



**CITY COUNCIL
MEETING AGENDA**

**April 15, 2025
6:00 PM**

Location: City Council Chambers, 408 N. Spokane Street, Post Falls, ID 83854

WORKSHOP – 5:00 pm Basement Conference Room

- a. Pleasant View Urban Renewal District Discussion and Discussion of Existing and Potential Districts

REGULAR MEETING – 6:00 pm City Council Chambers

The regular agenda is scheduled to start at 6:00 PM, but may start earlier depending on the completion of any preceding workshop.

CALL TO ORDER BY MAYOR JACOBSON

PLEDGE OF ALLEGIANCE

ROLL CALL OF CITY COUNCIL MEMBERS

Samantha Steigleder, Aaron Plew, Joe Malloy, Nathan Ziegler, Randy Westlund, Ryan Davis

**CEREMONIES, ANNOUNCEMENTS, APPOINTMENTS, PRESENTATION:
ACTION ITEM**

- a. Arbor Day Proclamation
- b. Idaho Gives Proclamation
- c. Military Caregivers Proclamation
- d. Military Child Month Proclamation
- e. Appointment of Devon Braithwaite to the Parks and Recreation Commission - **ACTION ITEM**

AMENDMENTS TO THE AGENDA

Final action cannot be taken on an item added to the agenda after the start of the meeting unless an emergency is declared that requires action at the meeting. The declaration and justification must be approved by motion of the Council.

DECLARATION OF CONFLICT, EX-PARTE CONTACTS AND SITE VISITS

The Mayor and members of the City Council have a duty to serve honestly and in the public interest. Where the Mayor or a member of the City Council have a conflict of interest, they may need to disclose the conflict and in certain circumstances, including land use decisions, they cannot participate in the decision-making process. Similarly, ex-parte contacts and site visits in most land use decisions must also be disclosed.

1. CONSENT CALENDAR

The consent calendar includes items which require formal Council action, but which are typically routine or not of great controversy. Individual Council members may ask that any specific item be removed from the consent calendar in order that it be discussed in greater detail. Explanatory information is included in the Council agenda packet regarding these items and any contingencies are part of the approval.

ACTION ITEMS:

- a. Minutes – April 1, 2025, City Council Meeting
- b. Minutes - April 4, 2025 Special City Council Meeting
- c. Accounts Payable for 3.21.25 through 4.4.25
- d. February Cash and Investments
- e. Playground Purchase for Warren Field Park
- f. Approval of Draft Area of Impact Map

2. PUBLIC HEARINGS

There are generally two types of public hearings. In a legislative hearing, such as adopting an ordinance amending the zoning code or Comprehensive Plan amendments, the Mayor and City Council may consider any input provided by the public. In quasi-judicial hearings, such as subdivisions, special use permits and zone change requests, the Mayor and City Council must follow procedures similar to those used in court to ensure the fairness of the hearing. Additionally, the Mayor and City Council can only consider testimony that relates to the adopted approval criteria for each matter. Residents or visitors wishing to testify upon an item before the Council must sign up in advance and provide enough information to allow the Clerk to properly record their testimony in the official record of the City Council. Hearing procedures call for submission of information from City staff, then presentation by the applicant (15 min.), followed by public testimony (4 min. each) and finally the applicant's rebuttal testimony (8 min.). Testimony should be addressed to the City Council, only address the relevant approval criteria (in quasi-judicial matters) and not be unduly repetitious.

ACTION ITEMS:

- a. Briner Annexation File No. ANNEX-24-7
- b. Idaho Ranch Annexation File No. ANNEX-24-8

3. UNFINISHED BUSINESS/RETURNING ORDINANCES AND RESOLUTIONS

This section of the agenda is to continue consideration of items that have been previously discussed by the City Council and to formally adopt ordinances and resolutions that were previously approved by the Council. Ordinances and resolutions are formal measures considered by the City Council to implement policy which the Council has considered. Resolutions govern internal matters to establish fees and charges pursuant to existing ordinances. Ordinances are laws which govern general public conduct. Certain procedures must be followed in the adoption of both ordinances and resolutions; state law often establishes those requirements.

ACTION ITEMS:

- a. Adoption of Personnel Policy

4. NEW BUSINESS

This portion of the agenda is for City Council consideration of items that have not been previously discussed by the Council. Ordinances and Resolutions are generally added to a subsequent agenda for adoption under Unfinished Business, however, the Council may consider adoption of an ordinance or resolution under New Business if timely approval is necessary.

ACTION ITEMS:

- a. Agreement with OmniaHR to Perform a Salary Survey

5. CITIZEN ISSUES

This section of the agenda is reserved for citizens wishing to address the Council regarding City-related issues that are not on the agenda. Persons wishing to speak will have 5 minutes. Comments related to pending public hearings, including decisions that may be appealed to the City Council, are out of order and should be held for the public hearing. Repeated comments regarding the same or similar topics previously addressed are out of order and will not be allowed. Comments regarding performance by city employees are inappropriate at this time and should be directed to the Mayor, either by subsequent appointment or after tonight's meeting, if time permits. In order to ensure adequate public notice, Idaho Law provides that any item, other than emergencies, requiring Council action must be placed on the agenda of an upcoming Council meeting. As such, the City Council can't take action on items raised during citizens issues at the same meeting but may request additional information or that the item be placed on a future agenda.

6. ADMINISTRATIVE / STAFF REPORTS

This portion of the agenda is for City staff members to provide reports and updates to the Mayor and City Council regarding City business as well as responses to public comments. These items are for information only and no final action will be taken.

- a. Westwood Water Distribution Project - Staff Report
- b. AmeriCorp Grant

7. MAYOR AND COUNCIL COMMENTS

This section of the agenda is provided to allow the Mayor and City Councilors to make announcements and general comments relevant to City business and to request that items be added to future agendas for discussion. No final action or in-depth discussion of issues will occur.

8. EXECUTIVE SESSION

Certain City-related matters may need to be discussed confidentially subject to applicable legal requirements; the Council may enter executive session to discuss such matters. The motion to enter into executive session must reference the specific statutory section that authorizes the executive session. No final decision or action may be taken in executive session.

ACTION ITEMS:

- a. 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.
- b. Idaho Code 74-206(1)(b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student

RETURN TO REGULAR SESSION

ADJOURNMENT

Questions concerning items appearing on this Agenda or requests for accommodation of special needs to participate in the meeting should be addressed to the Office of the City Clerk, 408 N. Spokane Street or call 208-773-3511. City Council and City commission meetings are broadcast live on Post Falls City Cable on cable channel 1300 (formerly 97.103) as well as the City's YouTube Channel (<https://www.youtube.com/c/CityofPostFallsIdaho>).

Mayor Ronald G. Jacobson

Councilors: Samantha Steigleder, Aaron Plew, Joe Malloy, Nathan Ziegler, Randy Westlund, Ryan Davis

Mission
Building Community.

**CITY OF POST FALLS
AGENDA REPORT**
WORKSHOP – 5:00 pm Basement Conference Room
MEETING DATE: 4/15/2025

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: Shelly Enderud, City Administrator, John Beacham, Public Works Director, Warren Wilson, Deputy City Administrator, Robert Seale, Community Development Director

SUBJECT: Pleasant View Urban Renewal District Discussion and Discussion of Existing and Potential Districts

ITEM AND RECOMMENDED ACTION:

To provide an update on the status of the Pleasant View (P.V.) Urban Renewal District and request direction from the Council on future actions. Additionally, if there is time, a discussion of existing and potential future districts may occur.

DISCUSSION:

Key Developments Since FY24:

- Engagement with Welch Comer and Heartland to update district financial scenarios.
- Updated projections completed in FY25.
- Presentation of update to the Post Falls Urban Renewal Agency Executive Committee.
- Today's briefing to City Council for feedback and direction.

Changes & Challenges:

- **Revenue Decline:** Projected revenues dropped from \$38.6M (2021) to \$15.2M (2025) — a 61% decrease, largely due to a 45% drop in the levy rate and the indefinite hold on Project Drive.
- **Infrastructure Costs:** Estimated at \$11.6M in the current scenario (Scenario 3C).
- **Net Cash Flow:** A projected surplus of \$3.6M remains after accounting for revised revenues and costs.
- **Grant Shortfall:** The district did not secure RAISE Grant funds.
- **Cost Escalation:** Infrastructure expenses continue to rise.
- **Shifting Needs:** PF School District's short-term priorities have evolved.

Scenario Updates:

- **Infrastructure Build-Out:** Ranges from \$6.6M to \$11.1M depending on development pace and scope.
- **Development Assumptions:** Includes construction of one 40,000 SF warehouse every

two years and 25-30 single-family homes biannually.

- **Planning Context:** Pending ITD PEL Study (expected Summer 2025) may impact future transportation infrastructure and development direction.

Tools & Considerations:

- **Financing Options:**
 - Borrowing via URA with extended payback structures
 - C-PACE funding
 - Eligibility for EDA infrastructure grants
 - Community Development Block Grants (CDBG)
- **Marketing & Use Planning:**
 - Ongoing EDA marketing study
 - City-owned 14 acres available (potential PW facility or park use)
 - Future use planning for PF School District property

ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON:

March 5, 2024, City Council and PF URA Joint Workshop. Discussed status of Tech Park District and Pleasant View District.

APPROVED OR DIRECTION GIVEN:

Recommended Next Steps:

Council is asked to consider and provide input on the following potential paths forward:

1. **Pause & Partner:** Avoid city-led development; seek other entities to lead construction.
2. **Wait & Evaluate:** Defer major decisions until the ITD PEL study concludes.
3. **Strategic Exit:** Consider structured closure or reforming of the district.
4. **Higher-Risk Investment:** Initiate construction with the possibility of long-term return.
5. **Lower-Risk Approach:** Proceed with smaller-scale development for limited impact.

Direction from the Council will guide coordination with PF URA and key stakeholders, including Project Drive, Crystal Creek, and the PF School District.

FISCAL IMPACT OR OTHER SOURCE OF FUNDING:

This will depend on the direction provided by the Council. There are a couple of scenarios that would require investment in infrastructure.

BUDGET CODE:

N/A

ATTACHMENTS:

1. Pleasant View District Presentation April 15 2025 City Council Workshop

Pleasant View District Update



April 15, 2025

City of Post Falls:

Shelly Enderud, City Administrator

Warren Wilson, Deputy City Administrator

Bob Seale, Community Development Director

John Beacham, Public Works Director

P.V. District – City Activity

- FY 24 – Engaged with Welch Comer and Heartland to update financial scenarios.
- FY 25 - Updated financial scenarios completed.
- Provided update to PF URA Exec committee.
- Today – Update and discussion with City Council.
 - Council provide direction to staff.
 - City staff will work with URA on any recommended actions.

Reason for P.V. District (Established 2021)

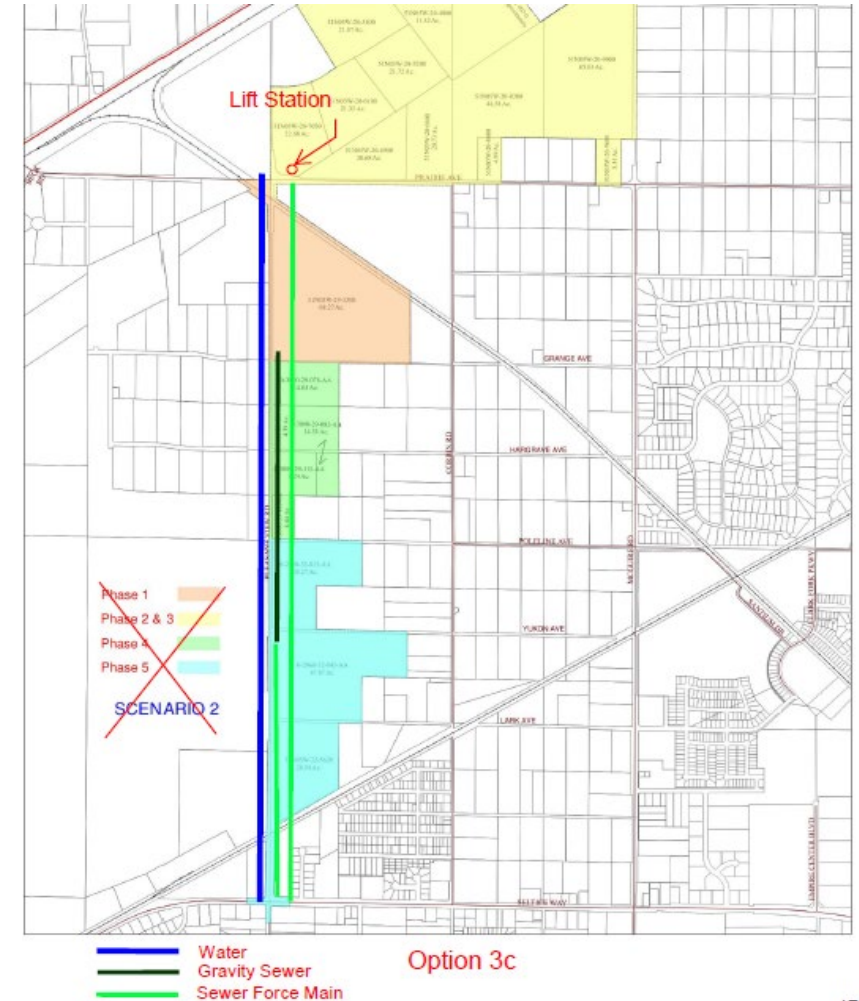
- Project Drive's HQ and service building project.
- Crystal Creek's development project.
- PF School District property infrastructure needs.
- Higher quality industrial development with access to infrastructure.
 - Wastewater.
 - Transportation (Hwy 53/Pleasant View interchange).
- Protecting the aquifer.

P.V. District – What Has Changed

- Project Drive is on long-term hold.
- District revenue projections have decreased by 61%.
 - No increment from Project Drive.
 - Levy rate decrease is main cause (45% decrease).
- Did not secure RAISE Grant funds
- Infrastructure costs have increased.
- School District short-term need has changed.

P.V. District – Infrastructure Scenarios

Scenario	Description	Est. Total Cost (Jan-25)
1	i. Water Seltice Way -> Yukon ii. Sewer infrastructure, including: 1. Lift station constructed just south of Yukon 2. Force main between lift station & Seltice Way 3. Gravity sewer from lift station to just north of Yukon Ave	\$6,621,720
2	i. Water Seltice -> Poleline ii. Sewer infrastructure, including: 1. Lift station constructed just south of Yukon 2. Gravity sewer from lift station to just north of Avista parcel	\$8,657,342
3A	i. Water Seltice -> Prairie ii. Sewer infrastructure, including: 1. Lift station (northern) constructed north of Prairie Ave 2. Lift station (southern) constructed just south of Yukon 3. Force main between southern lift station & Seltice Way 4. Gravity sewer from southern lift station to just north of Avista parcel	\$9,688,285
3B	i. Water Seltice -> Prairie ii. Sewer infrastructure, including: 1. Lift station (northern) constructed north of Prairie Ave 2. Force main between northern lift station and Seltice Way 3. Lift station (southern) constructed just south of Yukon 4. Force main between southern lift station & Seltice Way 5. Gravity sewer from southern lift station to just north of Avista	\$10,972,562
3C	i. Water Seltice -> Prairie ii. Sewer 1. Lift station (northern) constructed north of Prairie Ave 2. Force main between northern lift station and Seltice Way	\$11,128,083

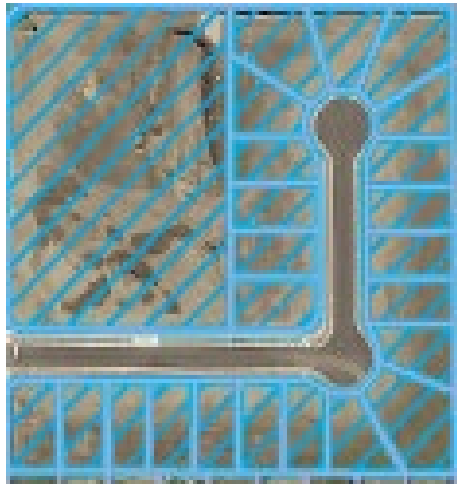


P.V. District – New Financial Scenarios

- Required Infrastructure ranges from \$6.6 to \$11.1 million
- Revenue: Projected revenue decreased from 2021 to 2025 from \$38.6M to \$15.2M, a drop of \$23.4M, or 61%. Most of the reduction is explained by the change in levy rate.
- Cost: Total infrastructure costs as estimated by Welch Comer, incorporating standard cost escalations, is \$11.6M in the base case, Scenario 3C.
- Net Cash Flow: As of the 2025 update, the district is projected to generate a surplus of \$3.6 million, after revenues of \$15.2 million and costs of \$11.6 million.

P.V. District – New Absorption Scenarios

- Assumes one ~40,000 SF warehouse on 5-acre parcel every 2 years.
- Assumes 25-30 single family homes developed every 2 years.





P.V. District – Considerations

- ITD PEL Study – potential north/south corridor.
 - In phase 3, recommendation likely late Summer 2025.
- Aquifer protection.
- Highest and best use of property.
- School District property future use.
- City owned 14 acres – PW facility and Parks.
- Current EDA marketing study.



P.V. District – Tools Available

- Borrowing by URA
 - Option for extended payback
- C-PACE Funding
- EDA Marketing Plan
 - EDA infrastructure grant eligibility
- Potential Grant Opportunities
 - Community development block grants
 - Infrastructure grants
 - Most are job creation based

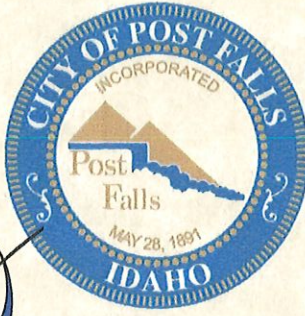
P.V. District – Future Actions

- No city-led projects, seek other partners to lead construction
 - Wait for ITD PEL study to conclude
 - Consider strategic closing/reforming
- Close the district
- Build something at a loss with a chance of payoff.
 - Biggest risk with the biggest chance of a payoff.
- Build something smaller.
 - Smaller risk with smaller chance of payoff.

Ensure the direction is communicated with stakeholders, including PF URA, Project Drive, Crystal Creek and PF School District.

QUESTIONS?





Proclamation

Arbor Day 2025

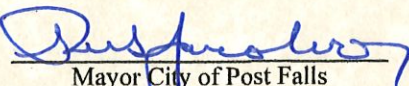
Whereas, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and a holiday called Arbor Day, was first observed with the planting of more than a million trees in Nebraska.

Arbor Day is now observed throughout the nation and world.

Trees can reduce the erosion of our precious topsoil, lower heating and cooling costs, clean the air, produce oxygen and provide habitat for wildlife. Trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless wood products. Trees in our city increase property values and beautify our community. Trees, wherever they are planted, are a source of joy and spiritual renewal.

Now, therefore, I, Ronald G. Jacobson, Mayor of the City of Post Falls, Idaho, do hereby proclaim April 26, 2025 as Arbor Day in Post Falls, and urge all citizens to plant and care for trees to gladden the heart and promote the wellbeing of this and future generations.

Dated this 15th of April, 2025.


Mayor City of Post Falls



Proclamation

Idaho Gives

Whereas, nonprofit organizations help build and sustain healthy communities in our state and enhance the quality of life for Idahoans and for others throughout the country and the world; and

Whereas, over 6,000 nonprofit organizations based in Idaho contribute significantly to our economy by providing services to our communities, employing over 55,000 Idahoans, and producing total revenue of \$5.45 billion in revenue; and

Whereas, Idaho's nonprofit leaders often are entrepreneurs, create new solutions to problems, and filling previously unmet needs in the areas of health, recreation, education, research, arts, social services and more; and

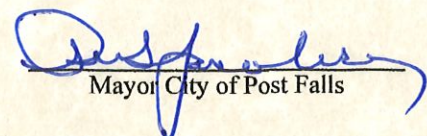
Whereas, Idaho Gives serves as a time for Idahoans to join together with one voice on one day to contribute to and amplify the efforts of Idaho nonprofits; and

Whereas, the nonprofit sector acts as a responsible steward of charitable dollars to achieve a diverse range of missions and goals; and

Whereas, nonprofit organizations often fulfill their missions by advocating on behalf of those who cannot advocate for themselves; and

Now, therefore, I, Ronald G. Jacobson, Mayor of the City of Post Falls, Idaho, do hereby proclaim the week of April 28th to May 1st 2025 to be: Idaho Gives.

Dated this 15 of April, 2025.


Mayor City of Post Falls



Proclamation

In Support of Post Falls' Military Caregivers In Collaboration with Idaho's DAR and Hidden Heroes

Whereas, the series of wars and conflicts in which our nation has been engaged over time, since World War II, has resulted in 5.5 million military and veteran caregivers who are parents, spouses, siblings and friends, caring for those wounded, ill or injured who have served our nation, as documented by the 2014 RAND study commissioned by the Elizabeth Dole Foundation; and

Whereas, the daily tasks of these military and veteran caregivers can include bathing, feeding, dressing and caring for the injuries of wounded warriors, administering medications, providing emotional support, caring for the family and the home, and working outside the home to earn essential income; and

Whereas, the nation provides multi-faceted support to our wounded, ill and injured veterans and service members through public, private and philanthropic resources, but their caregivers receive little support or acknowledgement; and

Whereas, most military and veteran caregivers consider the challenging work they do as simply carrying out their civic and patriotic duty, without realizing they are, in fact, caregivers, and do not identify themselves as such; and

Whereas, an alarming number of military and veteran caregivers, according to research, are suffering numerous debilitating mental, physical and emotional effects as a result of their caregiving duties; and

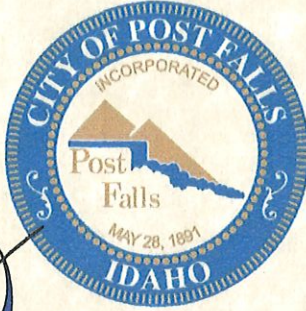
Whereas, the City of Post Falls desires to recognize and support those who are serving in these vital roles in our own community;

Now, therefore, Be it Resolved

1. That City of Post Falls announces its support of military and veteran caregivers in our communities.
2. That City of Post Falls seeks to identify military and veteran caregivers residing in our communities and determine the unique challenges they face.
3. That City of Post Falls will work to ensure that our government, organizations, employers and non-profits are aware of the unique challenges of military and veteran caregivers and are encouraged to create supportive environments and opportunities for assistance.
4. That City of Post Falls encourages all who care for and support veterans and service members to extend that support to their caregivers.
5. That City of Post Falls uses the Elizabeth Dole Foundation's Military Caregiver Experience Map to understand the state of the military caregiver journey and use it as a tool to encourage community understanding and support.
6. That City of Post Falls shall work in concert with the Idaho State Society, Daughters of the American Revolution (ISSDAR) to execute these tasks, thereby ensuring Idaho's Military Caregivers are identified, acknowledged for their service, and supported wherever possible.

Dated this 15 of April, 2025.

Mayor City of Post Falls



Proclamation

Military Child Month

Whereas, April is the Month of the Military Child, an opportunity to recognize military children for their resilient spirits, personal sacrifices, strong character and courage; and

Whereas, military children are part of the strength of our nation as they support and encourage their service members with a fierce patriotic spirit; and

Whereas, these children are a source of pride for the great State of Idaho and to us all, and it is only fitting that we take time to recognize their contributions; and

Whereas, military children continue to make significant contributions to family, community, and their nation as they endure prolonged and repeated absences of one or both parents; and

Whereas, a month-long salute will recognize that military children serve too and citizens of Idaho will be afforded the opportunity to don the color purple every Friday of April in support of these children;

Now, therefore, I, Ronald G. Jacobson, Mayor of the City of Post Falls, Idaho, do hereby proclaim April 2025 to be the Month of the Military Child in the City of Post Falls.

Dated this 1 of April, 2025.

Mayor City of Post Falls

**CITY OF POST FALLS
AGENDA REPORT
CEREMONIES, ANNOUNCEMENTS, APPOINTMENTS, PRESENTATION:
MEETING DATE: 4/15/2025**

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: Warren Wilson, Deputy City Administrator

SUBJECT: Appointment of Devon Braithwaite to the Parks and Recreation Commission -
ACTION ITEM

ITEM AND RECOMMENDED ACTION:

The Mayor is seeking confirmation of the appointment of Devon Braithwaite to the Parks and Recreation Commission.

DISCUSSION:

For years, the Urban Forestry Division has had an unofficial advisory board, called the Urban Forestry Subcommittee, that served as a sounding board for the Urban Forester. The Parks and Recreation Department has decided to fold the unofficial Urban Forestry Subcommittee into the Parks and Recreation Commission. Doing so will formally recognize the function of the Subcommittee while streamlining meetings and staff support for committees. It will also provide additional members for the Parks and Recreation Commission, who struggle to meet regularly due to a lack of agenda items and difficulty in maintaining a quorum.

As part of this transition, the mayor is seeking the appointment of Ms. Patterson to the Parks and Recreation Commission. Ms. Patterson has been an active long-term member of the Urban Forestry Subcommittee.

ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON:

APPROVED OR DIRECTION GIVEN:

FISCAL IMPACT OR OTHER SOURCE OF FUNDING:

BUDGET CODE:

ATTACHMENTS:

None



**CITY COUNCIL
MEETING MINUTES**

**April 1, 2025
6:00 PM**

Location: City Council Chambers, 408 N. Spokane Street, Post Falls, ID 83854

WORKSHOP – 5:00 pm 2nd Floor Conference Room

- a. 2025 Personnel Policy Manual

**Roll Call: Steigleder, Plew, Ziegler, Westlund, Davis - Present
Malloy - Excused**

Field Herrington, Legal Services Director: Purpose of the Overhaul: Consolidate multiple adopted policies into one document, modernize and clarify policy language, enhance legal compliance and administrative efficiency, and to promote transparency, consistency, and accountability. The update promotes government integrity through political neutrality. Supports values of accountability and frugality. Enables responsive service with clear, consolidated rules. Reduces legal liability by standardizing key compliance areas. The update reflects input from department and independent legal review. Simplifies internal guidance for supervisors and human resources. Supports a consistent, defensible, and professional city workforce.

REGULAR MEETING – 6:00 pm City Council Chambers

The regular agenda is scheduled to start at 6:00 PM, but may start earlier depending on the completion of any preceding workshop.

CALL TO ORDER BY MAYOR JACOBSON

PLEDGE OF ALLEGIANCE

ROLL CALL OF CITY COUNCIL MEMBERS

Samantha Steigleder, Aaron Plew, Joe Malloy, Nathan Ziegler, Randy Westlund, Ryan Davis
**Steigleder, Plew, Ziegler, Westlund, Davis - Present
Malloy - Excused**

**CEREMONIES, ANNOUNCEMENTS, APPOINTMENTS, PRESENTATION:
ACTION ITEM**

- a. Fair Housing Proclamation
- b. Week of the Young Child Proclamation
- c. Appointment of Deborah Patterson to the Parks and Recreation Commission - **ACTION ITEM**

Motion by Ziegler to approve the appointment of Deborah Patterson to the Parks and Recreation Commission.

Second by Steigleder.

Vote: Steigleder-Aye, Plew-Aye, Ziegler-Aye, Westlund-Aye, Davis-Aye

Motion Carried

AMENDMENTS TO THE AGENDA

Final action cannot be taken on an item added to the agenda after the start of the meeting unless an emergency is declared that requires action at the meeting. The declaration and justification must be approved by motion of the Council.

Motion by Ziegler to move the Executive Session to now in the agenda.

Second by Westlund.

Vote: Davis-Aye, Westlund-Aye, Plew-Aye, Steigleder-Aye, Ziegler-Aye

Motion Carried

DECLARATION OF CONFLICT, EX-PARTE CONTACTS AND SITE VISITS

The Mayor and members of the City Council have a duty to serve honestly and in the public interest. Where the Mayor or a member of the City Council have a conflict of interest, they may need to disclose the conflict and in certain circumstances, including land use decisions, they cannot participate in the decision-making process. Similarly, ex-parte contacts and site visits in most land use decisions must also be disclosed.

None

1. CONSENT CALENDAR

The consent calendar includes items which require formal Council action, but which are typically routine or not of great controversy. Individual Council members may ask that any specific item be removed from the consent calendar in order that it be discussed in greater detail. Explanatory information is included in the Council agenda packet regarding these items and any contingencies are part of the approval.

ACTION ITEMS:

- a. Minutes – March 18, 2025, City Council Meeting
- b. Accounts Payable 3.19.25 - 4.2.25
- c. Trailer Park Wave Maintenance Services Agreement With Avista Utilities
- d. Parks Division Items for Surplus

Steigleder: on the Parks Surplus was is a multi-crane?

Bryan Myers, Parks Manager: It is a hitch-mounted crane.

Motion by Ziegler to accept the Consent Calendar as presented.

Second by Westlund.

Vote: Plew-Aye, Ziegler-Aye, Westlund-Aye, Davis-Aye, Steigleder-Aye

Motion Carried

2. PUBLIC HEARINGS

There are generally two types of public hearings. In a legislative hearing, such as adopting an ordinance amending the zoning code or Comprehensive Plan amendments, the Mayor and City Council may consider any input provided by the public. In quasi-judicial hearings, such as subdivisions, special use permits and zone change requests, the Mayor and City Council must follow procedures similar to those used in court to ensure the fairness of the hearing.

Additionally, the Mayor and City Council can only consider testimony that relates to the adopted approval criteria for each matter. Residents or visitors wishing to testify upon an item before the Council must sign up in advance and provide enough information to allow the Clerk to properly record their testimony in the official record of the City Council. Hearing procedures call for submission of information from City staff, then presentation by the applicant (15 min.), followed by public testimony (4 min. each) and finally the applicant's rebuttal testimony (8 min.). Testimony should be addressed to the City Council, only address the relevant approval criteria (in quasi-judicial matters) and not be unduly repetitious.

ACTION ITEMS:

- a. Steckman Annexation File No. ANNX-24-09

Public Hearing Opened at 6:07 PM.

Staff Report Jon Manley, Planning Manager: Owner is Blackwell Homes. The applicant is Van Houten Consulting and Design, LLC. The applicant is asking for City Council to approve the requested annexation of approximately 6.7 acres (6.96 with rights-of-way) and apply Medium Density Residential (R2) zoning. The surrounding Zoning is R1. Currently, there is a single-family use. The water provider is East Greenacres Irrigation District. Wastewater provider is the City of Post Falls. The City has the capacity to provide service and is willing to serve the property at the requested density. The existing septic systems would be required to be abandoned and the remaining structures to be connected to the City's Water Reclamation system at the time of development. Spokane St is an arterial roadway. Tennessee Ave is a local residential roadway. Additional rights-of-way and easements would need to be provided as part of the annexation of Spokane St.

Steigleder: Spokane St north of Poleline, does it have the same designation? It seems like alot of access points for a 35 mph road. With no left-hand turn lane.

Rob Palus, City Engineer: There is a turn lane to about the railroad tracks, then it narrows down across the tracks. After the railroad tracks, it widens back out.

Ziegler: from the map i am envisioning that Tennessee Ave would be a straight shot to Spokane Street?

Palus: No, it will follow the railroad tracks till it gets to about a lot size from Spokane St, then head north, then connect to Spokane St. Getting it further from the railroad and getting it lined up with an intersection.

Steigleder: So Tennessee would be the only access onto Spokane St?

Palus: Stand alone Tennessee would have access to Spokane St and Guy Rd.

Steigleder: On the Annexation Agreement my question is what restrictions are being held in R2 that could not be achieved in R1? Is it truly just lot sizes that are different? With the map, it feels like R1 is the most appropriate. It is surrounded by R1.

Manley: I will do my best from the planning side. R1 does not allow as small lots as R2 can. Cottage Homes are allowed in R2 and not in R1.

Steigleder: Does a PUD trump an Annexation Agreement?

Manley: I do not believe so. They would have to stick to the 8 dwelling units per acre.

Applicant Merle Van Houten, Owner of Van Houten Consulting and Design: We are requesting an 6.71-acre annexation of County Ag-Suburban into the City R2 zone. I would like to provide a clarification. This is coming before you as two applications because originally there were two different applicants. After the P&Z hearing, Blackwell Homes became the developer for both properties. We are looking at doing Affordable Housing. Home prices below median values. Available for individual ownership. With the ability to work and reside in the same area. We want to be compatible with the neighborhood surroundings. There would be no multi-family housing.

There is a direct connection to a major collector road. This eases traffic on existing local roads. Water and sewer connections are readily available. It is already served by the City police and schools. This project will have 1,300 sq. ft to 1,800 sq. ft floor plans. Home prices will be less than \$450,000. R1 zoning does not meet project goals and objectives. It sets the price point of a single-family home beyond what is attainable. This excludes the next generation of home buyers who grew up here and want to raise a family in Post Falls. R2 zoning meets project goals and objectives. It keeps density in line with the City's planned growth. Home sales prices are lower than those of R1. Housing Type: Single-family detached housing. Finished houses will be put on the market with the opportunity for local families to purchase 3 bedrooms and 2.0-2.5 bathrooms. 2 stories tall. Attached garage. Smaller yards would equal less maintenance. Guaranteed it will not be duplexes, twin homes, townhomes, multi-family, or cottage homes. It will not be retained by the developer as rental housing.

Ziegler: Did you show a park in the plan?

Van Houten: What you see is a PUD product. We are dedicating open space, 10% open space is required in a PUD.

Ziegler: For the open space, would that be managed by an HOA?

Van Houten: Yes.

Steigleder: So we would have front doors on a major collector?

Van Houten: From the front door there is a 10 ft set back then a multi-use path.

Steigleder: That seems odd to me. I know we have this in the older sections of the city. The reason for R2 is so you can utilize the cottage home lot size. So with the PUD, are we giving a lot size reduction?

Van Houten: If the Council does not agree with R2 and wants R1, we would go back to the drawing board and look at 6.7 units per acre or cottage homes, which would be smaller homes.

Westlund: I think this is a really clever way to approach this. It's kind of an R1 1/2 compromise. Still meeting our definition of low density and everything else.

Testimony

In favor not wishing to speak is Neil Doyle.

In favor not wishing to speak Camy Thomas: The growth is here whether we like it or not, the best we can do is move forward with practical solutions for attainable housing before even more residents are forced to leave their homes in North Idaho because of the inflated housing market.

In favor wishing to speak Casey Doyle: This is a great opportunity to create a variety of housing. If we can't do this R2 here, then where in Post Falls can we do it?

In favor not wishing to speak Barry Stearns.

In favor not wishing to speak Nichole Shanley.

In favor wishing to speak Amy Pace: I am a consultant for PAHA. I am here in favor of this development. I have had the opportunity over the last 12 months to review 230 applications from our local workforce that are looking for housing that is not available to them because of the price of housing. Of that, we only have 13 units currently under contract and only 28 in the miracle on Britton community. So I am here today advocating for this particular development because it will offer attainable housing to our local workforce if approved.

In favor wishing to speak Nathan Armon: I have lived here my entire life and always planned on buying a house in the area where my family is. I have looked for quite a while and thought I would have to look somewhere else to live. I was fortunate to be accepted through the PAHA process and currently have a house being built. I would like for that opportunity to be available to as many members of our community and workforce as possible, so hopefully, people can achieve that dream.

In favor wishing to speak Maggie Lyons: I wanted to do a review of the miracle on Britton. These

are deed-restricted homes that will forever be affordable. They will never price to market. In order to get the housing we need the private market has to do this. I am so encouraged that we have this builder with the heart and the mind to understand our needs. They have agreed to reserve 10% of these homes for this particular model home. We will manage the deed restrictions for him and find the buyers for the homes. Our buyers are 95% Kootenai County residents. They are mostly two-wage-earning families making a combined average \$100,000 household income. A \$100,000 in this community is not poor. We have an opportunity for this development to be a showcase to other builders of how this can be done. And because the City of Post Falls has done such a good job with multiple product types. The land costs are a deterrent. One example will lead to many more doing the same.

Neutral wishing to speak Taytem Wolfe: I was born and raised in Coeur d' Alene Idaho. I have been renting in CdA for the past 10 years and I currently manage a local insurance company. It is extremely hard for me to find affordable living in the area. People are being priced out of the area. Thanks to PAHA I am able to achieve the homeownership dream.

Mayor: Can I ask a quick question? That sounded like a pretty positive statement and yet you marked neutral.

Wolfe: I did not do my research on what the development is. I knew there were homes in the development that were in the program. I put neutral because i did not know if all the homes were going to be the normal housing costs and only 10% were going to be PAHA. I didn't really know.

In Opposition wishing to speak Kristin Nelson: This small parcel of land is less than 12 acres and does not support medium-density housing. The entire neighborhood is single-family dwellings low density. By the City's zoning definition, it does not meet medium density. Arterial streets are not suited for higher traffic levels. Spokane Street is a bottleneck, especially at the RR tracks. There are no public services close to this location. No bus stops, no continuous bike lanes and the neighboring land is all low-density housing. I work in the utility and have seen firsthand medium and high-density parking challenges and issues. There is never enough parking. Overflow parking on the streets will decrease the quality of life in the neighborhood. Parking will be insufficient based on the Blaze Loop example. Leased property provides a high turnover of people and lack of pride and care in their homes. I have worked hard for my home and want to live in a neighborhood with like-minded homeowners. Leased property areas based on my own experiences have higher crime rates, which directly affects my personal safety and the safety at my home. I like to walk my dog in the neighborhood and want to feel safe. Please understand I am not opposed to progress, I knew this land would be developed, and it should be developed, but like the rest of the neighborhood, at low density! Please take this into consideration. I really want to continue to live safe in my current neighborhood.

In Opposition wishing to speak Linda Wilson: I have concerns regarding traffic flows on small streets. This could change the small neighborhood feel. This is one reason we moved to this area.

In Opposition not wanting to speak William Appleton: I purchased my home at the end of Tennessee Ave because it was a dead-end street, so it was safer for my grandchildren to play.

In Opposition not wanting to speak Jeff Scott

Rebuttal

Van Houten: I heard concerns about traffic on Tennessee. Currently, it does deadend, but it was always the intent to be a through street. Once it connects to Spokane St, which is a major connector, people will choose to use that connection. We will get to the Guy Rd. improvements on the next presentation, but it will not be the narrow road it is today. The only way R2 would get changed is if we came back before you. There was talk about parking issues. We are going to at least have a single-car garage with room in the driveway and on-street parking.

Steigleder: Just to be clear, R2 by right or what you are asking for is essentially 54 units you could put on this one piece of property based on the 8 units per acre. You could have 54, but I think you said you were only doing 47. R1 would only allow you to do 40, so I understand the concerns between R1 and R2, but you are really going for an R1 feel, but to make it more affordable, you are close to R1 density with a dedicated open space.

Van Houten: Our conceptual layout does have 47 lots, but we are not requesting that tonight. We will figure that out.

Public Hearing closed at 7:16 PM.

Review Criteria

Is annexation of the property in the best interest of the city?

Ziegler: I would say that it is. It is a county pocket and I like it when we can annex property into our utility system.

Steigleder: I would agree. It makes sense for what they want to use it for. The connectivity on Spokane St. with the Prairie Falls development seems quite reasonable to have more sidewalks.

Westlund: The right-of-way is worth mentioning since it is on a major collector to make sure we are not overburdened with traffic in the future.

Is the proposed zoning district consistent with the Future Land Use Map and Focus Area contained in the currently adopted Post Falls Comprehensive Plan?

Westlund: R2 is an implementing zone of the low density residential category of the focus area. The limitation to 8 units per acre brings it differentially down to the bounds of the future land use map.

Steigleder: I would slightly amend that sentence in my opinion to say that R2 does not strictly fit based on the comprehensive plan just looking at the surrounding land usages. I don't think it is appropriate, but given what the developer is proposing to do with that land and the annexation restrictions agreement, I think it does fit into that area.

Davis: When you look at it against the railroad tracks, it is a unique piece of property as far as shape. I like the annexation agreement with R2. And frankly, I would like to see this option a little bit more. I think back my first home was not even 900 sq. ft. It is a good fit.

Is the proposed zoning district consistent with the goals and policies contained in the currently adopted Post Falls Comprehensive Plan that are relevant to the area under consideration?

Ziegler: I would say it is. I would agree with Councilor Steigleder with the strict interruption of R1 vs. R2 I would lean more towards R1, but I do feel this strikes a really good balance between the offering of R1 proposes and the cost benefit of a higher density plat. I do like that it is like an R1.5. It is one of our challenges in our city to provide quality single-family homes that are owned by the occupant. I do think this zone designation is correct with the allowances the developer is willing to give us.

Westlund: We can point to sidewalks, pedestrian connectivity, right-of-way acquisition along roadways, the diversity of housing types in the city.

Does the proposed zoning district create a Demonstrable Adverse Impact upon the delivery of services by any political subdivision providing public services within the city?

Westlund: None of them raised any objections.

Mayor: Often times we see people with an annexation request like this for something other than R1, and it is to pack in as many units as they can for obvious reasons. People are there to make

a profit. I think this is a great balance. I am a R1 guy and like large lots, but that is not what reality is anymore. For homes to be affordable, they have to be smaller with smaller lots. I think with the housing needs in our area we have to do something to try and meet those needs. A developer coming in and willing restricting the number of lots, we do not see that very often. I am not going to get to vote on this, but I support it.

Davis: Having just gone through the housing needs assessment and seeing this come through is most fortunate.

Ziegler: I have one more comment. I would like to say I greatly appreciate all you here today to give us your opinion on what you are looking for, both positive and negative. Specifically on the impacts of the neighboring areas. We are very aware this does have an effect on you. However, in this particular case, the rebuttal to that issue was very well answered. It is really important to hear from you and I appreciate you here tonight.

Steigleder: I truly do understand the love of R1 because that is also mine. In looking around that area and thinking it should all be R1, strictly speaking, we have to go by what the comprehensive plan sets out and what is listed in the future land use map, and then we are only able to evaluate and request based on the three criteria.

Motion by Ziegler to approve the Steckman Annexation File No. ANNX-24-09 and the approved R2 zoning finding the zoning meets the approved criteria of the Post Falls municipal code as outlined in our deliberation and to direct staff to prepare a reasoned decision.

Second by Westlund.

Vote; Ziegler-Aye, Westlund-Aye, Davis-Aye, Steigleder-Aye, Plew-Aye

Motion Carried

b. Elfer's Annexation File No. ANNX-24-10

Public Hearing opened at 7:27 PM

Staff Report Jon Manley, Planning Manager: Owner was Cooper Family Trust and the Applicant is Van Houten Consulting and Design, LLC. The applicant is asking for the City Council to approve the requested annexation of approximately 4.89 acres (5.2 with rights-of-way) and apply Medium Density Residential (R2) zoning. Currently, a large lot single family use. Water is provided by the City of Post Falls and so is wastewater. The City has the capacity to provide service and is willing to serve to the property at the requested density. The existing septic systems will be required to be abandoned, and the remaining structures will be connected to the City's Water Reclamation system at the time of development. Guy Rd. is a local roadway. Additional rights-of-way and easements would need to be provided as part of annexation. Same elements as the previous hearing. The development agreement will not exceed 8 units per acre. The owner agrees to only construct single family detached units. No Certificate of Occupancies shall be obtained until a road connection to Spokane Street has been established.

Steigleder: How much of Guy gets fixed and to what extent?

Manley: you will get center line plus 10 ft and frontage improvements on the east side of the street.

Steigleder: Would that road become wide enough to accommodate a car parked on one side and still have appropriate through traffic?

Rob Palus, City Engineer: We may want to have no parking in this section, but it would need to be evaluated.

Applicant Merle Van Houten, Van Houten Consulting and Design: 4.89 acre total annexation of County Agricultural into the City R2 zone. Since the Planning and Zoning Hearing, Blackwell Homes is now the developer. We have all the same goals for affordable housing as the last hearing. We would be doing 8 units per acre with the same product as before. Single-family detached housing. No multi-family housing.

Mayor: Are any of these proposed units designated as 10% deed-restricted properties or is that just with the first annexation?

Van Houten: I believe so, but am not sure.

Ziegler: I have a question about the private road. Is it privately maintained?

Van Houten: Yes, it would be privately maintained.

Davis: Do you know what the width of the private road would be?

Van Houten: 25 ft

Steigleder: How does a private road and an HOA fit in with having houses that are affordable?

Van Houten: The applicant would structure that part of it.

Steigleder: Are we allowing front doors on Guy Rd?

Palus: Driveways would be allowed on Guy Rd.

Testimony

In favor wishing to speak Amy Pace: I am a consultant for PAHA. I am here in favor of this development. I have had the opportunity over the last 12 months to review 230 applications from our local workforce that are looking for housing that is not available to them because of the price of housing. Of that, we only have 13 units currently under contract and only 28 in the miracle on Britton community. So i am here today advocating for this particular development because it will offer attainable housing to our local workforce if approved.

Neutral wishing to speak Taytem Wolfe: I was born and raised in Coeur d' Alene, Idaho. I have been renting in CdA for the past 10 years and I currently manage a local insurance company. It is extremely hard for me to find affordable living in the area. People are being priced out of the area. Thanks to PAHA I am able to achieve the homeownership dream.

Maggie Lyons: The PAHA houses will be peppered throughout the development. I can answer the question on the HOA. We have an HOA in Britton. The HOA for the deed restriction agreement we added a term to the HOA CCR that in the event that there becomes a conflict, the deed restriction will prevail.

In Opposition wishing to speak Kristin Nelson: This small parcel of land is less than 12 acres and does not support medium-density housing. The entire neighborhood is single-family dwellings low density. By the City's zoning definition, it does not meet medium density. Arterial streets are not suited for higher traffic levels. Spokane Street is a bottleneck, especially at the RR tracks. There are no public services close to this location. No bus stops, no continuous bike lanes and the neighboring land is all low-density housing. I work in the utility and have seen firsthand medium and high-density parking challenges and issues. There is never enough parking. Overflow parking on the streets will decrease the quality of life in the neighborhood. Parking will be insufficient based on the Blaze Loop example. Leased property provides a high turnover of people and lack of pride and care in their homes. I have worked hard for my home and want to live in a neighborhood with like-minded homeowners. Leased property areas based on my own experiences have higher crime rates, which directly affects my personal safety and the safety at my home. I like to walk my dog in the neighborhood and want to feel safe. Please understand I am not opposed to progress. I knew this land would be developed, and it should be developed, but like the rest of the neighborhood, at low density! Please take this into consideration. I really want to continue to live safe in my current neighborhood.

In Opposition wishing to speak Linda Wilson: I have concerns regarding traffic flows on small streets. This could change the small neighborhood feel. This is one reason we moved to this area.

In Opposition not wanting to speak William Appleton: I purchased my home at the end of Tennessee Ave because it was a dead-end street, so it was safer for my grandchildren to play.

In Opposition not wanting to speak Jeff Scott

Neutral wishing to speak Bill Guy: I am in a hard place and a rock because I am selling a piece of property to the same people. I am not going to badmouth the development, but I do not like it. They should have some consideration to the people who live to the south. They bought their property knowing someday someone was going to develop behind them. But they did not expect to have two-story houses 10 feet from the fence. They are losing all their privacy. They paid good money for their houses. Every time you pick up the paper you hear that we have got to have affordable housing. That horse left the barn in Idaho a long time ago. These houses may be cheaper, but they are not going to be affordable to some guy making \$20 an hour. You are going to create a disaster area there, putting that many houses on that little of ground. Old people won't buy the houses because they can't climb the stairs. Young people aren't going to buy it because there is no place for the kids to play. I think they should build bigger houses and fewer of them, and they will still sell. My side of Guy Rd will not be developed till I am gone. On the little street they are putting on the south side, is that a private street? Who is going to remove the snow? The garages are not big enough for two big cars. I am all for putting Tennessee Ave out to Spokane. Yards aren't big enough for kids to play in, so they play in the street.

In Opposition not wishing to speak Deb Thomas: This has always been zoned R1 Low Density single family detached. R2 is not comprehensive plan. There are only 9 homes on S Side. Only 5 homes on N. side. S. side lots are approx 7400. N side lots range 8400-1/2 acre. Allowing med-density with 4000 lots is not compatible to neighborhood. Lots should be minimum 6500 lots with R1 zoning remaining. For 2-story homes, there should be significant setbacks, like 40 ft, to help maintain some semblance of privacy for current residences.

In Opposition not wishing to speak Kimberly Cummings: I'm strongly opposed to rezoning so close to already established neighborhoods. This will decrease our property values and be dangerous with increased traffic. There is not enough parking. What rules will be enforced to ensure no parking on our streets or using our common space?

In Opposition not wishing to speak Ren Fuglestad: Width of streets wide enough for parking on each side and room for cars driving in each direction? Blanton and Tennessee are not wide enough. Traffic volume. With 97 houses at 2 cars per house 194 additional cars in the area. Even one car per (97) is a huge number.

