

WELCOME
To a Regular Meeting of the
Coeur d'Alene City Council
Held in the Library Community Room 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 F - Public Comments** is identified by the Mayor. The Mayor and Council will not normally allow audience participation at any other time.

November 19, 2024

A. CALL TO ORDER/ROLL CALL

B. INVOCATION: Stephen Pichotta: Love in the Name of Christ

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. PRESENTATIONS:

1. CDA PulsePoint Mobile App

Presented by: Steven Jones, Fire EMS Officer

2. National Nurse Practitioner Week Proclamation- November 10-16, 2024
3. National Apprenticeship Week Proclamation and Presentation- November 17-23, 2024

**Presented by: Brenda Hamilton, NIC Workforce Training
Apprenticeship Manager**

F. 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.)

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

G. ANNOUNCEMENTS:

1. City Council
2. Mayor – Committee Appointments: Beth Ann Fuller, Kim Torgerson, and Susie Freligh to the Childcare Commission; Michael Pereira to the Design Review Commission; and Stephen Shepperd to the Historic Preservation Commission

H. 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 November 5, 2024 Council Meeting.
2. Setting of the November 25, 2024 General Services/Public Works Committee Meeting.
3. Setting a public hearing:
 - a. **December 3, 2024** Community Development Block Grant (CDBG) Plan Year 2023 Consolidated Annual Performance and Evaluation Report (CAPER)
 - b. **December 17, 2024** – V-24-02 – Vacation of alley; known as a Portion of Block 15, Coeur d’Alene and Kings Addition

As Recommended by the City Clerk

4. Approval of Bills as Submitted.
5. Approval of Financial Report.
6. Approval of **Resolution No. 24-092** -
 - a. Approval of the destruction of records for the Library, Planning and Municipal Services Department.
 - b. Approval of the Agreement to purchase of two (2) GMC Sierra 1500 work trucks for the Water Department from Robideaux Motor Co. in the amount of \$88,401.00.

Pursuant to the Records Destruction Policy Res. No. 23-055

Pursuant to the Purchase Policy Res. No. 17-061

- c. Approval of Approval of Vista Meadows 2nd Addition: Final Plat, Acceptance of Improvements, Maintenance/Warranty Agreement and Security

As Recommended by the City Engineer

- d. Approval of amendments to the Civil Service Rules for Rule 10 – Promotions, Section 7, Examination and Promotional Eligibility, and Section 8, Working Out of Class as approved by the Civil Service Commission.
- e. Approval of Change Order 04 to the Open Trench Sewer Line Project with DW Excavating, Inc., in the amount of \$13,831.73

As Recommended by the General Services/Public Works Committee

- f. Acceptance of a Utility Easement for Water Line from Thomas Rigles, for property located at 3249 Barn Ct.

As Recommended by the Water Director

I. OTHER BUSINESS:

- 1. Resolution No. 24-093** – Approval of the purchase of a 2024 TYMCO Model 600 Sweeper and Cab, through the Sourcewell cooperative purchasing program, in the amount of \$349,645.00 from PacWest Machinery for the Drainage Utility.

Staff Report by: Todd Feusier, Sreet and Engineering Director

- 2. Council Bill No. 24-1019** – Adoption of a new section of the Municipal Code § 2.85.055 in the Historic Preservation Code creating a demolition review process for historic buildings and structures that were built prior to 1960.

Staff Report by: Hilary Patterson, Community Planning Director

J. ADJOURNMENT

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

November 19, 2024

MEMBERS OF THE CITY COUNCIL:

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

PRESENTATIONS



PulsePoint

PulsePoint Overview

Steve Jones, EMS Officer
Craig Etherton Deputy Fire Marshal
Coeur d'Alene Fire Department

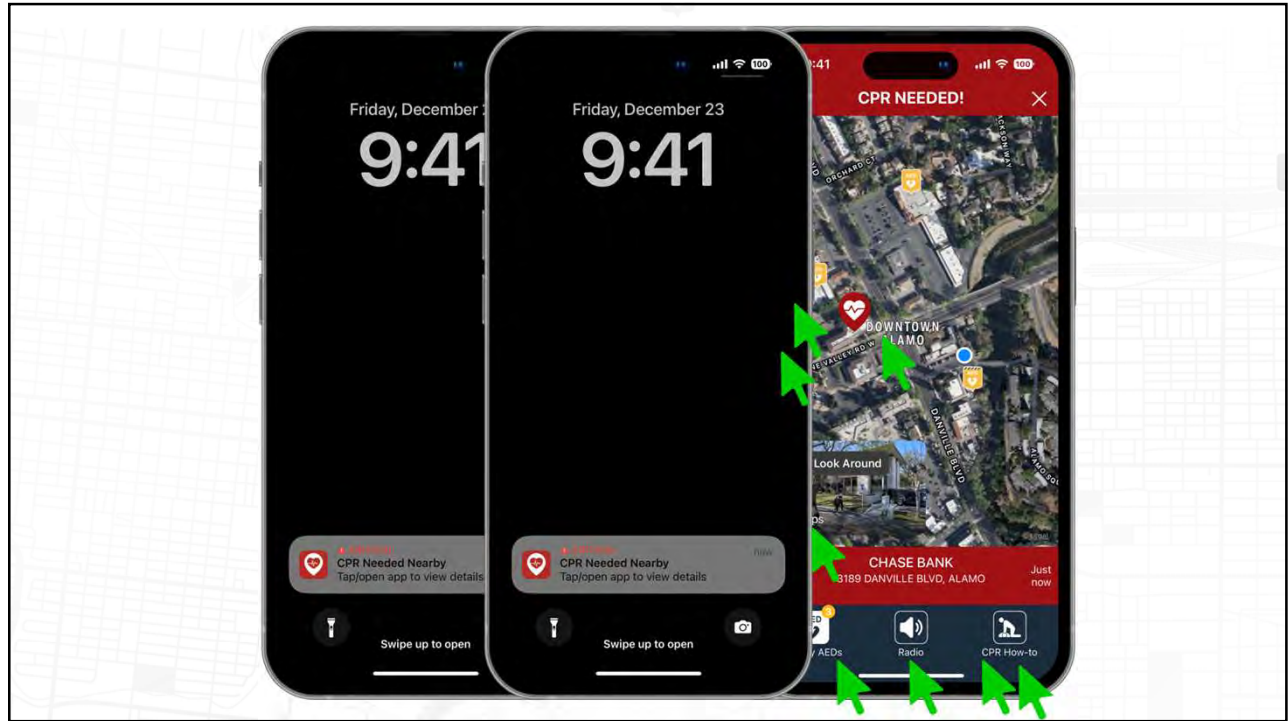
PulsePoint is a public 501(c)(3) nonprofit foundation.

1

PulsePoint Foundation

- PulsePoint is a 501(c)(3) public non-profit foundation responsible for PulsePoint Respond, an app and ecosystem that alerts citizens and off-duty public safety professionals to the nearby need for CPR.
- PulsePoint also provides an Emergency AED Registry designed to mobilize AEDs during cardiac arrest events.

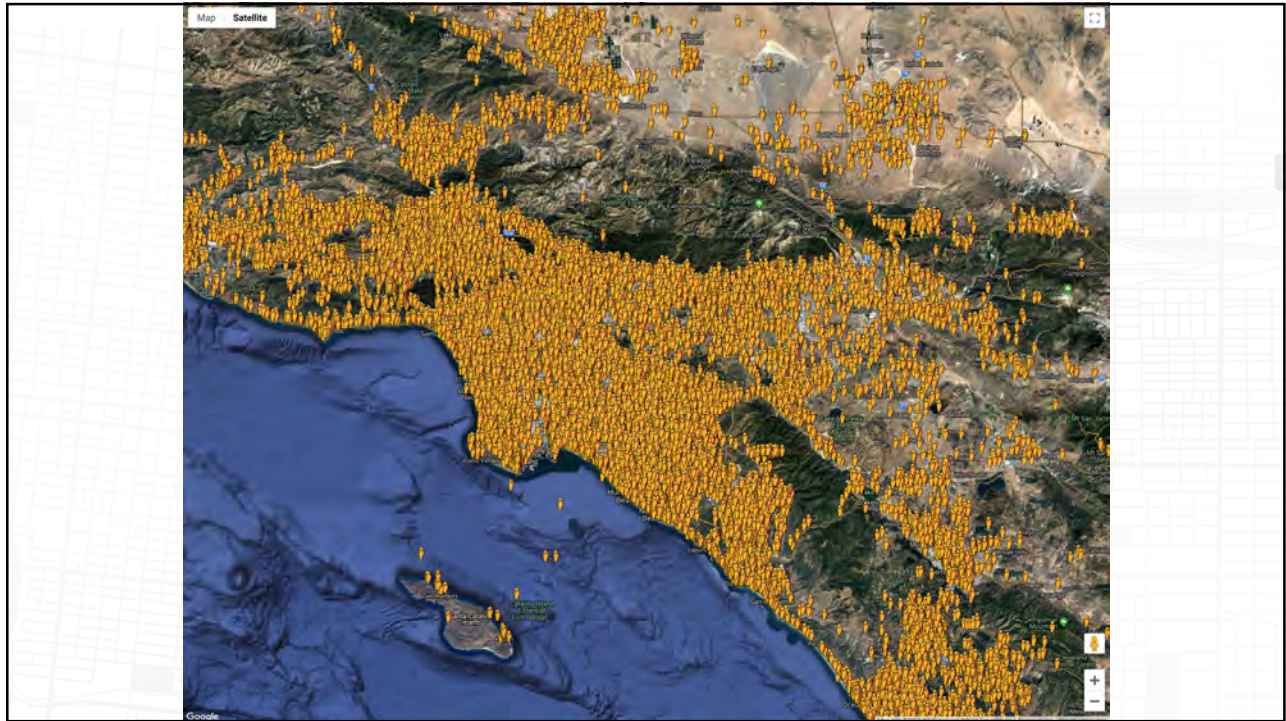
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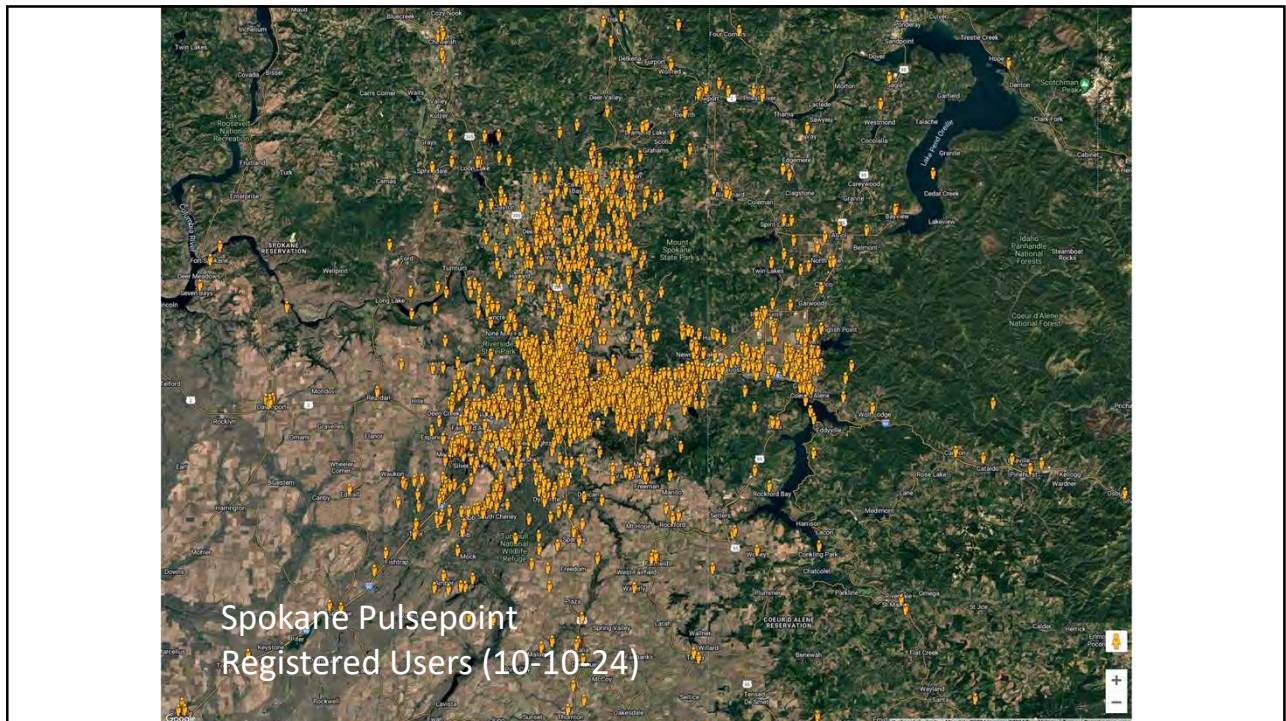
3

CPR-needed Alert Report	
Incident	
Oct 30, 2024, 10:52:31 PDT	2192 W YORKSHIRE AVE, COEUR D ALENE, ID
Agency	Coeur d' Alene Fire Department (PID138)
Incident Number	CD5287978
Dispatch Time	Oct 30, 2024, 10:55:02 PDT
PulsePoint Alert	
09D01 - Ineffective Breathing	
PulsePoint ID	1996329664
Alert Time	Oct 30, 2024, 10:55:06 PDT 155 seconds after call received 4 seconds after units dispatched
Public Location	No
Radius Used	Pro/Registered Responders - 1/2 mile (800 meters)
Nearby Responders	2
Nearby AEDs	2


4



5



6



2020 GUIDELINES

NEWS FROM THE AMERICAN HEART ASSOCIATION

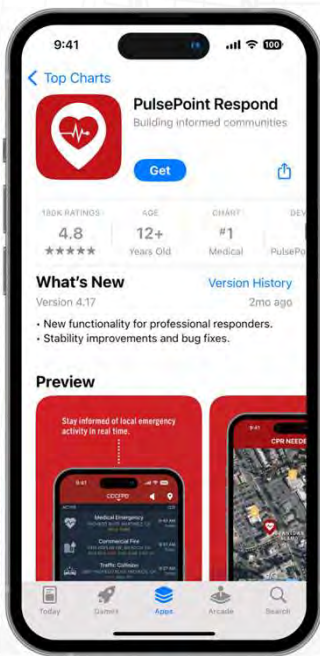
Significant New and Updated Recommendations

Systems of Care

1. *“Summoning willing bystanders: Emergency dispatch systems should alert willing bystanders to nearby events that may require CPR or AED use through mobile phone technology (Class 1, LOE B-NR).”*
2. *“Notification of lay rescuers via a mobile phone app results in improved bystander response times, higher bystander CPR rates, shorter time to defibrillation, and higher rates of survival to hospital discharge.”*

Released 10/21/2020

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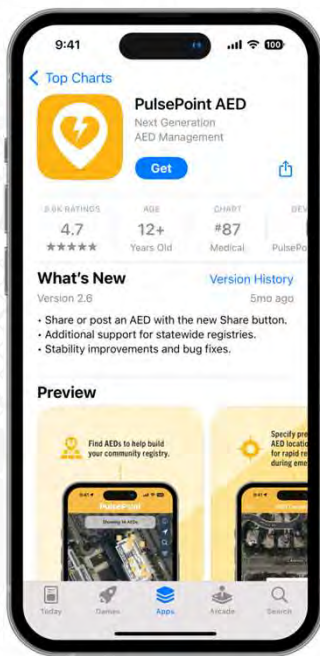
PulsePoint Respond
Building informed communities

4.8 ★★★★★
12+ Years Old
#1 Medical

What's New
Version 4.17
2mo ago

- New functionality for professional responders.
- Stability improvements and bug fixes.





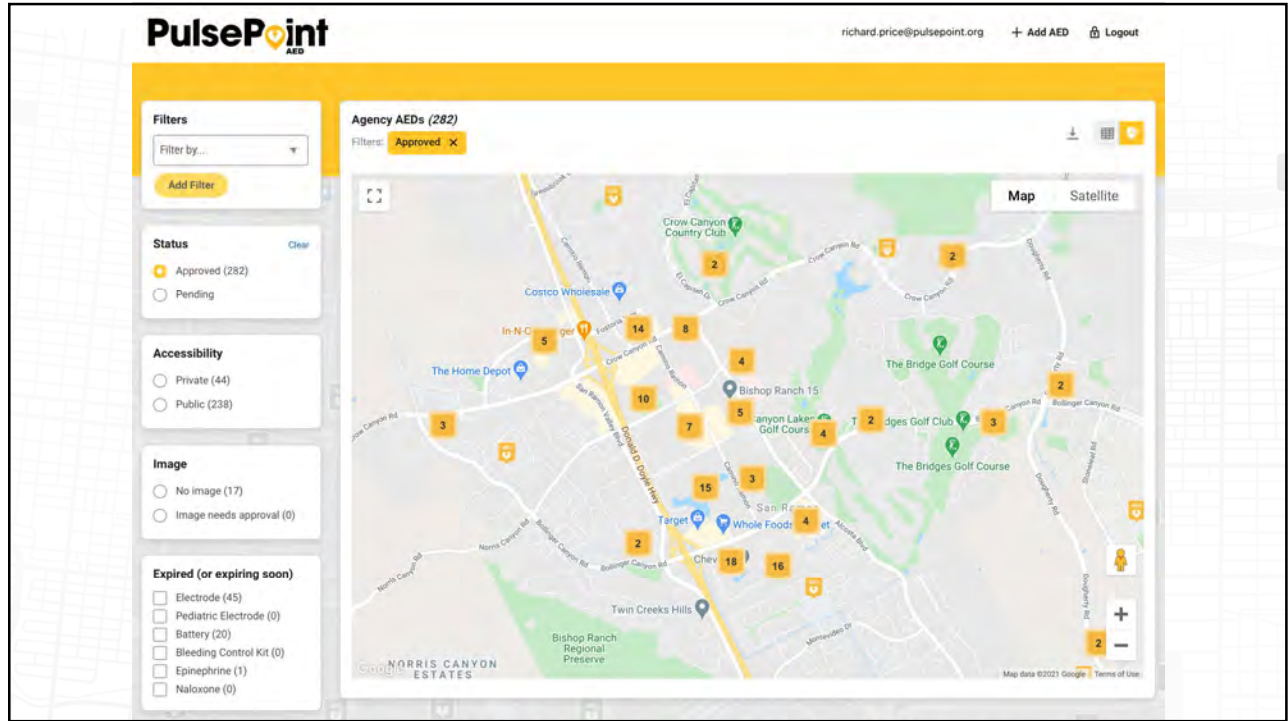
PulsePoint AED
Next Generation AED Management

4.7 ★★★★★
12+ Years Old
#87 Medical

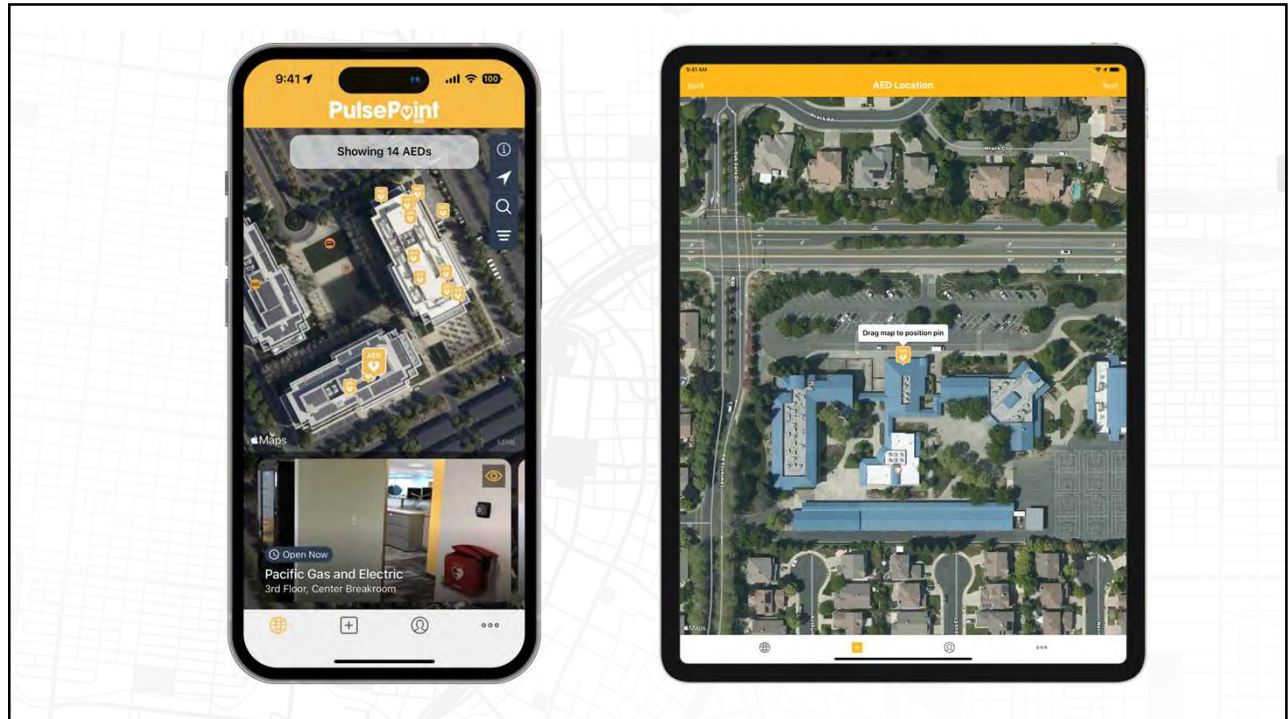
What's New
Version 2.6
5mo ago

- Share or post an AED with the new Share button.
- Additional support for statewide registries.
- Stability improvements and bug fixes.

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Zoom in and accurately position the pin at the precise location of the AED.

PulsePoint AED

pulsepoint.org/resources

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PulsePoint AED

HELP SAVE LIVES. LOCATE AND REGISTER AEDS.

1. Locate an AED.
2. Register the AED using the PulsePoint AED app or at www.pulsepoint.org.
3. Add a photo of the AED in the context of its surroundings.

When a cardiac emergency strikes, finding an Automated External Defibrillator (AED) can help save a life. But that takes knowing where AEDs are located.

PulsePoint AED lets you report and update AED locations so that emergency responders, including nearby citizens trained in CPR, can find an AED close to them when a cardiac emergency occurs.

PulsePoint AED
pulsepoint.org

LOCATE & REGISTER AEDS. HELP SAVE LIVES.


Available on the App Store
GET IT ON Google Play

Learn more at www.pulsepoint.org
Download PulsePoint AED


EMERGENCY 911

LOCAL OFFICE OF THE HEALTH DEPARTMENT


12



**SUDDEN
CARDIAC
ARREST
AWARENESS
MONTH** **AED CONTEST**

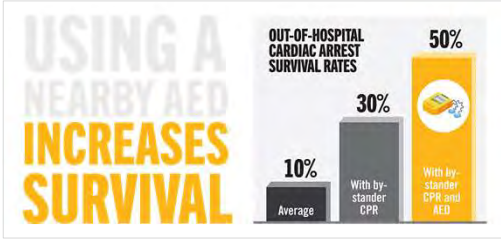


Individual prizes: **10 x \$500 Amazon gift cards**



Agency prize: **\$5,000 worth of AEDs**

pulsepoint.org/aedcontest



**USING A
NEARBY AED
INCREASES
SURVIVAL**

**OUT-OF-HOSPITAL
CARDIAC ARREST
SURVIVAL RATES**

Scenario	Survival Rate
Average	10%
With bystander CPR	30%
With bystander CPR and AED	50%

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Circulation

AHA Policy Statement

We suggest that the location of all AEDs in a community be known to the local emergency dispatch through the development of national, regional, or local AED registries.

We suggest that AED location and status information be current and accessible to emergency dispatchers and available to AED-locating systems such as mobile device apps.

<https://www.ahajournals.org/doi/10.1161/CIR.0000000000001013#.YkxAipTLAMc>



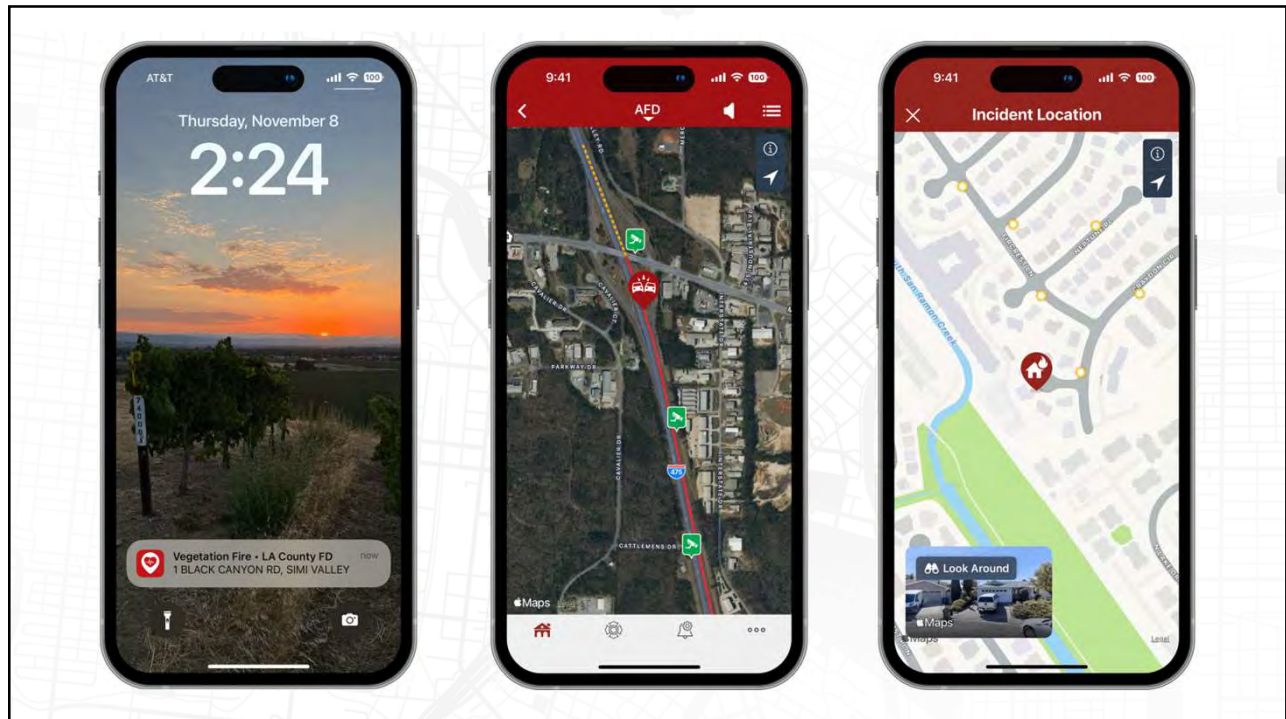
**American
Heart
Association.**

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Universal Adoption

There is never a charge to use any aspect of the PulsePoint registry. PulsePoint is a public, non-profit organization providing the app and hosted AED registry free of charge as part of its core mission to improve cardiac arrest survival.

