amy Ferguson  
Executive Assistant

cc:    Renata McLeod, Municipal Services Director  
      Melissa Tosi, Civil Service Service Liaison

OTHER BUSINESS

## STAFF REPORT

**DATE:** January 21, 2014

**FROM:** Troy Tymesen, Finance Director

**SUBJECT:** Establishing procedures relating to the authorization for payment of certain expenditures through a manual check request without prior council approval and authorizing the city finance director to approve payment to certain vendors prior to submitting the bills to council.

---

### **DECISION POINT:**

To authorize a Resolution establishing procedures relating to the authorization for payment of certain expenditures through a manual check request without prior council approval, and authorizing the city finance director to approve payment to certain vendors prior to submitting the bills to council.

### **HISTORY:**

The City of Coeur d'Alene has been working to clarify procedures regarding payment of invoice. Staff recommends the City Council adopt the proposed procedures and authorize the Finance Director to approve payment of certain bills that need to be paid in-between City Council meetings and meet the requirements of Idaho Code 50-1017. Examples of invoices and bills that need to be paid include services related to employee health benefits, employee pay, taxes and withholdings.

### **FINANCIAL ANALYSIS:**

Authorizing this resolution establishing procedures and providing authorization to the Finance Director will assist the City in meeting the intent of Idaho Code 50-1017.

### **PERFORMANCE ANALYSIS:**

The City strives to provide an efficiently functioning City Administration while maintaining accountability and meeting Idaho Code. This procedure and authorization will continue to allow staff to provide a high level of service.

### **DECISION POINT/RECOMMENDATION:**

To authorize a Resolution establishing procedures relating to the authorization for payment of certain expenditures through a manual check request without prior council approval, and authorizing the city finance director to approve payment to certain vendors prior to submitting the bills to council.

RESOLUTION NO. 14-003

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO AUTHORIZING THE SIGNATURES OF STEVE WIDMYER, VONNIE L. JENSEN, TROY TYMESEN AND WOODY MCEVERS.

BE IT RESOLVED, by the Mayor and City Council of the City of Coeur d'Alene that the following named persons whose signatures are set forth after their names are hereby authorized to withdraw funds and to endorse and receive payment of financial accounts of the City of Coeur d'Alene regarding the handling of notes and bills payable to the City, and financial institutions are hereby authorized to recognize any of such signatures subscribed below in the payment of funds or the transaction of any business for accounts of the City of Coeur d'Alene.

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

Troy Tymesen, Treasurer/Finance Director, \_\_\_\_\_

Woody McEvers, Council President, \_\_\_\_\_

Vonnie L. Jensen, Deputy Finance Director, \_\_\_\_\_

DATED this 21<sup>st</sup> day of January, 2014.

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

ATTEST:

\_\_\_\_\_  
Renata McLeod, City Clerk

Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_, to adopt the foregoing resolution.

ROLL CALL:

COUNCIL MEMBER EDINGER Voted \_\_\_\_\_

COUNCIL MEMBER MILLER Voted \_\_\_\_\_

COUNCIL MEMBER ADAMS Voted \_\_\_\_\_

COUNCIL MEMBER GOOKIN Voted \_\_\_\_\_

COUNCIL MEMBER MCEVERS Voted \_\_\_\_\_

COUNCIL MEMBER EVANS Voted \_\_\_\_\_

\_\_\_\_\_ was absent. Motion \_\_\_\_\_.

RESOLUTION NO. 14-004

A RESOLUTION ESTABLISHING PROCEDURES RELATING TO THE AUTHORIZATION FOR PAYMENT OF CERTAIN EXPENDITURES THROUGH A MANUAL CHECK REQUEST WITHOUT PRIOR COUNCIL APPROVAL, AND AUTHORIZING THE CITY FINANCE DIRECTOR TO APPROVE PAYMENT TO CERTAIN VENDORS PRIOR TO SUBMITTING THE BILLS TO COUNCIL.

WHEREAS, IDAHO CODE §50-1017 requires all claims against the City shall be approved by the City Council prior to the payment of such claims, and

WHEREAS, certain vendors that provide services relating to employee health benefits have a billing cycle that requires the bill to be paid prior to the first council meeting of the month; and

WHEREAS, timing for the City payroll is such that employee pay and any associated taxes, withholding insurance premiums, retirement obligations and other employee deductions fall during a time period that does not coincide with council meetings.