In Opposition wishing to speak Wendy Graham: I live one block down Guy Rd. from the proposed annexation. I oppose the R2 designation on the basis of continuity, esthetics and traffic. Friends who have visited our home in Post Falls have commented on how quiet and attractive the neighborhood is. The lots are fairly uniform size, the streets wide with sidewalks, and neighbors are considerate. Usually the neighborhood is quiet at night, with the exception of the Fourth of July! I oppose the R2 designation on the basis of continuity. For about 2 1/2 square miles, Prairie to Poleline and Chase to Spokane, and another section between Chase and Howell, the lots are fairly uniform square footage. Yet the R2 designation here proposes 90 houses in the 10-acre space. I question why choose this pocket of land to provide denser housing? I am not opposed to affordable housing. The second and stronger reason for my opposition is aesthetics. I love the peaceful pasture within sight of our front porch, the cows moving here and there, chewing their cud. Across Guy Rd is the bright red barn and large lot with at least a dozen 90-foot trees. Many birds inhabit those trees and their bird song is so uplifting in the spring mornings. Our view of the hills to the south by the river is unrestricted. I'm concerned that these esthetics will be marred

with a crunch of homes and the ensuing heavy residential traffic. The trees lopped down, bird habitat wiped out. A peaceful corner of Post Falls overrun. This leads to my greatest concern, traffic. Let's look at the big picture here... I don't think these roads were designed for heavier traffic patterns. This section of denser development will have an east, west, and possibly southeast access roads, not along the long edge but at each end. There may not be any issue with the southeast access into Tennessee, except eliminating Tennessee's quiet dead end for those residents. Guy Rd, the exit on the west, is quite narrow next to the pasture, and will be for the foreseeable future. In addition, cars turning left at that exit will have to meander through the neighborhood to get to Grange. Cars turning right onto Guy Rd will either turn onto Fisher, another narrow road, passing houses of families with children, or continue on and turn right onto Ashworth, which is where my house is, on the corner. Our neighborhood has quite a few children who enjoy the sidewalks and cross the street to visit friends. The third access point is the east exit onto Spokane. As far as I can tell, it will be right next to the railroad crossing. Here is where it gets more dicey. There currently isn't a middle turn lane at that point on Spokane. There is a possibility of traffic backing up around that railroad crossing as cars are trying to turn into the proposed development, as well as traffic backing up in the development itself at heavy morning and evening drive times. Single garages might lead to more street parking. Think of it this way, 90 houses, at least 90 cars, maybe 180 cars, if these are 2-car families would be added to the neighborhood. I imagine every morning, 90 to 180 cars trying to exit onto Spokane, Guy, or Tennessee. That's not all. 90 to 180 cars have to return at night. But if they are like my family they might take one or two other trips during the day. I'm guessing that means 30 to 40 additional cars going in any of the three directions, 2, 3, or 4 times a day. The additional traffic will be detrimental to our neighborhood. I respectfully request that the designation be changed from R2 to R1 to reduce the negative impact of the new development. I also request that some of the trees be left standing.

In Opposition wishing to speak Karen Olsen: I have lived here for five years. I am concerned about density. Parking with only one garage will be on the street. No one is convinced that the streets at this time can handle the traffic that will be coming down our road. The development is in no way compatible. It does not add to the esthetics it will detract. I want to believe that our government agency, when weighing these projects, will not make money the central component to the final outcome.

In opposition wishing to speak Michelle Missamore: I echo and adopt what has already been said in opposition to this annexation.

Rebuttal

Van Houten: Again, I hear a lot about traffic. I think this land works so well is the connection to Spokane St that will draw the bulk of the traffic. This is a classic case of infill development. Along with the smaller lots, there will be a dedicated open space for children to play in.

Ziegler: With the HOA structure are still. How long from the first time we build a house would the open space be transferred to the HOA?

Van Houten: There is a phased development being considered. The first phase there would be open space.

Manley: There are conditions that can be added to the agreement, but usually when an open space is turned over to an HOA is a private matter the city does not get involved in.

Steigleder: Would it be a deterrent if this was not annexed till the first project was finished and see the ramifications?

Van Houten: Phase one would be limited by utilities. Phase two, water and sewer would have to come under the public road. The applicant would need to speak on if it would be a deterrent.

Closed the public hearing at 8:16 PM

Review Criteria

Is annexation of the property in the best interest of the city?

Westlund: I believe it is. This gives us pedestrian and road improvements along Guy Rd. It connects the parcel to the east. And it's a county island.

Steigleder: I do not know confidently at this time that without having the through street and the connectivity to Spokane that annexing this single piece of property is in the best interest of the city at this time.

Plew: I think it does serve the city with the sidewalks and improvements to the roads. Taking in a county island all serve the city's interests.

Ziegler: I would agree it serves the city's interests as well.

Davis: Absolutely agree it does serve the city's interests.

Is the proposed zoning district consistent with the Future Land Use Map and Focus Area contained in the currently adopted Post Falls Comprehensive Plan?

Westlund: It is, the Future Land Use Map has a designation of low density and this is a low density development.

Plew: Remember it is R2 light.

Ziegler: I would mention what we have said before. It is kind of an R1.5. If it was straight R2 I would not pass it, but with the allowances the developer is making, I would pass it.

Steigleder: I would like to remind you that we can only look at the Comprehensive Plan and the developer has the land use rights to request much more density than they are requesting.

Is the proposed zoning district consistent with the goals and policies contained in the currently adopted Post Falls Comprehensive Plan that are relevant to the area under consideration?

Westlund: It is because we have policies about pedestrian connectivity, road connectivity, right-of-way acquisition, county islands, and diversity of housing types. All of these apply.

Davis: On this piece, policy 19 clustering units of new development. I think it is a good cluster of development. I have never been able to find any data that says it will negatively affect home values.

Does the proposed zoning district create a Demonstrable Adverse Impact upon the delivery of services by any political subdivision providing public services within the city?

Westlund: No, they raised no objections.

Motion by Ziegler to approve Elfer's Annexation ANNX-24-10 and have staff pre-pair final ordinance for annexation.

Second by Westlund.

Vote: Ziegler-Aye, Westlund-Aye, Davis-Aye, Steigleder-Nay, Plew-Aye

Motion Carried

Motion by Ziegler to zone Elfer's Annexation ANNX-24-10 R@ as requested finding that the zoning meets the approval criteria of the Post Falls municipal code as outlined in our deliberation and to direct staff to prepare a reasoned decision.

Second by Davis.

Vote: Ziegler-Aye, Westlund-Aye, Davis-Aye, Steigleder-Aye, Plew-Aye

Motion Carried

3. UNFINISHED BUSINESS/RETURNING ORDINANCES AND RESOLUTIONS

This section of the agenda is to continue consideration of items that have been previously discussed by the City Council and to formally adopt ordinances and resolutions that were previously approved by the Council. Ordinances and resolutions are formal measures considered by the City Council to implement policy which the Council has considered. Resolutions govern internal matters to establish fees and charges pursuant to existing ordinances. Ordinances are laws which govern general public conduct. Certain procedures must be followed in the adoption of both ordinances and resolutions; state law often establishes those requirements.

ACTION ITEMS:

- a. Spokane Street Rehabilitation – Contract Amendment with Welch Comer Engineers for the Spokane Street and Poleline Avenue Roundabout

Andrew Arbini, Projects Division Manager: This was originally designed and constructed circa 2009. Recent patching efforts indicate more extensive repair is necessary. Including sub-grade and base rock improvements. The City intends to request bids from three paving contractors. City Staff and Welch Comer will evaluate the bids and return to Council with a recommendation. The total request this evening is \$44,000. Any remaining grant funds will be applied to offset project costs. My final comment is we are restarting construction on Spokane St 4th Ave to Seltice Way from April 7th to May 28th.

**Motion by Ziegler to approve the Spokane Street Rehabilitation Contract Amendment with Welch Comer Engineers for the Spokane Street and Poleline Avenue Roundabout.
Second Westlund.**

Vote: Westlund-Aye, Davis-Aye, Steigleder-Aye, Plew-Aye, Ziegler-Aye

Motion Carried

4. NEW BUSINESS

This portion of the agenda is for City Council consideration of items that have not been previously discussed by the Council. Ordinances and Resolutions are generally added to a subsequent agenda for adoption under Unfinished Business, however, the Council may consider adoption of an ordinance or resolution under New Business if timely approval is necessary.

ACTION ITEMS:

None

5. CITIZEN ISSUES

This section of the agenda is reserved for citizens wishing to address the Council regarding City-related issues that are not on the agenda. Persons wishing to speak will have 5 minutes. Comments related to pending public hearings, including decisions that may be appealed to the City Council, are out of order and should be held for the public hearing. Repeated comments regarding the same or similar topics previously addressed are out of order and will not be allowed. Comments regarding performance by city employees are inappropriate at this time and should be directed to the Mayor, either by subsequent appointment or after tonight's meeting, if time permits. In order to ensure adequate public notice, Idaho Law provides that any item, other than emergencies, requiring Council action must be placed on the agenda of an upcoming Council meeting. As such, the City Council can't take action on items raised during citizens issues at the same meeting but may request additional information or that the item be placed on a future agenda.

None

6. ADMINISTRATIVE / STAFF REPORTS

This portion of the agenda is for City staff members to provide reports and updates to the Mayor and City Council regarding City business as well as responses to public comments. These items are for information only and no final action will be taken.

a. Area of Impact

Warren Wilson, Deputy City Administrator: Areas of City Impact (ACI) are required by the Local Land Use Planning Act. Areas intended to identify areas outside city limits were potential annexation areas, areas where geographic factors impact the city, and trade areas around the city. City and county would negotiate land use rules for ACI. SB 1403 amended this and completely changed the focus to Areas of Impact. Areas of Impact now solely focus on annexation. The boundaries must be reviewed every 5 years, the county sets boundaries and land use rules in Area of Impact, and the city pays for the hearing process at the county. Area of Impact Requirements: Boundary limited to areas likely to be annexed within five years, and areas within two miles of existing city limits. The new boundary cannot divide a parcel or overlap with another Impact Area.

7. MAYOR AND COUNCIL COMMENTS

This section of the agenda is provided to allow the Mayor and City Councilors to make announcements and general comments relevant to City business and to request that items be added to future agendas for discussion. No final action or in-depth discussion of issues will occur.

Steigleder: April 12 Friends of the Park Day. Meet at Q'emiln Park Trailhead at 9AM. This is an all-day event and lunch will be provided by the Chamber. Offering a chance to help restore the Parkway Fire burn area through volunteer tree planting.

8. EXECUTIVE SESSION

Certain City-related matters may need to be discussed confidentially subject to applicable legal requirements; the Council may enter executive session to discuss such matters. The motion to enter into executive session must reference the specific statutory section that authorizes the executive session. No final decision or action may be taken in executive session.

ACTION ITEMS:

- a. 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.

Motion by Ziegler 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, further that no action will be taken during the session and that the session will last approximately 30 minutes.

Second by Westlund.

Vote: Davis-Aye, Westlund-Aye, Plew-Aye, Steigleder-Aye, Ziegler-Aye

Motion Carried

Entered into Executive Session at 5:20 PM.

RETURN TO REGULAR SESSION

6:00 PM

9. UNFINISHED BUSINESS

ACTION ITEMS:

- a. Settlement Authorization City V. GVD Partners and Redtail Construction Litigation

Not needed.

ADJOURNMENT

8:51 PM

Ronald G. Jacobson, Mayor

Shannon Howard, City Clerk

Questions concerning items appearing on this Agenda or requests for accommodation of special needs to participate in the meeting should be addressed to the Office of the City Clerk, 408 N. Spokane Street or call 208-773-3511. City Council and City commission meetings are broadcast live on Post Falls City Cable on cable channel 1300 (formerly 97.103) as well as the City's YouTube Channel (<https://www.youtube.com/c/CityofPostFallsIdaho>).

Mayor Ronald G. Jacobson

Councilors: Samantha Steigleder, Aaron Plew, Joe Malloy, Nathan Ziegler, Randy Westlund, Ryan Davis

Mission
Building Community.



**CITY COUNCIL
MEETING MINUTES**

**April 4, 2025
4:00 PM**

Location: City Council Chambers, 408 N. Spokane Street, Post Falls, ID 83854

CALL TO ORDER

ROLL CALL OF CITY COUNCIL MEMBERS

Samantha Steigleder, Aaron Plew, Joe Malloy, Nathan Ziegler, Randy Westlund, Ryan Davis
Steigleder, Malloy, Ziegler, Westlund, Davis - Present
Plew - Excused

1. EXECUTIVE SESSION

Certain City-related matters may need to be discussed confidentially subject to applicable legal requirements; the Council may enter executive session to discuss such matters. The motion to enter into executive session must reference the specific statutory section that authorizes the executive session. No final decision or action may be taken in executive session.

ACTION ITEMS:

- a. 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.

Motion by Ziegler 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, father that no action will be taken during the session and that the session will last approximately 10 minutes.

Second by Westlund.

Vote: Westlund-Aye, Malloy-Aye, Davis-Aye, Ziegler-Aye

Motion Carried

Entered into Executive Session at 4:03 PM

Steigleder joined the meeting via Teams.

RETURN TO REGULAR SESSION

4:09 PM

2. UNFINISHED BUSINESS

This section of the agenda is to continue consideration of items that have been previously discussed by the City Council and to formally adopt ordinances and resolutions that were previously approved by the Council. Ordinances and resolutions are formal measures considered by the City Council to implement policy which the Council has considered. Resolutions govern internal matters to establish fees and charges pursuant to existing ordinances. Ordinances are laws which govern general public conduct. Certain procedures must be followed in the adoption of both ordinances and resolutions; state law often establishes those requirements.

ACTION ITEMS:

- a. Settlement Authorization City V. GVD Partners and Redtail Construction Litigation

Motion by Ziegler to approve the Settlement Authorization City V. GVD Partners and Redtail Construction Litigation and to authorize Council Member Ziegler to sign the document.

Second by Westlund.

Vote: Malloy-Aye, Davis-Aye, Westlund-Aye, Ziegler-Aye, Steigleder-Aye

Motion Carried.

ADJOURNMENT

4:11 PM

Ronald G. Jacobson, Mayor

Shannon Howard, City Clerk

Questions concerning items appearing on this Agenda or requests for accommodation of special needs to participate in the meeting should be addressed to the Office of the City Clerk, 408 N. Spokane Street or call 208-773-3511. City Council and City commission meetings are broadcast live on Post Falls City Cable on cable channel 1300 (formerly 97.103) as well as the City's YouTube Channel (<https://www.youtube.com/c/CityofPostFallsIdaho>).

Mayor Ronald G. Jacobson

Councilors: Samantha Steigleder, Aaron Plew, Joe Malloy, Nathan Ziegler, Randy Westlund, Ryan Davis

Mission
Building Community.

**CITY OF POST FALLS
AGENDA REPORT
CONSENT CALENDAR
MEETING DATE: 4/15/2025**

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: Gracie Ficca, CSR/AP

SUBJECT: Accounts Payable for 3.21.25 through 4.4.25

ITEM AND RECOMMENDED ACTION:

The Finance Department recommends that the City Council review, and approve, the Post Falls Check Approval and Check Run Accountability reports dated April 16th 2025. Approval of the reports acknowledges receipt of the required reports and approves making the payments. No presentation is planned on this item.

DISCUSSION:

As required by Idaho Code 50-1017 *Presentation of Claims* and 50-1018 *Payment of Claims*, the Finance Department provides a report at each council meeting detailing payments to be made on all accounts payable received during the prior two weeks. Generally, claims are presented prior to payment being issued. However, at times it is necessary for payment to be issued prior to approval (i.e. to avoid late fees), these checks are presented on the Check Run Accountability Report for ratification at the next council meeting. The attached Post Falls Check Approval reports checks totaling \$1,185,409.58 to be dated April 16th, 2025. The Hand Check Accountability is for Hand Checks issued March 21st- April 4th, 2025 and total \$232,854.71.

ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON:

APPROVED OR DIRECTION GIVEN:

FISCAL IMPACT OR OTHER SOURCE OF FUNDING:

1230732.07

BUDGET CODE:

Various

ATTACHMENTS:

1. Post Falls Check Approval Check Run 4.16.25
2. Hand Checks for Check Run 4.16.25

Post Falls Check Approval



City of Post Falls

Packet: APPKT14887 - Check Run 4.16.25
Vendor Set: 01 - Vendor Set 01

Check Date: 4/4/2025

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
Bank Code	Payment Type				
Fund: 001 - GENERAL FUND					
Balance Sheet Accounts					
VEN15080	Lennar Northwest, LLC				
APMWB	Check	BOND RELEASE -	BOND RELEASE - 1520 N. LUNA	001-22115	2,000.00
		BOND RELEASE -	BOND RELEASE - 1528 N. LUNA	001-22115	2,000.00
Balance Sheet Accounts Total:					4,000.00
Dept: 412 Information Systems					
A017	A-Tec, Inc.				
APMWB	Check	6460-3.24.25	OpenEye Subscription License	001-412.0000.62133	304.20
C140	CDW Government Inc.				
APMWB	Electronic Funds Transf	AD2GY2P	Q'emiln firewall	001-412.0000.66180	587.28
		AD4FF5F	City Hall - Phase 2 FortiAPs	001-412.0000.80010	2,534.21
C1799	Cerium Networks				
APMWB	Check	I108634	Cerium Networks Intune configuration projec	001-412.0000.62040	24,860.00
D070	Dell Marketing LP				
APMWB	Check	10804784898-03.21	Streets Rugged Battery Placement	001-412.0000.66040	79.87
VEN02035	Staples, Inc				
APMWB	Check	6028053526	Office Supplies-IT	001-412.0000.63060	699.99
Dept 412 Total:					29,065.55
Dept: 413 General Services					
D070	Dell Marketing LP				
APMWB	Check	10805794281-03.21	Admin Laptop	001-413.0000.80010	975.45
Dept 413 Total:					975.45
Dept: 414 Finance					
B091	BDS				
APMWB	Check	99146	Delinquency Notices	001-414.1445.62170	323.55
		99398	Utility Billing	001-414.1445.62170	10,162.12
		99146	Delinquency Notices	001-414.1445.62190	168.38
D09750	DeVries Info Management				
APMWB	Check	0193016	Document shredding HR/Finance/Legal	001-414.0000.62040	248.00
VEN15004	Forvis Mazars, LLP				
APMWB	Electronic Funds Transf	2463172	09/30/2024 FYE TRS Annual Fee	001-414.0000.62040	4,000.00
V040	ODP Business Solutions				
APMWB	Check	416918741001	Office Supplies-Finance	001-414.0000.63060	24.55
				001-414.0000.66050	109.47
VEN02035	Staples, Inc				
APMWB	Check	6028053525	Office Supplies-Finance	001-414.0000.63060	157.96
Dept 414 Total:					15,194.03
Dept: 418 Human Resources					
D09750	DeVries Info Management				
APMWB	Check	0193016	Document shredding HR/Finance/Legal	001-418.0000.63060	62.00
Dept 418 Total:					62.00
Dept: 421 Police					
A254	Allegra Print & Imaging				
APMWB	Electronic Funds Transf	211338	PD Letterhead Paper	001-421.0000.63060	398.82
A0901	AT&T Mobility				
APMWB	Check	287291408138X032	PD Mifis	001-421.0000.65030	521.17
A570	AVISTA Utilities				
APMWB	Check	6554597561 12272	Ford Rock Tower	001-421.0000.65021	25.58

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
		APMWB	Check	6554597561 032825	Ford Rock Tower	001-421.0000.65021	24.47
				6554597561 012925	Ford Rock Tower	001-421.0000.65021	26.45
				6554597561 022725		001-421.0000.65021	25.79
VEN15071	AXL LLC						
		APMWB	Check	SO-2402	AXL RAC Helmet Mounts for SRT	001-421.0000.67020	2,424.00
VEN14145	Charter Communications						
		APMWB	Electronic Funds Transf	189568201031425	PD Internet	001-421.0000.65030	159.99
C220	Coleman Oil Co						
		APMWB	Check	CP-0237302	PD Gasoline	001-421.0000.64030	6,447.25
VEN14867	CW Signs						
		APMWB	Check	2854	PD Business Card x7	001-421.0000.63210	455.00
VEN14737	DetectaChem, Inc						
		APMWB	Check	INV18384	Evidence MobileDetect Pouches	001-421.0000.63920	1,368.45
VEN14950	Dynamic Designs						
		APMWB	Check	7126	PFPD132 Wrap	001-421.0000.67170	1,665.00
				7131	Wrap for Code vehicle	001-421.0000.90020	1,846.00
F070	Fire Safety Specialists						
		APMWB	Check	27236	PD Fire Extinguisher	001-421.0000.68010	227.60
G020	Galls, LLC						
		APMWB	Electronic Funds Transf	030835906	PD Equipment - Transport Restraints	001-421.0000.67020	81.76
				030841065	PD Equipment - Firearm Slings	001-421.0000.67020	95.68
				030794944	PD Equipment - Patrol Flashlights	001-421.0000.67020	435.96
				030794925	PD Equipment, Utility Pouch	001-421.0000.67020	32.16
				030894887	PD Uniform Shirts - Sjolie	001-421.4000.72000	89.18
VEN01683	Goodyear Tire & Rubber Company						
		APMWB	Check	197-1159094	PFPD139 Tires	001-421.0000.67190	594.28
				197-1159093	PFPD152 Tires	001-421.0000.67190	297.00
VEN10132	Governmentjobs.com, Inc						
		APMWB	Check	INV-132844	Power Time Scheduling	001-421.0000.62040	6,970.58
VEN02177	Idaho Chiefs of Police Association						
		APMWB	Check	2023-216	2025 Conference Registration - Brantl	001-421.0000.64020	350.00
K080	Knudtsen Chevrolet and GMAC						
		APMWB	Check	5009986	PFPD120 SL-N-Pipes	001-421.0000.67100	113.94
K140	Kootenai Electric						
		APMWB	Check	1588061 032825	Blossom Mtn Tower	001-421.0000.65030	531.98
VEN14952	Magnet Forensics, LLC						
		APMWB	Check	SIN079125	Greykey Renewal	001-421.0000.63920	12,410.00
N001	Napa Auto Parts						
		APMWB	Check	333136	PD Stock - Batteries for Shop	001-421.0000.63130	97.64
				334164	PD Stock - Capsules, Electrical Connector	001-421.0000.67100	129.68
				332875	PFPD120 Battery & Core Deposit	001-421.0000.67100	289.10
				334770	PFPD117 Battery & Core Deposit	001-421.0000.67100	144.55
				332292	PFPD121 Battery & Core Deposit	001-421.0000.67100	144.55
				334098	PD Stock Loom-Split Poly Credit	001-421.0000.67100	-8.16
				334201	PD Stock - Primary Wire 25ft	001-421.0000.67100	6.21
				334635	PFPD152 Oil Filter	001-421.0000.67100	7.23
				334258	PFPD131 Canister Purge Valves	001-421.0000.67100	86.98
				333254	PD Core Deposits	001-421.0000.67100	-45.00
				334094	PD Stock Loom-Split Poly	001-421.0000.67100	34.00
				334118	Credits to inv# 322769 & 3688-229811	001-421.0000.67100	-37.38
				334093	PD Stock Loom-Split Polys	001-421.0000.67100	38.94
				334278	PD Stock - Premium Capsules	001-421.0000.67100	43.04
				334200	PD Stock - Primary Wires	001-421.0000.67100	50.42
				333720	PD Stock - Batteries	001-421.0000.67100	11.22
V040	ODP Business Solutions						
		APMWB	Check	416133887001	Office Supplies-PD	001-421.0000.63060	54.90
				416871162001	Return on HP410A Black Toner	001-421.0000.66042	-80.95
				412819985001		001-421.0000.66042	-80.95
				416834798001	Office Supplies-PD	001-421.0000.66042	197.98
				416133887001		001-421.0000.66042	337.43
VEN14880	Public Safety Testing, Inc						

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
R2161	APMWB	Check	2025-227	PD Applicant Testing Jan-Mar	001-421.0000.62040	702.00	
		Rose City Label					
R251	APMWB	Check	163511	PD Junior Officer Stickers	001-421.0000.63060	367.82	
		Serights Ace Hardware					
	APMWB	Check	364957/1	PD Shop - Electrical Tape	001-421.0000.67100	22.81	
S285		Spalding Auto Parts	364265/1	PD Shop - Turnbuckles, Cabinet Handle, Bol	001-421.0000.67100	129.12	
VEN13988	APMWB	Check	2196710	PFPD148 Tail Light Assembly	001-421.0000.67100	256.00	
		Tacoma Screw Products, Inc					
	APMWB	Check	240141505-00	PD Shop - Drill Bit Set, Connectors	001-421.0000.67100	192.28	
			240141461-00	PD Shop - Connectors, Shrink Tubes	001-421.0000.67100	236.13	
T0030	T-Mobile USA						
	APMWB	Check	986172479-29	PD Phones	001-421.0000.65030	713.12	
			997252888 032025	PD Control Center	001-421.0000.65030	1,622.00	
VEN07714	Uniforms2gear, Inc						
VEN14778	APMWB	Electronic Funds Transfr	INV/2025/03/0849	PD Uniform Shirts - Gernns	001-421.4000.72000	107.45	
		Vigilant Solutions, LLC					
VEN03255	APMWB	Check	58896 RI	Annual Camera Subscription Renewal	001-421.0000.62040	250.00	
		Ziply Fiber					
	APMWB	Check	208-197-0075-0408	PD Phones	001-421.0000.65030	1,153.35	
			208-773-6415-0613	PD Elevator Line	001-421.0000.65030	50.06	
			208-773-3518-0620	PD Phones	001-421.0000.65030	298.67	
			208-777-7569-0714	PD Wifi	001-421.0000.65030	80.90	
Dept 421 Total:						45,221.23	
Dept: 423 Oasis							
VEN15077	Strong Family Law, PLLC						
VEN02102	APMWB	Check	CV28-24-8457	VSU Client Legal Services	001-423.1153.68400	1,495.00	
		Stevens, Randi M.					
	APMWB	Electronic Funds Transfr	1001	VSU Support Group - January	001-423.1153.68400	1,025.00	
			1003	VSU Support Group - March	001-423.1153.68400	904.00	
			1002	VSU Support Group - February	001-423.1153.68400	883.00	
Dept 423 Total:						4,307.00	
Dept: 424 Legal							
VEN14808	Ardurra Group, Inc						
C220	APMWB	Electronic Funds Transfr	250023	City of PF v Borrow Pit-Expert Witness	001-424.0000.62040	3,607.50	
		Coleman Oil Co					
VEN01534	APMWB	Check	CP-0235042	Fuel Usage - March 2025	001-424.0000.64030	105.82	
		Contract Design Associates					
D09750	APMWB	Check	55104	Windows for Cubicle-Legal	001-424.0000.66060	1,532.06	
		DeVries Info Management					
VEN14845	APMWB	Check	0193016	Document shredding HR/Finance/Legal	001-424.0000.63040	62.00	
		Smith & Malek, PLLC					
	APMWB	Electronic Funds Transfr	56715	PF & CDA v KC Treasury	001-424.0000.62040	1,980.00	
			56716	HWY 41 Borrow Pit	001-424.0000.62040	42,341.89	
Dept 424 Total:						49,629.27	
Dept: 427 Animal Control							
VEN14369	Better Together Animal Alliance						
C220	APMWB	Check	2270230	AC Vet Services	001-427.0000.62040	105.00	
		Coleman Oil Co					
V040	APMWB	Check	CP-0237302	PD Gasoline	001-427.0000.64030	287.18	
		ODP Business Solutions					
	APMWB	Check	416133887001	Office Supplies-PD	001-427.0000.63060	26.06	
Dept 427 Total:						418.24	
Dept: 431 Streets							
A1395	Advanced Compressor & Hose Inc						
	APMWB	Check	98969	Camlock & Clamps for dump trucks	001-431.0000.63525	24.04	
A497	Arrow Construction Supply, Inc						

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
		APMWB	Check	39463	Reversal of invoice# 423119	001-431.0000.68130	-77.48
				423119	Bartell petcock for Juming Jack	001-431.0000.68130	77.48
				423121	Bartell Petcock for Jumping Jack	001-431.0000.68130	84.38
VEN14174	ATSI						
		APMWB	Check	INV110963	2025 tester calibration - annual maintenance	001-431.0000.66016	771.72
VEN14467	CDA Redi Mix & Precast, Inc						
		APMWB	Check	91567	Eco Blocks	001-431.0000.68130	280.00
C220	Coleman Oil Co						
		APMWB	Check	CP-0235042	Fuel Usage - March 2025	001-431.0000.64030	3,816.34
VEN14748	CPR Central						
		APMWB	Check	NCITYPF20250319	CPR, AED & Basic First Aid	001-431.0000.63110	1,357.15
F1275	Fox Trailer Sales						
		APMWB	Check	408480	E-Track O Ring	001-431.0000.68130	42.00
VEN01373	Intermountain Sign & Safety						
		APMWB	Check	20258	Aluminum Blanks	001-431.0000.63260	305.00
				20272	Heavy Duty surface mount posts, telspar pos	001-431.0000.63260	167.20
				20239	Posts & cut blanks	001-431.0000.63260	119.00
				20218	24 x 12 Aluminum Blank	001-431.0000.63260	96.00
				20219	18 x 12 Aluminum Blanks	001-431.0000.63260	72.00
				03/26/2025	Return of Anchors bought on inv# 19786	001-431.0000.63260	-336.00
I340	Interstate Concrete & Asphalt						
		APMWB	Electronic Funds Transf	1002858	Credit for price adjustment	001-431.0000.68130	-41.22
				Spokane St Rehab	Spokane St Rehab Interstate Pay App #3 Sp	001-431.1811.95040	78,828.63
J105	J-U-B Engineers, Inc.						
		APMWB	Electronic Funds Transf	0182623	Seltice Way Rehab JUB Invoice February 2000	001-431.0000.95040	22,816.00
L071	Local Highway Technical Assistance Council-				LHTAC		
		APMWB	Electronic Funds Transf	T232625IIS-3	Staff Development - Improving Intersection S	001-431.0000.64020	80.00
				T232525MUTCD-1	Staff Development - MUTCD & Sign Retroref	001-431.0000.64020	240.00
N001	Napa Auto Parts						
		APMWB	Check	336186	Shop Towels - Traffic	001-431.0000.68130	83.70
VEN05363	North 40 Outfitters						
		APMWB	Check	050394/E	Clevis Hitch/Hook	001-431.0000.68130	85.94
VEN02884	Rodda Paint						
		APMWB	Check	45254933	Paint beads	001-431.0000.68100	6,630.00
R251	Serights Ace Hardware						
		APMWB	Check	364761/1	Hex head cap screws	001-431.0000.63260	18.89
				365133/1	concrete, staples, hardware cloth	001-431.0000.68130	379.03
				365059/1	hooks, nuts, bolts, staples	001-431.0000.68130	118.24
				365161/1	hose couplers/barbs	001-431.0000.68130	64.02
				364855/1	Fuel Line - Jumping Jack	001-431.0000.68130	1.79
				364807/1	Propane	001-431.0000.68130	5.51
				364975/1	Stihl Engine Oil	001-431.0000.68130	7.18
				365102/1	Storage bins	001-431.0000.68130	29.31
				365070/1	Flex coupling and adhesive	001-431.0000.68130	30.57
				365029/1	Thermal wire	001-431.0000.68140	37.50
VEN13988	Tacoma Screw Products, Inc						
		APMWB	Check	240141465-00	Lag Screws, plastic inserts	001-431.0000.63260	121.80
				240140153-02	Asphalt Blades	001-431.0000.68130	169.95
				240140153-00	Square Point Shovel	001-431.0000.68130	679.83
				240140153-01	Round Point Shovels	001-431.0000.68130	79.98
T1195	Traffic Safety Supply Co, Inc.						
		APMWB	Check	INV078815	12 ft square posts	001-431.0000.63260	1,430.79
				INV078814	45 degree tube brackets	001-431.0000.63260	1,050.00
				INV077156	10 foot square posts	001-431.0000.63260	1,150.15
				INV077590	Banding brackets & material	001-431.0000.63260	436.07
U140	UpScale Mail						
		APMWB	Check	343435	Shipping - Annual Testing Equipment Calibr	001-431.0000.63070	587.79
VEN14310	US Fleet Tracking LLC						
		APMWB	Check	493617	Monthly Vehicle Tracking	001-431.0000.66016	592.68
Dept 431 Total:							122,512.96

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
Dept: 432 Public Works Administration							
VEN03164	Association of Idaho Public Works Professionals						
APMWB	Check		2025-172	John Beacham Membership	001-432.0000.62060		40.00
C220	Coleman Oil Co						
APMWB	Check		CP-0235042	Fuel Usage - March 2025	001-432.0000.64030		37.03
Dept 432 Total:							77.03
Dept: 433 Facility Maintenance							
C220	Coleman Oil Co						
APMWB	Check		CP-0235042	Fuel Usage - March 2025	001-433.0000.64030		226.25
VEN14748	CPR Central						
APMWB	Check		NCITYPF20250319	CPR, AED & Basic First Aid	001-433.0000.63110		427.54
Dept 433 Total:							653.79
Dept: 434 Fleet Maintenance							
A1395	Advanced Compressor & Hose Inc						
APMWB	Check		99039	Hydraulic Hoses for S222	001-434.0000.63011		167.91
VEN14736	Cintas Corporation No. 3						
APMWB	Check		4224948708	Fleet laundry & Rug Service	001-434.0000.63160		69.06
			4225703813	Fleet laundry & rug service	001-434.0000.63160		79.36
C220	Coleman Oil Co						
APMWB	Check		CP-0235042	Fuel Usage - March 2025	001-434.0000.64030		258.42
VEN09805	Continental Door Co. LLC						
APMWB	Check		81075535	Repair of High Bay Door	001-434.0000.68010		326.75
VEN03826	FMI Equipment						
APMWB	Check		SPK-1013511	Belts & mufflers - Parks mowers	001-434.0000.63012		383.94
			SPK-1013574	Brackets & Filters - P471	001-434.0000.63012		142.71
VEN14972	Frontline Communications Systems						
APMWB	Check		23553	PFPD 169 Up-fit	001-434.0000.90010		3,570.00
			23554	PFPD 170 Up-fit parts	001-434.0000.90010		3,570.00
VEN01683	Goodyear Tire & Rubber Company						
APMWB	Check		197-1159019	Tires - S126	001-434.0000.67190		1,200.58
VEN14278	Mtn. Home Auto Ranch						
APMWB	Check		HD5F012	PFPD176 2025 Dodge Durango Police (Repl	001-434.0000.90010		43,152.00
			HD5F008	PFPD180 2025 Dodge Durango Police (Repl	001-434.0000.90010		43,152.00
			HD5F009	PFPD179 2025 Dodge Durango Police (Rep	001-434.0000.90010		43,152.00
			HD5F010	PFPD178 2025 Dodge Durango Police (Repl	001-434.0000.90010		43,152.00
			HD5F011	PFPD177 2025 Dodge Durango Police (Repl	001-434.0000.90010		43,152.00
			HD5F013	PFPD175 2025 Dodge Durango Police (Repl	001-434.0000.90010		43,152.00
N001	Napa Auto Parts						
APMWB	Check		334867	Oil Filter - S555	001-434.0000.63011		8.56
			334836	battery - S555	001-434.0000.63011		313.66
			334840	Credit toward inv# 334836	001-434.0000.63011		-54.00
			335675	Filter Stock	001-434.0000.63012		110.92
			336752	10w30 oil - P479	001-434.0000.63012		67.86
			335926	Air Filter - C201	001-434.0000.63012		13.44
			336614	Oil Filter - UF200	001-434.0000.63012		6.73
			334181	Core Deposit for inv# 334162	001-434.0000.63012		-18.00
			335495	Filter stock	001-434.0000.63013		24.44
			335516	14 in wiper blades - A119	001-434.0000.63013		18.94
			334671	Oil Pitchers	001-434.0000.67090		57.96
N107	Norlift Inc						
APMWB	Electronic Funds Transf		10010662	JCB tracked compact loader	001-434.0000.90010		73,570.00
R060	Ragan Equipment Co.						
APMWB	Check		01-155740	Filler Cap - P476/P477	001-434.0000.63012		41.48
R251	Serights Ace Hardware						
APMWB	Check		365173/1	nuts & bolts	001-434.0000.63011		7.80
S460	Spray Center Electronics, Inc.						
APMWB	Check		5922	Gaskets and flanges - S222	001-434.0000.63011		105.01
VEN13988	Tacoma Screw Products, Inc						
APMWB	Check		240141460-00	Hex cap screws, washers, hex nuts	001-434.0000.63012		18.65

Vendor Number Bank Code	Vendor Name Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
T106	Titan Truck Equipment				
APMWB	Check	1379441	Aerial Inspection - UF200	001-434.0000.67170	920.21
		1379196	S132 Up-fit	001-434.0000.90010	30,541.29
		1379217	S130 Up-fit	001-434.0000.90010	29,596.09
VEN13040	Turf Star Western				
APMWB	Check	INV077143	Repair of P453	001-434.0000.67170	511.35
VEN13987	Western Peterbilt, LLC				
APMWB	Check	027P73926	belt and tools - S555	001-434.0000.63011	145.91
Dept 434 Total:					404,689.03
Dept: 441 Urban Forestry					
C220	Coleman Oil Co				
APMWB	Check	CP-0235042	Fuel Usage - March 2025	001-441.0000.64030	700.92
V040	ODP Business Solutions				
APMWB	Check	416918741001	Office Supplies-Finance	001-441.0000.63060	9.02
R251	Serights Ace Hardware				
APMWB	Check	364768/1	Propane & Recip Torch	001-441.0000.64030	62.64
				001-441.0000.67090	17.99
Dept 441 Total:					790.57
Dept: 442 Cemetery					
C2961	Cold Spring Granite Company				
APMWB	Check	RI 2356909	Conaway plaque for Vets Memorial	001-442.0000.63760	2,607.20
		RI 2357822	Joan Davis	001-442.0000.63760	319.00
		RI 2355038	Soldiers Prayer Plaque	001-442.0000.63760	2,607.20
C220	Coleman Oil Co				
APMWB	Check	CP-0235042	Fuel Usage - March 2025	001-442.0000.64030	141.21
R251	Serights Ace Hardware				
APMWB	Check	364833/1	Sod cutter bolts	001-442.0000.67030	2.60
		364787/1	Concrete mix	001-442.0000.68170	352.24
Z026	Ziegler Lumber Co #017				
APMWB	Check	870519	concrete form boards and portland cement	001-442.0000.68160	32.20
		868275	2x8 sideboards	001-442.0000.68160	29.90
		870519	concrete form boards and portland cement	001-442.0000.68170	18.54
Dept 442 Total:					6,110.09
Dept: 443 Parks					
A228	A-L Compressed Gases, Inc.				
APMWB	Check	0003049429	Acetylene for Welder	001-443.0000.64030	9.08
A365	American On-Site Services				
APMWB	Check	I64964	Warren Portable Restroom	001-443.0000.65050	126.00
		I64965	Tennis Court Portable Restroom	001-443.0000.65050	100.20
		I64916	The Landings Portable Restroom	001-443.0000.65050	207.00
		I64958	Chase Portable Restroom	001-443.0000.65050	132.40
		I64959	Beck Portable Restroom	001-443.0000.65050	132.40
		I64960	Crown Pointe Portable Restroom	001-443.0000.65050	132.40
		I64961	Hilde Kellogg Portable Restroom	001-443.0000.65050	132.40
		I64889	4th St. Trailhead Portable Restroom	001-443.0000.65050	207.00
		I64890	Black Bay Portable Restroom	001-443.0000.65050	122.00
		I64926	Tullamore Portable Restroom	001-443.0000.65050	207.00
		I64927	Kiwanis Portable Restroom	001-443.0000.65050	207.00
		I64919	Q'emiln Park Portables	001-443.0000.65050	828.00
		I64928	White Pine Portable Restroom	001-443.0000.65050	207.00
		I64941	Falls Portable Restroom	001-443.0000.65050	222.00
		I64915	Woodbridge Portable Restroom	001-443.0000.65050	241.00
		I64891	Corbin Portable Restrooms	001-443.0000.65050	329.00
VEN05261	CDA PAVING				
APMWB	Check	103513	Concrete Disposal from Shop Yard	001-443.0000.65050	347.47
C220	Coleman Oil Co				
APMWB	Check	CP-0235042	Fuel Usage - March 2025	001-443.0000.64030	2,939.03
C360	Consolidated Supply Co.				

Vendor Number Bank Code	Vendor Name Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
APMWB VEN14748	Electronic Funds Transfr CPR Central	S012350874.001	Plumbing Parts for Restrooms	001-443.0000.68250	1,209.29
APMWB VEN14867	Check CW Signs	NCITYPF20250319	CPR, AED & Basic First Aid	001-443.0000.63110	214.29
APMWB G098	Check Grainger	2850	Facility Use Signs	001-443.0000.63260	400.00
APMWB	Check	9446860034	Smart Plug for Parks	001-443.0000.67030	69.47
I3935	IRPA	9458849370	Drinking Fountain Valve Kits	001-443.0000.68250	293.72
APMWB	Check	01046	IRPA Membership for Myers	001-443.0000.62060	50.00
		01177	IRPA Membership for Phill	001-443.0000.62060	50.00
		01122	IRPA Conference for Myers	001-443.0000.64020	275.00
		01176	CPSI Course for Phill	001-443.0000.64020	545.00
		01178	Phil to IRPA Conference	001-443.0000.64020	175.00
N001	Napa Auto Parts				
APMWB VEN14579	Check Planet Turf	332064	Shop Towels	001-443.0000.63150	28.78
APMWB	Check	3010438	Cone Nozzles for Field Striper	001-443.0000.66190	30.00
		3010437	Field Striping Paint	001-443.0000.68240	999.00
VEN12530	Premier Powder Coating & Custom Fab LLC				
APMWB R060	Check Ragan Equipment Co.	35074	Memorial Bench	001-443.0000.80110	2,632.98
APMWB S050	Check Saturday Night Inc.	01-155802	Saw Blades	001-443.0000.67090	49.98
APMWB R251	Electronic Funds Transfr Serights Ace Hardware	107331	Uniform shirts and hoodies for staff	001-443.4000.72000	1,617.20
APMWB	Check	364967/1	Hardware for Tullamore	001-443.0000.67030	25.54
		364814/1	Hardware for parks.	001-443.0000.67030	27.95
		365109/1	Sensore Switch Plate for Kiwanis	001-443.0000.67030	44.98
		364835/1	Door Saddles for Tullamore	001-443.0000.67050	136.76
		365152/1	Saw Blades	001-443.0000.67090	35.08
		365071/1	Hardware for Construction	001-443.0000.68160	44.22
T090	Thorco, Inc.				
APMWB T106	Check Titan Truck Equipment	1795513	Light Pole Repair at Community Garden	001-443.1667.63009	1,782.00
APMWB Z026	Check Ziegler Lumber Co #017	1379221	P140 Up-fit	001-443.0000.90010	28,144.50
APMWB	Check	876720	Hardware for Tullamore	001-443.0000.67030	135.28
		876792	Tool bits for Tools	001-443.0000.67090	97.96
		876806	Lumber for Tullamore	001-443.0000.68160	228.17
		871645	Lumber for Construction	001-443.0000.68160	48.10
Dept 443 Total:					46,218.63
Dept: 444 Parks - Construction					
J105	J-U-B Engineers, Inc.				
APMWB VEN14913	Electronic Funds Transfr LuckyDog Recreation	0182628	Warren Park Frontage Improvements	001-444.0000.94180	10,471.58
APMWB	Check	ID027-4753	Shelter for Warren Park	001-444.0000.94180	11,828.00
Dept 444 Total:					22,299.58
Dept: 445 Recreation					
A365	American On-Site Services				
APMWB	Check	I64963	Hastings Soccer Porta Potties	001-445.0000.65050	126.00
		I64962	Singing Hills Soccer Porta Potties	001-445.0000.65050	132.40
VEN01020	Cindy Jacobs				
APMWB N2332	Check Collins, Tom	03.19.25	March Contractual Payment	001-445.0000.62040	81.90
APMWB VEN14748	Check CPR Central	3.19.25	March Contractual Payment	001-445.0000.62040	389.20
APMWB VEN14549	Check DaySmart Recreation	NCITYPF20250319	CPR, AED & Basic First Aid	001-445.0000.63110	142.86

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
VEN04489	APMWB	Check		INV01421043	Quarterly Online Registration	001-445.1445.62190	3,127.86
		Kroc Center					
VEN07749	APMWB	Check		03.10.25	Theater rental for dance recital	001-445.0000.63080	643.50
		Lake City Figure Skating					
V040	APMWB	Check		03.27.25	Contractual payments for Oct 24, Jan and M	001-445.0000.62040	2,520.00
		ODP Business Solutions					
	APMWB	Check		414069669001	Office Supplies-Recreation	001-445.0000.63060	60.22
				414102746001		001-445.0000.63060	25.07
				414069669001		001-445.0000.63060	303.26
S050		Saturday Night Inc.					
	APMWB	Electronic Funds Transf		107369	Youth Soccer Shirts	001-445.0000.63430	668.00
				107388	Youth Volleyball Shirts	001-445.0000.63430	1,196.20
				107386	Youth Soccer Shirts	001-445.0000.63430	1,002.10
				107385		001-445.0000.63430	782.00
				107270	River City Basketball Shirts	001-445.0000.63430	709.58
				107368	Coaches shirts for Youth Football	001-445.0000.63430	453.71
				107460	Youth Soccer Shirts	001-445.0000.63430	46.09
S294		Specialized Needs Recreation					
	APMWB	Check		88543	Annual Contribution	001-445.0000.63590	4,000.00
Dept 445 Total:							16,409.95
Dept: 451 Planning & Zoning							
C291		Coeur d' Alene Press					
	APMWB	Check		0000033659-03142	(Public Hearing Notice Elfers ANNX-24-10	001-451.0000.62000	297.74
				0000033658-03142	(Public Hearing Notice Steckman ANNX-24-9	001-451.0000.62000	292.37
Dept 451 Total:							590.11
Dept: 452 Building Inspector							
B091		BDS					
	APMWB	Check		99398	Utility Billing	001-452.0000.62040	50.00
C220		Coleman Oil Co					
	APMWB	Check		CP-0235042	Fuel Usage - March 2025	001-452.0000.64030	461.74
VEN15076		Glanzen PPF + Ceramic Coatings					
	APMWB	Check		516034	City vehicle detailing	001-452.0000.63000	390.37
Dept 452 Total:							902.11
Dept: 453 Engineering							
C220		Coleman Oil Co					
	APMWB	Check		CP-0235042	Fuel Usage - March 2025	001-453.0000.64030	234.64
Dept 453 Total:							234.64
Dept: 481 Capital Improvements/Contracts							
VEN15052		North Idaho Decks & Interiors					
	APMWB	Check		CG500031	Carpet for briefing room	001-481.0000.68395	5,329.68
				CG500032	Carpet for report writing room	001-481.0000.68395	2,181.09
U0010		ULINE					
	APMWB	Check		190771648	Office chairs Detectives	001-481.0000.68395	2,403.08
Dept 481 Total:							9,913.85
Fund 001 Total:							780,275.11
Fund: 003 - PERSONNEL BENEFIT POOL							
Dept: 482 Personnel Pool							
VEN14039		OneBridge					
	APMWB	Check		INV-4019	April 2025 Admin fees	003-482.4155.71210	150.00
P468		Prothman					
	APMWB	Check		2025-8938	P&R Director recruiting contract fee 1 of 3	003-482.0000.62131	5,833.34
A6000		Rehn & Associates, Inc.					
	APMWB	Check		INV-00207342	March 2025 COBRA notification letters	003-482.0000.62160	28.00
Dept 425 Total:							6,011.34

Fund 003 Total: 6,011.34

Packet: APPKT14887 - Check Run 4.16.25

Check Date: 4/4/2025

Vendor Set: 01 - Vendor Set 01

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
Fund: 007 - DRUG SEIZURE PROGRAM							
Dept: 425 Drug Seizure Program							
K08222	Kootenai Animal Hospital						
APMWB	Check			888010596	K9 Donna Follow-Up Appointment	007-425.0000.62040	317.00
Dept 425 Total:							317.00
Fund 007 Total:							317.00
Fund: 008 - 911 SUPPORT							
Dept: 426 911 Support							
M2005	Motorola Solutions						
APMWB	Electronic Funds Transf			1187139696	Year 7 service dispatch consoles	008-426.0000.67040	97,458.00
Dept 426 Total:							97,458.00
Fund 008 Total:							97,458.00
Fund: 037 - STREETS IMPACT FEES							
Dept: 431 Streets							
W090	Welch Comer & Associates, Inc.						
APMWB	Electronic Funds Transf			41354090-033	Chase Rd BNSF RR-Xing Project	037-431.0000.95136	2,097.41
Dept 431 Total:							2,097.41
Fund 037 Total:							2,097.41
Fund: 038 - PARKS IMPACT FEES							
Dept: 443 Parks							
C3818	Cooper Fabrication, Inc.						
APMWB	Check			30027	Black Bay BBQ Material	038-443.0000.94070	790.00
I340	Interstate Concrete & Asphalt						
APMWB	Electronic Funds Transf			1032211	Concrete for Woodbridge Pickleball Ct	038-443.0000.94167	328.00
VEN14069	Michael Terrell- Landscape Architecture, PLLC						
APMWB	Check			6223	The Quarry (Sports Complex) Phase 1	038-443.0000.94165	4,983.00
VEN12530	Premier Powder Coating & Custom Fab LLC						
APMWB	Check			35075	Benches for Community Garden & Woodbrid	038-443.0000.94167	4,327.21
						038-443.1667.95520	12,981.63
R251	Serights Ace Hardware						
APMWB	Check			365054/1	Woodbridge Pickleball Ct Hardware	038-443.0000.94167	2.94
Dept 443 Total:							23,412.78
Fund 038 Total:							23,412.78
Fund: 650 - RECLAIMED WATER OPERATING							
Dept: 463 Wastewater Operating							
A090	Accurate Testing Labs LLC						
APMWB	Check			143065	Treatment Testing	650-463.0000.68360	745.00
				144475	Composites Testing 3/04/2025	650-463.0000.68360	1,320.00
A424	Anatek Labs, Inc.						
APMWB	Check			2506413	Surface Water	650-463.0000.68360	565.00
VEN04450	BDP Industries						
APMWB	Check			IN000936	Belt Dewatering Press (BDP) Parts	650-463.0000.68025	1,320.59
VEN14736	Cintas Corporation No. 3						
APMWB	Check			4224948976	WWTP Uniforms	650-463.4000.72000	170.86
				4225704013		650-463.4000.72000	170.86
C220	Coleman Oil Co						
APMWB	Check			CP-0235042	Fuel Usage - March 2025	650-463.0000.65005	570.50
VEN14748	CPR Central						
APMWB	Check			NCITYPF20250319	CPR, AED & Basic First Aid	650-463.0000.63110	427.58
G098	Grainger						
APMWB	Check			9446920853	DRILL SET & Socket Bit Set	650-463.0000.67090	181.10