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Contact

Name

Steve Jones, EMS Officer

sjones@cdaid.org

Craig Etherton Deputy Fire Marshal

cetherton@cdaid.org

Resources

PulsePoint.org

<https://vimeo.com/260831277>

PROCLAMATION

WHEREAS, nurse practitioners (NPs) have served a critical role as trusted health care providers for decades ; and

WHEREAS, NPs work to expand health care access in communities across our state, promote health equity in care and improve health outcomes for all; and

WHEREAS, patients depend on the more than 385,000 licensed NPs in the United States to diagnose, manage and treat their chronic and acute health care conditions; and

WHEREAS, NPs provide high-quality primary, acute and specialty health care services while emphasizing health promotion, disease prevention, health education and counseling, partnering with patients to improve their health; and

WHEREAS, ; the confidence that patients have in NP-delivered health care is evidenced by the more than 1 billion visits made annually to NPs across the country; and

WHEREAS, more than five decades of research demonstrates the high quality of care provided by NPs; and

WHEREAS, better utilization of NPs through modernized state laws and improved policies creates better health through a more accessible, efficient, cost-effective and higher-quality health care system; and

WHEREAS, more than half the nation – including 27 states, the District of Columbia, Guam and the Northern Mariana Islands – has adopted Full Practice Authority legislation, offering patients full and direct access to the outstanding care provided by NPs; and

WHEREAS, Coeur d'Alene is proud to recognize and honor the service of NPs to our state; and

NOW, THEREFORE, I Woody McEvers, Mayor of the City of Coeur d'Alene, Idaho, do hereby proclaim November 10 to November 16, 2024 as

“NATIONAL NURSE PRACTITIONER WEEK”

In recognition of the countless contributions NPs have made over the past half century and will continue to make on behalf of the health and well-being of citizens in our state.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of Coeur d'Alene to be affixed this 13th day of November, 2024.



Woody McEvers
Woody McEvers, Mayor

ATTEST:

Renata McLeod
Renata McLeod, City Clerk

PROCLAMATION

WHEREAS, *National Apprenticeship Week is celebrating its tenth anniversary of raising awareness of the vital role registered apprenticeships play in providing opportunities to the people of Coeur d'Alene; and*

WHEREAS, *allowing apprentices to earn while they learn prepares them and creates a pathway to well-paying careers and the ability to advance in those careers; and*

WHEREAS, *registered apprenticeships enable employers to develop and train their future workforce while offering career seekers affordable paths to secure high-paying jobs with benefits; and*

WHEREAS, *registered apprenticeship programs are able to meet the changing demands of Idaho's economy and provide a path for all qualified individuals to become apprentices and contribute to Idaho's industries; and*

WHEREAS, *the advancement and well-being of the State of Idaho depends upon its ability to expand opportunities in its workforce that are inclusive of people who are historically underserved, marginalized, and adversely affected by persistent poverty and inequality in their chosen fields; and*

WHEREAS, *the City of Coeur d'Alene recognizes registered apprenticeship is a proven and industry driven training model that can build up a workforce for the jobs necessary to help our economy thrive especially jobs in growth industries like manufacturing, healthcare, high tech, energy and construction; and*

WHEREAS, *the City of Coeur d'Alene recognizes that registered apprenticeships deliver a critical talent pipeline that can help address our state's pressing issues such as modernizing our cybersecurity response, addressing public health, and strengthening our state's infrastructure.*

NOW, THEREFORE, I Woody McEvers, Mayor of the City of Coeur d'Alene, Idaho, do hereby proclaim the week of November 17 to November 23, 2024 as

"NATIONAL APPRENTICESHIP WEEK"

I encourage all citizens of the City of Coeur d'Alene to join me in this special observance.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of Coeur d'Alene to be affixed this November 19th, 2024.



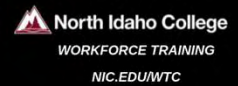
Woody McEvers
Woody McEvers, Mayor

ATTEST:
Renata McLeod
Renata McLeod, City Clerk



North Idaho College Workforce Training Center Apprenticeship Program

Workforce Training offers quality-learning solutions that increase the economic self-sufficiency, productivity and quality of life of apprentices and the community.

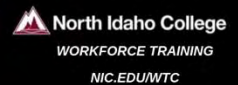


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Welcome to NIC Workforce Apprenticeship

Brenda Hamilton, Apprenticeship Manager

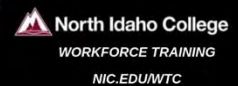
- Contact: 208-769-3214
- apprenticeship@nic.edu



2

NIC Workforce Training Apprenticeships

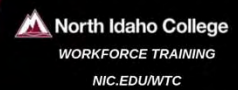
- Electrical
- Plumbing
- HVAC
- Construction
- Heavy Equipment Operator
- Medical Assistant
- Dental Assistant
- Healthcare Pathway/CNA



3

NIC Workforce Training Apprenticeship

- Idaho DOPL approved
- Federally Registered Apprenticeship RAPIDS/RAP
- VA approved



4

What is an apprenticeship?

- Time honored method of instruction and work experience that leads to certification
- Earn while you learn
- Yearly- 144 hours of Related Instruction (RI) and 2000 hours of paid On-the-Job training (OJT)
- Lasting 2- 4 years depending on the field
- Traditional industries: Trades and Industry-construction; manufacturing
- Non-Traditional: Healthcare, Teacher Training



5

Why apprenticeship?

- Quality training and on the job experience immediately
- Avoid huge higher education debt
- Apprentice on average make more \$\$
- Build loyal workforce
- Effective method to pass down industry knowledge
- Create company culture

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What next....

- For more information about NIC Workforce Training Apprenticeship Programs, contact NIC Workforce Training at
208-769-3214
- Email us- apprenticeship@nic.edu



ANNOUNCEMENTS

MEMO TO COUNCIL

DATE: NOVEMBER 13, 2024

RE: APPOINTMENT TO BOARDS/COMMISSIONS/COMMITTEES

The following appointments are presented for your consideration for the November 19, 2024, Council Meeting:

BETH ANN FULLER	CHILDCARE COMMISSION (Reappointment)
KIM TORGERSON	CHILDCARE COMMISSION (Reappointment)
SUSIE FRELIGH	CHILDCARE COMMISSION (Reappointment)

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

Sincerely,

Jo Anne Mateski
Executive Assistant

cc : Renata McLeod, City Clerk
Kelley Setters, Childcare Commission Liaison

MEMO TO COUNCIL

DATE: NOVEMBER 14, 2024

RE: APPOINTMENT TO BOARDS/COMMISSIONS/COMMITTEES

The following appointment is presented for your consideration for the November 19, 2024, Council Meeting:

MICHAEL PEREIRA DESIGN REVIEW COMMISSION (Reappointment)

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

Sincerely,

Jo Anne Mateski
Executive Assistant

cc : Renata McLeod, City Clerk
 Hilary Patterson, Design Review Commission Liaison

MEMO TO COUNCIL

DATE: NOVEMBER 13, 2024

RE: APPOINTMENT TO BOARDS/COMMISSIONS/COMMITTEES

The following appointment is presented for your consideration for November 19, 2024, Council Meeting:

STEPHEN SHEPPERD HISTORIC PRESERVATION COMMISSION (Appointment)

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

Sincerely,

Jo Anne Mateski
Executive Assistant

cc : Renata McLeod, City Clerk
 Hilary Patterson, Historic Preservation Commission Liaison

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

November 5, 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 November 5, 2024, at 5:30 p.m., there being present the following members:

Woody McEvers, Mayor

Dan English)	Members of Council Present
Christie Wood)	
Dan Gookin)	
Amy Evans)	
Kiki Miller)	
Kenny Gabriel)	

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

EXECUTIVE SESSION: MOTION: Motion by Gookin, Seconded by Miller to enter into Executive Session pursuant to Idaho Code § 74-206 (1)(f) To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated.

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

The Council entered into Executive Session at 5:31 p.m. Those present were the Mayor, City Council, City Administrator, City Attorney, Water Director, and Legal Counsel.

Council exited Executive Session at 5:58p.m. Matters discussed included a discussion with legal counsel on the Coeur d'Alene Lake litigation case.

Council reconvened into open session at 6:00 p.m.

INVOCATION: Hemene James, Vice-chair of the Coeur d'Alene Tribe, led the invocation.

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

PUBLIC COMMENTS:

Mary Merrill, Coeur d'Alene, requested Council to have a bike trail, sidewalk, or street shoulder on Dalton between Ramsey to Highway 95. She explained that her husband uses a scooter and has to walk in the street with his service dog once he leaves the sidewalk near the Montessori school

and this is very dangerous. There are also school kids walking down the road and mothers with strollers. Mayor McEvers asked Mr. Tymesen to look into this matter.

Lisa Dee, Coeur d'Alene, asked the Council to pass a light trespass ordinance for residential properties. She mentioned that contemporary homes being built have high intensity LED bulbs and they have to deal with a neighbor who refuses to do something about its high intensity lighting fixture. She said that they have talked to code compliance, but since there is no ordinance in place, there were no reports taken. Councilmember English mentioned about the dark skies initiative and that Planning is looking into the different ordinances. Councilmember Gookin stated that Hailey, Idaho has a light trespass ordinance and provided a copy to Planning Director Hilary Patterson. He added that code enforcement receives complaints about light trespass but since there is no ordinance, there is no enforcement. City Attorney Randy Adams said that Ordinance 17.07.130 prohibits intense glare from lighting, and it is for all zoning districts. He stated that he will check into this with code enforcement.

LEAF FEST UPDATE: Street and Engineering Assistant Director Justin Kimberling noted that the annual leaf pick-up will begin on November 12, 2024 from 7:00 a.m. starting on the Fort Grounds area south of Sherman and heading north. This will approximately take roughly two weeks to complete depending on the weather. He stated that this program is led by the Streets and Engineering Department with the support of other city teams: Water, Parks, Wastewater, and Drainage Utility. Advertisements on the start date and some pointers on when and where to put the leaves and needles have been sent out for several weeks. It has been published at Coeur d'Alene Press, the Nickel's Worth, city utility bill, city website, and reader boards deployed in strategic locations. The crew has been prepping the trucks and equipment this week as well as safety training and refresher course for loading trucks and intersections and backing safely. Mr. Kimberling explained that the sweeper operation is the final piece of equipment in the program providing a clean finished look; however, freezing temperature and inclement weather slows them down even more. He stated that we will have cold temperatures next week and so they may fall a day behind the pick-up crew. He asked the public to be patient and assured them that they will get to their street to sweep it. He showed a short informational video that answers most of the common questions about the leaf pick-up.

ANNOUNCEMENTS: Councilmember Gookin reminded everyone that Monday, November 11, is Veterans Day and there will be a celebration at the Veterans Memorial Park at 11:00 a.m. He stated that the Council are invited to attend. Councilmember Miller announced the 3rd Annual Planning and Growth workshop is happening on Thursday, November 7. She said that every jurisdiction in the county will have representatives attending, and she will report back to Council on what will transpire in the workshops, as well as important updates on the efforts to increase affordable local workers housing in Kootenai County.

Mayor McEvers requested the reappointments of Charlotte Doutriaux and Chuck Ethridge to the Arts Commission; appointment of Ruth Pratt to the Library Board of Trustees; and the following Council appointments: Councilmember Gabriel Second GS/PW subcommittee and CDATV Committee; Councilmember English to the Library Board of Trustees, and Councilmember Gookin to be the chair of the second General Services/Public Works Sub-committee. All other Council committee assignments will remain the same.

MOTION: Motion by Wood, seconded by Miller to appoint Charlotte Doutriaux and Chuck Ethridge to the Arts Commission; Ruth Pratt to the Library Board of Trustees; and the following Council appointments: Councilmember Gabriel to the Second General Services/Public Works Sub-committee and CDATV Committee; Councilmember English to the Library Board of Trustees, and Councilmember Gookin to be chair of second General Services/Public Works Sub-committee.

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

CONSENT CALENDAR:

1. Approval of Council Minutes for the October 15, 2024 Council Meeting.
2. Setting of General Services/Public Works meeting for November 12, 2024.
3. Approval of a SS-24-01 – Walker Watson Place – Final Plat
4. Approval of a SS-24-02c – Townhome Condominiums 5th Addition - Final Plat
5. Approval of Bills as Submitted.
6. **Resolution No. 24-089**
 - a. Approval of Grant Deed for Utility Easement for a sewer line from Hagadone Hospitality Corporation at the alley north of Sherman Avenue, South of Lakeside Avenue between 1st and 2nd Street.
 - b. Approval of S-4-19m2- The Union 1st Addition Final Plat, Acceptance of Improvements, Maintenance/Warranty Agreement and Security

MOTION: Motion by Evans, seconded by Miller to approve the Consent Calendar as presented, including **Resolution No. 24-089**.

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

RESOLUTION NO. 24-090

A RESOLUTION OF THE CITY OF COEUR D’ALENE, KOOTENAI COUNTY, IDAHO, AUTHORIZING AN AGREEMENT WITH CHRISTINA ROY FOR THE EXTENSION OF SEWER SERVICE OUTSIDE CITY LIMITS TO PROPERTY LOCATED AT 2881 E. MURPHY ROAD.

STAFF REPORT: Wastewater Director Mike Anderson noted that Christina Roy, the owner of property located at 2881 E. Murphy Road, has requested that the City provide a sewer service for her property which is located outside the corporate limits of the City of Coeur d’Alene. The property touches the City boundaries for about nine feet and abuts E. French Gulch Road on the north. There is a City sewer main in French Gulch Road and there is a collector line along a portion of the east property line which serves Fernan Hill Estates. Like other properties in the French Gulch area, the septic system on the Roy property is failing and although Panhandle Health has suggested a “fix” for the Roy property, the cost is prohibitively expensive. Mr. Anderson mentioned that per Wastewater Department Policy No. 718, effective December 1, 2020, sewer

service will not be provided to properties outside the municipal boundaries of the City. However, this policy also provided an exception for hardship situations when annexation is not viable. With the formal approval of the City Council, a written agreement may be executed to allow for the extension of the City's public sewer service to properties outside of the City boundaries. Mr. Anderson explained that the said property is not viable for annexation at this time because water is not available in sufficient quantities to allow coverage by the City Fire Department. The nearest water line is approximately 370 feet away in Victorian Avenue, and the nearest hydrant is over 400 feet away. He stated that the Roy property fits within the exception without any need to extend a sewer main which would require additional maintenance. Highlights of the service agreement with the property owner would include property is limited to one single family residence; property must annex when annexation requirements are met; and this agreement "runs with the land" so when the Roy's sell the property, the next owner would have the same requirement to annex into the city.

DISCUSSION: Councilmember Gabriel asked if there were more people in the area wanting to hook into the sewer, with Mr. Anderson stating that there are several properties up on a hill that have a failing drain field and they are in communication with them about providing a similar service, but there are no houses that are immediately adjacent to the Roy property. He added that there is city water in the hill area. Councilmember Wood asked about the prediction for fire service coverage in the near future, with Deputy Fire Chief Bill Deruyter explaining that currently there are no tenders which would carry the water to the scene, but once the Water Department has plans to put hydrants in there, then they can look at doing fire coverage. Mr. Anderson stated that it lies within the city area of impact. Councilmember Miller inquired if it's a new property being built, if they must pay for impact fees or just the actual cost of connection, with Mr. Anderson responding that the property owner will shoulder any of the construction costs and pay the cap fee of \$6,665.00 that every residential family has to pay and then the monthly fee. Councilmember Miller also asked if the capacity of the sewer there would be able to handle if the multifamily residential in the north in the case of a failing septic system plus all those coming off the French Gulch. Mr. Anderson stated that they removed the bottleneck last year. Councilmember English said that he has no problem supporting this exemption in line with protecting the environment and eventually being annexed to the city. Mr. Anderson said that the septic system over there would require a multi-stage treatment system in order to be annexed.

MOTION: Motion by Gookin, seconded by English to approve **Resolution No. 24-090**; approving an Agreement with Christina Roy for Wastewater Services Outside the City Limits, for property located at 2881 E. Murphy Road.

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

APPROVAL OF DEMOLISHING THE OLD MUSEUM BUILDING AT 115 NORTHWEST BOULEVARD

STAFF REPORT: Building Maintenance Superintendent Adam Korytko noted that the museum building located at 115 Northwest Boulevard was remodeled and reopened in 1979. It was originally constructed in the 1960s. It has a footprint of 4,000 sq. ft. with 2,500 sq. ft. previously dedicated to exhibits, while the remainder served as office space, work areas, and artifact storage. In recent years, the roof deck has developed significant splits, allowing rainwater and snowmelt to infiltrate the structure, and despite multiple repair attempts, the roof has failed completely, necessitating a full replacement. Mold testing was conducted by the city early this year which revealed high levels of mold, rendering the building unsafe for occupancy. Mr. Korytko stated that the building is currently unoccupied and in need of a full roof replacement, HVAC roof top unit replacement, asbestos and mold abatement is estimated to cost \$180,000. If not renovated, it faces risks of further decay, damage, vandalism, and becoming an eyesore at the city's entrance. Mr. Korytko explained that the cost to abate and demolish the building is about \$70,000. And although the building was presented to other agencies as a leasing opportunity, due to its condition and renovation costs, there has been little to no interest. He added that demolition of the old museum building would open the view into City Park and may allow for additional parking or other options in the future that could revitalize the area, improve local aesthetics, and create space for a fresh option.

DISCUSSION: Councilmember Wood inquired if there are any discussions about what to put in that location that would also maintain the view. She mentioned about an overhead park shelter because so many people gather in that area during city events. Mr. Tymesen stated that there is a masterplan that goes way back to the Four Corners. However, based on budget available the proposal is to take the building down, help the museum transfer to its new location. Thereafter, Parks will make it into greenspace, and then see what the city intends to do moving forward. Councilmember English stated that there's a lot of good memories of the building as he worked at Coop Supply. He added that it could be a perfect location for a police substation which can be considered in the long-term plan. Councilmember Gookin pointed out that the Masterplan holds that area as an extended parking lot and green space. He mentioned that there is a sea wall there that the city is required by FEMA to keep in place.

MOTION: Motion by Gookin, seconded by Gabriel to approve the demolition the old museum building at 115 Northwest Boulevard.

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

(LEGISLATIVE PUBLIC HEARING) VACATION V-24-03 – VACATION OF ALLEY RIGHT-OF-WAY LOCATED WITHIN A PORTION OF BLOCK Y OF THE COEUR D’ALENE AND KINGS ADDITION

COUNCIL BILL NO. 24-1018

AN ORDINANCE OF THE CITY OF COEUR D’ALENE, VACATING A PORTION OF ALLEY RIGHT-OF-WAY, AS SHOWN ON THE FINAL PLAT OF COEUR D’ALENE AND KING’S ADDITION, RECORDED IN BOOK “C” OF DEEDS, PAGES 144 & 145, RECORDS OF KOOTENAI COUNTY, IDAHO, GENERALLY DESCRIBED AS THAT PORTION OF THE ALLEY RIGHT-OF-WAY, LYING ADJACENT TO TAX NUMBER 4556 AND TAX NUMBER 4557 AND LOTS 2,3,4,5,6, & 7, BETWEEN BLOCK “Y” AND THE RESERVED BLOCK AS SHOWN ON THE FINAL PLAT OF COEUR D’ALENE AND KING’S ADDITION LYING IN SECTION 13, TOWNSHIP 50 NORTH, RANGE 4 WEST, BOISE MERIDIAN, CITY OF COEUR D’ALENE, KOOTENAI COUNTY, IDAHO; REPEALING ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HEREWITH; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING FOR THE PUBLICATION OF A SUMMARY OF THIS ORDINANCE AND AN EFFECTIVE DATE HEREOF.

STAFF REPORT: Streets and Engineering Project Manager Dennis Grant stated that the applicant, Hagadone Hospitality Corporation, is requesting the vacation of a portion of alley right-of-way located between Block Y and the Reserved Block as shown on the final plat of Coeur d’Alene and King’s Addition, which is north of Sherman Avenue, south of Lakeside Avenue between 1st and 2nd Street. This is meant for building a 15-story hotel, restaurant, and a multilevel parking structure on the property surrounding this alley. He noted that the project went through and received unanimous approval from the Design Review Commission in March 2024, and the project is slated to start in the Fall of 2024 starting with the demolition of the existing structures and facilities on the site. The building construction is anticipated to start in the spring of 2025 with a two-year construction schedule. The subject property, on each side of the alley, is owned by the applicant. There are several existing utilities such as sewer, power, and other franchised utilities that will be contained in an easement as part of the vacation ordinance. Mr. Grant explained that the requested right-of-way vacation would not have any financial impact on the City and would add approximately 600 square feet to the County tax roll. Mr. Grant noted that he sent out 129 certified mailings and received three responses: one favorable and two neutral.

DISCUSSION: Councilmember English stated that he is supportive since this is a usual vacation request; however, he pointed out that their cranes should not take up more of public right-of-way downtown and should be contained in the property. Councilmember Evans requested clarification on parcel 3 with Mr. Grant explaining that parcel 3, currently where the Lyfe Coffee is located was purchased by Hagadone Corporation and then parcel 4, which is a parking lot, is also owned by the Hagadone Corporation. He mentioned that there are some businesses in the corner of the property that are not owned by the Hagadone Corporation and it does not touch the alley right of way.

PUBLIC TESTIMONY: Mayor McEvers opened the public testimony portion of the hearing.

Drew Dittman, representative of Hagadone Hospitality Corporation, stated that there are eight parcels in the block that the Hagadone Hospitality Corporation owns which are on both sides of the alley. There are two parcels that are up in the corner which are not owned by the Hagadone Corporation, but they have contacted these owners, and they are in support of this request for vacation which would give them control of the alley, so they won't rely on the city for snow plowing or maintenance. The site plan has been vetted and approved by the Design Review Commission. The plan includes a two-story parking garage for people in the hotel, a new Azul restaurant that is part of the hotel, and the hotel itself. Mr. Dittman explained that during construction the crane will be entirely contained within the Hagadone property. He added that there will be parking, and dumpster located in parcel 3.

Councilmember Miller asked if there are any parking leases or agreements with adjacent properties within the parcel, with Mr. Dittman replying that they have done a full title search and there are no existing access easements or any parking easements. He stated that the Hagadone Hospitality Corporation owns all of those parcels on both sides of the requested vacation including the parking area that currently serves the Johnson Building.

With no more comments received, Mayor McEvers closed public testimony.

MOTION: Motion by Wood, seconded by Miller, to dispense with the rule and read **Council Bill No. 24-1018** once by title only.

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

MOTION: Motion by Wood, seconded by Miller, to adopt **Council Bill No. 24-1018**.

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

RESOLUTION NO. 24-091

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, ESTABLISHING A COMMERCIAL PROPERTY ASSESSED CAPITAL EXPENDITURE (C-PACE) PROGRAM, ADOPTING A PROGRAM GUIDEBOOK AND FORMS FOR USE IN THE PROGRAM, PURSUANT TO CHAPTER 38, TITLE 67, IDAHO CODE.

STAFF REPORT: City Attorney Randy Adams noted that on September 17, 2024, the City Council declared its intent to establish the Commercial Property Assessed Capital Expenditure (C-PACE) program for the City of Coeur d'Alene pursuant to a new Idaho legislative initiative. He stated that the next step in the process is to establish the program and adopt the program guidebook and forms which contain the terms and requirements for the program. This is a process which is set out by the enabling legislation in Title 67, Chapter 38 of the Idaho Code. Mr. Adams explained that the C-PACE program is entirely voluntary; which means the city cannot force any developer or lender to participate in it. He quoted that the state legislature finds that enabling local governments to adopt C-PACE programs serves a valid public purpose because the use of C-PACE

programs will increase economic development, lower insurance costs, and lower city disaster and emergency response costs, decrease energy and water costs, encourage energy and water sustainability. The U.S. Department of Energy stated the C-PACE program is an innovative mechanism for financing energy efficiency and renewable energy improvements on a completely voluntary basis to private property between private parties and private lenders. The advantages of C-PACE financing include financing for 100% of direct and indirect costs; fixed interest rates; up to 30+years to repay; secured by a property lien (not a personal guarantee); and non-accelerable in the event of default. Mr. Adams pointed out that the C-PACE program intends to make financing more available for things such as renewable energy sources, energy efficiency, and water conservation measures, all of which that the City of Coeur d'Alene has shown interest in the past. By the last count, there are at least 38 states that have C-PACE enabling legislation, including all of the states in the western United States except for Wyoming and Arizona. Since 2007, C-PACE financing has been used in over 2300 projects in 29 states with a value of \$7.2 Billion. Mr. Adams pointed out that Council must decide whether to move forward and adopt a C-PACE program for the City of Coeur d'Alene as outlined in the program guidebook. If so, the City of Coeur d'Alene will be the first in Idaho to adopt the C-PACE program. He stated that there are lenders and developers who are anxious to use this financing mechanism. It was determined by city staff that the Program would generate significant funds for the City (\$500.00 per application and up to \$50,000.00 per project), with no risk and little cost in terms of money or time required on behalf of the City. The Finance Director will receive the applications and determine if it meets the requirements of state law and the city program, and then sign the necessary documents on behalf of the city. Mr. Adams assured that none of the documents create any liability on the part of the city. Thereafter, it is up to the developer and the lender to see the project through. The lender will collect payments on the loan, which would include the 1% service fee that the city is entitled to charge, and then remit that fee back to the city. Mr. Adams emphasized that the establishment of the program does not commit the city to continue the program for any particular period of time.

DISCUSSION: Councilmember Gabriel asked if there will be anything negative for the city in the long term, with Mr. Adams replying that there is none and it will just be a little that the city needs to do such as staff time to review the applications. Councilmember Wood commented that she had a chance to spoke with Gynii Gilliam, President & CEO of Coeur d'Alene Area Economic Development Corporation, who shared strong support for the C-PACE program. She stated that this will be positive for the City of Coeur d'Alene, and she will be supportive of establishing this program. Councilmember English asked how big the project should be so that the city would get the \$50,000 capped amount, with Mr. Tymesen responding that the Marriott is looking at \$15 Million worth of building improvements. Councilmember Miller inquired if the Finance Department has the capacity to take this on as administrator of this program, with Mr. Adams stating that the program guidebook was reviewed by Finance Director Katie Ebner, and she had no concerns about it. Councilmember Gookin pointed out that there are a lot of forms that needs to be filled up and inquired if the \$500.00 application fee would cover the processing of these forms with Mr. Adams explaining that the forms are filled out by the lender and the applicant, and the Finance Director will just have to review the submissions if they are in order. Councilmember Gookin asked if there was anyone who specifically approached the city to initiate the C-PACE program. Mr. Adams stated that the Marriott Corporation first approached the city and directed the city to a lender in Colorado who runs the program for additional information. Councilmember Gookin stated that he did some research and while he agrees that there's nothing negative for the

city, it looks like there are a lot of obligations that take place on behalf of the developer. He asked who would choose the lender with Mr. Adams responding that it would be the developer. Councilmember Gookin asked if the property taxes are directly assigned to the property and not the owner, which would effectively mean they would pay more in property taxes and that is the way the loan gets paid back. He asked if the C-PACE lien is superior to the existing mortgage liens. Mr. Adams explained that it would be like any other special assessment against a piece of property, and it would be secondary only to the property tax. Mr. Tymesen added that it would be superior to the first deed of trust. Councilmember Gookin asked if the developer can use the funds to build an extra floor on the building with Mr. Adams replying that they can get a loan for building the entire building structure, but it will be a separate loan for eco-friendly or energy efficiency improvements. Councilmember Gookin asked if there is a cap on how much can be loaned and Mr. Adams replied that it is not stated in the policy.

