

**WELCOME**  
To a Regular Meeting of the  
**Coeur d'Alene City Council**  
Held in the Library Community Room: 702 E. Front Avenue at **6:00 P.M.**

**AGENDA**  
**VISION STATEMENT**

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.

The purpose of the Agenda is to assist the Council and interested citizens in the conduct of the public meeting. Careful review of the Agenda is encouraged. Testimony from the public will be solicited for any item or issue listed under the category of Public Hearings. Any individual who wishes to address the Council on any other subject should plan to speak when **Item E- Public Comments** is identified by the Mayor. The Mayor and Council will not normally allow audience participation at any other time.

**October 1, 2024**

**A. CALL TO ORDER/ROLL CALL**

**B. INVOCATION:** Chris Lauri: Anthem CDA

**C. PLEDGE OF ALLEGIANCE**

**D. AMENDMENTS TO THE AGENDA:** Any items added less than forty-eight (48) hours prior to the meeting are added by Council motion at this time. [Action Item](#).

**E. PUBLIC COMMENTS:** (Each speaker will be allowed a maximum of 3 minutes to address the City Council on matters that relate to City government business. Please be advised that the City Council can only take official action this evening for those items listed on the agenda.)

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

**F. ANNOUNCEMENTS**

1. City Council
2. Mayor - Appointment of Teresa Benner to the Personnel Appeals Board.

**G. CONSENT CALENDAR:** Being considered routine by the City Council, these items will be enacted by one motion unless requested by a Councilmember that one or more items be removed for later discussion.

1. Approval of Council Minutes for the September 17, 2024 Council Meeting.
2. Approval of Bills as Submitted.

3. **Resolution No. 24-077**

- a. Approval of the destruction of city records within the Finance, Fire, Library, Municipal Services, Police, Streets, and Wastewater Departments, including temporary and semi-permanent records, in accordance with the records retention policy adopted by Resolution No. 23-055.

**As Recommended by the City Clerk**

- b. Approval of the purchase of Police Department Ammunition in the amount of \$55,972.20 from Salt Lake Wholesale Sports (SLWS.)
- c. Approval of the purchase of 7 Police Vehicles from Mike White Ford, in the amount of \$44,539 per vehicle, for a total of \$311,773 through the state procurement bid.
- d. Approval of a sole source purchase of the upfitting of 7 vehicles from Dana Safety Supply in the amount of \$134,153.60.

**Pursuant to Purchasing Policy adopted by Resolution No. 17-061**

**H. OTHER BUSINESS:**

1. **Resolution No 24-078**, Approving the amendment to the classification and compensation plan, in the Municipal Services Department, increasing IT Network Administrator from a paygrade 16 to 17, and creating a new classification titled Technician II at a pay grade 12.

**Staff Report by: Melissa Tosi, Human Resources Director**

2. **Resolution No 24-079**, Approving an Agreement with Badger Meter for the purchase of meters, registers, and endpoints in the amount of \$598,275.24.

**Staff Report by: Glen Poelstra, Assistant Water Director**

3. **Resolution No 24-080**, Approving a contract with Specialty Pump Services Inc. for rehabilitation of the RC Well Pump Rehabilitation Project in the amount not to exceed \$200,000.00.

**Staff Report by: Glen Poelstra, Assistant Water Director**

**I. RECESS to October 7, 2024, 12:00 Noon, at City Hall Conference Room #6, 710 E Mullan Ave., for a workshop regarding Council Seat #4 applicant interviews.**

*This meeting is aired live on CDA TV Spectrum Cable Channel 1301, TDS Channel 5, and on Facebook live through the City's Facebook page.*



# Coeur d'Alene CITY COUNCIL MEETING

*October 1, 2024*

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**MEMBERS OF THE CITY COUNCIL:**

**Woody McEvers, Mayor  
Council Members English, Evans, Gookin, Miller, Wood**

# ANNOUNCEMENTS

## MEMO TO COUNCIL

DATE: SEPTEMBER 26, 2024

### RE: APPOINTMENT TO BOARDS/COMMISSIONS/COMMITTEES

The following appointment is presented for your consideration for the October 1, 2024, Council Meeting:

TERESA BENNER

PERSONNEL APPEALS BOARD (Appointment)

A copy of her Professional Data Sheet is attached, for your reference.

Sincerely,

Jo Anne Mateski  
Executive Assistant

cc : Renata McLeod, City Clerk  
Melissa Tosi, Liaison for Personnel Appeals Board

# 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

September 17, 2024

The Mayor and Council of the City of Coeur d'Alene met in a regular session of said Council at the Coeur d'Alene City Library Community Room on September 17, 2024, at 6:00 p.m., there being present the following members:

Woody McEvers, Mayor ) Absent  
Dan English ) Mayor Pro Tem  
Christie Wood ) Members of Council Present  
Dan Gookin )  
Amy Evans )  
Kiki Miller )

**CALL TO ORDER:** Mayor ProTem English called the meeting to order.

**INVOCATION:** Mayor ProTem English led the invocation.

**PLEDGE OF ALLEGIANCE:** Councilmember Miller led the pledge of allegiance.

**CONSTITUTION WEEK:** Mayor Pro Tem English read the Proclamation declaring September 17 to 23, 2024 as Constitution Week.

**DAUGHTERS OF THE AMERICAN REVOLUTION DAY:** Mayor Pro Tem English read the Proclamation declaring September 21, 2024 as Daughters of the American Revolution Day and was accepted by Deb Mitchell, Committee Chair. Ms. Mitchell stated that the Proclamation underscores the City's commitment to celebrating the nation's rich history. She mentioned the 250<sup>th</sup> anniversary of the Declaration of Independence with the Daughters of American Revolution (DAR) celebrating by a dedication of a stone monument event at Independence Point on September 21. She thanked Parks Director Bill Greenwood for the assistance provided to them and she also invited the Council to attend the event.

**LIFESAVING AWARD FOR DAVE POWELL:** EMS Officer Steven Jones and Station 1 Captain Jake Beaker presented the Lifesaving Award recognizing Dave Powell for heroic life-saving actions. Mr. Powell was commended for saving 18-year-old Lawrence from drowning on July 6, 2024.

**PUBLIC COMMENTS:** No public comments were received.

## **ANNOUNCEMENTS:**

Councilmember Gookin thanked Mr. Jeff Crowe and presented a gift in honor of his 18 years of service as a contractor for the City's TV production programs. He stated that Mr. Crowe is very organized, meticulous, and excellent in running the technical aspect of the job. Mr. Crowe has done countless amazing productions for the city including the award-winning Osprey rescue piece and has missed only one council meeting. His contract will end by September 30 as he will be relocating to another state.

## **CONSENT CALENDAR:**

1. Approval of Council Minutes for the September 3, 2024, Council Meeting.
2. Approval of General Services/Public Works Committee Minutes for the September 9, 2024, Meeting.
3. Setting of General Services/Public Works Committee Meeting to be held September 23, 2024.
4. Approval of Bills as Submitted.
5. Approval of Financial Report.
6. Approval of SS-22-07c – Final Plat for Twelve Hundred Flats Subdivision
7. Approval of SS-24-04- Final Plat for Lucy's Corner Subdivision
8. Approval of **Resolution No. 24-073** -
  - a. Amendments to Personnel Rule 11 – Attendance and Leaves, in particular, Section 3, Vacation Leave; Section 4, Sick Leave; Section 5, Bereavement Leave; and Section 9, Attendance.
  - b. Approving the final design and Agreement for the Children's Library Exterior Art Project
  - c. An Agreement with Jennifer Passaro as the Coeur d'Alene Poet Laureate to serve a three-year term and receive an annual stipend of \$1,500.00
  - d. A Letter of Agreement for the purchase of an ArtCurrents piece known as "O'Keefe 8" by artist Patrick Sullivan, in the amount of \$5,000.00

**MOTION:** Motion by Gookin, seconded by Wood to approve the Consent Calendar as presented, including **Resolution No. 24-073**.

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

## RESOLUTION NO. 24-074

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, PURSUANT TO IDAHO CODE § 67-3806(1)(a), EXPRESSING THE INTENT TO ESTABLISH A COMMERCIAL PROPERTY ASSESSED CAPITAL EXPENDITURE (C-PACE) PROGRAM IN DESIGNATED AREAS OF THE CITY OF COEUR D'ALENE.

**STAFF REPORT:** City Administrator Troy Tymesen noted that the legislature passed during their last session and the Governor signed House Bill 624, entitled the Commercial Property



Assessed Capital Expenditure Act (C-PACE). The Act went into effect on July 1, 2024, and added a new chapter 38 to Title 67 of the Idaho Code which states that local governments may voluntarily implement C-PACE to ensure that free and willing owners of agricultural, commercial, industrial, or multifamily residential properties can obtain low-cost, long-term financing for qualifying improvements. Mr. Tymesen stated that the Council may want to consider this to establish a brand-new program and there will be a public hearing on this during the October 15 council meeting. He stated that the C-PACE program is time-tested and has been done in at least 31 other states. The C-PACE Program is a financing mechanism that allows building owners and developers to obtain low-cost, long-term loans to make energy-related deferred maintenance upgrades in existing buildings, support new construction costs, and make renewable energy accessible and cost-effective. The loans are repaid by means of a purely voluntary benefit assessment added to the property tax bill, or by means of a special assessment, over a term that matches the useful life of improvements and/or new construction infrastructure. The assessment transfers on the sale of the property. The Program would allow the City to impose a service fee to offset the costs of administering a program, up to five hundred dollars (\$500) at the time of a property owner's application and, for approved applications, up to one percent (1%) of the total amount financed, not to exceed fifty thousand dollars (\$50,000.00). In addition, the City can designate the lender to administer the property tax or special assessment, billing the property owner, collecting the assessment together with the City's fees, and remitting the City's fees to the City.

CDA Hotel, LLC, (Marriott) reached out to the City recently, in connection with its project at 6<sup>th</sup> and Sherman, to inquire whether the City would be willing to establish such a Program in Coeur d'Alene and City staff worked on gathering documents on how this financing mechanism will move forward. This program would offer the developer owner a 30-year fixed rate commercial loan that has no due, payable in five years or has to be refinanced, and it is assumable. The City must first adopt a resolution of intent to implement the C-PACE program considering the criteria and requirements of the program as stated in the staff report. Mr. Tymesen stated that they will come back to Council with a handbook about the implementation of the program.

**DISCUSSION:** Councilmember Wood said that it seems to be a great program since the City is not that deeply involved and the City will be there to assess only if things go wrong. She asked if Coeur d'Alene would be the first city in Idaho who will implement this program with Mr. Tymesen responding that it would be the case since the program is so new. Councilmember Miller asked that while there is limited risk for the City on this program, if there would be compensation for staff time, with Mr. Tymesen explaining that the front end burden would be the staff work to have this program set up. He added that the ask for the C-PACE loan on the Marriott is estimated at \$10 Million so a possible \$50,000 for the City. Councilmember Miller asked for a financial analysis in the next staff report. Councilmember Gookin requested clarification about the Marriott and if there will be a hearing to approve it. Mr. Tymesen explained that what is before the Council tonight is a Resolution to express intent to establish the C-PACE program and staff will come back to Council with a guidebook and all the details for Council's approval, and then work with Marriott who signified intent to use this program. He added that the mechanism would include a public hearing for the Council's approval of individual businesses like Marriott who would be availing the program. Mr. Adams stated that its statutory provisions require an agreement with the City and the developer, and that will be approved by the Council. Mayor Pro Tem English stated that the decision point is for Council to decide to establish this program, and it would be wonderful to have

extra dollar for the City. He asked how this would be tracked with Mr. Tymesen stating that it would be under building permit fees. Councilmember Evans thanked staff for working on this program and she looks forward to the presentation of a handbook to the Council.

**MOTION:** Motion by Evans, seconded by Miller to adopt **Resolution No. 24-074**, Expressing the City's intent to establish a Commercial Property Assessed Capital Expenditure (C-PACE) program in the City of Coeur d' Alene and setting a public hearing pursuant to Idaho Code § 67-3806(1)(a).

**DISCUSSION:** Councilmember Gookin expressed that he is not comfortable implementing a program that hasn't been done in Idaho before. He did his research and found out that in other states, it is called the Commercial Property Assessed Capital Expenditure program and in other states, it is known as Assessed Clean Energy Expediency program. He stated that he doesn't like government picking sides that when a business would not have the ability to pay, the City should not come in to bail them out. He added that if the intent is to get business adopt clean energy, it can be done through the building code, hence there is no need for a new program. Councilmember Wood stated that there is nothing that says that the City would be bailing any business out. Mr. Adams explained that the program is a financing mechanism by which the developer goes to a bank to get a loan, and the City through an agreement with the developer, will assess, like a property tax, for the purpose of paying back the loan. The City is hands off once the agreement is done. Councilmember Gookin pointed out that in other states, one of the negatives is that it is attached to the property. He stated that he would like more information on how this program will work in Idaho and some examples of success.

**ROLL CALL:** Evans Aye; Miller Aye; Gookin No Aye; Wood Aye. **Motion carried.**

#### COUNCIL BILL NO. 24-1015

AN ORDINANCE AMENDING ORDINANCE 3719, THE ANNUAL APPROPRIATION ORDINANCE FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2023, APPROPRIATING THE SUM OF \$142,245,550, WHICH SUM INCLUDES ADDITIONAL MONIES RECEIVED BY THE CITY OF COEUR D'ALENE IN THE SUM OF \$11,734,933; REPEALING ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HEREWITH; PROVIDE FOR THE PUBLICATION OF A SUMMARY OF THIS ORDINANCE AND PROVIDING AN EFFECTIVE DATE HEREOF.

BE IT ORDAINED, by the Mayor and City Council of the City of Coeur d' Alene, Kootenai County, Idaho:

#### Section 1

That Section 1 of Ordinance 3719, Ordinance of the City of Coeur d'Alene, be and the same is hereby amended to read as follows:

That the sum of \$142,245,550, be and the same is hereby appropriated to defray the necessary expenses and liabilities of the City of Coeur d'Alene, Kootenai County, Idaho, for the fiscal year beginning October 1, 2023.

Section 2

That Section 2 of Ordinance 3719; Ordinances of the City of Coeur d'Alene be and the same is hereby amended to read as follows:

That the objects and purposes for which such appropriations are made are as follows:

<b>GENERAL FUND EXPENDITURES:</b>	<b>FY 2023-24 BUDGET</b>	<b>FY 2023-24 AMENDED BUDGET</b>
Mayor and Council	\$276,433	\$276,433
Administration	243,758	\$243,758
Finance Department	1,561,709	\$1,610,634
Municipal Services	2,594,685	\$2,952,428
Human Resources	499,205	\$499,205
Legal Department	1,380,913	\$1,492,492
Planning Department	809,813	\$809,813
Building Maintenance	701,812	\$854,151
Police Department	21,930,655	\$27,161,428
Fire Department	13,587,337	\$13,822,600

General Government	2,019,067	\$2,019,067
Streets and Engineering	7,241,065	\$9,770,421
Parks Department	3,012,992	\$3,100,622
Recreation Department	829,325	\$864,552
Building Inspection	1,146,742	\$1,146,742
<b>TOTAL GENERAL FUND EXPENDITURES:</b>	<u>\$57,835,511</u>	<u>\$66,624,346</u>

	<b>FY 2023-24 BUDGET</b>	<b>FY 2023-24 AMENDED BUDGET</b>
<b>SPECIAL REVENUE FUND EXPENDITURES:</b>		
Library Fund	\$2,058,968	\$2,066,968
Community Development Block Grant	389,963	\$389,963
Impact Fee Fund	63,000	\$796,490
Parks Capital Improvements	710,060	\$732,060
Annexation Fee Fund	520,000	\$520,000
Cemetery Fund	365,309	\$365,309
Cemetery Perpetual Care Fund	4,500	\$4,500
Jewett House	28,615	\$188,815
Reforestation/Street Trees/Community Canopy	120,000	\$120,000
Public Art Funds	239,500	\$239,500
<b>TOTAL SPECIAL FUNDS:</b>	<u>\$4,499,915</u>	<u>\$5,423,605</u>

<b>ENTERPRISE FUND EXPENDITURES:</b>		
Street Lighting Fund	\$760,200	\$760,200
Water Fund	14,471,783	\$14,664,191
Wastewater Fund	27,832,627	\$29,662,627
Wastewater Property Management		
Water Cap Fee Fund	3,000,000	\$3,000,000
WWTP Cap Fees Fund	3,499,100	\$3,499,100
Sanitation Fund	5,315,582	\$5,315,582
City Parking Fund	1,778,929	\$1,778,929
Drainage	2,594,890	\$2,594,890
<b>TOTAL ENTERPRISE EXPENDITURES:</b>	<u>\$59,253,111</u>	<u>\$61,275,519</u>

FIDUCIARY FUNDS:	\$3,447,200	\$3,447,200
CAPITAL PROJECTS FUNDS:	4,598,573	\$4,598,573
DEBT SERVICE FUNDS:	876,307	\$876,307
<b>GRAND TOTAL OF ALL EXPENDITURES:</b>	<u>\$130,510,617</u>	<u>\$142,245,550</u>

### Section 3

All ordinances and parts of ordinances in conflict with this ordinance are hereby repealed.

## Section 4

This ordinance shall take effect and be in full force upon its passage, approval and publication in one (1) issue of the Coeur d'Alene Press, a newspaper of general circulation published within the City of Coeur d'Alene and the official newspaper thereof.

**STAFF REPORT:** Finance Director/Treasurer Katie Ebner requested Council to approve the amendment of the Fiscal Year 2023-24 Budget by a total of \$11,734,933. She stated that the City Council annually amends the original appropriations ordinance for unanticipated expenditures necessary to ensure that the City of Coeur d'Alene can continue to provide essential services and maintain its infrastructure.

The projected revenues have been adjusted upward by \$11,734,933, incorporating both unanticipated income and the use of Fund Balance from carryovers or one-time costs previously approved by the Council. Key adjustments to revenues include:

- Electricity Franchise Revenues: Increased by \$130,000.
- Grants (Federal and Miscellaneous): Increased by \$2,822,542 due to additional grant awards made after the budget was set.
- Interest Earnings: Increased by \$249,084 due to higher than anticipated interest rates on the City's reserves.
- Proceeds on Lease: New revenue of \$722,735.
- ICRMP Claim Payment: New revenue of \$752,894 recognized in FY24 from a claim from ICRMP for the fire at the Police Department outbuilding.

The total budgeted General Fund expenditures have been increased by \$11,734,933. Significant adjustments include:

- Public Safety: An additional \$5,230,773 was allocated to the Police and Fire Departments, however \$5M of these costs are one-time costs in FY24. \$732,000 are related to the Police Department outbuilding fire, and \$4.3M is to reflect the total costs of the expansion of the Police Department.
- Street Department: Just over \$1M was allocated for the remodel of the Streets Department building, and just over \$700k for Street Overlay projects approved in the fiscal year.
- All other funds: The Wastewater Department's budget was adjusted by \$1.8M, to cover for the Treatment Operations building remodel, a sewer replacement, and the Solids Building improvements.
- Other Cost Increases: The remaining cost increases in the General Fund include various unanticipated expenses such as staff overtime, separation payments for accrued comp time, vacation, and retirement sick leave payouts, spending from new grant awards, and the continuation of project expenses carried over from the previous year.

**PUBLIC TESTIMONY:** Mayor Pro Tem English opened the public testimony. With no comments received, Mayor Pro Tem English closed the public hearing.

**MOTION:** Motion by Evans, seconded by Gookin, to dispense with the rule and read **Council Bill No. 24-1015** once by title only.

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

**MOTION:** Motion by Evans, seconded by Gookin, to adopt **Council Bill 24-1015**.

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

#### COUNCIL BILL NO. 24-1016

AN ORDINANCE AMENDING THE ZONING ACT OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, KNOWN AS ORDINANCE NO. 1691, ORDINANCES OF THE CITY OF COEUR D'ALENE, BY CHANGING THE ZONING OF THE FOLLOWING DESCRIBED PROPERTY FROM R-12 (RESIDENTIAL AT 12 UNITS/ACRE) AND C-17 (COMMERCIAL AT 17 UNITS/ACRE) TO R-17 (RESIDENTIAL AT 17 UNITS/ACRE), AND PLACING CERTAIN CONDITIONS UPON THE PROPERTY AS SHOWN IN EXHIBIT "E" TO THE DEVELOPMENT AGREEMENT (RESOLUTION NO. 24-075), SAID PROPERTY BEING DESCRIBED AS FOLLOWS, TO WIT: A +/- 20.59 ACRES AT 3404 W. SELTICE WAY, COEUR D'ALENE, IDAHO, COMMONLY KNOWN AS RIVER'S EDGE APARTMENTS; REPEALING ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HEREWITH; PROVIDING A SEVERABILITY CLAUSE; PROVIDE FOR THE PUBLICATION OF A SUMMARY OF THIS ORDINANCE AND AN EFFECTIVE DATE HEREOF.

**STAFF REPORT:** Associate Planner Mike Behary noted that River's Edge Apartment LLC requested for a zone change from R-12 and C-17 to R-17 and approval of a development agreement. The property is located at 3404 W Seltice Way, and legal notice was published in Coeur d'Alene Press on August 31, 2024 as well as all required notifications were made. The Planning and Zoning Commission considered this zone change request on December 13, 2022, and in a unanimous vote, recommended for Council's approval of the zone change request. Mr. Behary explained that there are four findings that should be met for a zone change request to be approved: the proposal is in conformance with the Comprehensive Plan policies; public facilities and utilities are available and adequate for the proposed use; the physical characteristics of the site do make it suitable for the request at this time; and the proposal would not adversely affect the surrounding neighborhood with regard to traffic, neighborhood character, and/or existing land uses. He stated that the applicant has made a commitment to allocating 5% of the new units for workforce housing at the Area Median Income (AMI) for five years. In terms of public facilities and utilities, City staff from Engineering, Streets, Water, Fire, Police, Parks, and Wastewater Department have reviewed the application request, and each department indicated that there are adequate public facilities and utilities available to serve the proposed request. Mr. Behary showed photos of the subject area and a map indicating that the topography at Seltice is higher and it slopes down towards the river. The City Engineer submitted the following findings: Seltice Way is a principal arterial; at buildout of project with proposed modification, over 1,000 additional trips per day could be generated and additional 94 morning

and 50 evening peak hour trips; Seltice Way is currently operating at an acceptable level of service; and the proposed development will not cause excessive congestion.

Mr. Behary stated that aside from the requested change to R-17, the applicant is also requesting a modification of the PUD that will lock in the use per the PUD requirement and conditions. If the zone change is approved, the project design will remove the 431 unit mini-storage facility and the 28 single-family residential lots along the river and replace them with 296 multi-family units, public open space, and a 16-foot-wide trail for the full length of the property, approximately 1,600 feet long, adjacent to the river. The trail along the river will allow for active and passive recreation. It will be owned and maintained by the applicant and will have a public access easement to allow public use of the trail and provide access to the river at four access points. The trail along the shoreline will connect to the trail within the Atlas Waterfront project to the east and the future trail through Mill River to the west.