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
Bank Code	Payment Type				
APMWB	Check	9446369457	SIKAFLEX SEALANT 201	650-463.0000.68025	132.60
		9448224643	O-ring	650-463.0000.68025	6.37
H030	Hach Company				
APMWB	Check	14354943	Bottle Kits	650-463.0000.63400	391.20
J105	J-U-B Engineers, Inc.				
APMWB	Electronic Funds Transf	0182609	Solids Handling Study JUB Invoice February	650-463.3125.95520	13,576.10
VEN14930	National Safety Inc				
APMWB	Check	0752358-IN	Safety Supplies for Plant	650-463.0000.63110	356.40
P180	Perfection Tire				
APMWB	Check	1087751	2019 Nissan T116	650-463.0000.67170	55.15
R251	Serights Ace Hardware				
APMWB	Check	364750/1	Shop Supplies	650-463.0000.68025	40.34
		364851/1	WWTP Shop Supplies	650-463.0000.68025	39.57
		364661/1	Sponge	650-463.0000.68025	8.08
U1006	Univar Solutions USA, LLC				
APMWB	Check	52889515	Caustic Soda Deliveries	650-463.0000.63008	4,763.50
		52877282	Aluminum Sulfate	650-463.0000.63490	6,506.00
VEN01959	Washington State Department of Ecology				
APMWB	Check	2025-BT1005	2025 WA DOE Biosolids Annual Permit Fee	650-463.0000.62150	5,231.51
Dept 463 Total:					36,578.31
Dept: 466 Wastewater - Collections					
A1395	Advanced Compressor & Hose Inc				
APMWB	Check	98985	Washer Reel for Vactor T205	650-466.0000.63330	714.01
A0001	Alsco				
APMWB	Check	LSPO2805342	Rags	650-466.0000.63330	500.00
C220	Coleman Oil Co				
APMWB	Check	CP-0235042	Fuel Usage - March 2025	650-466.0000.65005	2,095.37
C3090	Columbia Electric Supply				
APMWB	Check	1120-1020769	Shorepines VFD's	650-466.3104.68400	2,115.62
VEN03032	DIVCO				
APMWB	Check	SVC103203	Ponderosa LS Leak Check and Repair	650-466.0000.68010	1,444.44
P180	Perfection Tire				
APMWB	Check	1087461	Oil Change & Wipers T115	650-466.0000.67170	183.53
Dept 466 Total:					7,052.97
Dept: 468 Wastewater - Surface Water					
VEN14736	Cintas Corporation No. 3				
APMWB	Check	4225704013	WWTP Uniforms	650-468.4000.72000	170.86
		4224948976		650-468.4000.72000	170.86
C220	Coleman Oil Co				
APMWB	Check	CP-0235042	Fuel Usage - March 2025	650-468.0000.65005	544.40
Dept 468 Total:					886.12
Fund 650 Total:					44,517.40
Fund: 651 - RECLAIMED WATER CAPITAL - WWTP					
Dept: 463 Wastewater Operating					
J105	J-U-B Engineers, Inc.				
APMWB	Electronic Funds Transf	0182605	Tertiary Upgrade JUB Invoice February 2025	651-463.3213.90015	97,657.44
Dept 463 Total:					97,657.44
Fund 651 Total:					97,657.44
Fund: 652 - RECLAIMED WATER CAPITAL - COLLECTOR					
Dept: 463 Wastewater Operating					
J105	J-U-B Engineers, Inc.				
APMWB	Electronic Funds Transf	0182623	Seltice Way Rehab JUB Invoice February 2025	652-463.3229.95520	65,712.00
Dept 461 Total:					65,712.00

Packet: APPKT14887 - Check Run 4.16.25

Check Date: 4/4/2025

Vendor Set: 01 - Vendor Set 01

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
Bank Code	Payment Type				
Fund: 700 - SANITATION					
Dept: 461 Sanitation					
VEN07913	CANNON HILL				
APMWB	Check	41998	Wood Waste	700-461.0000.65050	1,308.00
		42132	Wood Dumpster Change Out	700-461.0000.65050	550.00
VEN05261	CDA PAVING				
APMWB	Check	103580	Concrete Disposal	700-461.0000.65050	329.06
		103637	Concrete dispsal	700-461.0000.65050	6.98
		103612	Asphalt disposal	700-461.0000.65050	7.13
		103550	Concrete & rebar disposal	700-461.0000.65050	48.83
K100	Kootenai County Solid Waste				
APMWB	Check	09-30289/11-73744	Spring Clean-up	700-461.0000.65050	14.57
		09-30289/11-72854	Yard Waste for Spring Clean-up	700-461.0000.65050	23.78
		09-30289/11-77515	Spring Clean-up	700-461.0000.65050	137.29
		09-30289/11-72688		700-461.0000.65050	31.45
		09-30289/11-77096	Yard Waste	700-461.0000.65050	194.05
		09-30289/11-80114	White Pine Spring Clean-up	700-461.0000.65050	38.35
		09-30289/11-76282	Yard Waste	700-461.0000.65050	41.42
		09-30289/11-77350	Spring Clean-up	700-461.0000.65050	75.17
		09-30289/11-77162	Yard Waste Spring Clean-up	700-461.0000.65050	129.62
Dept 461 Total:					2,935.70
Fund 700 Total:					2,935.70
Fund: 750 - WATER OPERATING					
Dept: 462 Water Operating					
A090	Accurate Testing Labs LLC				
APMWB	Check	144633	Well 9 & 11 Water Testing	750-462.0000.68360	350.00
		144273	Water Testing Wells 3,5 & 7	750-462.0000.68360	4,650.00
		144102	Well 4 Greensferry Rd	750-462.0000.68360	2,025.00
C1161	CDA Garbage				
APMWB	Electronic Funds Transf	2836557	Recycle Rental	750-462.0000.65050	4.00
VEN14467	CDA Redi Mix & Precast, Inc				
APMWB	Check	91500	Cast Iron 24x24	750-462.0000.63280	242.98
C220	Coleman Oil Co				
APMWB	Check	CP-0235042	Fuel Usage - March 2025	750-462.0000.64030	1,692.60
C360	Consolidated Supply Co.				
APMWB	Electronic Funds Transf	S012336966.002	Meter Box	750-462.0000.63280	1,231.45
		S012336914.001	Meter Adapter	750-462.0000.63280	597.72
		S012318885.003	3" Gal Cap & Steel Pipe	750-462.0000.63280	137.16
		S012318885.004	Hex Pipe Wrench	750-462.0000.67090	39.97
		S012264348	Meter Adapters for Westwood Project	750-462.3206.95520	3,380.83
VEN14748	CPR Central				
APMWB	Check	NCITYPF20250319	CPR, AED & Basic First Aid	750-462.0000.63110	427.58
VEN14305	General Pacific, Inc				
APMWB	Electronic Funds Transf	1514020	3/4" Meters Main Line Replacement	750-462.3206.95520	3,920.00
G098	Grainger				
APMWB	Check	9451406673	IMPACT SOCKET SET & BLACK,MOUNTIN	750-462.0000.63280	69.10
		9452854830	Portable Oil Changing Unit	750-462.0000.66111	129.63
		9451406673	IMPACT SOCKET SET & BLACK,MOUNTIN	750-462.0000.67090	69.71
J105	J-U-B Engineers, Inc.				
APMWB	Electronic Funds Transf	0182551	Well #4 - JUB Invoice February 2025	750-462.3227.95550	5,515.20
N0991	Norco Inc				
APMWB	Check	0043190495	Carbon Dioxide & Visor	750-462.0000.63110	49.48
				750-462.0000.63280	20.31
R251	Serights Ace Hardware				
APMWB	Check	365073/1	Kneeling Mat	750-462.0000.63110	35.09
		365072/1	Sprayer & bolts	750-462.0000.63280	96.64
VEN13988	Tacoma Screw Products, Inc				

Vendor Number	Vendor Name				
Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
APMWB	Check	240141324-00	Water Shop Supplies	750-462.0000.63280	211.25
T106	Titan Truck Equipment				
APMWB	Check	1379219	W123 Up-fit	750-462.0000.90040	27,199.30
VEN14544	Watts Regulator Company				
APMWB	Check	17137338	Syncta Water CCC 2025	750-462.0000.66012	12,920.40
Dept 462 Total:					65,015.40
Fund 750 Total:					65,015.40
Report Total:					1,185,409.58



Fund	Account	Amount
001 - GENERAL FUND		
	001-22115	4,000.00
	001-412.0000.62040	24,860.00
	001-412.0000.62133	304.20
	001-412.0000.63060	699.99
	001-412.0000.66040	79.87
	001-412.0000.66180	587.28
	001-412.0000.80010	2,534.21
	001-413.0000.80010	975.45
	001-414.0000.62040	4,248.00
	001-414.0000.63060	182.51
	001-414.0000.66050	109.47
	001-414.1445.62170	10,485.67
	001-414.1445.62190	168.38
	001-418.0000.63060	62.00
	001-421.0000.62040	7,922.58
	001-421.0000.63060	821.54
	001-421.0000.63130	97.64
	001-421.0000.63210	455.00
	001-421.0000.63920	13,778.45
	001-421.0000.64020	350.00
	001-421.0000.64030	6,447.25
	001-421.0000.65021	102.29
	001-421.0000.65030	5,131.24
	001-421.0000.66042	373.51
	001-421.0000.67020	3,069.56
	001-421.0000.67100	1,845.66
	001-421.0000.67170	1,665.00
	001-421.0000.67190	891.28
	001-421.0000.68010	227.60
	001-421.0000.90020	1,846.00
	001-421.4000.72000	196.63
	001-423.1153.68400	4,307.00
	001-424.0000.62040	47,929.39
	001-424.0000.63040	62.00
	001-424.0000.64030	105.82
	001-424.0000.66060	1,532.06
	001-427.0000.62040	105.00
	001-427.0000.63060	26.06
	001-427.0000.64030	287.18
	001-431.0000.63070	587.79
	001-431.0000.63110	1,357.15
	001-431.0000.63260	4,630.90
	001-431.0000.63525	24.04
	001-431.0000.64020	320.00
	001-431.0000.64030	3,816.34
	001-431.0000.66016	1,364.40
	001-431.0000.68100	6,630.00
	001-431.0000.68130	2,100.21
	001-431.0000.68140	37.50
	001-431.0000.95040	22,816.00
	001-431.1811.95040	78,828.63
	001-432.0000.62060	40.00
	001-432.0000.64030	37.03
	001-433.0000.63110	427.54
	001-433.0000.64030	226.25
	001-434.0000.63011	694.85

001-434.0000.63012	767.73
001-434.0000.63013	43.38
001-434.0000.63160	148.42
001-434.0000.64030	258.42
001-434.0000.67090	57.96
001-434.0000.67170	1,431.56
001-434.0000.67190	1,200.58
001-434.0000.68010	326.75
001-434.0000.90010	399,759.38
001-441.0000.63060	9.02
001-441.0000.64030	763.56
001-441.0000.67090	17.99
001-442.0000.63760	5,533.40
001-442.0000.64030	141.21
001-442.0000.67030	2.60
001-442.0000.68160	62.10
001-442.0000.68170	370.78
001-443.0000.62060	100.00
001-443.0000.63110	214.29
001-443.0000.63150	28.78
001-443.0000.63260	400.00
001-443.0000.64020	995.00
001-443.0000.64030	2,948.11
001-443.0000.65050	3,880.27
001-443.0000.66190	30.00
001-443.0000.67030	303.22
001-443.0000.67050	136.76
001-443.0000.67090	183.02
001-443.0000.68160	320.49
001-443.0000.68240	999.00
001-443.0000.68250	1,503.01
001-443.0000.80110	2,632.98
001-443.0000.90010	28,144.50
001-443.1667.63009	1,782.00
001-443.4000.72000	1,617.20
001-444.0000.94180	22,299.58
001-445.0000.62040	2,991.10
001-445.0000.63060	388.55
001-445.0000.63080	643.50
001-445.0000.63110	142.86
001-445.0000.63430	4,857.68
001-445.0000.63590	4,000.00
001-445.0000.65050	258.40
001-445.1445.62190	3,127.86
001-451.0000.62000	590.11
001-452.0000.62040	50.00
001-452.0000.63000	390.37
001-452.0000.64030	461.74
001-453.0000.64030	234.64
001-481.0000.68395	9,913.85
Fund 001 Total:	780,275.11
003 - PERSONNEL BENEFIT POOL	
003-482.0000.62131	5,833.34
003-482.0000.62160	28.00
003-482.4155.71210	150.00
Fund 003 Total:	6,011.34
007 - DRUG SEIZURE PROGRAM	
007-425.0000.62040	317.00
Fund 007 Total:	317.00
008 - 911 SUPPORT	
008-426.0000.67040	97,458.00
Fund 008 Total:	97,458.00
037 - STREETS IMPACT FEES	
037-431.0000.95136	2,097.41
Fund 037 Total:	2,097.41
038 - PARKS IMPACT FEES	

038-443.0000.94070	790.00	
038-443.0000.94165	4,983.00	
038-443.0000.94167	4,658.15	
038-443.1667.95520	12,981.63	
Fund 038 Total:	23,412.78	
650 - RECLAIMED WATER OPERATING		
650-463.0000.62150	5,231.51	
650-463.0000.63008	4,763.50	
650-463.0000.63110	783.98	
650-463.0000.63400	391.20	
650-463.0000.63490	6,506.00	
650-463.0000.65005	570.50	
650-463.0000.67090	181.10	
650-463.0000.67170	55.15	
650-463.0000.68025	1,547.55	
650-463.0000.68360	2,630.00	
650-463.3125.95520	13,576.10	
650-463.4000.72000	341.72	
650-466.0000.63330	1,214.01	
650-466.0000.65005	2,095.37	
650-466.0000.67170	183.53	
650-466.0000.68010	1,444.44	
650-466.3104.68400	2,115.62	
650-468.0000.65005	544.40	
650-468.4000.72000	341.72	
Fund 650 Total:	44,517.40	
651 - RECLAIMED WATER CAPITAL - WWTP		
651-463.3213.90015	97,657.44	
Fund 651 Total:	97,657.44	
652 - RECLAIMED WATER CAPITAL - COLLECTOR		
652-463.3229.95520	65,712.00	
Fund 652 Total:	65,712.00	
700 - SANITATION		
700-461.0000.65050	2,935.70	
Fund 700 Total:	2,935.70	
750 - WATER OPERATING		
750-462.0000.63110	512.15	
750-462.0000.63280	2,606.61	
750-462.0000.64030	1,692.60	
750-462.0000.65050	4.00	
750-462.0000.66012	12,920.40	
750-462.0000.66111	129.63	
750-462.0000.67090	109.68	
750-462.0000.68360	7,025.00	
750-462.0000.90040	27,199.30	
750-462.3206.95520	7,300.83	
750-462.3227.95550	5,515.20	
Fund 750 Total:	65,015.40	
Report Total:	1,185,409.58	

ACCOUNTS PAYABLE HANDCHECK ACCOUNTABII

3/21/2025	\$98.58	100056	AT&T Long Distance
3/21/2025	\$133,659.72	100057	Avista
3/21/2025	\$1,854.24	100058	Kootenai County Solid Waste
3/21/2025	\$401.90	100059	Kootenai Electric
3/21/2025	\$1,834.39	100060	Ricoh USA Inc.
3/21/2025	\$134.98	100061	Spectrum
3/21/2025	\$278.90	100062	Spectrum
3/21/2025	\$519.97	100063	Verizon Wireless
3/21/2025	\$185.22	100064	Verizon Wireless
3/21/2025	\$91.80	100065	Ziply Fiber
3/21/2025	\$2,653.76	100066	Ziply Fiber
3/21/2025	\$244.00	100067	Ziply Fiber
3/21/2025	\$244.00	100068	Ziply Fiber
3/21/2025	\$1,350.00	100069	Ziply Fiber
3/21/2025	\$244.00	100070	Ziply Fiber
3/21/2025	\$244.00	100071	Ziply Fiber
3/21/2025	\$244.00	100072	Ziply Fiber
3/21/2025	\$143.76	100073	Ziply Fiber
3/21/2025	\$244.00	100074	Ziply Fiber
3/21/2025	\$244.00	100075	Ziply Fiber
3/21/2025	\$244.00	100076	Ziply Fiber
3/21/2025	\$127.90	100077	Ziply Fiber
3/27/2025	\$85.25	100084	AT&T Long Distance
3/27/2025	\$40,954.44	100085	Kootenai Electric
3/27/2025	\$501.32	100087	Ricoh USA Inc.
3/27/2025	\$155.00	100088	Spectrum
3/27/2025	\$99.98	100089	TDS
3/27/2025	\$573.21	100090	TPI Embroidery
3/27/2025	\$6.23	100091	Ziply Fiber
3/27/2025	\$69.15	100092	Ziply Fiber
4/4/2025	\$90.46	100277	AT&T Mobility
4/4/2025	\$628.35	100278	AT&T Mobility
4/4/2025	\$656.17	100279	AT&T Mobility
4/4/2025	\$13.62	100280	AT&T Mobility
4/4/2025	\$1,523.45	100281	Avista
4/4/2025	\$950.00	100282	East Greenacres Water Shut Offs
4/4/2025	\$38,590.94	100283	Kootenai Electric
4/4/2025	\$1,238.00	100285	Ross Point Water
4/4/2025	\$149.98	100286	Spectrum
4/4/2025	\$16.94	100287	Spectrum
4/4/2025	\$169.99	100288	Spectrum
4/4/2025	\$499.44	100289	Verizon Wireless
4/4/2025	\$80.02	100290	Verizon Wireless
4/4/2025	\$120.03	100291	Verizon Wireless
4/4/2025	\$211.64	100292	Verizon Wireless

4/4/2025	\$120.03	100293 Verizon Wireless
4/4/2025	\$63.95	100294 Zply Fiber
	\$232,854.71	

LITY FOR CHECK RUN 04.16.25

Pay Before Due Date	Various
Pay Before Due Date	Various
Pay Before Due Date	Various
Pay Before Due Date	001-465.0000.65103
Pay Before Due Date	Various
Pay Before Due Date	001-443.0000.65030
Pay Before Due Date	001-443.0000.65030
Pay Before Due Date	Various
Pay Before Due Date	001-443.0000.65030
Pay Before Due Date	650-463.0000.65030
Pay Before Due Date	008-426.0000.65031
Pay Before Due Date	008-426.0000.65031
Pay Before Due Date	008-426.0000.65031
Pay Before Due Date	008-426.0000.65031
Pay Before Due Date	008-426.0000.65031
Pay Before Due Date	008-426.0000.65031
Pay Before Due Date	008-426.0000.65031
Pay Before Due Date	008-426.0000.65031
Pay Before Due Date	008-426.0000.65031
Pay Before Due Date	008-426.0000.65031
Pay Before Due Date	008-426.0000.65031
Pay Before Due Date	008-426.0000.65031
Pay Before Due Date	001-481.0000.68390
Pay Before Due Date	001-431.0000.65030
Pay Before Due Date	Various
Pay Before Due Date	001-421.0000.66050
Pay Before Due Date	001-442.0000.65030
Pay Before Due Date	001-443.0000.65030
Pay Before Due Date	001-433.40000.72000
Pay Before Due Date	650-463.0000.65030
Pay Before Due Date	001-445.0000.65030
Pay Before Due Date	001-424.0000.65030
Pay Before Due Date	650-463.0000.65030
Pay Before Due Date	650-466.0000.65030
Pay Before Due Date	Various
Pay Before Due Date	Various
Pay Before Due Date	750-462.0000.62040
Pay Before Due Date	Various
Pay Before Due Date	001-443.0000.65007, 650-466.0000.65081
Pay Before Due Date	001-443.0000.65030
Pay Before Due Date	001-417.0000.63080
Pay Before Due Date	001-443.0000.65030
Pay Before Due Date	Various
Pay Before Due Date	001-452.0000.65030
Pay Before Due Date	001-453.0000.65030
Pay Before Due Date	Various

Pay Before Due Date	001-424.0000.65030
Pay Before Due Date	001-481.0000.68390

**CITY OF POST FALLS
AGENDA REPORT
CONSENT CALENDAR
MEETING DATE: 4/15/2025**

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: Victoria Howell, Purchasing/CSR

SUBJECT: February Cash and Investments

ITEM AND RECOMMENDED ACTION:

The Finance Department recommends that the City Council review, and approve, the Budget Status Report, Treasurer's Report of Cash and Investment Transactions and Cash and Investments Report for the month of February 2025. Approval of the reports acknowledges receipt of the required reports. No presentation is planned on this item.

DISCUSSION:

Each month the Finance Department provides a report detailing the expenditures, to date, under the adopted budget (per Idaho Code 50-208) and a report on the cash and investments for that month (per Idaho Code 50-135) to ensure that the council, and the public is aware of the city's financial position. Idaho Code 50-708 requires at least quarterly during the year council review a treasurer's report that includes the accounts and doings of the chief finance officer of the city. The attached reports are for February 2025. The budget summary report details the budgeted amount by expenditure type and the amount expended through the end of February in both dollars and by percentage. The Cash and Investments Report shows the amounts the city has on deposit with the noted institutions as well as cash on hand. At the end of February, the total of investments and cash on hand was \$201,883,855.30. Finally, the Treasurer's Report of Cash and Investment Transactions details the receipts and disbursements to each fund during the month of February.

ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON:

None

APPROVED OR DIRECTION GIVEN:

None

FISCAL IMPACT OR OTHER SOURCE OF FUNDING:

\$201,883,855.30

BUDGET CODE:

Various

ATTACHMENTS:

1. Budget Status Report
2. Cash and Investments
3. Treasurer's Report of Cash and Investment Transactions

CITY OF POST FALLS
BUDGET STATUS REPORT
FOR MONTH ENDED February 28, 2025

FUND OR DEPARTMENT	TYPE OF EXPENDITURE	TOTAL BUDGET	YTD EXPENDITURE	PERCENT EXPENDED
411 - MAYOR COUNCIL	Operating	\$ 189,435.60	\$ 115,424.98	60.9%
	Personnel	<u>112,653.80</u>	<u>43,973.30</u>	39.0%
		302,089.40	159,398.28	52.8%
412 - INFORMATION SYSTEMS	Operating	144,650.00	105,001.46	72.6%
	Capital	-	637.78	0.0%
	Personnel	<u>379,695.70</u>	<u>266,180.91</u>	70.1%
		524,345.70	371,820.15	70.9%
413 - GENERAL SERVICES	Operating	27,000.00	2,605.51	9.7%
	Personnel	<u>520,925.86</u>	<u>220,196.40</u>	42.3%
		547,925.86	222,801.91	40.7%
414 - FINANCE	Operating	624,485.00	390,189.15	62.5%
	Personnel	<u>653,619.62</u>	<u>267,752.77</u>	41.0%
		1,278,104.62	657,941.92	51.5%
415 - CITY CLERK	Operating	53,603.00	27,932.67	52.1%
	Capital	-	-	0.0%
	Personnel	<u>86,832.17</u>	<u>25,432.05</u>	29.3%
		140,435.17	53,364.72	38.0%
417 - MEDIA/CABLE FRANCHISE	Operating	64,850.00	11,212.49	17.3%
	Capital	-	-	0.0%
	Personnel	<u>153,245.35</u>	<u>60,709.58</u>	39.6%
		218,095.35	71,922.07	33.0%
418 - HUMAN RESOURCES	Operating	6,950.00	1,916.09	27.6%
	Personnel	<u>231,132.34</u>	<u>94,685.96</u>	41.0%
		238,082.34	96,602.05	40.6%
421 - POLICE	Operating	945,243.54	458,131.30	48.5%
	Capital	330,000.00	202,813.65	61.5%
	Personnel	<u>8,743,546.48</u>	<u>3,182,718.33</u>	36.4%
		10,018,790.02	3,843,663.28	38.4%
423 - OASIS	Operating	4,100.00	13,198.39	321.9%
	Capital	-	-	0.0%
	Personnel	<u>137,665.98</u>	<u>61,820.34</u>	44.9%
		141,765.98	75,018.73	52.9%
424 - LEGAL (PROSECUTING)	Operating	82,446.00	122,318.47	148.4%
	Capital	-	-	0.0%
	Personnel	<u>885,517.35</u>	<u>373,603.62</u>	42.2%
		967,963.35	495,922.09	51.2%
427 - ANIMAL CONTROL	Operating	17,050.00	5,059.97	29.7%
	Personnel	<u>194,675.50</u>	<u>78,764.90</u>	40.5%
		211,725.50	83,824.87	39.6%
431 - STREETS	Operating	1,993,650.00	236,147.60	11.8%
	Capital	6,650,000.00	940,437.63	0.0%
	Personnel	<u>1,320,901.03</u>	<u>580,860.89</u>	44.0%
		9,964,551.03	1,757,446.12	17.6%

CITY OF POST FALLS
BUDGET STATUS REPORT
FOR MONTH ENDED February 28, 2025

FUND OR DEPARTMENT	TYPE OF EXPENDITURE	TOTAL BUDGET	YTD EXPENDITURE	PERCENT EXPENDED
432 - PUBLIC WORKS ADMIN.	Operating	21,030.00	1,965.05	9.3%
	Personnel	-	-	0.0%
		<u>21,030.00</u>	<u>1,965.05</u>	9.3%
433 - FACILITY MAINTENANCE	Operating	48,880.00	9,894.33	20.2%
	Capital	40,000.00	-	0.0%
	Personnel	<u>329,083.91</u>	<u>127,670.24</u>	38.8%
		417,963.91	137,564.57	32.9%
434 - FLEET MAINTENANCE	Operating	257,537.00	161,743.69	62.8%
	Capital	2,574,000.00	448,273.30	17.4%
	Personnel	<u>429,590.60</u>	<u>147,963.53</u>	34.4%
		3,261,127.60	757,980.52	23.2%
435 - GIS	Operating	62,050.00	7,602.42	12.3%
	Personnel	<u>194,857.14</u>	<u>76,609.75</u>	39.3%
		256,907.14	84,212.17	32.8%
441 - URBAN FORESTRY	Operating	53,975.00	21,529.29	39.9%
	Capital	-	25,985.05	0.0%
	Personnel	<u>269,901.72</u>	<u>119,919.71</u>	44.4%
		323,876.72	167,434.05	51.7%
442 - CEMETERY	Operating	117,725.00	42,496.21	36.1%
	Capital	-	-	0.0%
	Personnel	<u>212,696.95</u>	<u>97,737.66</u>	46.0%
		330,421.95	140,233.87	42.4%
443 - PARKS	Operating	1,068,108.00	291,943.87	27.3%
	Capital	812,004.00	29,766.25	3.7%
	Personnel	<u>1,369,271.01</u>	<u>508,019.21</u>	37.1%
		3,249,383.01	829,729.33	25.5%
444 - PARKS CONSTRUCTION	Operating	-	-	0.0%
	Capital	<u>80,000.00</u>	<u>53,387.90</u>	66.7%
		80,000.00	53,387.90	66.7%
445 - RECREATION	Operating	253,358.00	85,028.29	33.6%
	Capital	-	-	0.0%
	Personnel	<u>963,123.55</u>	<u>274,121.44</u>	28.5%
		1,216,481.55	359,149.73	29.5%
451 - PLANNING & ZONING	Operating	32,918.95	10,015.73	30.4%
	Capital	-	-	100.0%
	Personnel	<u>409,775.00</u>	<u>139,324.67</u>	34.0%
		442,693.95	149,340.40	33.7%
452 - BUILDING INSPECTOR	Operating	27,500.00	8,749.61	31.8%
	Personnel	834,898.32	285,574.96	34.2%
	Capital	-	-	
		862,398.32	294,324.57	34.1%
453 - ENGINEERING	Operating	46,600.00	9,347.31	20.1%
	Capital	10,000.00	-	100.0%
	Personnel	<u>798,399.67</u>	<u>261,859.69</u>	32.8%
		854,999.67	271,207.00	31.7%

CITY OF POST FALLS
BUDGET STATUS REPORT
FOR MONTH ENDED February 28, 2025

FUND OR DEPARTMENT	TYPE OF EXPENDITURE	TOTAL BUDGET	YTD EXPENDITURE	PERCENT EXPENDED
454 - Community Development Admin	Operating	90,705.00	35,689.03	39.3%
	Capital	-	-	0.0%
	Personnel	162,916.59	94,439.31	58.0%
		<u>253,621.59</u>	<u>130,128.34</u>	51.3%
465 - STREET LIGHTS	Operating	640,000.00	256,999.17	40.2%
		<u>640,000.00</u>	<u>256,999.17</u>	40.2%
481 - CAPITAL IMPROVMENTS/CONTRACTS	Operating	2,035,386.00	86,863.75	4.3%
	Capital	-	175.00	0.0%
		<u>2,035,386.00</u>	<u>87,038.75</u>	4.3%
482 - PERSONNEL POOL	Operating	4,894,400.00	2,039,333.35	41.7%
	Personnel	1,557,287.00	34,527.28	2.2%
		<u>6,451,687.00</u>	<u>2,073,860.63</u>	32.1%
497 - TRANSFERS OUT	Operating	-	-	0.0%
		<u>-</u>	<u>-</u>	0.0%
TOTAL GENERAL FUND		<u>45,251,852.73</u>	<u>13,684,282.24</u>	30.2%
002 - INSURANCE FUND	Operating	403,409.00	426,424.00	105.7%
		<u>403,409.00</u>	<u>426,424.00</u>	105.7%
003 - PERSONNEL FUND	Operating	52,500.00	14,587.72	27.8%
	Capital	-	-	0.0%
	Personnel	4,996,900.00	1,659,025.30	33.2%
		<u>5,049,400.00</u>	<u>1,673,613.02</u>	33.1%
004-Street Lights	Operating	-	-	0.0%
		<u>-</u>	<u>-</u>	
007 - DRUG SEIZURE FUND	Operating	168,000.00	12,431.58	7.4%
	Capital	-	-	
		<u>168,000.00</u>	<u>12,431.58</u>	7.4%
008 - 911 FUND	Operating	2,327,994.81	87,544.34	3.8%
	Capital	-	70,499.91	0.0%
	Personnel	81,465.89	10,113.80	12.4%
		<u>2,409,460.70</u>	<u>168,158.05</u>	7.0%
011 - FACILITY BUILDING RESERVE FUND	Operating	3,772,000.00	-	0.0%
	Capital	8,548,000.00	695,896.35	0.0%
		<u>12,320,000.00</u>	<u>695,896.35</u>	0.0%
017 - ANNEXATION FUND	Operating	220,000.00	81,605.97	37.1%
	Capital	1,500,000.00	-	
		<u>1,720,000.00</u>	<u>81,605.97</u>	4.7%
023 - SPECIAL EVENTS FUND	Operating	145,470.00	5,642.30	3.9%
		<u>145,470.00</u>	<u>5,642.30</u>	3.9%
029 - CEMETERY IMPROVEMENTS FUND	Operating	208,000.00	-	0.0%
	Capital	42,000.00	4,400.00	
		<u>250,000.00</u>	<u>4,400.00</u>	1.8%
034- KOOTENAI FIRE/EMS IMPACT FEES	Operating	1,000,000.00	231,919.30	23.2%
		<u>1,000,000.00</u>	<u>231,919.30</u>	23.2%

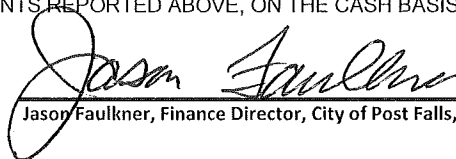
CITY OF POST FALLS
BUDGET STATUS REPORT
FOR MONTH ENDED February 28, 2025

FUND OR DEPARTMENT	TYPE OF EXPENDITURE	TOTAL BUDGET	YTD EXPENDITURE	PERCENT EXPENDED
035 - PUBLIC SAFETY IMPACT FEES FUND	Operating	2,190,000.00	31,437.27	1.4%
	Capital	<u>15,000.00</u>	<u>-</u>	0.0%
		2,205,000.00	31,437.27	1.4%

CITY OF POST FALLS
BUDGET STATUS REPORT
FOR MONTH ENDED February 28, 2025

FUND OR DEPARTMENT	TYPE OF EXPENDITURE	TOTAL BUDGET	YTD EXPENDITURE	PERCENT EXPENDED
037 - STREET IMPACT FEE FUND	Operating	2,150,000.00	14,784.62	0.0%
	Capital	950,000.00	87,850.39	
		<u>3,100,000.00</u>	<u>102,635.01</u>	0.0%
038 - PARK IMPACT FEE FUND	Operating	319,000.00	4,960.62	0.0%
	Capital	3,311,000.00	746,038.60	22.5%
		<u>3,630,000.00</u>	<u>750,999.22</u>	20.7%
039 - STREET CAPITAL PROJECTS	Operating	-	-	0.0%
		<u>-</u>	<u>-</u>	0.0%
402 - LID 99-1 FUND	Operating	-	-	0.0%
		<u>-</u>	<u>-</u>	0.0%
410 - LID 2004	Operating	-	-	0.0%
		<u>-</u>	<u>-</u>	0.0%
450 - LID GUARANTEE FUND	Operating	-	-	0.0%
		<u>-</u>	<u>-</u>	0.0%
650 - RECLAIMED WATER OPERATING FUND incl'd: wwo, collections, recycled, surface	Operating	18,715,121.30	6,208,919.19	33.2%
	Capital	17,457,931.00	350,353.95	2.0%
	Personnel	2,393,469.70	897,051.39	37.5%
		<u>38,566,522.00</u>	<u>7,456,324.53</u>	19.3%
651 - RECLAIMED WATER - CAPITAL WWTP FUND	Operating	930,509.00	337,954.50	36.3%
	Capital	6,000,990.00	518,017.22	8.6%
		<u>6,931,499.00</u>	<u>855,971.72</u>	12.3%
652 - RECLAIMED WATER CAPITAL - COLLECTOR FUND	Capital	16,090,000.00	537,730.08	3.3%
	Operating	6,455,000.00	-	
		<u>22,545,000.00</u>	<u>537,730.08</u>	2.4%
700 - SANITATION FUND	Operating	4,711,427.00	1,838,545.37	39.0%
		<u>4,711,427.00</u>	<u>1,838,545.37</u>	39.0%
750 - WATER OPERATING FUND	Operating	2,608,204.63	534,976.20	20.5%
	Capital	4,213,756.00	198,341.42	
	Personnel	955,998.81	369,919.40	38.7%
		<u>7,777,959.44</u>	<u>1,103,237.02</u>	14.2%
753 - WATER CAPITAL FUND	Operating	-	-	0.0%
	Capital	6,775,136.00	10,942.76	0.2%
		<u>6,775,136.00</u>	<u>10,942.76</u>	0.2%
GRAND TOTAL		<u>\$ 164,960,135.87</u>	<u>\$ 29,672,195.79</u>	18.0%

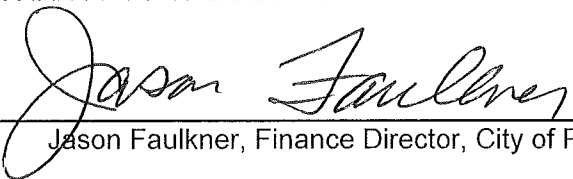
I HEREBY SWEAR UNDER OATH THAT THE AMOUNTS REPORTED ABOVE, ON THE CASH BASIS, ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.


Jason Faulkner, Finance Director, City of Post Falls, Idaho.

City of Post Falls
Cash and Investments
2/28/2025

Description	City's Balance
Idaho State Investment Pool	
LGIP Acct 1399	64,577,338.81
LGIP Acct 1441	294,319.86
First Financial Equity Corporation	
General Accts Investments	22,100,176.20
Contingency Accts	9,142,437.45
Replacement & Reserve Accts	61,704,880.66
Moreton Capital Investments	
Moreton Securities	20,931,860.67
Mountain West bank	
Repurchase Sweep Account	23,056,563.77
Checking Account	75,002.88
Cash on Hand	
Finance	300.00
Animal Control	150.00
Police	525.00
Recreation	150.00
Park	-
Planning and Zoning	150.00
Total	<u><u>\$ 201,883,855.30</u></u>

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

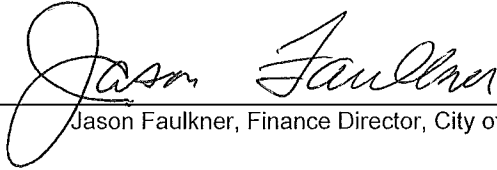


Jason Faulkner, Finance Director, City of Post Falls, Idaho

City of Post Falls
Treasurer's Report of Cash and Investment Transactions
2/28/2025

FUND	BALANCE 01/31/2025	RECEIPTS	DISBURSEMENTS	BALANCE 02/28/2025
001 - GENERAL FUND	\$ 38,280,417.62	\$ 2,609,649.01	\$ 3,306,876.22	\$ 37,583,190.41
002 - COMPREHENSIVE LIABILITY	313,121.46	\$ 11,585.05	\$ -	324,706.51
003 - PERSONNEL BENEFIT POOL	(337,940.29)	\$ 417,821.63	\$ 373,223.57	(293,342.23)
004 - STREET LIGHTS	-	\$ -	\$ -	-
007 - DRUG SEIZURE PROGRAM	206,086.38	\$ 1,839.84	\$ 7,134.02	200,792.20
008 - 911 SUPPORT	3,495,071.48	\$ 133,648.13	\$ 9,267.06	3,619,452.55
011 - FACILITY BUILDING RESERVE	11,840,238.13	\$ 35,947.15	\$ 363,174.04	11,513,011.24
017 - ANNEXATION FEES	1,817,802.79	\$ 5,866.03	\$ 43,545.00	1,780,123.82
023 - SPECIAL EVENTS	424,920.54	\$ 8,584.06	\$ 343.16	433,161.44
029 - CEMETERY CAPITAL IMPROVEMENT	554,618.13	\$ 2,873.92	\$ -	557,492.05
034 - KOOTENAI FIRE/EMS IMPACT FEES	46,591.78	\$ 7,207.06	\$ -	53,798.84
035 - PUBLIC SAFETY IMPACT FEES	3,135,108.65	\$ 15,936.50	\$ 14,989.73	3,136,055.42
037 - STREETS IMPACT FEES	8,085,922.35	\$ 43,147.86	\$ -	8,129,070.21
038 - PARKS IMPACT FEES	5,768,910.76	\$ 19,715.92	\$ 443,723.64	5,344,903.04
039 - STREETS CAPITAL PROJECTS	-	\$ -	\$ -	-
402 - LID 99-1	(30,979.88)	\$ -	\$ -	(30,979.88)
410 - LID 2004	(59,078.34)	\$ 36,335.80	\$ -	(22,742.54)
450 - LID GUARANTEE	18,698.67	\$ 51.25	\$ -	18,749.92
650 - RECLAIMED WATER OPERATING	74,833,090.42	\$ 2,121,791.15	\$ 1,564,023.34	75,390,858.23
651 - RECLAIMED WATER CAPITAL - WWTP	5,101,108.69	\$ 521,610.20	\$ 214,209.52	5,408,509.37
652 - RECLAIMED WATER CAPITAL - COLLECTOR	15,160,466.74	\$ 815,170.49	\$ 67,079.51	15,908,557.72
653-WASTEWATER STORM WATER	-	\$ -	\$ -	-
700 - SANITATION	1,381,578.37	\$ 444,630.15	\$ 86,992.03	1,739,216.49
750 - WATER OPERATING	26,151,573.12	\$ 342,246.79	\$ 438,834.28	26,054,985.63
753 - WATER CAPITAL	5,036,606.52	\$ 11,941.10	\$ 14,262.76	5,034,284.86
GRAND TOTAL:	\$ 201,223,934.09	\$ 7,607,599.09	\$ 6,947,677.88	\$ 201,883,855.30

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



 Jason Faulkner, Finance Director, City of Post Falls, Idaho

**CITY OF POST FALLS
AGENDA REPORT
CONSENT CALENDAR
MEETING DATE: 4/15/2025**

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: Robbie Quinn, Parks Planner
SUBJECT: Playground Purchase for Warren Field Park

ITEM AND RECOMMENDED ACTION:

With the approval of the Consent Calander, the council authorizes the mayor to sign the quote for a playground purchase and installation at Warren Field Park.

DISCUSSION:

During last year's budget process, the council approved funding for park improvements at Warren Field Park. Part of those improvements include replacing the existing playground. The current playground for Warren Field was purchased in 2002 and installed in 2003. Industry standards for playground useful life is 15 years. Staff is requesting approval to purchase the playground and installation from Northwest Playground Equipment for \$80,349.92. Given the tight construction timeline and playground lead time, this quote utilizes the state cooperative purchasing agreement through Sourcewell. The Sourcewell discount and sales pricing result in savings of over \$22,000.

ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON:

N/A

APPROVED OR DIRECTION GIVEN:

N/A

FISCAL IMPACT OR OTHER SOURCE OF FUNDING:

\$80,349.92

BUDGET CODE:

001-444.0000.94180

ATTACHMENTS:

1. Warren Park Playground - Quote
2. 2025.04.10 Memo Cooperative Purchasing Playground Equipment



Northwest Playground Equipment, Inc.

PO Box 2410, Issaquah, WA 98027-0109

Phone (425) 313-9161 FAX (425) 642-8117

Email: sales@nwplayground.com

QUOTE

Quote # CB-3312025-00009964

Quote Name: Warren Park Playground

Date: 03-31-2025

Bill To: Post Falls, City of
408 Spokane St.
Post Falls, ID 83877

Ship To: Post Falls, City of
408 Spokane St.
Post Falls, ID 83877

Site Address: 105 North Idaho Street
Post Falls, ID 83854

Name: Robbie Quinn
Email: rquinn@postfalls.gov

Phone: 208-640-1533
Cell:

Item #	Qty	Description	Price	Total Price
--------	-----	-------------	-------	-------------

EQUIPMENT

Playworld

ZZXX0818	1	8Ft Single Post Swing Assembly	\$1,695.00	\$1,695.00
ZZXX0265	1	Infant Seat W/Silver Shield For 8Ft Top Rail	\$306.00	\$306.00
ZZXX0261	1	Belt Seat W/Silver Shield 10Ft Top Rail	\$207.00	\$207.00
350-2533	1	Playworld SALE Structure: Equipment Includes Adventure Crawl Tube, Glide Slide, Ribbon Climber, Ground Storefront Panel, Deck Pipewall with Telescope, Post Mount Bell, Beanstalk Climber, Spiral Slide, Rumble Seat Slide, Deck Drum Panel, Ground ADA Bell Panel, Rock Climber, Post Mount Wheel, 90 Degree Glide Slide, Deck Animal Panel, Ground ADA Maze Panel, and Transfer Station with Step.	\$40,274.44	\$40,274.44
350-1736	1	Playworld SALE Structure: Equipment Includes Assorted Lollitops, 90 Degree Glide Slide, Ribbon Climber, Twist-N-Shout Slide, Rock Climber, Post Mount Bell, Deck Pipewall with Wheel, Ground Storefront Panel, and Transfer Station with Step.	\$17,741.11	\$17,741.11

Equipment Subtotal (less tax): \$60,223.55

CONTRACT DISCOUNT

Playworld	Per Sourcewell Account # 27956	10%	(\$6,529.24)
-----------	--------------------------------	-----	--------------

FREIGHT

Playworld FREE Freight on Sale Items Only.

Freight \$2,226.67

Equipment Total (less tax): \$55,920.98

CERTIFIED INSTALLATION



Northwest Playground Equipment, Inc.

PO Box 2410, Issaquah, WA 98027-0109
Phone (425) 313-9161 FAX (425) 642-8117
Email: sales@nwplayground.com

Playground
Installation

1	Standard Installation of Listed Playworld Systems Equipment.	\$24,428.94	\$24,428.94
---	--	-------------	-------------

Please Note that the Customer is Responsible For:

- Offloading Equipment and Verifying Quantities and Descriptions
- Provide dumpster to Dispose of Packaging, and Debris from Install
- Customer will need to Remove/Dispose of Existing Equipment/Footings
- Supplying/Installing Border for New Area Perimeter

Quote doesn't include Site Prep.

	Prevailing Wage		Installation Total:	\$24,428.94
		Performance Bond (If Required):	3.0%	
		Credit Card Fee (If Required):	3.5%	
Location Code:	Resale Certificate Required for Tax Exemption:	Tax:	%	\$0.00
			ORDER TOTAL:	\$80,349.92

Acceptance of Proposal:

(Please be sure you have read, signed, initialed and understand the Terms and Conditions on the next page of this Quote)
The items, prices and conditions listed herein are satisfactory and are hereby accepted.

Christopher
Brummett
Sales Rep

Customer Signature

Date



Northwest Playground Equipment, Inc.

PO Box 2410, Issaquah, WA 98027-0109
Phone (425) 313-9161 FAX (425) 642-8117
Email: sales@nwplayground.com

Project Name: Warren Park Playground

Quote # CB-3312025-00009964

TERMS AND CONDITIONS

QUOTE CONDITIONS AND ACCEPTANCE:

This quote is only valid for 60 days.

Orders placed or requested for delivery after 60 days are subject to Steel and Material price increases and Surcharges.

*** (Pls Initial) It is the Buyer's responsibility to verify quantities and description of items quoted.

Once your order has been placed, any changes including additions, deletions or color changes, will delay your shipment.

EXCLUSIONS: Unless specified, this quote specifically **excludes** all of the following:

- Required Permits
- Performance/Payment Bonds
- Site work and landscaping
- Removal of existing equipment
- Unloading; Receiving of inventory or equipment; Storage of equipment
- Safety surfacing; Borders or drainage requirements
- Landscaping Repairs DUE to poor access or inclement weather- Grass may be damaged by install equipment

FREIGHT AND DELIVERY:

Shipping is FOB Origin. A 24-hr Call Ahead is available at additional cost.

Delivery is currently 5+ weeks after order submittal. Unless otherwise noted, all equipment is delivered unassembled.

*** (Pls Initial) **Buyer is responsible to meet and provide a minimum of 2 ADULTS to unload truck**

A Check List, detailing all items shipped, will be mailed to you and a copy will be included with the shipment.

Buyer is responsible for ensuring the Sales Order and Item Numbers on all boxes and pieces match the Check List.

*** (Pls Initial) Shortages or damages must be noted on the driver's delivery receipt. Shortages or damages not noted become the buyers financial responsibility.

Damaged Freight must be refused. Please notify Northwest Playground Equipment immediately of any damages.

Shortages and Concealed Damage must be reported to Northwest Playground Equipment within 10 days of delivery.

A reconsignment fee will be charged for any changes made to delivery address after order has been placed.

TAXES:

All orders delivering in Washington are subject to applicable sales tax unless a tax exemption or Reseller Permit is on file at the time the order is placed.

PAYMENT TERMS: An approved Credit Application is required for new customers. 50% down payment is due at time of order with balance due upon delivery, unless other credit terms have been approved. Interest may be charged on past due balances at an annual rate of 18%. A 3.5% charge will be added to all credit card orders.

RESTOCKING: Items canceled, returned or refused will be subject to a minimum 25% restocking fee. All return freight charges are the responsibility of the Buyer.

MAINTENANCE/WARRANTY:

Manufacturer's standard product warranties apply and cover equipment replacement and freight costs only; labor is not included. Northwest Playground Equipment offers no additional warranties.

Maintenance of the equipment and safety surfacing is the responsibility of the customer.

Any unauthorized alterations or modifications to the equipment (including layout) will void your warranty.

INSTALLATION: (if applicable)

A private locate service for underground utilities must be completed before your scheduled installation.

Site must be level and free of loose debris (this includes ground cover/chips).

A minimum 6 foot opening with good access must be available to the site for delivery trucks and tractor.

An onsite dumpster must be provided for disposal of packaging materials.

Arrangements must be made in advance for the disposal of dirt/rocks from within the installation area.

Arrangements must be made in advance for the removal/disposal of existing equipment.

Additional charges may apply if large rocks or concrete are found beneath the surface.

Access to power and water must be available.

Site supervision is quoted in 8-hour days.

Acceptance of Terms & Conditions:

Acceptance of this proposal, made by an authorized agent of your company, indicates agreement to the above terms and conditions.