PUBLIC TESTIMONY: Mayor McEvers opened the public testimony portion of the hearing.

Lisa Dee, Coeur d'Alene inquired if there is a height limit for buildings for downtown. Councilmember Gookin responded that it would be 220 feet, and the Council is working on height restrictions policy for downtown.

With no other comments received, Mayor McEvers closed public testimony.

MOTION: Motion by Wood, seconded by Miller to approve **Resolution No. 24-091** – Approving the C-PACE program and adopting the Program Guidebook, together with the required Forms.

DISCUSSION: Councilmember Gookin stated that while he does not see any risk as far as the City of Coeur d'Alene is concerned, he feels uncomfortable implementing the C-PACE program because this is created by lenders who sold it to the legislature and had it adopted. He cited that C-PACE loans are banned in Los Angeles. Some unscrupulous actors came in saying its free government loan for getting solar power installed in their houses, and eventually the program caused the increase of property taxes in the area. He said he is hesitant to support this because of potential impact to the people.

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

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

The meeting adjourned at 7:18 p.m.

Woody McEvers, Mayor

ATTEST:

—

Jo Anne Mateski
Executive Assistant

DRAFT

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

FUND	UNAUDITED			BALANCE 10/31/2024
	9/30/24 BALANCE	RECEIPTS	DISBURSE- MENTS	
<u>General-Designated*</u>	\$5,542,959	\$1,352,353	\$23,752	\$6,871,560
<u>General-Undesignated</u>	9,183,364	12,052,030	12,927,247	8,308,146
<u>Special Revenue:</u>				
Library	88,343	13,758	211,045	(108,944)
CDBG	(27,999)	236,067.74	217,539.51	(9,471)
Cemetery	133,006	31,580.52	42,911.16	121,675
Parks Capital Improvements	1,274,719	38,719	134,314	1,179,123
Impact Fees	7,011,867	209,922.43	25,622.59	7,196,167
Annexation Fees	581,999	5,109.26	-	587,109
American Recovery Plan	4,331,004			4,331,004
Cemetery P/C	1,234,317	22,914.96	20,160.00	1,237,072
Jewett House	112,200	3,125.05	2,402.56	112,923
Street Trees / Reforestation	178,529	6,935	5,584	179,880
Public Art Fund	7,838	27,900	20,752	14,986
Public Art Fund - ignite	482,080	4,157	3,000	483,237
Public Art Fund - Maintenance	134,208	1,179	899	134,488
<u>Debt Service:</u>				
2015 G.O. Bonds	152,876	1,335.81		154,212
<u>Capital Projects:</u>				
Street Projects	6,100,618	575,298.62	127,381.83	6,548,535
Riverstone Mill Site Project	-			-
<u>Enterprise:</u>				
Street Lights	63,335	113,483.58	109,325.37	67,493
Water	3,608,504	2,087,554.32	1,372,060.15	4,323,998
Water Capitalization Fees	6,666,228	294,871.88	75,510.00	6,885,590
Wastewater	17,494,151	3,548,717.63	2,269,872.37	18,772,996
Wastewater-Equip Reserve	462,659	27,500		490,159
Wastewater-Capital Reserve	5,500,000	1,196,000		6,696,000
WWTP Capitalization Fees	7,638,739	392,738.02	2,317,948.04	5,713,529
WW Property Mgmt	72,766			72,766
Sanitation	733,554	1,159,419.17	1,053,220.25	839,753
Public Parking	1,268,791	505,914	21,360	1,753,345
Drainage	1,408,822	154,654.83	123,687.64	1,439,789
Wastewater Debt Service	994,035	8,727.57	322,420.31	680,342
<u>Fiduciary Funds:</u>				
Kootenai County Solid Waste Billing	264,647	392,269.79	350,063.14	306,854
KCEMSS Impact Fees	4,971	5,022.00	5,631.50	4,362
Police Retirement	464,305	12,245.00	24,456.27	452,094
Sales Tax	1,710	808.11	1,873.41	644
BID	420,330	19,578	1,653	438,255
Homeless Trust Fund	350	499	350	499
GRAND TOTAL	\$83,589,824	\$24,502,388	\$21,812,043	\$86,280,170

*Designated fund balance will be recalculated as the City's audit progresses.

I HEREBY SWEAR UNDER OATH THAT THE AMOUNTS REPORTED ABOVE, ON THE CASH BASIS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.


 Katharine Ebner, Finance Director, City of Coeur d'Alene, Idaho

CITY OF COEUR D'ALENE
BUDGET STATUS REPORT
ONE MONTH ENDED
October 31, 2024

FUND OR DEPARTMENT	TYPE OF EXPENDITURE	TOTAL BUDGETED	SPENT THRU 10/31/2024	PERCENT EXPENDED
Mayor/Council	Personnel Services	\$279,817	\$18,332	7%
	Services/Supplies	9,150	\$376	4%
Administration	Personnel Services	249,686	\$21,374	9%
	Services/Supplies	2,590		
Finance	Personnel Services	870,733	\$75,043	9%
	Services/Supplies	904,134	\$412,178	46%
Municipal Services	Personnel Services	1,652,793	\$124,534	8%
	Services/Supplies	1,237,565	\$113,176	9%
	Capital Outlay			
Human Resources	Personnel Services	372,005	\$31,898	9%
	Services/Supplies	115,239		
Legal	Personnel Services	1,324,012	\$115,016	9%
	Services/Supplies	74,500	\$472	1%
Planning	Personnel Services	766,017	\$68,140	9%
	Services/Supplies	54,700	\$6,551	12%
	Capital Outlay			
Building Maintenance	Personnel Services	373,979	\$32,203	9%
	Services/Supplies	390,800	\$17,623	5%
	Capital Outlay			
Police	Personnel Services	18,607,937	\$2,061,547	11%
	Services/Supplies	2,227,376	\$149,675	7%
	Capital Outlay	4,954,978	\$500	0%
Fire	Personnel Services	13,414,095	\$1,183,347	9%
	Services/Supplies	1,076,509	\$8,981	1%
	Capital Outlay			
General Government	Services/Supplies	38,800		
	Capital Outlay			
Police Grants	Personnel Services	247,275	\$59,969	24%
	Services/Supplies			
	Capital Outlay			
Streets	Personnel Services	3,622,983	\$308,553	9%
	Services/Supplies	2,966,230		
	Capital Outlay	90,000	(\$37,585)	-42%
Parks	Personnel Services	2,223,086	\$150,666	7%
	Services/Supplies	772,045	\$5,201	1%
	Capital Outlay	40,000	\$33,276	83%

CITY OF COEUR D'ALENE
 BUDGET STATUS REPORT
 ONE MONTH ENDED
 October 31, 2024

FUND OR DEPARTMENT	TYPE OF EXPENDITURE	TOTAL BUDGETED	SPENT THRU 10/31/2024	PERCENT EXPENDED
Recreation	Personnel Services	629,686	\$50,633	8%
	Services/Supplies	155,950	\$3,603	2%
	Capital Outlay			
Building Inspection	Personnel Services	1,033,101	\$81,094	8%
	Services/Supplies	55,205	\$33	0%
	Capital Outlay			
Total General Fund		<u>60,832,976</u>	<u>5,096,407</u>	<u>8%</u>
Library	Personnel Services	1,689,366	\$139,544	8%
	Services/Supplies	220,000	(\$162)	0%
	Capital Outlay	200,000	(\$44)	0%
CDBG	Personnel Services	108,274	\$9,471	9%
	Services/Supplies	250,786		
Cemetery	Personnel Services	199,298	\$18,187	9%
	Services/Supplies	143,800	\$7,001	5%
	Capital Outlay	15,000		
Impact Fees	Services/Supplies	1,093,000		
Annexation Fees	Services/Supplies	580,000		
Parks Capital Improvements	Capital Outlay	751,100	\$45,094	6%
Cemetery Perpetual Care	Services/Supplies	19,500	\$409	2%
Jewett House	Services/Supplies	31,120		
Street Trees	Services/Supplies	134,500		
Public Art Fund	Services/Supplies	244,500	\$15,595	6%
		<u>5,680,244</u>	<u>235,095</u>	<u>4%</u>
Debt Service Fund		<u>877,308</u>		

CITY OF COEUR D'ALENE
BUDGET STATUS REPORT
ONE MONTH ENDED
October 31, 2024

FUND OR DEPARTMENT	TYPE OF EXPENDITURE	TOTAL BUDGETED	SPENT THRU 10/31/2024	PERCENT EXPENDED
Atlas - Kathleen to Newbrook	Capital Outlay			
Traffic Calming	Capital Outlay	40,000		
Public Transit Sidewalk Accessibility	Capital Outlay			
Ramsey Road Rehabilitation	Capital Outlay			
15th Street	Capital Outlay	900,000		
LHTAC Pedestrian Safety	Capital Outlay			
Atlas Waterfront Project	Capital Outlay			
Wilbur / Ramsey Project	Capital Outlay			
Government Way	Capital Outlay	4,926,000		
LaCrosse Ave. Improvements	Capital Outlay			
		5,866,000		
Street Lights	Services/Supplies	801,000	(\$2,875)	0%
Water	Personnel Services	3,012,695	\$238,934	8%
	Services/Supplies	5,942,033	\$71,681	1%
	Capital Outlay	4,233,000	\$100,596	2%
Water Capitalization Fees	Services/Supplies	2,260,000		
Wastewater	Personnel Services	3,439,843	\$271,299	8%
	Services/Supplies	9,442,232	\$5,172	0%
	Capital Outlay	11,651,000	\$83,150	1%
	Debt Service	5,128,241		
WW Capitalization	Services/Supplies	7,143,549		
WW Property Management	Services/Supplies			
Sanitation	Services/Supplies	5,469,062	(\$2,875)	0%
Public Parking	Services/Supplies	1,788,090	\$7,100	0%
	Capital Outlay	-		
Drainage	Personnel Services	257,526	\$21,773	8%
	Services/Supplies	1,322,141	\$9,483	1%
	Capital Outlay	495,000		
Total Enterprise Funds		62,385,412	803,437	1%
Kootenai County Solid Waste		3,240,000		
KCEMSS Impact Fees		38,000		
Police Retirement		149,000	\$12,373	8%
Business Improvement District		301,200		
Homeless Trust Fund		9,000		
Total Fiduciary Funds		3,737,200	12,373	0%
TOTALS:		\$139,379,140	\$6,147,312	4%

I HEREBY SWEAR UNDER OATH THAT THE AMOUNTS REPORTED ABOVE, ON THE CASH BASIS, ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.


Katharine Ebner, Finance Director, City of Coeur d'Alene, Idaho

**City of Coeur d Alene
Cash and Investments
10/31/2024**

Description	City's Balance
U.S. Bank	
Checking Account	2,692,585
Checking Account	70,519
Checking Account	1,070,730
Investment Account - Police Retirement	376,513
Investment Account - Cemetery Perpetual Care Fund	1,219,348
Idaho State Investment Pool	
State Investment Pool Account	46,935,821
Spokane Teacher's Credit Union	
Certificate of Deposit	7,481,195
Numerica Credit Union	
Certificate of Deposit	10,184,582
Money Market	16,247,528
Cash on Hand	
Treasurer's Change Fund	1,350
Total	86,280,170

I HEREBY SWEAR UNDER OATH THAT THE AMOUNTS REPORTED ABOVE ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.



 Katharine Ebner, Finance Director, City of Coeur d'Alene, Idaho

RESOLUTION NO. 24-092

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO APPROVING THE DESTRUCTION OF CITY RECORDS RETAINED BY THE LIBRARY, AND THE MUNICIPAL SERVICES AND PLANNING DEPARTMENTS; APPROVING THE PURCHASE OF 2 GMC TRUCKS FOR THE WATER DEPARTMENT; APPROVING THE FINAL PLAT, ACCEPTING IMPROVEMENTS, AND APPROVING A MAINTENANCE/WARRANTY AGREEMENT AND SECURITY FOR VISTA MEADOWS 2ND ADDITION; APPROVING AMENDMENTS TO RULE 10, SECTIONS 7 AND 8, OF THE CIVIL SERVICE RULES; APPROVING CHANGE ORDER NO. 4 FOR THE 2024 OPEN TRENCH SEWER LINE PROJECT; AND ACCEPTING A UTILITY EASEMENT FOR A WATER LINE AT 3249 BARN CT.

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

- A) Destruction of City records retained by the Library, Municipal Services, and Planning Departments, including temporary and semi-permanent records, in accordance with the Records Retention policy adopted by Resolution No. 23-055;
- B) Purchase of two (2) GMC Sierra 1500 work trucks from Robideaux Motor Co., in an amount not to exceed \$88,401.00, for the Water Department;
- C) Final Plat Approval, Acceptance of Improvements, Maintenance/Warranty Agreement and Security approval, for Vista Meadows 2nd Addition (S-5-19);
- D) Amendments to the Civil Services Rules for Rule 10 – Promotions, Section 7, Examination and Promotional Eligibility, and Section 8, Working Out of Class, as approved by the Civil Service Commission;
- E) Change Order No. 4 to the contract with DW Excavating Inc., (per Resolution No. 24-028 adopted the 7th day of May, 2024), for the 2024 Open Trench Sewer Line Project, in the amount of exceed \$13,831.73;
- F) Accepting a Utility Easement for Water Line from Thomas Rigles, for 3249 Barn Ct. Coeur d'Alene;

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 and take the 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 actions for the subject matter as set forth in substantially the form attached hereto as Exhibits “A” through “F” 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 documents, so long as the substantive provisions of the agreements and the other actions remain intact.

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

DATED this 19th day of November, 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 GABRIEL

COUNCIL MEMBER GOOKIN Voted

_____ was absent. Motion _____.

CITY COUNCIL
STAFF REPORT

DATE: NOVEMBER 19, 2024
FROM: RENATA MCLEOD, MUNICIPAL SERVICES DIRECTOR/CITY CLERK
RE: REQUEST FOR DESTRUCTION OF RECORDS

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 No. 23-055. The following request for destruction of records is in accordance with the policy adopted by Council.

The Library has requested semi-permanent and temporary records to be destroyed that are no longer needed. Files include various project files and planning documents from 2006-2010, statistics from 1982-2003 and card applications prior to 2022. A detailed list of items is attached to this staff report.

The Municipal Services Department requests to destroy semi-permanent and temporary files that are no longer needed. Files include city-wide emails from January 2017 -2019, previously approved prior to January 2017 (while these are temporary files we have agreed to hold five years' worth of emails for ease of use by staff); food truck compliance files, Apartment documentations regarding 106 E. Homestead, and notes regarding encroachment permit processes prior to 2019.

The Planning Department, CDBG Division is requesting the destruction of Semi-permanent records including annual plans, Emergency Repair program files, notes, environmental reviews, agreements, etc. from 2004 through 2017, as they are no longer needed. 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 authorize staff to proceed with the destruction of records from the Library, Municipal Service, and Planning Departments as attached, and pursuant to I.C. 50-907 and the City's adopted records retention schedule.

REQUEST FOR DESTRUCTION OF RECORDS
DEPARTMENT: Library
DATE: 11/8/24

RECORD DESCRIPTION	TYPE OF RECORD	DATES OF RECORDS
Project Files for new building/furniture	Semi-Permanent	2006-2007
Library Shelving invoices	No-Copy	2007
Furniture Plans/Prices - each office	Semi-Permanent	2007
Parking lot project plans	Semi-permanent	2007
Library Incident Reports	Semi-permanent	2006-2007
"	"	2008
"	"	2009-2010
Legal documentation - grand theft attempt - police involved	Semi Permanent	2008
Library Planning materials	Semi-Permanent	2007
Statistics and Minutes - not official	Semi-Permanent	2008
Money Receipt Book	Temporary	2012
General Ledger and Budget	Temporary	2008
Circulation Statistics	Semi-Permanent	1982-2003
Card Applications	Temporary	Pre-2022

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

RECORD DESCRIPTION	TYPE OF RECORD (Perm./Semi-P/Temp)	DATES OF RECORDS (From - To)
City-wide Emails	TEMP	January 2017 -2019
Business license – Food truck compliance files	TEMP	Through 2019
Encroachment permit process notes	TEMP	2013-2015
Files associated with Homestead Apartments, 106 E. Homestead, notes, correspondence, balance sheets and IHFA	Temporary/Semi-permeant	Prior to 2019

agreements and reports.		
Ironman Community Fund	Temporary	2003-2006
Annual Permits	Semi-permanent	2017 to 2018
Annual Business Licensing	Semi-permanent	2018

REQUEST FOR DESTRUCTION OF RECORDS
DEPARTMENT: PLANNING- CDBG DIVISION

Record Description	Definition	Type of Record	Dates of Records (From - To)
Community Development Block Grant (CDBG)	Annual Action Plans, Year-end CAPER reports, correspondence, staff reports, employee notes, environmental reviews, grant applications and awards, agreements/contracts	Semi-Permanent (60 mos)	2004-2017
Record Type			
Emergency Minor Home Repair and Accessibility Improvement Program	EMRAP files dated 2008-2017		2008-2017
Reports	MBE/Sec 3/PR26/SF425/4710		2008-2017
HUD Funding Agreements	Notice of Grant Award Agreements		2008-2017
HUD CDBG-R Funding Agreement	Notice of CARES Act funding-agmt		2009
CDBG-R Projects/Reports	Projects/Grant Agmts/Reports		2009
Drawdowns/Control Sheets	Drawdowns/Control Sheets for funding requests from HUD		2008-2017
Grant Funding Applications	Various		2009-2017
Consolidated Plan	2007/2008-2012		2012
Consolidated Annual Performance and Evaluation Report (CAPER)			2009-2017
Annual Action Plan			2009-2016
Correspondence	2009 Heritage Place, Meadow Ranch/2012 4th St housing project/CDA Home		2009-2012

Grant Awards/Agreements	Inland Northwest/Lake City Eng/TESH, INC/Habitat for Humanity/St. Vincent de Paul/Panhandle Area Council/Community Action Partnership/BBC/Idaho Fence Co/Ginno Construction		2008-2011
Sidewalk Repair/Rehab	Various areas		2008-2013
Environmental Report	Neider Ave/Howard St extension: Road and Utilities		2008
Ad Hoc Committee files	2010-2013		2013
Title VI	Misc documents		2009-2014
Fair Housing	Misc documents including North Idaho Housing Coalition		2004-2017

REQUEST FOR DESTRUCTION OF RECORDS

DEPARTMENT: Library

DATE: 11/8/24

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

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Encroachment permit process notes	TEMP	2013-2015
Files associated with Homestead Apartments, 106 E. Homestead, notes, correspondence, balance sheets and IHFA agreements and reports.	Temporary/Semi-permanent	Prior to 2019
Ironman Community Fund	Temporary	2003-2006
Annual Permits	Semi-permanent	2017 to 2018
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REQUEST FOR DESTRUCTION OF RECORDS
DEPARTMENT: PLANNING- CDBG DIVISION

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Sidewalk Repair/Rehab	Various areas		2008-2013
Environmental Report	Neider Ave/Howard St extension: Road and Utilities		2008

Ad Hoc Committee files	2010-2013		2013
Title VI	Misc documents		2009-2014
Fair Housing	Misc documents including North Idaho Housing Coalition		2004-2017

AGREEMENT

THIS AGREEMENT is made and entered into this 19th day of November, 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 **ROBIDEAUX MOTORS CO.**, a corporation duly organized and existing under and by virtue of the laws of the state of Idaho, with its principal place of business at 351 W. Dalton Ave., Coeur d'Alene, Idaho, hereinafter referred to as the "PROVIDER."

WITNESSETH:

WHEREAS, the PROVIDER has been awarded the contract for the purchase of two (2) GMC Sierra 1500 work trucks in Coeur d'Alene, Idaho, according to the plans and specifications established by the CITY.

IT IS AGREED that the CITY shall purchase, and the PROVIDER shall provide, two (2) GMC Sierra 1500 work trucks. All goods shall be of the high standard required and approved by the CITY.

The CITY shall pay to the PROVIDER the sum of Eighty-eight Thousand Four Hundred One and no/100 Dollars (\$88,401.00). Payment shall be made within thirty (30) days after delivery of the vehicles by the City.

The PROVIDER shall supply the goods within One Hundred Eighty (180) days after the award of the contract.

Both parties agree to execute, in a timely manner, any and all documents necessary to complete this transaction and transfer title. The parties further agree to cooperate, and confer as necessary, in order to fully execute this Agreement.

The PROVIDER shall bear the risk of loss prior to the City taking possession of the trucks.

It is expressly agreed and understood by the parties hereto, that the PROVIDER shall not have the right to assign, transfer, hypothecate or sell any of its rights under this Agreement except upon the prior express written consent of the CITY.

In performing under this Agreement, the CITY and the PROVIDER shall comply with all applicable laws, ordinances, and codes of Federal, State, and local governments.

If either party shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or if either party shall violate any of the covenants, agreements, or stipulations of this Agreement, the other party shall have the right to terminate this Agreement by giving written notice of such termination and specifying the effective date thereof at least fifteen (15) days before the effective date of such termination.

The CITY may terminate this Agreement for convenience by giving at least fifteen (15) days' written notice to the PROVIDER. If the Agreement is terminated without cause, the PROVIDER may recover any reasonable costs incurred in reliance on this Agreement up to the date of the notice.

The PROVIDER certifies that it is not currently owned or operated by the government of the People's Republic of China and will not for the duration of the contract be owned or operated by the government of the People's Republic of China.

Pursuant to Idaho Code § 18-8703, the PROVIDER certifies that it is not, and will not for the duration of this Agreement become, an abortion provider or an affiliate of an abortion provider, as those terms are defined in the "No Public Funds for Abortion Act," Idaho Code §§ 18-8701, et seq.

This Agreement 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.

If any part of this Agreement is held to be invalid or unenforceable, such holding will not affect the validity or enforceability of any other part of this Agreement so long as the remainder of the Agreement is reasonably capable of completion.

This Agreement shall not become effective or binding until approved by the City Council and Mayor of the CITY.

This Agreement, 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 Agreement on behalf of said City, and the PROVIDER has caused the same to be signed by its authorized representative, the day and year first above written.

CITY OF COEUR D'ALENE

Robideaux Motors Co.

By _____
Kyle Marine, Water Dept. Director

By: _____

(printed name): _____

(title): _____

**CITY COUNCIL
STAFF REPORT**

DATE: November 19, 2024
FROM: Dennis J. Grant, Engineering Project Manager
SUBJECT: **Vista Meadows 2nd Addition: Final Plat Approval, Acceptance of Improvements, Maintenance/Warranty Agreement and Security Approval**

DECISION POINT

Staff is requesting the following:

1. Approval of the final plat document, a six (6) lot residential development.
2. Acceptance of the installed public infrastructure improvements.
3. Approval of the Maintenance/Warranty Agreement and Security.

HISTORY

- a. Applicant: Ann J. Beutler, Member
Vista Meadows, LLC
1836 Northwest Blvd.
Coeur d'Alene, ID 83814
- b. Location: South of Prairie Avenue near Alps Street, North of CDA Place.
- c. Previous Action:
 1. Final plat approval, Vista Meadows – August 2019.
 2. Final plat approval, Vista Meadows – February 2021.

FINANCIAL ANALYSIS

The developer is installing the required warranty bond (10%) to cover any maintenance issues that may arise during the one (1) year warranty period that will commence upon this approval, and terminate, on November 19, 2025. The amount of the security provided is \$7,751.40.

PERFORMANCE ANALYSIS

The developer has installed all required public infrastructure. The responsible City departments have approved the installations and found them ready to accept. Acceptance of the installed improvements will allow the issuance of all available building permits for this phase of the development, and, Certificate of Occupancy issuance upon completion. The City maintenance would be required to start after the one (1) year warranty period expires on November 19, 2025.

DECISION POINT RECOMMENDATION

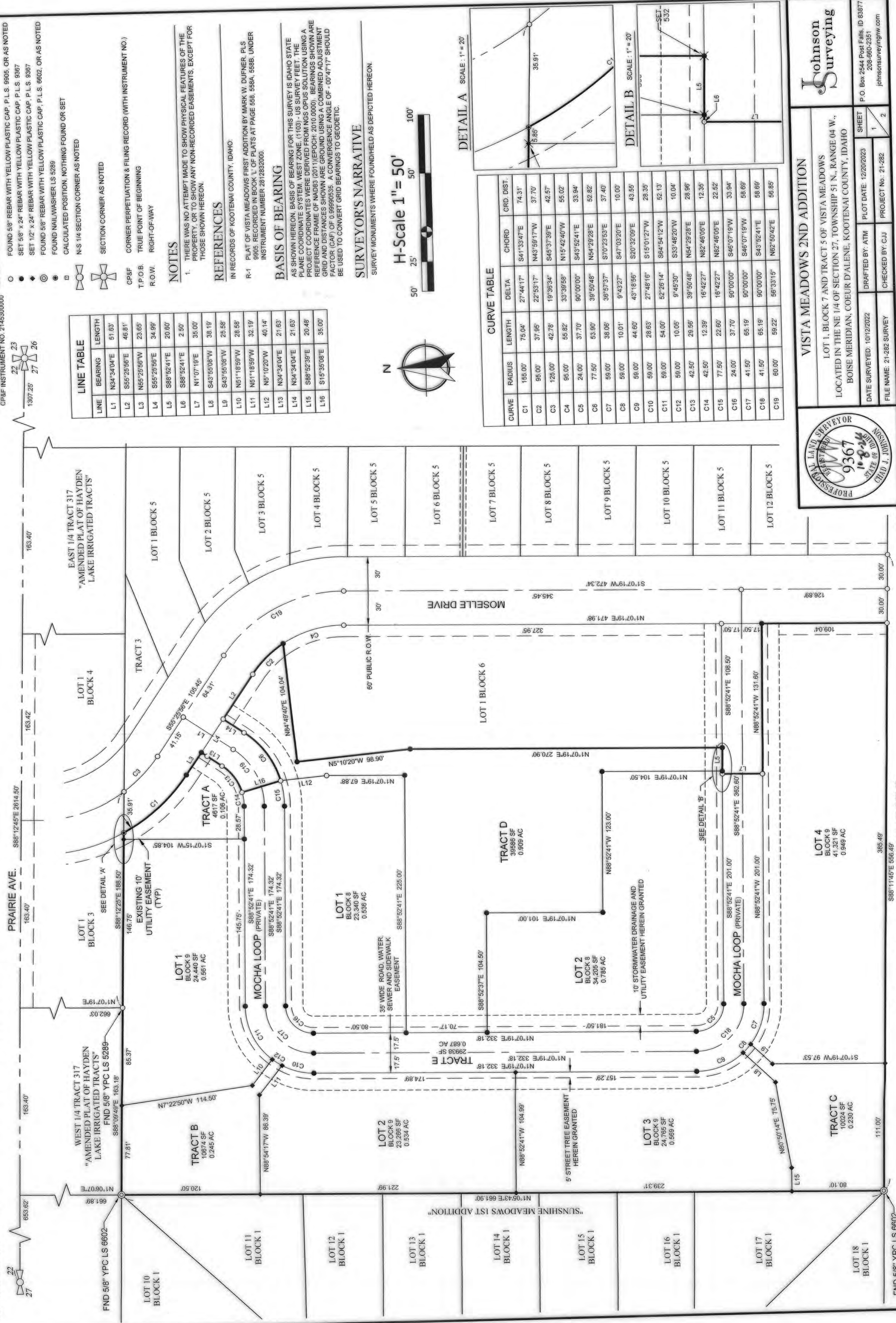
1. Approve the final plat document.
2. Accept the installed public infrastructure improvements.
3. Approve the Maintenance/Warranty Agreement and accompanying Security.