WHEREAS, it is the desire of the Mayor and City Council to provide an efficiently functioning City Administration while maintaining accountability, and

WHEREAS, the everyday business of the City of Coeur d'Alene calls upon the City to issue payments for claims outside the normal Council meeting process, and

WHEREAS, it is the desire of the Mayor and City Council of the City of Coeur d'Alene that the following policy be adopted; NOW, THEREFORE,

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

The City's Finance Director is authorized to release City funds for the payment of claims essential for City business by the use of a manual check request form as long as the following procedures have been met in full:

1. The authorized Manual Check Request form has been filled out appropriately and signed by the Department Head or his/her designee;
2. Adequate funding and budget authority exists in the current fiscal year for the expenditure;
3. The form has been authorized by the City Administrator or if the City Administrator has appointed a designee in his/her absence, the designee may sign for checks up to \$10,000;

In addition, the City's Finance Director is authorized to pay the following prior to submitting the bill to the city council for approval:

1. Employee wages
2. FICA & Medicare
3. PERSI
4. Medical Plan
5. Dental Plan
6. Any other employee wage deductions or withholding

The City's Finance Director shall include the above bills in the bills submitted to council for ratification at the next regular council meeting.

The City Finance Director and City Administrator shall have the authority to execute this policy and take the necessary actions for the policy implementation.

PASSED by the City Council this 21<sup>st</sup> day of January, 2014.

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

ATTEST:

\_\_\_\_\_  
Renata McLeod, City Clerk

Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_, to adopt the foregoing resolution.

ROLL CALL:

COUNCIL MEMBER EDINGER	Voted _____
COUNCIL MEMBER MILLER	Voted _____
COUNCIL MEMBER ADAMS	Voted _____
COUNCIL MEMBER GOOKIN	Voted _____
COUNCIL MEMBER MCEVERS	Voted _____
COUNCIL MEMBER EVANS	Voted _____

\_\_\_\_\_ was absent. Motion \_\_\_\_\_.

INFORMATION SECTION

Including

Correspondence

Board, Commission, Committee Minutes

January 13, 2014  
**GENERAL SERVICES COMMITTEE**  
**MINUTES**  
**12:00 p.m., Library Community Room**

**COMMITTEE MEMBERS PRESENT**

Council Member Ron Edinger, Chairperson  
Council Member Steve Adams  
Council Member Amy Evans

**CITIZENS PRESENT**

Jeff Selle, Coeur d'Alene Press  
Keith Erickson, Communications Coordinator

**STAFF PRESENT**

Capt. Steve Childers, PD  
Lt. Bill McLeod, PD  
Tony Woltz, Equipment Specialist, PD  
Troy Tymesen, Finance Director  
Mike Gridley, City Attorney  
Juanita Knight, Senior Legal Assistant

**Item 1. Appointment of General Services Committee Chairman.**  
**(Information Only)**

Councilman Edinger announced that he will be the new Committee Chairperson.

**Item 2. Request to Purchase three (3) Patrol Vehicles and one (1) Animal Control Vehicle.**  
**(Resolution No. 14-002)**