Christopher Brummett

Sales Rep

Customer Signature

Date



Legal Services
Phone: (208) 773-0215
Fax: (208) 773-0214

Memorandum of Legal Counsel

To: Robbie Quinn, Parks Planner
From: Christopher Gabbert, Deputy City Attorney
Date: April 10, 2025
Re: March 31, 2025, Cooperative Purchasing – Playground Equipment

My review and analysis are based purely on the legal aspects of the cooperative purchasing procurement as authorized by the Idaho purchasing statutes, particularly Idaho Code § 67-2807. Idaho Code §67-2807 allows the City Council to approve participation in cooperative purchasing agreements with the state of Idaho, other Idaho political subdivisions, other government entities, or associations of such public entities. The city may also participate in cooperative purchasing programs established by any association that offers its goods or services as a result of competitive solicitation processes.

The legal department is tasked with reviewing purchases using cooperative purchasing to determine if the entity meets the requirements of state code and whether the entity used a competitive solicitation process for the item(s) the department intends to purchase. Once the determination is made, the department must then complete the purchase using the same approval process that would ordinarily be required based on the cost of the purchase.

On or about 3/31/2025, I received copies of quotation materials that were received by the Parks Department utilizing Sourcewell.

I have reviewed the submittal and researched the competitive solicitation process that Sourcewell utilized. Sourcewell published a request for proposals (“RFP”) on 11/10/2020, opened the proposals on 1/5/2021 and awarded the contract to PlayPower, Inc. on February 15, 2021. The Contract was extended on September 25, 2023 through February 17, 2026. Northwest Playground Equipment, Inc., (identified and listed as one of PlayPower Inc.’s dealers) provided its Quote to the city on 03/31/2025. The Quote has been attached for your review.

My review of the competitive solicitation process leads me to conclude, on a purely legal level, that PlayPower, Inc. through its seller and/or authorized service dealer, Northwest Playground Equipment, Inc. is offering the goods or services as a result of a competitive solicitation process and is in accordance with the requirements of Idaho Code and the City of Post Falls’ procurement standards.

Therefore, the City of Post Falls may go ahead with the procurement of playground equipment as indicated on the quote from Northwest Playground Equipment, Inc.

Should you have any questions, please feel free to contact me.

Sincerely,

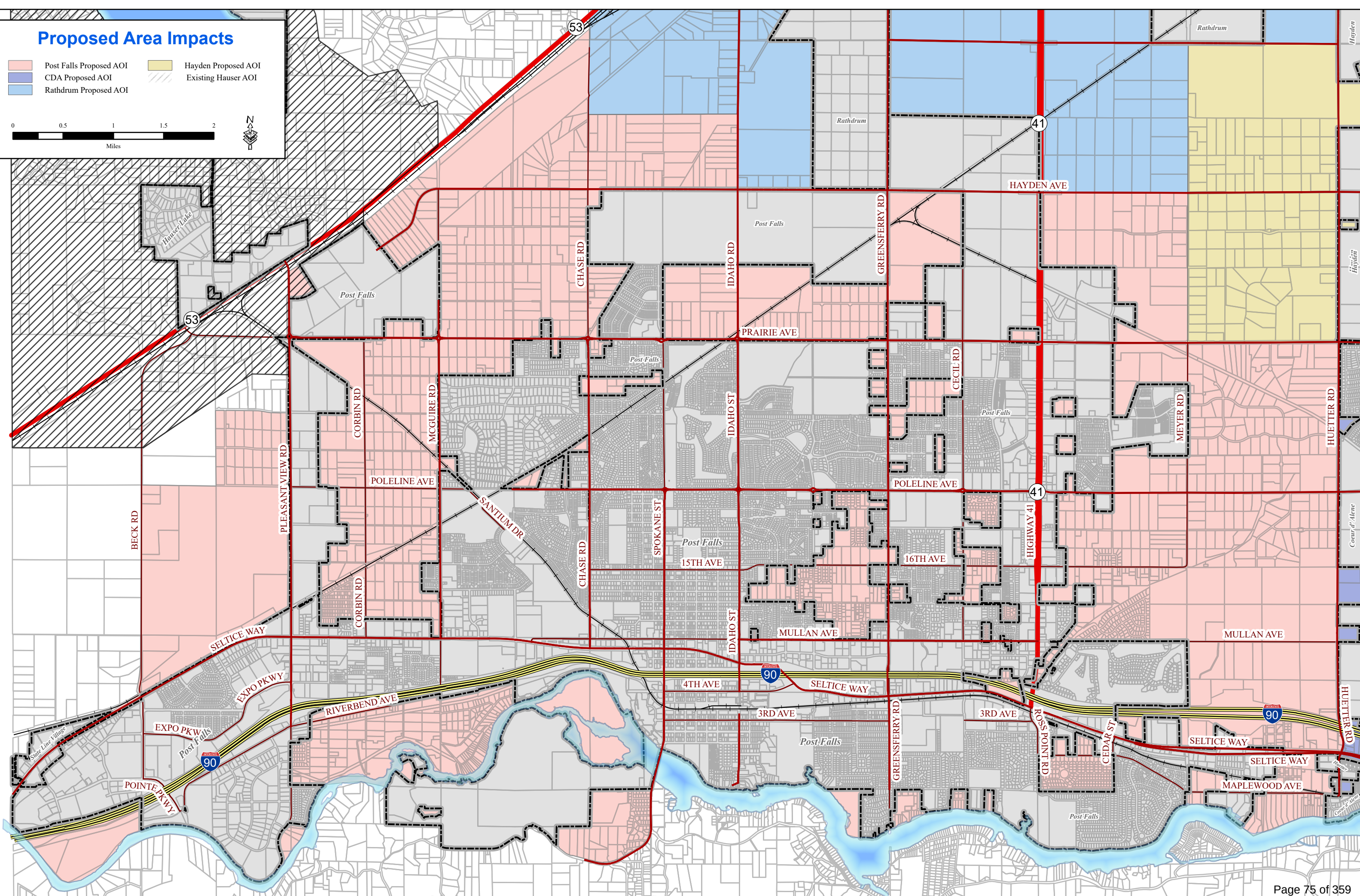
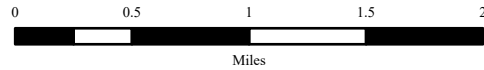
Chris Gabbert

Christopher Gabbert
Deputy City Attorney

Enclosures

Proposed Area Impacts

- Post Falls Proposed AOI
- CDA Proposed AOI
- Rathdrum Proposed AOI
- Hayden Proposed AOI
- Existing Hauser AOI



**CITY OF POST FALLS
AGENDA REPORT
PUBLIC HEARINGS
MEETING DATE: 4/15/2025**

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: Jonathon Manley, Planning Manager

SUBJECT: Briner Annexation File No. ANNX-24-7

ITEM AND RECOMMENDED ACTION:

This agenda item is a public hearing on a request to annex an approximately 4.63-acre parcel located at the southwest corner of W. Poleline Avenue and N. McGuire Road and the related annexation agreement. The hearing also addresses a request to zone the parcel as Single Family Residential (R-1). Staff requests that the City Council evaluate the testimony and evidence submitted during the public hearing process and determine if the Council desires to annex the proposed 4.63-acres and if the adopted zone change criteria have been met for zoning designation of Single Family Residential (R-1)

DISCUSSION:

The applicant, Dobler Engineering, is requesting the City Council annex an approximately 4.63-acre parcel, located at the southwest corner of W. Poleline Avenue and N. McGuire Road, and zone the property as Single Family Residential (R-1). Annexation is a legislative process where the City Council determines whether annexing the property is in the best interest of the city. Determining the appropriate zone is a quasi-judicial decision, meaning that the City Council can only consider whether the adopted zone change criteria have been met based only on the evidence received during the hearing process. The adopted criteria are:

Annexation (Legislative):

1. Is annexation of the property in the best interest of the city?

Zone Change (Quasi-Judicial):

1. Is the proposed zoning district consistent with the Future Land Use Map and Focus Area contained in the currently adopted Post Falls Comprehensive Plan?
2. Is the proposed zoning district consistent with the goals and policies contained in the currently adopted Post Falls Comprehensive Plan that are relevant to the area under consideration?
3. Does the proposed zoning district create a Demonstrable Adverse Impact upon the delivery of services by any political subdivision providing public services within the city?

ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON:

N/A

APPROVED OR DIRECTION GIVEN:

On February 11, 2025, the Planning and Zoning Commission recommended assigning the Single Family Residential (R1) zoning designation if City Council decides to approve the proposed annexation.

FISCAL IMPACT OR OTHER SOURCE OF FUNDING:

N/A

BUDGET CODE:

N/A

ATTACHMENTS:

1. CC Briner Annexation Staff Report (ANNX-24-7)
2. Exhibit PA-7 Phillips 66 Comment
3. Exhibit PA-8 ITD Comment
4. Exhibit PA-9 DEQ Comment_Briner_CC
5. CC Powerpoint Briner Annexation

**CITY OF POST FALLS
STAFF REPORT**

DATE: MARCH 28, 2025

TO: CITY COUNCIL

FROM: JON MANLEY, PLANNING MANAGER • jmanley@postfalls.gov • 208-457-3344

SUBJECT: STAFF REPORT FOR THE APRIL 15, 2025, CITY COUNCIL MEETING
BRINER ANNEXATION ANNX-24-7

INTRODUCTION:

Dobler Engineering, on behalf of Chris Briner, the property owner, seeks approval to annex approximately 4.63-acres into the City of Post Falls with a zoning request of Single-Family Residential (R1) per Exhibit A-2. The Planning and Zoning Commission did conditionally approve a subdivision depicted in Exhibit A-4 condition upon the City Council Annexation decision. The City Council must conduct a public hearing and review the proposed zoning as part of the annexation proposal per the Zone Change approval criteria contained in Post Falls Municipal Code Section 18.20.100. The Planning Commission forwarded a recommendation for Single-Family Residential (R1) at their February 11 P&Z Meeting. The approval criteria for establishing zoning are:

1. Is the proposed zoning district consistent with the Future Land Use Map and Focus Area contained in the currently adopted Post Falls Comprehensive Plan?
2. Is the proposed zoning district consistent with the goals and policies contained in the currently adopted Post Falls Comprehensive Plan that are relevant to the area under consideration.
3. Does the proposed zoning district create a Demonstrable Adverse Impact upon the delivery of services by any political subdivision providing public services within the city.

PROJECT INFORMATION:

Project Name / File Number: Briner Annexation ANNX-24-7

Owner(s): Chris Briner, 510 S Clearwater Loop Ste. 100, Post Falls, ID 83854

Applicant: Dobler Engineering, PO Box 3181, Hayden, ID 83835

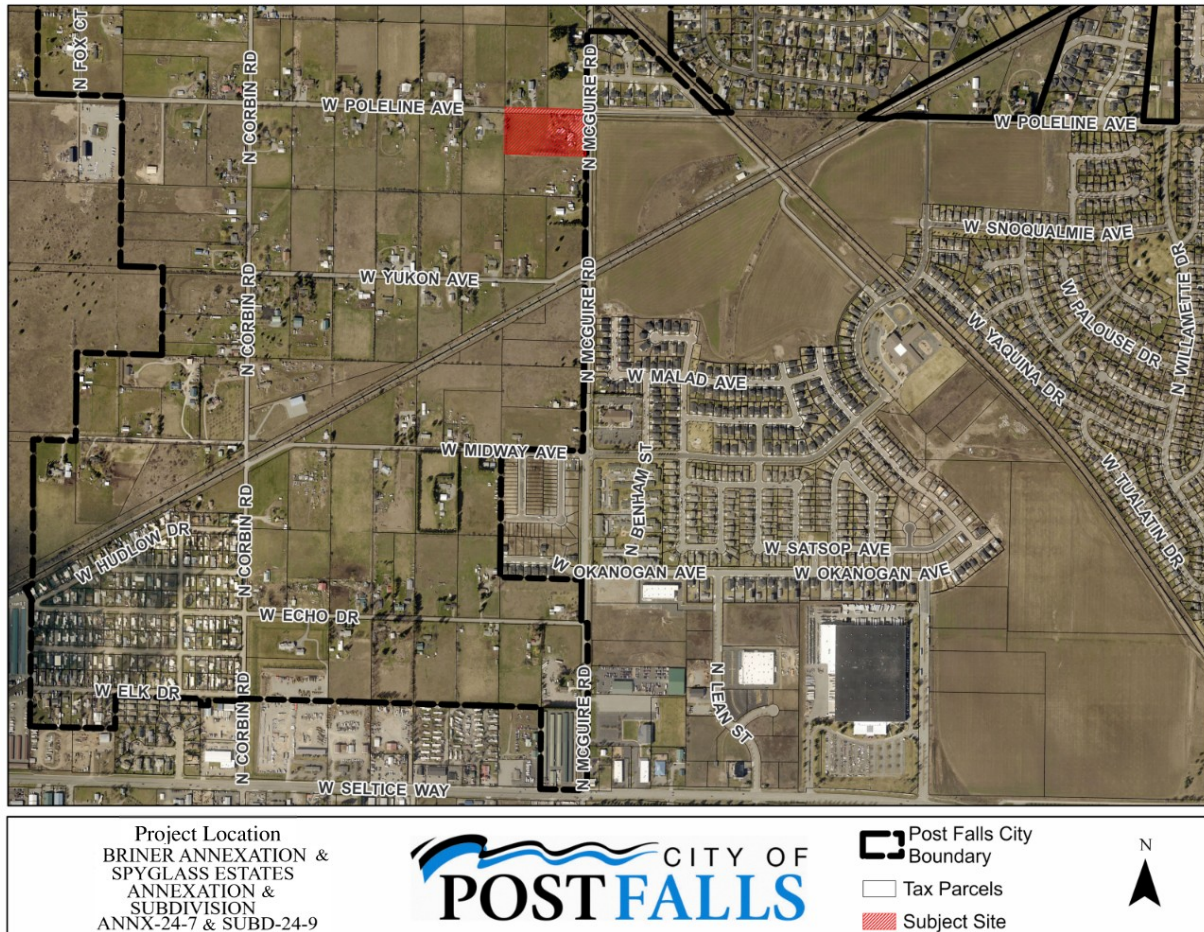
Project Description: Annex approximately 4.63-acres into the City of Post Falls with a zoning request of Single-Family Residential (R1).

Project Location: The property is generally located at the southwest corner of the W. Poleline Avenue and N. McGuire Road intersection.

AREA CONTEXT (proposed site hatched in red on following page):

Surrounding Land Uses: Surrounding the subject site is predominately single-family large lot residential within Kootenai County. Located east across N. McGuire Road there is vacant land and the By The Meadows single-family subdivision.

Area Context Vicinity Map:



EVALUATION OF ZONING APPROVAL CRITERIA:

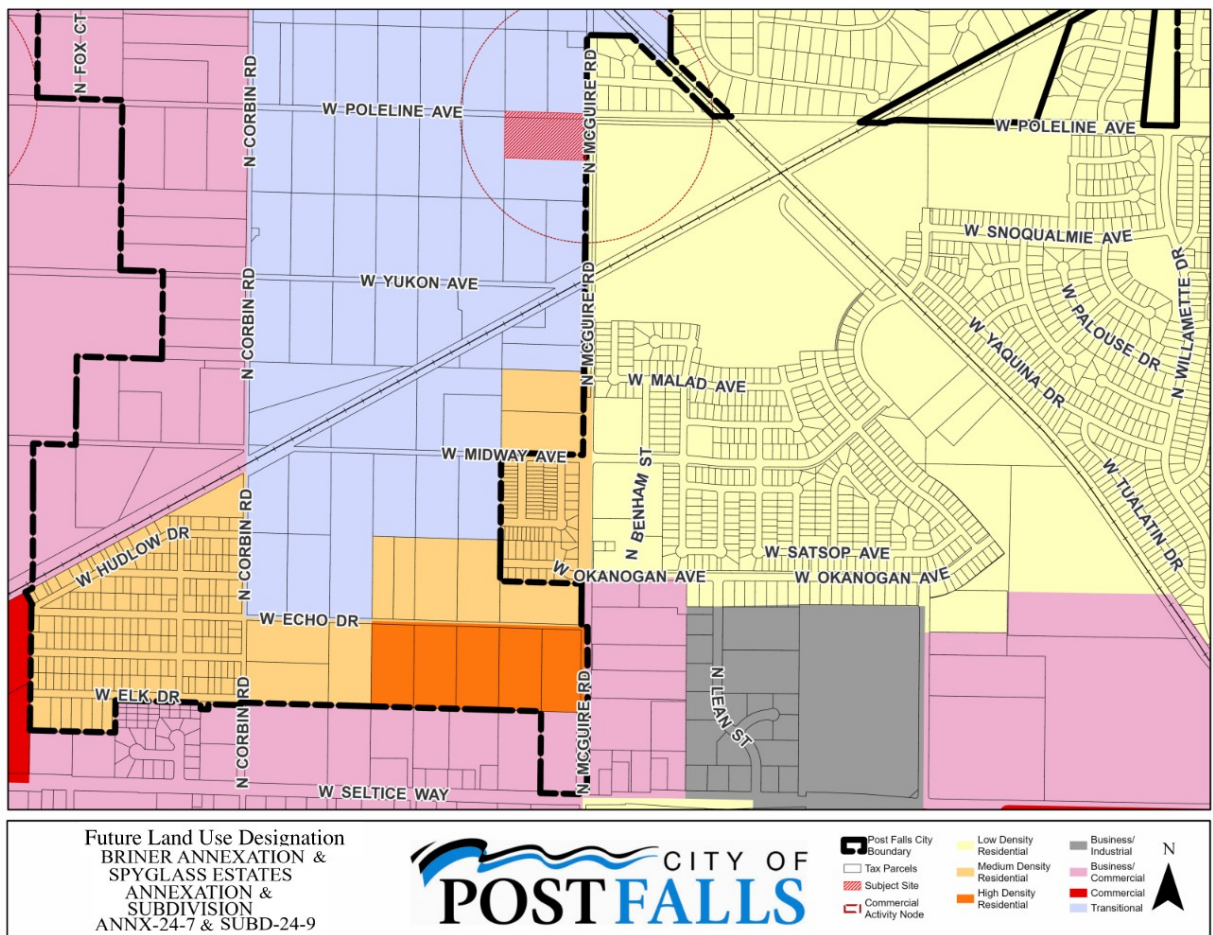
The following section provides the staff analysis pertaining to the Annexation Application and the establishment of zoning. The zone changes review criteria set forth within the Post Falls Municipal Code section 18.20.100 is cited below in **BOLD** with staff comments following. This review criteria provides the framework for decision making for the Planning Commission and City Council.

ZONE CHANGE REVIEW CRITERIA

1. Is the proposed zoning district consistent with the Future Land Use Map and Focus Area contained in the currently adopted Post Falls Comprehensive Plan?

The Future Land Use Map classifies this property with the land use designation of **Transitional** (See Following Image). This designation is assigned to lands suitable for growth. The timing for growth is undetermined, but guidance can be located within the associated Focused Area.

Assigned zones should be compatible with the adjacent zones/uses within the City and consistent with the guiding principles within the associated focus area. The subject site is within a commercial node, as depicted in the Future Land Use Map (See below).



The proposed annexation is located within the West Prairie Focus Area, which states the following:

Just north of Riverbend, West Prairie is a transitional area with portions expected to develop as future residential, commercial and industrial uses. The area includes three Area of City Impact (ACI) tiers: Exclusive Hauser, Exclusive Post Falls, and Shared Tier. Infrastructure to support urban development is mostly not in place at this time, but is being planned for.

Mixed residential is envisioned between McGuire Road and Corbin Road, with higher densities near commercial corridors and arterials. This area may benefit from a subarea plan that examines lot and block development patterns to aid transition of five-acre lots.

Other West Prairie areas may warrant commercial use considerations if adjacent to arterial/collector streets where traffic volume exceeds 4,000 vehicles per day.

Staff Comment: The proposed Single-Family Residential (R1) zone would conform to the surrounding uses and could be found being consistent with the Future Land Use Map and the above identified focus area.

2. Is the proposed zoning district consistent with the goals and policies contained in the currently adopted Post Falls Comprehensive Plan that are relevant to the area under consideration;

Goals and Policies (listed by policy number) that may be relevant to this annexation request are shown below, followed by staff comments.

The following goals may or may not assist with this zone change request.

Goal 1: Grow and sustain a balanced, resilient economy for Post Falls, providing community prosperity and fiscal health.

In seeking long-term prosperity, residents understand the need to build economic diversity – capitalizing on access to neighboring job centers as well as developing a strong business base with a supportive housing stock within City limits.

Goal 7: Plan for and establish types and quantities of land uses in Post Falls supporting community needs and the City's long-term sustainability.

Cities exercise considerable influence over land use, in turn influencing the type and character of development, patterns of growth, and the short and long-term financial impact of growth on the local economy. Consequently, the Comprehensive Plan supports the allocation of land use types, parks features and other areas sufficient to achieve overall plan objectives.

Goal 15: Maintain and Improve the City's water and sewer infrastructure, anticipating future needs regarding population and regulatory conditions

Provision of clean, safe water and responsible treatment and disposition of wastewater are essential services for any community. Post Falls recognizes the extreme value of potable water and wastewater treatment as relates to its future, and working with all providers, pledges to manage provision of water and wastewater services, sustaining growth and community vitality.

The following policies may or may not assist with this zone change request.

Policy 1: Support land use patterns that:

- Maintain or enhance community levels of service.

Staff Comment: Impact Fees are paid at the time of permit issuance to assist in mitigating impacts and maintain/enhance community levels of service.

- Foster the long-term fiscal health of the community.

Staff Comment: Additional housing may help further long-term fiscal health of the City through supporting both the Industrial and Commercial employment/commerce objectives.

- Maintain and enhance resident quality of life.

Staff Comment: Annexing this property in the City may assist enhancing City of Post Falls resident's quality of life through further development. Being in a planned area within the Area City Impact, much of the area has county roads without urban improvements such as sidewalks and multi-use trails, which may be a less than desirable scenario compromising public safety. Annexation and upon development could help by providing improvements that are lacking in this area.

- Promote compatible, well-designed development.

Staff Comment: Development will be required to meet City design standards.

- Implement goals and policies of the comprehensive plan, related master plan and/or facility plans.

Staff Comment: Transportation impacts, sewer and water capacity are reviewed by City staff. Any anticipated inadequacies identified are addressed and/or have a plan on how to be brought into compliance with the relevant agreements, city processes and land use action proposals.

Policy 2: Apply or revise zoning designations with careful consideration of factors including:

- Future land use mapping.

Staff Comment: This has been addressed in Criteria 1.

- Compatibility with surrounding land uses.

Staff Comment: Existing use, currently for the subject site, is single-family residential and would be compatible with the surrounding larger lot residential properties.

- Infrastructure and service plans.

Staff Comment: Sanitary Sewer for the site is adjacent to the site in the southeast corner of the Poleline Ave. / McGuire Rd. intersection. The property is located within a “shared” sewer service basin that the Water Reclamation Master Plan identifies as allowing flows to the Montrose Lift Station or the Corbin Lift Station. For this property, the Montrose Lift Station is the closest and most appropriate discharge basin. The Montrose Lift Station has current capacity to service the site at the requested zoning. The requested zoning is in conformance with the land use assumptions within the City’s Water Reclamation Master Plan. The City’s Water Reclamation System has the capacity to provide service, and the City is willing to serve to the property at the requested density. Existing capacity is not a guarantee of future service.

Existing septic systems would be required to be decommissioned with development, in conformance with Panhandle Health requirements. No structures are proposed to remain with redevelopment.

The property is not subject to any Local Improvement Districts (LID’s), Subsequent User Agreements or Sewer Surcharges.

The Site is currently provided water service from the East Greenacres Irrigation District.

- Existing and future traffic patterns.

Staff Comment: The property’s is adjacent to the intersection of Poleline Ave. and McGuire Roadway, two (2) arterial roadways. Both roadways are currently configured as 2-lane roadways. Modeling within the current Transportation Master Plan indicate over 70% of roadway capacity is available in the current configuration and modeled traffic volumes for 2025.

McGuire Rd. is proposed to be widened along the projects frontage to meet the identified 5-lane configuration required in the Transportation Master Plan to accommodate projected 2035 traffic volumes and distribution. Dedication of rights-of-way and easement for a Minor Arterial roadway will be provided with annexation

- Rights-of-way: 55-foot ½ roadway, measured from the section line in McGuire Rd.
- Easement: 15-foot sidewalk, drainage and utility easement adjacent to the rights-of-way dedication.

All adjoining rights-of-way for Poleline Avenue should be brought into the City of Post Falls with Annexation.

Roadway improvements will contain bike lanes and no parking.

Poleline Ave. is proposed to be widened along the projects frontage to meet the identified 3-lane configuration required in the Transportation Master Plan to meet projected 2035 traffic volumes and distributions. Dedication of rights-of-way and easement for a Minor Arterial roadway will be provided with annexation

- Rights-of-way: 55-foot ½ roadway, measured from the section line in McGuire Rd.
- Easement: 15-foot sidewalk, drainage and utility easement adjacent to the rights-of-way dedication.

Roadway improvements will contain bike lanes and no parking.

Internal Roadways – Local Residential Roadways, 65-foot road rights-of-way, with a 32-foot wide roadway to accommodate parking on both sides. A 10-foot sidewalk, drainage, and utility easement to be provided adjacent to both sides of the rights-of-way.

Vehicular access of residential parcels will not be allowed to/from McGuire Road or Poleline Avenue.

- Goals and policies of the comprehensive plan, related master plan and/or facility plans.

Staff Comment: The response to this is embedded within the analysis of this staff report.

Policy 6: Encourage residential development patterns typically featuring:

- Housing that faces the street edge;
- An interconnected grid or small-block streets network;
- Street sections designed for safety, traffic calming and aesthetic appeal, including narrower lanes, sidewalks, landscaping and lighting;
- Development and utilization of alleys for parking and service access;
- Vertical or horizontal mixed use where appropriate along the ID-41 corridor and in neighborhood and regional centers.

Staff Comment: Per the West Prairie focus area, Development patterns in the area between McGuire Road and Corbin Road are projected to be mixed residential with higher densities near commercial corridors and arterials. This could allow for housing that face the street edge and future support terminus roadways to create an interconnected street network. Depending on

the housing product utilization of alleys for parking and service could be provided per the City's design standards. Sidewalks and street design will be required to meet City standards upon development.

Policy 15: Ensure that adequate land is available for future housing needs, helping serve residents of all ages, incomes and abilities through provision of diverse housing types and price levels.

Staff Comment: Annexation of the subject site with the R1 zoning request would help provide land for future housing needs in an area projected to be incorporated into the city.

Policy 45: Guide annexation decisions guided by and considering:

- Master plans for water, sewer, transportation, parks, schools and emergency services;
- Provision of necessary rights-of-way and easements;
- Studies that evaluate environmental and public service factors;
- Timing that supports orderly development and/or coordinated extension of public services;
- Comprehensive plan goals and policies.

Staff Comment: City staff reviews consistency with the Transportation Master Plan, Sewer Master Plan and the water availability. Any anticipated inadequacies identified are addressed and/or have a plan on how to be brought into compliance with the relevant agreements, city processes and land use action proposals.

Policy 72: Support and participate in efforts to protect the high quality of water from the Rathdrum Prairie Aquifer, which provides the existing and future municipal water supply.

Staff Comment: All development associated with this proposal will be connected to municipal wastewater systems and will not utilize a septic system. With site redevelopment, existing septic systems will be removed from service. Stormwater management will be reviewed through the subdivision review process.

Policy 106: Encourage cooperation between local water districts and the City, supporting planning for and provision of services concurrent with community needs.

Staff Comment: The proposed area is within East Greenacres Irrigation District and a will serve letter is provided that are willing to serve the proposed site upon development (Exhibit A-6).

3. Does the proposed zoning district create a Demonstrable Adverse Impact upon the delivery of services by any political subdivision providing public services within the city.

Staff Comment: There have been no identified "Demonstrable Adverse Impact upon the delivery of services by any political subdivision providing public services within the city" at this point in time.

Agencies Notified:

Bonneville Power Administration	City Link	Post Falls Area Chamber
Post Falls Post Office	Post Falls Parks & Rec	PF Police Department
Post Falls School District	Post Falls Highway District	Utilities (W/WW)
Kootenai Electric	Kootenai County Fire	Department of Environmental Quality
Ross Point Water	East Greenacres Irr. District	Urban Renewal Agency
Idaho Department of Lands	Idaho Transportation Department	Panhandle Health District
KMPO	Kootenai County Planning	Yellowstone Pipeline Co.
Phillips 66 Pipeline Co. (Conoco)	NW Pipeline Corp.	BNSF
TC Energy (TransCanada GTN)	Avista Corp. (WWP-3)	TDS Telecom
Zipty Fiber	Spectrum	Coeur d'Alene Garbage
Coeur d'Alene Press		

PUBLIC PROCESS: On February 11, 2025, the Post Falls Planning and Zoning Commission forwarded the recommendation for a zoning designation of Single Family Residential to be considered with the annexation application by the City Council. Notice of the proposed annexation was sent to appropriate jurisdictions on March 28, 2025 and mailed to property owners within 300 feet of the proposed project on March 25th, 2025. Notice has been published in the Coeur d'Alene Press on March 27, 2025. The property was posted on March 25, 2025.

MOTION OPTIONS: The City Council must evaluate the testimony and evidence submitted during the public hearing process and determine if the Council desires to annex the approximate 8.891-acres into the City of Post Falls and if the adopted zone change criteria have been met for zoning designation for Community Commercial Mixed (CCM) (4.81-acres being the applicant request and the remaining acres being City of Post Falls RR rights-of-way). If the City Council has heard sufficient testimony but needs additional time to deliberate before the final action, it may close the public hearing and move the deliberations to a date certain.

ATTACHMENTS:**Applicant Exhibits:**

Exhibit A-1	Annexation Application
Exhibit A-2	Narrative
Exhibit A-3	Vicinity Map
Exhibit A-4	Subdivision Plan
Exhibit A-5	Auth Letter

Staff Exhibits:

Exhibit S-1	Vicinity Map
Exhibit S-2	Zoning Map
Exhibit S-3	Future Land Use Map
Exhibit S-4	P&Z Minutes
Exhibit S-5	P&Z Zoning Recommendation
Exhibit S-6	Signed Annexation Agreement

Planning and Zoning Commission Testimony:

Exhibit PA-1	PFSD Comment
Exhibit PA-2	KCFR Comment
Exhibit PA-3	PFPD Comment
Exhibit PA-4	YPL (Phillips 66) Comment
Exhibit PA-5	DEQ Comment
Exhibit PA-6	ITD Comment

Annexation

ANNX-24-7

Submitted On: Oct 14, 2024

Applicant

 Gordon Dobler
 208-755-9732
 gordon@doblerengineering.com

Primary Location

Point Location: 47.7304, -116.9807

Application Information

Did an Annexation Pre-app take place?

Yes

Applicant Type

Engineer

Description of Project/Reason for Request

Annex existing parcel into city

Existing Zoning

Agricultural

Adjacent Zoning

Agricultural

Current Land Use

Residential

Adjacent Land Use

Residential

Proposed Zone

R-1

Owner Information

Name

Chris Briner

Company

--

Phone

208 661-6618

Email

chris.briner@gmail.com

Address

510 S Clearwater Loop

City, State, Zip Code

Post Falls, Ste 100, PF, ID 83854

Application Certification

The applicant (or representative) must be present at the public hearing to represent this proposal or the application will not be heard. The applicant will be responsible for costs to re-notice the public hearing.

true

I (We) the undersigned do hereby make application for the land use action contemplated herein on the property described in this application and do certify that the information contained in the application and any attachments or exhibits herewith are accurate to the best of my (our) knowledge. I (We) further acknowledge that any misrepresentation of the information contained in this application may be grounds for rejection of the application or revocation of a decision rendered. I (We) understand that the Administrator may decline this application if required information is deficient and/or the application fee has not been submitted. I (We) acknowledge that City staff may, in the performance of their functions, take photographs and/or videos of the property under consideration as deemed necessary, enter upon the property to inspect, post legal notices, and/or other standard activities in the course of processing this application. I (We) hereby certify that I am (we are) the owner or contract buyer of the property upon which the land use action is to be located, or that I (we) have been vested with the authority to act as agent for the owner or contract buyer.

true



DOBLER ENGINEERING

Exhibit A-2

ANNEXATION NARRATIVE

FOR

Parcel # 0296032001AA

PROJECT DESCRIPTION

Dobler Engineering is requesting the annexation of the subject parcel into the City of Post Falls. The property is a 4.63 ac parcel located on the southwest corner of McGuire Rd / Poleline Ave intersection. The parcel is currently zoned Agriculture in the County and there is an existing single-family residence on the property that will be removed when the property is developed. The parcels are located within the Area of City Impact. The site is level, and it is bordered by similar 5-acre parcels with residences. We are requesting an R-1 zoning.

COMPREHENSIVE PLAN

This request provides for the orderly and efficient expansion of the City of Post Falls that will be a benefit to the community. The property abuts the City Limits on the east side. Annexation into the City would be more efficient in terms of providing public services such as police, fire, sewer, etc. and would facilitate the orderly expansion of transportation facilities and growth management. Annexation is consistent with other relevant goals of the Comprehensive Plan as summarized below.

1. FOCUS AREA:

The property lies within the area identified as “West Prairie.” The Plan lists the following as action items for this focus area.

- *Industrial and commercial uses are envisioned west of Pleasant View Road.*
- *A mix of residential, commercial, and industrial uses are envisioned between Corbin Road and Pleasant View Road. Generally, residential would be appropriate closer to Corbin Road, with higher densities near commercial corridors and arterials. This area may benefit from a subarea plan that examines lot and block development patterns to aid transition of five-acre lots.*
- *Seek opportunities to develop off corridor commercial.*
- *Prairie Avenue’s arterial classification suggests it be considered for commercial users.*
- *Other West Prairie area may warrant commercial use consideration if adjacent to arterial/collector streets where traffic volume exceeds 4,000 vehicles per day.*

2. LAND USE:

The Plan identifies the future land use in this area as “Transitional.” The plan states the following.

PO Box 3181 ♦ Hayden, Idaho ♦ 208 755-9732



DOBLER ENGINEERING

Purpose: This designation is assigned to lands suitable for growth. The timing for growth is undetermined, but guidance can be located within the associated Focus Area.

The R-1 district is a low-density residential zone that is anticipated in the “Transitional” area and is compatible with the surrounding zoning and land use.

Goals

G-02: Maintain and improve the provision of high quality, affordable and efficient community services in Post Falls.

Annexation and development of the property will result in the widening and improvement of both Poleline Ave and McGuire Rd along the property frontage. This provides a greater benefit to the neighborhood and surrounding community.

G-05: Keep Post Falls ‘neighborhoods safe, vital, and attractive.

Development of this property under Post Falls policies for street widths, landscaping, illumination, etc. will result in an attractive and safe neighborhood. The property accesses Poleline Ave directly and therefore is easily accessible for law enforcement and emergency services.

3. HOUSING

Goals

G-07: Plan for and establish types and quantities of land uses in Post Falls supporting community needs and the City’s long-term sustainability.

With the steadily increasing demand for single-family housing, this project will provide additional homes to help meet that need.

4. TRANSPORTATION

Goals

G-06: Maintain and improve Post Falls’ transportation network, on pace and in concert with need and plan objectives.

Properties developed along existing inadequate roadways bear the cost of bringing the abutting transportation corridor up to standard. In this case, widening of McGuire Rd and Poleline Ave to their ultimate width, installation of curbing, pedestrian paths, lighting, and landscaping.



DOBLER ENGINEERING

Annexation and subsequent development would allow for the development of the transportation facilities in conformance with the City's Comprehensive Plan and the adopted Transportation master plan.

5. PUBLIC SERVICES, FACILITIES & UTILITIES.

Goals

G-02: Maintain and improve the provision of high quality, affordable and efficient community services in Post Falls.

Public infrastructure such as water, sewer, roadways, and private utilities currently exist in the Poleline and McGuire. Extension of these facilities onto the site will be done at the developers' expense, to the Agencies standards and specifications. Maintenance costs of the various facilities are recouped from the additional taxes and fees imposed on the new development.

Public services such as Fire, Police, Parks, and Schools are all in place to serve development on the property. Because the property is located within the Area of City Impact the incremental increase in demand for these services is anticipated in the Comprehensive Plan, and the various master plan documents.

6. PARKS, RECREATION AND OPEN SPACE

Goals:

G-02: Maintain and improve the provision of high quality, affordable and efficient community services in Post Falls.

The Comp Plan and related city policies require new construction to pay their pro-rata share through the implementation of impact fees. A new single-family residence pays \$6,444 for the acquisition of land for parks and construction of new facilities.

7. NATURAL RESOURCES AND HAZARDS

Goals:

G-08: Protect and maintain Post Falls 'natural resources including clean air, soils, rivers, and aquifer, and minimizing light and noise pollution.

The property will be served by public water and sewer. In addition, best management practices will be used to detain and treat storm runoff. Using public sewer eliminates additional septic



DOBLER ENGINEERING

discharge over the aquifer.. Treating and re-injecting stormwater removes contaminants from the runoff. Both actions will help to preserve and protect the regions water supply.

8. ECONOMIC DEVELOPMENT

Goals:

G-01: Grow and sustain a balanced, resilient economy for Post Falls, providing community prosperity and fiscal health.

Development of this property within the City will allow for higher density land uses, thereby increasing the consumer base, supporting the business community, and promoting economic development. Furthermore, annexing the property would increase the City's tax base.

9. COMMUNITY DESIGN AND CHARACTER

G-03: Maintain and improve Post Falls' small-town scale, charm, and aesthetic beauty.

Annexation of the property will ensure that the neighborhood is developed consistently with the policies of Post Falls. This includes construction of sidewalks and paths for pedestrian connectivity, street trees for aesthetic beauty and appropriate land use density that accommodates urban growth while creating a neighborhood environment.

CONCLUSION

Based on the evaluation outlined above, annexation of this property would provide for orderly and efficient expansion of the City. For this reason, and those outlined above, annexation would be a benefit to the community.



DOBLER ENGINEERING

SPYGLASS ESTATES

Parcel # 0296032001AA

SUBDIVISION NARRATIVE

Introduction

On behalf of the property owner, Dobler Engineering is requesting approval of a major subdivision located at the southwest corner of McGuire Rd and Poleline Ave. The property is currently being annexed into the City of Post Falls with a proposed zoning of R1. It is approximately 4.63 acres and currently contains one single family residence. We are proposing a 16-lot subdivision conforming to the R1 site performance criteria but with larger lots varying in size from about 6700 sf to about 10,200 sf.

Evaluation

Definite provision has been made for a water supply system that is adequate in terms of quantity and quality for the type of subdivision proposed.

East Greenacres Irrigation District will serve the proposed subdivision. There is an existing 24" main in McGuire Rd. We will construct an 8" main which will extend through the property for future extension.

Adequate provisions have been made for a public sewage system and that the existing Municipal system can accommodate the proposed sewer flows.

The City will provide sewer service. There is an existing 15" main in Poleline Ave, east of McGuire, which will be extended through westerly on Poleline Ave and into the subdivision. Initial conversations with the staff indicate that they have capacity and are willing to serve the Property. The sewer system would be extended in Poleline Ave, to the west property line, to serve the property to the west.

Proposed streets are consistent with the transportation element of the Comprehensive Plan.

The proposed internal streets will be extended through the subdivision in order to provide connectivity and a second access to the project.

The internal streets will be constructed to City standards for local residential streets with parking on both sides (32' width / 65' RW). McGuire Rd will be widened to 34' half width and 110' right-of-way with a 10' multi use path and 15' sidewalk, utility, drainage easement. Poleline will be widened to 24' half width and 110' right-of-way

PO BOX 3181 ♦ HAYDEN, ID 83835 ♦ 208 755-9732



DOBLER ENGINEERING

with swale, 10' multi use path and 15' sidewalk, utility, drainage easement. In addition, a pedestrian access easement will be granted over the sewer easement, to facilitate pedestrian connectivity to and from the project.

All areas of the proposed subdivision which may involve soil or topographical conditions presenting hazards have been identified and that the proposed uses of these areas are compatible with such conditions.

There are no known soil, topographical, or other hazards present on the site.

The area proposed for subdivision is zoned for the proposed use and the use conforms to other requirements found in this Code.

The proposed land use and density conform to the requirements of the R1 zone regarding lot size, minimum frontage, and overall density.

The developer has made adequate plans to ensure that the community will bear no more than its fair share of costs to provide services by paying fees, furnishing land, or providing other mitigation measures for off-site impacts to streets, parks, and other public facilities within the community. It is the expectation that, in most cases, off site mitigation will be dealt with through the obligation to pay development impact fees.

The full cost of the proposed improvements will be borne by the development.

Summary

The proposed project meets the density requirements of the underlying zoning and can be adequately served by the available infrastructure. The proposed development is consistent with the Comprehensive Plan and the surrounding land uses. Approval of the requested modification will allow the creation of a neighborhood compatible with the surrounding developments.

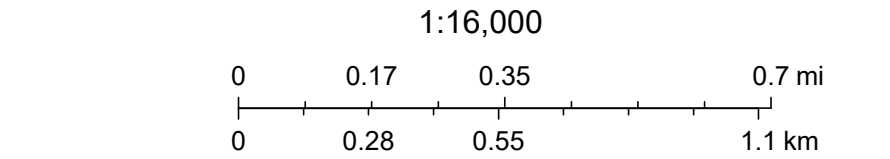
VICINITY MAP-SPYGLASS ESTATES



10/2/2024, 3:21:11 PM

- +— Railroads
- SEASONAL ROAD
- Roads 24000
- STATE HIGHWAY
- INTERSTATE
- U.S. HIGHWAY
- LOCAL ROAD

Exhibit A-3



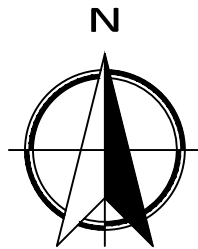
SPYGLASS

THE NORTH HALF OF TRACTS 1 AND 2 OF PLAT NO. 5 GREENACRES IRRIGATION DISTRICT
LOCATED IN THE NORTHEAST QUARTER OF THE NORTHEAST QUARTER OF
SECTION 32, TOWNSHIP 51 N., RANGE 5 W., BOISE MERIDIAN, POST FALLS, KOOTENAI COUNTY, IDAHO

Exhibit A-4

BOOK PAGE

INST.#



H-Scale 1"= 50'



LEGEND

- FOUND 5/8" REBAR WITH ILLEGIBLE YELLOW PLASTIC CAP
- SET 5/8" x 24" REBAR WITH YELLOW PLASTIC CAP, P.L.S. 9367
- ◆ SET 1/2" x 24" REBAR WITH YELLOW PLASTIC CAP, P.L.S. 9367
- ⊙ SET 5/8" x 24" REBAR WITH 1-1/2" ALUMINUM CAP, P.L.S. 9367
- ⊠ SET CONCRETE NAIL WITH BRASS TAG MARKED P.L.S. 9367
- CALCULATED POSITION, NOTHING FOUND OR SET
- ⊕ E-W 1/4 SECTION CORNER AS NOTED
- ⊗ N-S 1/4 SECTION CORNER AS NOTED
- ⊕ SECTION CORNER AS NOTED
- CP&F CORNER PERPETUATION & FILING RECORD (WITH INSTRUMENT NO.)
- TPOB TRUE POINT OF BEGINNING
- # NOTE

NOTES

- EXCEPT AS SHOWN HEREON, THERE WAS NO ATTEMPT MADE TO SHOW THE PHYSICAL FEATURES OF THE PROPERTY, OR TO SHOW ANY UNRECORDED EASEMENTS.

TITLE DOCUMENTS

ALL DOCUMENTS IN TITLE REPORT GUARANTEE NUMBER 5010500-1159574-C, ISSUED BY FIRST AMERICAN TITLE, DATED: AUGUST 28, 2024 ARE DISPLAYED HEREON.

REFERENCES

IN RECORDS OF KOOTENAI COUNTY, IDAHO:

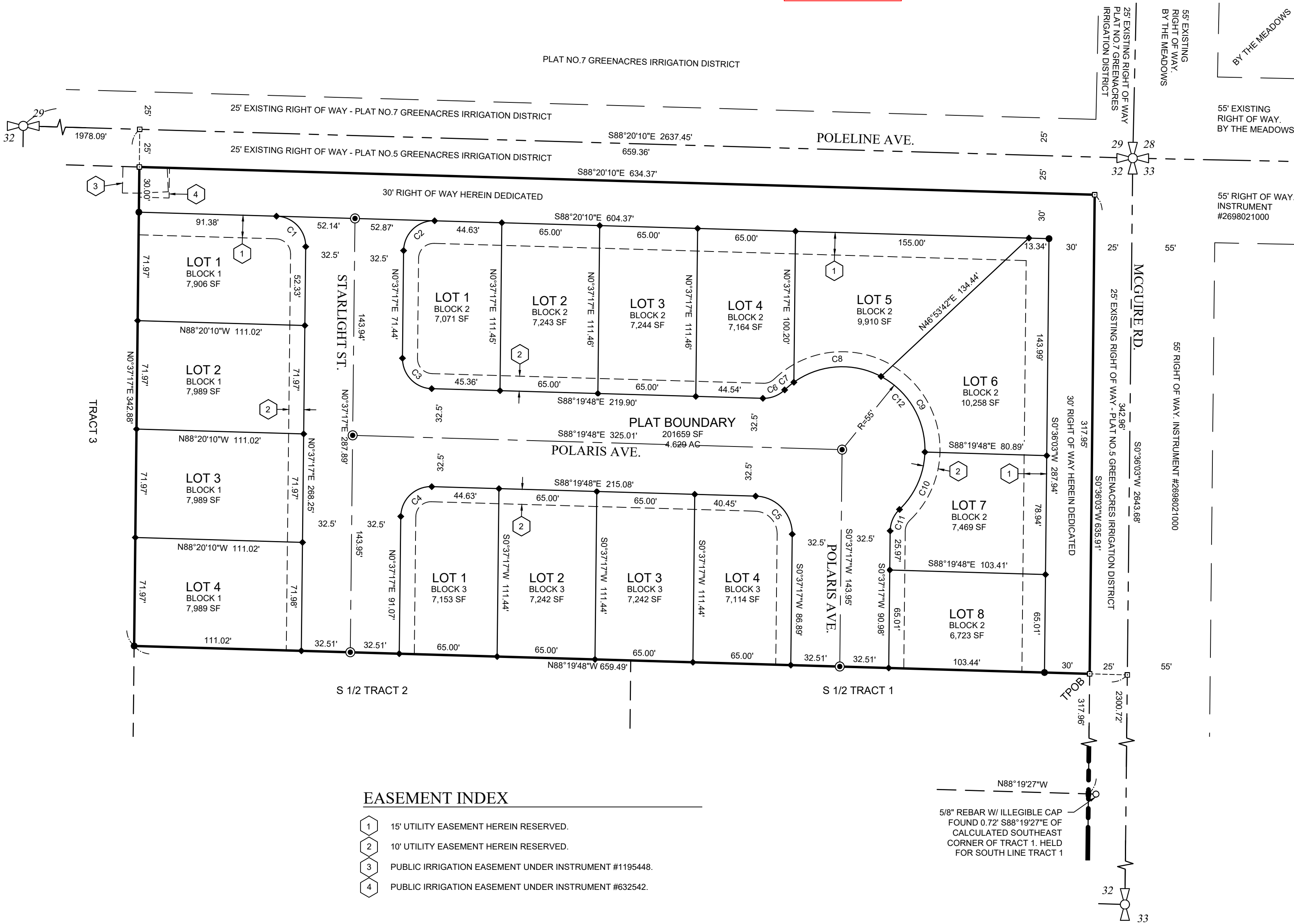
- R-1 PLAT NO. 5 GREENACRES IRRIGATION DISTRICT BY WILLIAM ASHLEY PLS 17. RECORDED IN BOOK B OF PLATS AT PAGE 70.

BASIS OF BEARING

AS SHOWN HEREON, BASIS OF BEARING FOR THIS SURVEY IS IDAHO STATE PLANE COORDINATE SYSTEM, WEST ZONE, (1103), PROJECT COORDINATES WERE TRANSLATED TO WEST ZONE AT A JOHNSON SURVEYING BASE POINT LOCATED AT (N: 2,214,418.21, E: 2,320,630.10) AND WERE POST PROCESSED USING NGS OPUS WITH A HORIZONTAL REFERENCE FRAME OF NAD83 (2011)(EPOCH: 2010.0000) AND A VERTICAL DATUM OF NAVD88 (GEOID 18). ALL BEARINGS SHOWN ARE GRID. ALL DISTANCES SHOWN ARE GROUND (US SURVEY FEET), WITH A COMBINED SCALE FACTOR OF 1.00006093 APPLIED AT THE BASE POINT. GEODETIC NORTH IS AN ANGULAR ROTATION OF - 00°54'52"

SURVEYOR'S NARRATIVE

THE PURPOSE OF THIS SURVEY IS TO PERFORM A MINOR SUBDIVISION OF THE SUBJECT PROPERTY. SURVEY MONUMENTS WHERE FOUND/HELD AS DEPICTED HEREON.



EASEMENT INDEX

- 1 15' UTILITY EASEMENT HEREIN RESERVED.
- 2 10' UTILITY EASEMENT HEREIN RESERVED.
- 3 PUBLIC IRRIGATION EASEMENT UNDER INSTRUMENT #1195448.
- 4 PUBLIC IRRIGATION EASEMENT UNDER INSTRUMENT #632542.