VISTA MEADOWS 2ND ADDITION

LOT 1, BLOCK 7 AND TRACT 5 OF VISTA MEADOWS 1ST ADDITION
LOCATED IN THE NE 1/4 OF SECTION 27, TOWNSHIP 51 N., RANGE 04 W., BOISE MERIDIAN, CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO

NORTH QUARTER CORNER
SECTION 27, 4" BRASS CAP PER
CP&F INSTRUMENT NO. 2145301000

NORTH EAST QUARTER CORNER
SECTION 27, 3.5" BRASS CAP PER
CP&F INSTRUMENT NO. 2145300000



LINE TABLE

LINE	BEARING	LENGTH
L1	N34°34'04"E	51.83'
L2	S55°25'56"E	46.81'
L3	N55°25'56"W	23.65'
L4	S55°25'56"E	34.99'
L5	S88°52'41"E	20.60'
L6	S88°52'41"E	2.50'
L7	N1°07'19"E	35.00'
L8	S43°55'08"W	38.19'
L9	S43°55'08"W	25.58'
L10	N51°18'59"W	28.58'
L11	N51°18'59"W	32.19'
L12	N5°10'20"W	40.14'
L13	N34°34'04"E	21.63'
L14	N34°34'04"E	21.63'
L15	S88°52'39"E	20.48'
L16	S15°35'08"E	35.00'

LEGEND

- FOUND 5/8" REBAR WITH YELLOW PLASTIC CAP, P.L.S. 9905, OR AS NOTED
- SET 5/8" x 24" REBAR WITH YELLOW PLASTIC CAP, P.L.S. 9867
- ⊙ SET 1/2" x 24" REBAR WITH YELLOW PLASTIC CAP, P.L.S. 9367
- ⊙ FOUND 5/8" REBAR WITH YELLOW PLASTIC CAP, P.L.S. 9602, OR AS NOTED
- ⊙ FOUND NAIL/WASHER LS 5289
- ⊙ CALCULATED POSITION, NOTHING FOUND OR SET
- ⊙ N/S 1/4 SECTION CORNER AS NOTED
- ⊙ SECTION CORNER AS NOTED
- CP&F CORNER PERPETUATION & FILING RECORD (WITH INSTRUMENT NO.)
- T.P.O.B. TRUE POINT OF BEGINNING
- R.O.W. RIGHT-OF-WAY

NOTES

- THERE WAS NO ATTEMPT MADE TO SHOW PHYSICAL FEATURES OF THE PROPERTY, OR TO SHOW ANY NON-RECORDED EASEMENTS, EXCEPT FOR THOSE SHOWN HEREON.

REFERENCES

IN RECORDS OF KOOTENAI COUNTY, IDAHO:
R-1 PLAT OF VISTA MEADOWS FIRST ADDITION BY MARK W. DUENNER, P.L.S. 9905, RECORDED IN BOOK "L" OF PLATS AT PAGE 558, 559A, 558B, UNDER INSTRUMENT NUMBER 2812832000.

BASIS OF BEARING

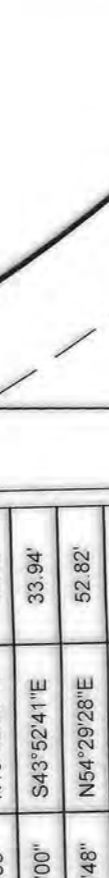
AS SHOWN HEREON, BASIS OF BEARINGS FOR THIS SURVEY IS IDAHO STATE PLANE COORDINATE SYSTEM, WEST ZONE (1103) - US SURVEY FEET. THE PROJECT COORDINATES WERE DERIVED FROM NGS OPUS SOLUTION USING A REFERENCE FRAME OF NAD83 (2011) (GEOCH, 2010.000). BEARINGS SHOWN ARE GRID AND DISTANCES SHOWN ARE GROUND, USING A COMBINED ADJUSTMENT FACTOR (CAF) OF 0.99999535. A CONVERGENCE ANGLE OF -00°47'17" SHOULD BE USED TO CONVERT GRID BEARINGS TO GEODETIC.

SURVEYOR'S NARRATIVE

SURVEY MONUMENTS WHERE FOUND/Held AS DEPICTED HEREON.

H-SCALE 1" = 50'

50' 25' 50' 100'



CURVE TABLE

CURVE	RADIUS	LENGTH	DELTA	CHORD	CRD. DIST.
C1	155.00'	75.04'	27°44'17"	S41°33'47"E	74.31'
C2	95.00'	37.95'	22°53'17"	N43°59'17"W	37.70'
C3	125.00'	42.78'	19°36'34"	S45°37'39"E	42.57'
C4	95.00'	55.82'	33°39'58"	N15°42'40"W	55.02'
C5	24.00'	37.70'	90°00'00"	S43°52'41"E	33.94'
C6	77.50'	63.90'	39°50'48"	N54°29'28"E	52.82'
C7	59.00'	38.06'	36°57'37"	S70°23'53"E	37.40'
C8	59.00'	10.01'	9°43'27"	S47°03'20"E	10.00'
C9	59.00'	44.60'	43°18'56"	S20°32'09"E	43.55'
C10	59.00'	28.63'	27°48'16"	S15°01'27"W	28.35'
C11	59.00'	54.00'	52°28'14"	S64°54'12"W	52.13'
C12	59.00'	10.05'	9°45'30"	S33°48'20"W	10.04'
C13	42.50'	28.56'	38°50'48"	N64°29'28"E	28.96'
C14	42.50'	12.39'	16°42'27"	N82°46'05"E	12.35'
C15	77.50'	22.60'	16°42'27"	N82°46'05"E	22.52'
C16	24.00'	37.70'	90°00'00"	S46°07'19"W	33.94'
C17	41.50'	65.19'	90°00'00"	S46°07'19"W	58.69'
C18	41.50'	65.19'	90°00'00"	S43°52'41"E	58.69'
C19	60.00'	59.22'	56°33'15"	N62°50'42"E	56.85'

Johnson Surveying

LOT 1, BLOCK 7 AND TRACT 5 OF VISTA MEADOWS
LOCATED IN THE NE 1/4 OF SECTION 27, TOWNSHIP 51 N., RANGE 04 W.,
BOISE MERIDIAN, COEUR D'ALENE, KOOTENAI COUNTY, IDAHO

DATE SURVEYED: 10/12/2022
DRAFTED BY: ATM
FILE NAME: 21-282 SURVEY

PLOT DATE: 12/20/2023
PROJECT NO.: 21-282

SHEET 1 OF 2

JOHNSON SURVEYING
P.O. Box 2544 Post Falls, ID 83877
208-660-2351
johnsonsurveyingnw.com



COEUR D'ALENE PLACE FIRST ADDITION LOT 1 BLOCK 22
S88°11'45"E 556.49'

VISTA MEADOWS 2ND ADDITION

LOT 1, BLOCK 7 AND TRACT 5 OF VISTA MEADOWS 1ST ADDITION
LOCATED IN THE NE 1/4 OF SECTION 27, TOWNSHIP 51 N., RANGE 04 W., BOISE MERIDIAN, CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO

OWNER'S CERTIFICATE

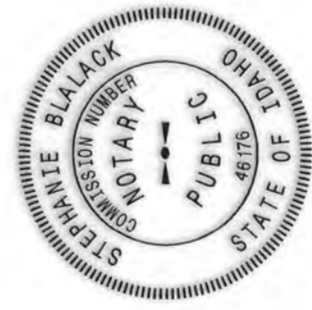
KNOW ALL MEN BY THESE PRESENTS, THAT VISTA MEADOWS LLC, AN IDAHO LIMITED LIABILITY COMPANY, HEREBY CERTIFIES THAT IT OWNS THE PROPERTY HEREINAFTER DESCRIBED AND INCLUDES SAID PROPERTY IN A PLAT TO BE KNOWN AS "VISTA MEADOWS 2ND ADDITION".
SAID PARCEL OF LAND BEING A REPLAT OF LOT 1 BLOCK 7 AND TRACT 5 OF VISTA MEADOWS FIRST ADDITION RECORDED UNDER INSTRUMENT #2812832000, RECORDS OF KOOTENAI COUNTY, LYING WITHIN THE NORTH EAST QUARTER OF SECTION 27, TOWNSHIP 51 NORTH, RANGE 4 WEST, BOISE MERIDIAN, CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO.
CONTAINING 6.111 ACRES, MORE OR LESS.
TRACT E SHALL BE DEEDED TO VISTA MEADOWS 2ND ADDITION HOME OWNERS ASSOCIATION FOR CONSTRUCTION AND MAINTENANCE OF A PRIVATE ROAD.
A WATER EASEMENT IS HEREIN GRANTED OVER THE ENTIRETY OF TRACT E TO HAYDEN LAKE IRRIGATION DISTRICT.
A SEWER EASEMENT IS HEREIN GRANTED OVER THE ENTIRETY OF TRACT E TO THE CITY OF COEUR D'ALENE.
THE OWNER HEREBY GRANTS A FIVE (5) FOOT STREET TREE EASEMENT ADJACENT TO MOCHA LOOP AS SHOWN ON THE FACE OF THE PLAT TO THE PUBLIC IN THE NAME OF THE CITY OF COEUR D'ALENE.
THE OWNER HEREBY GRANTS A TEN (10) FOOT STORMWATER DRAINAGE AND UTILITY EASEMENT ADJACENT TO MOCHA LOOP AS SHOWN ON THE FACE OF THE PLAT TO THE PUBLIC IN THE NAME OF THE CITY OF COEUR D'ALENE.
THIS PLAT IS SUBJECT TO COVENANTS, CONDITIONS AND RESTRICTIONS RECORDED UNDER INSTRUMENT NUMBER _____
SEWER TO BE PROVIDED BY THE CITY OF COEUR D'ALENE.
WATER SERVICE TO BE PROVIDED BY HAYDEN LAKE IRRIGATION DISTRICT.

Ann J. Beutler
ANN J. BEUTLER, MEMBER
VISTA MEADOWS LLC, AN IDAHO LIMITED LIABILITY COMPANY
DATE: 10/16/2024

NOTARY PUBLIC

ACKNOWLEDGMENT
STATE OF IDAHO)
COUNTY OF KOOTENAI) S.S.

THIS RECORD WAS ACKNOWLEDGED BEFORE ME ON THIS 16th DAY OF October, IN THE YEAR OF 2024, BY ANN J. BEUTLER AS MEMBER OF VISTA MEADOWS LLC, AN IDAHO LIMITED LIABILITY COMPANY.



NOTARY PUBLIC: *Stephanie Blalock*
MY COMMISSION EXPIRES: ~~JANUARY 2025~~ February 26, 2030

PANHANDLE HEALTH DISTRICT

SANITARY RESTRICTIONS AS REQUIRED BY IDAHO CODE, TITLE 50, CHAPTER 13 HAVE BEEN SATISFIED BASED ON A REVIEW BY A QUALIFIED LICENSED PROFESSIONAL ENGINEER (CLPE) REPRESENTING (CITY OF COEUR D'ALENE) AND THE OLPE APPROVAL OF THE DESIGN PLANS AND SPECIFICATIONS AND THE CONDITIONS IMPOSED ON THE DEVELOPER FOR CONTINUED SATISFACTION OF THE SANITARY RESTRICTIONS. BUYER IS CAUTIONED THAT AT THE TIME OF THIS APPROVAL, NO DRINKING WATER EXTENSIONS OR SEWER EXTENSIONS WERE SINCE BEEN CONSTRUCTED. BUILDING CONSTRUCTION CAN BE ALLOWED WITH APPROPRIATE BUILDING PERMITS IF DRINKING WATER EXTENSIONS OR SEWER FACILITIES HAVE SINCE BEEN CONSTRUCTED OR IF THE DEVELOPER IS SIMULTANEOUSLY CONSTRUCTING THOSE FACILITIES. IF THE DEVELOPER FAILS TO CONSTRUCT FACILITIES, THEN SANITARY RESTRICTIONS MAY BE RE-IMPOSED, IN ACCORDANCE WITH SECTION 50-1326, IDAHO CODE. BY THE ISSUANCE OF A CERTIFICATE OF DISAPPROVAL, AND NO CONSTRUCTION OF ANY BUILDING OR SHELTER REQUIRING DRINKING WATER OR SEWER/SEPTIC FACILITIES SHALL BE ALLOWED.

DATE: 10/23/2024
HEALTH DISTRICT SIGNATURE: *Nickolas Katz*

CITY COUNCIL APPROVAL

THIS PLAT IS HEREBY APPROVED AND ACCEPTED BY THE CITY COUNCIL OF COEUR D'ALENE, IDAHO, THIS _____ DAY OF _____, 20____.

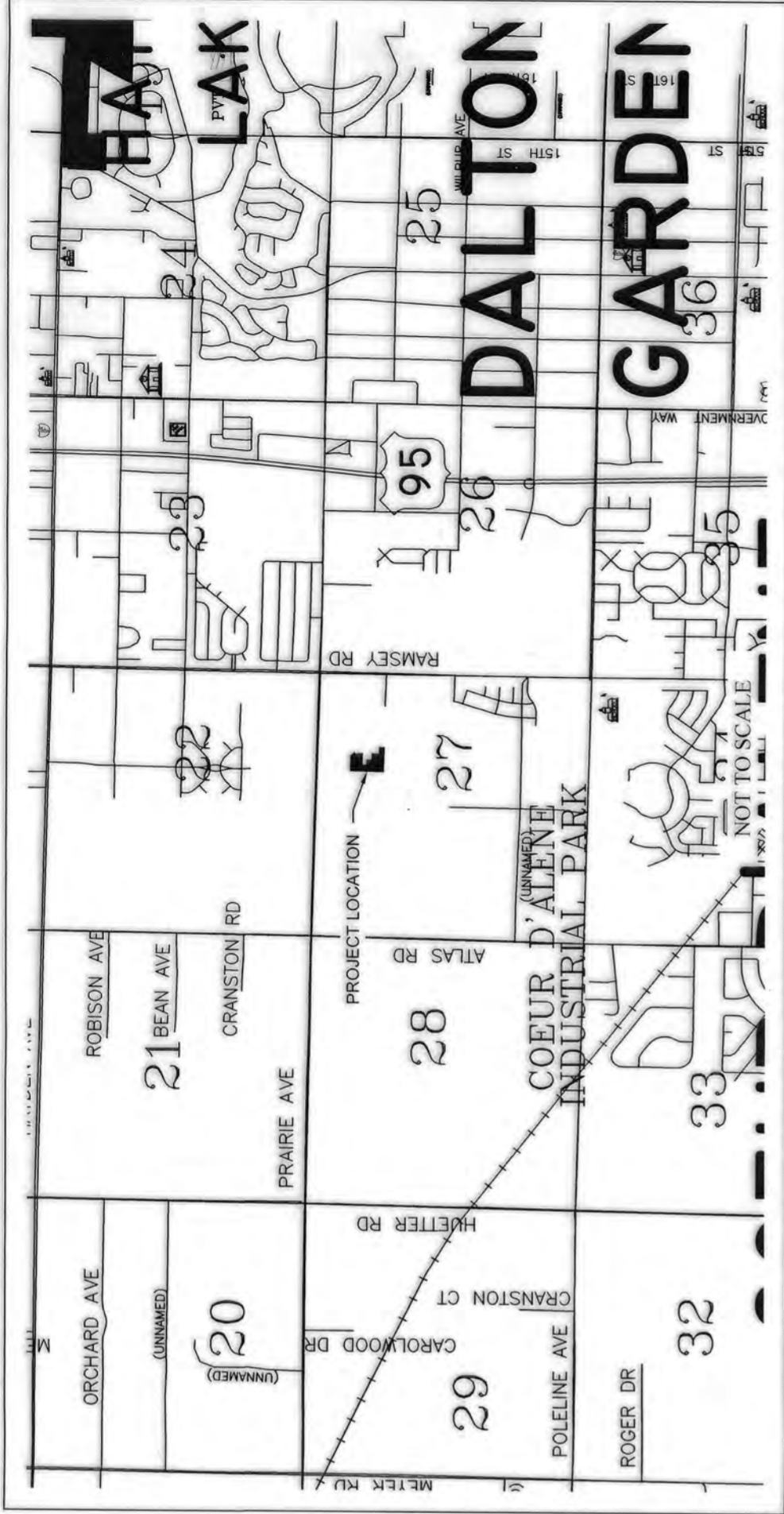
CITY OF COEUR D'ALENE, CLERK

CITY ENGINEER APPROVAL

I HEREBY CERTIFY THAT I HAVE EXAMINED, ACCEPTED AND APPROVED THIS PLAT, THIS _____ DAY OF _____, 20____.

CHRISTOPHER W. BOSLEY
CITY OF COEUR D'ALENE, ENGINEER
PE #10804

VICINITY MAP



RECORDER'S CERTIFICATE

I HEREBY CERTIFY THAT THIS PLAT WAS FILED FOR RECORD IN THE OFFICE OF THE RECORDER OF KOOTENAI COUNTY, IDAHO THIS _____ DAY OF _____, 20____.
AT _____ M. AND DULY RECORDED IN BOOK _____ OF PLATS AT PAGE(S) _____ AND UNDER INSTRUMENT NO. _____ AT THE REQUEST OF _____
BY: _____ DEPUTY CLERK
FEE PAID _____

TREASURER'S CERTIFICATE

I HEREBY CERTIFY THIS 16th DAY OF October, 2024 THAT THE REQUIRED TAXES ON THE HEREIN PLATTED LAND HAVE BEEN PAID THROUGH December 31, 2023
Stephanie Blalock Deputy Treasurer
KOOTENAI COUNTY TREASURER

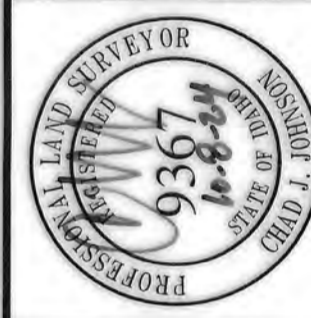
COUNTY SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT I HAVE EXAMINED THIS PLAT AND APPROVE THE SAME FOR RECORDING THIS _____ DAY OF _____, 20____.
RODNEY E. JONES PLS 12463
KOOTENAI COUNTY SURVEYOR



SURVEYOR'S CERTIFICATE

I, CHAD J. JOHNSON, PLS 9367, A PROFESSIONAL LAND SURVEYOR IN THE STATE OF IDAHO, DO HEREBY CERTIFY THAT THIS IS A TRUE SURVEY OF THE PLATTED LAND MADE BY ME, OR UNDER MY DIRECT SUPERVISION, AND THAT APPLICABLE CORNER RECORDS HAVE BEEN FILED, IN COMPLIANCE WITH THE LAWS OF THE STATE OF IDAHO.
Chad J. Johnson 10-8-24
CHAD J. JOHNSON PLS 9367 DATE



VISTA MEADOWS 2ND ADDITION	
LOT 1, BLOCK 7 AND TRACT 5 OF VISTA MEADOWS LOCATED IN THE NE 1/4 OF SECTION 27, TOWNSHIP 51 N., RANGE 04 W., BOISE MERIDIAN, COEUR D'ALENE, KOOTENAI COUNTY, IDAHO	
DATE SURVEYED: 10/12/2022	DRAFTED BY: ATM
FILE NAME: 21-282 SURVEY	CHECKED BY: CJJ
PLOT DATE: 12/20/2023	SHEET 2
PROJECT NO.: 21-282	2

Johnson Surveying
P.O. Box 2544 Post Falls, ID 83877
208-660-2351
johnsonsurveyingnw.com

AGREEMENT FOR MAINTENANCE/WARRANTY OF SUBDIVISION WORK
Vista Meadows 2nd Addition

THIS AGREEMENT made this 19th day of November, 2024 between Vista Meadows, LLC, whose address is 1836 Northwest Boulevard, Coeur d'Alene, ID, 83814, with Ann J. Beutler, Member, hereinafter referred to as the "**Developer**," and the city of Coeur d'Alene, a municipal corporation and political subdivision of the state of Idaho, whose address is City Hall, 710 E. Mullan Avenue, Coeur d'Alene, ID 83814, hereinafter referred to as the "**City**";

WHEREAS, the City has approved the final subdivision plat of Vista Meadows 2nd Addition, a six (6) lot, residential development in Coeur d'Alene, situated in a portion of Section 27, Township 51 North, Range 4 West, Boise Meridian, Kootenai County, Idaho; and

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

IT IS AGREED AS FOLLOWS:

The Developer agrees to maintain and warrant for a period of one year from the approval date of this agreement, the public improvements listed in the attached spreadsheet, attached as Exhibit A, and, as shown on the construction plans entitled "Vista Meadows PUD – Phase 2: Mocha Loop", signed and stamped by Michael L. Paul, PE, # 11038, dated April 29, 2024, incorporated herein by reference, including but not limited to: sanitary sewer system and appurtenances, potable water system and appurtenances, catch basins, stormwater drainage swales, drywells and appurtenances, concrete curb and sidewalk including ramps, asphalt paving, street luminaires, signing and monumentation as required under Title 16 of the Coeur d'Alene Municipal Code.

The Developer herewith delivers to the City, security in a form acceptable to the City, for the amount of Seven Thousand Seven hundred fifty-one and 40/100 Dollars (\$7,751.40) securing the obligation of the Developer to maintain and warrant the public subdivision improvements referred to herein. The security shall not be released until the 19th day of November, 2025. The City Inspector will conduct a final inspection prior to the release of the security to verify that all installed improvements are undamaged and free from defect. In the event that the improvements made by the Developer were not maintained or became defective during the period set forth above, the City may demand the funds represented by the security and use the proceeds to complete maintenance or repair of the improvements thereof. The Developer further agrees to be responsible for all costs of warranting and maintaining said improvements above the amount of the security given.

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

City of Coeur d'Alene

Vista Meadows, LLC

Woody McEvers, Mayor

Ann J. Beutler, Managing Member

ATTEST:

Renata McLeod, City Clerk

EXHIBIT A

Vista Meadows 2nd Addition Vista Meadows PUD Phase 2 Public Improvements Warranty Bond October 28, 2024				
DESCRIPTION	UNIT	QTY	UNIT RATE	TOTAL ITEM COST
SEWER				
8" Gravity Sewer Mainline	LF	693	\$ 48.00	\$ 33,264.00
48" Manholes	EA	5	\$ 3,600.00	\$ 18,000.00
Sewer Service Line, 6" Service	EA	15	\$ 1,750.00	\$ 26,250.00
Total Public Subdivision Improvements				\$ 77,514.00
MAINTENANCE/ WARRANTY BOND(10% OF PUBLIC SUBDIVISION IMPROVEMENTS				\$ 7,751.40



**CITY COUNCIL
STAFF REPORT**

DATE: **NOVEMBER 12, 2024**

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

SUBJECT: **CIVIL SERVICE RULE AMENDMENTS**

Decision Point: Should Council approve the amendments to the Civil Service Rules for Rule 10 – Promotions, Section 7, Examination and Promotional Eligibility; and Section 8, Working Out of Class, as approved by the Civil Service Commission?

History: The general purpose of the Civil Service Rules is to provide information and standards for the Coeur d’Alene Fire Department Local 710 by assuring all persons in the classified service receive fair and impartial treatment.

Section 7. Housekeeping change to update the outdated Fire Inspector title to Deputy Fire Marshall.

Section 8. The amendments will allow the fire employees who want to work up in the higher rank to either go through the promotional testing process, and successfully be placed on the eligibility list, OR complete the applicable rank certification program. Both the promotional testing process and the certification program occur every two (2) years. After two (2) years, the employee either needs to then successfully pass the new promotional testing process or complete the recertification process to continue to be able to work out of class. With these proposed amendments, each rank will follow the same certification process and it will allow employees who aren’t necessarily interested in promoting to still be eligible to work up.

The proposed amendments will bring the Rules up to date and provide the working out of class qualifications desired by both the Coeur d’Alene Fire Department Local 710 and Fire Administration. Additionally, the amendments were reviewed and approved by each of the Civil Service Commission members on October 4, 2024.

Financial: There are no hard costs associated with these amendments.

Performance Analysis: Authorizing the rule amendments will provide consistent and up-to-date standards to apply to the Coeur d’Alene Fire Department.

Decision Point/Recommendation: Council should approve the amendments to the Civil Service Rules for Rule 10 – Promotions, Section 7, Examination and Promotional Eligibility; and Section 8, Working Out of Class, as approved by the Civil Service Commission.

City of Coeur d'Alene Civil Service Rules



Coeur d'Alene Fire Department

Last Amended: ~~June 16, 2020~~

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CIVIL SERVICE RULES

Rule 1 GENERAL

Section 1. PURPOSE: The general purpose of these rules is to provide information and standards for the establishment, maintenance, and duration of applicant pools maintained by Civil Service and assuring all persons in the classified service receive fair and impartial treatment.

Section 2. MEETINGS: Meetings of the Commission shall be held whenever called by the civil service commission chairman, or by two (2) commissioners.

Section 3. AMENDMENTS: No amendments to these rules, or suspension thereof, shall be made except under the approval of the City Council.

Section 4. ORDER OF BUSINESS: Robert's "Rules of Order," except as otherwise herein provided, shall guide the commission in its proceedings.

Section 5. CIVIL SERVICE ADVISORY BOARD: A Civil Service Advisory Board shall be established to serve as a review panel which will seek for resolution of grievances and/or appeals prior to coming before the Civil Service Commission. The Advisory Board will consist of the Human Resources Director or his/her appointee, the Fire Chief, the City Administrator or his/her appointee, and the Local 710 President or his/her appointee.

Section 6. FIRE CHIEF: The term "Fire Chief," as used herein, shall include the Fire Chief, and his/her designees.

Rule 2 CLASSIFICATION

Section 1. CLASSIFICATION: For the purposes of conducting examinations, certifying eligibles for appointments and promotions and in making removals, the Fire Department of the City of Coeur d'Alene shall be divided into and restricted to such ranks as the City Council may adopt. No alteration to any such rank or individual within said rank shall be made except under and according to the rules hereinafter mentioned.

Section 2. TITLES: Titles for each position in the classified service shall be descriptive of the general duties and indicative of the rank.

Section 3. NEW POSITIONS: Whenever a new rank is created, report of such action shall be made to the Commission by the department head, setting forth a statement of the general duties of such position.

Section 4. No portion of these rules shall in any manner whatsoever apply to the positions of Fire Chief or Deputy Chiefs except as specifically provided herein.