**APPLICANT:** Mike Gridley stated that he is working with Mr. Lanzce Douglass, owner of River's Edge Apartments LL, and he is before Council to present the benefits of the proposed project to the city specifically having that trail along Spokane River and providing additional housing close to where people work such as the Riverstone, medical center, and schools. He explained that the said property has been approved for development, but the trail is not on the river. If the new proposal will be approved, Mr. Douglass will build the trail along the river which will extend from Atlas Park along the Spokane River for another quarter of a mile and will allow public access to a beach and swimming area. Mr. Gridley presented a video in which several citizens stated positive attributes of having a public trail and expressed the need for housing. Mr. Gridley explained that the applicant, Mr. Lanzce Douglas, is requesting for a zone change in order to increase the density of the said property to allow for additional apartments, remove the mini storage, and a trail with waterfront access for the public.

**PUBLIC TESTIMONY:** Mayor Pro Tem English opened the public testimony portion of the hearing with the clerk swearing-in those that gave testimony.

Tim Keaty, Hayden, shared that he rides his bike from NIC toward Beebe Blvd. and Riverstone, and eight years ago he would ride at the trail and see the most beautiful view of Coeur d'Alene, but today, the view in some areas would be the million-dollar homes. He stated that he feels like being in an alley because their driveway are literally 10 feet away from the trail. He said that this project is an opportunity to preserve that beautiful view like having another Atlas Park.

John Bruning, Coeur d'Alene, noted that the Board of Directors of the North Idaho Centennial Trail Foundation unanimously support the development agreement and encouraged Council's approval. He stated that the trail would be the connection between the Atlas Waterfront Park and to the future trail through Mill River. He added that this is an opportunity for public access to the water where there are about 500,000 trail users a year, and it continue to increase.

Karen Hansen, Coeur d'Alene, stated that she is neutral because the negotiation to have the riverfront access for the public should have happened 10 years ago, and now the developer is coming back to Council in exchange for extra zoning. She asked who will develop and finish the continuous trail.

Doug Eastwood, stated that the proposed trail is one huge piece that is one step closer to the long-term goal of putting the trail along the waterfront and giving the public to have a view of the water.

With no other comments received, Mayor Pro Tem English closed the public testimony portion of the hearing.

**DISCUSSION:** Mr. Gridley stated that the goal of the trail is to connect with the western edge of the existing Centennial Trail that runs along Seltice. He added that the project will also provide housing that is closer to Riverstone, medical facilities, and places where most people work. Councilmember Gookin noted that during the Coeur Terre hearing, it was discussed that the roundabout at Atlas is failing, and with Mr. Douglass' request to increase the apartment units and its impact, he asked whether he would be amendable, as part of the development agreement, to fund a full intersection to help with the traffic. Mr. Douglass responded that they are agreeing to fund a study for a traffic management plan but not willing to fund an intersection. He recalled that it was in the report that Seltice traffic would fail in 2035 regardless of whether this development project is approved or not. Councilmember Miller stated that the failing traffic in the area with or without this development puts a burden to the citizens who are already there. She also pointed out the four leased boat docks in the scale drawings which could substantially mean more boats than the 28 homes would have, hence would affect the supposed to be the public's million-dollar view. She explained that it seems the trade out would be, one side of the Centennial Trail is going to be 3-4 stories of luxury waterfront apartments, and the other side is going to be boat docks. She asked what the real benefit of this development to the public and mentioned that this might end up with the same scenario as the Bellerive Boardwalk that the public would just view as a luxury apartment. She added that there is nothing mentioned in the development agreement that the developer would build an amphitheater. While there is an effort for local workers housing which is only 15 units, certainly not going to be in the waterfront luxury condo section, Councilmember Miller stated that the proposal would be a negligible benefit. Mr. Douglass stated that the City does not have a requirement for any affordable housing in their project and the basis for the 5% for local workforce housing is the remaining of the 296 units, because the 384 out of the 680 units, were previously approved and are already built. Councilmember Evans asked if they would be willing to extend increase the percentage of local workforce housing from 5% to 10% of the 296 units for five years, with Mr. Douglass that they can do that. Councilmember Wood explained that the Council's role is to be visionary for the benefit of future generations. She stated that she doesn't want to pass up this opportunity for public access and she is pleased to know that Mr. Douglass has agreed to build more workforce housing. She added that they can come back and have future discussions about the traffic plan. Councilmember Gookin asked what will happen after five years on the agreement to increase workforce housing from 5% to 10%, with Mr. Douglass responding that it goes to market rate. Councilmember Miller pointed out that there is no unit type specified to anchor it to the AMI, hence a one-bedroom might be qualified for a family of four which would not be appropriate. In closing, Mr. Gridley said that Council can look at Mr. Douglass' track record and extend that level of trust because they don't just build and sell but rather, they are in for the long run. Councilmember Miller stated that she had to share the counterpoints or the other side of what potentially could happen, and she hopes that there will be that level of trust as they also step up for additional workforce housing.



**MOTION:** Motion by Evans, seconded by Wood to approve ZC-3-22, changing the zoning of property located 3404 W. Seltice Way; Applicant: River's Edge Apartments, LLC, based on the attached findings and conclusions, which are established by the undisputed evidence set forth in the staff report, during staff presentation, and the testimony of the applicant.

**DISCUSSION:** Councilmember Gookin stated that he disagrees with the motion because the proposed public facilities and utilities are not available and adequate with regards to traffic. He added that the proposal would adversely affect surrounding neighborhoods with regards to traffic unless the developer would be willing to improve the intersection, because it would be a burden for the public to pay, through their taxes, for the widening of Seltice and adding intersection in the future. Mayor Pro Tem English explained that the roundabout at Atlas going up is functional and also recognizing that the developer has agreed to double the number of workforce housing which is really needed in the community.

**ROLL CALL:** Gookin No; Wood Aye; Evans Aye; Miller No. **Motion carried,** with Mayor Pro Tem English voting Aye.

**MOTION:** Motion by Evans, seconded by Wood, to dispense with the rule and read **Council Bill No. 24-1016** once by title only.

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

**MOTION:** Motion by Evans, seconded by Wood, to adopt **Council Bill 24-1016.**

**ROLL CALL:** Wood Aye; Evans Aye; Miller No; Gookin No. **Motion carried,** with Mayor Pro Tem English voting Aye.

#### RESOLUTION NO. 24-075

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, APPROVING A DEVELOPMENT AGREEMENT WITH RIVER'S EDGE APARTMENTS, LLC, FOR PROPERTY LOCATED AT 3404 W. SELTICE WAY (ZC-3-22, SP-5-22, PUD-2-19m.2).

**MOTION:** Motion by Evans, seconded by Wood to adopt **Resolution No. 24-075**, approving the Development Agreement for ZC-2-22 and direct staff to provide a revised development agreement with agreed upon percentage change of paragraph 7.4 and condition no. 24.

**ROLL CALL:** Wood Aye; Evans Aye; Miller No; Gookin No. **Motion carried,** with Mayor Pro Tem English voting Aye.

**RECESS:** Mayor Pro Tem English called for a recess at 8:15 p.m. The meeting resumed at 8:22 p.m.

COUNCIL BILL NO. 24-1017

AN ORDINANCE ANNEXING TO AND DECLARING TO BE A PART OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, SPECIFICALLY DESCRIBED PORTIONS OF SECTION 4, TOWNSHIP 50N, RANGE 4W, BOISE MERIDIAN; ZONING SUCH SPECIFICALLY DESCRIBED PROPERTY HEREBY ANNEXED AS C-17; REPEALING ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HEREWITH; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR THE PUBLICATION OF A SUMMARY OF THIS ORDINANCE AND AN EFFECTIVE DATE HEREOF.

**STAFF REPORT:** Associate Planner Mike Behary noted that the owners are Shawn and Ranae Luteyn, and they are represented by McArthur Engineering, requesting for annexation of 5.1 acres in conjunction with zoning approval from County Commercial to the C-17 Commercial zoning district. The property is located at 3505 W. Seltice Way. The public hearing notice was published at the CDA Press on August 31, 2024 and notices were mailed to all properties within the land being considered for annexation within 300 feet on August 29. Notice was provided to all political subdivisions and pipeline companies as well as posted on the property on August 30. The applicant has submitted a survey indicating the exact area that is to be annexed, and the zoning map illustrates that it is currently County Commercial; to the north is C-17; to the west is also C-17 with some County Commercial; and to the south are C-17, PUD and C-17 PUD; and to the east is County Commercial. In order to meet the annexation request, there are four findings that need to be met: proposal conforms with the Comprehensive Plan; public facilities and utilities are available for the proposed use; physical characteristics of the site make it suitable for the request; and would not adversely affect the surrounding neighborhood with regard to traffic, neighborhood character, and existing land use. Mr. Behary stated the following findings: at the time the Comprehensive Plan was developed in 2020 – 2022, this place was envisioned to be an industrial area but since that time, the Seltice corridor has been commercial and residential; City staff from Streets and Engineering, Water, Fire, Parks, Police, and Wastewater departments have reviewed the application request and each department has indicated that there are adequate public facilities and public utilities available for the proposed annexation with zoning to C-17; the site is general flat that slightly slopes to the southwest while the western portion of the site is vacant and is relatively flat to accommodate a future development site for the CDA Hockey Academy; and the City Engineer has indicated the subject property is bordered by Seltice Way to the south which is a Principal Arterial Street. Two examples were provided by the City Engineer on the traffic: with regards to the skating rink, the proposed expansion will generate approximately 95 morning peak hour trips and 63 evening peak hour trips. There are seven recommended items to include in the annexation agreement: (1) The existing industrial milling operation (Manufacturing use) must be removed from the site prior to a building permit or site development permit is used for the new building, whichever comes first; (2) Any additional main extensions and/or fire hydrants and services for future development of the property will be the responsibility of the developer/ owner at their expense and will be done with site improvements triggered by any site development or building permit; (3) Any additional water services will have cap fees due at building permitting; (4) This project will fall under Policy #716 “One Lot, One Lateral” that only allows for one sewer lateral for parcel; (5) Any new or existing structures on this parcel must connect to City sewer and pay appropriate sewer cap fees and Mill River LS Surcharge Fee; (6) The Building Department

requires the owner to obtain permits for the proposed use of the existing building as part of the annexation agreement; and (7) All existing fire protection systems must be serviced and without any deficiencies before annexation may occur.

**DISCUSSION:** Councilmember Gookin asked about the difference between commercial zoning and county commercial which is the current zoning of the subject property with Mr. Behary stating that he doesn't have the specifics, but the main issue is that they will have city sewer and water as they are currently on well and septic, and they probably could not expand with the existing utilities and services they have. Councilmember Wood inquired if it's agricultural land on the east and if it's in the city with Mr. Behary responding that it is in the county.

**APPLICANT:** Scott McArthur of McArthur Engineering stated that the staff prepared a well-written report. He said that they called this morning to discuss recommendation number one for the annexation agreement because they are trying to be sympathetic to the existing industrial operation that operates at the southern part of the building and to give them time to relocate. At the same time, they are operating a school in this facility with 58 students at present. Mr. McArthur said that his clients are excited to expand this academy.

**DISCUSSION:** Councilmember Wood stated that this property is one that was envisioned to come into the City and the Planning and Zoning Commission has reviewed everything with the applicant meeting all the conditions, hence she doesn't have an issue with the annexation.

**PUBLIC TESTIMONY:** Mayor Pro Tem English opened the public testimony portion of the hearing with the Clerk swearing in Mr. Scott McArthur.

Councilmember Miller inquired about having a traffic flow plan considering the expansion of the academy affecting the day and evening traffic with Mr. McArthur responding that the area has westbound traffic and there is no opportunity to access the site but to utilize the roundabout at Atlas and come back to the site. He stated that the ice arena operates to the north and their students are typically walking to the site or transported to the site.

With no comments received, Mayor Pro Tem English closed the public testimony portion of the hearing.

**MOTION:** Motion by Evans, seconded by Wood, to approve A-1-24 Annexation of +/- 5.096 – acre annexation from County Commercial to C-17 for property located at 3505 W. Seltice Avenue based on the attached findings and conclusions, which are established by the undisputed evidence set forth in the staff report, during staff presentation, and the testimony of the applicant.

**DISCUSSION:** Councilmember Gookin pointed out that this is moving the property from county into the city, it will be in the same zone with same underlying use and not increasing density. He said that it is established and a thriving business, and so he is happy to support it. Councilmember Miller stated that she agrees with Councilmember Gookin but sees no reason for the annexation and there will be some signage to be put in place on Seltice.

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

**MOTION:** Motion by Evans, seconded by Gookin, to dispense with the rule and read **Council Bill No. 24-1017** once by title only.

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

**MOTION:** Motion by Evans, seconded by Gookin, to adopt **Council Bill 24-1017**.

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

RESOLUTION NO. 24-076

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, APPROVING AN ANNEXATION AGREEMENT WITH SHAWN AND RANAE LUTEYN, OWNERS OF COEUR D'ALENE HOCKEY ACADEMY, LOCATED AT 3505 W. SELTICE WAY.

**MOTION:** Motion by Evans, seconded by Gookin to adopt **Resolution No. 24-076**, approving the Annexation Agreement for A-1-24 with Shawn and Ranae Luteyn, owners of Coeur d'Alene Hockey Academy, located at 3505 W. Seltice Way.

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

**ADJOURNMENT:** Motion by Gookin, seconded by Miller that there being no other business, this meeting be adjourned. **Motion carried.**

The meeting adjourned at 8:46 p.m.

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Dan English, Mayor Pro Tem

ATTEST:

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Jo Anne Mateski  
Executive Assistant

**COEUR D'ALENE CITY COUNCIL  
FINDINGS AND ORDER  
ZC-3-22**

**INTRODUCTION**

This matter having come before the City Council on September 17, 2024, and there being present a person requesting approval of ZC-3-22, a request for a zone change from R-12 and C-17 to R-17.

APPLICANT: RIVER'S EDGE APARTMENTS, LLC

LOCATION: 3528 & 3404 W. SELTICE WAY

**A. FINDINGS OF FACT:**

**The City Council finds that the following facts, A1 through A15, have been established on a more probable than not basis, as shown on the record before it and on the testimony presented at the public hearing.**

**A1.** All public hearing notice requirements have been met for item ZC-3-22.

- Notice of the public hearing must be published in the official newspaper of the City at least fifteen (15) days prior to the hearing. Idaho Code § 67-6509(a). The notice was published in the Coeur d'Alene Press on August 31, 2024, seventeen days prior to the hearing.
- Notice of the public hearing must be posted on the premises no less than one (1) week prior to the hearing. Idaho Code § 67-6511(2)(b). The Notice was posted on the property on August 30, 2024, eighteen days prior to the hearing.
- Notice of the public hearing must be provided by mail to property owners or purchasers of record within the land being considered, and within three hundred (300) feet of the external boundaries of the land being considered. Idaho Code § 67-6511(2)(b). Fifty-three (53) notices were mailed to all property owners of record within three hundred feet (300') of the subject property on August 29, 2024.
- Notice of the public hearing must be sent to all political subdivisions providing services within the planning jurisdiction, including school districts and the manager or person in charge of the local public airport, at least fifteen (15) days prior to the public hearing. Idaho Code § 67-6509(a). The Notice was sent to all political subdivisions providing services within the planning jurisdiction, including school districts on August 29, 2024, nineteen days prior to the hearing.
- Notice of the public hearing must be given to a pipeline company operating any existing interstate natural gas transmission pipeline or interstate petroleum products pipeline, as recognized by the pipeline and hazardous materials safety administration, with a center point within one thousand (1,000) feet of the external boundaries of the land being considered, provided that the pipeline company is in compliance with

section 62-1104, Idaho Code. Idaho Code § 67-6511(2)(b). The Notice was sent to pipeline companies providing services within 1,000 feet of the subject property on August 29, 2024.

- A2. Public testimony was received at a public hearing on September 17, 2024.
- A3. The subject property has multifamily apartments on a portion of it. The remainder is vacant. The subject site is 25.78 acres in area.
- A4. The subject site is currently zoned R-12PUD and C-17PUD and was annexed into the City in 2014 in item A-1-13.
- A5. The surrounding uses are a mix of commercial and residential. The site is adjacent to multi-family apartments and a mixed use commercial and residential neighborhood known as Atlas Waterfront located to the east. To the south is the Spokane River. To the west are single family homes within the Mill River neighborhood and the Heritage Health facility. To the north is the Coeur d'Alene Hockey Academy facility, Frontier Ice Arena, and a single family home associated with a large agricultural property.
- A6. The Comprehensive Plan designates the subject site to be in the Planned Development place type. Compatible zoning for properties in this Place Type is not applicable. Planned developments may occur within any zoning district.
- A7. The Place Types in the Comprehensive Plan represent the form of future development, as envisioned by the residents of Coeur d'Alene. These Place Types will, in turn, provide the policy level guidance that will inform the City's Development Ordinance. Each Place Type corresponds to multiple zoning districts that will provide a high-level of detail and regulatory guidance on items such as height, lot size, setbacks, adjacencies, and allowed uses.
- A8. According to the Comprehensive Plan, Planned Development places are locations that have completed the planned unit development application process. As part of that process, the City and the applicant have agreed to a determined set of complementary land uses that can include a number of Place Types. Large scale Planned developments often have a determined phasing and development plan and may include land uses such as housing, recreation, commercial centers, civic, and industrial parks, all within one contained development or subdivision. Building design and scale, transportation, open space, and other elements are approved through the City of Coeur d'Alene's PUD evaluation process.
- A9. The Planning and Zoning Commission identified Comprehensive Plan goals and objectives that support the request. The City Council will need to consider the Comprehensive Plan goals and objectives in their decision.

### **Community & Identity**

**Goal CI 1**

Coeur d’Alene citizens are well informed, responsive, and involved in community discussions.

**OBJECTIVE CI 1.1**

Foster broad-based and inclusive community involvement for actions affecting businesses and residents to promote community unity and involvement.

**Goal CI 3**

Coeur d’Alene will strive to be livable for median and below income levels, including young families, working class, low income, and fixed income households.

**OBJECTIVE CI 3.1**

Support efforts to preserve existing housing stock and provide opportunities for new affordable and workforce housing.

**Environment & Recreation**

**Goal ER 1**

Preserve and enhance the beauty and health of Coeur d’Alene’s natural environment.

**OBJECTIVE ER 1.1**

Manage shoreline development to address stormwater management and improve water quality.

**OBJECTIVE ER 1.4**

Reduce water consumption for landscaping throughout the city.

**Goal ER 2**

Provide diverse recreation options.

**OBJECTIVE ER 2.2**

Encourage publicly-owned and/or private recreation facilities for citizens of all ages.

This includes sports fields and facilities (both outdoor and indoor), hiking and biking pathways, open space, passive recreation, and water access for people and motorized and non-motorized watercraft.

**OBJECTIVE ER 2.3**

Encourage and maintain public access to mountains, natural areas, parks, and trails that are easily accessible by walking and biking.

**Growth & Development**

**Goal GD 1**

Develop a mix of land uses throughout the city that balance housing and employment while preserving the qualities that make Coeur d’Alene a great place to live.

**OBJECTIVE GD 1.1**

Achieve a balance of housing product types and price points, including affordable housing, to meet city needs.

**OBJECTIVE GD 1.5**

Recognize neighborhood and district identities.

**OBJECTIVE GD 1.7**

Increase physical and visual access to the lakes and rivers.

**Goal GD 3**

Support the development of a multimodal transportation system for all users.

**OBJECTIVE GD 3.1**

Provide accessible, safe, and efficient traffic circulation for motorized, bicycle and pedestrian modes of transportation.

- A10.** City utilities are available to serve the project site. All departments have indicated the ability to serve the project with the additional conditions as stated at the end of the report.
- A11.** The subject property is higher along Seltice Way and slopes downward toward the Spokane River to the south. There is an approximately thirty foot elevation drop on the overall property.
- A12.** The subject property is bordered by Seltice Way to the north, which is a principal arterial connecting the cities of Coeur d’Alene and Post Falls. Although Seltice Way is currently operating at an acceptable Level of Service and the proposed development will not cause excessive congestion, future traffic levels forecasted by KMPO and referenced in the Trip Generation and Distribution Letter show that congestion levels by 2035 will reach undesirable levels even without this proposed development. This is due to regional growth that has been focused in the west and northwest areas of the City, as well as limited travel corridors available into Coeur d’Alene. The Streets & Engineering Department has no objection to the proposed development, but requests a Traffic Mitigation Plan be funded by the applicant to identify congestion mitigation measures that can be funded by development impact fees prior to reaching the forecasted congestion levels.
- A13.** The applicant has indicated that, if this zone change request is approved, he will build according to the PUD site plan that was approved in 2022, which consists of removing the 431 unit mini-storage facility and the 28 single-family residential lots along the river from the project and replace it with 296 multi-family units, public open space, and a 16-foot wide trail adjacent to the river that allows the public access to the river.



- A14.** The Planning and Zoning Commission considered this zone change request on December 13, 2022. In a unanimous vote of 6-0 they recommended that City Council approve the zone change request including the 28 conditions. The Planning and Zoning Commission found that the proposed development would not negatively affect the surrounding neighborhood in terms traffic, neighborhood character, and existing land uses. The Planning and Zoning Commission found that the zoning is compatible with the surrounding zoning and uses.
- A15.** The applicant has been working with the City Attorney, City Administrator, and Planning Department on a Development Agreement for the River's Edge Apartments project that is located on the subject site. The Development Agreement provides necessary information on how the property will be developed and when certain items must be completed. The Development Agreement requires Council approval. As part of the Development Agreement, the applicant has agreed to twenty-eight (28) conditions of approval.

**B. CONCLUSIONS OF LAW:**

**Based on the foregoing Findings of Fact, the City Council makes the following Conclusions of Law.**

- B1. This proposal **is** in conformance with the Comprehensive Plan.
- B2. Public facilities and utilities **are** available and adequate for the proposed use.
- B3. The physical characteristics of the site **do** make it suitable for the request.
- B4. The proposal **would not** adversely affect the surrounding neighborhood with regard to traffic, neighborhood character, and/or existing land uses

**C. DECISION**

The City Council, pursuant to the foregoing Findings of Fact and Conclusions of Law, has determined that the requested zone change does comply with the required evaluation criteria and the zone change request is **approved with conditions**.

The City Council further orders that the zone change shall be contingent on the owner of the property signing a Development Agreement as approved by Council.

- 1) The PUD requested in PUD-2-19m2 is only valid if the Special Use Permit (SP-5-22) is approved by the Planning and Zoning Commission and the Zone Change (ZC-3-22) is approved by City Council.
- 2) A Lighting Plan must be submitted as part of the building permits for any new apartment buildings indicating full cut off lighting.