CURVE TABLE

CURVE	RADIUS	LENGTH	DELTA	CHORD	CRD. DIST.
C1	20.00'	31.05'	88°57'27"	N43°51'27"W	28.03'
C2	20.00'	31.78'	91°02'33"	S46°08'33"W	28.54'
C3	20.00'	31.05'	88°57'05"	S43°51'15"E	28.02'
C4	20.00'	31.78'	91°02'55"	S46°08'45"W	28.54'
C5	25.00'	38.81'	88°57'05"	N43°51'15"W	35.03'
C6	20.00'	15.91'	45°34'23"	N68°53'01"E	15.49'

CURVE TABLE

CURVE	RADIUS	LENGTH	DELTA	CHORD	CRD. DIST.
C7	55.00'	7.97'	8°18'10"	S50°14'54"W	7.96'
C8	55.00'	61.09'	63°38'06"	S86°13'03"W	57.99'
C9	55.00'	61.09'	63°38'06"	N30°08'51"W	57.99'
C10	55.00'	42.74'	44°31'27"	N23°55'56"E	41.67'
C11	20.00'	15.91'	45°34'23"	S23°24'28"W	15.49'
C12	55.00'	172.88'	180°05'50"	N43°51'15"W	110.00'



SPYGLASS

N. 1/2, TRACTS 1 AND 2, PLAT NO. 5 GREENACRES IRRIGATION DISTRICT
NE 1/4 OF THE NE 1/4, SECTION 32, TOWNSHIP 51 NORTH, RANGE 5 WEST,
BOISE MERIDIAN, POST FALLS, KOOTENAI COUNTY, IDAHO

DATE SURVEYED: 10/02/2024	DRAFTED BY: DTL	PLLOT DATE: 10/11/2024	SHEET 1
FILE NAME: 24-136 SURVEY	CHECKED BY: CJJ	PROJECT No.: 24-136	2

Johnson
Surveying

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

SPYGLASS

THE NORTH HALF OF TRACTS 1 AND 2 OF PLAT NO. 5 GREENACRES IRRIGATION DISTRICT
LOCATED IN THE NORTHEAST QUARTER OF THE NORTHEAST QUARTER OF
SECTION 32, TOWNSHIP 51 N., RANGE 5 W., BOISE MERIDIAN, POST FALLS, KOOTENAI COUNTY, IDAHO

BOOK PAGE

INST.#

OWNER'S CERTIFICATE

KNOW ALL MEN BY THESE PRESENTS: THAT CHRISTOPHER BRINER AND CARI BRINER, HUSBAND AND WIFE, HEREBY CERTIFY THAT THEY OWNS THE PROPERTY HEREINAFTER DESCRIBED AND INCLUDES SAID PROPERTY IN A PLAT TO BE KNOWN AS "SPYGLASS", SAID PROPERTY DESCRIBED PER WARRANTY DEED RECORDED JUNE 6, 2024 UNDER INSTRUMENT NUMBER 2970623000, RECORDS OF KOOTENAI COUNTY, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

THAT PART OF THE NORTH HALF OF TRACTS 1 AND 2 OF PLAT NO. 5 GREENACRES IRRIGATION DISTRICT ACCORDING TO THE PLAT THEREOF RECORDED IN BOOK "B" OF PLATS, PAGE 70, RECORDS OF KOOTENAI COUNTY, IDAHO; LOCATED IN THE NORTHEAST QUARTER OF THE NORTHEAST QUARTER OF SECTION 32, TOWNSHIP 51 NORTH, RANGE 5 WEST, BOISE MERIDIAN, POST FALLS, KOOTENAI COUNTY, IDAHO MORE SPECIFICALLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF SAID SECTION 32; THENCE SOUTH 00°36'03" WEST, ALONG THE EAST LINE OF SAID SECTION 32, A DISTANCE OF 342.96 FEET; THENCE NORTH 88°19'48" WEST A DISTANCE OF 25.00 FEET TO A POINT ON THE PLATTED WESTERLY RIGHT OF WAY LINE OF MCGUIRE ROAD AND THE **TRUE POINT OF BEGINNING**.

THENCE NORTH 88°19'48" WEST A DISTANCE OF 634.49 FEET TO A POINT ON THE WEST LINE OF SAID TRACT 2; THENCE NORTH 00°37'17 EAST A DISTANCE OF 317.88 FEET TO THE NORTHWESTERLY CORNER OF SAID TRACT 2; THENCE SOUTH 88°20'10" EAST A DISTANCE OF 634.37 FEET TO THE NORTHEASTERLY CORNER OF SAID TRACT 1; THENCE SOUTH 00°36'03" WEST A DISTANCE OF 317.95 FEET TO THE **TRUE POINT OF BEGINNING**.

CONTAINING 4.629 ACRES, MORE OR LESS.

- THE OWNER HEREBY DEDICATES 30 FEET OF ADDITIONAL RIGHT OF WAY FOR POLELINE AVENUE AND MCGUIRE ROAD AS INDICATED HEREON TO THE PUBLIC IN THE NAME OF THE CITY OF POST FALLS.
- THE OWNER HEREBY DEDICATES THE RIGHT OF WAY FOR STARLIGHT STREET AND POLARIS AVENUE AS INDICATED HEREON TO THE PUBLIC IN THE NAME OF THE CITY OF POST FALLS.
- THE OWNER HEREBY RESERVES THE 15 FOOT UTILITY EASEMENT, DEPICTED HEREON AS EASEMENT 1, FOR THE PUBLIC IN THE NAME OF THE CITY OF POST FALLS.
- THE OWNER HEREBY RESERVES THE 10 FOOT UTILITY EASEMENT, DEPICTED HEREON AS EASEMENT 2, FOR THE PUBLIC IN THE NAME OF THE CITY OF POST FALLS.

A HOMEOWNERS ASSOCIATION HAS BEEN FILED UNDER INSTRUMENT NUMBER _____.

SEWER TO BE PROVIDED BY INDIVIDUAL ON-SITE SEPTIC AND DRAINFIELD SYSTEMS.
WATER SERVICE TO BE PROVIDED BY INDIVIDUAL WELLS.

CHRISTOPHER BRINER DATE CARI BRINER DATE

NOTARY PUBLIC

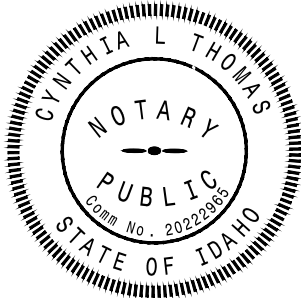
ACKNOWLEDGMENT

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

THIS RECORD WAS ACKNOWLEDGED BEFORE ME ON THIS ____ DAY OF _____, IN THE YEAR OF 20 ____, BY CHRISTOPHER BRINER AND CARI BRINER, HUSBAND AND WIFE.

NOTARY PUBLIC : _____

MY COMMISSION EXPIRES : JUNE 7, 2028



PANHANDLE HEALTH DISTRICT

SANITARY RESTRICTIONS AS REQUIRED BY IDAHO CODE, TITLE 50, CHAPTER 13 HAVE BEEN SATISFIED BASED ON A REVIEW BY THE QUALIFIED LICENSED PROFESSIONAL ENGINEER (QLPE) REPRESENTING THE CITY OF POST FALLS AND GREENACRES IRRIGATION DISTRICT AND THE QLPE APPROVAL OF THE DESIGN PLANS AND SPECIFICATIONS AND THE CONDITIONS IMPOSED ON THE DEVELOPER FOR CONTINUED SATISFACTION OF THE SANITARY RESTRICTIONS. WATER AND SEWER LINE HAVE BEEN COMPLETED AND SERVICES CERTIFIED AS AVAILABLE. SANITARY RESTRICTIONS MAY BE RE-IMPOSED, IN ACCORDANCE WITH SECTION 50-1326, IDAHO CODE, BY THE ISSUANCE OF A CERTIFICATE OF DISAPPROVAL.

PANHANDLE HEALTH DISTRICT DATE

POST FALLS CITY COUNCIL APPROVAL

THIS PLAT HAS BEEN APPROVED AND ACCEPTED BY THE CITY COUNCIL OF POST FALLS, IDAHO, THIS ____ DAY OF _____, 20 ____

CITY OF POST FALLS MAYOR
RONALD G. JACOBSON

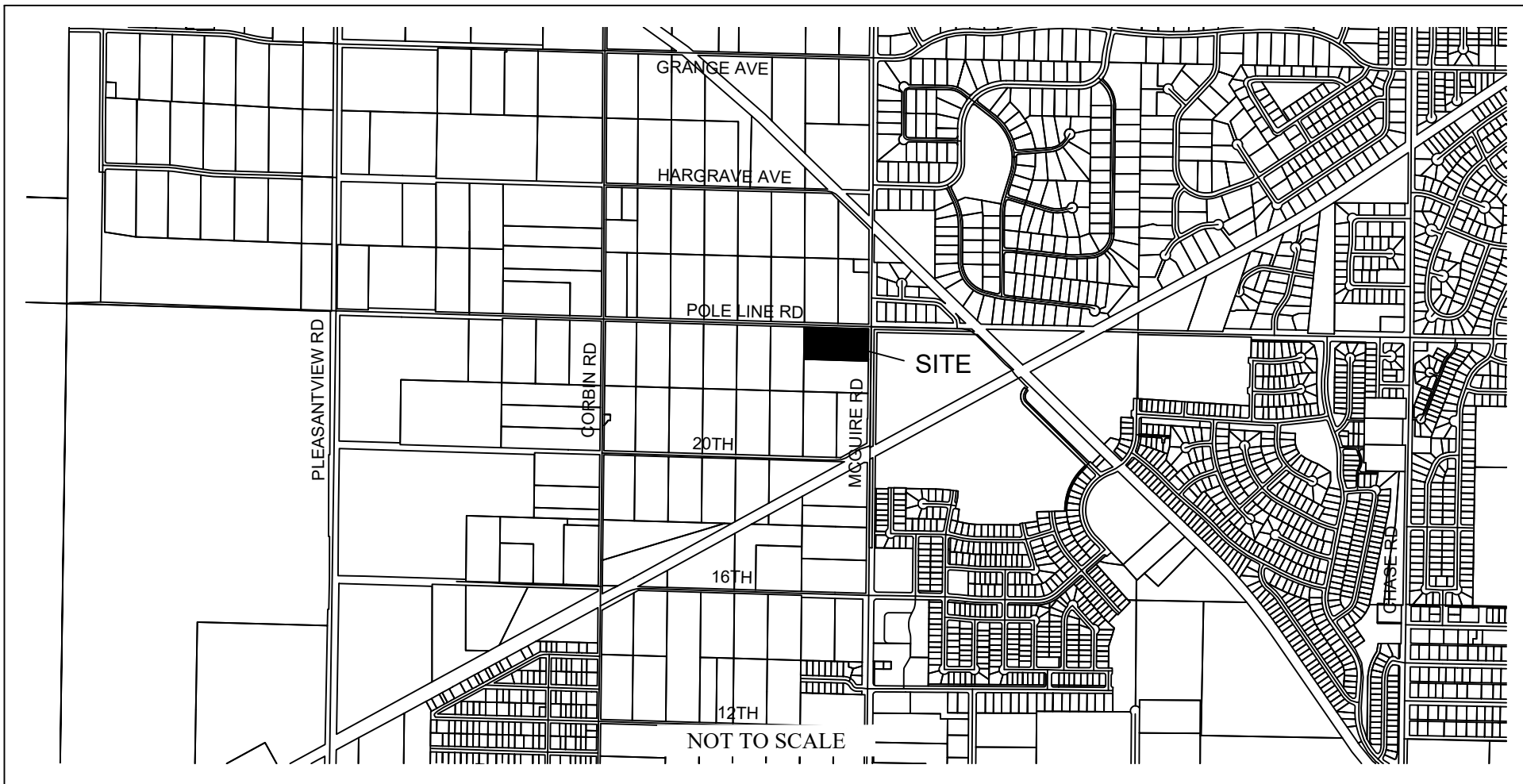
CITY OF POST FALLS CLERK
SHANNON HOWARD

POST FALLS CITY ENGINEER'S APPROVAL

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

WILLIAM F. MELVIN, PE 8203
CITY OF POST FALLS ENGINEER

VICINITY MAP



TREASURER'S CERTIFICATE

I HEREBY CERTIFY THIS ____ DAY OF _____, 20 ____, THAT THE REQUIRED TAXES ON THE HEREIN PLATTED LAND HAVE BEEN PAID THROUGH _____.

KOOTENAI COUNTY TREASURER

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 _____.

JENNIFER LOCKE
KOOTENAI COUNTY CLERK

BY DEPUTY CLERK

FEE PAID

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.

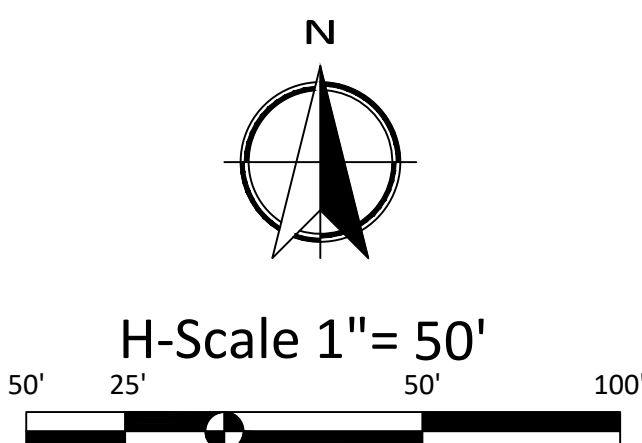
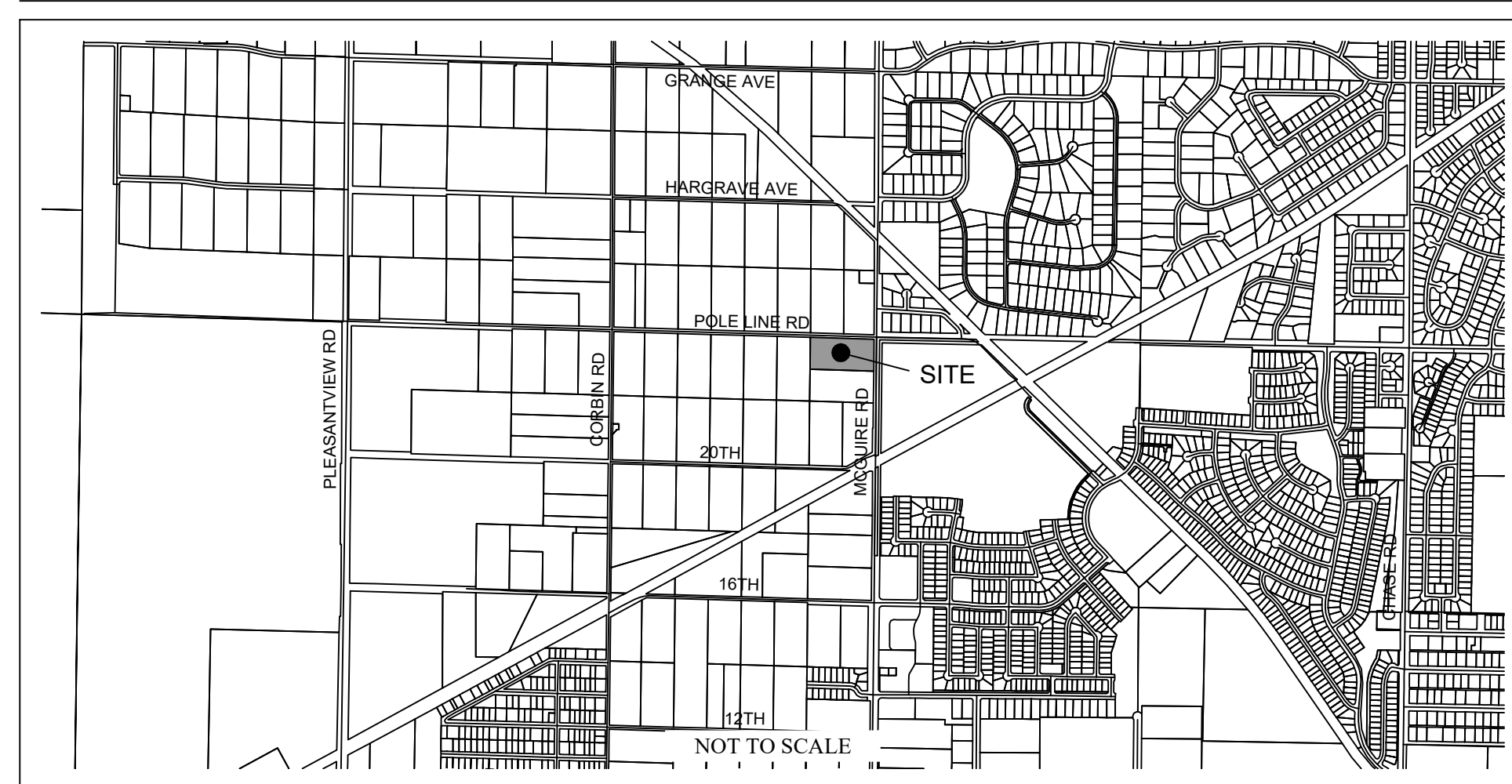
CHAD J. JOHNSON PLS 9367

DATE

	SPYGLASS				
	N. 1/2, TRACTS 1 AND 2, PLAT NO. 5 GREENACRES IRRIGATION DISTRICT NE 1/4 OF THE NE 1/4, SECTION 32, TOWNSHIP 51 NORTH, RANGE 5 WEST, BOISE MERIDIAN, POST FALLS, KOOTENAI COUNTY, IDAHO				
	DATE SURVEYED: 10/02/2024	DRAFTED BY: DTL	PLOT DATE: 10/11/2024	SHEET	
	FILE NAME: 24-136 SURVEY	CHECKED BY: CJJ	PROJECT No.: 24-136	2 / 2	

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

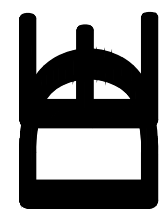
THE NORTH HALF OF TRACTS 1 AND 2 OF PLAT NO. 5 GREENACRES IRRIGATION DISTRICT
LOCATED IN THE NORTHEAST QUARTER OF THE NORTHEAST QUARTER OF
SECTION 32, TOWNSHIP 51 N., RANGE 5 W., BOISE MERIDIAN, POST FALLS, KOOTENAI COUNTY, IDAHO



SITE DATA	
ZONING:	R-1
TOTAL ACREAGE:	4.629± ACRE
# RESIDENTIAL UNITS:	16
DENSITY:	3.45 DU/AC
AVERAGE LOT SIZE:	7469 S.F.
MINIMUM LOT SIZE:	6723 S.F.
MAXIMUM LOT SIZE:	10258 S.F.

CHRIS BRINER
2468 W POLELINE AVE
POST FALLS, ID 83854

JOHNSON SURVEYING
PO BOX 2544
POST FALLS, ID 83877
INFO@JOHNSONSURVEYINGNW.COM
208.660.2351

[illegible]

DOBLER ENGINEERING
CIVIL ENGINEERING - LAND DEVELOPMENT
GORDON@DOBLERENGINEERING.COM



SPYGLASS ESTATES STREET AND UTILITY PLAN

THE NORTH HALF OF TRACTS 1 AND 2 OF PLAT NO. 5 GREENACRES IRRIGATION DISTRICT
LOCATED IN THE NE 1/4 OF THE NE 1/4 OF SEC. 32, T. 51 N., R. 5 W., B. M., POST FALLS, KOOTENAI COUNTY, IDAHO

DESIGNED BY:	GD
DRAFTED BY:	DTL
CHECKED BY:	GD
DATE:	11/07/2024
JOB No.:	24-136

SHEET

C1



DOBLER ENGINEERING

Exhibit A-5

October 1, 2021

Re: Letter of Authorization

To Whom It May Concern,

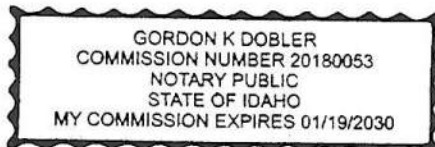
I hereby authorize Dobler Engineering to act on my behalf in matters regarding the administration and processing of annexation and subdivision and related actions for the property identified as Parcel # 0296032001AA in Kootenai County, Idaho.


Christopher Briner

10-03-2024
Date

STATE OF IDAHO)
) SS
COUNTY OF KOOTENAI)

This record was acknowledged before me on October 3, 2024 by
Christopher Briner




Notary Public for the State of Idaho
Residing at: Kootenai County
My Commission Expires: 1-19-2030



Exhibit A-6

EAST GREENACRES IRRIGATION DISTRICT

2722 North McGuire Road Post Falls, Idaho 83854 • (208) 773-7579

November 6, 2024

Dobler Engineering
Attn: Gordon Dobler
PO Box 1381
Hayden, ID 83835
gordon@doblerengineering.com

RE: Spyglass Estates (Subject), Conceptual Approval
Legal Description: GREENACRES IRR DISTRICT PLAT 5, N2-TRS 1 & 2

Dear Mr. Dobler:

The Subject received conceptual approval by the Board of Directors during our regular scheduled meeting held November 5, 2024. The project is located within the boundary of EGID, and eligible to receive both Domestic and Irrigation water.

We have the capacity, willingness, and intent to serve the Subject 16 lot subdivision conditional upon final review, and acceptance of the project drawings.

The Subject does not require any modification to Reclamation's original Rathdrum Prairie Unit Water Project.

Should you have any questions, please do not hesitate to contact our office.

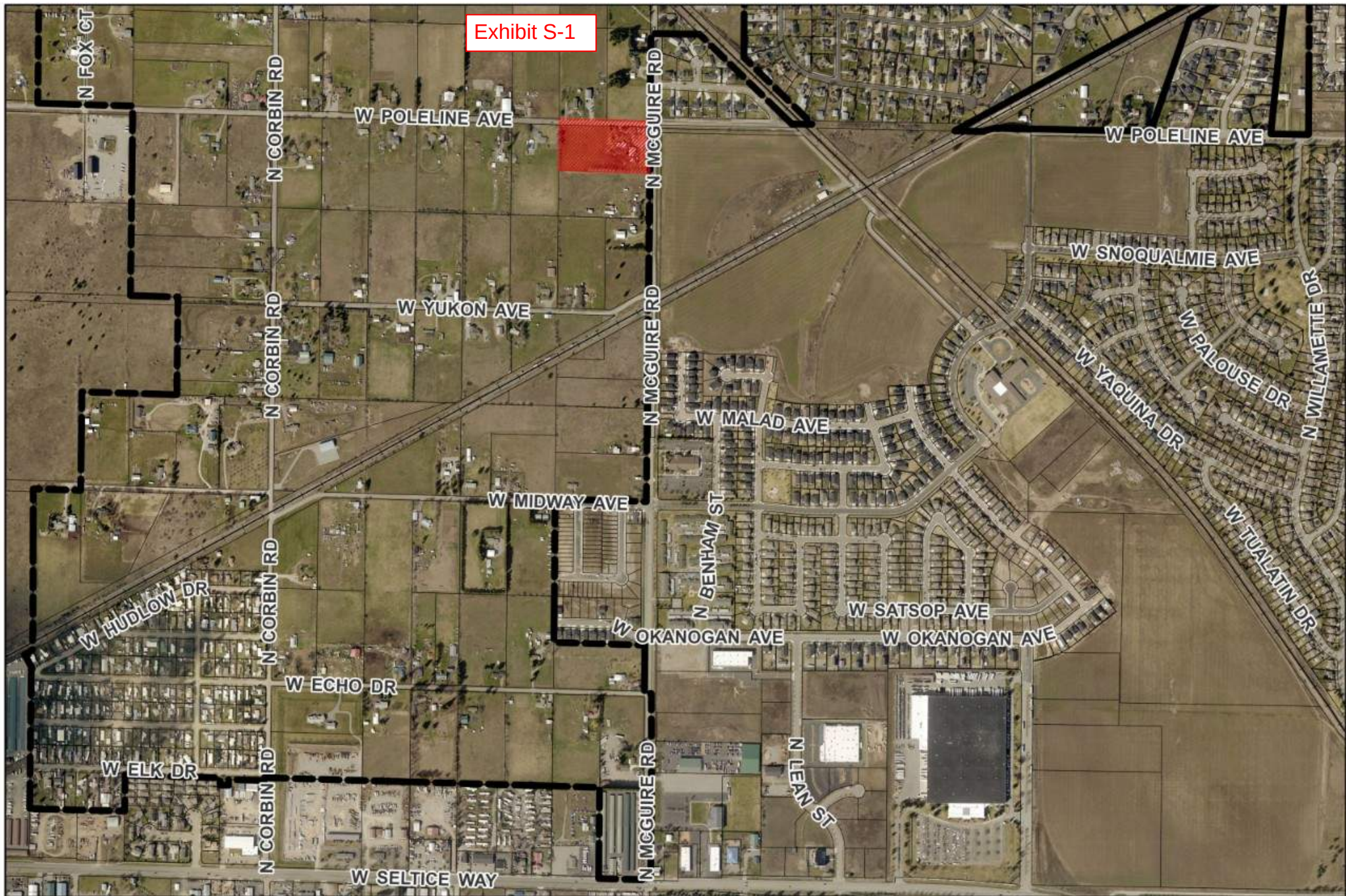
Sincerely,

A handwritten signature in black ink, appearing to read 'Ron Wilson', is written over a horizontal line.

Ron Wilson
District Manager
ron@eastgreenacres.org

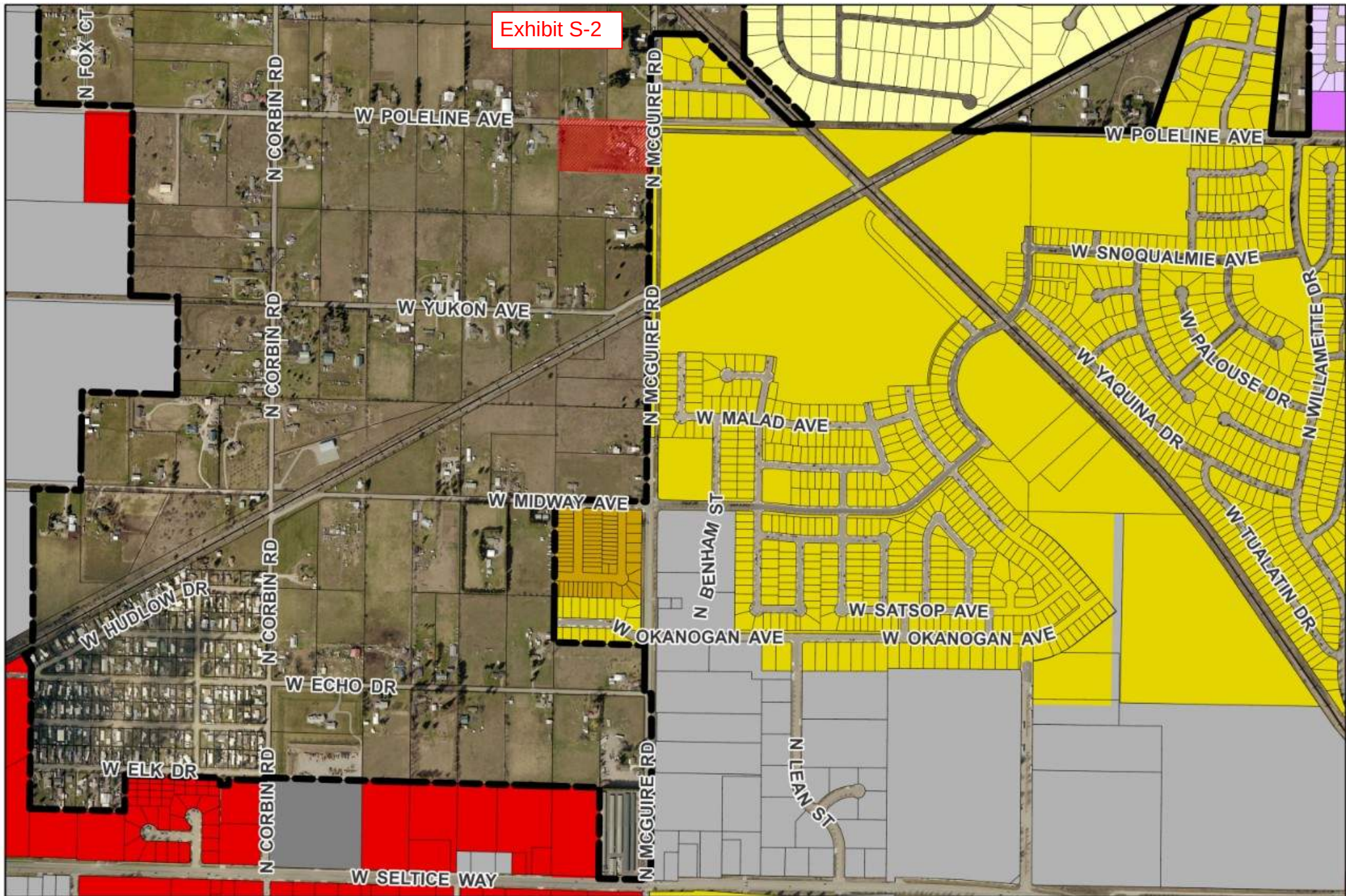
cc: Rob Palus, rpalus@postfallsidaho.org

Exhibit S-1



Project Location
BRINER ANNEXATION &
SPYGLASS ESTATES
ANNEXATION &
SUBDIVISION
ANNX-24-7 & SUBD-24-9





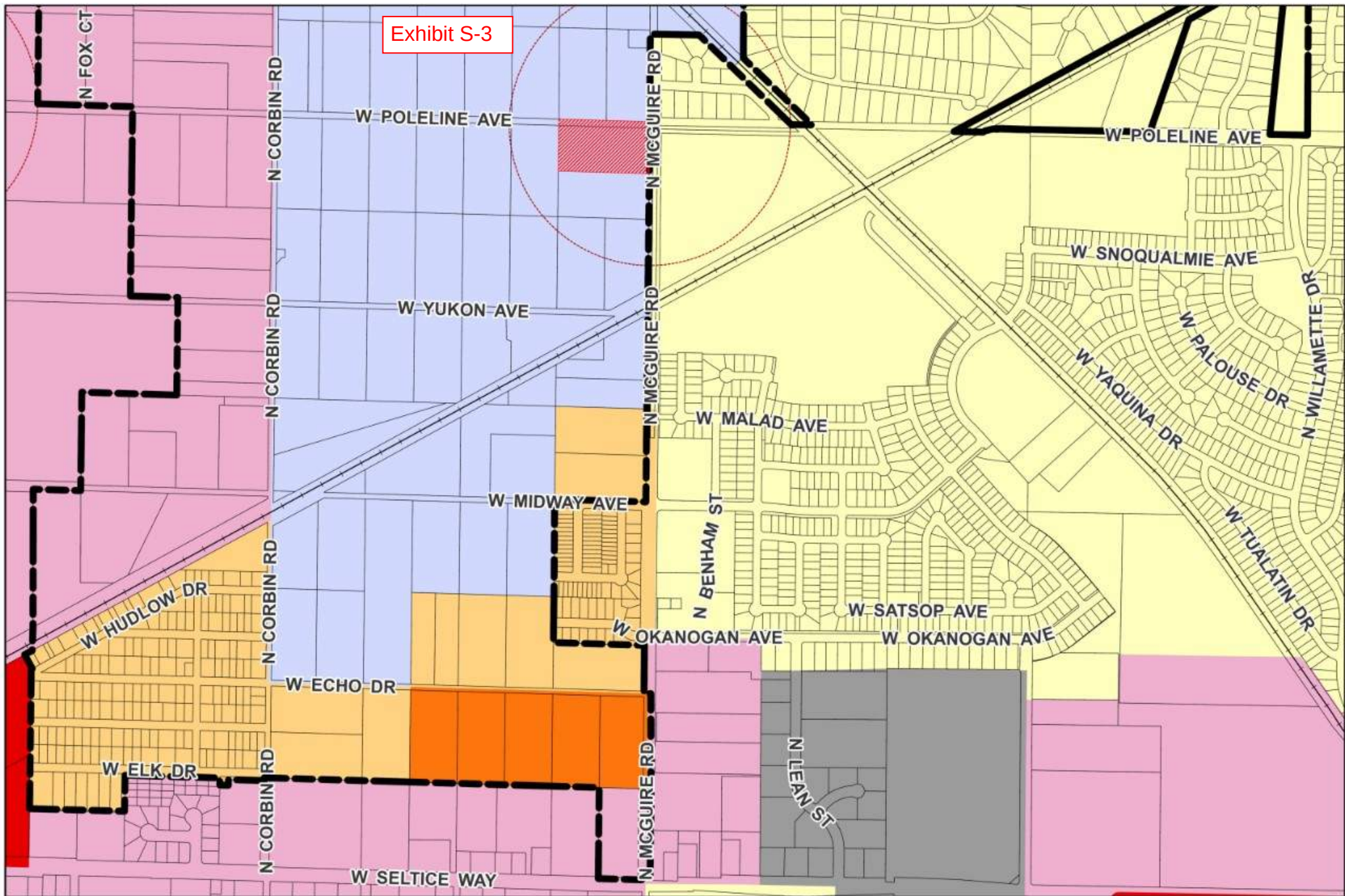
Zoning Map
BRINER ANNEXATION &
SPYGLASS ESTATES
ANNEXATION &
SUBDIVISION
ANNX-24-7 & SUBD-24-9



- | | |
|--------------------------|-------|
| Post Falls City Boundary | I |
| Tax Parcels | R-1-S |
| Subject Site | R-1 |
| CCS | R-2 |
| HI | SC3 |
| | SC4 |



Exhibit S-3



Future Land Use Designation
BRINER ANNEXATION &
SPYGLASS ESTATES
ANNEXATION &
SUBDIVISION
ANNX-24-7 & SUBD-24-9



- Post Falls City Boundary
- Tax Parcels
- Subject Site
- Commercial Activity Node

- Low Density Residential
- Medium Density Residential
- High Density Residential

- Business/Industrial
- Business/Commercial
- Commercial
- Transitional





**PLANNING AND ZONING COMMISSION
MEETING MINUTES**

**February 11, 2025
5:30 PM**

Location: City Council Chambers, 408 N. Spokane Street, Post Falls, ID 83854

REGULAR MEETING – 5:30 PM

CALL TO ORDER

5:30 pm

PLEDGE OF ALLEGIANCE

ROLL CALL OF PLANNING & ZONING COMMISSION MEMBERS

Vicky Jo Carey, Kibbee Walton, Ray Kimball, James Steffensen, Ross Schlotthauer, Chris Schreiber, Bobby Wilhelm

Present: Carey, Walton, Kimball, Schlotthauer, Wilhelm, Schreiber

Excused: Steffensen

**CEREMONIES, ANNOUNCEMENTS, APPOINTMENTS, PRESENTATION:
ACTION ITEM**

None

AMENDMENTS TO THE AGENDA

Final action cannot be taken on an item added to the agenda after the start of the meeting unless an emergency is declared that requires action at the meeting. The declaration and justification must be approved by motion of the Council.

Manley: Under the consent calendar we will move Action Item "C" to section 3 "Unfinished / Old Business".

DECLARATION OF CONFLICT, EX-PARTE CONTACTS AND SITE VISITS

Commission members are requested to declare if there is a conflict of interest, real or potential, pertaining to items on the agenda.

Ray Kimball: I have a conflict on the Crown Reserve Subdivision File No. SUBD-24-5 which has been moved to the Old Business, I will be recusing myself from that action item.

1. CONSENT CALENDAR

The consent calendar includes items which require formal Commission action, but which are typically routine or not of great controversy. Individual Commission members may ask that any specific item be removed from the consent calendar in order that it be discussed in greater detail. Explanatory information is included in the Commission agenda packet regarding these items and any contingencies are part of the approval.

ACTION ITEMS:

- a. Meeting Minutes - January 14, 2025, Planning & Zoning Meeting/Workshop

~~each matter. Residents or visitors wishing to testify upon an item before the Council must sign up in advance and provide enough information to allow the Clerk to properly record their testimony in the official record of the City Council. Hearing procedures call for submission of information from City staff, then presentation by the applicant (15 min.), followed by public testimony (4 min. each) and finally the applicant's rebuttal testimony (8 min.). Testimony should be addressed to the City Council, only address the relevant approval criteria (in quasi-judicial matters) and not be unduly repetitious.~~

ACTION ITEMS:

- a. Briner Annexation and Spyglass Subdivision File No(s). ANN-24-7 & SUBD-24-9

Public Hearing Opened: 5:36 pm.

Staff report

Jon Manley, Planning Manager: Dobler Engineering, on behalf of Chris Briner, the property owner, request that the commission forward a recommendation to City Council regarding the Single-Family Residential (R1) zoning on approximately 4.63-acres as part of an annexation request into the City of Post Falls. To note, the role of the Planning & Zoning Commission is to forward a recommendation of zoning to City Council, not to decide on the annexation and the City Council will take that recommendation in consideration as part of their annexation review. The subdivision request is for 16 lots on approximately 4.63-acres, subject to City Council approving the proposed annexation. The property is generally located at the southwest corner of the W. Poleline Avenue and N. McGuire Road intersection. Surrounding zoning of the subject site is predominately single-family large lot residential within Kootenai County. Located east across N. McGuire Road there is vacant land and a By The Meadows single-family subdivision. Currently, there is a single-family home on this parcel and it is over the Rathdrum Prairie Aquifer. The water provider is East Greenacres Irrigation District, wastewater provided by the City of Post Falls. The City has the capacity to provide service and is willing to serve to the property at the requested density. The existing septic systems will be required to be abandoned and remaining structures to be connected to the City's Water Reclamation system. Poleline Avenue and McGuire Road are arterial roadways, additional rights-of-way and easement would need to be provided as part of annexation. Future Land Use Map classifies this property with the land use designation of Transitional. The timing for growth is undetermined, but guidance can be located within the associated Focused Area. Assigned zones should be compatible with the adjacent zones/uses within the City and consistent with the guiding principles within the associated Focus Area. The subject site is within a commercial node, as depicted in the Future Land Use Map. The proposed annexation is located within the West Prairie Focus Area. The proposed Single-Family Residential (R1) zone would conform to the surrounding uses and could be found being consistent with the Future Land Use Map and the above identified Focus Area. Goal 1, 7 and Policies 2, 15, 33 were addressed. Subdivision Review Criteria:

Water will be provided by East Greenacres per a will serve letter. The City of Post Falls has adequate capacity to provide service to the subdivision as proposed and it is in conformance with the City's Water Reclamation Master Plan. The subdivision and proposed layout accommodate connectivity and will not have a negative impact on the local transportation system. The roadways shall dedicate rights of way and easements and be constructed to the roadway standards as outlined within the City Transportation Master Plan. There are no known soil or topographical conditions which have been identified as presenting hazards. The subdivision is contingent on annexation approval from City Council. The subdivision and proposed lots conform to the requirements of Title 17 and Title 18. Impact fees and cap fees will be assessed and collected on individual building permits to assist in mitigating the off-site impacts to parks, public safety, streets, fire, and EMS. The public agencies were notified for both the annexation and subdivision, no comments or issues with any of the agencies. There were no demonstrable impacts were sighted.

Applicant Representative:

Gordon Dobler: I wanted to note, this is not a zone change, this is a zoning with annexation. Staff pointed out on the Future Land Use Map we have Transitional. Transitional anticipates higher density and on the edge business commercial. We're going from a lower density residential zone to a business commercial. Comp Plan anticipates that with a transitional zone allows for a little higher density. We feel the R1 is compatible, it fits in with the neighborhood, and R1 is an enabling zone for the transition of the land uses. In the layout you see we provide access to the south. This limits the accesses on to McGuire Road. To limit the access is one of the city's goals. There are 16 lots, there is an existing residence on the site that will be removed, the septic will be

removed and that future residences will be hooked up to the sewer. The lots that have been platted on the east side of McGuire Road and south of Midway, those lots are smaller lots than we are proposing. Compatibility or extension of the traffic to the two street subs to the south, additional right-of-way would come with the annexation for both McGuire and Poleline. Transportation: 16 homes within the manual for uniform traffic control in the trip generation manual anticipates 151 new trips in a day which translates to 16 trips in the peak hour. Access to McGuire will be restricted or prohibited on the final plat, we will dedicate additional right-of-way for both McGuire and Poleline. Water, sewer, gas, power are available in Prairie and have capacity. The schools in the area were displayed, this project is estimated to produce 10 new students. There are 5 parks within 3/4 of a mile radius. This development will allow for the building and widening of McGuire and Poleline, both will have multi-use paths on our side of the street, curbs, storm water treatment comes with utilities. We pay sewer and water cap fees. The upgrade to sewer facilities keep pace with the incremental increase of sewer flow from this project. The subdivision brings to the city the improvements and widening of the streets that abuts it, it pays it's own way and then some. We think it meets the subdivision criteria, the R1 is the appropriate for annexation and would request the planning commission make that ruling.

Testimony

In-Favor: - None

Neutral - None

In Opposition - None

Wilhelm: Is McGuire getting shutoff at the end of Highway 53?

Rob Palus, City Engineer: The Pleasant View interchange project is currently under construction. When that project reaches completion, which will be in about three years, McGuire Road would be planned to be closed as a cross to get to Highway 53.

Walton: The transitional area, Is transitional zoning open to many different zoning designations?

Manley: Correct.

Public Hearing Closed: 5:59 pm.

Zoning Recommendation Review Criteria:

1. Is the proposed zoning district consistent with the Future Land Use Map and Focus Area contained in the currently adopted Post Falls Comprehensive Plan?

Kimball: The focus area when it comes to that commercial node says it may be appropriate in that location. Transitional is a land use category where you try to match what's next to you in the city. In this case you're going from a lower density lower intensity use on the east to what's likely to be a higher intensity on the west when it gets to Pleasant View.

Schreiber: It's R1 to the east and further down on Poleline we're going into the business commercial zone.

Kimball: On Pleasant View about a mile and a half away is undeveloped zoned industrial.

Wilhelm: It conforms to the surrounding uses and consistent with the Future Land Use Map.

Gabbert: Commissioners note there was some discussion in that West Prairie Focus Area the mixed residential at various densities could be used as a finding to support the R1 designation.

2. Is the proposed zoning district consistent with the goals and policies contained in the currently adopted Post Falls Comprehensive Plan that are relevant to the area under consideration?

Schlotthauer: It is consistent with the ones outlined in the staff report.

Kimball: In particular policy 15 where it looks to address future housing needs. Policy 45 meeting the Transportation Master Plan with right-of-way dedication which is important to keep our congestion down and have turn lanes. Policy 72 speaks to the conservation of the aquifer and removing a septic system from above the aquifer is important.

3. Does the proposed zoning district create a Demonstrable Adverse Impact upon the delivery of services by any political subdivision providing public services within the city?

Commissioners agree that none were identified.

Motion by Commissioner Carey to move to recommend approval of Briner Annexation File No. ANNX-24-7 finding that it is consistent with a comprehensive plan and adopting findings and conclusions consistent with the staff report with the requested zoning designation of R1.

Second by Commissioner Wilhelm

Vote:

Yes - Kimball, Wilhelm, Walton, Carey, Schreiber, Schlotthauer

Moved

Subdivision Review Criteria:

**City of Post Falls
Planning and Zoning Commission Minutes**

February 11, 2025

Development Department – Planning Division at 408 Spokane Street or call 208-773-8708.

The City Hall building is handicapped accessible. If any person needs special equipment to accommodate their disability, please notify the City Media Center at least 24 hours in advance of the meeting date. The Media Center telephone number is 208-457-3341.

Chair: James Steffensen Vice Chair: Ray Kimball

Members: Vicky Jo Carey, Nancy Hampe, Ross Schlotthauer, Bobby Wilhelm, Kibbee Walton

**Briner Annexation
File No. ANNX-24-7**

**Planning and Zoning Commission
Zoning Recommendation**

A. INTRODUCTION:

APPLICANT: Dobler Engineering on behalf of Chris Briner
LOCATION: The property is located at the southwest corner of the W. Poleline Avenue and N. McGuire Road intersection.
REQUEST: Zoning recommendation of Single Family Residential (R1) on approximately 4.63-acres

B. RECORD CREATED:

1. A-1A Annexation Application
2. A-2 Narrative
3. A-3 Vicinity Map
4. A-4 Subdivision Plan
5. A-5 Authorization Letter
6. A-6 Will Serve Letter
7. S-1 Vicinity Map
8. S-2 Zoning Map
9. S-3 Future Land Use Map
10. PA-1 PFSD Comments
11. PA-2 KCFR Comments
12. PA-3 PFPD Comments
13. PA-4 YPL Comments
14. PA-5 DEQ Comments
15. PA-6 ITD Comments
16. PZ Staff Report
17. Testimony at the February 11, 2025, Planning and Zoning Commission ("Commission") hearing including:

The Planning and Zoning Commission (hereinafter "Commission") heard the request at the February 11, 2025, public hearing, and the meeting was in-person and live-streamed on the City of Post Falls' YouTube Channel. The public hearing was properly noticed and conducted per the requirements of Idaho Code Sections 67-6511 and 67-6509, and City Code section 18.20.060. The purpose of the hearing was to afford the applicant and the public the opportunity to supply testimony and documentation to be taken by the Commission in their application of City Code 18.20.100 when making the Commission's recommendation on zoning to the City Council.

Jon Manley, Planning Manager

Mr. Manley presented the staff report. He testified that the applicant was seeking a recommendation for an initial zoning designation of Single Family Residential (R-1) on approximately 4.63-acres

(including right-of-way) upon the annexation into the City of Post Falls. He testified that the subject property is located at the southwest corner of the W. Poleline Avenue and N. McGuire Road intersection.

Mr. Manley testified that the current land use is as a residential lot in Kootenai County, that it is located over the Rathdrum Prairie Aquifer, that the water provider is the East Greenacres Irrigation District, and the City of Post Falls would be the wastewater service with both having the capacity and ability to serve. The zoning surrounding the subject site is predominately single-family large lot residential parcels within Kootenai County. East across N. McGuire Road is vacant land and to the northeast is a single-family subdivision.

The property is located adjacent to both Poleline Avenue and McGuire Road, which are both classified as arterial roadways. Additional rights-of-way and easement would be provided as a condition of annexation, with improvements provided upon development. The subject property is located within the "Transitional" classification under the Future Land Use map, meaning that zoning should be compatible with adjacent zones and uses. The subject site is within a commercial node and is located within the West Prairie Focus Area. The proposed R-1 zone would conform to the surrounding uses and could be consistent with the Future Land Use Map and the West Prairie Focus Area with mixed residential uses.

Mr. Manley testified that goal seven may be supported by policies numbers fifteen and thirty-three. Goal one may be supported by policy number two. Existing septic systems would be required to be abandoned and remaining structures to be connected to the City's Water Reclamation system at the time of development. Finally, Mr. Manley testified that there were no demonstrable adverse impacts identified from comments received.

Gordon Dobler, Applicant

Mr. Dobler testified about the property and the requested zoning recommendation for -R1 upon annexation. He testified that the R-1 zoning designation represents a gradual transition to the business commercial zone uses to the south and is compatible with the adjacent land uses. He testified that both adjacent roads (Poleline Avenue and McGuire Road) would receive additional dedicated right-of-way to be consistent with city standards, which would be improved at the time of development. Direct access to McGuire Road would be restricted or prohibited on the final plat. Existing septic will be removed, and the houses will be connected directly to sewer. East of McGuire Road and south of Midway are even smaller lots than what would be proposed. Regarding school capacity, the Urban Land Institute did a study that shows a typical single family generates only .6 children which would equate to approximately 10 new students. Upon development, McGuire Road and Poleline Avenue will be widened, and both will have multi-use paths. Mr. Dobler testified that R1 is compatible, it fits in with the neighborhood, and R-1 is an enabling zone for the land uses contemplated.

Public Testimony:

The hearing was opened for public testimony, none was received.

Deliberations: After the public hearing was complete, the hearing was closed, and the Commission moved to deliberations to discuss their interpretation of the information presented both orally and in the written record and to apply that information to the criteria in City Code section 18.20.100.

C. EVALUATION OF APPROVAL CRITERIA FOR INITIAL ZONING:

C1. Is the proposed zoning district consistent with the Future Land Use Map and Focus Area contained in the currently adopted Post Falls Comprehensive Plan?

The applicant has requested initial zoning of Single Family Residential (R-1) on approximately 4.63-acres upon the annexation into the City of Post Falls. The Future Land Use Map designates this area as Transitional and inside the West Prairie Focus Area.

The Commission finds that the transitional area is an open-ended designation allowing for flexibility and that the proposed annexation area is located in a commercial node, but recognized that a commercial land use designation could be appropriate in that location but is not required. The Commission identified that transitional land use designation attempts to match adjacent areas and growth trends. At this location R1 is consistent with the lower density lower intensity uses east and what is likely to be higher intensity uses to the west near Pleasant View.

The Commission finds that the proposed R-1 zone is consistent with the Future Land Use map and West Prairie Focus Area.

C2. Is the proposed zoning district consistent with the goals and policies contained in the currently adopted Post Falls Comprehensive Plan that are relevant to the area under consideration?

Based on the testimony provided and the staff report, the Commission finds the requested zoning to be consistent with the following goals and policies contained in the comprehensive plan:

Goal 7: Plan for and establish types and quantities of land uses in Post Falls supporting community prosperity and fiscal health.

The Commission finds that the proposal supports diverse types of land uses through single-family housing supporting community needs.

Policy 15: Ensure that adequate land is available for future housing needs, helping serve residents of all ages, incomes and abilities through provision of diverse housing types and price levels.