Captain Steve Childers said they are looking for approval to purchase two (2) Patrol vehicles and one (1) Animal Control vehicle as listed in the Capital Outlay Summary for 2013-2014, as well as one (1) Patrol vehicle which will be funded by the School District due to additional School Resource Officer position which has been recently approved by Council. The Staff Report further reported that One (1) Patrol vehicle and one (1) Animal Control vehicle are in the Capital Outlay accounting history as part of our long range replacement schedule. One (1) K9 Patrol vehicle is requested to be purchased from the asset forfeiture account for drug interdiction support. One (1) additional Patrol vehicle is also requested to be purchased from funds allocated to the City by the School District due to the additional School Resource Officer which has already been approved by Council. On December 18th, 2013, quotes were obtained for one (1) patrol car with a minimum 3.6 liter displacement engine, one (1) Sport Utility Vehicle with a 3.7 liter displacement engine, one (1) patrol car with a 3.7 liter displacement engine and one (1) four wheel drive extended cab truck with a maximum 4.0 liter engine. Ford Motor Company is the only manufacturer that could meet the four wheel drive extended cab truck with a maximum 4.0 liter engine specification for the Animal Control truck. The quote received from Lake City Ford in the amount of \$23,448.00 for the truck is \$200.00 less than the Idaho State contractor quote from Goode Motors. The quote received from Lake City Ford in the amount of \$27,730.00 for the SUV is \$200.00 less than the Idaho State contractor quote from Goode Motors. The quote received from Lake City Ford in the amount of \$25,975.41 is \$225.59 less than the Idaho State Contractor quote from Goode Motors. The quote from Edmark GMC Chevrolet, the Idaho State contract holder for Chevrolet, is \$21,698.80 for the 3.6 liter engine vehicle. Knudtsen Chevrolet is bid matching the Idaho State contractors bid as they have done in the past. The quotes were reviewed and found to meet department specifications. I recommend that the City of Coeur d' Alene accept the quotes for the one (1) four wheel drive truck and two (2) 3.7 liter vehicles from Lake City Ford. I further recommend the one (1) 3.6 liter engine vehicle from Edmark GMC Chevrolet unless Knudtsen Chevrolet can match or beat the bid from Edmark GMC Chevrolet.

Councilman Edinger asked if Knudsen cannot meet the requirement, then what will they do. Capt. Childers said they will purchase through the state bid which is Edmark Chevrolet. Capt. Childers reiterated that, in the past, Knudsen Chevrolet has always met the state price. He feels they will this time also. Councilman Edinger asked for clarification if they went out to bid on these. Capt. Childers said they did not as they were looking at the state bid already.

Councilman Adams inquired who would be paying upfront for the patrol vehicle. Capt. Childers with Finance Director, Troy Tymesen, affirming the details, said the City would purchase the vehicle and the School District would reimburse the City.

**MOTION: by Councilman Adams, seconded by Councilman Evans, to recommend that Council adopt Resolution No. 14-002 authorizing staff to purchase one (1) K9 Patrol SUV vehicle, (1) Patrol car and one (1) Animal Control truck from Lake City Ford, and one (1) Patrol vehicle from Edmark GMC Chevrolet with the option to purchase said vehicle from Knudtsen Chevrolet if they can match or beat the state bid from Edmark GMC Chevrolet.**

The meeting adjourned at 12:10 p.m.

Respectfully submitted,

*Juanita Knight*  
Recording Secretary

**CITY OF COEUR D'ALENE**  
**Treasurer's Report of Cash and Investment Transactions**

FUND	BALANCE 11/30/2013	RECEIPTS	DISBURSE- MENTS	BALANCE 12/31/2013
<u>General-Designated</u>	\$456,553	\$13,687	\$17,641	\$452,599
<u>General-Undesignated</u>	3,218,660	3,877,081	5,226,294	1,869,447
<u>Special Revenue:</u>				
Library	(54,877)	31,510	103,345	(126,712)
CDBG	(12)	5,000	5,000	(12)
Cemetery	76,758	15,416	9,226	82,948
Parks Capital Improvements	15,983	54,018	6,893	63,108
Impact Fees	2,718,040	87,557	40,000	2,765,597
Annexation Fees	10,775	1		10,776
Insurance	3,170,066	20,156	1,850,021	1,340,201
Cemetery P/C	1,793,715	1,005	24,284	1,770,436
Jewett House	61,614	8	1,755	59,867
Reforestation	16,602	2		16,604
Street Trees	187,930	2,125	2,400	187,655
Community Canopy	2,345	160		2,505
CdA Arts Commission	1,788			1,788
Public Art Fund	66,993	9	4,000	63,002
Public Art Fund - LCDC	486,548	66		486,614
Public Art Fund - Maintenance	117,486	395	233	117,648
<u>Debt Service:</u>				
2002 & 2006 G.O. Bonds	462,967	28,205		491,172
LID Guarantee	35,199	851		36,050
LID 130 Lakeside / Ramsey / Industrial Park	51,564			51,564
LID 146 Northwest Boulevard	-			-
LID 149 4th Street	-	2,813		2,813
<u>Capital Projects:</u>				
Street Projects	284,735	10,457	48,218	246,974
<u>Enterprise:</u>				
Street Lights	130,947	44,324	14,198	161,073
Water	580,157	548,763	400,775	728,145
Water Capitalization Fees	3,191,427	74,557	266,414	2,999,570
Wastewater	4,819,404	1,524,142	1,047,480	5,296,066
Wastewater-Reserved	1,391,275	27,500	283,992	1,134,783
WWTP Capitalization Fees	3,159,768	191,365	445,735	2,905,398
WW Property Mgmt	60,668			60,668
Sanitation	(394,741)	298,476	315,734	(411,999)
Public Parking	(39,971)		28,008	(67,979)
Stormwater Mgmt	119,331	90,720	32,340	177,711
Wastewater Debt Service	1,011,977	137		1,012,114
<u>Fiduciary Funds:</u>				
Kootenai County Solid Waste Billing	164,486	190,784	164,486	190,784
LID Advance Payments	787			787
Police Retirement	1,368,097	17,893	38,507	1,347,483
Sales Tax	1,382	1,474	1,382	1,474
BID	148,802	4,202	40,000	113,004
Homeless Trust Fund	357	564	357	564
<b>GRAND TOTAL</b>	<b>\$28,895,584</b>	<b>\$7,165,423</b>	<b>\$10,418,718</b>	<b>\$25,642,289</b>