- 3) If docks are to be constructed, the Fire Department will require access to the docks including a standpipe system.
- 4) The Idaho Department of Lands will need to review and approve any dock permits.
- 5) Any additional water service will require cap fees due at time of building permitting.
- 6) Any additional main extensions and/or fire hydrants and services will be the responsibility of the developer at their expense.
- 7) Dead-end fire apparatus access roads over 150 feet in length requires FD approved turn-around. Turning radiuses for FD is 25' interior and 50' exterior.
- 8) Temporary Street signs and Address's shall be installed until permanent signs/address are installed.
- 9) FD access streets designed to hold an imposed load of 75,000 lbs. Minimum FD access width is 20' and 26' with a hydrant.
- 10) Trees are prohibited to be planted over HARSB sewer outfall pipeline easement.
- 11) A Traffic Mitigation Plan should be funded by the applicant per the Development Agreement
- 12) Soften the 90 degree "sharp" turn in the trail on the western edge of the property.
- 13) Use 'Driveway Mix' asphalt in the construction of the trail.
- 14) Sterilize the ground with herbicide before laying down gravel and asphalt.
- 15) Maintain landscaping and amenities into perpetuity; PROVIDED, In the event of catastrophic flooding which damages the trail, the ADA access to the beach, and/or the concrete slabs within the four public beach areas, the parties agree to work together to effectuate repairs as expeditiously as possible. While this agreement cannot constitutionally bind a City Council to the expenditure of funds beyond the current fiscal year, it is the intent of the City to use its best efforts to assist the Owner in repairing the trail, the ADA access to the beach, and/or the concrete slabs within the four public beach areas in the event of damages caused by catastrophic flooding. Further, the City will be responsible for plowing snow from the trail and sweeping/blowing the surface of the trail on a regular basis.
- 16) Wastewater requires hydraulic modeling of the Mill River Sewer Pump Station per the Development Agreement.

- 17) The Subject Property is within the City of Coeur d'Alene and in accordance with the 2013 Sewer Master Plan; the City's Wastewater Utility presently has the wastewater system capacity, willingness and intent to serve this PUD request as proposed but any increase in density will require hydraulic modeling of the added PUD sewer flows into the Mill River Pump Station.
- 18) A utility easement or R/W for the public sewer shall be dedicated to the City prior to building permits.
- 19) An unobstructed City approved "all-weather" access shall be required over all city sewers.
- 20) Payment of the Mill River Lift Station Surcharge Fee shall be required on all building permits.
- 21) This PUD shall be required to comply with the City's One Lot-One Lateral Rule.
- 22) All sewerage lines beyond and upstream of the public sewer connection shall be privately owned and maintained by the PUD's Owner at no cost to the City.
- 23) All public sewer plans require IDEQ or QLPE Approval prior to construction.
- 24) The Owner agrees to make available, for persons who are making, at the time the lease is signed, One hundred percent (100%) of Kootenai County's Area Median Income (AMI) for a four-person household, at least ten percent (10%) of the proposed two hundred ninety-six (296) new units, meaning no fewer than thirty (30) units. This commitment shall be for five (5) years commencing when the Certificate of Occupancy for the first building containing such units is issued. The Owner further agrees to provide an annual report to the Planning Department consisting of rent rolls and application data for renters qualifying for these units
- 25) The maximum number of units for the overall project be restricted to 680.
- 26) A portion of the public trail and riverfront open space area(s) along the river shall be completed and installed before occupancy permits are issued for the 85<sup>th</sup> unit adjacent to the Spokane River. Said portion of the public trail and riverfront open space area(s) shall be completed and installed to the farthest extent of the building in which the 85<sup>th</sup> unit adjacent to the Spokane River is located, and any other building in which a unit is completed when the occupancy permit for the 85<sup>th</sup> unit is requested; PROVIDED, the entire public trail and riverfront open space areas shall be completed within thirty-six (36) months of the date the Owner obtains a permit for the seawall, unless the Owner is delayed for reasons beyond the Owner's reasonable control. The Owner shall apply for a permit for the seawall before June 30, 2025, and shall diligently pursue approval of the permit. This time may be extended by the City for good cause shown, which extension shall not be unreasonably denied.

- 27) An Open Space and Public Access easement granted to the City of Coeur d’Alene must be recorded prior to the issuance of the Certificate of Occupancy for the building containing the 85<sup>th</sup> unit adjacent to the River. The easement shall include the multiuse trail/path that lies adjacent to the Spokane River from the east property line to the west property line and the four (4) public beach areas. The easement shall reserve to the Owner the right to trespass individuals, in accordance with State law, from the Open Space and Public accesses for uses which are outside the scope of the easement to the City, and which are inconsistent with the Owner’s development and property rights.
- 28) All modification requests are adhered to, as stated below:
- Decrease the maximum building height to 55 feet rather than 63 feet as allowed by the R-34;
  - Increase the maximum building height to 55 feet rather than 32 feet within 150 feet of the high-water mark as required by the Shoreline Ordinance;
  - Remove the 431 unit mini-storage facility;
  - Remove the single-family residential units along the Spokane River;
  - Replace the single-family residential units 32 feet tall set 40 feet back from the Spokane River with multifamily residential units at a height of 55 feet set 80 feet back from the Spokane River;
  - The project would allow for 680 units, and one clubhouse.
  - Decrease the maximum number of units to 680 rather than 881 units as allowed in the R-34;
  - Allow for the pedestrian trail and open space amenities including docks and dock ramps to be built within 40 of the highwater mark; and
  - Decrease the overall density of the project to 26.4 units per acres rather than 34 units per acre.

Motion by Evans, seconded by Wood, to adopt the foregoing Findings and Order and approve with conditions the request.

**ROLL CALL:**

<b>COUNCIL MEMBER MILLER</b>	<b>Voted Nay</b>
<b>COUNCIL MEMBER EVANS</b>	<b>Voted Aye</b>
<b>COUNCIL MEMBER GOOKIN</b>	<b>Voted Nay</b>
<b>COUNCIL MEMBER WOOD</b>	<b>Voted Aye</b>
<b>MAYOR PRO TEM ENGLISH</b>	<b>Voted Aye to break the tie</b>

Motion to approve with conditions carried by a 3 to 2 vote.

**COEUR D'ALENE CITY COUNCIL  
FINDINGS AND ORDER**

**A-1-24**

**INTRODUCTION**

This matter came before the City Council on September 17, 2024, to consider A-1-24, a request to annex 5.1 acres adjacent to Seltice Way with C-17 zoning.

OWNERS: Shawn and Ranae Luteyn

APPLICANT: McArthur Engineering, Scott McArthur, agent of Shawn and Ranae Luteyn

LOCATION: 3505 W. Seltice Way, Coeur d'Alene, ID 83814

**A. FINDINGS OF FACT:**

**The City Council finds that the following facts, A1 through A12 have been established on a more probable than not basis, as shown on the record before it and on the testimony presented at the public hearing.**

**A1.** All public hearing notice requirements have been met for item A-1-24.

- Notice of the public hearing must be published in the official newspaper of the City at least fifteen (15) days prior to the hearing. Idaho Code § 67-6509(a). The Notice was published on August 31, 2024, seventeen days prior to the hearing.
- Notice of the public hearing must be posted on the premises no less than one (1) week prior to the hearing. Idaho Code § 67-6511(2)(b). The Notice was posted on the property on August 30, 2024, eighteen days prior to the hearing.
- Notice of the public hearing must be provided by mail to property owners or purchasers of record within the land being considered, and within three hundred (300) feet of the external boundaries of the land being considered. Idaho Code § 67-6511(2)(b). thirty-six (36) notices were mailed to all property owners of record within three hundred feet (300') of the subject property on August 29, 2024.
- Notice of the public hearing must be sent to all political subdivisions providing services within the planning jurisdiction, including school districts and the manager or person in charge of the local public airport, at least fifteen (15) days prior to the public hearing. Idaho Code § 67-6509(a). The Notice was sent to all political subdivisions providing services within the planning jurisdiction, including school districts on August 29, 2024.
- Notice of the public hearing must be given to a pipeline company operating any existing interstate natural gas transmission pipeline or interstate petroleum products pipeline, as recognized by the pipeline and hazardous materials safety administration, with a center point within one thousand (1,000) feet of the external boundaries of the land being

considered, provided that the pipeline company is in compliance with section 62-1104, Idaho Code. Idaho Code § 67-6511(2)(b). The Notice was sent to pipeline companies providing services within 1,000 feet of the subject property on August 29, 2024.

- A2. The subject site is located in an unincorporated area of the County, the total area of the subject property is 5.1 acres and is zoned County Commercial.
- A3. The subject property currently has two different uses on it. The first use is a heavy industrial milling operation (manufacturing use) and the second is the education use that is run by the CDA Hockey Academy. The CDA Hockey Academy is an educational use (community education), which is a permitted use in the C-17 (Commercial at 17 units/acre) zoning district. The manufacturing use is not allowed by right in C-17 district, unless there is a special use permit for custom manufacturing. The manufacturing use is only allowed by right in the M (Manufacturing) zoning district. The community education use is not permitted in the M district.
- A4. The Comprehensive Plan (the “Plan”) Future Land Use Map designation is the General Industrial Place Type. Industrial places include manufacturing & logistics that provide a range of job types, services, and wage levels. These areas are locations that provide concentrated areas of employment areas that create goods and services with a mix of indoor industrial uses separated from residential areas. Primary uses include manufacturing, warehousing, storage, and industrial parks located in one to two-story buildings with varied building footprints and interior ceiling heights. Industrial places are located near major transportation corridors as they often require access for large vehicles. Compatible zoning in the Industrial Place Type is Manufacturing (M) and Light Manufacturing (LM). The Comprehensive Plan did not anticipate this property being commercial; however, the adjacent Frontier Ice Arena property was annexed in with C-17 zoning.
- A5. The Planning and Zoning Commission identified Comprehensive Plan goals and objectives that supported the request for particular consideration by the City Council. The City Council will need to consider the Comprehensive goals and objectives to make their decision.

### **Community & Identity**

#### **Goal CI 2**

Maintain a high quality of life for residents and businesses that make Coeur d’Alene a great place to live and visit.

#### **Objective CI 2.1**

Maintain the community’s friendly, welcoming atmosphere and its smalltown feel.

### **Education & Learning**

#### **Goal EL 3**

Provide an educational environment that provides open access to resources for all people.

**Objective EL 3.2**

Provide abundant opportunities for and access to lifelong learning, fostering mastery of new skills, academic enrichment, mentoring programs, and personal growth.

**Growth & Development**

**Goal GD 1**

Develop a mix of land uses throughout the city that balance housing and employment while preserving the qualities that make Coeur d'Alene a great place to live.

**Objective GD 1.4**

Increase pedestrian walkability and access within commercial development.

**Objective GD 1.5**

Recognize neighborhood and district identities.

**Goal GD 2**

Ensure appropriate, high-quality infrastructure to accommodate community needs and future growth.

**Objective E GD 2.1**

Ensure appropriate, high-quality infrastructure to accommodate growth and redevelopment.

**Jobs & Economy**

**Goal JE 1**

Retain, grow, and attract businesses.

**Objective JE 1.2**

Foster pro-business culture that supports economic growth.

**A6.** The Comprehensive Plan is a guide for annexations and land use decisions, and the Future Land Use Map, in conjunction with the Goals and Objectives, shall be used by City Council to make a decision on zoning in conjunction with annexation.

**A7.** The subject property is bound by an ice arena to the north, a single-family home associated with a large agricultural tract to the east, a health care facility and a multi-family apartment complex is located south across Seltice Way, and a single-family home and a multi-family apartment complex are located to the west. Properties in the area are zoned C-17 Commercial or County Commercial.

**A8.** The subject property has a twenty-five-foot grade change across the site, along with an existing structure, parking and maneuvering areas. There is also a relatively flat area of the property, west of the existing structure, where the applicant intends to build an additional structure.

**A9.** City utilities are available to serve the project site, if annexed. All departments have indicated the ability to serve the project with the additional conditions as stated at the end of the staff report.

**A10.** The proposal is anticipated to generate up to 63 PM peak hour trips per day associated with the private school and an estimated 95 AM peak hour trips per day if there were an event. The City Engineer indicated that they have shown 192 parking spaces on the site and noted that if an event drew more than 192 vehicles, they could have overflow parking impacts. The Academy currently exists on the property adjacent to the Frontier Ice Arena. The applicant is proposing upgrades to the existing building, a new structure and other site improvements as shown on the proposed site plan. Surrounding uses are commercial, manufacturing, agricultural, and residential in nature.

**A11.** The Planning and Zoning Commission found that the property is surrounded by the city limits and annexation was necessary for the academy to expand. Bringing it into the City is considered orderly development and will increase the tax base.

**A12.** The Planning and Zoning Commission found that the C-17 zoning was appropriate given the surrounding commercial uses and commercial zoning in both the City and County, the applicable Comprehensive Plan goals and objectives that support the request, and the fact that the Manufacturing Place Type didn't anticipate the educational use.

**B. CONCLUSIONS OF LAW:**

**Based on the foregoing Findings of Fact, the City Council makes the following Conclusions of Law.**

B1. That this proposal **is** in conformance with the Comprehensive Plan policies.

B2. That public facilities and utilities **are** available and adequate for the proposed use.

B3. That the physical characteristics of the site **do** make it suitable for the request at this time.

B4. That the proposal **would not** adversely affect the surrounding neighborhood with regard to traffic, neighborhood character, **and/or** existing land uses.



**C. DECISION**

The City Council pursuant to the foregoing Findings of Fact and Conclusions of Law, has determined that the request for annexation of a +/- 5.1-acre parcel in Kootenai County, assigning the zoning district C-17, should be **approved with conditions**.

The City Council further orders that the Annexation shall be contingent on the owners of the property signing an Annexation Agreement as approved by Council.

1. The existing industrial milling operation (manufacturing use) must be removed from the site prior to a building permit or site development permit is issued for the new building, whichever comes first.
2. Any additional main extensions and/or fire hydrants and services for future development of the property will be the responsibility of the developer/owner at their expense and will be done with site improvements triggered by any site development or building permit.
3. Any additional water services will have cap fees due at building permitting.
4. This project will fall under Policy#716 "One Lot, One Lateral" that only allows for one sewer lateral for parcel.
5. Any new or existing structures on this parcel must connect to City sewer and pay appropriate sewer cap fees and Mill River LS Surcharge Fee.
6. The Building Department requires the owner to obtain permits for the proposed use of the existing building as part of the annexation agreement.
7. All existing fire protection systems must be serviced and without any deficiencies before annexation may occur (examples of fire protection systems sprinklers, alarms, fire extinguishers)

Motion by Evans, seconded by Wood, to adopt the foregoing Findings and Order and approve with conditions the request.

**ROLL CALL:**

<b>COUNCIL MEMBER MILLER</b>	<b>Voted Aye</b>
<b>COUNCIL MEMBER EVANS</b>	<b>Voted Aye</b>
<b>COUNCIL MEMBER GOOKIN</b>	<b>Voted Aye</b>
<b>COUNCIL MEMBER WOOD</b>	<b>Voted Aye</b>

Motion to approve with conditions carried by a 4 to 0 vote.

RESOLUTION NO. 24-077

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO APPROVING THE FOLLOWING: DESTRUCTION OF CITY RECORDS RETAINED BY THE FINANCE, FIRE, LIBRARY, MUNICIPAL SERVICES, POLICE, STREETS, AND WASTEWATER DEPARTMENTS, INCLUDING TEMPORARY AND SEMI-PERMANENT RECORDS, IN ACCORDANCE WITH THE RECORDS RETENTION POLICY ADOPTED BY RESOLUTION NO. 23-055; PURCHASE OF AMMUNITION FROM SALT LAKE WHOLESALE SPORTS (SLWS) IN AN AMOUNT NOT TO EXCEED \$55,972.20, FOR THE POLICE DEPARTMENT; PURCHASE OF SEVEN (7) VEHICLES FROM MIKE WHITE FORD IN AN AMOUNT NOT TO EXCEED \$44,539.00 PER VEHICLE, FOR A TOTAL OF \$311,773.00 THROUGH THE STATE PROCUREMENT BID FOR THE POLICE DEPARTMENT; AND APPROVING THE SOLE SOURCE PROCUREMENT FOR THE UPFITTING OF SEVEN (7) PATROL VEHICLES BY DANA SAFETY SUPPLY, IN AN AMOUNT NOT TO EXCEED \$19,164.80 PER VEHICLE, FOR A TOTAL OF \$134,153.60 FOR THE POLICE DEPARTMENT AND AUTHORIZING THE CITY CLERK TO PUBLISH THE SOLE SOURCE PROCUREMENT NOTE AS REQUIRED BY IDAHO CODE § 67-2808(2).

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

- A) Destruction of City records retained by the Finance, Fire, Library, Municipal Services, Police, Streets, and Wastewater Departments, including temporary and semi-permanent records, in accordance with the Records Retention policy adopted by Resolution No. 23-055;
- B) Purchase of ammunition from Salt Lake Wholesale Sports (SLWS) in an amount not to exceed \$55,972.20, for the Police Department;
- C) Purchase of seven (7) vehicles from Mike White Ford in an amount not to exceed \$44,539.00 per vehicle, for a total of \$311,773.00 through the state procurement bid, for the Police Department;
- D) Approving the Sole Source procurement for the upfitting of seven (7) patrol vehicles by Dana Safety Supply, in an amount not to exceed \$19,164.80 per vehicle, for a total of \$134,153.60 for the Police Department and authorizing the City Clerk to publish the Sole Source Procurement note as required by Idaho Code § 67-2808(2);

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 and take the other action for the subject matter, as set forth in substantially the form attached hereto as Exhibits "A" through "D" and incorporated herein by reference, with the provision that the Mayor, City Administrator, and City Attorney are hereby authorized to modify said agreements and the other action, so long as the substantive provisions of the agreements and the other action remain intact.

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

DATED this 1<sup>st</sup> day of October, 2024.

\_\_\_\_\_  
Woody McEvers, Mayor

ATTEST

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

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

ROLL CALL:

COUNCIL MEMBER ENGLISH	Voted
COUNCIL MEMBER MILLER	Voted
COUNCIL MEMBER WOOD	Voted
COUNCIL MEMBER EVANS	Voted
COUNCIL MEMBER GOOKIN	Voted

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

**CITY COUNCIL  
STAFF REPORT**

DATE:           OCTOBER 1, 2024

FROM:           RENATA MCLEOD, MUNICIPAL SERVICES DIRECTOR/CITY CLERK

RE:             REQUEST FOR DESTRUCTION OF RECORDS

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**DECISION POINT:**

To authorize the destruction of certain public records in accordance with the City's records retention schedule?

**HISTORY:** Idaho state code 50-907 and 50-908 set forth requirements for cities related to public records. The code establishes the type of record, length of time for minimum retention and notes that cities shall adopt their own records retention manual and schedule. The city has done so through Resolution 16-056 and most recently amended by Resolution No. 23-055. The following request for destruction of records is in accordance with the policy adopted by Council.

The Finance Department has requested a mix of temporary and semi-permanent records to be destroyed. Documents include account payable documents, parking tickets, cancelled checks, various financial reports, journal entries, petty cash records, utility service requests, bond files, garnishment, payroll records, and worker compensation documents. Dates range from 2016 through 2020, specifics can be found in the attached list and are no longer needed.

The Fire Department has requested the destruction of semi-permanent fire investigation reports dated prior to January 1, 2014 that are no longer needed.

The Library: The Library requests to destroy Library Card Applications prior to August 2022. These are temporary records and are no longer needed.

The Municipal Services Department is requesting the destruction of city-wide public records requests from 2019 through 2022, these are Temporary records that are no longer needed and/or required to be maintained. Additionally, it is requested to destroy CDATV DVD's from January 2016 through 2022 as they are no longer needed.

The Police Department is requesting the destruction of civil citations prior to 2022. These are citations issued by code enforcement/animal control and are deemed a temporary record and are no longer needed.

The Streets Department is requesting the destruction of correspondence, site plans, and permits that range from temporary to semi-permanent records that are no longer needed. These items are dated from 2007 through 2017.

The Wastewater Department is requesting the destruction of temporary compost static sheets and various projects, engineering reports, and correspondence files that are semi-permanent records dating from 1983 through 2018.

A detailed list of items is attached to this staff report.

**PERFORMANCE ANALYSIS:** Records are routinely reviewed to determine if the necessity of maintaining the record is warranted. Because the attached list of records has exceeded the time required to maintain them and their useful life has been exhausted, it is necessary to purge these files to maintain storage space for future records. This request is in accordance with the approved Records Retention Policy approved pursuant to Resolution 16-056.

**DECISION POINT:** To approve the destruction of city records within the Finance, Fire, Library, Municipal Services, Police, Streets, and Wastewater Departments, including temporary and semi-permanent records, in accordance to the records retention policy adopted by Resolution No. 23-055. as attached, and pursuant to I.C. 50-907 and the City's adopted records retention schedule.