This policy can be met through the requested R-1 zoning providing for existing and future housing needs.

Policy 45: Guide annexation decisions by considering:

- Master plans for water, sewer, and transportation;
- Provision of necessary rights-of-way and easements.

This policy will be furthered through the annexation and right-of-way dedications associated with this property and meeting the transportation master plan as lowering traffic congestion and improving turn lanes.

Policy 72: Support and participate in efforts to protect the high quality of water from the Rathdrum Prairie Aquifer, which provides the existing and future municipal water supply.

The requested zoning and annexation of this property furthers this policy in protecting the aquifer by removing septic systems.

C3. Does the proposed zoning district create a Demonstrable Adverse Impact upon the delivery

of services by any political subdivision providing public services within the city?

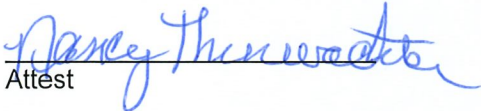
The Commission finds that political subdivisions were notified, and the city received no adverse written comments. No evidence of a demonstrable adverse impact upon the delivery of services by any other political subdivisions as provided, and as such, the Commission finds this criterion satisfied.

D. CONCLUSIONS AND RECOMMENDATIONS OF THE COMMISSION:

ANNX-24-7, INITIAL ZONING: Following the public hearing, the Planning and Zoning Commission considered all relevant evidence and comments, and a motion to recommend approval of the recommended zoning upon annexation was made, the motion passed unanimously. The Planning and Zoning Commission hereby recommends that the City Council approve the proposal, finding that it conforms to the general purpose of the comprehensive plan and meets the applicable approval criteria for the applicant's request for Single-Family Residential (R1) zoning on approximately 4.63-acres upon successful annexation of the property.

3/11/25
Date


Chairman


Attest

NOTICE OF RIGHTS:

Any affected person aggrieved by a final decision of the Planning and Zoning Commission may submit a written notice of appeal along with the required fees in accordance with the City's adopted fee schedule, to the City Clerk for appeal to the Post Falls City Council within fourteen (14) days of the date of the written decision, pursuant to Post Falls City Code 18.20.60.E

The final decision of the Planning and Zoning Commission is not a final decision for purposes of judicial review until the City Council has issued a final decision on appeal and the party seeking judicial review has requested reconsideration of that final decision as provided by Idaho Code 67-6535(2)(b), pursuant to Post Falls City Code 18.20.60.E.

Any applicant or affected person seeking judicial review of compliance with the provisions of Idaho Code Section 67-6535 must first seek reconsideration of the final decision within fourteen (14) days of such decision. Such written request must identify specific deficiencies in the decision for which reconsideration is sought.

The applicant has the right to request a regulatory taking analysis pursuant to Idaho Code Section 67-8003. Any affected person aggrieved by a final decision concerning matters identified in Idaho Code Section 67-6521(1)(a) may, within twenty-eight (28) days after all remedies have been exhausted under local ordinances, seek judicial review under the procedures provided by Chapter 52, Title 67, Idaho Code.

DEVELOPMENT AND ANNEXATION AGREEMENT

Briner Annexation

(File No. ANNEX-24-7)

THIS AGREEMENT is made this 40th day of February, 2025, by and between the **City of Post Falls**, a municipal corporation organized and existing pursuant to the laws of the State of Idaho, with its principal place of business at 408 N. Spokane Street, Post Falls, ID, and **CHRISTOPHER AND CARI BRINER**, husband and wife, 2468 W. Poleline Ave., Post Falls, ID 83854

WHEREAS, **CHRIS AND CARI BRINER**, (hereinafter the "Owner") owns a tract of land (hereinafter the "Property") adjacent to the city limits of the City of Post Falls (hereinafter the "City"), which the Owner wishes to annex and develop within the City; and

WHEREAS, the legal description and depiction of the Property is attached hereto as Exhibit "A"; and

WHEREAS, The Post Falls Planning and Zoning Commission has approved, subject to the successful completion of the annexation process, a subdivision of the Property, which is commonly known as Spyglass Estates. A copy of the approved Reasoned Decision for the Spyglass Estates subdivision is attached hereto as Exhibit "B"; and

WHEREAS, the Mayor and City Council of the City have determined it to be in the best interests of the City to annex the Property subject to the Owner performing the covenants and conditions in this Agreement.

NOW THEREFORE, IN CONSIDERATION of the covenants and conditions set forth herein, the parties agree as follows:

ARTICLE I: PURPOSE AND DESCRIPTION OF PROPERTY

- 1.1. Purpose: Owner enters into this Agreement in order to obtain annexation of the Property while the City seeks to obtain partial mitigation of the impacts of annexation of the Property on the City. Owner acknowledges that City has no duty to annex the Property and that the promises of Owner contained in this Agreement are an inducement for City to do so. The term "Owner" includes any successor in interest in the Property.
- 1.2. Description of the Property: The Property is generally located at 2468 W. Poleline Ave. and is more particularly described in Exhibit "A".

ARTICLE II: STANDARDS

- 2.1. Construct to City Standards: Owner agrees that all improvements required by this Agreement or by City codes will be built to City standards or to the standards of any public agency

providing service to the Property. Owner agrees to adhere to all City policies and procedures; including, but not limited to sanitary sewer improvements, water lines, fire hydrants, parks, flood works, storm water management, curbs, sidewalks, street trees, streetlights, pedestrian/bicycle facilities and roads. Such policies include extending utility lines in a manner acceptable to the City to make service available to adjoining lands and limitations on gaining site access from arterial and collector roadways (including the KMPO Critical Access Corridor Policy).

- 2.2. Applicable Standards: Owner agrees that all laws, standards, policies, and procedures regarding public improvement construction that the Owner is required to comply with or otherwise meet pursuant to this Agreement or City codes are those in effect when construction is commenced. If Owner fails to comply with applicable laws in the course of constructing improvements, public or otherwise, on the Property, the Owner consents to the City withholding further development approvals for the Property including, but not limited to, building permits, certificates of occupancy, site plan approval, and subdivision approval until such compliance is attained. Owner waives, on behalf of itself and its successors in interest, any and all claims against the City relating to the City withholding development approval as authorized by this Section.
- 2.3. Inspection and Testing: Owner agrees that it will retain the services of a civil engineer, licensed by the State of Idaho, to perform construction inspection and testing during the construction of all public improvements on the Property. Owner agrees to provide copies of all field inspection reports and test results to the City Engineer accompanied by a certification that the improvements have been installed in compliance with applicable City requirements prior to requesting that the City accept the public improvements for ownership and maintenance. The inspection, testing and certification reports must be provided at no cost to the City. Owner agrees that a representative of the City must be present at the pressure testing of water mains and sanitary sewer mains. Owner agrees to provide the City with at least twenty-four (24) hours-notice before such testing.
- 2.4. As-Built Drawings: Owner agrees to provide accurate “as-built” drawings of public improvements to the City within thirty (30) days of the date of substantial completion of construction of any public improvement on the Property. If as-builts are not provided as required by this Agreement, the Owner agrees that the City may withhold further development approvals for the Property as provided in Section 2.2 and waives, on behalf of itself and its successors in interest, any and all claims against the City relating to the City withholding development approvals. The Owner understands and agrees that the City will not accept public improvements for maintenance or allow occupancy of constructed improvements on the Property until accurate “as-builts” are provided and until planned improvements have complied with the inspection requirements contained in Section 2.3 and have been accepted for public maintenance or approved for private use.
- 2.5. Compliance with Conditions of Approval: The conditions of approval for the subdivision of the Property attached as Exhibit “B” are expressly incorporated into this Agreement as binding provisions. As such, Owner specifically agrees to fulfill each condition of approval as if each condition were specifically enumerated in this Agreement.

ARTICLE III. UTILITIES AND PUBLIC SERVICES

- 3.1. Water: Owner agrees to use a public water supply system for any development of the Property and to pay all required fees and charges including all connection and/or capitalization charges generally applicable at the time service is requested. If water service cannot be obtained from a public water supply system that has the legal authority to provide service to the Property, the Owner may seek to obtain water service from any lawful source whether public or private beginning 90 days after the date that the Owner requested water service from each public water supply system that has legal authority to serve the Property.
- 3.1.1. Water Rights: Prior to commencement of development of the Property, Owner agrees to grant, in a form acceptable to the grantee, to the public water supply system agreeing to provide water service to the Property all water rights associated with the Property in order to assure that the public water supply system has adequate water rights to supply domestic water to the Property.
- 3.2. Wastewater Reclamation: The Owner agrees to use the Post Falls Sanitary Sewer system for all development of the Property and to be responsible for all required fees and charges including all connection and/or capitalization charges generally applicable at the time service is requested. Sanitary sewer service will be provided in accordance with rules and regulations of the City. The City does not warrant that sanitary sewer capacity will be available at the time Owner requests connection to the sanitary sewer system. If sanitary sewer capacity cannot be assured within 180 days of the date that service is requested by the Owner, the Owner is authorized to provide service by resorting to any lawful public or private alternative so long as legal requirements can be met.
- 3.2.1. Connection of Existing Structure to Sanitary Sewer Infrastructure: Any existing structures located on the Property at the time of this Agreement that are serviced by a septic system must be connected to the Post Falls Sanitary Sewer system or removed from the Property at the time of any development on the Property and the existing septic system abandoned in compliance with all legal requirements. Owner is solely responsible for the costs of connecting to the sanitary sewer and abandoning the septic system.
- 3.3. Maintenance of Private Sanitary Sewer and Water Lines: The Owner acknowledges that the City is not responsible for maintenance of any private sanitary sewer lines or water lines, including appurtenances, within the Property.
- 3.4. Size of Water and Sewer Mains: The Owner agrees that sizes for on-site water mains will be determined by the City with no reimbursement for oversizing up to and including 12" mains. The Owner agrees to provide on-site sewer lines sized to accommodate the projected flows from the Property and from any upstream property, with no reimbursement for oversizing.
- 3.5. Garbage Collection: The Owner agrees that upon the expiration of the term of any contract to provide garbage collection services to the Property, that the Owner will begin using the garbage collection service in effect with the City of Post Falls.

ARTICLE IV. PUBLIC PROPERTY DEDICATIONS

- 4.1. Rights of Way and Easements: As partial consideration for this Agreement, Owner agrees to dedicate the following grants of rights of way and easements to the City at the time of execution of this Agreement:
- 4.1.1. By grant of easement in a form acceptable to the City, Owner will grant a 15-foot wide easement along Poleline Avenue to include utilities, sidewalks, and storm drainage.
- 4.1.2. By grant of right-of-way in a form acceptable to the City, Owner will dedicate additional rights-of-way along Poleline Avenue for a total half-road right of way width of 55 feet measured from the existing section line in Poleline Avenue.
- 4.1.3. By grant of easement in a form acceptable to the City, Owner will grant a 15-foot wide easement along McGuire Road to include utilities, sidewalks, and storm drainage.
- 4.1.4. By grant of right-of-way in a form acceptable to the City, Owner will dedicate additional rights-of-way along McGuire Road for a total half-road right of way width of 55 feet measured from the existing section line in McGuire Road.
- 4.2. No Impact Fee for Dedication: Owner agrees that it is not entitled to any credit towards the payment of the City's then currently adopted Impact Fees as a result of its dedication of street right way and easements. As such, Owner waives, on behalf of itself and its successors in interest, any and all claims it may have against the City for not granting an Impact Fee credit relating to the dedication of rights of way and easements as provided in this article. The parties agree that this agreement is entered into in good faith by both parties and is intended to comply with Idaho Code 67-8209(4).

ARTICLE V. CONSIDERATION/FEEES

- 5.1. Owner's Consideration: In addition to other consideration contained in this Agreement, Owner agrees to provide specific consideration to the City in the amounts and at the times specified in this Article. The sums specified are deemed by the parties to be reasonable in exchange for benefits provided by the City to the Owners' use and development of the Property, including, but not limited to; public safety, street services, police equipment, community and traffic planning. The following consideration may be used in any manner that the City, in its sole discretion decides.
- 5.2. Annexation Fee: Prior to issuance of a permit for any development on the Property, the Owner, or their successors in interest, must pay the appropriate annexation fee in effect at the time of the issuance of the permit as adopted by the City Council by resolution.
- 5.3. No Extension of Credit: The parties, after careful consideration of the actual burdens on the City, have agreed to a specific timeline in which those burdens will occur. This Article anticipates specific payment at a specific date and is in no manner a loan of services or an extension of credit by the City.
- 5.4. Other Fees: Additionally, the Owner agrees to pay all required fees and charges including but not necessarily limited to water hook-up fee(s), water connection (capitalization) fee(s), sanitary sewer connection (capitalization) fee(s) and building permit fees and any applicable

impact fees that may be imposed. Fees referred to in this Section are established by City ordinance and/or resolution and arise independent of this Agreement.

- 5.5. City's Consideration: Upon the proper execution and recordation of this Agreement, the City will prepare for passage an annexation ordinance annexing the Property. The parties agree that until the date of publication of the annexation ordinance, no final annexation of Owners' property will occur.

ARTICLE VI. MISCELLANEOUS

- 6.1. Subdivision: The parties acknowledge that in the event the Owner desires to sell a portion of the Property rather than the Property as a whole, that a plat may be necessary. Owner agrees that in the event a plat is necessary, Owner will submit a proper subdivision plat and comply with the subdivision ordinance in effect at the time of the desired division.
- 6.2. De-annexation: Owner agrees that in the event the Owner fails to comply with the terms of this Agreement, defaults, or is otherwise in breach of this Agreement, the City may de-annex the Property and terminate utility services without objection from owners, assigns or successors in interest of such portions of the Property as the City in its sole discretion decides. Owner waives, on behalf of itself and any successors in interest, any claims it may have against the City for de-annexing the Property as allowed by this Section.
- 6.3. Owner to Hold City Harmless: The Owner further agrees it will indemnify, defend (in the City's sole option, and hold the City harmless from any and all causes of action, claims and damages that arise, may arise, or are alleged, as a result of the Owner's development, operation, maintenance, and use of the Property. Owner further agrees to pay City's legal costs, including reasonable attorney fees in the event this annexation is challenged in a court of law. Payment for City's legal costs will be remitted within thirty (30) days after receipt of invoice from the City for legal expenses.
- 6.4. Time is of the Essence: Time is of the essence in this Agreement.
- 6.5. Merger and Amendment: All promises and prior negotiations of the parties' merge into this Agreement and the representations, warranties, covenants, conditions and agreements of the parties contained in the Agreement shall survive the acceptance of any deeds and/or easements. The parties agree that this Agreement may only be amended by a written instrument that is signed by both parties. The parties agree that this Agreement will not be amended by a change in law.
- 6.6. Effect on City Code: The parties agree that Agreement is not intended to replace any other requirement of City Code and that its execution does not constitute a waiver of requirements established by City ordinance or other applicable provisions of law.
- 6.7. Recordation: The Owner agrees this Agreement will be recorded by the City at the Owner's expense.
- 6.8. Section Headings: The section headings of this Agreement are for clarity in reading and not intended to limit or expand the contents of the sections to which they apply.

- 6.9. Incorporation of Recitals and Exhibits: The recitals to this Agreement and all exhibits referred to in this Agreement are incorporated herein by this reference and made a part of this Agreement.
- 6.10. Compliance with Applicable Laws: Owner agrees to comply with all applicable laws.
- 6.11. Withholding of Development Approvals for Violation of Agreement: Owner agrees, on behalf of itself and its successors in interest, that the City may withhold approval of subdivision, building permit, or any other development permit applications for any portion of the Property that does not comply with the requirements of this Agreement until such time as the development permit is amended to fully comply with the terms of this Agreement. Owner waives, on behalf of itself and its successors in interest, any and all claims Owner may have against the City relating to the City withholding development approvals and agrees to indemnify, defend at the City's sole option, and hold the City harmless from any and all claims from third parties relating to the City withholding development approvals as contemplated by this Section.
- 6.12. Covenants Run with the Land: The covenants contained herein to be performed by the Owner are binding upon the Owner and Owner's heirs, assigns and successors in interest, and shall be deemed to be covenants running with the land.
- 6.13. Promise of Cooperation: Should circumstances change, operational difficulties arise or misunderstandings develop, the parties agree to meet and confer at the request of either party to discuss the issue and proposed solutions. Further, each party agrees not to bring a claim, initiate other legal action or suspend performance without meeting directly with the other party regarding the subject matter of the disagreement and if the parties cannot amicably resolve the disagreement, retain a mediator, acceptable to both parties, to mediate a solution to the disagreement.
- 6.14. Severability: Should any provision of this Agreement be declared invalid by a court of competent jurisdiction the remaining provisions continue in full force and effect and must be interpreted to effectuate the purposes of the entire Agreement to the greatest extent possible.
- 6.15. Enforcement - Attorney's Fees: Should either party require the services of legal counsel to enforce compliance with the terms of this Agreement, the prevailing party will be entitled to its reasonable attorney's fees and related costs of enforcement.
- 6.16. Choice of Law and Venue: The parties agree that this Agreement will be interpreted in accordance with laws of the State of Idaho. The parties further agree that any lawsuit brought to enforce the terms of this Agreement must be filed in the First Judicial District of the State of Idaho in Kootenai County, Idaho and may not thereafter be removed to any other state or federal court.

IN WITNESS WHEREOF, the City of Post Falls has caused this Agreement to be executed by its Mayor and City Clerk, and the Owner has executed this Agreement to be effective the day and year first above written.

CITY OF POST FALLS

PROPERTY OWNERS

By: _____
Ronald G. Jacobson, Mayor

Attest: _____
Shannon Howard, City Clerk

By: _____
Christopher Briner

By: _____
Cari Briner

ACKNOWLEDGEMENTS

STATE OF IDAHO)
: ss
County of Kootenai)

On this _____ day of _____, 20____, before me, a Notary for the State of Idaho, personally appeared **Ronald G. Jacobson and Shannon Howard** known, or identified to me to be the **Mayor** and **City Clerk**, respectively of the City of Post Falls, Kootenai County, Idaho, executing the herein instrument, and acknowledged to me that such City of Post Falls executed the same.

IN WITNESS WHEREOF, I have hereto set my hand and affixed my official seal the date and year in this certificate first above written.

Notary Public for the State of Idaho
Residing at: _____
Commission Expires: _____

(Stamp above)

OWNER/DEVELOPER

STATE OF IDAHO)
 :SS
County of Kootenai)

This record was acknowledged before me on this 26th day of February, 2025, by
CHRISTOPHER BRINER.

IN WITNESS WHEREOF, I have hereto set my hand and affixed my official seal the date
and year in this certificate first above written.




Notary Public for the State of Idaho
Residing at: 2000 S. Main St.
Commission Expires: 6-19-30

STATE OF IDAHO)
 :SS
County of Kootenai)

This record was acknowledged before me on this 26th day of February, 2025, by
CARI BRINER.

IN WITNESS WHEREOF, I have hereto set my hand and affixed my official seal the date
and year in this certificate first above written.



(Stamp above)


Notary Public for the State of Idaho
Residing at: 2000 S. Main St.
Commission Expires: 6-19-30



EXHIBIT PA-1

POST FALLS

SCHOOL DISTRICT #273

DISTRICT OFFICE
P.O. Box 40
Post Falls, ID 83877
PHONE 208-773-1658
FAX 208-773-3218
www.pfsd.com

October 17, 2024

Robert Seale
Community Development Director
City of Post Falls
408 Spokane Street
Post Falls, ID 83854

Dear Bob,

The purpose of this letter is to restate the status and position of the Post Falls School District regarding growth within the city and school district boundaries. The Post Falls School District will continue to remain neutral regarding proposed developments and will provide additional or modified comments in a timely manner when deemed necessary.

The district has a responsibility through State statute to provide an appropriate education for every student ages 6 through 21 who attend our schools. It is also the district's responsibility to provide an adequate educational program, organizational structure, and facilities.

Though there are pros and cons for new development growth, the district will continue to provide a quality education. The district appreciates the working relationship we have with the City of Post Falls.

With the anticipated growth in future years, the district requests assistance from the Planning Department to acquire school building sites in any large proposed residential developments and support financial mitigation for smaller developments.

The enrollment status and capacity of each school for the 2024-2025 school year are listed below.

The district will review the current long-range facility plan this fall. A copy of the current plan is included with this letter.

School	2024-2025 Enrollment	Building Capacity
Greensferry Elementary	409	525
Mullan Trail Elementary	343	500
Ponderosa Elementary	469	570
Prairie View Elementary	350	525
Seltice Elementary	375	560
Treaty Rock Elementary	383	525
West Ridge Elementary	427	525
Post Falls Middle School	748	920
River City Middle School	557	750

Our school community will develop relationships, skills, and knowledge to become responsible citizens who think critically to solve problems.

Post Falls High School	1636	1800
New Vision High School	105	225

The school district looks forward to continuing the good working relationship we have with the City of Post Falls. Thank you for your support of the Post Falls School District.

Sincerely,



Dena Naccarato
Superintendent

Cc: Post Falls School District Board of Trustees
Shelly Enderud, City Administrator

Kootenai County Fire & Rescue

Fire Marshal's Office

EXHIBIT PA-2

5271 E. Seltice Way
Post Falls, ID 83854
Tel: 208-777-8500
Fax: 208-777-1569
www.kootenaifire.com

January 23, 2025

Nancy Thurwatcher
Planning Administrative Specialist
nthurwatcher@postfalls.gov

RE: Notice to Jurisdiction Response

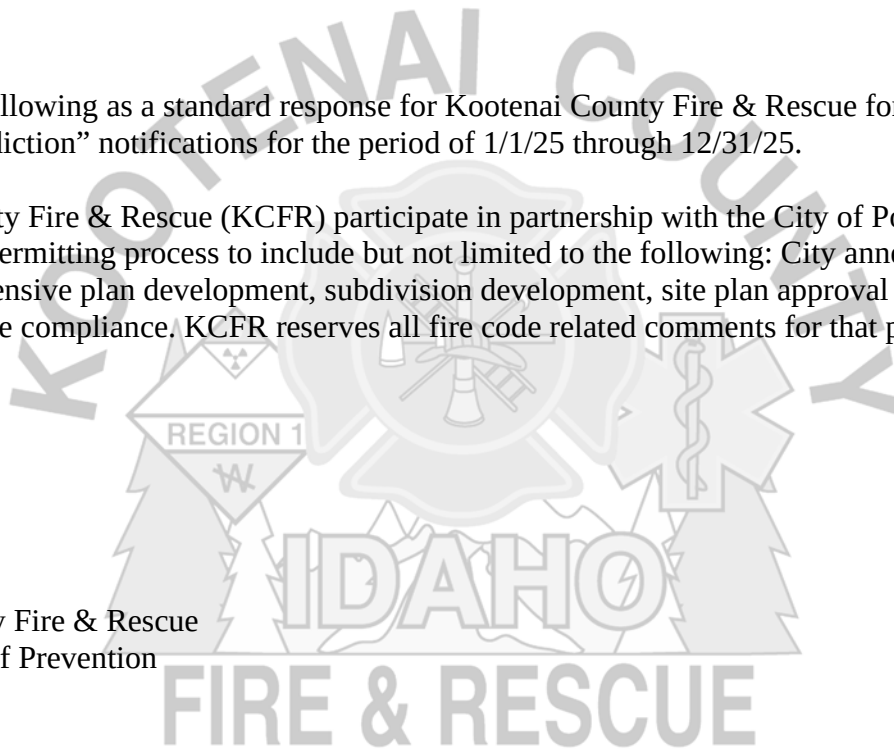
Dear Nancy,

Please use the following as a standard response for Kootenai County Fire & Rescue for all applicable "Notice to Jurisdiction" notifications for the period of 1/1/25 through 12/31/25.

"Kootenai County Fire & Rescue (KCFR) participate in partnership with the City of Post Falls throughout the review and permitting process to include but not limited to the following: City annexations, zoning issues, comprehensive plan development, subdivision development, site plan approval and building construction code compliance. KCFR reserves all fire code related comments for that process."

Respectfully,

Jeryl Archer
Kootenai County Fire & Rescue
Division Chief of Prevention
Fire Marshal



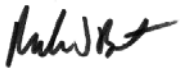
January 23rd, 2025

Nancy Thurwachter
Planning Administrative Specialist
nthurwachter@postfalls.gov

Re: Brine Annexation & Spyglass Subdivision File Nos. ANNX-24-7 & SUBD-24-9

The Police Department has reviewed the above listed annexation request and will remain Neutral on this request. The Police Department will comment further during the permitting process if approved.

Respectfully submitted,



Mark J. Brantl
Captain
Post Falls Police Department

Nancy Thurwachter

From: Martinez, Leo <Leo.Martinez@p66.com>
Sent: Thursday, January 23, 2025 10:17 AM
To: Nancy Thurwachter
Subject: Notice to Jurisdictions Brine Annexation & Spyglass Subdivision File Nos. ANNX-24-7 & SUBD-24-9
Attachments: Exhibit PH-2 NTJ Briner_PZ.pdf; YPL_229.pdf

WARNING: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Nancy,

Phillips 66 does not have any utilities within your attached vicinity. Our facilities lay on the North Side of W Poleine Ave. (Response 12850)

Leo Martinez

Associate, Operations Support • Real Estate Services

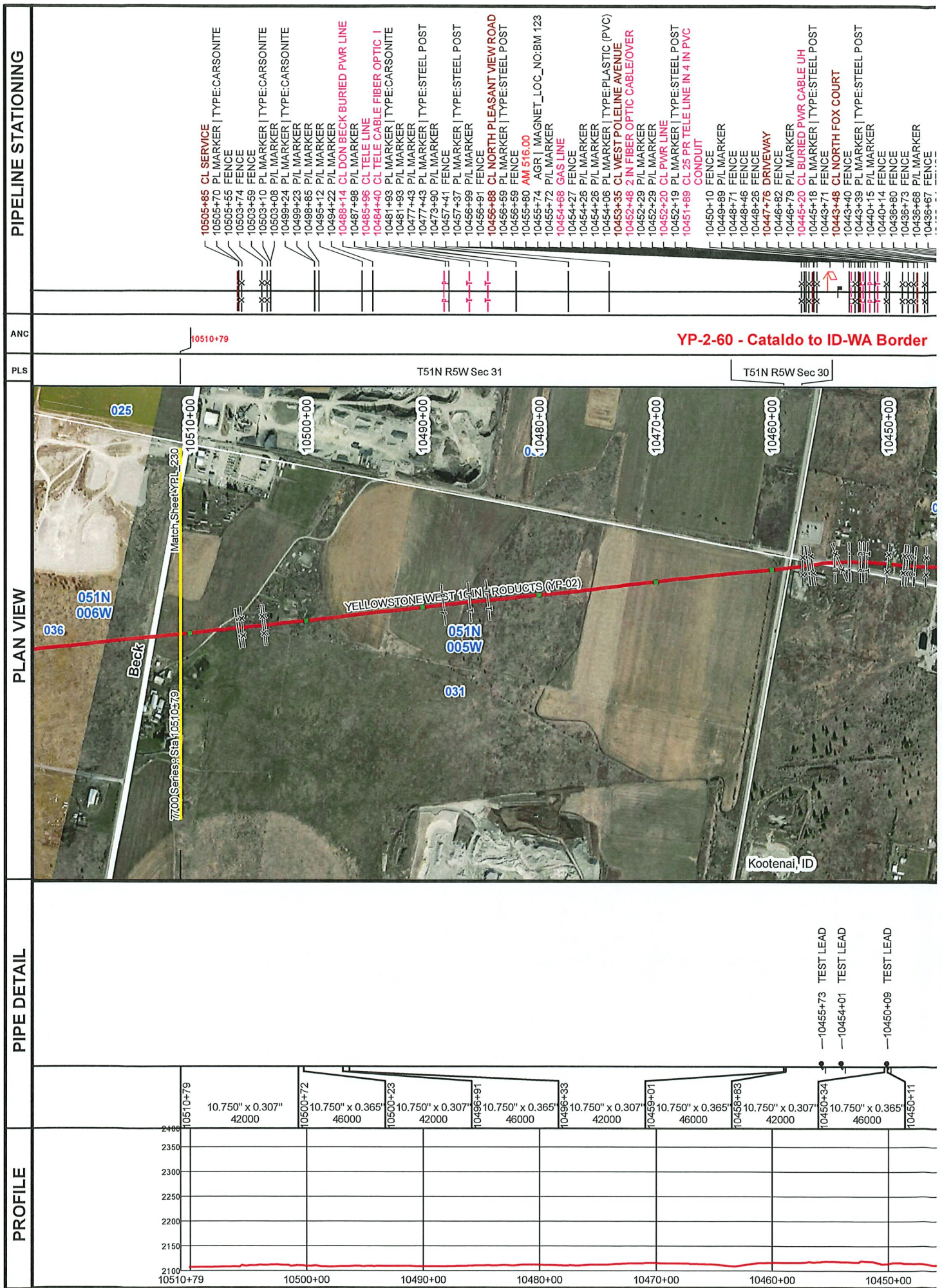
O: 805-541-8912 | M: 805-610-0307 | F: 805-538-6204
18781 El Camino Real | Atascadero, CA 93422
Leo.Martinez@phillips66.com



From: Nancy Thurwachter <nthurwachter@postfalls.gov>

Sent: Thursday, January 23, 2025 11:05 AM

To: Ali Marenau <AMarienau@kmpo.net>; Alynnette Farley <abfarley@BPA.Gov>; Amanda Raymond <arraymond@bpa.gov>; Avista <c01_Real_Estate@avistacorp.com>; Avista <cdaconst@avistacorp.com>; Ben Tarbutton <btarbutton@kcgov.us>; Carey Borchardt <carey.borchardt@charter.com>; Carolyn Bostick <cbostick@cdapress.com>; Carrie Ann Hewitt <carrieann.hewitt@itd.idaho.gov>; cingle@kcgov.us; Chris Way <cway@kootenaifire.com>; Christina Petit <christina@postfallschamber.com>; Christine Harmon <christine.harmon@deq.idaho.gov>; cschneider@kec.com <cschneider@kec.com>; Dan Ryan <danr@kootenaifire.com>; Dan Selden <danselden@hotmail.com>; Dan Zeck <dan@eastgreenacres.org>; Daniel Mavrinac <Daniel.Mavrinac@BNSF.com>; David Callahan <dcallahan@kcgov.us>; David Haggerty <David.Haggerty@tdstelecom.com>; dena.naccarato@sd273.com; DEQ <deqcomments@deq.idaho.gov>; Devin Weeks <dweeks@cdapress.com>; Gina Dillman <gdillman@republicservices.com>; Glen Miles <Gmiles@kmpo.net>; Gregory Ashley <gregory.Ashley@williams.com>; Jame Davis <jame.davis@intermaxteam.com>; Jason Cortes <JCortes@hbkengineering.com>; Jeff Boren <Jeffrey.Boren@charter.com>; Jeremy Hofer <jhofer@kec.com>; Jeryl Archer <jeryla@kootenaifire.com>; Jessie Holderman <JHolderman@kec.com>; John R. Price <John.Price1@charter.com>; Jordan Wirth <Jordan.T.Wirth@usps.gov>; Karen Phillips <Karen.Phillips@avistacorp.com>; Kevin Linville <kevin.linville@tdstelecom.com>; Kevin Teo <kevin.teo@ziply.com>; Kristen Rondo <krondo@phd1.idaho.gov>; Lori Cogley <lcogley@kec.com>; Lynn Sandsor <lynn.sandsor@aecom.com>; Mark Brantl <mbrantl@postfallspolice.gov>; Patton, Michael M <Michael.M.Patton@p66.com>; Owens, Dylan <Dylan.Owens@tdstelecom.com>; Panhandle Health General <ehapplications@phd1.idaho.gov>; Patricia M. Corrigan <pcorrigan@hbkengineering.com>; PFPD Admin <admin@postfallspolice.gov>; contactus@postfallshd.com; Robert Beachler <Robert.Beachler@itd.idaho.gov>; Ron Wilson <Ron@eastgreenacres.org>; Ross Point Water <rosspointwater@yahoo.com>; Ryan Goff



From: DEQ Comments <deqcomments@deq.idaho.gov>
Sent: Friday, January 24, 2025 9:12 AM
To: Nancy Thurwachter
Subject: RE: Notice to Jurisdictions Brine Annexation & Spyglass Subdivision File Nos. ANNX-24-7 & SUBD-24-9

WARNING: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Morning,

Thank you for providing the opportunity to comment. DEQ has no environmental impact comments for the project listed above at this stage of development.

Thank you,

Idaho Department of Environmental Quality
2110 Ironwood Parkway, Coeur d'Alene, Idaho 83814
Office Line: 208.769.1422
www.deq.idaho.gov

Our mission: To protect human health and the quality of Idaho's air, land, and water.

From: Nancy Thurwachter <nthurwachter@postfalls.gov>
Sent: Thursday, January 23, 2025 9:05 AM
To: Ali Marenau <AMarienau@kmpo.net>; Alynette Farley <abfarley@BPA.Gov>; Amanda Raymond <arraymond@bpa.gov>; Avista <c01_Real_Estate@avistacorp.com>; Avista <cdaconst@avistacorp.com>; Ben Tarbutton <btarbutton@kcgov.us>; Carey Borchardt <carey.borchardt@charter.com>; Carolyn Bostick <cbostick@cdapress.com>; Carrie Ann Hewitt <carrieann.hewitt@itd.idaho.gov>; cingle@kcgov.us; Chris Way <cway@kootenaifire.com>; Christina Petit <christina@postfallschamber.com>; Christine Harmon <Christine.Harmon@deq.idaho.gov>; cschneider@kec.com <cschneider@kec.com>; Dan Ryan <danr@kootenaifire.com>; Dan Selden <danselden@hotmail.com>; Dan Zeck <dan@eastgreenacres.org>; Daniel Mavrinac <Daniel.Mavrinac@BNSF.com>; David Callahan <dcallahan@kcgov.us>; David Haggerty <David.Haggerty@tdstelecom.com>; dena.naccarato@sd273.com; DEQ Comments <deqcomments@deq.idaho.gov>; Devin Weeks <dweeks@cdapress.com>; Gina Dillman <gdillman@republicservices.com>; Glen Miles <Gmiles@kmpo.net>; Gregory Ashley <gregory.Ashley@williams.com>; Jame Davis <jame.davis@intermaxteam.com>; Jason Cortes <JCortes@hbkengineering.com>; Jeff Boren <Jeffrey.Boren@charter.com>; Jeremy Hofer <jhofer@kec.com>; Jeryl Archer <jeryla@kootenaifire.com>; Jessie Holderman <JHolderman@kec.com>; John R. Price <John.Price1@charter.com>; Jordan Wirth <Jordan.T.Wirth@usps.gov>; Karen Philips <Karen.Phillips@avistacorp.com>; Kevin Linville <kevin.linville@tdstelecom.com>; Kevin Teo <kevin.teo@ziply.com>; Kristen Rondo <krondo@phd1.idaho.gov>; Lori Cogley <lcogley@kec.com>; Lynn Sandsor <lynn.sandsor@aecom.com>; Mark Brantl <mbrantl@postfallspolice.gov>; Mike Patton <Michael.m.patton@p66.com>; Owens, Dylan <Dylan.Owens@tdstelecom.com>; Panhandle Health General <ehapplications@phd1.idaho.gov>; Patricia M. Corrigan <pcorrigan@hbkengineering.com>; PFPD Admin

From: [Robert Beachler](#)
To: [Nancy Thurwachter](#)
Subject: RE: Notice to Jurisdictions Brine Annexation & Spyglass Subdivision File Nos. ANNX-24-7 & SUBD-24-9
Date: Wednesday, January 29, 2025 8:12:11 AM
Attachments: [image001.png](#)

WARNING: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

No Comment from the Idaho Transportation Department.

Robert Beachler
District 1 Planning Program Manager
Idaho Transportation Department
600 W. Prairie Ave
Coeur d'Alene, ID 83815
robert.beachler@itd.idaho.gov
(208) 772-1216
Office Hours M-TH 6-4:30

From: Nancy Thurwachter <nthurwachter@postfalls.gov>
Sent: Thursday, January 23, 2025 9:05 AM
To: Ali Marenau <AMarienau@kmpo.net>; Alynnette Farley <abfarley@BPA.Gov>; Amanda Raymond <arraymond@bpa.gov>; Avista <c01_Real_Estate@avistacorp.com>; Avista <cdaconst@avistacorp.com>; Ben Tarbutton <btarbutton@kcgov.us>; Carey Borchardt <carey.borchardt@charter.com>; Carolyn Bostick <cbostick@cdapress.com>; Carrie Ann Hewitt <CarrieAnn.Hewitt@itd.idaho.gov>; cingle@kcgov.us; Chris Way <cway@kootenaifire.com>; Christina Petit <christina@postfallschamber.com>; Christine Harmon <christine.harmon@deq.idaho.gov>; cschneider@kec.com <cschneider@kec.com>; Dan Ryan <danr@kootenaifire.com>; Dan Selden <danselden@hotmail.com>; Dan Zeck <dan@eastgreenacres.org>; Daniel Mavrinac <Daniel.Mavrinac@BNSF.com>; David Callahan <dcallahan@kcgov.us>; David Haggerty <David.Haggerty@tdstelecom.com>; dena.naccarato@sd273.com; DEQ <deqcomments@deq.idaho.gov>; Devin Weeks <dweeks@cdapress.com>; Gina Dillman <gdillman@republicservices.com>; Glen Miles <Gmiles@kmpo.net>; Gregory Ashley <gregory.Ashley@williams.com>; Jame Davis <jame.davis@intermaxteam.com>; Jason Cortes <JCortes@hbkengineering.com>; Jeff Boren <Jeffrey.Boren@charter.com>; Jeremy Hofer <jhofer@kec.com>; Jeryl Archer <jeryla@kootenaifire.com>; Jessie Holderman <JHolderman@kec.com>; John R. Price <John.Price1@charter.com>; Jordan Wirth <Jordan.T.Wirth@usps.gov>; Karen Philips <Karen.Phillips@avistacorp.com>; Kevin Linville <kevin.linville@tdstelecom.com>; Kevin Teo <kevin.teo@ziply.com>; Kristen Rondo <krondo@phd1.idaho.gov>; Lori Cogley <lcogley@kec.com>; Lynn Sandsor <lynn.sandsor@aecom.com>; Mark Brantl <mbrantl@postfallspolice.gov>; Mike Patton <Michael.m.patton@p66.com>; Owens, Dylan <Dylan.Owens@tdstelecom.com>; Panhandle

Health General <ehapplications@phd1.idaho.gov>; Patricia M. Corrigan <pccorrigan@hbkengineering.com>; PFPD Admin <admin@postfallspolice.gov>; contactus@postfallshd.com; Robert Beachler <Robert.Beachler@itd.idaho.gov>; Ron Wilson <Ron@eastgreenacres.org>; Ross Point Water <rosspointwater@yahoo.com>; Ryan Goff <ryan.goff@tdstelecom.com>; Scott Morton <smorton@republicservices.com>; Sherman <Sherman@cdagarbage.com>; Tom kearns <tkearns@idl.idaho.gov>; Tom Murn <Tom.Murn@ZiPLY.com>; URA <postfallsura@gmail.com>

Cc: Anna Staal <astaal@postfalls.gov>; Bobby Wilhelm <bobby@bobbywilhelm.com>; Christopher Gabbert <cgabbert@postfalls.gov>; Dave Fair <dfair@postfalls.gov>; Field Herrington <fherrington@postfalls.gov>; James Steffensen <James.steffensen@yahoo.com>; Jason Faulkner <jfaulkner@postfalls.gov>; Jennifer Poindexter <jpoindexter@postfalls.gov>; John Beacham <jbeacham@postfalls.gov>; Jon Manley <jmanley@postfalls.gov>; Justin Miller <jmiller@postfalls.gov>; Kelly Russell <krussell@postfalls.gov>; Kibbee Walton <kibbee@artisanportrait.com>; Media Center <mediacenter@postfalls.gov>; Nancy Hampe <nancyradiantlake@gmail.com>; Naomi Tierney <ntierney@postfalls.gov>; Preston Hill <prestonh@postfalls.gov>; Ray Kimball <rkimball@whipplece.com>; Rob Palus <rpalus@postfalls.gov>; Robert Seale <rseale@postfalls.gov>; Ross Schlotthauer <ross@burlyproducts.com>; Shannon Howard <showard@postfalls.gov>; Shelly Enderud <senderud@postfalls.gov>; Stephanie Herman <sherman@postfalls.gov>; Tisha Gallop <tgallop@postfalls.gov>; Vicky Jo Carey <vjcarey@aol.com>; Wade Meyer <wmeyer@postfalls.gov>; Warren Wilson <wwilson@postfalls.gov>

Subject: Notice to Jurisdictions Brine Annexation & Spyglass Subdivision File Nos. ANN-24-7 & SUBD-24-9

CAUTION: This email originated outside the State of Idaho network. Verify links and attachments BEFORE you click or open, even if you recognize and/or trust the sender. Contact your agency service desk with any concerns.

Please find attached the Notice to Jurisdictions for the Brine Annexation & Spyglass Subdivision File Nos. ANN-24-7 & SUBD-24-9 that is scheduled for the Planning and Zoning meeting on February 11, 2025. The draft staff report will be on the city's website shortly.

Nancy Thurwachter

Planning Administrative Specialist

408 N. Spokane Street

Post Falls, ID 83854

(208) 457-3338



Privileged / confidential information may be contained in this message. If you are not the addressee indicated in this message (or responsible for delivery of the message to such person), you may not copy or send this message to anyone. In such case, you should destroy this message and kindly notify the sender by reply e-mail. Although this email has been scanned for the possible presence of computer viruses prior to dispatch, we cannot be held responsible for any viruses or other material transmitted with, or as part of, this email without our knowledge.

Nancy Thurwachter

From: Martinez, Leo <Leo.Martinez@p66.com>
Sent: Monday, March 31, 2025 12:53 PM
To: Nancy Thurwachter
Subject: Notice to Jurisdictions Briner Annexation File No ANNX-24-7
Attachments: Exhibit PH-7 NTJ Briner_CC.pdf; YPL_228.pdf

WARNING: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Nancy,

Phillips 66 Pipeline LLC (P66) has facilities in the project area that may conflict with your proposed plans. Attached for your information, is copy of our Engineering Alignment Sheets depicting P66's pipeline facilities.

Please be sure to keep me updated as the project moves forward.
(P66 Response 12928)

Leo Martinez

Associate, Operations Support • Real Estate Services

O: 805-541-8912 | F: 805-538-6204
18781 El Camino Real | Atascadero, CA 93422
Leo.Martinez@phillips66.com

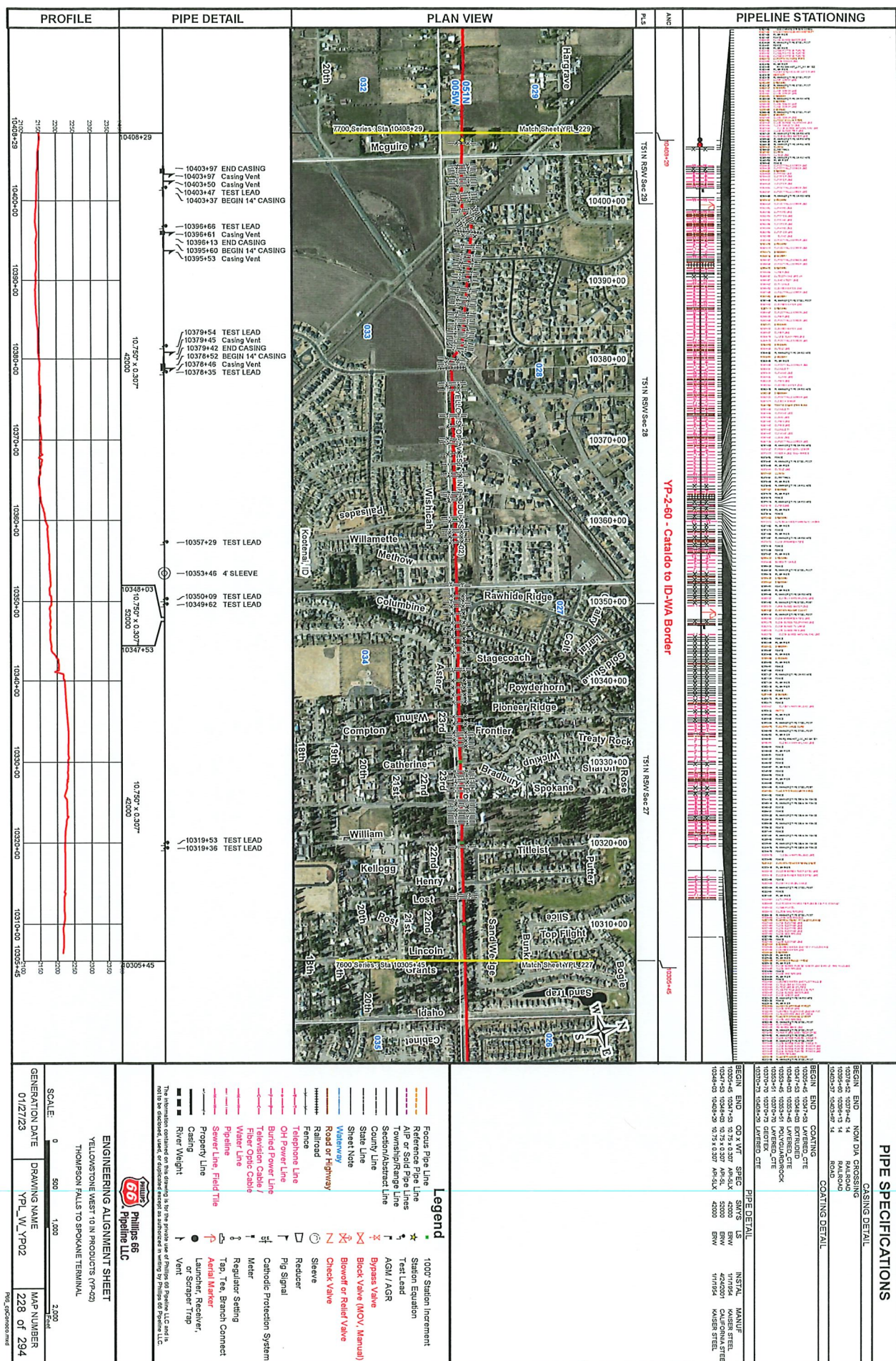


The information in this electronic message is privileged and confidential and is intended solely for the use of the individual(s) and/or entity named above, and any unauthorized disclosure, copying, distribution or taking of any action in reliance upon on the contents of these electronically transmitted materials is strictly prohibited. If you are not the intended recipient, please notify the sender immediately and destroy this message and any copies.

From: Nancy Thurwachter <nthurwachter@postfalls.gov>

Sent: Friday, March 28, 2025 3:06 PM

To: Ali Marenau <AMarienau@kmpo.net>; Alynnette Farley <abfarley@BPA.Gov>; Amanda Raymond <arraymond@bpa.gov>; Avista <c01_Real_Estate@avistacorp.com>; Avista <cdaconst@avistacorp.com>; Ben Tarbutton <btarbutton@kcgov.us>; Carey Borchardt <carey.borchardt@charter.com>; Carolyn Bostick <cbostick@cdapress.com>; Carrie Ann Hewitt <carrieann.hewitt@itd.idaho.gov>; cingle@kcgov.us; Chris Way <cway@kootenaifire.com>; Christina Petit <christina@postfallschamber.com>; Christine Harmon <christine.harmon@deq.idaho.gov>; cschneider@kec.com <cschneider@kec.com>; Dan Ryan <dandr@kootenaifire.com>; Dan Selden <danselden@hotmail.com>; Dan Zeck <dan@eastgreenacres.org>; Daniel Mavrinac <Daniel.Mavrinac@BNSF.com>; David Callahan <dcallahan@kcgov.us>; David Haggerty <David.Haggerty@tdstelecom.com>; dena.naccarato@sd273.com; DEQ <deqcomments@deq.idaho.gov>; Devin Weeks <dweeks@cdapress.com>; Gina Dillman <gdillman@republicservices.com>; Glen Miles <Gmiles@kmpo.net>; Gregory Ashley <gregory.Ashley@williams.com>; Jame Davis <jame.davis@intermaxteam.com>; Jason Cortes <JCortes@hbkengineering.com>; Jeff Boren <Jeffrey.Boren@charter.com>; Jeremy Hofer <jhofer@kec.com>; Jeryl Archer <jeryla@kootenaifire.com>; Jessie Holderman <JHolderman@kec.com>; John R. Price <John.Price1@charter.com>; Jordan Wirth <Jordan.T.Wirth@usps.gov>; Karen Philips <Karen.Phillips@avistacorp.com>; Kevin Linville



Nancy Thurwachter

From: Robert Beachler <Robert.Beachler@itd.idaho.gov>
Sent: Monday, March 31, 2025 12:02 PM
To: Nancy Thurwachter
Subject: RE: Notice to Jurisdictions Briner Annexation File No ANNX-24-7

WARNING: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

No Comment from the Idaho Transportation Department.