Rule 3 QUALIFICATIONS

Section 1. An applicant not currently covered by these Civil Service Rules must meet the following criteria:

- (a) Must be a citizen of the United States of America and must be able to read and write the English language.
- (b) Must be a minimum of eighteen (18) years of age at the time of written examination.
- (c) Must successfully pass a background check, pre-employment drug and alcohol test, and a physician's medical/physical examination by the departments designated physician.

Section 2. The Coeur d'Alene Fire Department wants to enhance the legacy of Fire Service families. Notwithstanding any provision of the City's Personnel Rules, relatives of current working members of the Department will not be automatically disqualified from applying or testing for, being placed on the eligibility list, or accepting appointment within the department. The Department will, to the greatest extent possible, avoid assigning an employee to a position in which a family member is in that employee's chain of command except in the event of an emergency.

Section 3. DISQUALIFICATIONS: The City may refuse to examine an applicant, or after examination, to certify an eligible and may remove his/her name from the eligible list for any of the following reasons:

- (a) Dismissal from the Armed Forces for delinquency or misconduct.
- (b) Mental or physical unfitness for the position applied for.
- (c) Dishonest, criminal, immoral or notoriously disgraceful conduct.
- (d) Intentional false statement in any material fact, deception or fraud in securing examination, certification or appointment.

Section 4. BURDEN OF PROOF: The burden of proof of good character in all cases shall be upon the applicant and the filing of any certification to that effect shall not debar the City from demanding or obtaining further proof of good character to its full satisfaction.

Rule 4
RECRUITMENT APPLICATIONS

Section 1. APPLICATIONS: No person shall be included in the examination process for a position in the classified service until an application is submitted to the Human Resources Department which shall show that the requirements set forth in Rule 2 are met.

Section 2. FILING APPLICATIONS: The Human Resources Department shall provide not less than two (2) weeks for submission of an application for any examination. A notice of the examination will be published as deemed necessary by the Human Resources Director

Section 3. APPLICATIONS NOT TO BE RETURNED: Applications and accompanying certificates unless returned for correction will remain on file in the office of Human Resources and under no circumstances be returned to the applicants. Applications returned for correction must be back in the office of Human Resources before the application deadline.

Rule 5
RECRUITMENT TESTING

Section 1. TIME, PLACE AND NOTICE: Recruitment testing used to establish an eligibility list for appointment or promotion in the service, shall be held at such times and places as shall be designated by the Fire Chief and Human Resources Director. After the deadline for submitting applications has closed, a written notice of the recruitment testing shall be provided to each person having an application on file. Such notice shall allow the applicant to participate in the testing process.

Section 2. COMPETITIVE: All examinations held under the provisions of these rules shall be competitive.

Section 3. LIMITATIONS: No limitations shall be made as to the number of applicants to be received for examination. The Fire Chief and Human Resources Director may limit the number of applicants to be examined at any one time, according to the needs of the City or for convenience in conducting the examination.

Section 4. SUBJECTS, WEIGHTS AND GENERAL AVERAGES: The testing process shall embrace certain subjects, to which weights shall be assigned, the weight given to each subject to represent its relative value in ascertaining the fitness of the applicant. Each subject tested shall be rated independently by the examiners. The examiners ratings on the scale of 100 on each subject separately shall be multiplied by the weight assigned to the subject. The resulting products shall be added and the total product divided by the total weights of all subjects in the examinations. The resulting quotient is the general average which shall be used in determining the order in which the name of the candidate shall appear on the eligible list. The physical agility examination shall be pass/fail only and not scored.

Section 5. QUESTIONS SHALL BE PRACTICAL: Examinations shall be practical and relevant to those matters which will fairly test the general fitness of the persons examined to discharge the duties of the position to which they seek to be appointed. No question pertaining to race, gender, age, national origin, religion, disability, marital status, or political opinions or affiliations will be allowed at any examination or proceeding.

Section 6. WRITTEN OR ORAL: Whenever practical, testing shall be in writing, and, when appropriate, include physical and practical tests. The Fire Chief may act as a committee or appoint a committee to conduct examinations and interviews on certain subjects when the chief determines it is the best means of determining a candidate's qualifications for the position applied for. For entry-level firefighter interviews, the committee shall consist of a minimum of three (3) and a maximum of five (5) board members. Three (3) board members will consist of IAFF Local 710 employees in good standing.

In oral examinations, any willful false statement regarding past record or experience shall be grounds for withholding the name of a candidate from an eligible list, and shall be grounds for discharge and disqualifies a candidate from taking any future examinations.

- (a) Conversation and Communication: All conversation or communication between or among applicants during the written examination is strictly prohibited.
- (b) Cannot Leave the Room: During testing, no applicant will be allowed or permitted to leave the room unless approved by the proctor.
- (c) Penalty for Withdrawal: An applicant who withdraws from the written examination after filling out their identification sheet and receiving a copy of the questions shall be considered as having failed.
- (d) Concealing Identity: All examinations shall be conducted and managed so that no written examination paper will disclose the name or identity of any applicant until all the examination papers have been marked.
- (e) Identification Marks: Any applicant in an examination who places any identification mark on their written examination papers shall be deprived of all benefits under such examination, and no papers will be graded having such marks. The following will be "identification marks":
 - a. The real name or address of the applicant.
 - b. Any assumed or fictitious name or address.
 - c. Names of individuals or firms used on any of the answer sheets.
 - d. Any initials, lines, sign marks or characters that may indicate the identity of the applicant.

Section 7. MEDICAL EXAMINATION: The Fire Chief will require a medical examination by any physician chosen by the Fire Chief to determine whether applicants for any position are fit for the position applied for. The result of such medical examination shall be considered only in determining the fitness of the applicant to be examined further and shall not be a factor in determining general average in the testing process.

Section 8. VETERANS PREFERENCE: Any employment preference granted to veterans under the laws of the State of Idaho shall be applicable under these rules.

Section 9. INSTRUCTION: All necessary instructions will be given to participating applicants and all applicants are required to follow the directions of the proctor. Testing proctors are forbidden from explaining the meaning of any questions or to make remarks or suggestions that may assist in answers to the test questions.

Section 10. NO HELP ALLOWED: No help of any kind will be allowed during any examination. Any written or printed matter that might be of aid in any testing process, must be handed in before the testing begins. Any attempt to cheat or copy from a competitor as an entry-level applicant, will render the applicant ineligible for public service at any time. Any attempt to cheat or copy as a promotional applicant, may result in discipline up to and including termination.

Section 11. TEST SCORING: No unnecessary delay will occur in the scoring of any test.

Section 12. NOTICE OF RESULT: As soon as scoring is completed the applicants will be notified of their result and whether they passed or failed, and their position on the eligible list.

Section 13. PAPERS NOT RETURNED: After the testing is completed, and the eligible list established, all recruitment documentation becomes the property of the City and will be kept on file in the Human Resources Department.

Section 14. PROMOTIONAL EXAMINATION: Promotional examinations will be conducted under the same rules that apply to original entrance examinations.

Section 15. EXAMINING BOARD: Any examining board or proctor may include any such person as may be appointed by the Fire Chief.

Section 16. POSTPONEMENT OF CONTINUANCE OF EXAMINATION: Whenever it may appear to the Fire Chief, by reason of the small number of applicants for any examination, either original or promotional, that such examination has not been given sufficient publicity, or for other good and sufficient cause, the process may be postponed to a later date. All persons having applications on file shall be immediately notified of the postponement or continuance and shall be further notified of the time at which they are to appear for such examination.

Rule 6
FIREFIGHTER ENTRY-LEVEL LIST

Section 1. MINIMUM STANDING: Entry-level applicants whose general average upon examination is less than seventy (70) percent shall be excluded from the eligible list of candidates, and they shall be considered as having failed.

Section 2. ENROLLMENT: Successful entry-level candidates shall be enrolled upon the "Eligible List" in the order of their general average standing. When two or more eligibles have received the same average rating, the first filing their applications shall have priority.

Section 3. EXPIRATION OF LISTS: All persons who have been on the Eligible List for two (2) years without appointment shall be removed therefrom and can only be returned thereto upon regular examination.

Section 4. APPLICANT ON TWO LISTS: Applicants may be enrolled on two (2) eligible lists at the same time.

Section 5. APPOINTEE AND APPLICANT: Any appointee to a position from the eligible list shall be permitted to hold rank on only one other eligible list.

Section 6. REMOVALS FROM THE ELIGIBLE LISTS: The Human Resources Department shall remove the name of an eligible from the list if the eligible has:

- (a) Failed to receive appointment after three (3) certifications.
- (b) Failed to respond to a notice of appointment within four days; however, if the candidate presents satisfactory reasons for such failure to respond within thirty (30) days, the Commission may reinstate his/her name upon the eligible list.
- (c) Been dishonorably discharged from the Armed Forces.
- (d) Or for cause as in Rule 3.
- (e) Nothing in these rules shall prohibit the City Council from reducing the force employed, but such reduction shall be effected in inverse order of seniority of employment, and any employee who is removed on this account shall be placed at the head of the eligible list.

Rule 7
CERTIFICATION

Section 1. REQUISITION AND CERTIFICATION: Whenever a position in the Classified Civil Service is to be filled, the Fire Chief shall request in writing to the Human Resources Director for the certification and list of eligibles, and the Human Resources Director shall, as soon as possible, certify to the Fire Chief the names of five (5) times the number of persons necessary to fill an entry-level firefighter position and three (3) times the number of persons necessary to fill any promotional position. The Human Resources Director shall always certify the persons having the highest standing on the eligible list for the position to be filled; and further that a less number may be certified when there is not the required number on the eligible list. All persons not appointed shall remain on the eligible list in the relative position.

Section 2. APPOINTMENT: The Fire Chief shall notify the Human Resource Director in writing, the names selected for appointment.

Rule 8
APPOINTMENTS

Section 1. APPOINTMENTS HOW MADE: No appointing official shall select or appoint any person for a position, employment or promotion within the classified service, except in accordance with the Civil Service Rules.

Section 2. VACANCIES HOW FILLED: Vacancies in the classified service if not filled by transfer, shall be filled by requisition and certification as provided in Rule 7. Upon receipt of a certification, the appointing official shall within thirty (30) days, appoint one of the persons certified to fill the vacant position. Filling vacancies for promotional appointments for employees on an approved leave of absence or on account of military leave will be as follows:

- (a) A person certified from a promotional list who is on an approved leave of absence or on account of military service may be appointed.
- (b) A person so appointed shall be re-employed in the appointed promotional position upon meeting position qualifications.
- (c) When, upon such appointment, the position remains vacant by reason of the absence of the appointee, a temporary appointment may be made pursuant to Rule 9, Section 2.

Section 3. RE-APPOINTMENT: When the name certified is one which has been removed due to reduction of force, the appointing official shall have no choice. The person so certified must be appointed within ten (10) days.

Section 4. PROMOTIONAL APPOINTMENTS: When a vacancy is filled by promotion, certification and appointment shall be made in the same manner as provided in Rule 7 and in Section 2 of this rule.

Section 5. DECLINATION OF APPOINTMENT: Whenever an eligible has been appointed and declines to accept the appointment, he/she shall not be reinstated upon the eligible list unless the reason for declining such appointment shall be considered satisfactory by the City.

Section 6. PROBATIONARY PERIOD: Firefighters certified from an original entrance eligible list shall be on probation for a period of one (1) year of actual service. Probation period shall not include time served as a provisional employee but shall date from the time of regular appointment from an eligible list. Within ten (10) days of the termination of such probationary period, the appointing official shall notify Human Resources that said employee has met the requirements of the Department. The probationary period may be extended by the Department Head and the Human Resources Director for a time not to exceed six (6) additional months.

Section 7. INCOMPETENT PROBATIONERS: If the appointee shall be found incompetent or inefficient in the performance of the duties of the position he is filling, the appointing official shall notify Human Resources and such probationer shall be dropped from the service.

Section 8. CHANGE OF POSITIONS: An employee who leaves a position to accept employment by certification from another eligible list shall be permanently separated from the position formerly held, except as in this rule otherwise provided and may be reinstated in any vacancy in the same rank from which employee was separated; and provided further, that where an officer or employee accepts certification to a higher position, the duties of which are merely temporary, employee shall be reinstated in their former position without loss of seniority when such higher duty is completed.

Rule 9

PROVISIONAL, TEMPORARY AND EMERGENCY APPOINTMENTS

Section 1. PROVISIONAL APPOINTMENT: Upon receipt of a requisition for persons to fill a vacancy for which no eligible list exists, the Human Resources Director may grant authority to the appointing official to make a provisional appointment pending examination. As soon as an eligible list is secured for a position filled by provisional appointment, the Human Resources Director shall certify in the usual manner the names of the eligibles standing highest on such eligible list and the appointing official shall make regular appointment within thirty (30) days of such certification. If no such appointment be made the provisional appointment shall terminate at the expiration of the aforesaid thirty (30) days, unless otherwise approved by appointing official and the Human Resources Director.

Section 2. TEMPORARY APPOINTMENT: When services to be rendered are of a temporary character for a limited period, or during a leave of absence, which has been approved by the City, of an employee who will return to the service of the City, the appointing official shall inform the Human Resources Director, stating the duration of such period, the rate of compensation, the authority for employing such temporary service, and other conditions of employment, and may select for such employment one of the first five persons on the eligible list, who, after due notice of conditions, is willing to accept appointment. Provisional and temporary appointment shall not confer upon the appointee any privilege of appointment, promotion, transfer or reinstatement to any other position in service.

Section 3. EMERGENCY APPOINTMENTS: In cases of emergency, and for the purpose of preventing the stoppage of public business, the appointing official may make an emergency appointment for a period not to exceed thirty (30) days. Successive emergency appointments of the same person shall not be permitted. Immediate report in writing of emergency appointments must be made to the office of the Human Resources Director.

Rule 10 PROMOTIONS

Section 1. METHOD OF PROMOTION: Whenever a vacancy in the classified service exists, unless such vacancy is to be filled by transfer, it shall be filled by promotion from the current eligibility list. Promotion shall be accomplished by means of a competitive examination. Should all candidates fail to pass, re-examination for promotion will be ordered. Should no eligible candidates register, an open competitive recruitment process may be held.

Section 2. NOTICE OF PROMOTIONAL EXAMINATION: Notice of promotional examination shall be in the Human Resources Department and in the Fire Department, and posted not less than thirty (30) days prior to the examination. Such notice shall give the date and process of the examination, and shall include eligibility requirements.

Section 3. EXAMINATIONS: The rules governing promotional examinations shall, except as herein provided, be the same as for original entrance examinations.

Section 4. EXAMINATION CHALLENGES: An applicant may challenge the scope and content of examination questions except questions asked in the oral interview. All challenges must be filed in writing with the Human Resources Department before 5p.m. on the business day following the date when the applicant took the examination.

Section 5. AVERAGES AND ELIGIBLES LISTS: Applicants' examinations shall be scored on the scale of 100%, and no applicant shall be entered on the eligibility list, who fails to attain at least 70% on each step of the promotional examination process, with the exception of the oral interview. The oral interview score will be averaged with the other exam steps regardless of score. Overall testing average must be a minimum of seventy (70) percent to be

placed on the eligibility list. When two or more applicants have the same average rating, preference on the eligible list shall be determined by the order in which they were hired with the Coeur d'Alene Fire Department. If applicants were both hired on the same day, preference shall be determined by the ranking from the original eligible list from which they were hired as an entry-level firefighter.

Section 6. REQUISITION AND CERTIFICATION: Requisition and certification shall be governed by Rule 6.

Section 7. EXAMINATION AND PROMOTIONAL ELIGIBILITY:

- (a) Fire Engineer: To be eligible to enter an examination and for promotion to Fire Engineer, a person must have worked at least thirty-six (36) current consecutive months for the City of Coeur d'Alene Fire Department.
- (b) Fire Captain: To be eligible to enter an examination and for promotion to Fire Captain, a person must have worked at least seventy-two (72) current consecutive months for the City of Coeur d'Alene Fire Department and hold current Fire Engineer certification or above.
- (c) Battalion Chief: To be eligible to enter an examination and for promotion to Battalion Chief, a person must have worked at eighty-four (84) current consecutive months for the City of Coeur d'Alene Fire Department and have held the rank of Fire Captain for a minimum of twelve (12) consecutive months.
- (d) ~~Deputy Fire MarshallInspector~~: To be eligible to enter an examination and for promotion to ~~Deputy Fire MarshallInspector~~, a person must have worked at least twelve (12) current consecutive months for the City of Coeur d'Alene Fire Department in the rank of firefighter.
- (e) An employee shall not be permitted to participate in a promotional examination while on disciplinary probation.

Section 8. WORKING OUT OF CLASS

- (a) Eligibility to work out of class as Fire Engineer: Must have at least twenty-four (24) current consecutive months with the Coeur d'Alene Fire Department and ~~maintain current Fire Engineer Certification must pass the Coeur d'Alene Fire Department Fire Engineer Certification Program or be on the current Fire Engineer promotional list.~~ Battalion Chief approval required.

Fire Engineer Certification: Consists of completion of the department Fire Engineer Certification program or passing the Fire Engineer promotional process.

~~required prerequisites.~~ The Fire Engineer Certification shall be good for a maximum of two (2) years. To maintain certification a member must maintain a position on the current Fire Engineer promotional list or complete the department's Fire Engineer recertification process.

- (b) Eligibility to work out of class as Fire Captain: Must have at least sixty (60) current consecutive months with the Coeur d'Alene Fire Department. Must have a current Fire Engineer Certification and maintain current Fire ~~Captain~~ Officer Certification. Battalion Chief approval required.

Fire Officer Certification: Consists of completion of the department Fire Captain Certification program or passing the Fire Captain promotional process~~required prerequisites.~~ The Fire ~~Captain~~ Officer Certification shall be good for a maximum of two (2) years. To maintain certification a member must maintain a position on the current Fire Captain promotional list or complete the department's Fire Captain recertification process.

- (c) Eligibility to work out of class as Battalion Chief: Must have at least seventy-two (72) current consecutive months with the Coeur d'Alene Fire Department, twelve consecutive months of which is in the position of Fire Captain and maintain current Battalion Chief certification. -Deputy Chief approval required.

Battalion Chief Certification: Consists of completion of the department Battalion Chief Certification program or passing the Battalion Chief promotional process. The Battalion Chief Certification shall be good for maximum of two (2) years. To maintain certification a member must maintain a position on the current Battalion Chief promotional list or complete the department's Battalion Chief recertification process.

Section 9. APPLICATIONS: Applications shall be made upon a form prescribed and furnished by the Human Resources Department, and shall be filed in the Human Resources Department on or before the deadline stated on the promotional announcement.

Section 10. SENIORITY IN PROMOTION: Credit shall be given for length of current consecutive service in the City of Coeur d'Alene Fire Department, and shall be given by adding to an overall promotional test score of 70% or above as follows:

	Possible
For years of service less than three (3)0
For three (3) full years of service.....	1.0

For each full year of the next six (6) years of service (4 th year through the 9 th year).....	0.5	3.0
For each additional year of service (maximum 14 years total service) (10 th year through the 14 th	0.2	1.0
TOTAL.....		5.0

**Rule 11
REMOVALS AND SUSPENSIONS**

All persons in the classified civil service shall be subject to removal, suspension, demotion or discharge from employment by the head of the department pursuant to the department's progressive discipline standard operating procedures.

If the grievance procedure per the local 710 collective bargaining contract does not apply or if the grievance committee does not find the grievance meritorious, the aggrieved party shall have the right, within ten (10) days, from the time of removal, suspension, demotion or discharge, or after the decision of the grievance committee, whichever is later file with the commission a written demand for an investigation, whereupon the commission shall conduct such investigation. The investigation shall be confined to the determination of the question as to whether such removal, suspension, demotion or discharge was made for political or religious reasons, or was made in good faith or for cause. All investigations made by the commission pursuant to the provisions of this section shall be by public hearing after reasonable notice to the accused of the time and place of such hearing, at which hearing the accused shall be afforded an opportunity of appearing in person or by counsel and presenting his/her defense.

**Rule 12
APPEALS AND HEARINGS**

A party aggrieved by the determination of the commission regarding the removal, suspension, demotion or discharge of an employee may appeal therefrom to the District Court of the state of Idaho, in and for the county of Kootenai. The District Court shall thereupon proceed to hear and determine such appeal in a summary manner; provided, however, that such hearing shall be confined to the determination as to whether the judgment or order of removal, discharge, demotion or suspension made by the commission, was made for political or religious reasons or was made in good faith for cause, and no appeal to such court shall be taken except upon such ground or grounds.

**Rule 13
GROUNDS FOR REMOVAL, DISCHARGE OR SUSPENSION**

Section 1. Each incumbent shall hold office, place, position or employment under the provision of these rules and any such person shall be disciplined pursuant to the progressive

discipline standard operating procedures of the department and for violations of the city's personnel rules.

Section 2. The classified Civil Service shall consist of all places of employment now existing or hereafter created in under the Fire Department of Coeur d'Alene. No appointment to any of the places of employment in said department shall be made except under and according to law and the rules and regulations of the Civil Service Commission. The Fire Chief and Deputy Fire Chiefs may be appointed from within the classified Civil Service, if replaced for any reason which would not warrant dismissal from the department, shall have the opportunity to be returned to the rank held with the City of Coeur d'Alene Fire Department prior to the time of appointment if there is an open position at the time of replacement or within twelve (12) months and must meet the qualifications of the position.

Rule 14 LAY OFF

Section 1. LAY OFF: Whenever it becomes necessary in any department, through lack of work or funds, or for other good causes, to reduce the force in any department or employment, the persons working in such department who was last certified for appointment for such employment shall be the first laid off. Seniority in appointment shall control in lay-off cases. When reductions in work force create a need for demotions, the last person promoted shall be the first person demoted. Demotions shall be to the previously held rank only.

Section 2. REINSTATEMENT: The names of persons laid-off in accordance with Section 1 of this rule shall be placed at the head of the eligible list and shall have precedence for reappointment as in Rule 7.

Rule 15 REPORTS

Section 1. REPORTS FROM ELIGIBLES AND EMPLOYEES: Each eligible and employee shall report to the Human Resources Department:

- (a) Any change of address and telephone.
- (b) Any failure to accept appointment or promotion with the reasons therefor.
- (c) Any desire that his/her name be withheld from certification or that it be dropped from the list.

Section 2. REPORTS FROM HEADS OF DEPARTMENTS: Department head shall notify Human Resources of all appointments and resignations and consult with the Human Resources Director on related employee matters.

BE IT RESOLVED by the Civil Service Commission that the foregoing rules be, and the same are hereby, adopted by the Civil Service Commission of the City of Coeur d'Alene, and that the Secretary of the Commission certify a copy thereof to the City Council of the City of Coeur d'Alene for its approval, the effective date of these rules to be the date of such approval by the City Council.

CIVIL SERVICE COMMISSION:

Sharmon Schmitt, Chairman

Dixie Reid, Member

Ben Wolfinger, Member

Attest:

Tom Greif, Secretary

**CITY COUNCIL
STAFF REPORT**

DATE: 11/12/2024

FROM: Larry Parsons, Utility Project Manager, Wastewater Dept.

SUBJECT: Wastewater 2024 Open Trench Project – Change Order No. 04

DECISION POINT: Should the City Council approve Change Order No. 04 for the 2024 Open Trench Sewer Line Project, performed by DW Excavating Inc., in the amount of \$ 13,831.73?

HISTORY: Construction started on June 17, 2024, and has been fully completed. This change order was brought about because, despite the best efforts of the contractor to save the existing water line on Schedule C Homestead Avenue, they had to install new water pipe. Also, the contractor had to excavate rock that was not foreseen on Schedule B on Cherrywood Drive to install a new sewer pipe.

FINANCIAL ANALYSIS: The following summarizes the financial breakdown for this project. This project was approved by City Council for this current fiscal year. Change Orders 01 and 02 were necessitated because of an engineering mistake on the 20th Street sewer construction that caused the contractor to do extra work. Change Orders 01 and 02 increased the cost to the City by \$28,096.02. JUB Engineering credited the City of CDA, as a result of the engineering mistake, in the amount of mistake \$25,115.66. In addition, Change Order 03 was a quantity deduction resulting in a decrease in the cost to the City by \$6,613.15. The total difference from the three Change Orders is an increase of \$21,482.87 to the City, which is more than covered by the credit from JUB.

Total Project Budgeted Amount:	\$850,000.00
Contractor (DW Excavating Inc.) Awarded Bid:	\$774,512.00
Change Order #01, 02, and 03	\$21,482.87
Change Order #04	\$13,831.73
Total Amount:	\$809,826.60
Amount Left in Budget	\$40,173.40

As shown above, the contracted project amount will still be well below the project budget amount of \$850,000.00 dollars.

PERFORMANCE ANALYSIS: Change Order 04, for additional water work and rock excavation that were encountered during construction of the Open Trench Sewer Line Project.

DECISION POINT/RECOMMENDATION: City Council should approve Change Order No. 04 for the water line repairs and rock excavation for the 2024 Open Trench Sewer Line Project in the amount of \$13,831.73.

**CITY OF COEUR D'ALENE WASTEWATER UTILITY
2024 COLLECTION SYSTEM PROJECT**

CHANGE ORDER NO. 001

Date of:	July 8, 2024	Effective Date:	7/3/2024
Owner:	City of Coeur d'Alene Wastewater Utility	Owner's Contract No.:	
Contractor:	DW Excavating	Contractor's Project No.:	
Engineer:	J-U-B Engineers	Engineer's Project No.:	20-24-011
Project:	2024 Collection System Project	Contract Name:	

The Contract is modified as follows upon execution of this Change Order:

Description: This Change Order includes installation of a new 4-inch lateral for the Duplex at 309 19th Street (approx. Station 21-85), see attached figure. Final location to be determined in the field by City personnel.

Attachments: Sketch of new lateral location. Contractor's quote for cost of work (CPR-01).