REQUEST FOR DESTRUCTION OF RECORDS  
DEPARTMENT: FINANCE  
DATE: AUGUST 22, 2024

RECORD DESCRIPTION	TYPE OF RECORD (Perm./Semi-P/Temp)	DATES OF RECORDS (From - To)
Accounts payable – check registers, proof lists and journal entries	Temporary	10/2019-9/2020
Accounts payable – check request vouchers showing vendor names and voucher amounts	Temporary	10/2019-9/2020
Parking tickets	Semi-permanent	10/2016-9/2017
Trial balance report	Semi-permanent	10/2016-9/2017
Cancelled checks/checking accounts	Semi-permanent	10/2016-9/2017
Daily Adjustment reports	Semi-permanent	10/2016-9/2017
Cash receipting proofs	Temporary	10/2019-9/2020
Fleet Inventory	Semi-permanent	10/2016-9/2017
Journal Entries	Semi-permanent	10/2016-9/2017
Petty Cash Records	Temporary	10/2019-9/2020
Utility billing – Service requests	Semi-permanent	10/2016-9/2017
Bank checking account records, bank statements, deposit slips, cancelled checks and bank statements: bank checking account records miscellaneous	Semi-permanent	10/2016-9/2017
Utility billing calendar, monthly billing proofs, new owners list, past due reports and payment stubs; collections spreadsheets; turn off lists; utility billing registers	Semi-permanent	10/2016-9/2017
Bond files	Semi-permanent	10/2016-9/2017
Budget amendments and preparation	Semi-permanent	10/2016-9/2017
Expenditure Budget summary	Semi-permanent	10/2016-9/2017
Payroll Deductions by employee, lists deduction code, amount and total for year to date	Semi-permanent	10/2016-9/2017

Payroll Garnishments	Semi-permanent	10/2016-9/2017
Payroll records, time sheets, reports	Semi-permanent	10/2016-9/2017
Payroll W-2 forms held electronically	Semi-permanent	10/2016-9/2017
Payroll check registers	Semi-permanent	10/2016-9/2017
Employees Payroll Pay reports	Semi-permanent	10/2016-9/2017
Worker's compensation	Semi-permanent	10/2016-9/2017

REQUEST FOR DESTRUCTION OF RECORDS

DEPARTMENT: Fire

DATE: 8-22-24

RECORD DESCRIPTION	TYPE OF RECORD (Perm./Semi-P/Temp)	DATES OF RECORDS (From - To)
Fire Investigation Reports	Semi-P	Before - Jan I 2014

REQUEST FOR DESTRUCTION OF RECORDS

DEPARTMENT: Library

DATE: September 2024

RECORD DESCRIPTION	TYPE OF RECORD (Perm./Semi-P/Temp)	DATES OF RECORDS (From - To)
Library Card Applications	Temporary	Prior to August 2022

REQUEST FOR DESTRUCTION OF RECORDS  
DEPARTMENT: Police  
DATE: 8-26-24

RECORD DESCRIPTION	TYPE OF RECORD (Perm./Semi-P/Temp)	DATES OF RECORDS (From - To)
Civil Citations	Temp	Prior to 2022

REQUEST FOR DESTRUCTION OF RECORDS  
DEPARTMENT: Municipal Services  
DATE: September 2024

RECORD DESCRIPTION	TYPE OF RECORD (Perm./Semi-P/Temp)	DATES OF RECORDS (From - To)
City-wide public records requests	TEMP	2019 through 2022
Business license violation files	TEMP	Through 2020
Animal Control Appeals	TEMP	Through 2022
City Hall Remodel Project Management files containing change order, correspondence, space needs study.	TEMP	2015-2018
<u>CDATV</u> DVD's recordings of various city committee, commission, and board meetings	TEMP	January 2016-2022
CDBG Project Management Files including grant administration with PAC correspondence, notes, IDIS Access forms	TEMP	2008-2017



REQUEST FOR DESTRUCTION OF RECORDS  
DEPARTMENT: Streets & Engineering  
DATE: 12.20.2023

RECORD DESCRIPTION	TYPE OF RECORD (Perm./Semi-P/Temp)	DATES OF RECORDS (From - To)
523 Sherman Ave Crafted Tap House #123106	Correspondence, site plans	2.10 - 6.12.2014
704 E Sherman Ave #1250216	Site Plans	6.13.17
915 E Sherman Ave #128176	Routing form Site Plan	6.13.17
191 Sun up #129054	Site Plans	
615 W Wilbur #114521	Correspondence, site plans corrections, vlist, Permit	10.22.18
1406 N 3rd St #123340	Site plans, Permit	6.03.2014
505 N 3rd St #111642	Test, check list Correspondence, site plans	10.3.7.2008
1717 3rd St #1104077	Swale test, site plans Correspondence, C/O	10.08.2008
1851 N 3rd St #118985	Correspondence, site plan	9.21.2011
205 N 4th St #117092	Site attachment, site plans	4.16.2010
1104 N 7th St #129070	Routing Form Site Plans	2.3.2017
1104 N 4th St #117400	Permit, site plan	8.13.2010
1001 N 7th St #116691	Site Plan	2.2.2010
1008 N 4th St #117446 - E	Permit, Site plan	2.18.2011
1316 N 4th St #115904	Site plans, vlist, permit	5.13.2008
1411 N 9th St #112546	Site plan, vlist	11.20.2007
1417 N 9th St #115839	Site Plan, permit, vlist	12.8.2009

REQUEST FOR DESTRUCTION OF RECORDS

DEPARTMENT: 3+E

DATE: 2.26.2024

RECORD DESCRIPTION	TYPE OF RECORD (Perm./Semi-P/Temp)	DATES OF RECORDS (From - To)
1625 N 4th Street #112752	Site plans, correspondence permit, tests, testing	11.27.2007
2010 N 4th Street #111865	site plan, tests, correspondence permit	1.08.2008
1903 N 4th Street #114459	site plan, state info permit	8.15.2008
2020 N 4th Street #110431	Permits, correspondence testing, site plan	4.19.2007
2105 N 4th Street #113512	Permits, site plan	4.04.2008
2501 N 4th Street #117431-B	site plan, list	8.09.2008
2517 N 4th Street #114870	Permits, list	12.17.2008
2603 N 4th Street #127819	Correspondence, site plans	6.18.2008
2909 N 4th Street #115570	Permit, correspondence site plan	8.03.2009
1625 N 5th Street #115131	Site plan	1.13.2009
585 S 8th Street #113446	Site Plan	1.21.2008
310 N 9th Street #121739	site Plan	4.15.2013
111 N 10th Street #114744	Permit, site plan, list	1.06.2007
810 N 11th Street #115374 #117099-B	Permit, site plan, correspondence	7.30.2009
930 N 15th Street #115236	site plan, list	4.22.2009
1735 N 15th Street #114611-S	correspondence, testing site plan, permit	10.3.2008
1735 N 15th Street #123344	site plan, reading form	1.16.2014
218 N 23rd #119885	Permit, site plan	4.12.2012

<b>Request for Destruction of Records</b>		
<b>Department:</b>	Wastewater	
<b>Date:</b>	9/17/2024	
<b>Description of Record for Destruction</b>	<b>Type of Record (Perm/Semi-Perm/Term)</b>	<b>Dates of Records (From - To)</b>
Compost static pile data sheets	Temporary (24 months)	1/4/2006-12/29/2016
Wastewater Facility Plan Amendment Initial Draft	Semi-Permanent (60 months)	6/20/1995
Wastewater Collection Telemetry System- Operations Manual- Casne Engineering	Semi-Permanent (60 months)	January 2000
Wastewater Capital Program Financing Options- Brown & Caldwell Consulting Engineers	Semi-Permanent (60 months)	8/5/1987
Engineering Evaluation Wastewater & Stormwater Sewer Systems- Brown & Caldwell	Semi-Permanent (60 months)	January 1995
Depreciation/Fixed Assets/Insurance/Lines- includes Memo's from Deputy City Treasurer, Finance Director re: Capital Replacement Schedule memos, Physical Damage Insurance Coverage, fiscal year depreciation expense	Correspondence (24 months), Misc. reference (Copy, N/A)	1991-2009
CIPP by PEC discs- project plans		2004-2008
2009 Wastewater Projects CIPP rehabilitation project book- JUB Engineers	Semi-Permanent (60 months)	2009
2010 Wastewater Projects CIPP rehabilitation project book- JUB Engineers	Semi-Permanent (60 months)	2010
2011 Wastewater Project CIPP rehabilitation project book	Semi-Permanent (60 months)	2011
Electrical Submittal Lift Station Telemetry Project Submittal #2- Casne Engineering, Calvert Technologies, Inc.	Master Project Files (60 months)	4/30/1999
Comments to "Phased": TMDL	Correspondence (24 months), Misc. reference (Copy, N/A)	March 1995

Development Impact Fee Report Appendix A- Bouman & Assoc, Inc.	Semi-Permanent (60 months)	11/16/1993
Specs for Effluent Pump VFDs- Phase 4B	Semi-Permanent (60 months)	11/21/2002
Coeur d'Alene Blue Pro Pilot System O&M Instructions	Semi-Permanent (60 months)	4/6/2010
Wastewater Treatment Plant Expansion Phase 3B Tech Specs Vol 3 Part B	Semi-Permanent (60 months)	8/5/1988
Wastewater Treatment Plant Expansion Phase 3B Tech Specs Vol 2 Part B	Semi-Permanent (60 months)	8/5/1988
Wastewater Treatment Plant Expansion Phase 3B Tech Specs Vol 1 Part A & B	Semi-Permanent (60 months)	8/5/1988
Staged Implementation of the CDA Wastewater Program- Brown & Caldwell	Semi-Permanent (60 months)	10/29/1990
1999 Sewer Replacement Project Contract & Specification Documents	Semi-Permanent (60 months)	4/19/1999
Sewer Replacement Project 97-1 Contract & Specification Documents	Semi-Permanent (60 months)	7/18/1997
Sewer Replacement Project 96-1 Contract & Specification Documents	Semi-Permanent (60 months)	3/18/1996
Riverstone Phase IIA LS Submittals- RC Worst	Semi-Permanent (60 months)	2004-2005
Kootenai Regional Long Range Wastewater Facilities Plan & Environmental Impact Statement	Semi-Permanent (60 months)	June 1997
Project Manual for purchase of Continuous Power Rodder - Bid specs	Semi-Permanent (60 months)	9/10/1998
Contract Docs- Sewer Line Video Inspection System	Semi-Permanent (60 months)	10/29/1996
HDR- Pump Data Sheet- 3W Pump upgrade	Semi-Permanent (60 months)	10/2/2002
Trindera Statement of Qualifications	Semi-Permanent (60 months)	2008
UV Disinfection Equipment O&M Manual Vol. 2 of 3- Low P Pilot Facility	Semi-Permanent (60 months)	2010

Blue Water Tech Submittal- CUMF System for Low P- HDR Engineering	Semi-Permanent (60 months)	8/21/2009
Water Quality Report & Translator Studies	Semi-Permanent (84 months)	2000
CDA Standard Drawings for Public Works Construction	Semi-Permanent (60 months)	8/29/2001
Calvert Tech- Telemetry & Control System Submittal #2- Casne Engineering	Semi-Permanent (60 months)	4/26/1999
CDA SCADA Controls Report- Trindera	Semi-Permanent (60 months)	3/31/2010
Annual Pretreatment Report	Semi-Permanent (84 months)	2000
Hydrolic Study- Blackwell Island- Budinger & Assoc. - CDA Wastewater Treatment Plant	Semi-Permanent (60 months)	11/19/1984
Front End Loader- Composting Facility	Semi-Permanent (60 months)	3/20/1989
Kootenai County Comprehensive Septage Management Plan 1988- Kimball Engineering	Semi-Permanent (60 months)	1988
Decommissioning Low-P Pilot paperwork	Semi-Permanent (60 months)	2014
Low P Bldg. mezzanine procurement	Semi-Permanent (60 months)	2016
2013 Rate Study Planning- HDR	Semi-Permanent (60 months)	2013
Facility Planning notes/correspondence & misc. 2009-2012	Semi-Permanent (60 months)	2009-2012
Phase 4A & 4B E-O&M 2006-2009	Semi-Permanent (60 months)	2006-2009
Phase 4B correspondence	Semi-Permanent (60 months)	2006-2009
Phase 5B correspondence	Semi-Permanent (60 months)	2010-2013
Phase 3C correspondence	Semi-Permanent (60 months)	1991-1996
Treated Effluent Reuse Permit Application	Semi-Permanent (60 months)	2006-2011
2006 Low P Pilot studies- agreements, reports, correspondence, invoices	Semi-Permanent (60 months)	2006
Phase 2 fixed cover plans	Semi-Permanent (60 months)	1985
Phase 3 Correspondence	Semi-Permanent (60 months)	1991
Phase 4A Project Manual for Improvements	Semi-Permanent (60 months)	2006
Phase 4B Shultz correspondence	Semi-Permanent (60 months)	2007
Phase 4B HDR correspondence	Semi-Permanent (60 months)	2007

Phase 4B documentation of damage to 24' gate	Semi-Permanent (60 months)	2007
Phase 4B Engineer's report	Semi-Permanent (60 months)	2007
Phase 4B meeting notes	Semi-Permanent (60 months)	2007
Phase 4B Staff report	Semi-Permanent (60 months)	2007
Phase 4B O&M drafts & meeting notes	Semi-Permanent (60 months)	2007
Phase 4B Low P study notes	Semi-Permanent (60 months)	2007
Phase 4B resolution 06-028 copy	Semi-Permanent (60 months)	2006
Phase 4B/4C Design Report	Semi-Permanent (60 months)	2002
Phase 4B Project Guide	Semi-Permanent (60 months)	2008
Phase 4B Effluent Pump Station upgrade Project manual	Semi-Permanent (60 months)	2007
Phase 4B QAP	Semi-Permanent (60 months)	2005
Phase 4B Project Manual Vol 1 of 4 Spec Div0-8 Addendum 1-4	Semi-Permanent (60 months)	2004
Phase 4B Vol 2 of 4 Div 9-16	Semi-Permanent (60 months)	2004
Phase 4B Vol 4 of 4 Standard Details	Semi-Permanent (60 months)	2004
Phase 5B HDR Engineering Report	Semi-Permanent (60 months)	2009-2013
Phase 5B Shultz correspondence	Semi-Permanent (60 months)	2009-2013
Phase 5B Judicial Confirmation Authority Copy	Semi-Permanent (60 months)	2011
Phase 5B Engineering reports	Semi-Permanent (60 months)	2009-2013
Phase 5B Meeting minutes	Semi-Permanent (60 months)	2009-2013
Phase 5B TCO to permit CDA 116708-B	Semi-Permanent (60 months)	2009-2013
Low P Demonstration Pilot Facility Project Manual	Semi-Permanent (60 months)	2009
Low P Demonstration Pilot Facility Project Manual for furnishing, MBR, TMF, or CUMF systems	Semi-Permanent (60 months)	2009
WWTP Stormwater Lift Station Upgrade	Semi-Permanent (60 months)	2009
Power Generation Procurement project manual	Semi-Permanent (60 months)	2006
Facility Plan Project Guide	Semi-Permanent (60 months)	2006
Polymer System upgrade Procurement Project manual	Semi-Permanent (60 months)	2006
JUB Wastewater Collection System Master Plan Update RFP	Semi-Permanent (60 months)	2012
JUB Wastewater Collection System Capital Improvements RFP	Semi-Permanent (60 months)	2009

JUB Wastewater Collection System Annual Capital Improvement Projects RFP	Semi-Permanent (60 months)	2018
JUB NW Quadrant Sewer Master Plan Evaluation and Updates	Semi-Permanent (60 months)	2009
DEQ Clean Water Loan Letter of Interest & correspondence	Semi-Permanent (60 months)	2016
Corrosion Mitigation- Primary Clarifier 1 proposal & electrical site plan	Semi-Permanent (60 months)	2018
Security System upgrade A-Tec & Trindera proposals	Semi-Permanent (60 months)	2017
Hydraulic Grade Line Review-JUB	Semi-Permanent (60 months)	2015
Real Estate Acquisition Guide for Local Public Agencies manual	Semi-Permanent (60 months)	2009
EPA-Technical Guidance Manual for Performing Waste Load Allocations Book II Streams & Rivers- Chapter 1	Semi-Permanent (60 months)	Sept. 1983
EPA-Technical Guidance Manual for Performing Waste Load Allocations Book II Streams & Rivers- Chapter 2	Semi-Permanent (60 months)	Nov. 1993
EPA Handbook Stream Sampling for Waste Load Allocation Applications	Semi-Permanent (60 months)	Sept. 1986
WEF Successful Computer Automation for Treatment Plants manual	Semi-Permanent (60 months)	Sept. 1992
EPA- Water Sector Incident Command System & National Incident Management System Training- Student manual	Semi-Permanent (60 months)	Jan. 2010
Leak Adjustment notes- Keil	Semi-Permanent (60 months)	2007-2012
Sewer Backup Reports w/3 foot rule notes/correspondence	Semi-Permanent (60 months)	1982-2007
One Call correspondence	Semi-Permanent (60 months)	2001-2016
Mobile Home Park Wastewater Rate Correspondence- leaks/Summer irrig.	Semi-Permanent (60 months)	2004-2008
Discharge Monitoring Reports	Semi-Permanent (120 months)	2006
Discharge Monitoring Reports	Semi-Permanent (120 months)	2008
Discharge Monitoring Reports	Semi-Permanent (120 months)	2013
Manhole Numbering and Lateral Locations from Old Map System	Semi-Permanent (60 months)	1999



Log of Lines Jetted/Rodded	Semi-Permanent (60 months)	2002-2011
Compost O&M	Semi-Permanent (60 months)	July 1989
SCBA Tests	Semi-Permanent (60 months)	2010-2011
Handrail plans around Secondary Clarifiers, Chlorine Contact Basin, Re-Aeration tanks & Stairwells	Semi-Permanent (60 months)	1991-1998
DEQ Approval copies & Correspondence- Water/Sewer main extensions including new subdivisions	Semi-Permanent (60 months)	1995-2006
Compost Odor complaints/correspondence	Semi-Permanent (60 months)	1995-2008
Collections Odor complaints/correspondence	Semi-Permanent (60 months)	1997-2017
Plant Odor complaints/correspondence	Semi-Permanent (60 months)	1994-2003
Coeur d'Green Compost tonnage reports	Semi-Permanent (60 months)	2011-2019
Plant odor control plan	Semi-Permanent (60 months)	1995
Requests for Leak Adj.	Semi-Permanent (60 months)	2013-2018
Fernan Sewer Replacement Project Public Records Request- Copy	Temporary (24 months)	2012
Copy of 2903 Honeysuckle Lawsuit	Semi-Permanent (60 months)	2014
Copy of 5811 Harcourt Lawsuit	Semi-Permanent (60 months)	2013
NPDES Permit Issues/Registration/Inspections/Preliminary Draft Permit Correspondence	Semi-Permanent (60 months)	1988-2018
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Tech Memos for Clarifier Drive Replacement/Cage Drive (Primary Clarifier)/Tertiary Treatment/Alfa Laval/Dig. 3 Gas valves (Trindera memo)	Semi-Permanent (60 months)	2010-2016
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Digester Seal- flex roofing/Sika flex information	Semi-Permanent (60 months)	2017
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correspondence		
EPA Coeur d'Alene Basin Risk Assessment CDs	Semi-Permanent (60 months)	1999-2001
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IDEQ Draft Integrated Report CD	Semi-Permanent (60 months)	2003
EPA Bunker Hill Mining Superfund Site CD	Semi-Permanent (60 months)	2005
Spokane River Hydroelectric Project Draft CD	Semi-Permanent (60 months)	2005
Spokane River & Long Lake Use Attainability Analysis	Semi-Permanent (60 months)	2004

REQUEST FOR DESTRUCTION OF RECORDS  
DEPARTMENT: FINANCE  
DATE: AUGUST 22, 2024

RECORD DESCRIPTION	TYPE OF RECORD (Perm./Semi-P/Temp)	DATES OF RECORDS (From - To)
Accounts payable – check registers, proof lists and journal entries	Temporary	10/2019-9/2020
Accounts payable – check request vouchers showing vendor names and voucher amounts	Temporary	10/2019-9/2020
Parking tickets	Semi-permanent	10/2016-9/2017
Trial balance report	Semi-permanent	10/2016-9/2017
Cancelled checks/checking accounts	Semi-permanent	10/2016-9/2017
Daily Adjustment reports	Semi-permanent	10/2016-9/2017
Cash receipting proofs	Temporary	10/2019-9/2020
Fleet Inventory	Semi-permanent	10/2016-9/2017
Journal Entries	Semi-permanent	10/2016-9/2017
Petty Cash Records	Temporary	10/2019-9/2020
Utility billing – Service requests	Semi-permanent	10/2016-9/2017
Bank checking account records, bank statements, deposit slips, cancelled checks and bank statements: bank checking account records miscellaneous	Semi-permanent	10/2016-9/2017
Utility billing calendar, monthly billing proofs, new owners list, past due reports and payment stubs; collections spreadsheets; turn off lists; utility billing registers	Semi-permanent	10/2016-9/2017
Bond files	Semi-permanent	10/2016-9/2017
Budget amendments and preparation	Semi-permanent	10/2016-9/2017
Expenditure Budget summary	Semi-permanent	10/2016-9/2017
Payroll Deductions by employee, lists deduction code, amount and total for year to date	Semi-permanent	10/2016-9/2017
Payroll Garnishments	Semi-permanent	10/2016-9/2017

Payroll records, time sheets, reports	Semi-permanent	10/2016-9/2017
Payroll W-2 forms held electronically	Semi-permanent	10/2016-9/2017
Payroll check registers	Semi-permanent	10/2016-9/2017
Employees Payroll Pay reports	Semi-permanent	10/2016-9/2017
Worker's compensation	Semi-permanent	10/2016-9/2017

REQUEST FOR DESTRUCTION OF RECORDS

DEPARTMENT: Fire

DATE: 8-22-24

RECORD DESCRIPTION	TYPE OF RECORD (Perm./Semi-P/Temp)	DATES OF RECORDS (From - To)
Fire Investigation Reports	Semi-P	Before - Jan 1 2014

REQUEST FOR DESTRUCTION OF RECORDS

DEPARTMENT: Library

DATE: September 2024

RECORD DESCRIPTION	TYPE OF RECORD (Perm./Semi-P/Temp)	DATES OF RECORDS (From - To)
Library Card Applications	Temporary	Prior to August 2022

REQUEST FOR DESTRUCTION OF RECORDS

DEPARTMENT: Police

DATE: 8-26-24

RECORD DESCRIPTION	TYPE OF RECORD (Perm./Semi-P/Temp)	DATES OF RECORDS (From - To)
Civil Citations	Temp	Prior to 2022

|  
 REQUEST FOR DESTRUCTION OF RECORDS  
 DEPARTMENT: Municipal Services  
 DATE: September 2024

RECORD DESCRIPTION	TYPE OF RECORD (Perm./Semi-P/Temp)	DATES OF RECORDS (From - To)
City-wide public records requests	TEMP	2019 through 2022
Business license violation files	TEMP	Through 2020
Animal Control Appeals	TEMP	Through 2022
City Hall Remodel Project Management files containing change order, correspondence, space needs study.	TEMP	2015-2018
<u>CDATV</u> DVD's recordings of various city committee, commission, and board meetings	TEMP	January 2016-2022
CDBG Project Management Files including grant administration with PAC correspondence, notes, IDIS Access forms	TEMP	2008-2017

REQUEST FOR DESTRUCTION OF RECORDS  
DEPARTMENT: Streets & Engineering  
DATE: 12.20.2023

RECORD DESCRIPTION	TYPE OF RECORD (Perm./Semi-P/Temp)	DATES OF RECORDS (From - To)
523 Sherman Ave Crafted Tap House #123106	Correspondence, site plans	2.10 - 6.12.2014
704 E Sherman Ave #125026	Site Plans	6.13.17
915 E Sherman Ave #128176	Routing form Site Plan	6.13.17
191 Sun up #129054	Site Plans	
615 W Wilbur #114521	Correspondence, site plans corrections, vlist, permit	10.22.18
1406 N 3rd St #123340	Site plans, Permit	6.03.2014
505 N 3rd St #111642	Test, check list Correspondence, site plans	10.3.7.2008
1717 3rd St #1104077	Swale test, site plans Correspondence, C/O	10.08.2008
1851 N 3rd St #118985	Correspondence, site plan	9.21.2011
205 N 4th St #117092	Site attachment, site plans	4.16.2010
1104 N 7th St #129070	Routing Form Site Plans	2.3.2017
1104 N 4th St #117400	Permit, site plan	8.13.2010
1001 N 7th St #116691	Site Plan	2.2.2010
1008 N 4th St #117446 - E	Permit, Site plan	2.18.2011
1316 N 4th St #115904	Site plans, vlist, permit	5.13.2008
1411 N 9th St #112546	Site plan, vlist	11.20.2007
1417 N 9th St #115839	Site Plan, permit, vlist	12.8.2009

REQUEST FOR DESTRUCTION OF RECORDS

DEPARTMENT: S+E

DATE: 2.26.2024

RECORD DESCRIPTION	TYPE OF RECORD (Perm./Semi-P/Temp)	DATES OF RECORDS (From - To)
1625 N 4th Street #112752	Site plans, correspondence permit, tests, testing	11.20.2007
2010 N 4th Street #111865	site plan, tests, correspondence permit	1.08.2008
1903 N 4th Street #114459	site plan, state info permit	8.15.2008
2020 N 4th Street #110431	Permits, correspondence testing, site plan	4.19.2007
2105 N 4th Street #113512	Permits, site plan	4.04.2008
2501 N 4th Street #117431-B	site plan, list	8.09.2008
2517 N 4th Street #114870	Permits, list	12.17.2008
2603 N 4th Street #127819	Correspondence, site plans	6.18.2008
2909 N 4th Street #115570	Permit, correspondence site plan	8.03.2009
1625 N 5th Street #115131	Site plan	1.13.2009
585 S 8th Street #113446	Site Plan	1.21.2008
310 N 9th Street #121739	site Plan	4.15.2013
111 N 10th Street #114744	Permit, site plan, list	1.06.2007
810 N 11th Street #115374 #117099-B	Permit, site plan, correspondence	7.30.2009
930 N 15th Street #115236	site plan, list	4.22.2009
1735 N 15th Street #114611-S	correspondence, testing site plan, permit	10.3.2008
1735 N 15th Street #123344	site plan, reading form	1.16.2014
218 N 23rd #119885	Permit, site plan	4.12.2012