Robert Beachler
District 1 Planning Program Manager
Idaho Transportation Department
600 W. Prairie Ave
Coeur d'Alene, ID 83815
robert.beachler@itd.idaho.gov
(208) 772-1216
Office Hours M-TH 6-4:30

From: Nancy Thurwachter <nthurwachter@postfalls.gov>
Sent: Friday, March 28, 2025 3:06 PM
To: Ali Marenau <AMarienau@kmpo.net>; Alynnette Farley <abfarley@BPA.Gov>; Amanda Raymond <arraymond@bpa.gov>; Avista <c01_Real_Estate@avistacorp.com>; Avista <cdaconst@avistacorp.com>; Ben Tarbutton <btarbutton@kcgov.us>; Carey Borchardt <carey.borchardt@charter.com>; Carolyn Bostick <cbostick@cdapress.com>; Carrie Ann Hewitt <CarrieAnn.Hewitt@itd.idaho.gov>; cingle@kcgov.us; Chris Way <cway@kootenaifire.com>; Christina Petit <christina@postfallschamber.com>; Christine Harmon <christine.harmon@deq.idaho.gov>; cschneider@kec.com <cschneider@kec.com>; Dan Ryan <danr@kootenaifire.com>; Dan Selden <danselden@hotmail.com>; Dan Zeck <dan@eastgreenacres.org>; Daniel Mavrinac <Daniel.Mavrinac@BNSF.com>; David Callahan <dcallahan@kcgov.us>; David Haggerty <David.Haggerty@tdstelecom.com>; dena.naccarato@sd273.com; DEQ <deqcomments@deq.idaho.gov>; Devin Weeks <dweeks@cdapress.com>; Gina Dillman <gdillman@republicservices.com>; Glen Miles <Gmiles@kmpo.net>; Gregory Ashley <gregory.Ashley@williams.com>; Jame Davis <jame.davis@intermaxteam.com>; Jason Cortes <JCortes@hbkengineering.com>; Jeff Boren <Jeffrey.Boren@charter.com>; Jeremy Hofer <jhofer@kec.com>; Jeryl Archer <jeryla@kootenaifire.com>; Jessie Holderman <JHolderman@kec.com>; John R. Price <John.Price1@charter.com>; Jordan Wirth <Jordan.T.Wirth@usps.gov>; Karen Philips <Karen.Phillips@avistacorp.com>; Kevin Linville <kevin.linville@tdstelecom.com>; Kevin Teo <kevin.teo@ziply.com>; Kristen Rondo <krondo@phd1.idaho.gov>; Leo Martinez <leo.martinez@p66.com>; Lori Cogley <lcogley@kec.com>; Lynn Sandsor <lynn.sandsor@aecom.com>; Mark Brantl <mbrantl@postfallspolice.gov>; Mike Patton <Michael.m.patton@p66.com>; Owens, Dylan <Dylan.Owens@tdstelecom.com>; Panhandle Health General <ehapplications@phd1.idaho.gov>; Patricia M. Corrigan <pcorrigan@hbkengineering.com>; PFPD Admin <admin@postfallspolice.gov>; contactus@postfallshd.com; Robert Beachler <Robert.Beachler@itd.idaho.gov>; Ron Wilson <Ron@eastgreenacres.org>; Ross Point Water <rosspointwater@yahoo.com>; Ryan Goff <ryan.goff@tdstelecom.com>; Scott Morton <smorton@republicservices.com>; Tom kearns <tkearns@idl.idaho.gov>; Tom Murn <Tom.Murn@Ziply.com>; URA <postfallsura@gmail.com>
Cc: Bobby Wilhelm <bobby@bobbywilhelm.com>; Chris Schreiber <chris.schreiber@khco.com>; Dave Fair <dfair@postfalls.gov>; Field Herrington <fherrington@postfalls.gov>; Hollis Staal <hstaal@postfalls.gov>; James

From: [DEQ Comments](#)
To: [Nancy Thurwachter](#)
Subject: RE: Notice to Jurisdictions Briner Annexation File No ANN-24-7
Date: Tuesday, April 8, 2025 1:16:49 PM
Attachments: [image001.png](#)

WARNING: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Afternoon,

Thank you for providing the opportunity to comment. DEQ has no environmental impact comments for the project listed above at this stage of development.

Thank you,

Idaho Department of Environmental Quality
2110 Ironwood Parkway, Coeur d'Alene, Idaho 83814
Office Line: 208.769.1422
www.deq.idaho.gov

Our mission: To protect human health and the quality of Idaho's air, land, and water.

From: Nancy Thurwachter <nthurwachter@postfalls.gov>
Sent: Friday, March 28, 2025 3:06 PM
To: Ali Marenau <AMarienu@kmpo.net>; Alynnette Farley <abfarley@BPA.Gov>; Amanda Raymond <arraymond@bpa.gov>; Avista <c01_Real_Estate@avistacorp.com>; Avista <cdaconst@avistacorp.com>; Ben Tarbutton <btarbutton@kcgov.us>; Carey Borchardt <carey.borchardt@charter.com>; Carolyn Bostick <cbostick@cdapress.com>; Carrie Ann Hewitt <carrieann.hewitt@itd.idaho.gov>; cingle@kcgov.us; Chris Way <cway@kootenaifire.com>; Christina Petit <christina@postfallschamber.com>; Christine Harmon <Christine.Harmon@deq.idaho.gov>; cschneider@kec.com <cschneider@kec.com>; Dan Ryan <danr@kootenaifire.com>; Dan Selden <danselden@hotmail.com>; Dan Zeck <dan@eastgreenacres.org>; Daniel Mavrinac <Daniel.Mavrinac@BNSF.com>; David Callahan <dcallahan@kcgov.us>; David Haggerty <David.Haggerty@tdstelecom.com>; dena.naccarato@sd273.com; DEQ Comments <deqcomments@deq.idaho.gov>; Devin Weeks <dweeks@cdapress.com>; Gina Dillman <gdillman@republicservices.com>; Glen Miles <Gmiles@kmpo.net>; Gregory Ashley <gregory.Ashley@williams.com>; Jame Davis <jame.davis@intermaxteam.com>; Jason Cortes <JCortes@hbkengeering.com>; Jeff Boren <Jeffrey.Boren@charter.com>; Jeremy Hofer <jhofer@kec.com>; Jeryl Archer <jeryla@kootenaifire.com>; Jessie Holderman

<JHolderman@kec.com>; John R. Price <John.Price1@charter.com>; Jordan Wirth <Jordan.T.Wirth@usps.gov>; Karen Philips <Karen.Phillips@avistacorp.com>; Kevin Linville <kevin.linville@tdstelecom.com>; Kevin Teo <kevin.teo@ziply.com>; Kristen Rondo <krondo@phd1.idaho.gov>; Leo Martinez <leo.martinez@p66.com>; Lori Cogley <lcogley@kec.com>; Lynn Sandsor <lynn.sandsor@aecom.com>; Mark Brantl <mbrantl@postfallspolice.gov>; Mike Patton <Michael.m.patton@p66.com>; Owens, Dylan <Dylan.Owens@tdstelecom.com>; Panhandle Health General <ehapplications@phd1.idaho.gov>; Patricia M. Corrigan <pcorrigan@hbkengineering.com>; PFPD Admin <admin@postfallspolice.gov>; contactus@postfallshd.com; Robert Beachler <robert.beachler@itd.idaho.gov>; Ron Wilson <Ron@eastgreenacres.org>; Ross Point Water <rosspointwater@yahoo.com>; Ryan Goff <ryan.goff@tdstelecom.com>; Scott Morton <smorton@republicservices.com>; Tom Kearns <tkearns@idl.idaho.gov>; Tom Murn <Tom.Murn@Ziply.com>; URA <postfallsura@gmail.com>
Cc: Bobby Wilhelm <bobby@bobbywilhelm.com>; Chris Schreiber <chris.schreiber@khco.com>; Dave Fair <dfair@postfalls.gov>; Field Herrington <fherrington@postfalls.gov>; Hollis Staal <hstaal@postfalls.gov>; James Steffensen <James.steffensen@yahoo.com>; Jason Faulkner <jfaulkner@postfalls.gov>; Jennifer Poindexter <jpoindexter@postfalls.gov>; John Beacham <jbeacham@postfalls.gov>; Jon Manley <jmanley@postfalls.gov>; Justin Miller <jmiller@postfalls.gov>; Kelly Russell <krussell@postfalls.gov>; Kibbee Walton <kibbee@artisanportrait.com>; Naomi Tierney <ntierney@postfalls.gov>; Preston Hill <prestonh@postfalls.gov>; Ray Kimball <rkimball@whipplece.com>; Rob Palus <rpalus@postfalls.gov>; Robert Seale <rseale@postfalls.gov>; Ross Schlotthauer <ross@burlyproducts.com>; Shannon Howard <showard@postfalls.gov>; Shelly Enderud <senderud@postfalls.gov>; Stephanie Herman <sherman@postfalls.gov>; Tisha Gallop <tgallop@postfalls.gov>; Vicky Jo Carey <vjcarey@aol.com>; Wade Meyer <wmeyer@postfalls.gov>; Warren Wilson <wwilson@postfalls.gov>

Subject: Notice to Jurisdictions Briner Annexation File No ANN-24-7

CAUTION: This email originated outside the State of Idaho network. Verify links and attachments BEFORE you click or open, even if you recognize and/or trust the sender. Contact your agency service desk with any concerns.

Please find attached the Notice to Jurisdictions for the Briner Annexation File No ANN-24-7 scheduled for the City Council meeting April 15, 2025. The draft staff report will be on the city's website shortly.

Nancy Thurwachter

Planning Administrative Specialist

408 N. Spokane Street

Post Falls, ID 83854

(208) 457-3338



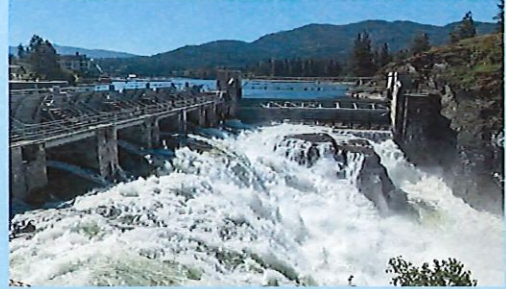
The City of Post Falls has changed our domain to POSTFALLS.GOV. Please adjust your contacts/links.

Privileged / confidential information may be contained in this message. If you are not the addressee indicated in this message (or responsible for delivery of the message to such person), you may not copy or send this message to anyone. In such case, you should destroy this message and kindly notify the sender by reply e-mail. Although this email has been scanned for the possible presence of computer viruses prior to dispatch, we cannot be held responsible for any viruses or other material transmitted with, or as part of, this email without our knowledge.

Briner Annexation

ANNX-24-7

April 15, 2025



Jon Manley – Planning Manager

1

OWNER: Chris Briner

APPLICANT: Dobler Engineering

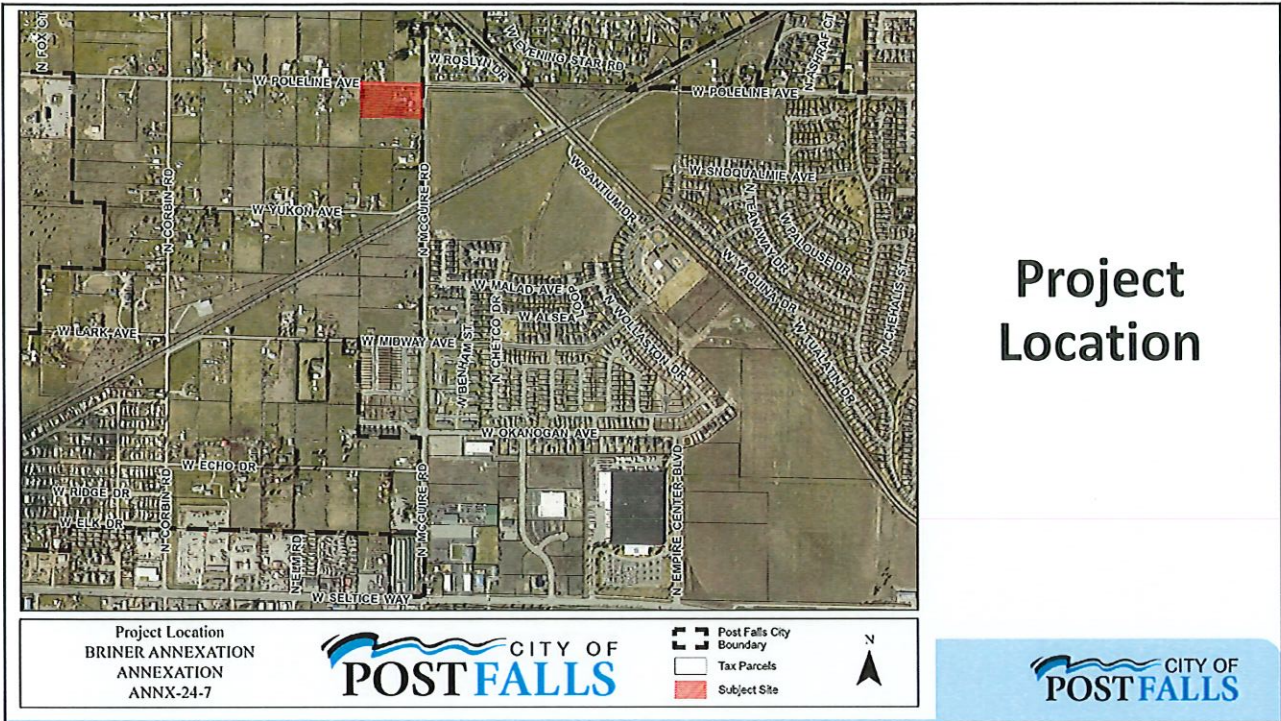
REQUESTED ACTIONS:

The applicant is asking the City Council approval to annex approximately 4.63-acres and assign the Single-Family Residential (R1) zoning to the request.

Briner Annexation

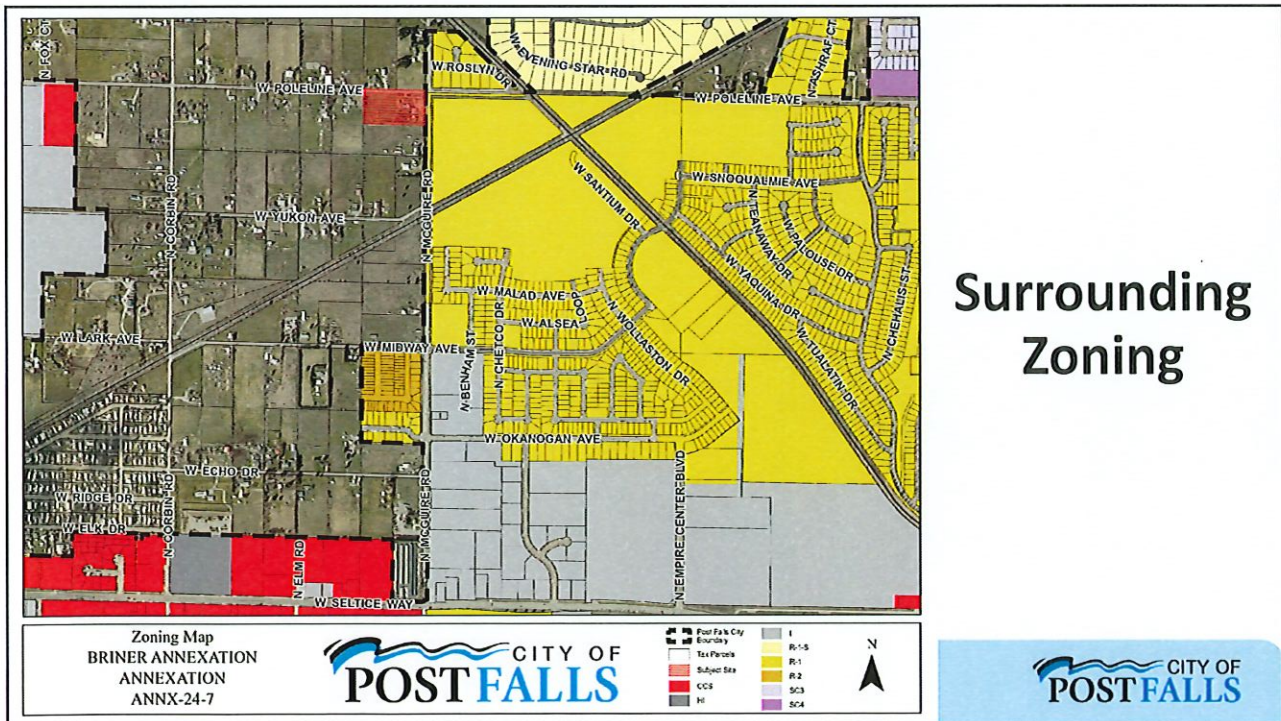


2



Project Location

3



Surrounding Zoning

4

Land Use & Site

- Currently there is a single-family use
- Over the Rathdrum Prairie Aquifer

Wastewater

- City of Post Falls
- The City has the capacity to provide service and is willing to serve to the property at the requested density
- Existing septic systems will be required to be abandoned and remaining structures to be connected to the City's Water Reclamation system

Water

- East Greenacres Irrigation District

Traffic

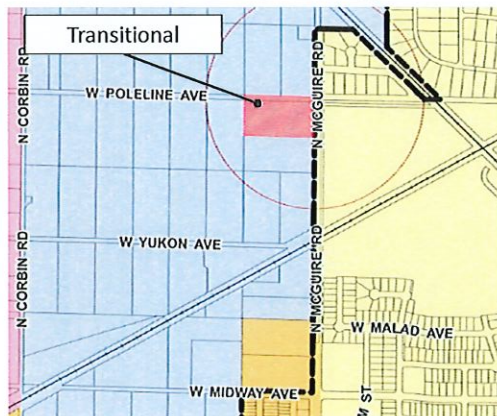
- Poleline Ave. is an arterial roadway
- McGuire Rd. is an arterial roadway
- Additional rights-of-way and easement would need to be provided as part of annexation

Additional Information



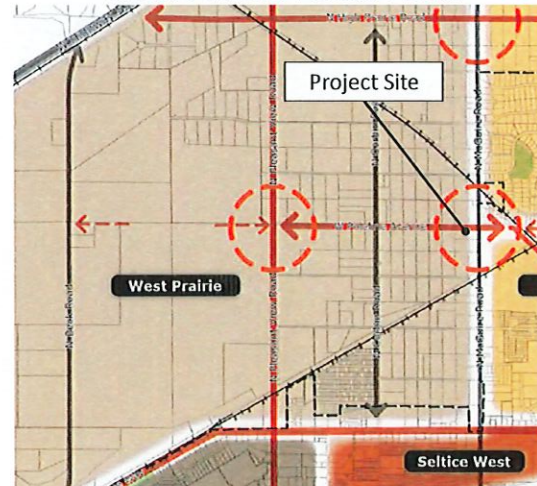
5

Future Land Use Designation



Transitional points to Focus Area for direction

West Prairie Focus Area



Future Land Use Designation/Focus Area



6

Zone Change Comprehensive Compatibility

Future Land Use Designation



Focus Area

West Prairie

Mixed residential is envisioned between McGuire Road and Corbin Road, with higher densities near commercial corridors and arterials



Comprehensive Goals

[G.01]: Grow and sustain a balanced, resilient economy for Post Falls, providing community prosperity and fiscal health

Comprehensive Policies

[P.02]: Apply or revise zoning designations with careful consideration of factors including:

- Future land use mapping;
- Compatibility with surrounding land uses;
- Infrastructure and service plans;
- Existing and future traffic patterns;
- Goals and policies of the comprehensive plan, related master plan and/or facility plans.



7

Zone Change Comprehensive Compatibility

Future Land Use Designation



Focus Area

West Prairie

Mixed residential is envisioned between McGuire Road and Corbin Road, with higher densities near commercial corridors and arterials



Comprehensive Goals

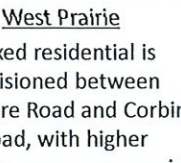
[G.06]: Maintain and improve Post Falls' transportation network, on pace and in concert with need and plan objectives

Comprehensive Policies

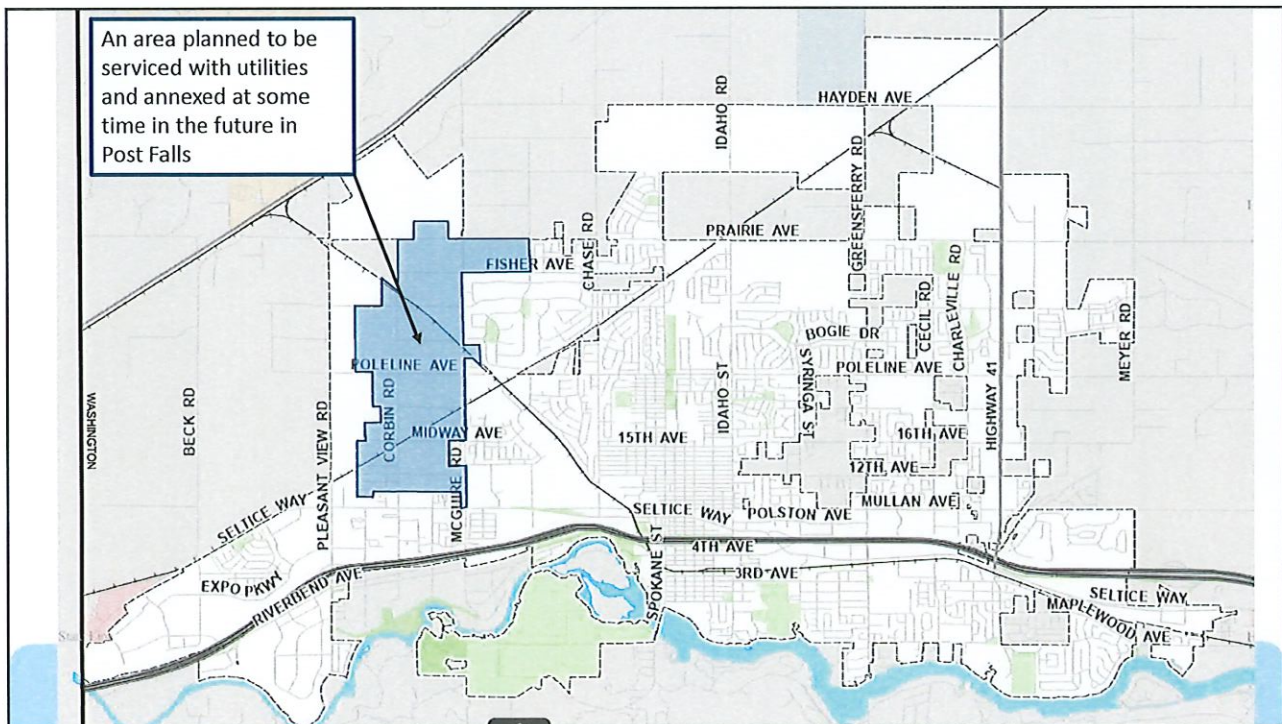
- [P.24]: Plan for and protect transportation corridors from encroachment and preserve adequate rights-of-way for future corridors including utility facilities
- [P.26]: Maintain and improve the continuity of sidewalks, trails, and bicycle paths in Post Falls.
- [P.33]: Annexation should help implement Post Falls' transportation plans, enabling completion or preserving continuity of circulatory patterns for roads and pedestrian ways

8

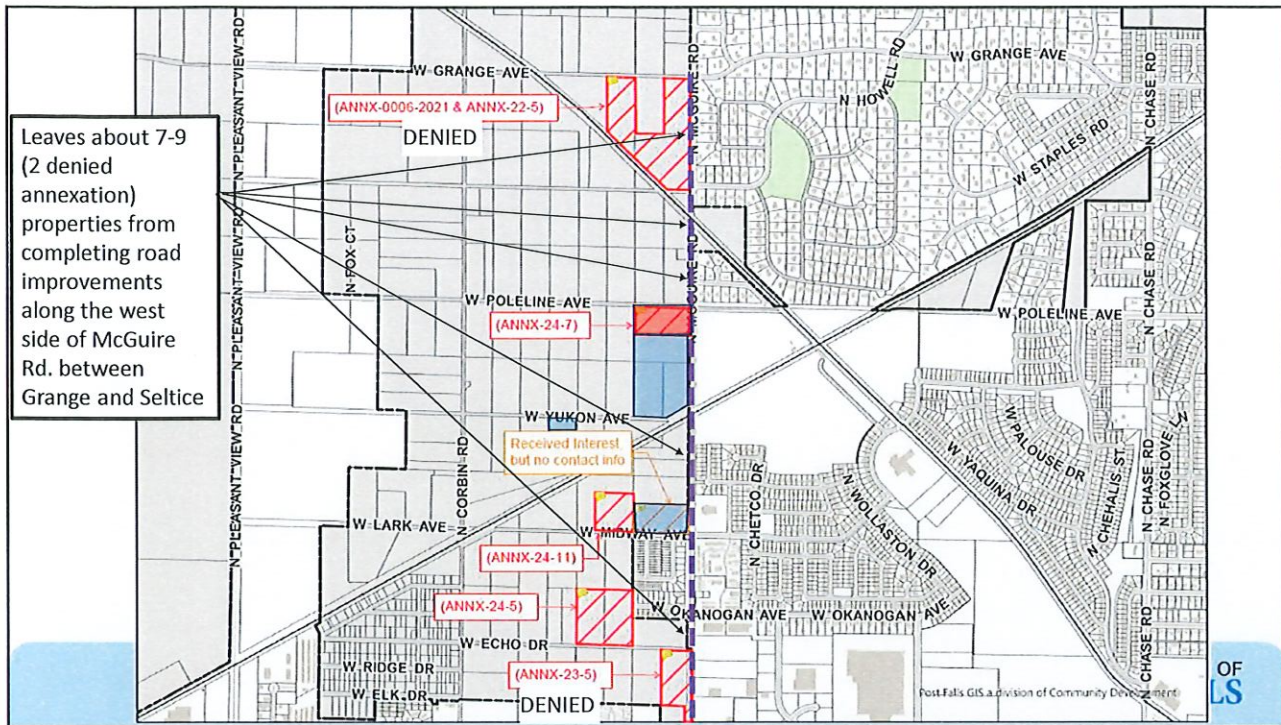
Zone Change Comprehensive Compatibility

Future Land Use Designation	Focus Area	Comprehensive Goals	Comprehensive Policies
	<u>West Prairie</u> Mixed residential is envisioned between McGuire Road and Corbin Road, with higher densities near commercial corridors and arterials 	[G.07]: Plan for and establish types and quantities of land uses in Post Falls supporting community needs and the City's long-term sustainability.	[P.15]: Ensure that adequate land is available for future housing needs, helping serve residents of all ages, incomes and abilities through provisions of diverse housing types and price levels [P.33] Annexation should help implement Post Falls' transportation plans, enabling completion or preserving continuity of circulatory patterns for roads and pedestrian ways

9



10



11

1. Is the proposed zoning district consistent with the Future Land Use Map and Focus Area contained in the currently adopted Post Falls Comprehensive Plan?
2. Is the proposed zoning district consistent with the goals and policies contained in the currently adopted Post Falls Comprehensive Plan that are relevant to the area under consideration?
3. Does the proposed zoning district create a Demonstrable Adverse Impact upon the delivery of services by any political subdivision providing public services within the city?

Zone Change Review Criteria



12

- | | |
|-----------------------------------|---------------------------------------|
| • Bonneville Power Administration | • Idaho Dept. of Lands |
| • Kootenai County Fire | • Panhandle Health |
| • PF Highway District | • NW Pipeline Corp. |
| • PF School District | • PF Post Office |
| • Avista (WWP-3) | • East Greenacres Irrigation District |
| • Dept. of Environmental Quality | • Spectrum |
| • Phillips 66 (Pipeline company) | • PF Police Department |
| • Yellowstone (Pipeline company) | • Utilities (W/WW) |
| • TransCanada GTN | • Urban Renewal Agency |
| • PF Parks & Rec | • Kootenai County Planning |
| • Kootenai Electric | • City Link |
| • Ross Point Water | • Idaho Transportation Dept. |
| • TDS | • KMPO |

Agencies Notified



13

[PA-1] Post Falls School District – Remain neutral

[PA-2] Kootenai County Fire and Rescue – Review at permitting

[PA-3] Post Falls Police Department - Remain neutral

[PA-4/PA-7] Phillips 66 (YPL) - No utilities in vicinity

[PA-5] Department of Environmental Quality – No Comment

[PA-6/PA-8] Idaho Transportation Department - No Comment

Agency Comments



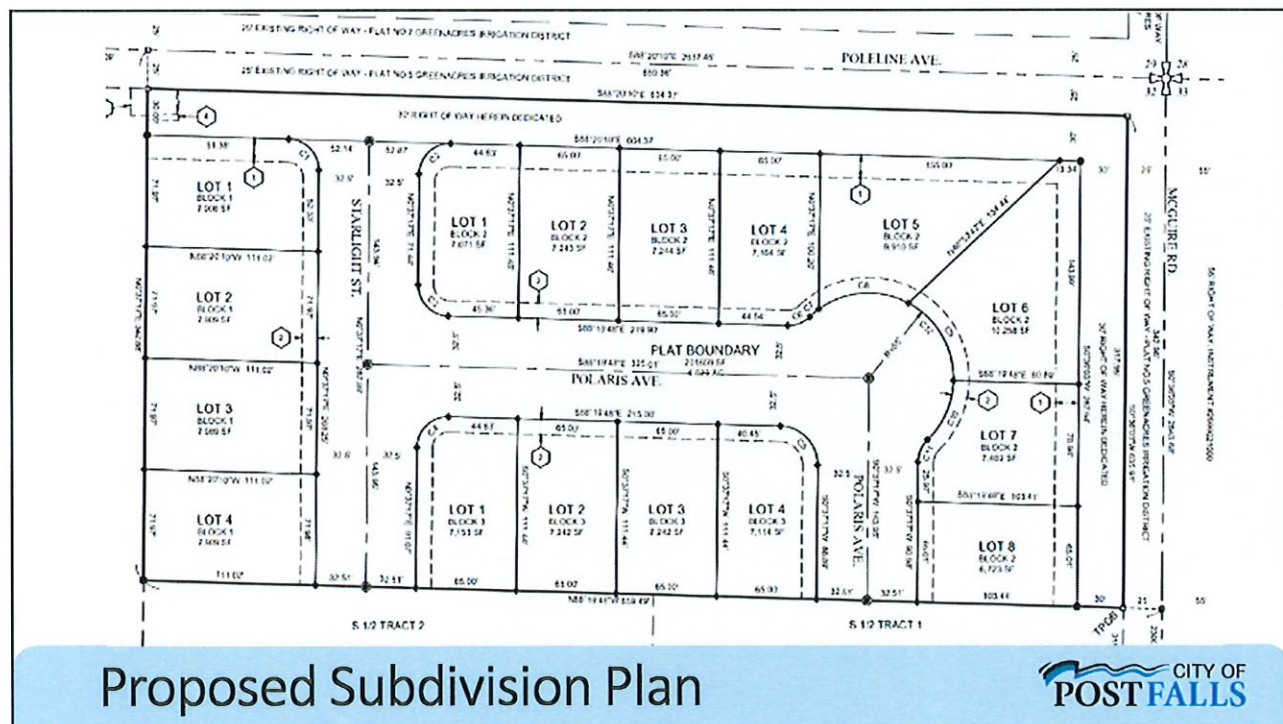
14

1. Is the proposed zoning district consistent with the Future Land Use Map and Focus Area contained in the currently adopted Post Falls Comprehensive Plan?
2. Is the proposed zoning district consistent with the goals and policies contained in the currently adopted Post Falls Comprehensive Plan that are relevant to the area under consideration?
3. Does the proposed zoning district create a Demonstrable Adverse Impact upon the delivery of services by any political subdivision providing public services within the city?

Zone Change Review Criteria



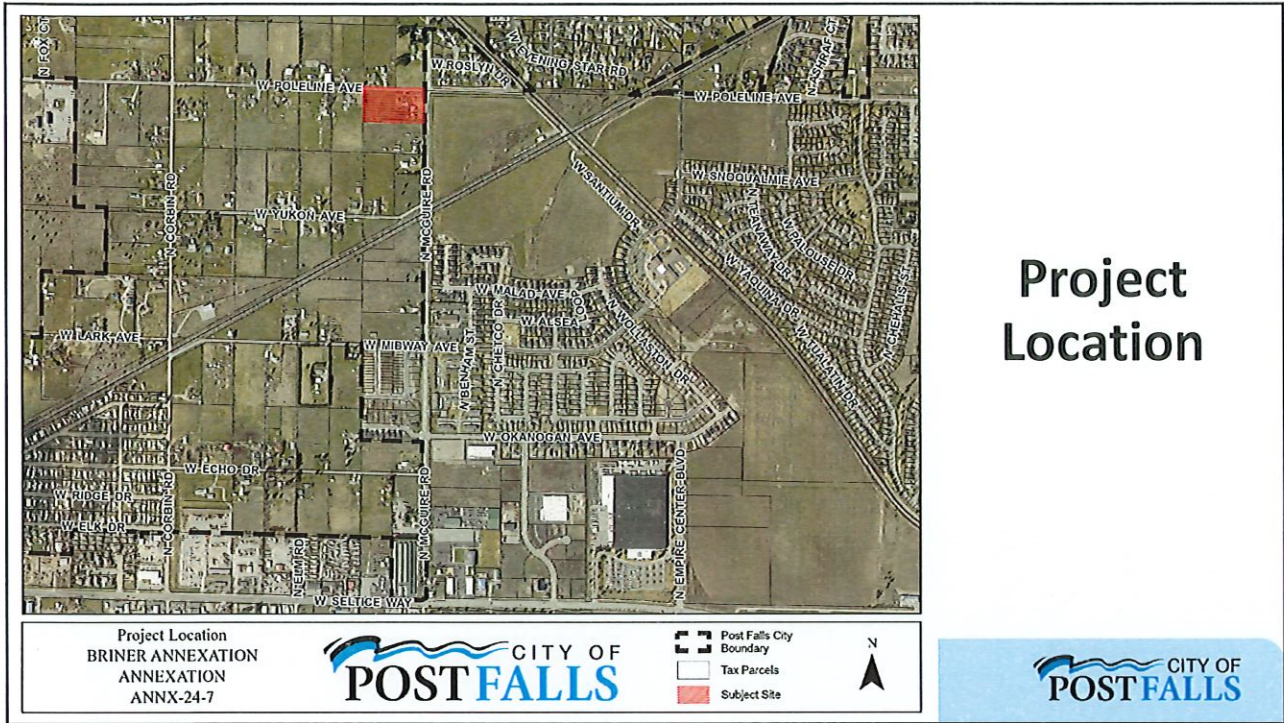
15



Proposed Subdivision Plan



16



17

**CITY OF POST FALLS
AGENDA REPORT
PUBLIC HEARINGS
MEETING DATE: 4/15/2025**

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: Jonathon Manley, Planning Manager
SUBJECT: Idaho Ranch Annexation File No. ANN-24-8

ITEM AND RECOMMENDED ACTION:

This agenda item is a public hearing on a request to annex an approximately 4.81-acre parcel (8.89 acres with the adjacent railroad rights-of-way) and the related annexation agreement. The hearing also addresses a request to zone the parcel as Single Family Residential (R-1). Staff requests that the City Council evaluate the testimony and evidence submitted during the public hearing process and determine if the Council desires to annex the proposed 4.81-acre parcel (8.89 acres with the adjacent railroad rights-of-way) and if the adopted zone change criteria have been met for zoning designation of Single Family Residential (R-1).

DISCUSSION:

The applicant, Whipple Consulting Engineers, is requesting the City Council annex an approximately 4.81-acre parcel (8.89 acres with the adjacent railroad rights-of-way), on the northern half of 7155 W. Prairie Avenue, and zone the property as Community Commercial Mxd (CCM). Annexation is a legislative process where the City Council determines whether annexing the property is in the best interest of the city. Determining the appropriate zone is a quasi-judicial decision, meaning that the City Council can only consider whether the adopted zone change criteria have been met based only on the evidence received during the hearing process. The adopted criteria are:

Annexation (Legislative):

1. Is annexation of the property in the best interest of the city?

Zone Change (Quasi-Judicial):

1. Is the proposed zoning district consistent with the Future Land Use Map and Focus Area contained in the currently adopted Post Falls Comprehensive Plan?
2. Is the proposed zoning district consistent with the goals and policies contained in the currently adopted Post Falls Comprehensive Plan that are relevant to the area under consideration?
3. Does the proposed zoning district create a Demonstrable Adverse Impact upon the delivery of services by any political subdivision providing public services within the city?

ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON:

N/A

APPROVED OR DIRECTION GIVEN:

On February 27, 2025, the Planning and Zoning Commission recommended assigning the Community Commercial Mixed (CCM) zoning designation if City Council decides to approve the proposed annexation.

FISCAL IMPACT OR OTHER SOURCE OF FUNDING:

N/A

BUDGET CODE:

N/A

ATTACHMENTS:

1. CC_ANNX-24-8 Idaho Ranch Annexation Staff Report
2. Exhibit PA-6 ITD Comment
3. Exhibit PA-7 Phillips 66 Comment
4. Exhibit PA-8 DEQ Comment_Idaho Ranch_CC
5. CC Idaho Ranch Powerpoint

**CITY OF POST FALLS
STAFF REPORT**

DATE: March 28, 2025

TO: POST FALLS PLANNING AND ZONING COMMISSION

FROM: JON MANLEY, PLANNING MANAGER • jmanley@postfalls.gov • 208-457-3344

SUBJECT: STAFF REPORT FOR THE APRIL 15, 2025, CITY COUNCIL MEETING
IDAHO RANCH ANNEXATION ANNX-24-8

INTRODUCTION:

Whipple Consulting Engineers is requesting on behalf of Jacklin Land Company, LLLP, the property owner, approval to annex approximately 8.891-acres into the City of Post Falls with a zoning request of Community Commercial Mixed (CCM). 4.81-acres is requested as part of the Idaho Ranch Annexation and the remaining approximately 4.08 acres is the adjacent railroad rights-of-way to the north (Exhibit A-2). The City Council must conduct a public hearing and review the proposed zoning as part of the annexation proposal per the Zone Change approval criteria contained in Post Falls Municipal Code Section 18.20.100. The Planning Commission forwarded a recommendation for Community Commercial Mixed (CCM) at their February 27 P&Z Meeting. The approval criteria for establishing zoning are:

1. Is the proposed zoning district consistent with the Future Land Use Map and Focus Area contained in the currently adopted Post Falls Comprehensive Plan?
2. Is the proposed zoning district consistent with the goals and policies contained in the currently adopted Post Falls Comprehensive Plan that are relevant to the area under consideration?
3. Does the proposed zoning district create a Demonstrable Adverse Impact upon the delivery of services by any political subdivision providing public services within the city?
- 4.

PROJECT INFORMATION:

Project Name / File Number: Idaho Ranch Annexation File No. ANNX-24-8

Owner(s): Jacklin Land Company, LLLP, 4752 W. Riverbend Ave, Post Falls, ID 83854

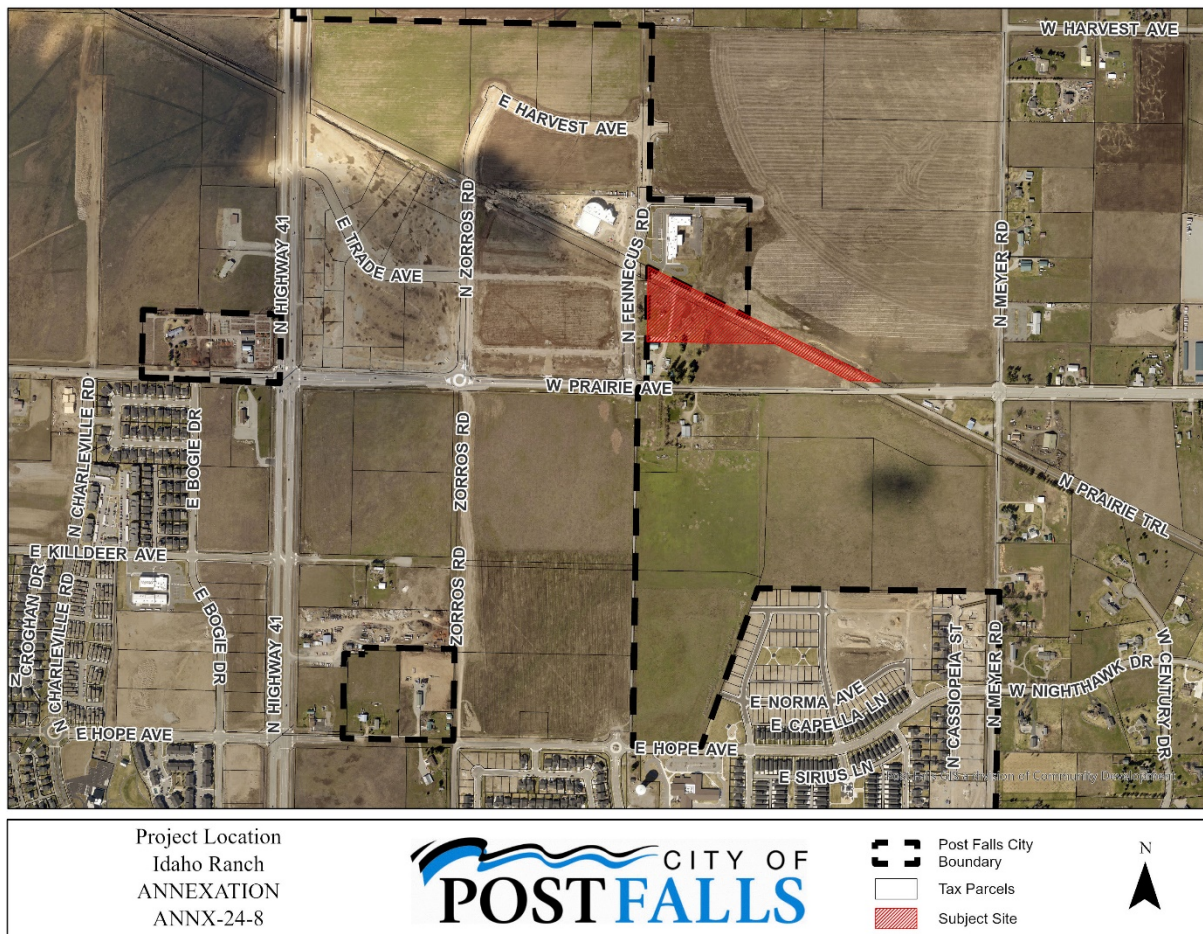
Applicant: Whipple Consulting Engineers, 21 S. Pines Road, Spokane Valley, WA 99206

Project Description: Annex approximately 4.81-acres into the City of Post Falls with a zoning request of Community Commercial Mixed (CCM)

Project Location: The subject property is located on the northern half of 7155 W. Prairie Avenue.

AREA CONTEXT (proposed site hatched in red – following page):

Area Context Vicinity Map



Surrounding Land Uses: Located adjacent to the north is old railroad right-of-way that is owned by the City of Post Falls or a trail system. Further north of the City owned property is the Kootenai Classical Academy site and a larger vacant lot being farmed. Directly west of the subject site are some smaller properties that are vacant and owned by Jacklin Land Company, LLLP. Further west across N. Fenecus Road is the Haycrop Subdivision, with undeveloped commercial lots along N. Fenecus Road south of the railroad. South of the subject site would be the remainder piece of property for 7155 W. Prairie Avenue, which is utilized as a single-family home within Kootenai County.

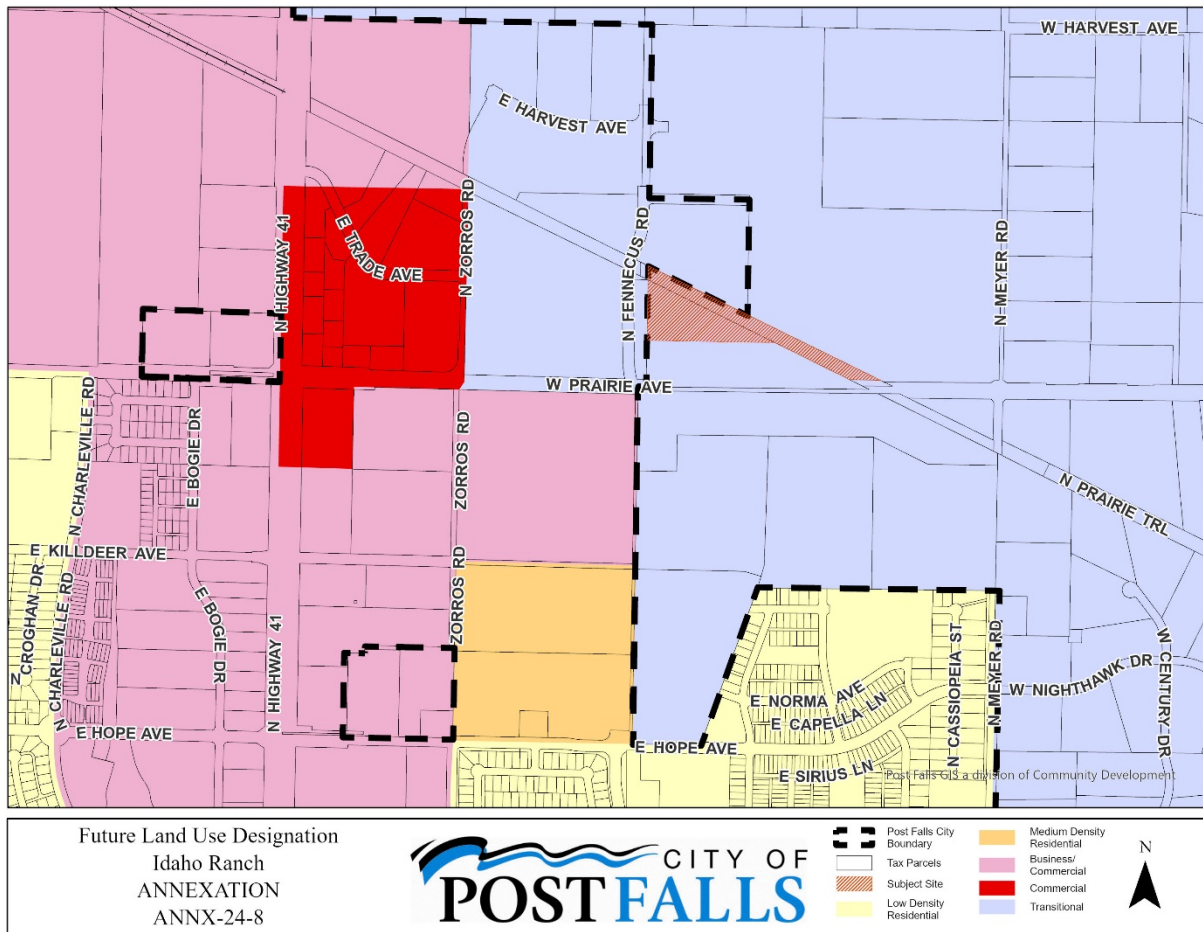
EVALUATION OF ZONING APPROVAL CRITERIA:

The following section provides the staff analysis pertaining to the Annexation Application and the establishment of zoning. The zone changes review criteria set forth within the Post Falls Municipal Code section 18.20.100 is cited below in **BOLD** with staff comments following. This review criteria provides the framework for decision making for the Planning Commission and City Council.

ZONE CHANGE REVIEW CRITERIA

1. Is the proposed zoning district consistent with the Future Land Use Map and Focus Area contained in the currently adopted Post Falls Comprehensive Plan?

The Future Land Use Map classifies this property with the land use designation of **Transitional** (See Following Image). This designation is assigned to lands suitable for growth. The timing for growth is undetermined, but guidance can be located within the associated Focused Area. Assigned zones should be compatible with adjacent zones/uses within the City and consistent with the guiding principles within the associated focus area.



The proposed annexation is located within the 41 North Focus Area, which states the following:

The Highway 41 corridor promises to rival Seltice in terms of importance as a retail, mixed-use residential, and services district. The 2016 Highway 41 Corridor Master Plan calls for the creation of "collector" and "backage roads" parallel to 41 to aid the corridor's suitability for mixed-use development. These, the plan envisions, will allow regional retail, residential and service uses to coexist, reducing reliance on large parking lots with direct access to highway lanes and easing the transition between the highway and lower-intensity residential development expected to occur to the east and west. Residential development has been predominant in recent years, and with some forecasts estimating as many as 30,000 new residents in this area by 2040, it's a trend that's likely to continue. Such growth is expected to spur commercial uses adjacent to the highway, especially at stop-controlled intersections. As with North Prairie, land values will pressure development to attract a range of residents, offering shared amenities, housing variety and neighborhood-scale services. To help enrich the future identity of 41 North, growth should include strategically located, carefully-designated land uses incorporating trails and an interconnected,

walkable street network. Post Falls recently annexed additional lands for a planned technology park to be located near the northwest corner of Highway 41 and Prairie Avenue. This feature is expected to help diversify land uses and boost demand for commercial services.

The following items affirm or guide development of key policies for this area, or suggest future action items for the 41 North focus area:

- Focus provisions for multi-family, commercial, and tech uses near higher classified roadways;
- Development should provide pedestrian connectivity to all multi-use paths and trails, including the Prairie Trail;
- Manage development patterns in the airport fly zone east of 41 and north of Prairie Avenue, coordinating with the 2018 Coeur d'Alene Airport Master Plan;
- Facilitate the creation of the "backage roads" system envisioned in the Highway 41 Corridor Master Plan, supporting appropriately-scaled commercial and mixed-use development along 41 and improving access for nearby residential uses;
- Focus provisions for commercial uses along arterial/collector streets where traffic volume exceeds 4,000 vehicles per day

Staff Comment: The reconfigured lot lines as of February 27, 2025 aligns with the proposed zoning area for Community Commercial Mixed (CCM). CCM can be seen as aligning with other zoning and future developments east of N. Highway 41 and north of W. Prairie Avenue. The Transitional designation is supported by the proposed mixed zoning and would meet the focus area for commercial uses near higher classified roadways.