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES <i>[note changes in Milestones if applicable]</i>
Original Contract Price: \$ <u>774,512.00</u>	Original Contract Times: Substantial Completion: <u>8/26/2024</u> Ready for Final Payment: <u>9/25/2024</u> days or dates
[Increase] [Decrease] from previously approved Change Orders No. <u>0</u> to No. <u>0</u> : \$ <u>0</u>	[Increase] [Decrease] from previously approved Change Orders No. <u>0</u> to No. <u>1</u> : Substantial Completion: <u>N/A</u> Ready for Final Payment: <u>N/A</u> days
Contract Price prior to this Change Order: \$ <u>774,512.00</u>	Contract Times prior to this Change Order: Substantial Completion: <u>8/26/2024</u> Ready for Final Payment: <u>9/25/2024</u> days or dates
[Increase] [Decrease] of this Change Order: \$ <u>2,980.36</u>	[Increase] [Decrease] of this Change Order: Substantial Completion: <u>1 day</u> Ready for Final Payment: <u>1 day</u> days or dates
Contract Price incorporating this Change Order: \$ <u>777,492.36</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>8/27/2024</u> Ready for Final Payment: <u>9/26/2024</u> days or dates

RECOMMENDED:
By: [Signature]
Engineer (if required)
Title: Project Engineer
Date: 7-8-24

ACCEPTED:
By: [Signature]
Owner (Authorized)
Title: Project Manager
Date: 7-8-2024

ACCEPTED:
Digitally signed by Van Fall
DN: cn=US,
E=vanfall@dwexcavating.net,
ou=DW Excavating Inc,
ou=Project Manager,
cn=Van Fall
Date: 2024.07.08
13:53:19-0700



CHANGE ORDER
No. 002

DATE OF ISSUANCE: August 7, 2024 EFFECTIVE DATE: May 7, 2024

Project: 2024 Collection System Project	Owner: City of Coeur D' Alene Wastewater	Owner's Contract No.:
Contract: 2024 Collection System Project	Notice to Proceed: June 17, 2024	
Contractor: DW Excavating	Engineer's Project No.: 20-24-011	

The Contract Documents are modified as follows upon execution of this Change Order:

Description:

Construction required change. The new 8-inch gravity sewer pipe invert was approximately 1-foot higher in elevation than the existing 6-inch gravity sewer, due to an error in the original survey. The existing sewer service connections were unable to connect to the new 8-inch sewer without reverse grade. The Contractor removed 150 ft the new gravity sewer and adjusted grades. The Contractor reinstalled 150' of 8-inch sanitary sewer, provided one new manhole due to the modified rim & inverts, and provided 20' of sleeving for pot/non-potable separation. Detailed cost breakdown of each item is attached.

Attached Documents:

Attachment No. 1 - Change Order Summary

Attachment No. 2 - WCD-01 from DW Excavating on 8/7/2024

CHANGE IN CONTRACT PRICE:

Original Contract Price
\$774,512.00

CHANGE IN CONTRACT TIMES:

Original Contract Times Working days Calendar days
Substantial Completion (days or date): August 26, 2024 (70 Days)
Ready for final payment (days or date): September 25, 2024 (30 Days Post Substantial)

~~[Increase]~~ ~~[Decrease]~~ from
previously approved Change Order
No. 1

\$2,980.36

~~[Increase]~~ ~~[Decrease]~~ from previously approved Change Order No. 1

Substantial Completion (days or date): August 27, 2024 (71 Days)
Ready for final payment (days or date): September 26, 2024 (30 Days Post Substantial)

Contract Price prior to this Change
Order: No. 1

\$777,492.36

Contract Times prior to this Change Order: No. 1

Substantial Completion (days or date): August 27, 2024
Ready for final payment (days or date): September 26, 2024

~~[Increase]~~ ~~[Decrease]~~ of this Change

\$25,115.66

~~[Increase]~~ ~~[Decrease]~~ of this Change Order

Substantial Completion (days or date): 4 days
Ready for final payment (days or date): 0 days (remains 30 days post substantial)


Contract Price incorporating this

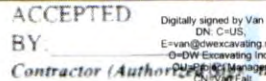
\$802,608.02

Contract Times with all approved Change Orders

Substantial Completion (days or date): August 31, 2024
Ready for final payment (days or date): September 30, 2024

RECOMMENDED
BY: 
Engineer (Authorized Signature)
DATE: 8/8/24

ACCEPTED
BY: 
Owner (Authorized Signature)
DATE: 8-9-2024

ACCEPTED
BY: 
Contractor (Authorized Signature)
DATE: 8/8/24

Digitally signed by Van Fall
DN: C=US,
E=van@dwexcavating.net,
O=DW Excavating, Inc.,
OU=Van Fall
Date: 2024.08.12
08:33:11-0700



CHANGE ORDER 2
Summary of Change Order

ITEM NO.	DESCRIPTION	Est. Qty.	Unit	CHANGE ORDER DIFFERENCE	
				UNIT PRICE	TOTAL
CO 2	20th Street Grade Adjustment				
CO 2-1	501.4.1.B.1: Gravity Sewer – Size 8” – Type PVC ASTM 3034	150	LF	\$ 95.00	\$ 14,250.00
CO 2-2	502.4.1.A.1: Sanitary Sewer Manhole – 48” Diameter	1	EA	\$ 3,400.00	\$ 3,400.00
CO 2-3	Standby Time & Pipe Disposal	1	LS	\$ 5,565.66	\$ 5,565.66
CO 2-4	Gravity Sewer Main Sleeve	20	LF	\$ 95.00	\$ 1,900.00
	Subtotal				
	TOTAL - CHANGE ORDER NO. 2				\$25,115.66
Previous Contract Price					\$774,512.00
Total Contract Price					\$799,627.66

CHANGE ORDER 3
Summary of Change Order

ITEM NO.	DESCRIPTION	Est. Qty.	Unit	CHANGE ORDER DIFFERENCE	
				UNIT PRICE	TOTAL
CO 3	19th & 20th Construction Modifications				
CO 3-1	19th Pipe Connection Point Misalignment - CE-01	1	LS	\$ 3,500.53	\$ 3,500.53
CO 3-2	Potable/Non-potable Water Service Conflicts, Pipe Sleeving - CE 09	100	LF	\$ 95.00	\$ 9,500.00
CO 3-3	Water Service Conflicts, Service Relocation - CE 11	1	LS	\$ 1,740.32	\$ 1,740.32
CO 3-4	QNTY Adjustment for Schedule A (19th & 20th)				
1	Removal of Existing Asphalt	-456	SY	\$ 4.00	\$ (1,824.00)
1	Type "B" Surface Restoration (Superpave HMA, Class SP-3, 1/2" Aggregate)	-456	SY	\$ 53.00	\$ (24,168.00)
1	Gravity Sewer - Size 8" - Type PVC ASTM 3034	87	LF	\$ 95.00	\$ 8,265.00
1	Storm Drain Pipe - Size 8" - Type PVC ASTM D2241 CL 160	-8	LF	\$ 279.00	\$ (2,232.00)
1	Remove and Dispose of Existing Sanitary Manhole	1	EA	\$ 612.00	\$ 612.00
1	Abandon Existing Sanitary Manhole	-1	EA	\$ 1,380.00	\$ (1,380.00)
1	Sewer Service Line - Size 4" - Type PVC ASTM 3034	-11	LF	\$ 57.00	\$ (627.00)
TOTAL - CHANGE ORDER NO. 3					-\$6,613.15
Previous Contract Price					\$777,492.36
Total Contract Price					\$770,879.21



HELPING EACH OTHER
CREATE BETTER COMMUNITIES



THE
LANGDON
GROUP



GATEWAY
MAPPING
INC.

J-U-B FAMILY OF COMPANIES

August 13, 2024

Mr. Larry Parsons
City of Coeur d'Alene
Wastewater Department
710 E. Mullan Avenue
Coeur d'Alene, ID 83814

RE: Issue Related to 2024 Collection System Project (J-U-B Project # 20-24-011)

This letter will confirm J-U-B's recent discussions regarding the referenced issue. Specifically, J-U-B's financial participation in resolving the survey error resulting in realignment of the 20th Street Sanitary Sewer for the 2024 Collection System Project. As complete settlement and release of all current and future issues related to this matter and with your agreement of said settlement, J-U-B is deducting \$25,115.66 from current billings to cover the costs of the Change Order (CO-002) for the 2024 Collection System Project, for realignment and reinstallation of 150 feet of 8-inch gravity sewer.

We make this settlement to emphasize that we value our relationship and want to maintain and enhance it over time.

If you have any concerns with this communication, please notify me or Jessica Waller immediately.

Sincerely,

A. Jay Hassel, P.E.

Spokane & Coeur d'Alene Area Manager
J-U-B ENGINEERS, Inc.

Cc: Jessica Waller, P.E.



J-U-B ENGINEERS, INC.

J-U-B FAMILY OF COMPANIES

August 15, 2024

Mr. Larry Parsons
City of Coeur d'Alene
Wastewater Department
710 E. Mullan Avenue
Coeur d'Alene, ID 83814

**RE: 2023/2024 WASTEWATER COLLECTION SYSTEM CAPITAL IMPROVEMENT PROJECTS –
PROJECT STATUS – August 2024**

Dear Larry:

Please find **enclosed** a copy of our invoice for the 2023/2024 Wastewater Collection System Capital Improvement Projects. The invoice covers the period June 30, 2024, through August 3, 2024. A summary of expenditures by budget number and task is included in the table below for your convenience. Our progress to date and expected work in the near term is generally summarized on the following pages.

Description	Budget	Previous Requests	This Request	Remaining Budget
Task 000 Project Management	\$12,500.00	\$3,057.87	\$150.20	\$9,291.93
Task 200 Open Trench Design and CMS	\$214,900.00	\$78,542.76	\$40,386.98	\$95,970.26
* Credit on Task 200 per Attached			-\$25,115.66	
Task 400 Capital Improvement Projects	\$98,900.00	\$36,778.15	\$430.00	\$62,121.85
Task 500 Management Reserve	\$50,000.00	\$10,077.70	\$0.00	\$39,922.30
Task 999 Watermain Design & CMS	\$35,000.00	\$10,316.25	\$0.00	\$24,683.75
Totals	\$411,300.00	\$138,772.73	\$15,851.52	\$231,990.09

CHANGE ORDER
No. 004

DATE OF ISSUANCE: November 1, 2024 EFFECTIVE DATE: May 7, 2024

Project: 2024 Collection System Project	Owner: City of Coeur D' Alene Wastewater	Owner's Contract No.:
Contract: 2024 Collection System Project		Notice to Proceed: June 17, 2024
Contractor: DW Excavating		Engineer's Project No.: 20-24-011

The Contract Documents are modified as follows upon execution of this Change Order:

Description:

CO 4-1 Cherrywood Existing Pipe Size Modification (CE-16) - Construction Required Change. The existing pipe between MH CH11-071 and MH CH11-0712 was determined to be 12". Contractor provided 12" piping and materials for connection to existing pipe downstream of MH CH11-0712. Contractor provided all labor, equipment and materials to modify new MH structure CH11-0712 to accommodate 12" downstream piping.

CO 4-2 Rock Excavation (CE-17) - Construction Required Change. Rock excavation was required for installation of Schedule B, Cherrywood, 8-inch piping. Rock excavation extents were field verified to be 34.5 CY.

CO 4-3 Quantity Adjustment for Schedules B, Cherrywood - Construction Required Change. Quantity modifications outlined in Attachment No. 1.


CO 4-4 Quantity Adjustment for Schedules C, Homestead & 3rd - Construction Required Change. Quantity modifications outlined in Attachment No. 1.

CO 4-5 Homestead Water Conflict - Construction Required Change. Elevation of the following utilities were in conflict with the City's existing and proposed sanitary sewer: 6-inch AC water main, 2-inch galvanized water main, 8-inch fire hydrant main, and 6-inch gas line. Design elevation of the new sanitary sewer was modified during construction to avoid conflict with the 2-inch galvanized water main and 6-inch gas line. The 8-inch fire hydrant line was eliminated by City Water Dept. Elevation of the 6-inch AC watermain was modified to provide clearance for sanitary sewer and meet potable/non-potable separation requirements. Contractor provided all labor, material and equipment to complete the above modifications. Additional paving and extension of new water main due to AC pipe failure resolved with Unit Prices.

Attached Documents:

- Attachment No. 1 - Change Order Summary
- Attachment No. 2 - CE-016 from DW Excavating dated 9/11/2024
- Attachment No. 3 - CE-019 from DW Excavating dated 11/1/2024

CHANGE IN CONTRACT PRICE:		CHANGE IN CONTRACT TIMES:	
Original Contract Price	Original Contract Times	<input type="checkbox"/> Working days	<input checked="" type="checkbox"/> Calendar days
\$774,512.00	Substantial Completion (days or date): August 26, 2024 (70 Days)	Ready for final payment (days or date): September 25, 2024 (30 Days Post Substantial)	
[Increase] [Decrease] from previously approved Change Order No. 1, 2 & 3	[Increase] [Decrease] from previously approved Change Order No. 1, 2 & 3	Substantial Completion (days or date): September 4, 2024 (79 Days)	
\$21,482.87	Ready for final payment (days or date): October 4, 2024 (30 Days Post Substantial)		
Contract Price prior to this Change Order: No. 1, 2 & 3	Contract Times prior to this Change Order: No. 1, 2 & 3	Substantial Completion (days or date): September 4, 2024	
\$795,994.87	Ready for final payment (days or date): October 4, 2024		
[Increase] [Decrease] of this Change	[Increase] [Decrease] of this Change Order	Substantial Completion (days or date): 6 days	
\$13,831.73	Ready for final payment (days or date): 0 days (remains 30 days post substantial)		
Contract Price incorporating this	Contract Times with all approved Change Orders:	Substantial Completion (days or date): September 10, 2024	
\$809,826.60	Ready for final payment (days or date): October 10, 2024		

RECOMMENDED:
BY: 
Engineer (Authorized Signature)
DATE: 11-5-2024

ACCEPTED:
BY: _____
Owner (Authorized Signature)
DATE:

ACCEPTED:
BY: 
Contractor (Authorized Signature)
DATE:


CHANGE ORDER 4
Summary of Change Order

ITEM NO.	DESCRIPTION	Est. Qty.	Unit	CHANGE ORDER DIFFERENCE	
				UNIT PRICE	TOTAL
CO 4	Cherrywood & Homestead Construction Modifications				
CO 4-1	Cherrywood Existing Pipe Size Modification- CE-16	1	LS	\$ 2,142.71	\$ 2,142.71
CO 4-2	Rock Excavation - CE 17	34.5	CY	\$ 210.00	\$ 7,245.00
CO 4-3	QNTY Adjustment for Schedules B (Cherrywood)				
201.4.1.D.1	Removal of Existing Asphalt	-92	SY	\$ 6.00	\$ (552.00)
307.4.1.G.1	Type "B" Surface Restoration (Superpave HMA, Class SP-3, 1/2" Aggregate)	-92	SY	\$ 62.00	\$ (5,704.00)
405.4.1.A.1	Pipe Casing for Non-Potable Water Line Separation - Size 8" - Type PVC AWWA C900	-50	LF	\$ 119.00	\$ (5,950.00)
504.4.1.A.1	Sewer Service Line – Size 4" – Type PVC ASTM 3034	-17	LF	\$ 57.00	\$ (969.00)
CO 4-4	QNTY Adjustment for Schedule C (Homestead)				
303.4.1.A.1	Exploratory Excavation	7	HR	\$ 265.00	\$ 1,855.00
201.4.1.D.1	Removal of Existing Asphalt	69	SY	\$ 6.00	\$ 414.00
307.4.1.G.1	Type "B" Surface Restoration (Superpave HMA, Class SP-3, 1/2" Aggregate)	51	SY	\$ 63.00	\$ 3,213.00
307.4.1.A.1	Miscellaneous Surface Restoration	-42	SY	\$ 15.00	\$ (630.00)
401.4.1.A.1	Water Main - Size 6" - Type PVC AWWA C900	17	LF	\$ 690.00	\$ 11,730.00
706.4.1.A.1	Concrete Curb – Size Standard 6-inch	-10	LF	\$ 142.00	\$ (1,420.00)
CO 4-5	Homestead Water Conflict- CE-19	1	LS	\$ 2,457.02	\$ 2,457.02
	TOTAL - CHANGE ORDER NO. 4				\$13,831.73
Previous Contract Price					\$795,994.87
Total Contract Price					\$809,826.60



CDA Collection System Project

Change Event Cost Worksheet	CE 16	9/11/24	
Cherrywood 12" Pipe			
a. Labor Costs			
	<i>Quantity</i>	<i>Rate</i>	<i>Amount</i>
Superintendent	2	\$70.00	\$140.00
Power Eq. Op.- Excavator (Under 3CY)	4	\$46.99	\$187.96
Power Eq. Op.- Excavator (Under 3CY) - OT Rate	0	\$70.49	\$0.00
Power Eq. Op.-Loader	2.5	\$46.55	\$116.38
Power Eq. Op.-Roller	0	\$45.46	\$0.00
Power Eq. Op.-Skidsteer	0	\$20.97	\$0.00
General Laborer/Topman	9.5	\$32.73	\$310.94
General Laborer/Topman - OT Rate	0	\$49.10	\$0.00
General Laborer- Pipe Layer	1.5	\$32.73	\$49.10
General Laborer- Pipe Layer - OT Rate	0	\$49.10	\$0.00
Truck Driver- Dump Truck	0	\$56.15	\$0.00
Truck Driver- Water Truck	0	\$36.65	\$0.00
Total Craft Hours:	19.5		
Total Direct Labor Wages:			\$804.37
State of WA Indust. Insurance	6.80%		\$54.70
FICA	7.65%		\$61.53
FUTA	6.00%		\$48.26
SUTA	3.70%		\$29.76
WISHA	2.00%		\$1.09
Employment Security	4.63%		\$37.24
WA Paid Family and Medical Leave	0.80%		\$6.43
Total Direct Labor Wages and Benefits:			\$1,043.39
b. Material Costs			
	Qty.	Cost	
HD Fowler - See attached			\$42.36
Ferguson Waterworks			\$564.46
			\$0.00
			\$0.00
Total Material Costs:			\$606.82
c. Equipment Costs			
	Hours	Rate	
John Deere 250 Excavator	1	\$145.50	\$145.50
John Deere 250 Excavator - Standby Rate	1	\$45.04	\$45.04
Linkbelt 145 Excavator	0	\$105.57	\$0.00
Linkbelt 145 Excavator - Standby Rate	2	\$32.71	\$65.42
John Deere 544K Loader	0	\$81.39	\$0.00
John Deere 544K Loader - Standby Rate	2.5	\$29.85	\$74.63
Total Equipment Costs:			\$185.09
Subtotal of Contractor's Own Work			\$1,835.30
d. Fee On Contractor's Own Work			
Fee On Contractor's Own Work		15%	\$275.29
e. Subcontractors			
			\$0.00
			\$0.00
			\$0.00
Total Subcontractor Costs:			\$0.00
f. Fee On Subcontractor Work			
Fee On Subcontractor Work		5%	\$0.00
g. Insurance and Bond			
Change Liability Insurance @	1.75%	of sum a-f	\$32.12
h. Credits, Totals, Added Days, Bid Line Items			
Credits:			\$0.00
i. Bid Line Items:			
	Approx. Qty.	Cost	
			\$0.00
			\$0.00
			\$0.00
Total Change Order (total of green boxes in a-i):			\$2,142.71
Added Contract Days:			0

Date:	9-4-24	Field Change Event Worksheet	
Project:	CDA Collection System Project		
Change Event #:	CE 116		
Change Event Name:	Cherrywood 12" Pipe		
Location / Station #:	STA 60+45.13		
Description of Change Event:	The existing M4 had 12" pipe on the downstream side T + M for connecting to 12" concrete pipe		

Time Worked Record: Workers and/or Equipment Working	Labor Type	Hours Worked		Equipment Hours	
		Reg.	O.T.	Reg.	Standby
Allen Roedel	General labor	4.5			
Derek Greyeyes	JD 250 Ex			1	1
Rock Ponder	Link Belt 145 Ex				2
Rock Ponder	General labor	2			
Ryan McKay	Pipe layer	1.5			
Steve KormanSke	General labor	3			
Steve KormanSke	JD 514 loader				2.5
Travis Hamilton	Superintendent	2			

Materials / Subcontractors Used:
1 stick SDR 35 3034 Sewer Pipe 14 LF
1 12" Sand collar
1 12" conc v PVC Fernco
1 Bag Tat set
1 8" corr n seal

Sketches / Notes / Misc.



HD FOWLER COMPANY

REMIT: PO Box 84368, Seattle, WA 98124

Packing Slip

16812079

3633 136th Pl SE, Ste 100, Bellevue, WA 98006
PO Box 160, Bellevue, WA 98009-0160
Phone 425-654-8800 * Fax 425-641-8885

Hayden Branch
2602 W Hayden Ave
Hayden, ID 83835
(208) 772-9060 Fax (208) 772-9478

To: DW EXCAVATING INC PO BOX 1089 DAVENPORT WA 99122-1089 (509) 904-1313	Ship to: HD Fowler Company - Hayden 2602 W Hayden Ave Hayden ID 83835	
	Order# O8295844	Inv Date: 09/04/24

Terms: NET 10TH PROX FOB: H. D. FOWLER	Ship Via: Will-Call Here (Order & Pickup)	PO/JOB: 16995
---	---	----------------------

Line	Qty Ship'd	Qty BO'd	UoM	Part # Description	Unit Price	Extended Price	T X
1	1		EA	FE10061212 12" CONC X CI/PL COUPLING 1006-1212 FERNCO	42.36	42.36	Y
						Sub total	42.36
						Freight	
						Tax	2.54
						Grand Total	44.90

TRAVIS

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FEL - SPOKANE WW #1808
 7310 E INDIANA AVE
 SPOKANE VALLEY, WA 99212-0000

Phone: 509-468-1899
 Fax: 509-922-6389

Deliver To:	
From:	Austin Ainslie
Comments:	

14:40:06 SEP 04 2024

FERGUSON WATERWORKS #3156
 Order Confirmation
 Phone: 509-468-1899
 Fax: 509-922-6389

Order No: 0053458
Order Date: 09/04/24
Writer: AMA

Req Date: 09/04/24

Ship Via: COUNTER PICK-UP
Terms: NET 10TH PROX

Sold To: DW EXCAVATING INC
 CITY OF COEUR D ALENE - 2024 C
 PO BOX 1089
 DAVENPORT, WA 99122

Ship To: CUSTOMER PICK-UP

Cust PO#: 12" TIE IN

Job Name: CITY OF COEUR D ALENE - 2

Item	Description	Quantity	Net Price	UM	Total
MUL063065	12 PVC SWR M/HOLE ADPT	1	212.650	EA	212.65
SDR35P1214	12X14 SDR35 PVC GJ SWR PIPE	14	23.510	FT	329.14
L6A103	1X15 RAT W/ VINYL OPEN HOOK	1	22.670	EA	22.67
Net Total:					\$564.46
Tax:					\$0.00
Freight:					\$0.00
Total:					\$564.46

WARRANTY PROVISIONS

The purchaser's sole and exclusive warranty is that provided by the manufacturer, if any. Seller makes no express or implied warranties. SELLER DISCLAIMS ALL EXPRESS OR IMPLIED WARRANTIES INCLUDING ALL IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS OR FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT WILL SELLER BE LIABLE FOR ANY INCIDENTAL, PUNITIVE, SPECIAL OR CONSEQUENTIAL DAMAGES ARISING DIRECTLY OR INDIRECTLY FROM THE OPERATION OR USE OF THE PRODUCT. SELLER'S LIABILITY, IF ANY, SHALL BE LIMITED TO THE NET SALES PRICE RECEIVED BY SELLER. Complete Terms and Conditions are available upon request or can be viewed on the web at <https://www.ferguson.com/content/website-info/terms-of-sale>



HOW ARE WE DOING? WE WANT YOUR FEEDBACK!

Scan the QR code or use the link below to complete a survey about your orders:

<https://survey.medallia.com/?bidsorder&fc=1808&on=9871>

Exhibit "D"



CDA Collection System Project

Change Event Cost Worksheet	CE 19R1	11/1/24			
Homestead Utility Conflicts					
a. Labor Costs					
	<i>Quantity</i>	<i>Rate</i>	<i>Amount</i>		
Superintendent	0	\$70.00	\$0.00		
Power Eq. Op.- Excavator (Under 3CY)	0	\$46.99	\$0.00		
Power Eq. Op.-Loader	0	\$46.55	\$0.00		
Power Eq. Op.-Roller	0	\$45.46	\$0.00		
Power Eq. Op.-Skidsteer	0	\$20.97	\$0.00		
General Laborer/Topman	0	\$32.73	\$0.00		
Total Craft Hours:	0				
Total Direct Labor Wages:			\$0.00		
State of WA Indust. Insurance	6.80%		\$0.00		
FICA	7.65%		\$0.00		
FUTA	6.00%		\$0.00		
SUTA	3.70%		\$0.00		
WISHA	2.00%		\$0.00		
Employment Security	4.63%		\$0.00		
WA Paid Family and Medical Leave	0.80%		\$0.00		
Total Direct Labor Wages and Benefits:			\$0.00		
b. Material Costs		Qty.	Cost		
3000 PSI Concrete - See attached Invoice			\$579.52		
Ferguson Waterworks - See attached Invoice			\$1,524.99		
			\$0.00		
			\$0.00		
Total Material Costs:			\$2,104.51		
c. Equipment Costs		Hours	Rate		
John Deere 250 Excavator	0	\$145.50	\$0.00		
John Deere 250 Excavator - Standby Rate	0	\$45.04	\$0.00		
Linkbelt 145 Excavator	0	\$105.57	\$0.00		
Linkbelt 145 Excavator - Standby Rate	0	\$32.71	\$0.00		
John Deere 544K Loader	0	\$81.39	\$0.00		
John Deere 544K Loader - Standby Rate	0	\$29.85	\$0.00		
Kubota SV97 Skidsteer	0	\$97.95	\$0.00		
Kubota SV97 Skidsteer - Standby Rate	0	\$25.34	\$0.00		
Hamm HD 12 VV Mini Roller	0	\$50.32	\$0.00		
Peterbilt 340 Dump Truck	0	\$84.83	\$0.00		
Peterbilt 340 Dump Truck - Standby Rate	0	\$13.49	\$0.00		
Sterling Water Truck	0	\$48.52	\$0.00		
Ford F450 Pipe Crew Truck	0	\$57.26	\$0.00		
Total Equipment Costs:			\$0.00		
Subtotal of Contractor's Own Work			\$2,104.51		
d. Fee On Contractor's Own Work					
		Fee On Contractor's Own Work	15%	\$315.68	
e. Subcontractors					
			\$0.00		
			\$0.00		
			\$0.00		
Total Subcontractor Costs:			\$0.00		
f. Fee On Subcontractor Work					
		Fee On Subcontractor Work	5%	\$0.00	
g. Insurance and Bond					
		Change Liability Insurance @	1.75%	of sum a-f	\$36.83
h. Credits,Totals,Added Days, Bid Line Items					
Credits:			\$0.00		
i. Bid Line Items:		Approx. Qty.	Cost		
			\$0.00		
			\$0.00		
			\$0.00		
Total Change Order (total of green boxes in a-i):			\$2,457.02		
Added Contract Days:			4		



8849 W Wyoming Rd
Rathdrum, ID 83858

Customer No: 38910
Invoice No: 1000168
Inv Date: 09/19/24
Page: Page 1 of 2

Customer Job: THRUST BLOCKS

DW EXCAVATING INC
PO Box 1089
Davenport WA 99122

Interstate Concrete & Asphalt
8849 W Wyoming Rd
Rathdrum, ID 83858
208-765-1144

books@dwexcavating.net

Delivered To: HOMESTEAD AVE & N 3RD ST- CDA

Ordered By: TRAVIS

Date	Ticket#	Truck#	Product#	Description	QTY	UM	Unit Price	Matl Total	Tax	Total
Plant: 05702 ICA - Post Falls Concrete										
MATERIAL: 3000 PSI 3/4" EXTERIOR										
09/19/24	4286373	56.0566	31301066	3000 PSI 3/4" EXTERIOR	2.00	CY	155.00	310.00	18.60	328.60
Total : Material 3000 PSI 3/4" EXTERIOR					2.00			310.00	18.60	328.60
MATERIAL: SHORT LOAD CHARGE - CONCRETE										
09/19/24	4286373		487950	SHORT LOAD CHARGE - CONCRETE	1.00	EA	200.00	200.00	0.00	200.00
Total : Material SHORT LOAD CHARGE - CONCRETE					1.00			200.00	0.00	200.00
MATERIAL: STAND BY TIME - MIXER										
09/19/24	4286373		487955	STAND BY TIME - MIXER	2.00	MIN	0.00	0.00	0.00	0.00
Total : Material STAND BY TIME - MIXER					2.00			0.00	0.00	0.00
MATERIAL: CALCIUM CHLORIDE 2.0%										
09/19/24	4286373		491108	CALCIUM CHLORIDE 2.0%	2.00	CY	12.00	24.00	1.44	25.44
Total : Material CALCIUM CHLORIDE 2.0%					2.00			24.00	1.44	25.44
MATERIAL: ENVIRONMENTAL SURCHARGE										
09/19/24	4286373		901.ENVR	ENVIRONMENTAL SURCHARGE	2.00	EA	4.00	8.00	0.48	8.48
Total : Material ENVIRONMENTAL SURCHARGE					2.00			8.00	0.48	8.48
MATERIAL: FUEL SURCHARGE										
09/19/24	4286373		901.FSCR	FUEL SURCHARGE	1.00	EA	17.00	17.00	0.00	17.00
Total : Material FUEL SURCHARGE					1.00			17.00	0.00	17.00
Total Invoice:					10.00			559.00	20.52	579.52

Invoice Taxing Authority Summary:

ID0000 Idaho State Tax

20.52

We Appreciate You and Your Business!