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<b>Request for Destruction of Records</b>		
<b>Department:</b>	Wastewater	
<b>Date:</b>	9/17/2024	
<b>Description of Record for Destruction</b>	<b>Type of Record (Perm/Semi-Perm/Term)</b>	<b>Dates of Records (From - To)</b>
Compost static pile data sheets	Temporary (24 months)	1/4/2006-12/29/2016
Wastewater Facility Plan Amendment Initial Draft	Semi-Permanent (60 months)	6/20/1995
Wastewater Collection Telemetry System- Operations Manual- Casne Engineering	Semi-Permanent (60 months)	January 2000
Wastewater Capital Program Financing Options- Brown & Caldwell Consulting Engineers	Semi-Permanent (60 months)	8/5/1987
Engineering Evaluation Wastewater & Stormwater Sewer Systems- Brown & Caldwell	Semi-Permanent (60 months)	January 1995
Depreciation/Fixed Assets/Insurance/Lines- includes Memo's from Deputy City Treasurer, Finance Director re: Capital Replacement Schedule memos, Physical Damage Insurance Coverage, fiscal year depreciation expense	Correspondence (24 months), Misc. reference (Copy, N/A)	1991-2009
CIPP by PEC discs- project plans		2004-2008
2009 Wastewater Projects CIPP rehabilitation project book- JUB Engineers	Semi-Permanent (60 months)	2009
2010 Wastewater Projects CIPP rehabilitation project book- JUB Engineers	Semi-Permanent (60 months)	2010
2011 Wastewater Project CIPP rehabilitation project book	Semi-Permanent (60 months)	2011
Electrical Submittal Lift Station Telemetry Project Submittal #2- Casne Engineering, Calvert Technologies, Inc.	Master Project Files (60 months)	4/30/1999
Comments to "Phased": TMDL	Correspondence (24 months), Misc. reference (Copy, N/A)	March 1995



Development Impact Fee Report Appendix A- Bouman & Assoc, Inc.	Semi-Permanent (60 months)	11/16/1993
Specs for Effluent Pump VFDs- Phase 4B	Semi-Permanent (60 months)	11/21/2002
Coeur d'Alene Blue Pro Pilot System O&M Instructions	Semi-Permanent (60 months)	4/6/2010
Wastewater Treatment Plant Expansion Phase 3B Tech Specs Vol 3 Part B	Semi-Permanent (60 months)	8/5/1988
Wastewater Treatment Plant Expansion Phase 3B Tech Specs Vol 2 Part B	Semi-Permanent (60 months)	8/5/1988
Wastewater Treatment Plant Expansion Phase 3B Tech Specs Vol 1 Part A & B	Semi-Permanent (60 months)	8/5/1988
Staged Implementation of the CDA Wastewater Program- Brown & Caldwell	Semi-Permanent (60 months)	10/29/1990
1999 Sewer Replacement Project Contract & Specification Documents	Semi-Permanent (60 months)	4/19/1999
Sewer Replacement Project 97-1 Contract & Specification Documents	Semi-Permanent (60 months)	7/18/1997
Sewer Replacement Project 96-1 Contract & Specification Documents	Semi-Permanent (60 months)	3/18/1996
Riverstone Phase IIA LS Submittals- RC Worst	Semi-Permanent (60 months)	2004-2005
Kootenai Regional Long Range Wastewater Facilities Plan & Environmental Impact Statement	Semi-Permanent (60 months)	June 1997
Project Manual for purchase of Continuous Power Rodder - Bid specs	Semi-Permanent (60 months)	9/10/1998
Contract Docs- Sewer Line Video Inspection System	Semi-Permanent (60 months)	10/29/1996
HDR- Pump Data Sheet- 3W Pump upgrade	Semi-Permanent (60 months)	10/2/2002
Trindera Statement of Qualifications	Semi-Permanent (60 months)	2008
UV Disinfection Equipment O&M Manual Vol. 2 of 3- Low P Pilot Facility	Semi-Permanent (60 months)	2010



Blue Water Tech Submittal- CUMF System for Low P- HDR Engineering	Semi-Permanent (60 months)	8/21/2009
Water Quality Report & Translator Studies	Semi-Permanent (84 months)	2000
CDA Standard Drawings for Public Works Construction	Semi-Permanent (60 months)	8/29/2001
Calvert Tech- Telemetry & Control System Submittal #2- Casne Engineering	Semi-Permanent (60 months)	4/26/1999
CDA SCADA Controls Report- Trindera	Semi-Permanent (60 months)	3/31/2010
Annual Pretreatment Report	Semi-Permanent (84 months)	2000
Hydrolic Study- Blackwell Island- Budinger & Assoc. - CDA Wastewater Treatment Plant	Semi-Permanent (60 months)	11/19/1984
Front End Loader- Composting Facility	Semi-Permanent (60 months)	3/20/1989
Kootenai County Comprehensive Septage Management Plan 1988- Kimball Engineering	Semi-Permanent (60 months)	1988
Decommissioning Low-P Pilot paperwork	Semi-Permanent (60 months)	2014
Low P Bldg. mezzanine procurement	Semi-Permanent (60 months)	2016
2013 Rate Study Planning- HDR	Semi-Permanent (60 months)	2013
Facility Planning notes/correspondence & misc. 2009-2012	Semi-Permanent (60 months)	2009-2012
Phase 4A & 4B E-O&M 2006-2009	Semi-Permanent (60 months)	2006-2009
Phase 4B correspondence	Semi-Permanent (60 months)	2006-2009
Phase 5B correspondence	Semi-Permanent (60 months)	2010-2013
Phase 3C correspondence	Semi-Permanent (60 months)	1991-1996
Treated Effluent Reuse Permit Application	Semi-Permanent (60 months)	2006-2011
2006 Low P Pilot studies- agreements, reports, correspondence, invoices	Semi-Permanent (60 months)	2006
Phase 2 fixed cover plans	Semi-Permanent (60 months)	1985
Phase 3 Correspondence	Semi-Permanent (60 months)	1991
Phase 4A Project Manual for Improvements	Semi-Permanent (60 months)	2006
Phase 4B Shultz correspondence	Semi-Permanent (60 months)	2007
Phase 4B HDR correspondence	Semi-Permanent (60 months)	2007

Phase 4B documentation of damage to 24' gate	Semi-Permanent (60 months)	2007
Phase 4B Engineer's report	Semi-Permanent (60 months)	2007
Phase 4B meeting notes	Semi-Permanent (60 months)	2007
Phase 4B Staff report	Semi-Permanent (60 months)	2007
Phase 4B O&M drafts & meeting notes	Semi-Permanent (60 months)	2007
Phase 4B Low P study notes	Semi-Permanent (60 months)	2007
Phase 4B resolution 06-028 copy	Semi-Permanent (60 months)	2006
Phase 4B/4C Design Report	Semi-Permanent (60 months)	2002
Phase 4B Project Guide	Semi-Permanent (60 months)	2008
Phase 4B Effluent Pump Station upgrade Project manual	Semi-Permanent (60 months)	2007
Phase 4B QAP	Semi-Permanent (60 months)	2005
Phase 4B Project Manual Vol 1 of 4 Spec Div0-8 Addendum 1-4	Semi-Permanent (60 months)	2004
Phase 4B Vol 2 of 4 Div 9-16	Semi-Permanent (60 months)	2004
Phase 4B Vol 4 of 4 Standard Details	Semi-Permanent (60 months)	2004
Phase 5B HDR Engineering Report	Semi-Permanent (60 months)	2009-2013
Phase 5B Shultz correspondence	Semi-Permanent (60 months)	2009-2013
Phase 5B Judicial Confirmation Authority Copy	Semi-Permanent (60 months)	2011
Phase 5B Engineering reports	Semi-Permanent (60 months)	2009-2013
Phase 5B Meeting minutes	Semi-Permanent (60 months)	2009-2013
Phase 5B TCO to permit CDA 116708-B	Semi-Permanent (60 months)	2009-2013
Low P Demonstration Pilot Facility Project Manual	Semi-Permanent (60 months)	2009
Low P Demonstration Pilot Facility Project Manual for furnishing, MBR, TMF, or CUMF systems	Semi-Permanent (60 months)	2009
WWTP Stormwater Lift Station Upgrade	Semi-Permanent (60 months)	2009
Power Generation Procurement project manual	Semi-Permanent (60 months)	2006
Facility Plan Project Guide	Semi-Permanent (60 months)	2006
Polymer System upgrade Procurement Project manual	Semi-Permanent (60 months)	2006
JUB Wastewater Collection System Master Plan Update RFP	Semi-Permanent (60 months)	2012
JUB Wastewater Collection System Capital Improvements RFP	Semi-Permanent (60 months)	2009

JUB Wastewater Collection System Annual Capital Improvement Projects RFP	Semi-Permanent (60 months)	2018
JUB NW Quadrant Sewer Master Plan Evaluation and Updates	Semi-Permanent (60 months)	2009
DEQ Clean Water Loan Letter of Interest & correspondence	Semi-Permanent (60 months)	2016
Corrosion Mitigation- Primary Clarifier 1 proposal & electrical site plan	Semi-Permanent (60 months)	2018
Security System upgrade A-Tec & Trindera proposals	Semi-Permanent (60 months)	2017
Hydraulic Grade Line Review-JUB	Semi-Permanent (60 months)	2015
Real Estate Acquisition Guide for Local Public Agencies manual	Semi-Permanent (60 months)	2009
EPA-Technical Guidance Manual for Performing Waste Load Allocations Book II Streams & Rivers- Chapter 1	Semi-Permanent (60 months)	Sept. 1983
EPA-Technical Guidance Manual for Performing Waste Load Allocations Book II Streams & Rivers- Chapter 2	Semi-Permanent (60 months)	Nov. 1993
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EPA Bunker Hill Mining Superfund Site CD	Semi-Permanent (60 months)	2005
Spokane River Hydroelectric Project Draft CD	Semi-Permanent (60 months)	2005
Spokane River & Long Lake Use Attainability Analysis	Semi-Permanent (60 months)	2004

Salt Lake Wholesale Sports  
 3331 South 300 West  
 Salt Lake City, UT 84115  
 (801) 485-4867 / (800) 248-4867  
 sales@saltlakewholesalesports.com



# Estimate

Date	Estimate #
9/18/2024	10369
Estimate is good for 30 days	

Name / Address

COEUR D'ALENE POLICE DEPARTMENT  
 ACCOUNTS PAYABLE  
 710 EAST MULLAN AVENUE  
 COEUR D'ALENE, ID 83814

Rep	Terms	Project
JR	Net 30	

Item	Description	Qty	U/M	Rate	Dimensions (L...	Weight ...	Total
AE223	55 GR FMJ BOAT-TAIL	150	cs	249.90	12.51 X 6.69 ...	14.00	37,485.00
53826	9MM LUGER 147 GR TMJ CLNFIR LM	66	cs	244.00	14.50 X 6.00 ...	33.58	16,104.00
LE223T3	62 GR. BONDED SOFT POINT	8	cs	244.90	6.69 X 5.26 X ...	5.85	1,959.20
FET EXEMPT	11% FET EXEMPTION FOR STATE OR MUNICIPAL AGENCIES						0.00
SHIPPING	COMMON CARRIER	1		424.00			424.00
	** DO NOT BILL PRIOR TO OCT 1, 2024 ** JR						

Thank you for inquiring with Salt Lake Wholesale Sports. To accept this Estimate, please respond in writing or send a Purchase Order to sales@saltlakewholesalesports.com	<b>Total</b>	\$55,972.20
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**CITY COUNCIL  
STAFF REPORT**

DATE: October 1, 2024  
FROM: Lee White, Police Chief  
SUBJECT: Request to Purchase Seven (7) Patrol Vehicles from Mike White Ford, CDA

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**DECISION POINT:**

Should Council authorize the purchase of seven (7) Police Patrol Vehicles from Mike White Ford, Coeur d'Alene, in the amount of \$311,773 using the state purchase contract?

**HISTORY:**

Our patrol fleet is in relatively good shape since the City continues to replace old vehicles on a regular schedule. The reason we need a regular replacement schedule is because of the amount of use our patrol cars get; the current fleet of 49 marked patrol vehicles we currently have 12 that have over 120,000 miles and we drive, on average, over 22,000 miles per year per vehicle.

Mike White Ford is a local dealership that can order the vehicles and have them “drop shipped” to the vehicle upfitter. Further, the proposed purchase uses (or “piggybacks” off of) State Contract pricing and terms that has been competitively bid, the purchase is not subject to statutory procurement requirements pursuant to I.C. § 67-2803(1).

**FINANCIAL ANALYSIS:**

These vehicles were approved by Council in the current budget. Mike White Ford of CDA used State Contract pricing and gave us a price of \$44,539 per vehicle, for a total of \$311,773.

**PERFORMANCE ANALYSIS:**

This purchase is to a local vendor from an approved budget.

**DECISION POINT/RECOMMENDATION:** The Police Department recommends that Council approve the purchase of seven (7) patrol vehicles from Mike White Ford, CDA in the amount of \$311,773.



**Preview Order M000 - K8A - Police Inter Utility AWD :** Order Summary Time of Preview: 09/19/2024  
 14:37:03 Receipt: 9/19/2024

**Dealership Name :** Mike White Ford Of Coeur d'Alene

**Sales Code :** F74447

<b>Dealer Rep.</b>	Michael Hedden	<b>Type</b>	Fleet	<b>Vehicle Line</b>	Explorer	<b>Order Code</b>	M000
<b>Customer Name</b>	CITY OF COEUR	<b>Priority Code</b>	L1	<b>Model Year</b>	2025	<b>Price Level</b>	515

DESCRIPTION	MSRP	DESCRIPTION	MSRP
K8A0 POLICE INTER UTILITY AWD	\$49515	50 STATE EMISSIONS	\$0
.119 INCH WHEELBASE	\$0	SPOT LAMP PREP DR & PASS	\$280
TOTAL BASE VEHICLE	\$49515	KEYED ALIKE -KEY CODE B	\$50
AGATE BLACK METALLIC	\$0	NOISE SUPPRESSION BOND STRAPS	\$100
CLOTH BUCKETS/VINYL REAR SEATS	\$0	REAR DR HNDL AND LOCKS INOPR	\$80
ONYX INTERIOR	\$0	SPECIAL FLEET ACCOUNT CREDIT	\$0
EQUIPMENT GROUP 500A	\$0	FUEL CHARGE	\$0
.FM STEREO	\$0	PRICED DORA	\$0
3.3L TI-VCT V6 ENGINE	\$-2330	ADVERTISING ASSESSMENT	\$0
10-SPEED AUTO TRANSMISSION	\$0	DESTINATION & DELIVERY	\$1595
			<b>MSRP</b>
TOTAL BASE AND OPTIONS			\$49290
DISCOUNTS			NA
TOTAL			\$49290

AS OF 09/18/24 ORDER TO DELIVERY ETA IS  
 15+ WEEKS FOR POLICE INTERCEPTOR.

PRICE FOR CITY OF COEUR D ALENE \$44,539

Price includes GPC for City of CDA using FIN QL186

Vehicles will be dropped Shipped to DANA SAFTEY  
 in MT.

I ACCEPT ALL OPTIONS AND PRICING AS THIS  
 VEHICLE IS CONFIGURED ON THIS BUILD SHEET.  
 MY SIGNATURE FOR THIS ORDER SERVES AS  
 CONFIRMATION OF MY INTENTION TO PURCHASE  
 THIS VEHICLE WHEN IT ARRIVES.

X\_\_\_\_\_



**CITY COUNCIL  
STAFF REPORT**

DATE: October 1, 2024

FROM: Lee White, Police Chief

SUBJECT: Declaration of Sole Source and Award Vehicle Upfitting to Dana Safety Supply in the amount of \$134,153.

---

**DECISION POINT:**

Should Council approve a Sole Source expenditure for the purchase and installation of police specific operational equipment for seven patrol vehicles by Dana Safety Supply in the amount of \$134,153.60?

**HISTORY:**

Over the past ten years, CDA PD has utilized two vendors that have been able to install the various lights, computers, cages, equipment boxes, cameras, recording equipment, weapon locks, and other equipment in a patrol vehicle in a timely and competent manner. PVI out of Salt Lake, UT is one vendor that we have used multiple times over the past decade. Dana Safety Supply out of Livingston, Montana, has also been used a few times over the past five years. Additionally, one other vendor was tried for a single vehicle build and the final product was extremely substandard.

While both upfitters perform basically the same work, there are differences in the installation and final product. For example, PVI uses a different rear equipment box that does not allow us to access the spare tire and wiring components, and they refuse to use a different box design as we requested to eliminate this issue. Several of the last few builds have had electrical issues that our shop and equipment manager have spent weeks trying to fix, our staff estimates that they have spent almost two weeks per vehicle fixing wiring issues from PVI. Since PVI is in Salt Lake, it is not cost effective or practical to ship a vehicle back to them when there are issues, so staff often spends a great deal of time trying to fix issues. For these reasons, and because PVI refuses to use the equipment we require that is compatible with our patrol vehicles, further consideration of them as a vendor for police patrol vehicle upfitting would be impractical, disadvantageous, and/or unreasonable under the circumstances.

By way of contrast, the builds we have received from Dana Safety have been “turn key” and have had no issues. This is the only supplier that is able to build the vehicles to our specifications using the compatible equipment we require.

Idaho Code § 67-2808(2)(a) provides that Council may declare that there is only one (1) vendor for the purchase of personal property or services where there is only one (1) source reasonably available. The statute further provides that only one (1) source is reasonably available where the compatibility of equipment, components, replacement parts, or service is the paramount consideration, and where competitive solicitation is impractical, disadvantageous, or unreasonable under the circumstances. The City Attorney has reviewed this purchase and is of the opinion that the proposed purchase complies

with the statutory sole source expenditure requirements pursuant to I.C. § 67-2808(2)(a)(ii) and/or (2)(a)(viii).

**FINANCIAL ANALYSIS:**

The bid from Dana Safety Supply is \$19,164.80 per vehicle. The cost for upfitting for all seven vehicles will be \$134,153.60, which is below the overall amount approved by Council in the current budget.

**PERFORMANCE ANALYSIS:**

Dana Safety Supply has performed extremely well in previous builds, delivering an extremely good product in a timely manner and is the sole source available for this expenditure, as stated above.

**DECISION POINT/RECOMMENDATION:** The Police Department recommends that Council declare Dana Safety Supply as the sole source and authorize the expenditure of \$134,153.60 to Dana Safety Supply for the upfitting of seven patrol vehicles.

# Premier Vehicle Installation,

3037 S 300 W  
South Salt Lake, UT 84115

# Estimate

Date	Estimate #
9/24/2024	31113

Name / Address

Coeur d'Alene Police Department  
3818 Schreiber Way  
Coeur d'Alene, ID 83815-8362

P.O. No.	Terms	Rep
	Net 30	FVS

Item	Description	Qty	Cost	Total
ENNLB1254	ENNLB016EX-3T8 - nFORCE® NXT Lightbar w/Opticom Preemption LED Module 54"/137cm 9-32 VOLT NFORCE NXT LED LIGHTBAR W/ 15' LIN DSC TECHNOLOGY /D24/D12/D12/D12/PRE/D12/D12/D12/D24\ /R_W/ R_W R_W R_W PRE B_W B_W B_W B_W\  D06 --GRT- GRT --GRT--- --GRT--- O-GRT-- D06   R_W --CLR- CLR --CLR--- --CLR--- O-CLR-- B_W\ \D24\  D12 D12 D12 T18 D12 D12 D12  /D24/ \R_W\R_A R_A R_A RBA B_A B_A B_A B_W/ Domes - Polycarb [D]6[12]12[P] Accessories - PNFLBSPLT1, AUTO-DIM Mount - Standard Fixed Height Mount (PNFLBK08) Hook - PNFLBF32 Preemption - Coeur D Alene Police Dept., Coeur D Alene, Idaho Vehicle - 2023 Ford Police Interceptor Utility w/o Roof Rack	1	3,375.70	3,375.70
EMPS1STS3J	mPOWER 3" 8 LED Dual Color - Stud Mount Red/Blue - Grille	2	131.40	262.80
EMPS2QMS4J	mpower™ 4" Fascia Light w/ Quick Mount, 18" hard wire w/ sync option, SAE Class 1 & CA Title 13, 9-32 Vdc, Black Housing, 12 LED, Dual Color - Red/Blue - Rear Liftgate	2	147.00	294.00
PMP2WDG15B	15° Black Wedge for the 4 Inch Quick Mount Light	2	7.54	15.08
ELUC3H010D	Universal UnderCover Screw-In LED Insert Single Light Kit, 9-32 Vdc w/ 10' 5-wire harness: includes insert, Lens #1 (Extreme Angle) & Inline Flasher – Dual Color Red/White - Insert for driver side headlight	1	99.60	99.60
<b>Total</b>				

Phone #	E-mail
801 - 478-3062	clint@premiervehicle.com

Signature

# Premier Vehicle Installation,

3037 S 300 W  
South Salt Lake, UT 84115

# Estimate

Date	Estimate #
9/24/2024	31113

Name / Address

Coeur d'Alene Police Department  
3818 Schreiber Way  
Coeur d'Alene, ID 83815-8362

P.O. No.	Terms	Rep
	Net 30	FVS

Item	Description	Qty	Cost	Total
ELUC3H010E	Universal UnderCover Screw-In LED Insert Single Light Kit, 9-32 Vdc w/ 10' 5-wire harness: includes insert, Lens #1 (Extreme Angle) & Inline Flasher – Dual Color Blue/White - - Insert for passenger side headlight	1	99.60	99.60
ELUC3H010B	Universal UnderCover Screw-In LED Insert Single Light Kit, 9-32 Vdc w/ 10' 5-wire harness: includes insert, Lens #1 (Extreme Angle) & Inline Flasher – Single Color Blue - Reverse Light Insert	2	99.60	199.20
ELUC3H010R	Universal UnderCover Screw-In LED Insert Single Light Kit, 9-32 Vdc w/ 10' 5-wire harness: includes insert, Lens #1 (Extreme Angle) & Inline Flasher – Single Color Red - Brake Light Insert	2	99.60	199.20
ENGSA5200RSP	bluePRINT® 500 Series Remote Control System with Button Control, 10-16v - 200 watt dual-tone	1	1,137.60	1,137.60
ENGLMK008	bluePRINT Link® Micro Module and Vehicle Harness for Ford Transit 2020-2021, Ford Explorer / Police Interceptor Utility (PIU) 2016-2022, Ford F150 2017-2020 only, Ford F250-F550 2017-2021, Ford Escape 2020-2022	1	388.80	388.80
ENGND04102	bluePRINT 2nd Gen Remote Node with Magnetic ID	1	272.40	272.40
ENGHNK05	Remote Node Harness 2nd Gen	1	51.60	51.60
ENGSYMD01	bluePRINT Sync® Module, includes GPS Antenna, ECE R10 Certified	1	304.20	304.20
ETSS100J	100J Series Composite Speaker w/ Universal Bail Bracket - 100 watt	2	233.40	466.80
			<b>Total</b>	