CITY OF COEUR D'ALENE  
 BUDGET STATUS REPORT  
 THREE MONTH ENDED  
 31-Dec-2013

FUND OR DEPARTMENT	TYPE OF EXPENDITURE	TOTAL BUDGETED	SPENT THRU 12/31/2013	PERCENT EXPENDED
Mayor/Council	Personnel Services	\$212,366	\$52,189	25%
	Services/Supplies	11,840	2,184	18%
Administration	Personnel Services	319,115	105,321	33%
	Services/Supplies	69,390	2,356	3%
Finance	Personnel Services	614,642	152,108	25%
	Services/Supplies	99,060	15,679	16%
Municipal Services	Personnel Services	960,817	241,551	25%
	Services/Supplies	444,141	133,082	30%
	Capital Outlay	7,000		
Human Resources	Personnel Services	244,271	31,689	13%
	Services/Supplies	30,200	4,094	14%
Legal	Personnel Services	1,377,700	349,340	25%
	Services/Supplies	104,126	21,808	21%
Planning	Personnel Services	433,125	84,226	19%
	Services/Supplies	9,100	1,351	15%
Building Maintenance	Personnel Services	299,965	68,522	23%
	Services/Supplies	122,296	23,543	19%
	Capital Outlay			
Police	Personnel Services	9,640,019	2,161,874	22%
	Services/Supplies	796,950	164,530	21%
	Capital Outlay	66,372	14,550	22%
Fire	Personnel Services	7,524,974	2,111,021	28%
	Services/Supplies	405,436	58,378	14%
	Capital Outlay			
General Government	Services/Supplies	216,920	216,812	100%
	Capital Outlay			
Byrne Grant (Federal)	Personnel Services		40,774	
	Services/Supplies		21,126	
	Capital Outlay			
COPS Grant	Personnel Services	116,206		
	Services/Supplies			
CdA Drug Task Force	Services/Supplies	43,100	6,506	15%
	Capital Outlay	27,156	12,043	
Streets	Personnel Services	1,904,608	432,476	23%
	Services/Supplies	553,251	164,939	30%
	Capital Outlay		563	