Register for our Customer Portal at mymaterialsportal.myamatportal.com. Would you like your invoices emailed or to make a payment over the phone? Please contact Accounts Receivable at 509.536.3042

FERGUSON
WATERWORKS
 12522 CANYON RD. E
 PUYALLUP, WA 98373-6022

INVOICE NUMBER	TOTAL DUE	CUSTOMER	PAGE
0054915	\$1,925.96	9871	1 of 1

**PLEASE REFER TO INVOICE NUMBER WHEN
 MAKING PAYMENT AND REMIT TO:**

FERGUSON WATERWORKS #3156
 PO BOX 847411
 DALLAS, TX 75284-7411

Please contact with Questions: 510-404-1810

MASTER ACCOUNT NUMBER: 613066

SHIP TO:

DW EXCAVATING INC
 CITY OF COEUR D ALENE - 2024 C
 PO BOX 1089
 DAVENPORT, WA 99122

DW EXCAVATING INC
 VARIOUS LOCATIONS
 CITY OF COEUR D ALENE
 2024 COLLECTION SYSTEM PROJECT

SHIP WHSE.	SELL WHSE.	TAX CODE	CUSTOMER ORDER NUMBER	SALESMAN	JOB NAME	INVOICE DATE	BATCH
1808	1808	IDONLY	WATER LINE MOVING	BMA	CITY OF COEUR D ALENE - 2	09/19/24	IO 4156
ORDERED	SHIPPED	ITEM NUMBER	DESCRIPTION	UNIT PRICE	UM	AMOUNT	
5	5	MJ4LAU	6 MJ C153 45 BEND L/A	118.650	EA	593.25	
1	1	MJ2LAU	6 MJ C153 22-1/2 BEND L/A	107.810	EA	107.81	
12	12	SSLCEP6	6 PVC WDG REST GLND PK *ONELOK	73.290	EA	879.48	
20	20	DR18BPU	6 C900 DR18 PVC GJ BLUE PIPE	11.820	FT	236.40	
INVOICE SUB-TOTAL						1816.94	
TAX						Idaho	109.02

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TERMS: NET 10TH PROX	ORIGINAL INVOICE	TOTAL DUE	\$1,925.96
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All past due amounts are subject to a service charge of 1.5% per month, or the maximum allowed by law, if lower. If Buyer fails to pay within terms, then in addition to other remedies, Buyer agrees to pay Seller all costs of collection, including reasonable attorney fees. Complete terms and conditions are available upon request or at <https://www.ferguson.com/content/website-info/terms-of-sale>, incorporated by reference. Seller may convert checks to ACH.

UTILITY EASEMENT FOR WATER LINE

KNOW ALL MEN BY THESE PRESENTS, that Thomas Rigles, with the principle place of residence at 3249 Barn Ct, the **GRANTOR**, for and in consideration of providing one (1) one inch – (1”) water service, and other good and valuable consideration, paid by the City of Coeur d'Alene, Kootenai County, State of Idaho, receipt of which is acknowledged, do hereby grant, quitclaim and convey unto the **CITY OF COEUR D'ALENE**, a municipal corporation, the **GRANTEE**, whose address is 710 Mullan Avenue, Coeur d'Alene, Idaho, its successors and assigns, an easement, together with the rights of ingress and egress for the improvement, operation and maintenance of the water line, ten (10’) feet in total width, over and through the property situated in Kootenai County with an address of 3249 Barn Ct, which easement is described in Exhibit “A” attached hereto and incorporated herein by reference. The **GRANTOR** further agrees to keep the easement clear of all buildings, structures, and other obstructions, not to include the storage of removable items. The **GRANTOR** agrees that all underground facilities installed by or for the **GRANTEE** shall remain the property of the **GRANTEE**, removable by the **GRANTEE** at its option.

Should it be necessary for the **GRANTEE** to remove fencing, remove or damage any asphalt, concrete or their surfacing for the maintenance or repair of the underground facility, the **GRANTEE** shall repair and restore them to their original condition at the expense of the **GRANTEE**.

TO HAVE AND TO HOLD such easement for public purposes so long as the same shall be used, operated and maintained for public purposes.

IN WITNESS WHEREOF, the **GRANTORS** have caused this instrument to be executed this 12 day of November, 2024.

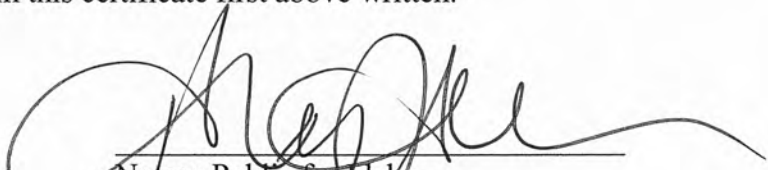
Thomas M. Rigles

Thomas M. Rigles
Grantor

STATE OF IDAHO)
) ss.
County of Kootenai)

On this 12 day of November, 2024 before me, a Notary Public, personally appeared Thomas M. Bigler, known to me to be the owner, of 3249 Barn Ct, and the persons who executed the foregoing instrument on behalf of said corporation, and acknowledged to me that such corporation executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Notarial Seal the day and year in this certificate first above written.



Notary Public for Idaho
Residing at Coeur d'Alene
My Commission Expires:

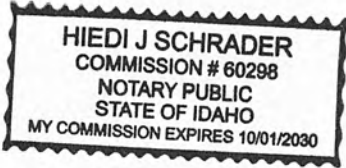


EXHIBIT A

LEGAL DESCRIPTION OF A UTILITY EASEMENT

RIGLES TO THE CITY OF COEUR D' ALENE

LOT 1, RAY'S SUBDIVISION

June 30, 2022

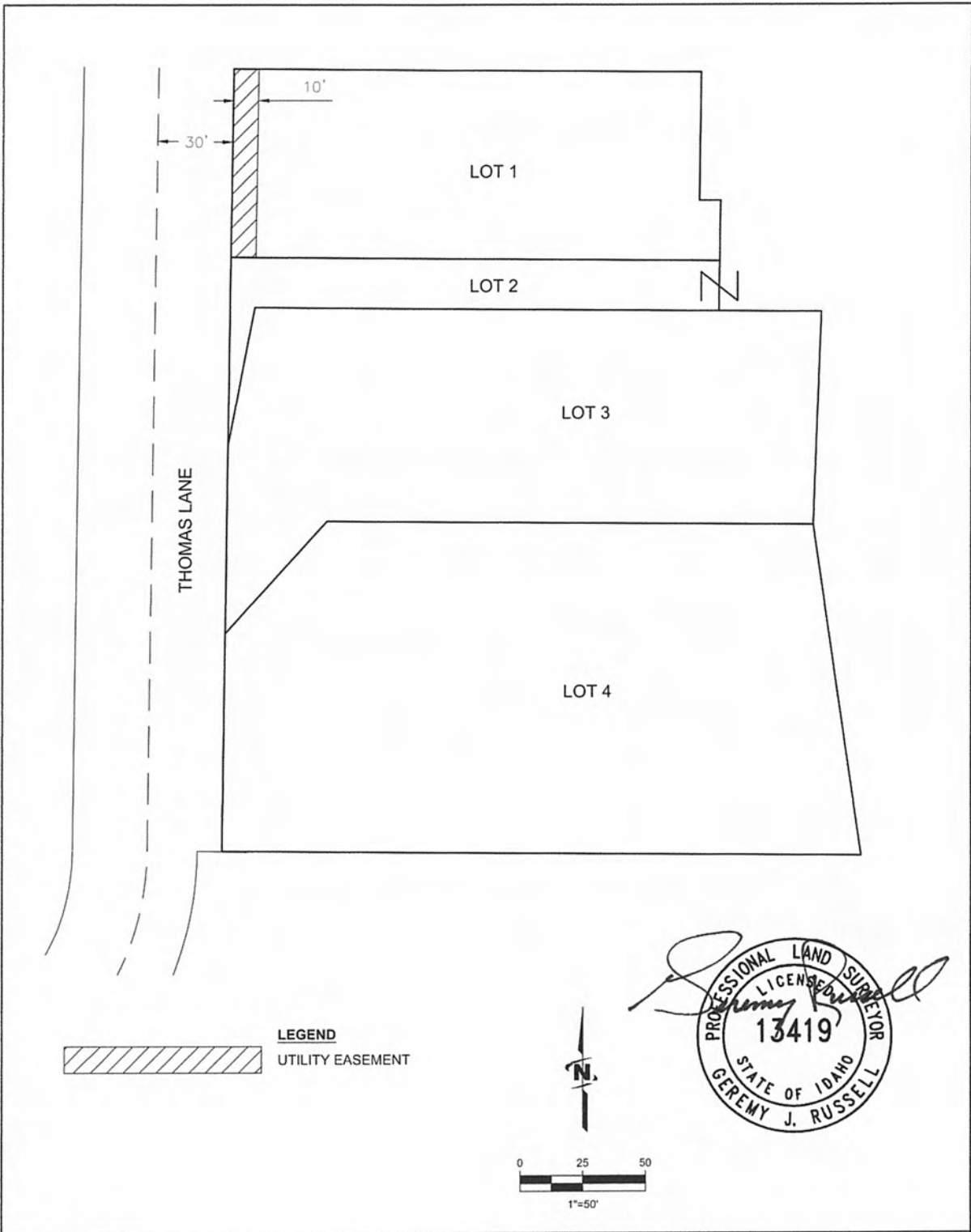
The West 10 feet of Lot 1 of Ray's Subdivision, according to the plat thereof recorded in Book G, Page 146 as Instrument Number 1361568, records of Kootenai County, Idaho, the westerly line of said 10-feet to be coincident with the easterly right-of-way line of Thomas Lane as it was dedicated on said plat.

SUBJECT TO: Existing rights-of-way and easements of record and/or appearing on said above described parcel.



Digitally signed on:
06/30/2022





File No. 6-20-2022, 6/29/22. Prepared by: Stephanie Nelson
 Date: 6/29/2022
 PROJECT: UTILITY EASEMENT FOR 10' WIDE APPROXIMATE EASEMENT STRIP ALONG THOMAS LANE LOT 1 AND

JUB
J-U-B ENGINEERS, INC.
 LAST UPDATE: 6/29/2022
 FILE: THOMAS_LAN_011

PROFESSIONAL LAND SURVEYOR
 LICENSE NO. 13419
 STATE OF IDAHO
 GEREY J. RUSSELL

**EXHIBIT
UTILITY EASEMENT**

LOT 1 OF RAY'S SUBDIVISION SITUATED IN A PORTION OF
 NW 1/4 OF SEC 5, T 50N, R 3W, B.M., KOOTENAI COUNTY, IDAHO

OTHER BUSINESS

**CITY COUNCIL
STAFF REPORT**

DATE: November 19, 2024
FROM: Todd Feusier, Streets & Engineering Director
SUBJECT: Request for Authorization for the Purchase of a Drainage Utility Street Sweeper

DECISION POINT: Should Council approve the purchase of one (1) 2024 Tymco Model 600 Sweeper and Cab for the Drainage Utility in the amount of \$349,645.00 from PacWest Machinery through the Sourcewell cooperative purchasing program?

HISTORY: Street Sweeping can effectively remove a large percentage of pollutants from streets which would otherwise contribute to stormwater runoff and potentially clog storm drains and pipes. Street Sweeping is recognized as an effective management practice in stormwater pollution prevention. Sweepers are critical tools that the Drainage Utility employs to prevent and reduce pollutants in our stormwater runoff and reduce street flooding issues.

FINANCIAL ANALYSIS: Staff solicited a Sourcewell quote for a 2024 Tymco Model 600 Sweeper and Cab from PacWest Machinery in the amount of \$349,645.00. The Sourcewell quote is based on a competitive solicitation process and offered to members. Sourcewell has previously been approved by Council for such purchases, as required by Idaho Code § 67-2807. The purchase of the sweeper is in the current financial plan.

PERFORMANCE ANALYSIS: The City owns two older Tymco sweepers and they have proven to be reliable and lower in maintenance.

DECISION POINT/RECOMMENDATION: Should Council approve the purchase of a 2024 Tymco Model 600 Sweeper and Cab for the Drainage Utility from PacWest Machinery through the Sourcewell cooperative purchasing program for \$349,645.00?

RESOLUTION NO. 24-093

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, APPROVING THE PURCHASE OF A 2024 TYMCO MODEL 600 SWEEPER AND CAB, WITH OPTIONS, FOR THE DRAINAGE UTILITY IN AN AMOUNT NOT TO EXCEED \$349,645.00 FROM PACWEST MACHINERY THROUGH THE SOURCEWELL COOPERATIVE PURCHASING PROGRAM.

WHEREAS, Staff solicited a Sourcewell quote for a 2024 Tymco Model 600 Sweeper and Cab from PacWest Machinery in the amount of \$349,645.00; the Sourcewell quote is based on a competitive solicitation process and offered to members; Sourcewell has previously been approved by Council for such purchases, as required by Idaho Code § 67-2807; and the purchase of the sweeper is in the current financial plan; and

WHEREAS, Todd Feusier, Streets & Engineering Director for the City of Coeur d'Alene has recommended that the City of Coeur d'Alene approve the purchase of a 2024 Tymco Model 600 Sweeper and Cab in an amount to exceed Three Hundred Forty-Nine Thousand, Six Hundred Forty-Five Dollars (\$349,645.00), for the Drainage Utility in the Streets and Engineering Department, per the attached Exhibit "A" and incorporated herein by reference, from PacWest Machinery through the Sourcewell Cooperative Purchasing Program; and

WHEREAS, it is in the best interests of the City to purchase the 2024 Tymco Model 600 Sweeper and Cab.

NOW, THEREFORE,

BE IT RESOLVED by the Mayor and City Council of the City of Coeur d'Alene that the City purchase a 2024 Tymco Model 600 Sweeper and Cab for the amount of \$349,645.00, from PacWest Machinery through the Sourcewell Cooperative Purchasing Program, to be used primarily for the Drainage Utility in the Streets and Engineering Department, per the attached Exhibit "A" and incorporated herein by reference, with the provision that the Mayor, City Administrator, and City Attorney are hereby authorized to modify the purchase terms to that the substantive provisions of the purchase remain intact.

BE IT FURTHER RESOLVED that the Mayor and City Clerk be directed to take such steps necessary to effect said purchase on behalf of the City.

DATED this 19th day of November, 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 GOOKIN Voted

COUNCIL MEMBER EVANS Voted

COUNCIL MEMBER GABRIEL Voted

COUNCIL MEMBER WOOD Voted

_____ was absent. Motion _____.

Sourcewell Quote Form v2.0 - Sourcewell Contract #111522-TYM
Feb. 2, 2023 - Feb. 3, 2027



Customer / Sourcewell Member:	City of Coeur d'Alene, ID
Sourcewell Member #:	68749
Quote Date:	11/11/2024
Quote Validity:	30 Days
Quoted By:	Kaye Morgan
TYMCO Dealer:	Pacwest Machinery

Purchasing Details: Issue Purchase Orders to TYMCO, Inc., ATTN: Kaye Morgan
(kaye.morgan@tymco.com | 254-799-5546).

Quote is Good for 30 Days (Unless Otherwise Noted Above) | Pricing is Quoted in US Dollars (USD) | Payment Terms: Net 30 Days

MODEL 600® SWEEPER STANDARD EQUIPMENT

Auxiliary Engine: John Deere diesel turbocharged 4045T Final Tier 4; 4 cylinder; 4.5 L (275 CID); 99 HP @ 2200 RPM; Torque 315 ft. lb. @ 1600 RPM; fuel/water separator, fuel filter; Donaldson PowerCore® air filter with scavenged pre-filter; Remote oil filter; 3.8 useable gallon Diesel Exhaust Fluid (DEF) tank. Includes John Deere Standard Warranty coverage 2 Years / **Amber Beacon Light - LED:** SAE Class 1/California Title 13 compliant with protective limb guard.

Auxiliary Engine In-Cab Air Filter Restriction Indicator with Gauge: A filter restriction gauge included on the in-cab BlueLogic display with an audio and visual high restriction indicator.

Auxiliary Engine Protection System: Engine ECU to provide automatic engine monitoring with derate or shutdown when engine problem is detected such as high coolant temperature or low oil pressure.

Auxiliary Fuse Panel: A 12V DC fused power source panel for any needed additional electrical components or accessories, i.e. radios, warning lights, controls, etc.

Back-Up Alarm: ECCO Model 510; SAE Type C 97dB

BlueLogic® Control System: Multiplexed electrical system includes hardware and TYMCO designed software that integrates the in-cab controls to the auxiliary engine and all sweeper functions; as well as provides intelligent safety features. The BlueLogic Control System provides sweeper and auxiliary engine data to the operator through the touchscreen display and the multiplexed switch pack. The display is pedestal mounted for improved visibility and includes hour meters (Trip and Total) for the auxiliary engine, gutter brooms, pick-up head, blower, water pump, and BAH broom if applicable; sweeper odometer (records curb miles swept and sweeping hours), service reminders, custom reminders, overspeed warning, low water audible alarm, dust control system winterization guide and On-Board Diagnostics (OBD) for the auxiliary engine and sweeper.

Duo Skids: Warranted for 2 Years / 2000 hours prorated

Dust Control System: 220 gallon capacity polyethylene water tank (Extra Water capacities available); 5 gpm electric diaphragm type pump; low water audible alarm and message on BlueLogic display; external water level indicator; spray nozzles around pick-up head, gutter broom(s) and inside hopper. Peterbilt 156", Autocar 152" Diesel and Autocar 171" CNG chassis REQUIRES Extra Water Capacity (Refer to Dust Control Options Section).

Gutter Brooms, Twin; LED Floodlights and Parabolic Mirrors: Left and right side mounted 43" diameter wire filled digger type; adjustable LED floodlight for each gutter broom; 10.5" parabolic mirrors. Parabolic Mirrors N/A with Cabover Chassis.

High Capacity Dust Separator

Hydraulic System Protection: Hydraulic filter restriction indicator mounted in filter manifold; sight level gauge mounted on tank. BlueLogic control system continually monitors oil temperature.

LED Alternating Warning Light Set: Rear mounted oval lights (2).

LED Stop/Turn/Tail/Clearance Lights

Pressure Bleeder: Air pressure is deflected out, allowing additional suction across the front of pick-up head.

Rear Mounted LED Floodlights (2)

Rear View Camera System: 3rd Eye®, heavy duty rear infrared camera with 7" color monitor mounted in cab

Reverse Pick-Up Head System: Assists in backing up with Pick-Up Head down

Rubber Lined Blower: Warranty: 1 year / 1,000 hours prorated

Water Fill Hose & Rack: Flexible 20 foot long water tank fill hose with 2-1/2 inch hydrant coupling with rack mount. System incorporates air gap.

Work Platform: Easily accessible work platform located between truck cab and sweeper. Standard equipment with conventional chassis with 165" WB and horizontal exhaust. Not available with Extra Water Capacity or Chassis Vertical Exhaust.

Sweeper Warranty: 1 Year / 1000 Hours. Contact factory for details.

Section / Type	Qty	Model 600® Sweeper and Cab/Chassis Equipment	Sourcewell Price	Sourcewell Ext (Includes 5% Discount)
600000	1	Model 600® Sweeper with Standard Equipment (Base Price)	\$196,443.00	\$186,620.00
1	AUXILIARY ENGINE HYDRAULIC OPTIONS:			
600053	1	Auxiliary Hydraulic System	\$1,232.00	\$1,170.00
2	GUTTER BROOM OPTIONS:			
600022	1	Gutter Broom Tilt Adjuster: Right	\$900.00	\$855.00
600022	1	Gutter Broom Tilt Adjuster: Left	\$900.00	\$855.00
3	DUST CONTROL SYSTEM OPTIONS:			
Unpublished	1	Extra Water Capacity - 440 Gallons: Cabover Style (Peterbilt)	\$5,790.00	\$5,500.00
600077	1	Low Emissions Package - South Coast AQMD Rule 1186 Compliant (Modifications to this option nullifies AQMD Rule 1186 compliance)	\$1,706.00	\$1,620.00
Unpublished	1	Shop Air Purge	\$422.00	\$400.00

Section / Type	Qty	Model 600® Sweeper and Cab/Chassis Equipment	Sourcewell Price	Sourcewell Ext (Includes 5% Discount)
Unpublished	1	Water Tank Level Gauge	\$632.00	\$600.00
4 HOPPER OPTIONS:				
600036	1	Abrasion Protection Package	\$1,090.00	\$1,035.00
600084	1	Dump Switch in Cab	\$237.00	\$225.00
5 PICK-UP HEAD OPTIONS:				
601000	1	Broom Assist Pick-Up Head (Exchange)	\$5,543.00	\$5,265.00
600063	1	Pick-Up Head Curtain Lifter	\$1,706.00	\$1,620.00
Unpublished	1	Skid Bumper Extension Set (3")	\$264.00	\$250.00
6 AUXILIARY HAND HOSE OPTIONS:				
7 STAINLESS STEEL OPTIONS:				
8 AIRPORT OPTIONS:				
9 SWEEPER ADDITIONAL OPTIONS:				
600008-B	1	Camera System - Standard Rear Camera and One Additional Camera	\$1,137.00	\$1,080.00
<i>Location: Pick-Up Head View from Right Side</i>				
Unpublished	1	Sweeper Paint: TYMCO Standard White	\$0.00	\$0.00
10 UNPUBLISHED SPECIAL SWEEPER OPTIONS:				
Unpublished	1	Auto Sweep Assist (ASA)	\$2,632.00	\$2,500.00
Section / Type	Qty	Model 600® Cab/Chassis Equipment	Sourcewell Price	Sourcewell Ext
11 CAB CHASSIS:				
600707	1	2024 Peterbilt 220 w/Right Steer, 33,000 lb. GVWR, 156" WB, Diesel (1-SPD) CARB *For Use in CARB & EPA States*	\$127,250.00	\$127,250.00
12 CHASSIS ADDITIONAL OPTIONS:				
Unpublished	1	LED Amber Light Bar: Cab Mounted	\$1,800.00	\$1,800.00
Unpublished	1	LED Amber Traffic Directing Light: Rear Mounted	\$800.00	\$800.00
Unpublished	1	Truck Paint: Standard Factory White	\$0.00	\$0.00
13 UNPUBLISHED SPECIAL CHASSIS OPTIONS:				
14 DEALER UNPUBLISHED OPTIONS:				
15 TOTAL COST OF ACQUISITION COSTS				
	1	Freight / PDI / Inservice	\$9,000.00	\$9,000.00
	1	Hopper Drain (installed by City)	\$500.00	\$500.00
	1	Hopper Deluge (Installed by City)	\$700.00	\$700.00

**Purchasing Details: Issue Purchase Orders to TYMCO, Inc., ATTN: Kaye Morgan
(kaye.morgan@tymco.com | 254-799-5546).**

Quote is Good for 30 Days (Unless Otherwise Noted Above) | Pricing is Quoted in US Dollars (USD) | Payment Terms: Net 30 Days

Total Price:	\$349,645.00
FOB:	Coeur d'Alene, ID
Delivery ARO:	30-60 Days - See NOTE Below

***Pricing Details: TYMCO, Inc. offers Sourcewell Members a 5% discount on all base sweeper models and sweeper options from the Sourcewell Price Catalog (Base + Items in Sections 1 through 10). Chassis, chassis options, dealer unpublished options and Total Cost of Acquisition Costs (Items in Sections 11 – 15) are not discountable. The Sourcewell Discount shown above is reflective of 5% of all applicable items on this quote.**

- | | | |
|-------|----|--|
| Notes | 1. | Note: Delivery Subject to Truck Availability |
| | 2. | Demo Unit. |

**CITY COUNCIL
STAFF REPORT**

DATE: NOVEMBER 19, 2024
FROM: HILARY PATTERSON, COMMUNITY PLANNING DIRECTOR
SUBJECT: O-4-24 DEMOLITION REVIEW PROCEDURES

=====

DECISION POINT: Should the City Council adopt a new section of the Municipal Code § 2.85.055 in the Historic Preservation Code creating a demolition review process for historic buildings and structures that were built prior to 1960?

HISTORY: The City Council adopted a Historic Preservation Code and formed the Historic Preservation Commission (HPC) in 2019, *see* M.C. Chapter 2.85, received Certified Local Government (CLG) status also in 2019, and adopted a Historic Preservation Plan (the “HPP”) in 2021 following extensive community engagement regarding the preservation of significant historic and cultural assets for the benefit, enjoyment, and general welfare of the citizens of the City. The HPP included priority action items. The HPC is tasked with advising the Mayor and City Council on matters of historic preservation, making recommendations in the planning processes undertaken by the City, and recommending ordinances or other actions for the purposes of historic preservation in the City, *see* M.C. § 2.85.050(A).

At its June 18, 2024, meeting, Council adopted a temporary Moratorium in response to community outcry about the loss and potential loss of historic properties that define the character of Coeur d’Alene. The moratorium applies to demolition and moving permits, and building permits for significant exterior alterations, for buildings (excluding residential) located in the Downtown Core Zoning District and the Downtown Overlay Northside and Downtown Overlay Eastside districts, and buildings listed in the National Register of Historic Places. The moratorium will expire on December 17, 2024.

The HPC applied for and has been awarded \$11,000 in Certified Local Government grant funds to conduct a reconnaissance-level built environment survey of the Downtown Core. The survey work will include forms and supporting documentation of properties within the Downtown area in the City, including determination of possible boundaries for a future nomination as a historic district. The City Council approved a \$5,000 cash match in the Planning Department’s budget for the survey to be conducted. The effort will begin in December 2024, pending City Council approval of a contract with a qualified historic preservation consultant.