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Signature

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# Estimate

Date	Estimate #
9/24/2024	31113

Name / Address

Coeur d'Alene Police Department  
3818 Schreiber Way  
Coeur d'Alene, ID 83815-8362

P.O. No.	Terms	Rep
	Net 30	FVS

Item	Description	Qty	Cost	Total
TM-5126AP-PIU-...	On-Dash Tablet and Keyboard Mount. Tablet Mount with Single Arm, Double Pivot, and G.R.I.P. Tilt/Swivel with Adaptor Plate with VESA 75, VESA 100 & 2X4 Patterns (AP-5120-UNIV).. Keyboard Mount with 10" Telescopic Post and Double Arm with Triple Pivot, G.R.I.P. Tilt/Swivel with Adjustable Tray for 12" Keyboard for Ford POLICE INTERCEPTOR UTILITY (2020)  New part # from Westin 500-0008	1	586.51	586.51
AP-5120-UNIV	Adaptor Plate for TM-5120 Series Dashboard Mount with VESA 75, VESA 100 & 2X4 Patterns  new part # from Westin 500-0020	1	81.88	81.88
3/4" NMO Coax	3/4" NMO Coax -- 17'	1	15.00	15.00
425-6508	Ford PI Utility (2020+) Integrated Pentax/Brother Contour Console - IPBCC	1	564.54	564.54
425-3704	Jotto ABS Dual Cup Holder Faceplate Mount (4")	1	49.12883	49.13
425-6295	ETL 5000 and APX6500 Remote Head Bracket	1	0.00	0.00
425-6682	SoundOff Signal 500 Series (Remote) - 4" Faceplate	1	0.00	0.00
425-6050	1.5" Blank	1	0.00	0.00
425-6701	USB-A/USB-C and 12V Power Outlets x2 in 2" Faceplate	1	89.77	89.77
425-3816	Magnetic Mic Clip - Single Pack	2	39.95	79.90
C-MCB	Mic Clip Bracket	2	13.30	26.60
10-VS-XL-C2	PK1185ITU20TM "#10XL C2 Horizontal Sliding Window Uncoated Polycarbonate With Slotted Polycarbonate Window Security Screen XL Panel Partition TM (Tall Man)"	1	823.20	823.20
			<b>Total</b>	

Phone #	E-mail
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9/24/2024	31113

Name / Address
Coeur d'Alene Police Department 3818 Schreiber Way Coeur d'Alene, ID 83815-8362

P.O. No.	Terms	Rep
	Net 30	FVS

Item	Description	Qty	Cost	Total
Window Barrier	WK0595ITU20 "Window Barrier VS Polycarbonate"	1	287.20	287.20
Prisoner Transport...	QK0495ITU20 "Full COVER Transport Seat TPO Plastic With Center Pull Seat Belts *INCLUDES REQUIRED: -#12VS Stationary Window Vinyl Coated Expanded Metal Cargo Area Rear Partition *Seat Belt Retractors Pre-Installed to Save 30 Minutes of Install Time"	1	1,271.20	1,271.20
Misc.	Bargman Red Dome Light for the prisoner compartment - connect to switch #3 on steering wheel	1	12.00	12.00
Shipping/Freight	Shipping or Freight Charges for Front and Rear Partition, console, and equipment tray	1	320.00	320.00
WEI-004	Dual Weapons System with Dual Handcuff Locks	1	558.60	558.60
Misc.	U Bolt at bottom of Partition to secure ankle bracelets	2	2.50	5.00
CP-UV20-CARGO	Tilt Up Cargo Mount 2020-23 Ford PI Utility	1	760.00	760.00
AC-20-UV-TRAY	Troy 2020-23 Ford PI Utility electronics tray bolts to CP-UV20-CARGO	1	255.20	255.20
GP-IN2148	GPSD+/C29/C32/C23/CABLES KIT (Antenna for Cradle Point to Dock)	1	284.25	284.25
PDU-13SS	D & R Power Distribution Unit, 13 outputs, 4 Digit LED display, battery voltage monitoring, Individual LED fuse status indicator. 5 Constant outputs at 20 amp, 5 Ignition Outputs at 20amps, 3 Timed Outputs at 20 amps outputs	1	195.00	195.00
PVIB2	Fuse Holder Bracket	1	12.30	12.30
46096	Power Fuse Module	1	21.03	21.03
MRCB100	100 Amp Resettable Relay	1	26.50	26.50
			<b>Total</b>	

Phone #	E-mail
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3818 Schreiber Way  
Coeur d'Alene, ID 83815-8362

P.O. No.	Terms	Rep
	Net 30	FVS

Item	Description	Qty	Cost	Total
218010-0002	UnityUSA 330 Series H3 Halogen 6" Spotlight (S04)-Black	1	169.40	169.40
265	Spotlight Mount Kit for 2020 Ford PI Utility	1	49.00	49.00
QTE151	Par46 LED Spotlight Replacement	1	117.56	117.56
Misc.	Customer Supplied Dock	1	0.00	0.00
Misc.	Customer Supplied Remote Radio	1	0.00	0.00
Misc.	Customer Supplied Brother 800 Series Printer	1	0.00	0.00
Misc.	Customer Supplied Gtac Video System	1	0.00	0.00
Misc.	Customer Supplied Cradle Point Modem	1	0.00	0.00
Misc.	Customer Supplied Bar Code Reader	1	0.00	0.00
Misc.	Customer Supplied Flashlights	2	0.00	0.00
Misc.	Customer Supplied MPH Radar	1	0.00	0.00
Shipping/Freight	Transport vehicle from Salt Lake to Coeur d'Alene - Estimated (transport charges change daily)	1	655.00	655.00
Install Kit	Installation Materials	1	240.00	240.00
Install Labor	Install Lightbar, Grill LEDs, Use Factory Headlight Flasher, Reverse and Brake Light Inserts, LED's rear liftgate, Console w/accessories, Side Mount Computer Bracket for customer Supplied Dock for Getac Laptop, Partition Front and rear, Replacement BIO Seat and Center Pull Seat Belts, Dual weapon Mount, Cargo Mount with Electronic Equipment Tray, bluePRINT System w/sync, Siren Speakers CUSTOMER SUPPLIED: Getac Doc, Radio, Brother Printer, Video System, Cradle Point Modem, Bar Code reader mounted on Monitor Bracket, Radar, Stinger Flashlight Charger Mounted on rear of console, MAGLIGHT Charger mounted on passenger side of console (vertical) .	40	100.00	4,000.00
			<b>Total</b>	

Phone #	E-mail
801 - 478-3062	clint@premiervehicle.com

Signature

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Coeur d'Alene Police Department  
 3818 Schreiber Way  
 Coeur d'Alene, ID 83815-8362

P.O. No.	Terms
	Net 30

Rep
FVS

Item	Description	Qty	Cost	Total
	2025 Ford PIU Price is per vehicle valid for 120 days			
			<b>Total</b>	\$18,722.35

Phone #	E-mail
801 - 478-3062	clint@premiervehicle.com

Signature \_\_\_\_\_



DANA SAFETY SUPPLY, INC  
 4809 KOGER BLVD  
 GREENSBORO, NC 27407

# Sales Quote

Telephone: 800-845-0405

Sales Quote No.	549543
Customer No.	COEURPD

**Bill To**

COEUR D' ALENE POLICE DEPARTMENT  
 3818 SCHREIBER WAY  
 COEUR D' ALENE, ID 83815

**Ship To**

DANA SAFETY SUPPLY  
 1 WEST END ROAD  
 LIVINGSTON, MT 59047

Contact: SHANE AVRIETT  
 Telephone: 208-769-2363  
 E-mail: savriett@cdaid.org

Contact: COEUR D'ALENE  
 Telephone:  
 E-mail:

Quote Date	Ship Via	F.O.B.	Customer PO Number	Payment Method	
09/23/24	GROUND FREIGHT NON	QUOTED FREIGHT		NET30	
Entered By	Salesperson	Ordered By	Resale Number		
Kirk Fried	Kirk Fried	KEVINN SMITH			
Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
0	0	N	INFO VEHICLE INFORMATION Warehouse: MT	0.0000	0.00
1	1	Y	2025 FORD INTERCEPTOR UTILITY ECOBOOST VIN# TBD EVP EMERGENCY VEHICLE PACKAGE Warehouse: MT	13,794.8000	13,794.80
0	0	N	INFO FRONT OF VEHICLE Warehouse: MT	0.0000	0.00
2	2	Y	PMP2BKGBP SOI GRILLE MOUNT PLATE Warehouse: MT	0.0000	0.00
1	1	Y	EMPSCG1SLS3E SOI, MPWR FASCIA C-N-G, 3", STM, BLK HSG, BLU/WHT Warehouse: MT 3" 3-Wire Light w/ Stud Mount, for use with mpower Arrow Kit and Connect-n-Go, SAE Class 1 & CA Title 13, 9-32 Vdc, Black Housing, 8 LED, Dual Color - Blue/White ***** MOUNTED IN GRILL	0.0000	0.00

Print Date	09/23/24
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DANA SAFETY SUPPLY, INC  
 4809 KOGER BLVD  
 GREENSBORO, NC 27407

# Sales Quote

Telephone: 800-845-0405

Sales Quote No.	549543
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DANA SAFETY SUPPLY  
 1 WEST END ROAD  
 LIVINGSTON, MT 59047

Contact: SHANE AVRIETT  
 Telephone: 208-769-2363  
 E-mail: savriett@cdaid.org

Contact: COEUR D'ALENE  
 Telephone:  
 E-mail:

Quote Date	Ship Via	F.O.B.	Customer PO Number	Payment Method	
09/23/24	GROUND FREIGHT NON	QUOTED FREIGHT		NET30	
Entered By	Salesperson	Ordered By	Resale Number		
Kirk Fried	Kirk Fried	KEVINN SMITH			
Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
1	1	Y	EMPSG1SLS3D SOI, MPWR FASCIA C-N-G, 3", STM, BLK HSG, RED/WHT Warehouse: MT 3" 3-Wire Light w/ Stud Mount, for use with mpower Arrow Kit and Connect-n-Go, SAE Class 1 & CA Title 13, 9-32 Vdc, Black Housing, 8 LED, Dual Color - Red/White ***** MOUNTED IN GRILL	0.0000	0.00
1	1	Y	ELUC3H010E SOI UNIV UNDERCOVER LED INSERT, 5 WIRE BLUE/WHITE Warehouse: MT ***** MOUNTED IN HEADLIGHT	0.0000	0.00
1	1	Y	ELUC3H010D SOI UNIV UNDERCOVER LED INSERT, 5 WIRE RED/WHITE Warehouse: MT ***** MOUNTED IN HEADLIGHT	0.0000	0.00
1	1	Y	ETSS100J SOI 100J SERIES COMPOSITE SPEAKER Warehouse: MT 100J series composite speaker w/ universal bail brkt-100 watt	0.0000	0.00

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Print Time	03:45:29 PM
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DANA SAFETY SUPPLY, INC  
 4809 KOGER BLVD  
 GREENSBORO, NC 27407

# Sales Quote

Telephone: 800-845-0405

Sales Quote No.	549543
Customer No.	COEURPD

**Bill To**

COEUR D' ALENE POLICE DEPARTMENT  
 3818 SCHREIBER WAY  
 COEUR D' ALENE, ID 83815

**Ship To**

DANA SAFETY SUPPLY  
 1 WEST END ROAD  
 LIVINGSTOPN, MT 59047

Contact: SHANE AVRIETT  
 Telephone: 208-769-2363  
 E-mail: savriett@cdaid.org

Contact: COEUR D'ALENE  
 Telephone:  
 E-mail:

Quote Date	Ship Via	F.O.B.	Customer PO Number	Payment Method	
09/23/24	GROUND FREIGHT NON	QUOTED FREIGHT		NET30	
Entered By	Salesperson	Ordered By	Resale Number		
Kirk Fried	Kirk Fried	KEVINN SMITH			
Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
0	0	N	INFO REAR OF VEHICLE Warehouse: MT	0.0000	0.00
2	2	Y	PMP2WDG15B SOI MPOWER 4" 15 DEGREE WEDGE BLACK Warehouse: MT	0.0000	0.00
2	2	Y	EMPSCG2QMS4J SOI, MPWR FASCIA C-N-G, 4", QM, BLK HSG, RED/BLU Warehouse: MT 4" 3-Wire Light w/ Quick Mount, for use with mpower Arrow Kit and Connect-n-Go, SAE Class 1 & CA Title 13, 9-32 Vdc, Black Housing, 12 LED, Dual Color - Red/Blue *****	0.0000	0.00
2	2	Y	MOUNTED ON WEDGES ON BOTTOM OF LICENSE PLATE TRIM PANEL EMPSCG2QMS4J SOI, MPWR FASCIA C-N-G, 4", QM, BLK HSG, RED/BLU Warehouse: MT 4" 3-Wire Light w/ Quick Mount, for use with mpower Arrow Kit and Connect-n-Go, SAE Class 1 & CA Title 13, 9-32 Vdc, Black Housing, 12 LED, Dual Color - Red/Blue ***** MOUNTED VERTICAL ON EITHER SIDE OF LICENSE PLATE	0.0000	0.00

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DANA SAFETY SUPPLY, INC  
 4809 KOGER BLVD  
 GREENSBORO, NC 27407

# Sales Quote

Telephone: 800-845-0405

Sales Quote No.	549543
Customer No.	COEURPD

**Bill To**

COEUR D' ALENE POLICE DEPARTMENT  
 3818 SCHREIBER WAY  
 COEUR D' ALENE, ID 83815

**Ship To**

DANA SAFETY SUPPLY  
 1 WEST END ROAD  
 LIVINGSTOPN, MT 59047

Contact: SHANE AVRIETT  
 Telephone: 208-769-2363  
 E-mail: savriett@cdaid.org

Contact: COEUR D'ALENE  
 Telephone:  
 E-mail:

Quote Date	Ship Via	F.O.B.	Customer PO Number	Payment Method	
09/23/24	GROUND FREIGHT NON	QUOTED FREIGHT		NET30	
Entered By		Salesperson	Ordered By	Resale Number	
Kirk Fried		Kirk Fried	KEVINN SMITH		
Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
0	0	N	INFO TOP OF VEHICLE Warehouse: MT	0.0000	0.00
1	1	Y	MISC ENNLB01AGK-3LD Warehouse: MT 54"/137cm 9-32 VOLT NFORCE NXT LED LIGHTBAR W/ 25' LIN DSC TECHNOLOGY /D24/D12/D12/D12/PRE/D12/D12/D12/D24/ /R_W/ R_W R_W R_W PRE B_W B_W B_W B_W   D06 --GRT-- GRT --GRT--- --GRT--- O-GRT-- D06   R_W --CLR-- CLR --CLR--- --CLR--- O-CLR-- B_W  \D24\ D12\ D12\ D12\ T18\ D12\ D12\ D12\ /D24/ \R_W\R_A R_A R_A R_A RBA B_A B_A B_A B_W/ Domes - Polycarb [D]6[12]12[P] Accessories - PNFLBSPLT1, AUTO-DIM Mount - Standard Fixed Height Mount (PNFLBK08) Hook - PNFLBF32 Preemption - Coeur d'Alene PD, Coeur d' Alene, Idaho Vehicle - 2022 Ford Police Interceptor Utility w/o Roof Rack	0.0000	0.00

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DANA SAFETY SUPPLY, INC  
 4809 KOGER BLVD  
 GREENSBORO, NC 27407

# Sales Quote

Telephone: 800-845-0405

Sales Quote No.	549543
Customer No.	COEURPD

**Bill To**

COEUR D' ALENE POLICE DEPARTMENT  
 3818 SCHREIBER WAY  
 COEUR D' ALENE, ID 83815

**Ship To**

DANA SAFETY SUPPLY  
 1 WEST END ROAD  
 LIVINGSTON, MT 59047

Contact: SHANE AVRIETT  
 Telephone: 208-769-2363  
 E-mail: savriett@cdaid.org

Contact: COEUR D'ALENE  
 Telephone:  
 E-mail:

Quote Date	Ship Via	F.O.B.	Customer PO Number	Payment Method	
09/23/24	GROUND FREIGHT NON	QUOTED FREIGHT		NET30	
Entered By	Salesperson	Ordered By	Resale Number		
Kirk Fried	Kirk Fried	KEVINN SMITH			
Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
1	1	Y	32836 LAIRD (TES) MB8UMI 3/4" BRASS MT, COAX W/MINI-USB CON Warehouse: MT LAIRD # MB8UMI 3/4 " BRASS PERMANENT MOUNT ANTENNA BASE WITH 17' OF RG58/U COAX CABLE WITH AN INSTALLED MINI UHF CONNECTOR. *****	0.0000	0.00
1	1	Y	GP-IN2148 ROK GPSD+/C29/C32/C74/CABLES KIT Warehouse: MT	0.0000	0.00
0	0	N	INFO INTERIOR OF VEHICLE Warehouse: MT	0.0000	0.00
1	1	Y	500-0008 HINT TM-5120 SERIES ON-DASH TABLET MOUNT PIU Warehouse: MT	0.0000	0.00
1	1	Y	500-0020 HINT TM-5120 SRIES ADAPTER PLATE Warehouse: MT	0.0000	0.00
1	1	Y	ENGS5100RSP SOI, 500 SERIES PUSHBTN 100W CNTRL, +VOICE PLBK Warehouse: MT	0.0000	0.00

Print Date	09/23/24
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Page No.	5

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 4809 KOGER BLVD  
 GREENSBORO, NC 27407

# Sales Quote

Telephone: 800-845-0405

Sales Quote No.	549543
Customer No.	COEURPD

**Bill To**

COEUR D' ALENE POLICE DEPARTMENT  
 3818 SCHREIBER WAY  
 COEUR D' ALENE, ID 83815

**Ship To**

DANA SAFETY SUPPLY  
 1 WEST END ROAD  
 LIVINGSTON, MT 59047

Contact: SHANE AVRIETT  
 Telephone: 208-769-2363  
 E-mail: savriett@cdaid.org

Contact: COEUR D'ALENE  
 Telephone:  
 E-mail:

Quote Date	Ship Via	F.O.B.	Customer PO Number	Payment Method	
09/23/24	GROUND FREIGHT NON	QUOTED FREIGHT		NET30	
Entered By	Salesperson	Ordered By	Resale Number		
Kirk Fried	Kirk Fried	KEVINN SMITH			
Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
1	1	Y	ENGLMK013 SOI BLUEPRINT LINK MICRO KIT Warehouse: MT	0.0000	0.00
1	1	Y	ENGND04102 SOI 10 OUTPUT REMOTE NODE W/ MAGNETIC I.D. Warehouse: MT	0.0000	0.00
1	1	Y	ENGHNK05 SOI 18" REMOTE NODE HARNESS Warehouse: MT 18 inch Harness Kit for Remote Node	0.0000	0.00
1	1	Y	ENGSYMD01 SOI SOUND OFF / BLUEPRINT SYNC MODULE Warehouse: MT	0.0000	0.00
1	1	Y	3SRCCDCR WEC 3" RND SUPER-LED COMPARTMENT SPLIT R/C DOME Warehouse: MT RED & WHITE LEDS HAVE SEPERATE CONTROLS ***** CONNECT PASSENGER COMPARTMENT LIGHT TO STEERING WHEEL SWITCH 3	0.0000	0.00

Print Date	09/23/24
Print Time	03:45:29 PM
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Printed By: Kirk Fried

DANA SAFETY SUPPLY, INC  
 4809 KOGER BLVD  
 GREENSBORO, NC 27407

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Quote Date	Ship Via	F.O.B.	Customer PO Number	Payment Method	
09/23/24	GROUND FREIGHT NON	QUOTED FREIGHT		NET30	
Entered By	Salesperson	Ordered By	Resale Number		
Kirk Fried	Kirk Fried	KEVINN SMITH			
Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
1	1	Y	7170-0822-03 GJ, CONSOLE PKG, 2020-24 PIU, RMK TAB, 10", +P Warehouse: MT  KIT INCLUDES Full Depth Console (7160-1477) Internal Cup Holder (7160-0846) Side Mount Armrest (7110-1013) In-Console Printer Mount (7160-1543) Side Mount (19416) ***** INCLUDES FACEPLATES BELOW 1 - 7160-0321 1 - 20033 1 - 3130-0152 GJ-19740	0.0000	0.00
1	1	Y	GJ-19740 GJ 1.5" Rocker Switch & AUX 12V Power Outlet Filler Pl Warehouse: MT	0.0000	0.00
2	2	Y	7160-0063 GJ 12V OUTLET RECEPTACLE ONLY (782-1685) Warehouse: MT  FITS IN STANDARD 12 V OUTLET RECEPTACLE KNOCKOUT IN PANEL OR CONSOLE. ***** ****	0.0000	0.00

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Entered By	Salesperson	Ordered By	Resale Number		
Kirk Fried	Kirk Fried	KEVINN SMITH			
Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
1	1	Y	15371 GJ DUAL USB POWER PORT 4.2 A Warehouse: MT FITS ROCKER SWITCH KNOCK-OUT *****	0.0000	0.00
2	2	Y	MMSU-1 MAGNETIC MIC SINGLE UNIT CONVERSION KIT Warehouse: MT	0.0000	0.00
1	1	Y	MCS-EPICMIC GJ EPIC RAIL MOUNTED MICROPHONE CLIP & BRACKET Warehouse: MT	0.0000	0.00
1	1	Y	PJ862-WK Brother PocketJet 862 Mobile Printer w/ Bluetooth Warehouse: MT Brother PocketJet 862 Mobile Printer with Bluetooth Wireless Technology and USB-C Cable	0.0000	0.00
1	1	Y	PK1185ITU20TM SMC 10XL C2 UNCOATED POLY W/ SLOTTED WINDOW Warehouse: MT "#10XL C2 Horizontal Sliding WindowUncoated PolycarbonateWith Slotted Polycarbonate Window Security ScreenXL Panel Partition TM (Tall Man)" STATE YEAR OF VEHICLE - *****	0.0000	0.00

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Entered By	Salesperson	Ordered By	Resale Number		
Kirk Fried	Kirk Fried	KEVINN SMITH			
Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
2	2	Y	MISC U-BOLTS Warehouse: MT ***** INSTALLED AT BOTTOM OF FRONT PARTITION FOR ANKLE BRACELETS	0.0000	0.00
1	1	Y	QK0566ITU25 SMC FULL REPLACEMENT TRANSPORT SEAT, 2025 PIU Warehouse: MT Full REPLACEMENT Transport Seat TPO Plastic With Center Pull Seat Belts *INCLUDES REQUIRED: -#12VS Stationary Window Coated Polycarbonate Cargo Area Rear Partition *Seat Belt Retractors Pre-Installed to Save 30 Minutes of Install Time	0.0000	0.00
1	1	Y	GK10342UHK SMC DUAL VERT. RACK 2 UNIV. LOCKS W/ HC KEY Warehouse: MT "Dual T-Rail Mount2 Universal XL Handcuff Key Override"	0.0000	0.00
1	1	Y	AK0968ITU20ND SMC PIU RADIO BOX Warehouse: MT AK0968ITU20ND RADIO BOX *REQUIRES #12VD CARGO AREA PARTITION*	0.0000	0.00

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Entered By	Salesperson	Ordered By	Resale Number		
Kirk Fried	Kirk Fried	KEVINN SMITH			
Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
1	1	Y	2601B EGIS PDM 14 Circuit + Ground w/Kill Switch Warehouse: MT	0.0000	0.00
1	1	Y	4703-150B EGIS Thermal Circuit Breaker 150 A, Surface Mount Warehouse: MT	0.0000	0.00
1	1	Y	83-0115 AFS SINGLE ENTRY CABLE SEAL W/HEATSHRINK GASKET ASSY Warehouse: MT Single Entry Cable Seal with Heatshrink Gasket Assembly L: 1.25" ID" 0.75", Hole: 1"	0.0000	0.00
1	1	Y	INSTALL KIT MISC INSTALLATION SUPPLIES I.E. Warehouse: MT LOOM, WIRE, HARDWARE, CONNECTORS, ETC *****	495.0000	495.00
1	1	N	INSTALL DSS INSTALLATION OF EQUIPMENT Warehouse: MT	3,950.0000	3,950.00

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Contact: SHANE AVRIETT  
 Telephone: 208-769-2363  
 E-mail: savriett@cdaid.org

Contact: COEUR D'ALENE  
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 E-mail:

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Entered By	Salesperson	Ordered By	Resale Number		
Kirk Fried	Kirk Fried	KEVINN SMITH			
Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
0	0	Y	CUSTOMER SUPPLIED CUSTOMER SUPPLIED EQUIPMENT Warehouse: MT	0.0000	0.00
1	1	N	GETAC VIDEO SYSTEM MPH BEE III RADAR APX6500 REMOTE HEAD RADIO CRADLEPOINT BARCODE READER MOUNTED ON MONITOR BRACKET STINGER FLASHLIGHT MAGLITE FLASHLIGHT TRANSPORT VEHICLE TRANSPORTATION BY HIRED DRIVERS Warehouse: MT	755.0000	755.00

Approved By: \_\_\_\_\_

Approve All Items & Quantities

**Quote Good for 30 Days**

Print Date	09/23/24
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Subtotal	18,994.80
Freight	925.00
<b>Order Total</b>	<b>19,919.80</b>

Printed By: Kirk Fried

OTHER BUSINESS

**CITY COUNCIL  
STAFF REPORT**

**DATE:**           **OCTOBER 1, 2024**

**FROM:**           **MELISSA TOSI, HUMAN RESOURCES DIRECTOR**

**SUBJECT:**       **PERSONNEL RULE AMENDMENT – CLASSIFICATION AND  
                          COMPENSATION PLAN**

---

**DECISION POINT:** Should the City Council approve amendments to the City’s current Classification and Compensation Plan, specifically to the IT Network Systems Administrator and IT Technician II classification?