CITY OF COEUR D'ALENE  
 BUDGET STATUS REPORT  
 THREE MONTH ENDED  
 31-Dec-2013

FUND OR DEPARTMENT	TYPE OF EXPENDITURE	TOTAL BUDGETED	SPENT THRU 12/31/2013	PERCENT EXPENDED
ADA Sidewalk Abatement	Personnel Services	210,544	38,973	19%
	Services/Supplies	38,300	3,390	9%
Engineering Services	Personnel Services	523,881	134,631	26%
	Services/Supplies	741,600	37,645	5%
	Capital Outlay			
Parks	Personnel Services	1,404,361	235,524	17%
	Services/Supplies	438,300	52,965	12%
	Capital Outlay	83,000		
Recreation	Personnel Services	619,035	133,409	22%
	Services/Supplies	136,200	16,531	12%
Building Inspection	Personnel Services	850,588	184,654	22%
	Services/Supplies	43,258	4,216	10%
Total General Fund		31,743,213	7,536,573	24%
Library	Personnel Services	1,034,823	256,448	25%
	Services/Supplies	182,350	41,044	23%
	Capital Outlay	110,000	27,238	25%
CDBG	Services/Supplies	297,298	25,687	9%
Cemetery	Personnel Services	140,091	30,495	22%
	Services/Supplies	94,164	7,888	8%
	Capital Outlay	38,000		
Impact Fees	Services/Supplies	731,710	115,000	16%
Annexation Fees	Services/Supplies	14,000	14,000	100%
Parks Capital Improvements	Capital Outlay	460,800	85,541	19%
Insurance	Services/Supplies	280,000	762	0%
Cemetery Perpetual Care	Services/Supplies	98,000	24,288	25%
Jewett House	Services/Supplies	59,640	3,405	6%
Reforestation	Services/Supplies	2,000	141	7%
Street Trees	Services/Supplies	65,000	5,700	9%
Community Canopy	Services/Supplies	1,500	264	18%
CdA Arts Commission	Services/Supplies	6,600	33	1%
Public Art Fund	Services/Supplies	250,800	19,175	8%
Total Special Revenue		3,866,776	657,109	17%

CITY OF COEUR D'ALENE  
BUDGET STATUS REPORT  
THREE MONTH ENDED  
31-Dec-2013

FUND OR DEPARTMENT	TYPE OF EXPENDITURE	TOTAL BUDGETED	SPENT THRU 12/31/2013	PERCENT EXPENDED
Debt Service Fund		<u>1,255,435</u>	<u>51,120</u>	<u>4%</u>

CITY OF COEUR D'ALENE  
BUDGET STATUS REPORT  
THREE MONTH ENDED  
31-Dec-2013

FUND OR DEPARTMENT	TYPE OF EXPENDITURE	TOTAL BUDGETED	SPENT THRU 12/31/2013	PERCENT EXPENDED
15th Street at Cherry Hill	Capital Outlay	68,370		
Govt Way - Hanley to Prairie	Capital Outlay	1,300,000	23,667	2%
Levee Certification	Capital Outlay	260,000	62,428	24%
15th Street - Lunceford to Dalton	Capital Outlay			
3rd / Harrison signal	Capital Outlay		22,978	
Atlas Road Widening	Capital Outlay	394,000		
Kathleen Ave Widening	Capital Outlay	50,000		
Total Capital Projects Funds		2,072,370	109,073	5%
Street Lights	Services/Supplies	572,000	92,690	16%
Water	Personnel Services	1,652,706	404,699	24%
	Services/Supplies	4,219,911	319,030	8%
	Capital Outlay	2,329,900	108,600	5%
Water Capitalization Fees	Services/Supplies	1,100,000		
Wastewater	Personnel Services	2,352,374	547,644	23%
	Services/Supplies	6,338,854	518,328	8%
	Capital Outlay	10,160,300	1,523,624	15%
	Debt Service	2,025,641		
WW Capitalization	Services/Supplies	900,000		
Sanitation	Services/Supplies	3,499,362	880,520	25%
Public Parking	Services/Supplies	179,957	35,429	20%
	Capital Outlay			
Stormwater Mgmt	Personnel Services	103,183	26,433	26%
	Services/Supplies	663,812	86,248	13%
	Capital Outlay	250,000		
Total Enterprise Funds		36,348,000	4,543,245	12%
Kootenai County Solid Waste		2,200,000	351,718	16%
Police Retirement		175,800	44,658	25%
Business Improvement District		186,000	40,000	22%
Homeless Trust Fund		5,900	714	12%
Total Fiduciary Funds		2,567,700	437,090	17%
<b>TOTALS:</b>		<b>\$77,853,494</b>	<b>\$13,334,210</b>	<b>17%</b>