The HPC has been actively working to educate community members about the importance of historic preservation and follow the City Council’s direction to help advise on historic preservation matters, make recommendations for the planning process, and recommend ordinances, such as this proposed demolition review procedures code. Representatives from the HPC are also on the Working Group advising staff on possible updates to the Downtown Core and downtown overlay districts.

Recently, the HPC requested that staff work on a demolition review process for historic buildings that were constructed prior to 1960. The Community Planning Director, Building Official and City Attorney worked on a process that is outlined in the draft ordinance for City Council

consideration this evening. The age of the building was recommended by the HPC to help limit the review of buildings and structures that would be of historical significance and interest to community members. Any building over 50 years is considered historic. However, at this time, buildings constructed from 1960 to 1974 are not considered historically significant for the HPC.

This item was presented to the General Services/Public Works Subcommittee on November 12, 2024. The Subcommittee voted to bring this item forward to the full Council on November 19, 2024. The Councilmembers asked for clarification on what a slight delay meant, if it only applied to commercial or if residential structures and buildings would also be reviewed, and why 1960 was selected. Those questions have been addressed in this staff report and will be also noted in the presentation.

PERFORMANCE ANALYSIS: As stated in the draft ordinance, the purpose of the ordinance is to establish a review process whenever the owner of property requests a demolition permit for a building or structure originally constructed prior to 1960. This includes commercial and residential buildings and structures. The goals of the Demolition Process are to provide education about historic preservation to owners of such buildings and structures, ensure photographic documentation of Historic Buildings and Structures, preserve items of historical interest, provide input on new design opportunities and community context, and encourage feedback on historic preservation. It would apply to any building or structure originally built prior to 1960.

The draft ordinance outlines what is required to be submitted with the demolition permit application, the process and coordination between the Building Department, Planning Department and the HPC. The draft ordinance also includes exemptions for dangerous buildings that the Building Official or designee deems to be dangerous, and for interior-only demolitions. This ordinance also only applies to structures originally built prior to 1960. Therefore, many of the buildings throughout Coeur d'Alene would not be affected or be required to go through this process.

The goal of the demolition review process is to help evaluate historic properties that could be preserved and restored rather than demolished, to provide resources and recommendations to property owners, and to allow for the opportunity to photograph historic resources prior to demolition and encourage salvage of items that may otherwise be sent to the landfill unnecessarily. Other Idaho communities have a similar demolition review process, such as Boise, Twin Falls, and Wallace. These communities also have a certificate of appropriateness and design review authority. The Spokane City Council adopted a new chapter of the Municipal Code on November 5, 2024 requiring the preservation of salvageable materials from historic properties during demolition or deconstruction. The Council renamed the ordinance the 'Mary's Place Preservation Law' after a historic building that was torn down earlier this year. It also added a definition for "relocation." It will go into effect on December 4, 2024. The proposed ordinance for Coeur d'Alene does not include a certificate of appropriateness, design review or a salvage requirement.

The HPC and staff recognize the need to have an expeditious process. The demolition review process is designed to get a quick initial determination of applicability and allow projects without potential historic significance to get a demolition permit issued without a public meeting with the HPC. For projects that may involve properties with historic significance, a small subcommittee of HPC members would conduct a drive-by survey and request that the proposed demolition come before the HPC at the next regular meeting of the commission as the first agenda item, and the Planning Department would notify all abutting and adjacent properties to provide the

public with an opportunity to provide input. Following the meeting, a representative from the HPC or the Museum of North Idaho (Museum) would work with the property owner to take photos of the property to document the historic resource prior to a demolition permit being issued. Additionally, the HPC or Museum may encourage salvage of significant historic elements of the structure. Once this step is complete, the Building Department will issue the demolition permit. As noted in the ordinance, “Nothing in this Section shall be construed so as to deny a property owner the right to demolish any building on his or her property, subject to the process outlined herein.” Additionally, the draft ordinance includes an administrative appeal process.

City Council is being asked to take action this evening so that there is a demolition review process in place once the moratorium expires on December 18, 2024.

FINANCIAL ANALYSIS: City staff and the Commission have found that there is no significant financial impact to the City or owners of buildings that were built prior to 1960. While there would be a slight delay in issuing a demolition permit, the intent of the ordinance is to have a decision at the next regular meeting of the HPC, which takes place on a monthly basis. Any demolition permits needing review by the HPC would be the first items on the agenda. Any potential delay would be minimal and reasonable given the importance of historic properties to the citizens of Coeur d’Alene. Additionally, as noted above, there are exemptions built into the process for interior remodels and dangerous buildings.

DECISION POINT/RECOMMENDATION: City Council should adopt a new section of the Municipal Code, § 2.85.055, outlining a demolition review process for buildings and structures originally constructed prior to 1960 to go into effect upon publication of the ordinance.

Attachments:

1. Demolition Permit Application



CITY OF COEUR D'ALENE Demolition Permit Application

Address: _____ Approximate Square Footage: _____

Legal Description: Lot _____ Block _____ Subdivision _____ OR Serial Number _____

Check all that Apply: Commercial Residential Outbuilding Interior only Partial Demo Complete Demo
 Has a basement No Basement

DESCRIPTION OF WHAT IS BEING DEMOLISHED: _____

Year structure was originally constructed (applicant to provide from County Assessor's data) _____

Is the structure listed in the National Register of Historic Places and/or located in a Historic District? Yes No Unsure

Photos of the structure are required if the demolition is of a structure with an original date of construction that was prior to 1960. (Provide a minimum of two exterior photos, one of the front street view and one of the rear) Have photos been submitted? Yes No

A site plan is required for a complete demolition and/or if there is a basement. Has a site plan been submitted? Yes No

If it is a partial or interior demolition, you must provide a floor plan reflecting where the demolition is taking place and what is being removed. Has a floor plan been submitted? Yes No

For structures that were originally constructed prior to 1960, image(s) showing the proposed structure(s)/additions must be provided. (Provide a front building elevation and/or photo example of what is proposed to replace the existing structure) Have image(s) been submitted with this application? Yes No

Owner: _____ Contact Person: _____ Phone: _____

Address: _____ City _____ State _____ Zip _____

Contractor: _____ Contact Person: _____ Phone: _____

Address: _____ City _____ State _____ Zip _____

Contractor Registration No.: _____ Expiration: _____



CITY OF COEUR D'ALENE Demolition Permit

By signing this application, I acknowledge the following:

- I understand the requirements for capping any abandoned sewer, water, or gas lines on the property and will arrange for inspections by the City Departments involved.
- I understand that I must also contact the Building Department for a final inspection after the site is cleaned and graded.
- I understand that I may need to contact the Environmental Protection Agency (EPA) regarding any possible asbestos containing materials on site.
- I understand the demolition is subject to the Inadvertent Discovery Plan requirements. Further, I acknowledge I will have a copy of the plan on the job site with project-specific details, and that the demolition will be in compliance with all requirements.
- I understand there are new historic preservation measures in place that may require the permit to be reviewed by the Historic Preservation Commission if the original date of construction is prior to 1960, which may delay my permit being issued. If review is required, I will be required to work with the Planning Department to provide the necessary information and participate in an informational meeting with the Commission and members of the public, which takes place the fourth Wednesday of the month at noon.
- I agree to have a member of the Historic Preservation Commission and/or a representative from the Museum of North Idaho come take photographs of the structure prior to demolition, if it is determined that the property has historical significance.
- I agree to allowing a member of the Historic Preservation Commission and/or a representative from the Museum of North Idaho to salvage items from the property prior to demolition (e.g., door, windows, mantle, fireplace, stained glass, mouldings, etc.), if they are determined to be of historical significance and will otherwise be discarded.

APPROVALS/CONDITIONS:

- The attached sheet from the City Wastewater Department (WWTP) must be made available to the City Plumbing Inspectors for inspection of the capped sewer line. The owner/contractor must schedule an inspection (after the sewer line is capped and prior to covering the line) with the City Building Department at 208-769-2391. The signed WWTP sheet must be returned to the City Building Department after inspection.
- The attached sheet from the EPA has been provided for information only. Please contact the EPA office in Boise 208-323-8287 to obtain information about their requirements.

Owner/Authorized Agent _____

Date: _____



CITY OF COEUR D'ALENE Demolition Permit

NOTICE

This attachment is part of the Demolition Permit number _____ issued _____ for _____
(address) _____

When demolishing buildings that have a connection to the City water and wastewater system, it is necessary to cap the existing abandoned sewer and water line. The City's plumbing inspectors must approve the caps before you backfill the excavation. **All sewer stubs are to be capped 5 feet from the property line. All water lines should be capped back to the meter stub. You are required to have the capped lines inspected prior to backfilling.** Call the City Building Department at 769-2391 a minimum of one business day prior to the time you need the inspection. Capping of the abandoned line is necessary to prevent damage to the City's water and wastewater system.

I have read the above and I understand that a sewer and water inspection is required prior to backfilling and, it is my responsibility to schedule this inspection with the City Building Department. I will make this form available to the City inspectors at the time of inspection. **After obtaining a sign-off, I will return the completed form to the City Building Department.**

Owner/Authorized Agent Signature _____ Date _____

INSPECTION SIGN-OFF
Capped sewer line inspected and approved by: _____
Date: _____

City Council



November 12, 2024

1

O-4-24 DEMOLITION REVIEW ORDINANCE

Applicant: City of Coeur d'Alene

Location: Citywide

Request: Adopt an ordinance establishing a demolition review process for buildings/structures originally constructed prior to 1960

2

O-4-24 DEMOLITION REVIEW ORDINANCE

DECISION POINT:

Should the City Council adopt a new section of the Municipal Code § 2.85.055 in the Historic Preservation Code creating a demolition review process for historic buildings and structures that were built prior to 1960?



3

O-4-24 DEMOLITION REVIEW ORDINANCE

HISTORY:

2019: Historic Preservation Code adopted, Historic Preservation Commission (HPC) formed, and City received Certified Local Government (CLG) status

2021: Historic Preservation Plan adopted

2024: Temporary Moratorium, CLG grant received for Downtown Survey, Participation on Working Group for Downtown code amendments

The HPC has been actively working to educate community members about the importance of historic preservation and follow the City Council's direction to help advise on historic preservation matters, make recommendations for the planning process, and recommend ordinances.

4

O-4-24 DEMOLITION REVIEW ORDINANCE

The HPC requested that staff create an ordinance outlining the demolition review process and work with Building Department on the demolition permit application requirements.

The Community Planning Director, Building Official and City Attorney worked together on a clear and expedited review process and draft the ordinance for HPC review and City Council consideration.

5

What we want to prevent from happening... (example NOT from Coeur d'Alene)



6

O-4-24 DEMOLITION REVIEW ORDINANCE

PERFORMANCE ANALYSIS

The purpose of the ordinance is to establish a review process whenever the owner of property requests a demolition permit for a building or structure (commercial and residential) originally constructed prior to 1960. The goals of the Demolition Process are to provide education about historic preservation to owners of such buildings and structures, ensure photographic documentation of Historic Buildings and Structures, preserve items of historical interest, provide input on new design opportunities and community context, and encourage feedback on historic preservation.

7


O-4-24 DEMOLITION REVIEW ORDINANCE

PROCESS:

- Demolition Permit Application submitted with required information and two exterior photos
- Building Department verifies building age and notifies Planning Department
- Planning Department checks historic designation and notifies HPC subcommittee for windshield survey
- If required, HPC public meeting with neighbor notification
- If requested by the HPC, site visit for photo documentation by HPC or Museum representative
- Building Department is notified to issue permit

8

CITY OF COEUR D'ALENE Demolition Permit Application



Address: _____ Approximate Square Footage: _____
 Legal Description: Lot ____ Block ____ Subdivision _____ OR Serial Number _____

Check all that Apply: Commercial Residential Outbuilding Interior only Partial Demo Complete Demo
 Has a basement No Basement

DESCRIPTION OF WHAT IS BEING DEMOLISHED _____

Year structure was originally constructed (applicant to provide from County Assessor's data) _____

Is the structure listed in the National Register of Historic Places and/or located in a Historic District? Yes No Unsure

Photos of the structure are required if the demolition is of a structure with an original date of construction that was prior to 1960. (Provide a minimum of two exterior photos, one of the front street view and one of the rear) Have photos been submitted? Yes No

A site plan is required for a complete demolition and/or if there is a basement. Has a site plan been submitted? Yes No

If it is a partial or interior demolition, you must provide a floor plan reflecting where the demolition is taking place and what is being removed. Has a floor plan been submitted? Yes No

For structures that were originally constructed prior to 1960, image(s) showing the proposed structure(s)/additions must be provided. (Provide a front building elevation and/or photo example of what is proposed to replace the existing structure) Have image(s) been submitted with this application? Yes No

Owner: _____ Contact Person: _____ Phone: _____
 Address: _____ City _____ State _____ Zip _____


Contractor: _____ Contact Person: _____ Phone: _____
 Address: _____ City _____ State _____ Zip _____

Contractor Registration No.: _____ Expiration: _____

Revised 10/23/2024

9

CITY OF COEUR D'ALENE Demolition Permit



By signing this application, I acknowledge the following:

- I understand the requirements for capping any abandoned sewer, water, or gas lines on the property and will arrange for inspections by the City Departments involved.
- I understand that I must also contact the Building Department for a final inspection after the site is cleaned and graded.
- I understand that I may need to contact the Environmental Protection Agency (EPA) regarding any possible asbestos containing materials on site.
- I understand the demolition is subject to the Inadvertent Discovery Plan requirements. Further, I acknowledge I will have a copy of the plan on the job site with project-specific details, and that the demolition will be in compliance with all requirements.
- I understand there are new historic preservation measures in place that may require the permit to be reviewed by the Historic Preservation Commission if the original date of construction is prior to 1960, which may delay my permit being issued. If review is required, I will be required to work with the Planning Department to provide the necessary information and participate in an informational meeting with the Commission and members of the public, which takes place the fourth Wednesday of the month at noon.
- I agree to have a member of the Historic Preservation Commission and/or a representative from the Museum of North Idaho come take photographs of the structure prior to demolition, if it is determined that the property has historical significance.
- I agree to allowing a member of the Historic Preservation Commission and/or a representative from the Museum of North Idaho to salvage items from the property prior to demolition (e.g., door, windows, mantle, fireplace, stained glass, mouldings, etc.), if they are determined to be of historical significance and will otherwise be discarded.

APPROVALS/CONDITIONS:

- The attached sheet from the City Wastewater Department (WWTP) must be made available to the City Plumbing Inspectors for inspection of the capped sewer line. The owner/contractor must schedule an inspection (after the sewer line is capped and prior to covering the line) with the City Building Department at 208-769-2391. The signed WWTP sheet must be returned to the City Building Department after inspection.
- The attached sheet from the EPA has been provided for information only. Please contact the EPA office in Boise 208-323-8287 to obtain information about their requirements.

Owner/Authorized Agent: _____ Date: _____

Revised 10/23/2024

10

O-4-24 DEMOLITION REVIEW ORDINANCE

Other communities have a demolition review process for historic structures:

- Boise – demolition review and certificate of appropriateness
- Wallace – demolition review and certificate of appropriateness
- Twin Falls – demolition review and certificate of appropriateness
- Spokane (11/5/24) – demolition review and requirement to salvage

11

O-4-24 DEMOLITION REVIEW ORDINANCE

FINANCIAL ANALYSIS:

City staff and the Commission have found that there is no significant financial impact to the City or owners of buildings that were built prior to 1960.

While there would be a slight delay (one month or less) in issuing a demolition permit, the intent of the ordinance is to have a decision at the next regular meeting of the HPC, which takes place on a monthly basis.

Any potential delay would be minimal and reasonable given the importance of historic properties to the citizens of Coeur d'Alene.

There are exemptions built into the process for interior remodels and dangerous buildings.

12

O-4-24 DEMOLITION REVIEW ORDINANCE

HISTORIC PRESERVATION COMMISSION RECOMMENDATION:

At the September 25, 2024 meeting, the HPC made a recommendation to bring forward the ordinance to City Council with a recommendation to adopt the ordinance to have a process in place when the moratorium expires on December 17, 2024.

13

O-4-24 DEMOLITION REVIEW ORDINANCE

DECISION POINT / RECOMMENDATION:

The City Council should adopt a new section of the Municipal Code, § 2.85.055, outlining a demolition review process for buildings and structures originally constructed prior to 1960 to go into effect upon publication of the ordinance.



14

ORDINANCE NO. _____
COUNCIL BILL NO. 24-1019

AN ORDINANCE PROVIDING FOR AN AMENDMENT TO COEUR D’ALENE MUNICIPAL CODE § 2.85.020; PROVIDING FOR THE ADOPTION OF A NEW SECTION OF THE COEUR D’ALENE MUNICIPAL CODE, § 2.85.055, DEMOLITION REVIEW PROCESS FOR HISTORIC BUILDINGS; PROVIDING FOR THE ADOPTION OF A NEW SECTION OF THE COEUR D’ALENE MUNICIPAL CODE, § 15.08.077, DEMOLITION REVIEW PROCESS FOR HISTORIC BUILDINGS; PROVIDING FOR THE REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE PUBLICATION OF A SUMMARY OF THE ORDINANCE; AND PROVIDING FOR AN EFFECTIVE DATE THEREOF.

WHEREAS, it is deemed by the Mayor and City Council to be in the best interests of the City of Coeur d’Alene that said amendment be adopted;

NOW, THEREFORE,

BE IT ORDAINED, by the Mayor and City Council of the City of Coeur d’Alene:

SECTION 1. *That section 2.85.020 of the Coeur d’Alene Municipal Code be amended as follows:*

2.85.020: DEFINITIONS:

The following words and phrases when used in this Chapter shall have the following meanings, unless the context clearly indicates otherwise:

CITY:	The City of Coeur d’Alene.
COMMISSION:	The Historic Preservation Commission of the City of Coeur d’Alene.
CONTRIBUTING PROPERTY:	A property that significantly contributes to the historical character of an existing or potential historic district, when considering the historical integrity of a district.
DESIGNATED HISTORIC PROPERTY:	Property designated under this Chapter, as well as the National Register of Historic Places, as Historic Property.
ELIGIBLE PROPERTY:	A property that meets the criteria to be listed on the National Register of Historic Places.
HISTORIC PRESERVATION:	The identification, evaluation, recordation, documentation, curation, acquisition, management, protection, restoration, rehabilitation, stabilization, maintenance, interpretation, conservation, and education of buildings, structures, objects, districts, areas, and sites significant in the history, architecture, archaeology or culture of this community, the City, the State, or the Nation.

<p>HISTORIC PROPERTY/BUILDING:</p>	<p>Any building, structure, district, area, or site that is significant in the history, architecture, archaeology, or culture of Coeur d'Alene or that has made a significant contribution to the prehistory or history of the region. Buildings may be considered historic if originally constructed prior to 1960 and have unique characteristics that contribute to the history of a neighborhood, district, and/or are deemed important for their architectural style, craftsmanship, use of materials, and visual qualities and character, and/or have been the site of a historic event, and/or where a famous historic person resided or worked. Properties listed in the National Register of Historic Places and those on local historic registers are also considered historic.</p>
<p>NONCONTRIBUTING PROPERTY:</p>	<p>A property within an existing or potential historic district that does not contribute to the historical significance of the district due to alterations or being built outside the period of significance.</p>

SECTION 2. *That a new section, 2.85.055, be added to the Coeur d'Alene Municipal Code as follows:*

2.85.055: DEMOLITION REVIEW PROCESS FOR HISTORIC BUILDINGS:

A. **Purpose and Goals.** The purpose of this Section is to establish a review process whenever the owner of property requests a demolition permit for a building or structure originally constructed prior to 1960. The goals of the Demolition Process are to provide education about historic preservation to owners of such buildings and structures, ensure photographic documentation of Historic Buildings and Structures, preserve items of historical interest, provide input on new design opportunities and community context, and encourage feedback on historic preservation.

B. **Applicability.** Any building or structure originally constructed prior to 1960 is subject to the review process established by this Section.

C. **Process.** The following process will apply to applications for a demolition permit for a building or structure originally constructed prior to 1960.

1. When an owner or the owner's representative submits an application for a demolition permit to the Building Department, the Building Official or designee shall verify if the building or structure was originally constructed prior to 1960. If so, a demolition permit shall not be issued and the Building Official or designee shall notify the Community Planning Director of the application.

2. Within seven (7) days of receiving notice from the Building Official or designee of the application for a demolition permit for a building or structure originally constructed prior to 1960, the Community Planning Director or designee shall determine if it is located within an historic district, or if it is individually listed on the National Register of Historic Places or is considered to be eligible for listing, whether as a contributing or noncontributing property.

3. If Community Planning Director or designee determines that the building or structure was originally constructed prior to 1960, and/or it is located within an historic district, and/or individually listed on the National Register of Historic Places or is considered to be individually eligible for listing, whether as a contributing or noncontributing property, the Community Planning Director or designee shall refer the application for a demolition permit to the Commission subcommittee charged with reviewing applications for demolition permits. Otherwise, the Community Planning Director or designee shall inform the Building Official that a demolition permit may be issued.

4. Within seven (7) days of the referral, a member of the Commission subcommittee shall review the application and conduct a windshield survey of the property. The member shall determine whether to refer the application to the Commission for further review or approve the issuance of the demolition permit.

5. If the matter is referred to the Commission for further review, it shall be placed on the agenda for the next regular Commission meeting. The applicant, and any abutting and adjoining property owners will be notified of the meeting by mail or personal service at least forty-eight (48) hours prior to the meeting. The matter shall be the first action item on the Commission agenda and the Commission shall take public comment from any interested person. No public hearing will be conducted, but the applicant and staff will be allowed to present to the Commission. Following any presentations and receipt of public comment, the Commission shall make recommendations to the property owner for preservation, if feasible, and possible modifications to the building or structure if the building or structure is to be preserved. The Commission may request a site visit to take photographs to document the interior and exterior of the building or structure, and/or salvage of significant items such as doors, windows, mantles, fireplaces, stained glass, molding, etc. The Commission will forward its recommendations to the property owner and the Community Planning Director.

6. The Community Planning Director or designee shall promptly notify the Building Official of the Commission's recommendations and whether the demolition permit may be issued or if additional documentation is required prior to demolition.

7. Nothing in this Section shall be construed so as to deny a property owner the right to demolish any building or structure on his or her property, subject to the process outlined herein.

D. **Exemptions.** A building or structure that is determined by the Building Official or designee to be dangerous and that is ordered demolished by the Building Official or designee pursuant to the Uniform Code for the Abatement of Dangerous Building, Chapter 15.09, Coeur d'Alene Municipal Code, is exempt from the process established in this Section. Interior-only demolition permits would also be exempt from the process established in this Section.

E. **Appeal.**

1. An appeal may be taken to the City Council by an aggrieved party from any administrative determination or interpretation made by the Community Planning Director under this Section. Such appeal shall be in writing and filed with the Community Planning Director within fifteen (15) days following the date of the Commission decision. The appeal shall state specifically the objections to the decision or identify an abuse of discretion or where the decision is not supported by the evidence. The appeal shall be accompanied by such information as may be required to facilitate review, and by the fee as referenced in the fee schedule.

2. The City Clerk shall fix the time for consideration thereof and the City Council shall hear such appeal between seven (7) and twenty-one (21) days after the filing of the appeal. Written notice shall be given to the appellant and to any known interested parties, or their representatives, of the time and place of the hearing on the appeal at least five (5) days prior to the hearing date.

3. The City Council shall hear presentations by the applicant and staff, and public comment. In its review, Council shall consider the purpose and intent of the pertinent provisions of the Coeur d'Alene Municipal Code, and may affirm, modify, or reverse the Commission's determination or interpretation.

SECTION 3. *That a new section, 15.08.077, be added to the Coeur d'Alene Municipal Code as follows:*

15.08.077: DEMOLITION REVIEW PROCESS FOR HISTORIC BUILDINGS:

A. When an owner or the owner's representative submits an application for a demolition permit, the Building Official or designee shall verify if the building or structure was originally constructed prior to 1960. If so, a demolition permit shall not be issued and the Building Official or designee shall notify the Community Planning Director of the application.

B. The process outlined in Municipal Code § 2.85.055 shall be followed prior to the issuance of a demolition permit for buildings or structures originally constructed prior to 1960.

SECTION 4. All ordinances and parts of ordinances in conflict with this ordinance are hereby repealed.

SECTION 5. The provisions of this ordinance are severable and if any provision, clause, sentence, subsection, word or part thereof is held illegal, invalid, or unconstitutional or inapplicable to any person or circumstance, such illegality, invalidity or unconstitutionality or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, subsections, words or parts of this ordinance or their application to other persons or circumstances. It is hereby declared to be the legislative intent that this ordinance would have been adopted if such illegal, invalid or unconstitutional provision, clause sentence, subsection, word, or part had not been included therein.

SECTION 6. After its passage and adoption, a summary of this Ordinance, pursuant to the provisions of the Idaho Code, shall be published once in the official newspaper of the City of Coeur d'Alene, and upon such publication this Ordinance shall be in full force and effect.

Passed under suspension of rules upon which a roll call vote was duly taken and duly enacted an Ordinance of the City of Coeur d'Alene at a regular session of the City Council on November 19, 2024.

APPROVED, ADOPTED and SIGNED this 19th day of November, 2024.

Woody McEvers, Mayor

ATTEST:

Renata McLeod, City Clerk

SUMMARY OF COEUR D'ALENE ORDINANCE NO. _____
Amending Section 2.85.020 of the City Code, and
Adding new sections 2.85.055 and 15.08.077 to the City Code

AN ORDINANCE PROVIDING FOR AN AMENDMENT TO COEUR D'ALENE MUNICIPAL CODE § 2.85.020; PROVIDING FOR THE ADOPTION OF A NEW SECTION OF THE COEUR D'ALENE MUNICIPAL CODE, § 2.85.055, DEMOLITION REVIEW PROCESS FOR HISTORIC BUILDINGS; PROVIDING FOR THE ADOPTION OF A NEW SECTION OF THE COEUR D'ALENE MUNICIPAL CODE, § 15.08.077, DEMOLITION REVIEW PROCESS FOR HISTORIC BUILDINGS; PROVIDING FOR THE REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE PUBLICATION OF A SUMMARY OF THE ORDINANCE; AND PROVIDING FOR AN EFFECTIVE DATE THEREOF. THE FULL TEXT OF THE SUMMARIZED ORDINANCE NO. _____ IS AVAILABLE AT COEUR D'ALENE CITY HALL, 710 E. MULLAN AVENUE, COEUR D'ALENE, IDAHO 83814 IN THE OFFICE OF THE CITY CLERK.

Renata McLeod, City Clerk

STATEMENT OF LEGAL ADVISOR

I, Randall R. Adams, am City Attorney for the City of Coeur d'Alene, Idaho. I have examined the attached summary of Coeur d'Alene Ordinance No. _____, Amending Section 2.85.020 of the City Code, and Adding new sections 2.85.055 and 15.08.077 to the City Code, and find it to be a true and complete summary of said ordinance which provides adequate notice to the public of the context thereof.

DATED this 19th day of November, 2024.

Randall R. Adams, City Attorney