**HISTORY:** The City’s IT Network Systems Administrator position has been vacated since May 2024 with staff doing a couple rounds of advertising and interviewing. This classification is currently leveled at a Pay Grade 16. The position is responsible for the overall operation of the City’s computer and electronic information system and technology and provides extensive expertise to the overall management of the network, servers, and all related and supporting systems/technology. In addition, the position requires a high degree of proficiency in the technical, professional, and analytical skills and is responsible for the overall health of the network.

The classification has been updated to reflect this position directly reports to the Municipal Services Director, collaboratively working with the IT Database Application Developer. Also, this position provides extensive expertise to the overall network, requiring a minimum eight (8) years of progressively responsible experience with IT network administration of which four (4) years include managing a large networking environment, and requires applicant to have FBI Criminal Justice Information Services (CJIS) clearance.

When reviewing placement for this classification, and considering market data, scope of responsibility, and internal equity, the recommendation is to increase the pay grade from a Pay Grade 16 to a Pay Grade 17.

The IT Technician classification in Municipal Services is currently leveled a pay grade 11. There is an internal need to have a tiered approach to technicians. As a result, a current IT Technician would be responsible to manage staff, projects and streamline customer support of the City’s internal ticketing system process. The proposed IT Technician II will delegate tasks for projects while also prioritizing support tickets for customers among the technicians and will communicate the status of IT support and any concerns to the IT Network Systems Administrator.

When reviewing placement for this classification, and considering the responsibility of managing the day-to-day workload and projects, training and assigning work to staff, the recommendation is to place this classification at a pay grade 12, one pay grade above the IT Technician.

**FINANCIAL ANALYSIS:** Below are the annual base wages for the current and proposed Pay Grades. The increase in base wages from a Pay Grade 16 to a Pay Grade 17 is 10%. The increase from a Pay Grade 11 to a Pay Grade 12 is 8% and is currently already approved in the FY 2024-2025 budget. Municipal Services will absorb the difference needed for the IT Network Administrator by slow hiring other current vacant positions.

*IT Networks Systems Administrator*

- Current Pay Grade 16: \$79,809 - \$112,361
- Proposed Pay Grade 17: \$87,817 - \$123,614

*IT Technician II*

- Current Pay Grade 11: \$52,270 - \$73,569
- Current Pay Grade 12: \$56,430 - \$79,414

The current IT Technician completing this work would be reclassified to an IT Technician II. The increased annual wages of \$5,845 is accounted for in the FY 2024-2025 approved budget.

**PERFORMANCE ANALYSIS:** Authorizing the above noted amendments will provide an updated leveling for the duties and responsibilities needed for the IT Network Systems Administrator and create internal efficiencies by reclassifying an IT Technician to an IT Technician II.

**RECOMMENDATION:** The City Council should approve the amendments to the City's Classification and Compensation Plan, specifically to the IT Network Systems Administrator and IT Technician II classification.



City of  
**Coeur d'Alene**  
IDAHO

City of Coeur d'Alene  
Personnel Rules

# Classification & Compensation Plan Amendments

1

## Amendments

**Classifications**

- IT Network Systems Administrator
- IT Technician II

2

2

## IT Network Systems Administrator

Position has been vacant since May 2024

In part, proposed changes include:


- Directly reports to the Municipal Services Director, collaboratively working with the IT Database Application Developer.
- Increasing the 4 years of networking experience to a minimum of eight (8) years of progressively responsible experience providing IT network administration of which four (4) years include managing a large networking environment
- FBI Criminal Justice Information Services (CJIS) clearance
- Increase leveling from a pay grade 16 to a pay grade 17

Highlight

- *Provides extensive expertise to the overall management of the network, servers, and related systems*
- *Responsible for the overall health of the network*

3

3



## IT Network Systems Administrator

- Current Pay Grade 16: \$79,809 - \$112,361
- Proposed Pay Grade 17: \$87,817 - \$123,614

Difference between pay grades is 10%

Municipal Services will absorb the difference in the current FY 2024-2025 budget by slow hiring other current Municipal Services vacant positions

4

4



## IT Technician II

IT Technician duties plus:

- Manage IT Technician classification and streamline customer support of the City's internal ticketing system process
- Delegate tasks for projects while also prioritizing support tickets for customers among the technicians
- Communicate the status of IT support and any concerns to the IT Network Systems Administrator
- Minimum of one (1) year supervisory or lead experience
- Extensive knowledge of personal computer installation and maintenance and network support
- IT Technician II proposed leveling is a pay grade 12

5

5



## IT Technician II

- Current Pay Grade 11: \$52,270 - \$73,569
- Current Pay Grade 12: \$56,430 - \$79,414

Difference between pay grades is 8%

Current IT Technician completing this work would be reclassified to an IT Technician II

The increased annual wages of \$5,845 is accounted for in the approved FY 2024-2025 budget

6

6

## Final takeaways

### *IT Network Systems Administrator*

- Approving the amendments will provide an updated leveling for the duties and responsibilities needed
- Approving the pay grade 17 will provide a more competitive wage and assist staff with recruiting

### *IT Technician II*

- Allow Municipal Services to create internal efficiencies by reclassifying an IT Technician to an IT Technician II
- Approving the pay grade 12 will provide internal equity within the IT Division



7

7



8

RESOLUTION NO. 24-078

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, APPROVING AN AMENDMENT TO THE CITY'S CLASSIFICATION AND COMPENSATION PLAN REGARDING POSITIONS IN THE MUNICIPAL SERVICES DEPARTMENT, RE-LEVELING THE IT NETWORK SYSTEMS ADMINISTRATOR POSITION FROM PAY GRADE 16 TO PAY GRADE 17 AND THE IT TECHNICIAN II POSITION FROM PAY GRADE 11 TO PAY GRADE 12.

WHEREAS, the need to revise the Classification and Compensative Plan has been deemed necessary by the City Council and the Human Resources Director; and

WHEREAS, said amendment has been properly posted ten (10) days prior to this Council Meeting; and

WHEREAS, the employee bargaining units of the City have approved the amendment; and

WHEREAS, it is deemed to be in the best interests of the City of Coeur d'Alene and the citizens thereof that the amendment to the City's Classification and Compensation Plan, as shown in Exhibits "A & B" attached hereto, be adopted.

NOW, THEREFORE,

BE IT RESOLVED by the Mayor and City Council of the City of Coeur d'Alene that the amendment to the Classification and Compensation Plan, as shown in Exhibits "A & B" attached hereto, be and is hereby adopted.

DATED this 1<sup>st</sup> day of October, 2024.

\_\_\_\_\_  
Woody McEvers, Mayor

ATTEST:

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

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

ROLL CALL:

COUNCIL MEMBER MILLER Voted

COUNCIL MEMBER EVANS Voted

COUNCIL MEMBER GOOKIN Voted

COUNCIL MEMBER WOOD Voted

COUNCIL MEMBER ENGLISH Voted

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



## *Network Systems Administrator*

Department: Municipal Services    Reports to: Municipal Services Director ~~IT Database Application Developer~~  
 Pay Grade: 176  
 Date Established: 1/2017    Date Revised: 9/2024 ~~1/2024~~    FLSA Status: Exempt

### Classification Summary

The Network Systems Administrator is responsible for the overall operation of the City's computer and electronic information system, maintain operations within the City and public access to the system. The position administers the computer systems and technology, including the Wide Area Network (WAN) and Local Area Network (LAN), Virtual Private Networks (VPN), and all related and supporting technology. The position plans for, designs, and implements upgrades and expansions to accommodate growth and new City capabilities and requirements. The position requires a high degree of proficiency in the technical, professional, and analytical skills that are required. It also requires a high level of interpersonal skills in dealing with system users. The Network System Administrator is supervised by the Municipal Services Director, working collaboratively with the IT Database Application Developer on IT related projects and priorities, work is performed under the supervision of the IT Database Application Developer, with wide latitude for independent judgment and initiative. The position performs the duties of the IT Database Application Developer when needed or in that employee's absence. The position directly supervises the IT Technician ~~position~~, Network Specialist and Operations Technology position(s). Requirements include An Associate's degree or advanced technical training in computer science or a related field, ~~is required.~~ valid driver's license, eight (8) years of progressively responsible experience providing IT network administration of which Four (4) years include managing a large networking environment, of network administration or related experience is required, Criminal Justice Information System (CJIS) background clearance, and MCSA/MCSE certification is required. This is an on-call position, responding to emergencies outside normal business hours. The position works in a public building environment where the noise level is generally moderate.

### Essential Duties and Responsibilities (illustrative only and may vary by assignment)

- Administers the City's computer and electronic systems and operations including, but not limited to, internet access, Wide Area Network (WAN) and Local Area Network (LAN) systems, Virtual Private Networks (VPN), hardware, software, servers, database, VOIP, firewalls and switches, data storage, network security, security camera, and related operations;
- Supervises, provides direction and coordinates staff training and work schedules, ~~directs, schedules, motivates,~~ and evaluates the IT Technician ~~and~~ Network Specialist and Operational Technology employees;
- Installs, configures, and maintains network servers including backups, operating system upgrades, and software upgrades and is responsible for the overall health of the network;
- Partners with city departments in planning, analysis, and implementation of new network projects and identifies service needs, resource requirements, and problem areas, and oversees deployment of city-owned software for optimum maintainability and how it will affect the overall network;
- Provides extensive expertise to the overall management of the network, servers, and related systems;
- May perform the duties of the Local Agency Security Officer (LASO) for Criminal Justice Information Services (CJIS);

- [Coordinates with contractors for security services and makes recommendations and decisions for the security of all city networks;](#)
- Monitors server storage space, performance, and event logs;
- Maintains and logs performance of network switches and firewalls;
- Maintains storage area network, monitoring available and used space, performance, and troubleshooting and resolving problems;
- Responds to, troubleshoots, and resolves system failures;
- Responds to and resolves user problems;
- Researches current and ongoing security threats to the system and determines methods to mitigate risks;
- Maintains and upgrades fiber cable network, including doing locates, as needed;
- Maintains VOIP phone system;
- Researches, plans, and implements system expansions and upgrades, including preparing budgets and purchasing equipment;
- Prepares and implements annual budget for equipment purchases;
- Maintains inventory of equipment available, including purchasing;
- Designs network expansions to accommodate increase in users, additions of new buildings and sites to be served, connecting to outside agencies, and related growth
- Creates and implements IT policies and procedures;
- Provides training and support to all system users, answering questions and providing information, as needed;
- Researches, learns, and maintains proficiency in new technology, equipment, hardware and software, applications, programming, and techniques being used or that may be acquired by the City;
- Maintains records, logs, and documentation of work performed;
- Prepares and presents oral and written reports, as needed;
- Responds to management's, supervisor's, co-workers' and citizens' questions and comments in a courteous, thorough and timely manner;
- Performs time management and scheduling functions, meets deadlines, and sets project priorities;
- Maintains strict confidentiality of all matters;
- Assists other department and City employees as needed or requested;
- Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

**Secondary Duties and Responsibilities:**

- On call to respond to emergency situations;
- Performs other duties as assigned.

**Classification Requirements:**

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

**Knowledge of:**

- Operation, maintenance, and repair of the City computer, information technology, VOIP, wireless, security camera, fiber network, and related systems, Virtual Private Networks (VPN), equipment, hardware, software, and operating technology;
- Current industry technology and standards for systems used by the City;
- Current system security methods and techniques;

- Methods and techniques of development and maintenance of websites, databases, applications, and programs for the City computer system;
- Municipal budgeting methods and techniques, including purchasing policies and procedures;
- Employee supervisory and training methods and techniques;
- Windows and web development using Microsoft tools and technology specific to and required by the City computer and network systems;
- Internet and intranet operating system technology;
- Methods and techniques of installing, maintaining, and upgrading the City computer and information technology systems;
- Customer service methods, techniques, and objectives;
- Public sector, government, or related environment and operations, including general municipal management terminology, codes, acts, and regulations.

**Skill and Ability to:**

- Administer the overall operations of the City’s computer and electronic information system;
- Plan, design, and implement upgrades and expansions to accommodate growth and new City capabilities and requirements, including purchasing and installing system upgrades;
- Supervise, train, schedule, and evaluate the IT Technician, [Operations Technology](#), and Network Specialist positions;
- Analyze issues and problems, research the root cause, and resolve problems;
- Monitor and maintain system backups, including offsite locations;
- Provide support to all system users, answering questions and providing information, as needed;
- Maintain records, logs, and documentation;
- Provide efficient customer service to users of all ability and skill levels;
- Prepare and present technical reports;
- Establish and maintain effective working relationships with elected officials, co-workers, and the public;
- Use English and speak clearly for understanding;
- Listen carefully to, understand, and effectively communicate through verbal, written, and electronic communication channels;
- Perform duties to supervisor’s expectations;
- Follow verbal and written instructions;
- Work independently and exercise initiative, with general guidance and supervision;
- Maintain a professional demeanor at all times;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Demonstrate integrity and ingenuity in the performance of assigned tasks and solving problems;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

**Acceptable Experience and Training:**

- Associate’s degree or advanced technical training in computer science or a related field is required [and a Bachelor’s degree in Information Technology, Computer Science, or related field is preferred;](#)
- [Valid driver’s license required;](#)

- ~~Eight (8)~~~~Four (4)~~ years of progressively responsible experience providing IT network administration of which four (4) years include managing a large networking environment or related experience is required; and
- MCSA/MCSE certification is required; and
- CCNA (Cisco Certified Network Assistant) is preferred; ~~or~~
- Criminal Justice Information System (CJIS) background clearance required; or
- An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

**Physical Demands & Work Environment:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of a job, on a case-by-case basis.

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, climb and use a ladder, use hands to manipulate and make adjustments to tools used in performing the essential functions of the classification, and reach with hands and arms. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this classification include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Sufficient clarity of speech and hearing abilities required by this classification includes those which permit the employee to discern verbal instructions and communicate effectively in person and by telephone. While performing the duties of this classification, the employee works in a public office environment where the noise level is usually moderate, in field locations with possible exposure to adverse weather conditions, in narrow, tight spaces, and on building rooftops and antenna towers.





## ***Information Technology (IT) Technician II***

**Department:** Municipal Services

**Reports to:** Network Systems Administrator

**Pay Grade:** 12

**Date Established:** 09/2024

**Date Revised:**

**FLSA Status:** Covered

### **Classification Summary**

The Information Technology (IT) II Technician position performs a variety of technical duties related to the technical and functional installation, maintenance, and support of all hardware, software, VOIP phones, and computer peripherals for the City. The position also assists with installation, maintenance, and troubleshooting for the City's wireless, wide area (WAN) and local area (LAN) computer networks. The position works with system users in various City departments, providing training and assistance. The position requires a variety of technical, professional, and analytical skills to install, maintain, upgrade, troubleshoot, and repair hardware and software. The IT Technician II is supervised by the IT Network Systems Administrator, with latitude for independent judgment and initiative. This is an on-call position, responding to emergency situations after normal business hours. ~~Requirements include An Associate's degree or advanced technical training in computer science, information systems, or related field is required; valid driver's license; Five (5) years of help desk, computer maintenance, technical support, customer support services, or related experience with at least one (1) year supervisory or lead experience; is required~~ and ~~an~~ extensive knowledge of personal computer installation and maintenance and network support ~~is required~~. The position works in a public building environment where the noise level is generally moderate. Some outside field work is required which may include exposure to adverse weather conditions. The IT Technician II position will manage the IT Technician I position(s) to streamline customer support of the City's internal ticketing system process to ensure that customers' issues are handled and resolved in a timely manner. This position will delegate tasks for projects while also prioritizing support tickets for customers among the technicians; employee lead and workload project management. The IT Technician II will continually communicate the status of IT support and any issues to the Network Systems Administrator.

### **Essential Duties and Responsibilities (illustrative only and may vary by assignment)**

- Provides training and technical support to all City departments and computer users;
- Installs, maintains, troubleshoots, repairs, and upgrades desktop PCs, servers, laptops, in-vehicle computers, peripherals, VOIP phones, in-vehicle cellular routers, software, and related equipment in the City inventory;
- Monitors and maintains system backups, including offsite locations;
- Plans and performs system upgrades and deployments, tests applications, and builds OS images;
- Assists with maintaining Active Directory users and groups, file shares, group policies, and printer deployments;
- Monitors system operations, troubleshoots, and resolves operating problems, including WAN and LAN systems;
- Monitors equipment life cycles, including purchasing, replacing, surplus, and recycling;
- Writes script to automate repeatable tasks, performs software installations, and deploys operating systems;
- Supports, monitors, and maintains specialized applications and host servers for public safety (police and fire departments);

- Assists public safety staff with digital media hardware and software;
- Researches, learns, and maintains proficiency in new systems and equipment being used or that may be acquired by the City;
- Manage day-to-day workload and will assist with training, assigning work and reviewing work performance as it pertains to IT Technicians;
- Delegate tasks for various projects while also prioritizing support tickets for customers among the technicians;
- Manage City's internal ticketing system process to ensure that customers' issues are handled and resolved in a timely manner;
- Continually communicate the status of IT support and any issues to the Network Systems Administrator;
- Maintains records, logs, and documentation of work performed;
- Prepares and presents oral and written reports, as needed;
- Responds to management's, supervisor's, co-workers' and citizens' questions and comments in a courteous, thorough and timely manner;
- Performs time management and scheduling functions, meets deadlines, and sets project priorities;
- Maintains strict confidentiality of all matters;
- Assists other department and City employees as needed or requested;
- Assists in maintaining City Server and related equipment and software; adds and removes users from domain, email, and Microsoft 365 servers;
- May be assigned to assist with managing virtual infrastructure using Hyper-V;
- Helps install network wiring and infrastructure components as assigned.
- Performs all work duties and activities in accordance with City policies, procedures, and safety practices.
- Manage the IT Technician I position(s) to streamline customer support and our ticketing system process to ensure that customers' issues are handled and resolved in a timely manner;
- Delegate tasks for projects while also prioritizing support tickets for customers among the technicians;
- Employee lead and workload project management.

**Secondary Duties and Responsibilities:**

- On call to respond to emergency situations;
- Retrieves video from camera systems and assists with audio/visual conversions;
- Assists outside agency with troubleshooting City's evidence database application;
- Assists with audio/visual setups; Performs other duties as assigned.

**Classification Requirements:**

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

**Knowledge of:**

- Methods, materials, tools, and techniques for the installation, configuration, maintenance, troubleshooting, repairing, and upgrading of the desktop PCs, servers, laptops, in-vehicle computers, peripherals, VOIP phones, in-vehicle cellular routers, software, and related equipment in the City inventory;
- Principles and technology used in computer and network operating and interface systems, specifically systems in use in the City;
- Methods and techniques of maintaining system security, including virus and malware protection;
- Operation of standard office equipment;
- Customer service methods, techniques, and objectives;

- Public sector, government, or related environment and operations, including general municipal management terminology, codes, acts, and regulations.

**Skill and Ability to:**

- Install, maintain, troubleshoot, repair, and upgrade desktop PCs, servers, laptops, in-vehicle computers, peripherals, VOIP phones, in-vehicle cellular routers, software, and related equipment in the City inventory;
- Analyze issues and problems, research the root cause, and resolve problems;
- Analyze and resolve operating issues in person, by telephone, and remotely;
- Monitor and maintain system backups, including offsite locations;
- Plan and perform system upgrades and deployments and test applications;
- Monitor equipment life cycles, including purchasing, replacing and recycling;
- Write script to automate repeatable tasks;
- Deploy operating systems;
- Maintain records, logs, and documentation;
- Provide efficient customer service to users of all ability and skill levels;
- Operate standard office equipment;
- Prepare and present technical reports;
- Establish and maintain effective working relationships with elected officials, co-workers, and the public;
- Use English and speak clearly for understanding;
- Listen carefully to, understand, and effectively communicate through verbal, written, and electronic communication channels;
- Perform duties to supervisor's expectations;
- Follow verbal and written instructions;
- Work independently and exercise initiative, with general guidance and supervision;
- Maintain a professional demeanor at all times;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Demonstrate integrity and ingenuity in the performance of assigned tasks and solving problems;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

**Acceptable Experience and Training:**

- Associate's degree or advanced technical training in computer science, information systems, or related field is required; and
- Valid driver's license required;
- Five (5) years' experience in computer maintenance, technical support, customer support services, or related work is required with at least one year supervisory or lead experience; and
- Extensive knowledge of personal computer installation and maintenance and network support is required. or
- An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

**Physical Demands & Work Environment:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities

to perform the essential functions. While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, climb and use a ladder, use hands to manipulate and make adjustments to tools used in performing the essential functions of the classification, and reach with hands and arms. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this classification include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Sufficient clarity of speech and hearing abilities required by this classification includes those which permit the employee to discern verbal instructions and communicate effectively in person and by telephone. While performing the duties of this classification, the employee works in a public office environment where the noise level is usually moderate, in field locations with possible exposure to adverse weather conditions, in narrow, tight spaces, and on building rooftops.

**CITY COUNCIL  
STAFF REPORT**

**DATE:** October 1, 2024  
**FROM:** Glen Poelstra, Assistant Director Water Dept.  
**SUBJECT:** **Request to accept the bid for Water Meters, Registers, and Endpoints**

---

**DECISION POINT:**

Should City Council approve an agreement with Badger Meter for the purchase of new water meters, registers, and endpoints in the amount of \$598,275.24?

**HISTORY:**

The Water Department began the Meter Change Out Program (MCOP) in 2005 due to significant undocumented water loss. Now the Water Department has an annual MCOP plan that will eventually replace all 20,000 meters in the city over a 10-year cycle, as this is the typical lifespan of an average water meter radio read battery. Once a meter reaches 10 years it may lose accuracy along with imminent battery failure and the Orion radio read ceases to work. The City changes an average of 2,000 meters a year, depending on the location. It is recommended that water meters be replaced or rebuilt once they reach above a 3% loss of water recording accuracy which is on average 10 years.

**FINANCIAL ANALYSIS:**

The only responsive bid was received from Badger Meter in the amount of \$598,275.24. The 2024-25 FY budget line item is set at \$685,000.00

**PERFORMANCE ANALYSIS:**

As previously mentioned, we have about 2,000 meters that have reached their life expectancy. Once an older meter is removed, it will be tested using our Mars meter test bench to identify any that are not recording correctly. Meters that can be rebuilt will be considered for reinstallation the following year, depending on the financial feasibility, as well as the size and condition of the meter.

**DECISION POINT/RECOMMENDATION:**

City Council should approve a purchase agreement with Badger Meter for acquisition of new water meters, registers, and endpoints in the amount of \$598,275.24.



1

## 3/4" & 2" Water meters



2

# Meter Components



3

# Register & Orion Cellular Endpoint



4



# Meter Test Bench



5

**Thank you!**



6



RESOLUTION NO. 24-079

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, ACCEPTING THE BID OF, AND AWARDING A CONTRACT FOR THE PURCHASE OF NEW WATER METERS, REGISTERS, AND ENDPOINTS, TO BADGER METER, INC., IN AN AMOUNT NOT TO EXCEED \$598,275.24.

WHEREAS, the City heretofore duly advertised invitation for bids for the purchase of new water meter components in Coeur d'Alene, Idaho, and said bids were opened as provided in said advertisement in the office of the City Clerk on Friday the 13<sup>th</sup> day of September, 2024, and the lowest responsive bid received was that of Badger Meter, Inc., in the amount of Five-Hundred Ninety-Eight Thousand, Two-Hundred Seventy-Five and 24/100 dollars (\$598,275.24), and it is in the best interests of the City of Coeur d'Alene and the citizens thereof that said bid be accepted.

NOW, THEREFORE,

BE IT RESOLVED by the Mayor and City Council of the City of Coeur d'Alene that the bid of Badger Meter, Inc., in an amount not to exceed \$598,275.24 for the purchase of new water meters, registers, and endpoints, be and the same is hereby accepted.

BE IT FURTHER RESOLVED that the City enter into a contract with Badger Meter, Inc., in substantially the form attached hereto as Exhibit "A" and incorporated herein by reference with the provision that the Mayor, City Administrator, and City Attorney are hereby authorized to modify said contract provided that the substantive provisions of the agreement remain intact.

BE IT FURTHER RESOLVED that the Mayor and City Clerk be and they are hereby authorized to execute such contact on behalf of the City.

DATED this 1<sup>st</sup> day of October, 2024.

---

Woody McEvers, Mayor

ATTEST:

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Renata McLeod, City Clerk

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

ROLL CALL:

COUNCIL MEMBER GOOKIN Voted

COUNCIL MEMBER MILLER Voted

COUNCIL MEMBER EVANS Voted

COUNCIL MEMBER ENGLISH Voted

COUNCIL MEMBER WOOD Voted

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

# CONTRACT

## MCOP Water Meters, Registers, and Endpoints Purchase

THIS CONTRACT is made and entered into this 1<sup>st</sup> day of October, 2024, between the CITY OF COEUR D' ALENE, Kootenai County, Idaho, a municipal corporation organized under the laws of the State of Idaho, hereinafter referred to as the "City," and BADGER METER, INC., a corporation duly organized and existing under and by virtue of the laws of the state of Wisconsin, with its principal place of business at 4545 W. Brown Deer Rd., Milwaukee, Wisconsin, hereinafter referred to as the "Vendor."

**Statement of Work:** The vendor shall furnish quantity 1582 - ¾ inch Meters, 76 - 1 inch meter, 58 - 1.5 inch meters, 52 - 2 inch meters, 550 registers, 550 endpoints.

### Description:

BMI Part No.: 111-8829 113-8596 Cat String: DS-DBA- PC1P-XXD3-Y2-EI AM-2A2XI -9AE-NN-AG-TF - AABOA Description: Disc, M35 3/4"(7-1/2), CI Btm 430SS-I, PL, (TS-135, SN Yr 9D and PBB , HR-E LCD, ORION CELL C, PL Lid/Shrd-GRY, Sit Scrw, Street read, 9D-0.01 Ga l, SN YR 90 in and out, T h ru Ld Jnstl Kit, TT-5', Grnd /OceanPa use, BM! STD, 6 PACK,
BMI Part No.: 111-8831 Cat String: DS-KCC- PC2P-XXD3 -Y2-E 1AM-2A2X I -9AE- NN-AG-TF-AABOA Descriptio n: Disc, 70 1 "(10-3/4), CI Btm 430SS-all, PL, (TS-135, SN Yr 9D and PBB, HR-E LCD, ORION CELL C, PL Lid/Shrd -GRY, Sit Scrw, Street read , 9D-0.01 Gal, SN YR 9D in and out, Thru Ld Inst ) Kit, TT -5', Grnd/OceanPause, BMI STD, 4 PACK,
BMI Patt No.: 111-8835 Cat String: DS-NDA- PFAS-XXD3 -Y2-E1AM-2A2X I -9BE -NN-AG-TF-AABOA Description: Dis c, M120 1- 1 /2"- E LL Dr, 430SS, SS, (TS-135, SN Yr 9D and PBB, HR-E LCD, ORION CELL C, PL Lid/Shrd-GRY, Sit Scrw, Street read, 9D-0.1 Gal, SN YR 90 in and out, Thru Ld Inst) Kit, TT-5', Grnd/Ocean- Paus e, BMI STD, 1 PACK,
MI Part No.: 111-8837 Cat String: OS-REA- PFAS-XXD3 -Y2-E1AM-2A2X I -9BE-NN -AG-TF-AABOA Description: Disc, MI 70 2"-ELL Dr, 430SS, SS, (TS-135, SN Yr 9D and PBB, HR-E LCD, ORION CELL C, PL Lid/Shrd- GRY, Sit Scrw, Street read, 9D-0.1 Gal, SN YR 90 i n and out, Thru Ld Inst! Kit, TT-5', Grnd /Ocean-Pause, BMI STD, 1 PACK,
BMI Part No.: 1 00-7804 111-2129 Cat String: R4-BA1-EI CA-2A1 -9AE -NN -XX-TF -XX-BOA Descrip tion: REG 4, M35, HR-E LCD, 4CXN2 ORION, PL Lid/Shrd-GR Y, Sit Scrw , 9D-0.01 Gal, SN YR 9D in & out, TT-5', BMI STD, 24 PACK,
BMI Part No.: I 03-6671 Cat String: E4-4E-AM-AG-TAA A-BOA Description: EP Only, For Enc, ORION CELL C, Thru Ld In st! Kit, TT- Sin, Grnd/OceanPause , BMI STD,

1. **Amount of Contract:** Five-Hundred Ninety-Eight Thousand, Two-Hundred Seventy-Five and 24/100 Dollars (\$598,275.24).
2. **Payment:** The Vendor will invoice the City for the amount due under this Contract. Invoices received by the 10th of the month will be paid by the City by the end of that month. Otherwise, payment will be made by the end of the following month.

3. **Notices:** Any and all notices required to be given by the parties hereto, unless otherwise stated in this Contract, shall be in writing and be deemed communicated when deposited in the United States mail, certified mail - return receipt requested, addressed as follows:

CITY:

City of Coeur d'Alene Water Department  
3145 N. Howard St.  
Coeur d'Alene, ID 83815

VENDOR:

Badger Meter, Inc.  
4545 W. Brown Deer Rd.  
Milwaukee, WI 53223

Either party may change their address for the purpose of this paragraph by giving written notice of such change to the other in the manner herein provided.

4. **Assignment:** It is expressly agreed and understood by the parties hereto that the Vendor shall not have the right to assign, transfer, hypothecate, or sell any of its rights under this Contract except upon the prior express written consent of the City.
5. **Discrimination Prohibited:** In performing the Services required herein, the Vendor shall not discriminate against any person on the basis of race, color, religion, sex, national origin or ancestry, age, or physical disability.
6. **Changes:** The City may request changes in the Scope of Work to be performed hereunder. Such changes, including any increase or decrease in the Vendor's compensation, which are mutually agreed upon by and between the City and the Vendor, shall be incorporated in written amendments to this Contract.
7. **Termination for Cause:** If, through any cause, the Vendor shall fail to fulfill its obligations under this Contract in a timely and proper manner, or if the Vendor shall violate any of the covenants, agreements, or stipulations of this Contract, the City shall have the right to terminate this Contract by giving written notice to the Vendor of such termination. The Vendor shall have the right to cure any violation within fifteen (15) days and, upon failure to cure, this Contract shall terminate. The Vendor shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder prior to the date of the written notice.
8. **Termination for the Convenience of the City:** The City may terminate this Contract for its convenience at any time prior to performance by giving at least fifteen (15) days' notice in writing to the Vendor. If the Contract is terminated by the City as provided herein, the Vendor shall be entitled to receive just compensation for any work satisfactorily completed hereunder prior to the date of the written notice.
9. **Taxes:** The City is tax-exempt and the Vendor shall not charge or collect sales tax on this purchase.

10. **Entire Agreement:** This Contract contains the entire agreement of the parties and supersedes any and all other agreements or understandings, oral or written, whether previous to the execution hereof or contemporaneous herewith.
11. **Applicable Law; Venue:** This Contract shall be governed by and construed and enforced in accordance with the laws of the State of Idaho, and the ordinances of the City of Coeur d'Alene. Venue for any legal action brought under this Contract shall be in the First Judicial District of the State of Idaho, in and for the County of Kootenai.
12. **Approval Required:** This Contract shall not become effective or binding until approved by the City Council of the City.
13. **Delivery Time:** Delivery shall be on or before One-hundred Eighty (180) days after notice to proceed.
14. **Guarantee:** The Vendor will guarantee their product will meet or exceed the minimum specifications set forth in their proposal. If the City finds that the product delivered does not conform to these specifications, the Vendor will be required, at its expense, to make all corrective necessary to bring the unit into compliance.
15. **Warranty:** The Vendor shall warranty all supply products for full, new product replacement against defects in materials. Should the product be deemed effective by the City, the Vendor shall replace defective product at no cost to the City.

IN WITNESS WHEREOF, the City and the Vendor have executed this Contract as of the date first above written.

CITY OF COEUR D'ALENE

BADGER METER, INC.

By \_\_\_\_\_  
Woody McEvers, Mayor

By \_\_\_\_\_  
Its \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Renata Mcleod, City Clerk

**CITY COUNCIL  
STAFF REPORT**

**DATE:**           **OCTOBER 1, 2024**  
**FROM:**           **GLEN POELSTRA, ASSISTANT DIRECTOR WATER DEPT.**  
**SUBJECT:**       **AWARD OF BID FOR RC WELL PUMP REHABILITATION PROJECT**

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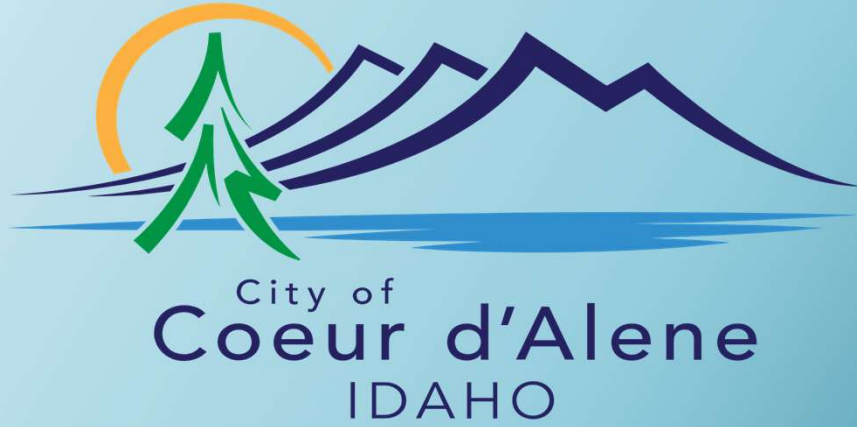
**DECISION POINT:** Should City Council approve an agreement with Specialty Pump Services, Inc. for rehabilitation of the RC Well in the base bid amount of \$108,925.00, with the final contract amount not to exceed \$200,000.00?

**HISTORY:** The RC Well was originally installed in 2014 to 400' deep. It has a tested production capacity of nearly 4500 gallons per minute (gpm). The production well is 24" in diameter and cased or screened to the bottom. The well was put into production and has consistently produced a rate of approximately 4200 gpm. The pump assembly consists of a 600 Hp motor, 12" diameter drop pipes (columns), 2 3/16" diameter shafts and a 5-stage pump. The pump was installed new in 2014.

**FINANCIAL ANALYSIS:** The Water Department has budgeted \$200,000 through the operations and maintenance budget and no additional engineering services are required for this project. One bid was received for the project, the lowest responsive base bid of \$108,925.00 received from Specialty Pump Services Inc. Options were included in the bid packet for potential replacement of the pump columns, stainless steel shafts; brass spider bearings in the event undue wear is detected. Exercising all options would bring the total bid to \$207,025.00. While staff anticipates there may be a need to replace at least some of the pump column based on previous history, it is not anticipated to have to replace everything. Therefore, staff is proposing approval for the base bid of \$108,925.00 and a contract not to exceed the budget amount of \$200,000.00 should additional replacements be required.

**PERFORMANCE ANALYSIS:** Staff proposes to have the pump assembly removed, cleaned, inspected, and replace any necessary parts. Options were included in the bid should any of the assembly components exhibit undue wear. The stainless-steel shafts shall be inspected and straightened as necessary to ensure factory tolerance. Once removal is approved to begin, staff anticipates that the project should be complete within 120 business days barring any unanticipated problems, such as damaged or defective equipment or materials. The well will be inspected through a video to determine if additional cleaning will be required as part of the optional bid.

**REQUESTED ACTION:** City Council should approve an agreement with Specialty Pump Service, Inc. for the RC Well Pump Rehabilitation Project in the base bid amount of \$108,925.00, and a final contract amount not to exceed the budget amount of \$200,000.00.



1

# RC WELL PUMP REHAB 6570 N Atlas Rd



2

# DEDICATION RC WELL



3

# DRILLING RC WELL 2013



4





# NEW HARDWARE IF NEEDED



7

# RC WELL WELL PUMP REHAB



8

# RALPH CAPAUL WELL PUMP REHAB

Thank you!



RESOLUTION NO. 24-080

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, APPROVING AN AGREEMENT WITH SPECIALTY PUMP SERVICES, INC., FOR THE RC WELL PUMP REHABILITATION PROJECT.

WHEREAS, the Water Department of the City of Coeur d'Alene has recommended that the City of Coeur d'Alene enter into an agreement with Specialty Pump Services, Inc., for the RC Well Pump Rehabilitation project pursuant to terms and conditions set forth in a contract, a copy of which is attached hereto as Exhibit "1" and by reference made a part hereof; 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 contract.

NOW, THEREFORE,

BE IT RESOLVED by the Mayor and City Council of the City of Coeur d'Alene that the City enter into an Agreement for the RC Well Pump Rehabilitation project with Specialty Pump Services, Inc., in substantially the form attached hereto as Exhibit "1" and incorporated herein by reference with the provision that the Mayor, City Administrator, and City Attorney are hereby authorized to modify said agreement to the extent its substantive provisions remain intact.

BE IT FURTHER RESOLVED that the Mayor and City Clerk be and they are hereby authorized to execute such agreement on behalf of the City.

DATED this 1<sup>st</sup> day of October, 2024.

\_\_\_\_\_  
Woody McEvers, Mayor

ATTEST:

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

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

**ROLL CALL:**

COUNCIL MEMBER WOOD Voted

COUNCIL MEMBER GOOKIN Voted

COUNCIL MEMBER MILLER Voted

COUNCIL MEMBER ENGLISH Voted

COUNCIL MEMBER EVANS Voted

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

## AGREEMENT

THIS AGREEMENT is made and entered into this 1<sup>st</sup> day of October, 2024, between the **CITY OF COEUR D'ALENE**, Kootenai County, Idaho, a municipal corporation duly organized and existing under and by virtue of the laws of the state of Idaho, hereinafter referred to as "CITY," and **SPECIALTY PUMP SERVICE, INC.**, a corporation duly organized and existing under and by virtue of the laws of the state of Washington, with its principal place of business at 4712 S. Thor, Spokane, Washington, hereinafter referred to as the "CONTRACTOR."

### WITNESSETH:

THAT, WHEREAS, the CONTRACTOR has been awarded the contract for the City of Coeur d'Alene Water Department **RC WELL PUMP REHABILITATION** in Coeur d'Alene, according to plans and specifications on file in the office of the City Clerk of the CITY, which plans and specifications are entitled:

IT IS AGREED that, for and in consideration of the covenants and agreements to be made and performed by the CITY as hereinafter set forth, the CONTRACTOR shall perform all of the work as set forth in the said plans and specifications described above, in said CITY, furnishing all labor and materials therefore according to said plans and specifications and under the penalties expressed in the performance bond bearing even date herewith, and which bond with said plans and specifications are hereby declared and accepted as parts of this contract. All material shall be of the high standard required by the said plans and specifications and approved by the Water Superintendent, and all labor performed shall be of first-class workmanship.

The CONTRACTOR shall employ appropriate means to prevent accidents and defend the CITY from all claims for injury to person or property resulting from the CONTRACTOR's actions or omissions in performance of this contract, and to that end shall maintain insurance of the type and in the amount specified in the Contract Documents, it being the intention that the minimum limits shall be those provided for under Idaho Code § 6-924. Certificates of insurance providing at least thirty (30) days written notice to the CITY prior to cancellation of the policy shall be filed in the office of the City Clerk.

The CONTRACTOR agrees to maintain Worker's Compensation coverage on all employees, including employees of subcontractors, during the term of this contract as required by Idaho Code §§ 72-101 through 72-806. Should the CONTRACTOR fail to maintain such insurance during the entire term hereof, the CONTRACTOR shall indemnify the CITY against any loss resulting to the CITY from such failure, either by way of compensation or additional premium liability. The CONTRACTOR shall furnish to the CITY, prior to commencement of the work, such evidence as the CITY may require guaranteeing contributions which will come due under the Employment Security Law including, at the option of the CITY, a surety bond in an amount sufficient to make such payments.

The CONTRACTOR shall furnish the CITY certificates of the insurance coverages required herein, which certificates must be approved by the City Attorney.

The CITY shall pay to the CONTRACTOR for the work, services and materials herein provided to be done and furnished by it a sum not to exceed **Two-Hundred Thousand dollars and no/100's (\$200,000.00)**, as hereinafter provided. Partial payment shall be made on the third Tuesday of each calendar month on a duly certified estimate of the work completed in the previous calendar provided to the CITY by the first Tuesday of each month, less five percent (5%). Final payment shall be made thirty (30) days after completion of all work and acceptance by the City Council, provided that the CONTRACTOR has obtained from the Idaho State Tax Commission and submitted to the CITY a release of liability for taxes (Form 10-248-79).

The CONTRACTOR shall complete all work and be ready for final acceptance within **one hundred twenty (120) calendar days** of the commencement date given in the Notice to Proceed issued by the CITY. The CONTRACTOR shall complete all work necessary as set forth in the said plans and specifications described above within the above specified time frame.

The CITY and the CONTRACTOR recognize that time is of the essence and failure of the CONTRACTOR to complete the work within the time allowed shall result in damages being sustained by the CITY. Such damages are and will continue to be impractical and extremely difficult to determine. Therefore, in the event the CONTRACTOR shall fail to complete the work within the above time limit, the CONTRACTOR shall pay to the CITY or have withheld from moneys due, liquidated damages at the rate of **\$500.00** per calendar day, which sums shall not be construed as a penalty.

The CONTRACTOR further agrees: In consideration of securing the business of constructing the works to be constructed under this contract, recognizing the business in which it is engaged is of a transitory character and that in the pursuit thereof, its property used therein may be without the state of Idaho when taxes, excises or license fees to which it is liable become payable, agrees:

1. To pay promptly when due all taxes (other than on real property), excises and license fees due to the State of Idaho, its subdivisions, and municipal and quasi-municipal corporations therein, accrued or accruing during the term of this contract, whether or not the same shall be payable at the end of such term.
2. That if the said taxes, excises and license fees are not payable at the end of said term but liability for said payment thereof exists, even though the same constitutes liens upon its property, to secure the same to the satisfaction of the respective officers charged with the collection thereof.
3. That in the event of his default in the payment or securing of such taxes, excises and license fees, to consent that the department, officer, board or taxing unit entering into this contract may withhold from any payment due it thereunder the estimated amount of such accrued and accruing taxes, excises and license fees for the benefit of all taxing units to which said contractor is liable.

IT IS FURTHER AGREED that for additions or deductions to the plans and specifications, the unit prices as set forth in the written proposal of the CONTRACTOR are hereby made a part of this Agreement.

For the faithful performance of this Agreement in accordance with the plans and specifications and payment for all labor and materials, the CONTRACTOR shall execute good and sufficient performance bond and payment bond each in the amount of one hundred percent (100%) of the total amount of the bid as herein before stated, said bonds to be executed by a surety company authorized to do business in the state of Idaho.

The term "CONTRACT DOCUMENTS" are defined in Section 2 of the Contract Documents, entitled, "Standard General Conditions of the Construction Contract."

THIS CONTRACT, with all of its forms, specifications and stipulations, shall be binding upon the parties hereto, their successors and assigns.

IN WITNESS WHEREOF, the Mayor and City Clerk of the CITY OF COEUR D'ALENE have executed this contract on behalf of said CITY, the City Clerk has affixed the seal of said city hereto, and the CONTRACTOR has caused the same to be signed by its President, and its seal to be affixed hereto, the day and year first above written.

**CITY:**

CITY OF COEUR D'ALENE  
KOOTENAI COUNTY, IDAHO

By: \_\_\_\_\_  
Woody McEvers, Mayor

ATTEST:

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

**CONTRACTOR:**

SPECIALTY PUMP SERVICE, INC.

By: \_\_\_\_\_

ATTEST:

\_\_\_\_\_