- 2. Is the proposed zoning district consistent with the goals and policies contained in the currently adopted Post Falls Comprehensive Plan that are relevant to the area under consideration;**
Goals and Policies (listed by policy number) that may be relevant to this annexation request are shown below, followed by staff comments.

The following goals may or may not assist with this zone change request.

Goal 2: Maintain and improve the provision of high-quality, affordable and efficient community services in Post Falls.

Municipalities exist to provide infrastructure and services that would be impossible for individuals to provide. While pooled resources make essential services achievable, they also require strong levels of coordination and management to assure accountability and efficiency. Some actions have clear and immediate effects on resources. Other actions may be more difficult to associate with fiscal impact, but over time, may profoundly affect the costs of services – and livability of the community. This goal anchors the need for the City of Post Falls to consider the long-term cost implications and benefits of choices including land use, transportation investments, parks and recreational services, as well as other types of infrastructure – maintaining efficiency and accountability for the community it serves.

Goal 6: Maintain and improve Post Falls' transportation network, on pace and in concert with need and plan objectives.

All cities require functional, resilient transportation networks providing for the flow of people and materials. In assisting with this plan, residents urged improvements to the existing fabric and criteria that provide a full-featured street network for Post Falls, improving the efficiency, function

and value of the City. Residents also recognize the importance of transit services, as well as connectivity to regional ground, rail and air transportation systems.

Goal 7: Plan for and establish types and quantities of land uses in Post Falls supporting community needs and the City's long-term sustainability.

Cities exercise considerable influence over land use, in turn influencing the type and character of development, patterns of growth, and the short and long-term financial impact of growth on the local economy. Consequently, this plan supports the allocation of land use types, parks features and other areas sufficient to achieve overall plan objectives.

Goal 15: Maintain and Improve the City's water and sewer infrastructure, anticipating future needs regarding population and regulatory conditions.

Provision of clean, safe water and responsible treatment and disposition of wastewater are essential services for any community. Post Falls recognizes the extreme value of potable water and wastewater treatment as relates to its future, and working with all providers, pledges to manage provision of water and wastewater services, sustaining growth and community vitality.

The following policies may or may not assist with this zone change request.

Policy 2: Apply or revise zoning designations with careful consideration of factors including:

- Future land use mapping.

Staff Comment: This has been addressed in Criteria 1.

- Compatibility with surrounding land uses.

Staff Comment: Existing uses surrounding the subject site are mixed between residential, vacant, farming and public rights-of-way. The surrounding area that has been annexed has been developed primarily as commercial and would align with the subject site being commercial, or similar higher use.

- Infrastructure and service plans.

Staff Comment: Sanitary Sewer is not currently available for development of the site. A sanitary main is located adjacent to the property in Fennecus Road; however, the line current terminates at Prairie Ave. Prior to any connections to the sewer, at a minimum, the existing main would need to be extended approximately 2,000 feet southerly and connecting to the sewer main for Foxtail 10th Addition.

The City of Post Falls is currently designing and anticipating construction of sewer main repairs at the intersection of Poleline Avenue / SH41 in 2025. Upon completion of these repairs, analysis of existing flow rates at SH41 will need to be further evaluated to verify remaining line capacity and timing for long term improvements for the "Meyer Alternative" sewer main identified in the Water Reclamation Master Plan. The "Meyer Alternative" line is required for buildout conditions in the area. Missing portions of the "Meyer Alternative" include a main along Fennecus Rd. From Hope Avenue to Horsehaven Avenue, and an extension along Horsehaven Avenue from Fennecus Road to SH41. The City of Post Falls is currently collecting sewer surcharge fees with each new sewer connection for the "Meyer Alternative" line. The requested zoning is in conformance with the land use assumptions within the City's Water

Reclamation Master Plan. With the completion of identified improvements in the City's Water Reclamation System their would-be adequate capacity to provide service and the City would be willing to serve to the property at the requested density. The ability to provided service connections to the site would be determined at time of application for future development, subdivision or site plan review.

The Site is subject to the 12th Avenue Surcharge for sanitary sewer that supplements the development of sewer forcemains from the 12th Ave. Lift Station to the Water Reclamation Facility. Additionally, the site is subject to the Meyer Alternative Surcharge that supplements the development of the gravity sewer in Horsehaven Ave. and along Fennecus Rd. from Horsehaven Ave. to Early Dawn Ave.

The current rates of the referenced surcharges, per Service Unit (SU), as of October 1st 2024 are: Meyer Alternative \$837.41 and 12th Avenue Lift Station \$3,334.52. These rates increase October 1st of each year based on the Construction Cost Index, as published by the Engineering News Record. Sewer surcharges are collected at the time of site development at the rate currently in effect at the time of building permit application and with the issuance of building permits.

The Site is currently provided water service from the Ross Point Water District.

- Existing and future traffic patterns.

Staff Comment: The property's western boundary is adjacent to Fennecus Road, a classified Major Collector roadway providing connectivity to Prairie Avenue, a Principal Arterial. No additional rights-of-way or easement dedications are required for Fennecus Road.

The property additionally sits adjacent to the Prairie Trail, a regional multi-modal facility. Pedestrian and bicycle connections from the Site to the Prairie Trail would require review and approval by the City of Post Falls Parks Department at the time of future site development.

- Goals and policies of the comprehensive plan, related master plan and/or facility plans.

Staff Comment: The response to this is embedded within the analysis of this staff report.

Policy 26: Maintain and improve the continuity of sidewalks, trails, and bicycle paths in Post Falls.

Staff Comment: The subject site is located next to a trail system on the northern end of the site. Through site plan development the connection between the two will be reviewed to examine the pedestrian access.

Policy 33: Annexation should help implement Post Falls' transportation plans, enabling completion or preserving continuity of circulatory patterns for roads and pedestrian ways.

Staff Comment: The property borders Fennecus Road. Urban improvements, including bicycle and pedestrian facilities conforming with the roadways classification are in place. No improvements are required along Fennecus Road.

Policy 45: Guide annexation decisions guided by and considering:

- Master plans for water, sewer, transportation, parks, schools, and emergency services.

Staff Comment: Compliance with associated master plans has been outlined previously within this staff report. Schools and emergency services have been notified of this request and have been given the chance to comment on the request.

- Provision of necessary rights-of-way and easements.
- Staff Comment: Dedication of additional rights-of-way and associated easements have been previously addressed. None are required.
- Studies that evaluate environmental and public service factors.

Staff Comment: No known environmental studies have been conducted however Panhandle Health District and the Department of Environmental Quality have been notified of this request and have been given the chance to comment on the request. Per Idaho Code, no known interstate pipelines are located within 1,000 feet of the proposed annexation and subdivision. The requested zoning is in conformance with the land use assumptions within the City's Water Reclamation Master Plan. The City's Water Reclamation System is unable to provide service.

- Timing that supports orderly development and/or coordinated extension of public services.

Staff Comment: The property is abutting the City of Post Falls on the western and northern sides. Utilities are located adjacent to the property. Service of sanitary sewer cannot be provided until the sewer mainline is extended southerly. The City of Post Falls currently maintains and operates the water reclamation facilities adjoining the site.

Rights-of-way for Fennecus Road, adjacent to the site, are developed, owned and maintained by the City of Post Falls.

Annexation of the property would create no net increase in the operational and maintenance costs of the adjoining City infrastructure.

- Comprehensive plan goals and policies.

Staff Comment: The response to this is embedded within the analysis within this section.

Policy 69: Encourage new development to provide pedestrian access to nearby parks, trails and green spaces.

Staff Comment: The subject site is located next to a trail system on the northern

end of the site. Through site plan development the connection between the two will be reviewed to examine the pedestrian access.

3. Does the proposed zoning district create a Demonstrable Adverse Impact upon the delivery of services by any political subdivision providing public services within the city.

Staff Comment: There have been no identified “Demonstrable Adverse Impact upon the delivery of services by any political subdivision providing public services within the city” at this point in time.

OTHER AGENCY RESPONSE & RECEIVED WRITTEN COMMENTS:

Agencies Notified:

Bonneville Power Administration	City Link	Post Falls Area Chamber
Post Falls Post Office	Post Falls Parks & Rec	PF Police Department
Post Falls School District	Post Falls Highway District	Utilities (W/WW)
Kootenai Electric	Kootenai County Fire	Department of Environmental Quality
Ross Point Water	East Greenacres Irr. District	Urban Renewal Agency
Idaho Department of Lands	Idaho Transportation Department	Panhandle Health District
KMPO	Kootenai County Planning	Yellowstone Pipeline Co.
Phillips 66 Pipeline Co. (Conoco)	NW Pipeline Corp.	BNSF
TC Energy (TransCanada GTN)	Avista Corp. (WWP-3)	TDS Telecom
Ziply Fiber	Spectrum	Coeur d’Alene Garbage
Coeur d’Alene Press		

PUBLIC PROCESS: On February 27, 2025, the Post Falls Planning and Zoning Commission forwarded the recommendation for a zoning designation of Community Commercial Mixed (CCM) to be considered with the annexation application by the City Council. Notice of the proposed annexation was sent to appropriate jurisdictions on March 28, 2025 and mailed to property owners within 300 feet of the proposed project on March 25th, 2025. Notice has been published in the Coeur d’Alene Press on March 27, 2025. The property was posted on March 25, 2025.

MOTION OPTIONS: The City Council must evaluate the testimony and evidence submitted during the public hearing process and determine if the Council desires to annex the approximate 8.891-acres into the City of Post Falls and if the adopted zone change criteria have been met for zoning designation for Community Commercial Mixed (CCM) (4.81-acres being the applicant request and the remaining acres being City of Post Falls RR rights-of-way). If the City Council has heard sufficient testimony but needs additional time to deliberate before the final action, it may close the public hearing and move the deliberations to a date certain.

ATTACHMENTS:

Applicant Exhibits:

Exhibit A-1 Annexation Application
Exhibit A-2 Narrative
Exhibit A-3 Vicinity Map

Exhibit A-4 Owner Authorization
Exhibit A-5 Recorded BLA

Staff Exhibits:

Exhibit S-1 Vicinity Map
Exhibit S-2 Zoning Map
Exhibit S-3 Future Land Use Map
Exhibit S-4 P&Z Minutes
Exhibit S-5 Awaiting P&Z Zoning Recommendation
Exhibit S-6 Signed Annexation Agreement

Planning and Zoning Commission Testimony:

Exhibit PA-1 PFSD Comment
Exhibit PA-2 KCFR Comment
Exhibit PA-3 PFPD Comment
Exhibit PA-4 YPL (Phillips 66) Comment
Exhibit PA-5 DEQ Comment

Annexation

ANNX-24-8

Submitted On: Nov 22, 2024

Applicant

 Raymond Kimball
 5098932617
 rkimball@whipplece.com

Primary Location

Point Location: 47.7461, -116.8825

Application Information

Did an Annexation Pre-app take place?

Yes

Applicant Type

Engineer

Description of Project/Reason for Request

Annexation of 4.8 acres

Existing Zoning

County Agriculture

Adjacent Zoning

CCM

Current Land Use

Ag

Adjacent Land Use

Ag/Residential/School/Commercial

Proposed Zone

CCM

Owner Information

Name

Jacklin Land Company, LLLP

Company

--

Phone

208.773.6745

Email

tagj@riverbendcp.com

Address

4752 W. Rivebend Ave

City, State, Zip Code

Post Falls, ID 83854

Application Certification

The applicant (or representative) must be present at the public hearing to represent this proposal or the application will not be heard. The applicant will be responsible for costs to re-notice the public hearing.

true

I (We) the undersigned do hereby make application for the land use action contemplated herein on the property described in this application and do certify that the information contained in the application and any attachments or exhibits herewith are accurate to the best of my (our) knowledge. I (We) further acknowledge that any misrepresentation of the information contained in this application may be grounds for rejection of the application or revocation of a decision rendered. I (We) understand that the Administrator may decline this application if required information is deficient and/or the application fee has not been submitted. I (We) acknowledge that City staff may, in the performance of their functions, take photographs and/or videos of the property under consideration as deemed necessary, enter upon the property to inspect, post legal notices, and/or other standard activities in the course of processing this application. I (We) hereby certify that I am (we are) the owner or contract buyer of the property upon which the land use action is to be located, or that I (we) have been vested with the authority to act as agent for the owner or contract buyer.

true

Exhibit A-2

WCE No. 24-3913
November 4, 2024

Post Falls Planning and Zoning Commission
C.O.: Jon Manley, Planning Manager
408 N. Spokane Street
Post Falls, ID 83854

Re: City of Post Falls
Idaho Ranch Annexation – Annexation Narrative

To whom it may concern:

This letter is intended to serve as a written narrative for a proposed annexation of a portion of parcel 51N04W198900, AIN 122410 on 7155 W. Prairie Avenue into the City of Post Falls. This letter discusses zoning information, how the proposal relates to the City of Post Falls Annexation Goals and Policies Future Land Use Plans, and any impact the proposal would have on City services.

Site Description

This annexation application is regarding a portion of the subject property located in the Agriculture Zone in Kootenai County, Idaho in Section 19, Township 51 North, Range 4 West, B.M. The City of Post Falls Future Land Use Map designates the subject property for annexation as Transitional. The subject property is the north 4.81 acres of a triangular parcel. The subject property has access to the Prairie Trail to the north and access to Fennecus Road through parcel number P00000197100 to the west. Annexation into the City of Post Falls CCM Zone will allow for a boundary line adjustment to connect the subject property to Fennecus Road for future development within the CCM Zone.



Figure 1: Property outlined in green.

Zoning



LEGEND

CCS	R-1-S	SC3
CCM	R-1	SC4

The subject property is currently located in the Kootenai County Agricultural Zone and is also located in the Transitional designation of the Kootenai County Comprehensive Plan.

Surrounding properties already annexed into the City of Post Falls include CCM-zoned properties to the north, east and west, which are developed or developing commercial properties. The CCM Zone is typically located in areas near major transportation corridors on the I-90 corridor, Prairie Avenue and Highway 41.

November 4, 2024

City Annexation Code Review

Per PPMC 18.16.010 and 18.20.100(C)(1-3) and (D), the zone change/annexation approval criteria in the City of Post Falls has four requirements, listed below. For clarity, these requirements are listed as A through D. The annexation of the subject property meets the requirements in the following ways:

A. Is the proposed zoning district consistent with the future land Use map and focus area contained in the currently adopted Post Falls Comprehensive Plan?

We ask that the parcels be annexed into the CCM Zone in keeping with adjacent land uses to the north, east and west. The CCM Zone is supported by the Comprehensive Plan in the Future Land Use Map which designates the site as Transitional. The Future Land Use Transitional designation is “assigned to lands suitable for growth. The timing for growth is undetermined, but guidance can be located within the associated Focused Area”.

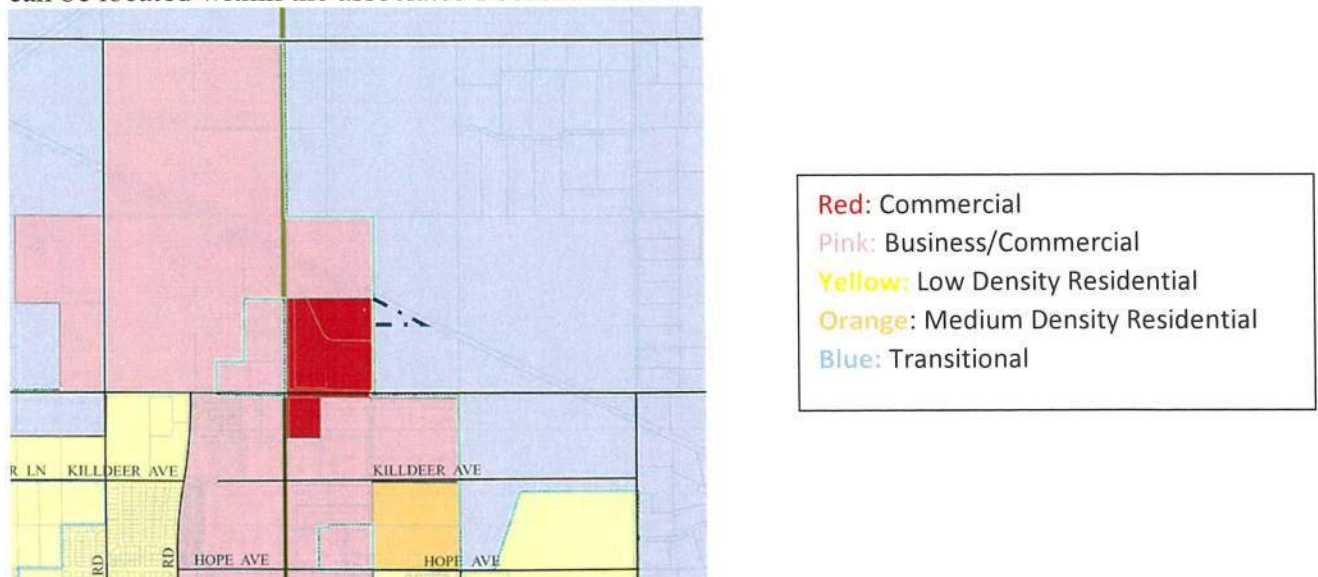


Figure 2: figure 2.03, page 37 of the Comprehensive Plan

The subject property is within the Focus Area 41 North, which notes the following key policies and future action items:

- *Focus provisions for multi-family, commercial, and tech uses near higher-classified roadways;*
WCE Response: This project is located near Prairie Avenue, a Principal Arterial, and Fennecus Road, a major collector; therefore, this project will implement this policy.
- *Development should provide pedestrian connectivity to all multi-use paths and trails, including the Prairie Trail;*
WCE Response: A future project would not diminish public access to the Prairie Trail, which is located north of the subject property; therefore, this project will implement this policy.
- *Manage development patterns in the airport fly zone east of 41 and north of Prairie Avenue, coordinating with the 2018 Coeur d'Alene Airport Master Plan;*
WCE Response: The subject property is outside of the Airport Influence Area noted in the 2019 Coeur d'Alene Airport Master Plan, page 195; therefore, this project will implement this policy.

- *Facilitate the creation of the "backage roads" system envisioned in the Highway 41 Corridor Master Plan, supporting appropriately-scaled commercial and mixed-use development along 41 and improving access for nearby residential uses;*

WCE Response: Not applicable, the project site is not within ¼ mile of the backpage road system.

- *Focus provisions for commercial uses along arterial/collector streets where traffic volume exceeds 4,000 vehicles per day.*

WCE Response: This project is within 500 feet of W. Prairie Avenue, a Principal Arterial and approximately 100 feet from Fennecus Road, a major collector. Fennecus Road is able to provide public sewer and water to the subject property; therefore, this project will provide a commercial service within the vicinity of high-volume roadways.



- B. *Is the proposed zoning district consistent with the goals and policies contained in the currently adopted Post Falls Comprehensive Plan that are relevant to the area under consideration?*

This proposed annexation meets the Comprehensive Plan goals and policies in the following ways:

G.01 – *Grow and sustain a balanced, resilient economy for Post Falls, providing community prosperity and fiscal health.*

G.07 – *Plan for and establish types and quantities of land uses in Post Falls supporting community needs and the City's long-term sustainability.*

These goals are met through the following policies:

P.01 – *Support land use patterns that:*

- *Maintain or enhance community levels of service;*

WCE Response: The property has a future land use designation of Transitional, meaning that the City of Post Falls' comprehensive plan anticipates annexation of the property. The project has obtained a letter of water availability from the Ross Point Water District, which indicates that water is available. Finally, concerns regarding community levels of services, if any, will be addressed at time of agency review prior to a decision on this proposal being made.

- *Foster the long-term fiscal health of the community;*

WCE Response: If approved, a future project would provide a commercial use appropriate for the site, which would create jobs and improve the fiscal health of the community; therefore, this comprehensive plan policy is met through this project.

- *Maintain and enhance resident quality of life;*

WCE Response: Not applicable as no specific uses are proposed with this annexation; however, a future commercial use within the vicinity of Prairie Avenue may provide for additional opportunities for residents to shop depending on the use proposed.

- *Promote compatible, well-designed development;*

WCE Response: The subject property is adjacent to developing commercial uses to the east, and both the Peak Health and Wellness Center and Kootenai Classical Academy to the north which are uses compatible with a commercial zoning such as the proposed CCM Zone.

- *Implement goals and policies of the comprehensive plan, related master plan and/or facility plans.*

WCE Response: The future land use mapping of the subject property is Transitional, which references the relevant Focus Area (41 North). The CCM Zone is appropriate for Focus Area 41 North as identified earlier in this document.

P.02 – Apply or revise zoning designations with careful consideration of factors including:

- *Future land use mapping;*

WCE Response: The future land use mapping of the subject property is Transitional, which references the relevant Focus Area (41 North). The CCM Zone is appropriate for the Focused Area 41 North as identified earlier in this document.

- *Compatibility with surrounding land uses;*

WCE Response: Surrounding land uses are developed or developing commercial properties such as the Kootenai Classical Academy to the north, and the Haycrop Commercial Court to the west; therefore, this proposal will be compatible with surrounding land uses.

- *Infrastructure and service plans;*

WCE Response: Infrastructure, including roads and utilities, is available within Fennecus Road to the west; therefore, this proposal has adequate access to infrastructure.

- *Existing and future traffic patterns;*

WCE Response: Fennecus Road, a major collector, is west of the project area. Prairie Avenue, a principal arterial, is located south of the project and accessible via Fennecus Road; therefore, the proposal is compatible with this policy of the comprehensive plan.

- *Goals and policies of the comprehensive plan, related master plan and/or facility plans.*

WCE Response: This section identifies the goals and policies of the comprehensive plan. A future development will meet any applicable master plans or facility plans.

P.09 – Encourage annexation of County “islands” within the City, with priority given to areas: surrounded by incorporated areas; that have readily-available service infrastructure and capacity; that support increased development intensity near the urban core.

WCE Response: The subject property is surrounded on three sides by incorporated areas, with the CCM Zone to the north, east and west. To the south and east is property within Kootenai County with a future land use of Transitional.

P.14 – Follow all annexation procedures established by Idaho State statutes and applicable City ordinances.

WCE Response: This proposal will follow all annexation procedures established by Idaho State statutes or applicable City ordinances. Idaho State Statutes are listed below, and applicable city ordinances under PFMC 18.20.10(C) and (D) are itemized as part of this narrative.

Idaho Statutes Section 50-222. Annexation by Cities

(2) General authority. Cities have the authority to annex land into a city upon compliance with the procedures required in this section. In any annexation proceeding, all portions of highways lying wholly or partially within an area to be annexed shall be included within the area annexed unless expressly agreed between the annexing city and the governing board of the highway agency providing road maintenance at the time of annexation. Provided further, that said city council shall not have the power to declare such land, lots or blocks a part of said city if they will be connected to such city only by a shoestring or strip of land which comprises a railroad or highway right-of-way.

WCE Response: This section of code grants the City of Post Falls the authority to annex land into a city.

(3) Annexation classifications. Annexations shall be classified and processed according to the standards for each respective category set forth herein. The three (3) categories of annexation are:

(a) Category A: Annexations wherein:

(i) All private landowners have consented to annexation. Annexation where all landowners have consented may extend beyond the city area of impact provided that the land is contiguous to the city and that the comprehensive plan includes the area of annexation;

WCE Response: The property owner has consented to annexation of this property, the subject property to be annexed is contiguous to the city, and the comprehensive plan includes the area of annexation.

(ii) Any residential enclaved lands of less than one hundred (100) privately owned parcels, irrespective of surface area, which are surrounded on all sides by land within a city or which are bounded on all sides by lands within a city and by the boundary of the city’s area of impact; or

WCE Response: This section does not apply, as the application is allowed under subsection (i).

November 4, 2024

(iii) The lands are those for which owner approval must be given pursuant to subsection (5)(b)(v) of this section.

WCE Response: This section does not apply, as the application is allowed under subsection (i).

(5) Annexation procedures. Annexation of lands into a city shall follow the procedures applicable to the category of lands as established by this section. The implementation of any annexation proposal wherein the city council determines that annexation is appropriate shall be concluded with the passage of an ordinance of annexation.

(a) Procedures for category A annexations: Lands lying contiguous or adjacent to any city in the state of Idaho may be annexed by the city if the proposed annexation meets the requirements of category A. Upon determining that a proposed annexation meets such requirements, a city may initiate the planning and zoning procedures set forth in chapter 65, title 67, Idaho Code, to establish the comprehensive planning policies, where necessary, and zoning classification of the lands to be annexed.

WCE Response: This subsection allows the City of Post Falls to initiate the planning and zoning procedures for annexation.

67-6525. PLAN AND ZONING ORDINANCE CHANGES UPON ANNEXATION OF UNINCORPORATED AREA. Prior to annexation of an unincorporated area, a city council shall request and receive a recommendation from the planning and zoning commission, or the planning commission and the zoning commission, on the proposed plan and zoning ordinance changes for the unincorporated area. Each commission and the city council shall follow the notice and hearing procedures provided in section 67-6509, Idaho Code. Concurrently or immediately following the adoption of an ordinance of annexation, the city council shall amend the plan and zoning ordinance.

WCE Response: This project will be presented to the planning and zoning commission before being presented to city council for adoption of the annexation.

P.33 – Annexation should help implement Post Falls' transportation plans, enabling completion or preserving continuity of circulatory patterns for roads and pedestrian ways.

WCE Response: Significant transportation infrastructure already exists near the subject property.

P.44 – Annexation should leverage existing capital facilities, with minimal need for expansion or duplication of facilities.

WCE Response: Fennecus Road has existing facilities near the project site, which would allow for connection of a future project to the public street system and associated utilities.

P.46 – Mitigate impacts of annexation through the use of service agreements and/or development intensities that minimize City fiscal impacts.

WCE Response: The developer of this property would be responsible for installation of utilities and public road improvements along the perimeter of the subject property. With any future project, the developer would also be responsible for impact fees, permit fees, hookup fees, etc. to mitigate.

C. Does the proposed zoning district create a Demonstrable Adverse Impact upon the delivery of services by any political subdivision providing public services within the city?

WCE Response: The parcel is within the future land use map of the City of Post Falls. As the parcel is surrounded by City of Post Falls annexed properties, all City services are already available. Any impact on City services from a future project should not impact services beyond an acceptable level. A will-serve letter from Ross Point Irrigation District was submitted along with the application.

D. Is annexation of the property in the best interest of the city (Legislative Decision)?

Annexation of the subject property will provide additional opportunities for development within the CCM Zone. The following items have been considered as part of annexation:

1. Street classification: per the transportation layer on the Post Falls GIS (figure 3), the subject property is adjacent to Fennecus Road, a major collector, to the west. South of the project is Prairie Avenue, a principal arterial.

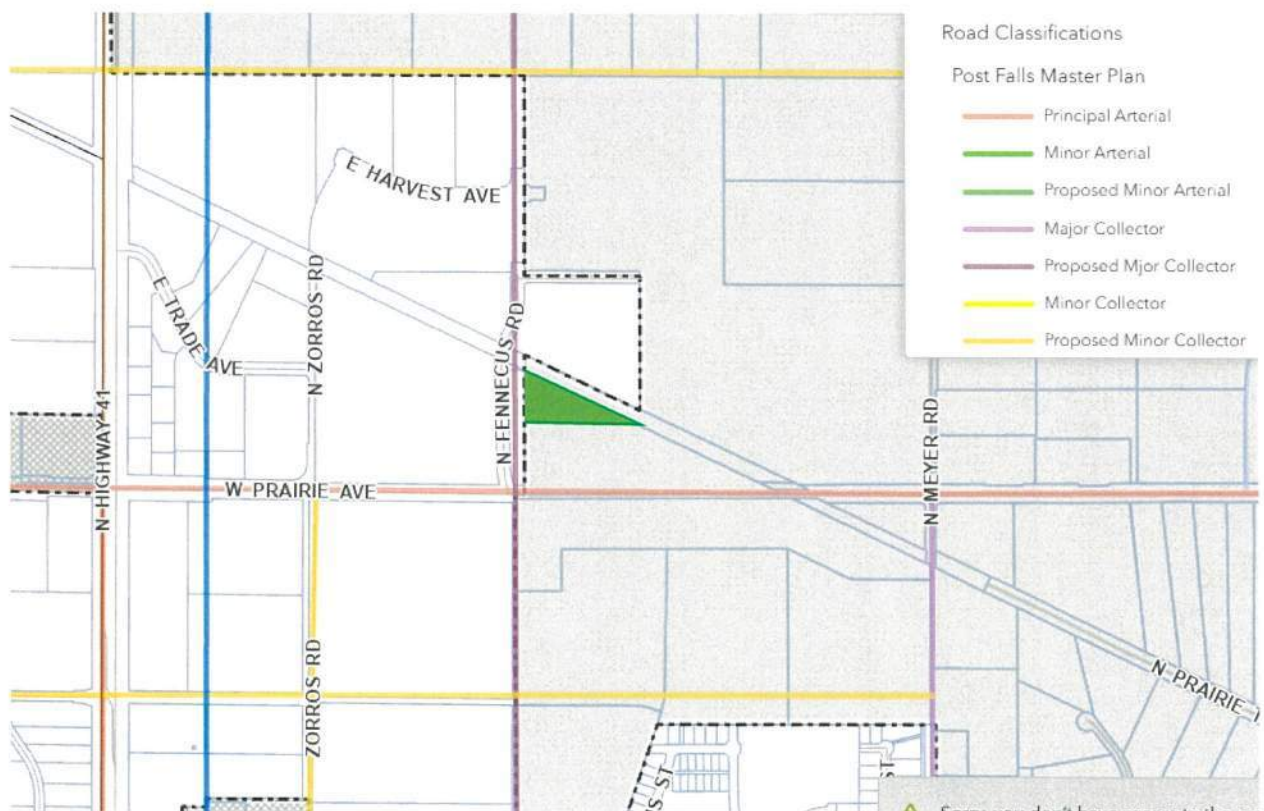


Figure 3: Post Falls GIS transportation layer, subject property in green.

2. Traffic patterns: The parcel is anticipated to utilize Fennecus Road to access the street system via Prairie Avenue to the south. The intersection of Fennecus Road and Prairie Avenue is a roundabout, and the intersection of Prairie Avenue and Highway 41 to the west is a signalized full-movement intersection.
3. Existing development:
 - a. To the north of the subject property is the Kootenai Classical Academy and Peak Health and Wellness Center.

November 4, 2024

- b. To the west is the developing Haycrop Commercial Court, a commercial subdivision.
- 4. Future land uses: The future land use of the parcel is Transitional, which is in line with the proposed CCM Zone considering the adjacent zoning and land use.
- 5. Community plans: This parcel lies within Focus Area 41 North, which places importance on retail, mixed-use residential and services as well as multi-family and tech uses. A main goal of the community plan for Focus Area 41 North is to place commercial uses along arterial and collector streets.
- 6. Geographic or natural features: The subject property is flat, which is appropriate for commercial zoning due to larger building footprints which would require substantial grading to accommodate otherwise.

If you have any questions or comments regarding this letter, please feel free to contact us at (509) 893-2617

Thank you,



Ray Kimball, P.E.
Whipple Consulting Engineers, Inc.

Exhibit A-3



ZONING MAP

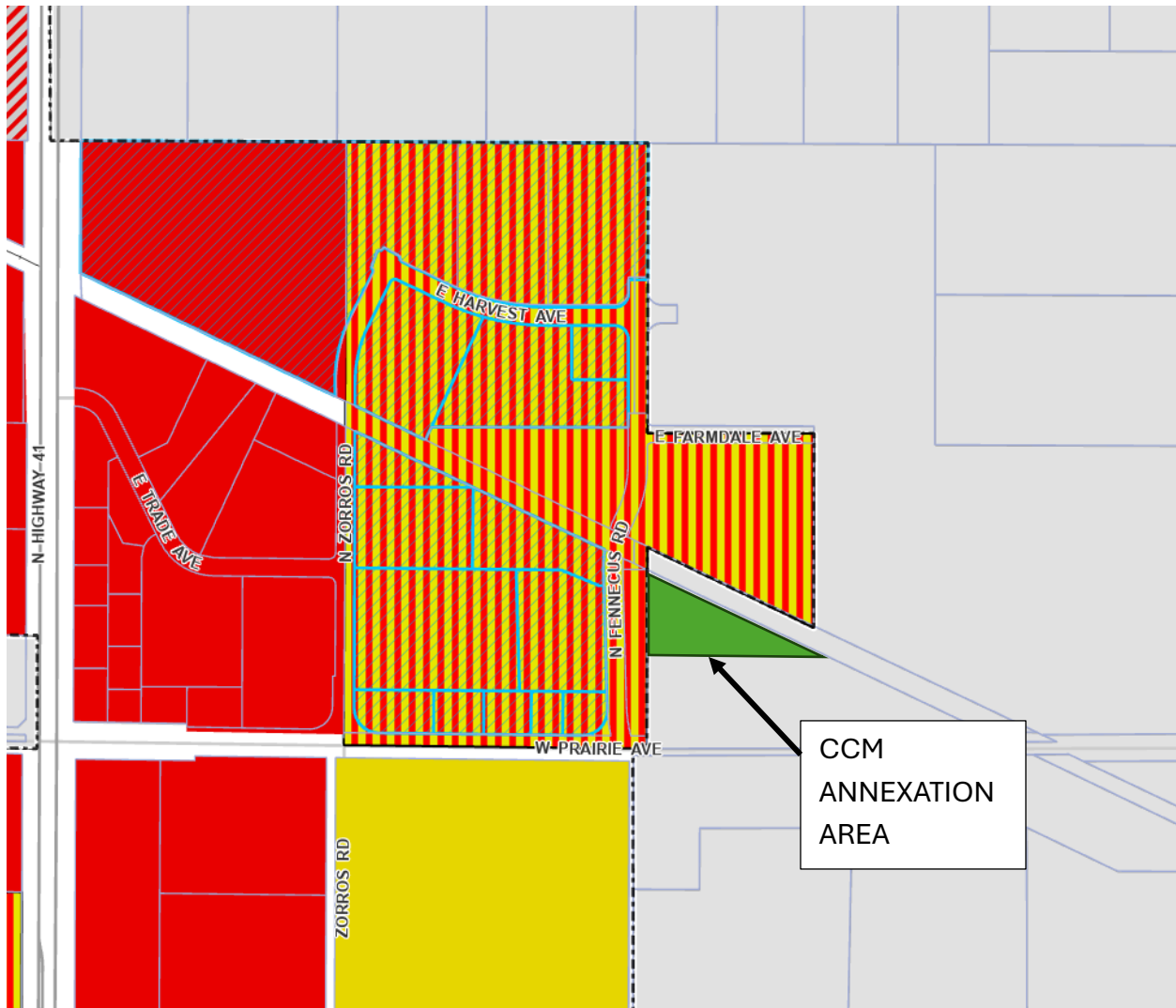




Exhibit A-4

4752 W. Riverbend Avenue • Post Falls, ID 83854 (208) 773-6745 • Fax (208) 777-4080

December 16, 2022

To Whom It May Concern:

Until further notice, Jacklin Land Company LLLP hereby authorizes Ray Kimball of Whipple Consulting Engineers to act as its agent and representative for the purposes of submitting annexation requests, rezoning requests, boundary line adjustments, and any other land entitlement application to the City of Post Falls on its behalf.

Sincerely,

A handwritten signature in blue ink, appearing to read "Tom Stoeser", with a long horizontal flourish extending to the right.

Thomas P. Stoeser, Manager

RECORD OF SURVEY

A PORTION OF THE SOUTH HALF OF SECTION 19,
TOWNSHIP 51 NORTH, RANGE 4 WEST, BOISE MERIDIAN,
KOOTENAI COUNTY, IDAHO

CENTER SECTION CORNER
FOUND 1 1/2" INCH ALUMINUM CAP MARKED
"LS 8078" PER CP&F INSTRUMENT NUMBER
2940034000

COUNTY RECORDER

FILED FOR RECORD AT THE REQUEST OF: JACKLIN LAND COMPANY, LLC
DATE: February 26, 2025 TIME: 4:18 P.M.
BOOK: 33 PAGE: 60 INSTRUMENT NUMBER: 2995025000
KOOTENAI COUNTY RECORDER: Jennifer Locke

DEPUTY
E. Northern

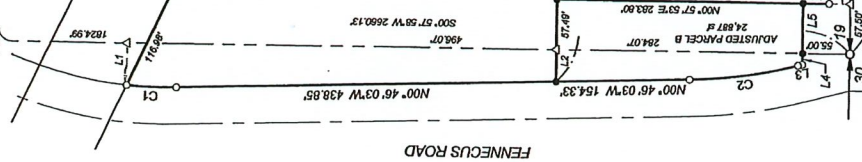
FEE: \$5.00

Curve #	Length	Radius	Delta	Bearing	Chord
C1	57.49'	460.00'	7°09'38"	N02°48'47"E	57.45'
C2	128.35'	557.50'	12°59'08"	N07°15'37"W	125.08'
C3	8.08'	460.00'	1°00'22"	N00°15'51"W	8.08'
C4	49.41'	460.00'	6°09'16"	N03°18'56"E	49.39'

Line #	Direction	Length
L1	N89°02'02"W	48.37'
L2	N89°02'07"W	36.78'
L3	N13°45'11"W	5.05'
L4	N88°29'44"W	12.78'
L5	N89°18'14"W	57.59'
L6	N00°57'53"E	35.00'

TAX #27144

TAX #27225 EX RW &
TAX #27628



SOUTH QUARTER CORNER
FOUND 1 1/2" INCH BRASS CAP MARKED "PLS
19274" PER CP&F INSTRUMENT NUMBER
2950747000

BASIS OF BEARING

THE BASIS OF BEARING FOR THIS SURVEY IS THE IDAHO STATE PLANE COORDINATE SYSTEM, WEST ZONE (1109-J) SURVEY FEET. BEARINGS SHOWN ARE GRID BEARINGS AND DISTANCES SHOWN ARE GROUND DISTANCES. A ROBOTIC TOTAL STATION USING FIELD TRAVERSE PROCEDURES ACHIEVING REQUIREMENTS PER IDAHO STATUTE 65-1911, WAS USED TO OBTAIN THE BEARINGS AND DISTANCES FOR THIS SURVEY. THE CENTER QUARTER CORNER OF SECTION 19, USING REFERENCE FRAME ITRF2014 (EPSG:31466) USING THE BASE STATIONS DUBBES LUST LEWISTON COIS ARP, D57408 P220 DRYLANDISH, WALDORA COIS ARP, AND D17722 P225 BIRDY_AIR_030007 COIS ARP.

SURVEYOR'S NOTES

1. DATE OF W.C.E. SURVEY: JANUARY, 2025.
2. THIS SURVEY WAS PERFORMED USING A TOPCON "HIPER" RTK GPS SYSTEM AND A 3-SECOND TOPCON GT-1003 ROBOTIC TOTAL STATION USING FIELD TRAVERSE PROCEDURES ACHIEVING REQUIREMENTS PER IDAHO STATUTE 65-1911.
3. THE SURVEY DOES NOT ATTEMPT TO SHOW ALL EASEMENTS, RIGHTS-OF-WAY OF RECORD OR PHYSICAL FEATURES OF THE SUBJECT PROPERTY. FEATURES WHICH MAY BE SHOWN ARE FOR INFORMATIONAL PURPOSES ONLY.

SURVEYOR'S NARRATIVE

THIS RECORD OF SURVEY WAS COMMISSIONED TO MEMORIALIZE THE PROPOSED BOUNDARY LINE ADJUSTMENT BETWEEN NEW PARCELS A, B, AND C ARE PORTIONS OF ADJUSTED PARCELS 1, 2, AND 3 OF THE BOUNDARY LINE ADJUSTMENT FILED UNDER INSTRUMENT NUMBER 291458000. RECORDS OF KOOTENAI COUNTY. FOUND MONUMENTS FROM THOSE PARCELS, MONUMENTS.

REFERENCES

- (R-1) RECORD OF SURVEY PREPARED BY LEPARD & FRAME, AND RECORDED IN BOOK 10 OF SURVEYS, PAGE 210, RECORDS OF KOOTENAI COUNTY, IDAHO.
- (R-2) RECORD OF SURVEY PREPARED BY K.A. DURTSCHE & ASSOC., INC., AND RECORDED IN BOOK 18 OF SURVEYS, PAGE 245, RECORDS OF KOOTENAI COUNTY, IDAHO.
- (R-3) RECORD OF SURVEY PREPARED BY INC. AND RECORDED IN BOOK 25 OF SURVEYS, PAGE 210, RECORDS OF KOOTENAI COUNTY, IDAHO.
- (R-4) RECORD OF SURVEY PREPARED BY STRATTON AND SERVICES, AND RECORDED IN BOOK 27 OF SURVEYS, PAGE 210, RECORDS OF KOOTENAI COUNTY, IDAHO.
- (R-5) RECORD OF SURVEY PREPARED BY WELCH-COMER, AND RECORDED IN BOOK 28 OF SURVEYS, PAGE 13, RECORDS OF KOOTENAI COUNTY, IDAHO.
- (R-6) RECORD OF SURVEY PREPARED BY DAVID EVANS AND ASSOCIATES, AND RECORDED IN BOOK 30 OF SURVEYS, PAGE 307, RECORDS OF KOOTENAI COUNTY, IDAHO.
- (R-7) OLD PLAT, TOWNSHIP 51 NORTH, RANGE 4 WEST, BOISE MERIDIAN, JULY 23, 1881.
- (R-8) RECORD OF SURVEY PREPARED BY WHIPPLE CONSULTING ENGINEERS, AND RECORDED IN BOOK 32 OF SURVEYS, PAGE 245, RECORDS OF KOOTENAI COUNTY, IDAHO.
- (R-9) RECORD OF SURVEY PREPARED BY T.O. ENGINEERS, AND RECORDED IN BOOK 32 OF SURVEYS, PAGE 285, RECORDS OF KOOTENAI COUNTY, IDAHO.
- (R-10) RECORD OF SURVEY PREPARED BY T.O. ENGINEERS, AND RECORDED IN BOOK 32 OF SURVEYS, PAGE 285, RECORDS OF KOOTENAI COUNTY, IDAHO.
- (R-11) RECORD OF SURVEY PREPARED BY ARDURRA, AND RECORDED IN BOOK 32 OF SURVEYS, PAGE 828, RECORDS OF KOOTENAI COUNTY, IDAHO.
- (D-1) QUIT CLAIM DEED RECORDED UNDER INSTRUMENT NUMBER 2811458000, RECORDS OF KOOTENAI COUNTY, IDAHO.
- (D-2) GRANT OF EASEMENT RECORDED UNDER INSTRUMENT NUMBER 2916360000, RECORDS OF KOOTENAI COUNTY, IDAHO.
- (D-3) GRANT OF EASEMENT RECORDED UNDER INSTRUMENT NUMBER 2912249000, RECORDS OF KOOTENAI COUNTY, IDAHO.
- (P-1) PLAT OF SUNSHINE PREPARED BY K.A. DURTSCHE & ASSOC., INC., AND RECORDED IN BOOK 6 OF PLATS, F 360 RECORDS OF KOOTENAI COUNTY, IDAHO.
- (P-2) PLAT OF JACKLIN RANCH PREPARED BY WHIPPLE CONSULTING ENGINEERS, AND RECORDED IN BOOK 6 OF PLATS, F 370 RECORDS OF KOOTENAI COUNTY, IDAHO.
- (P-3) PLAT OF JACKLIN RANCH BY WHIPPLE CONSULTING ENGINEERS, AND RECORDED IN BOOK 6 OF PLATS, F 370 RECORDS OF KOOTENAI COUNTY, IDAHO.

LEGEND

- SET 5/8" x 3/4" REBAR WITH ORANGE PLASTIC CAP MARKED "PLS 2054
- FOUND 5/8" REBAR WITH ORANGE PLASTIC CAP MARKED "PLS 2054"
- △ CALCULATED POINT, NOTHING FOUND OR SET
- BOUNDARY LINE
- PREVIOUS CITY OF POST FALLS LIMIT
- ADJACENT LOT LINE
- CENTER MEASUREMENT LINE
- CENTER LINE
- SECTION LINE

SOUTHEAST SECTION COR
FOUND 3 1/2" INCH BRASS CAP MARKED
"12110" PER CP&F INSTRUMENT NUMBER
2481172000



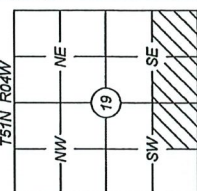
SURVEYOR'S CERTIFICATE

I, Wayne A. Lusk, a duly licensed Professional Land Surveyor in the State of Idaho, do hereby certify that the foregoing is a true and correct copy of the original survey as recorded in the public records of Kootenai County, Idaho, and that the same was completed in accordance with the laws of the State of Idaho, at the request of the JACKLIN LAND COMPANY, LLC.

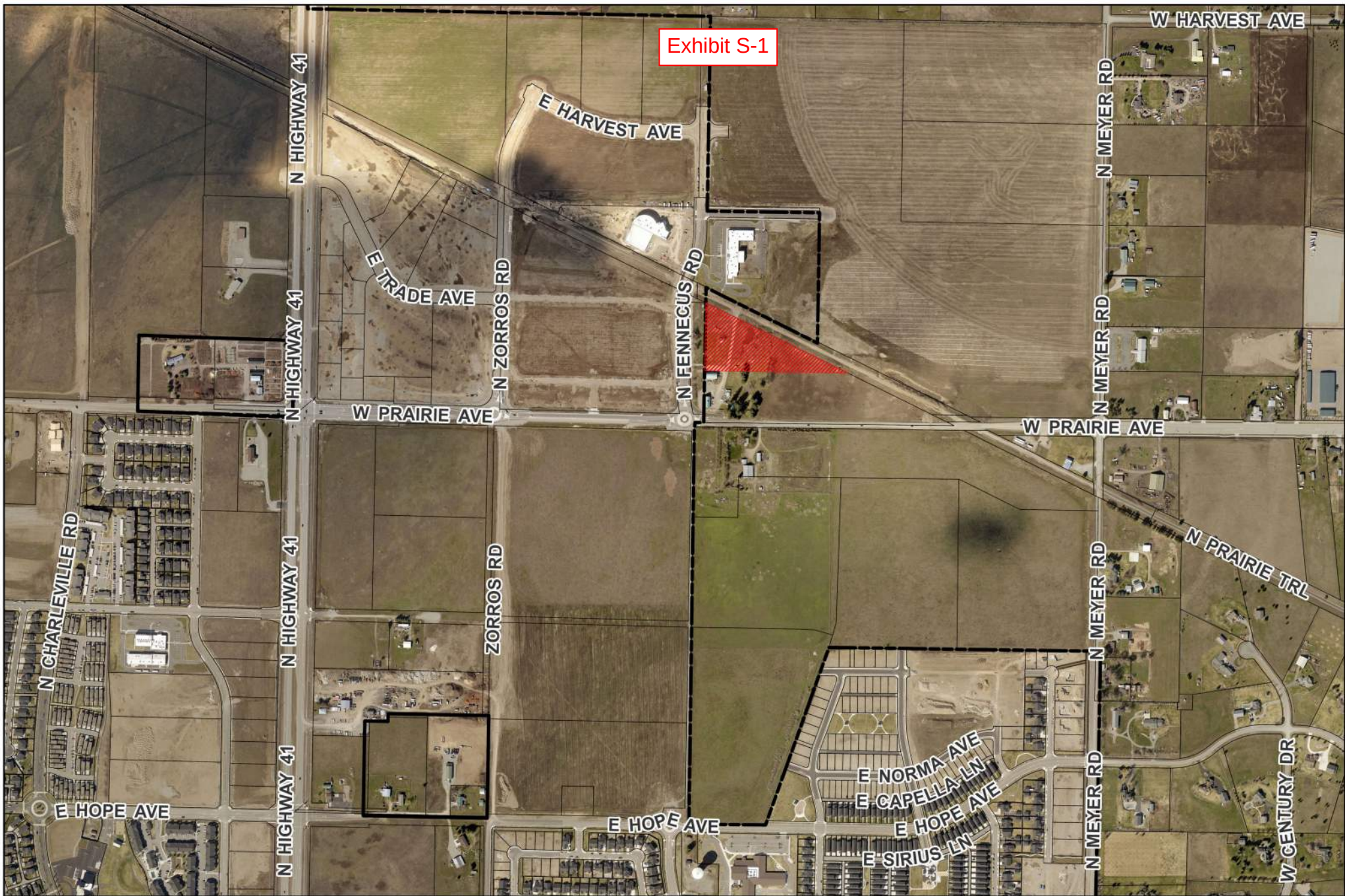
WAYNE A. LUSK, P.L.S. 25549
JANUARY 23, 2025

W.C.E. 20549

CIVIL	STRUCTURAL	LANDSCAPE	OTHER
☒	☐	☐	☐
WHIPPLE CONSULTING 21 S. PINES RD. SPOKANE VALLEY, V PH: 509-852-2617 FAX:			



PROJ. #:	24-3913	SHEET	1 OF
DATE:	2/26/2025	PREPARED BY:	MAS
REVIEWED BY:		WAL	JOB NO
			24-31



Project Location
Idaho Ranch
ANNEXATION
ANNX-24-8



-  Post Falls City Boundary
-  Tax Parcels
-  Subject Site



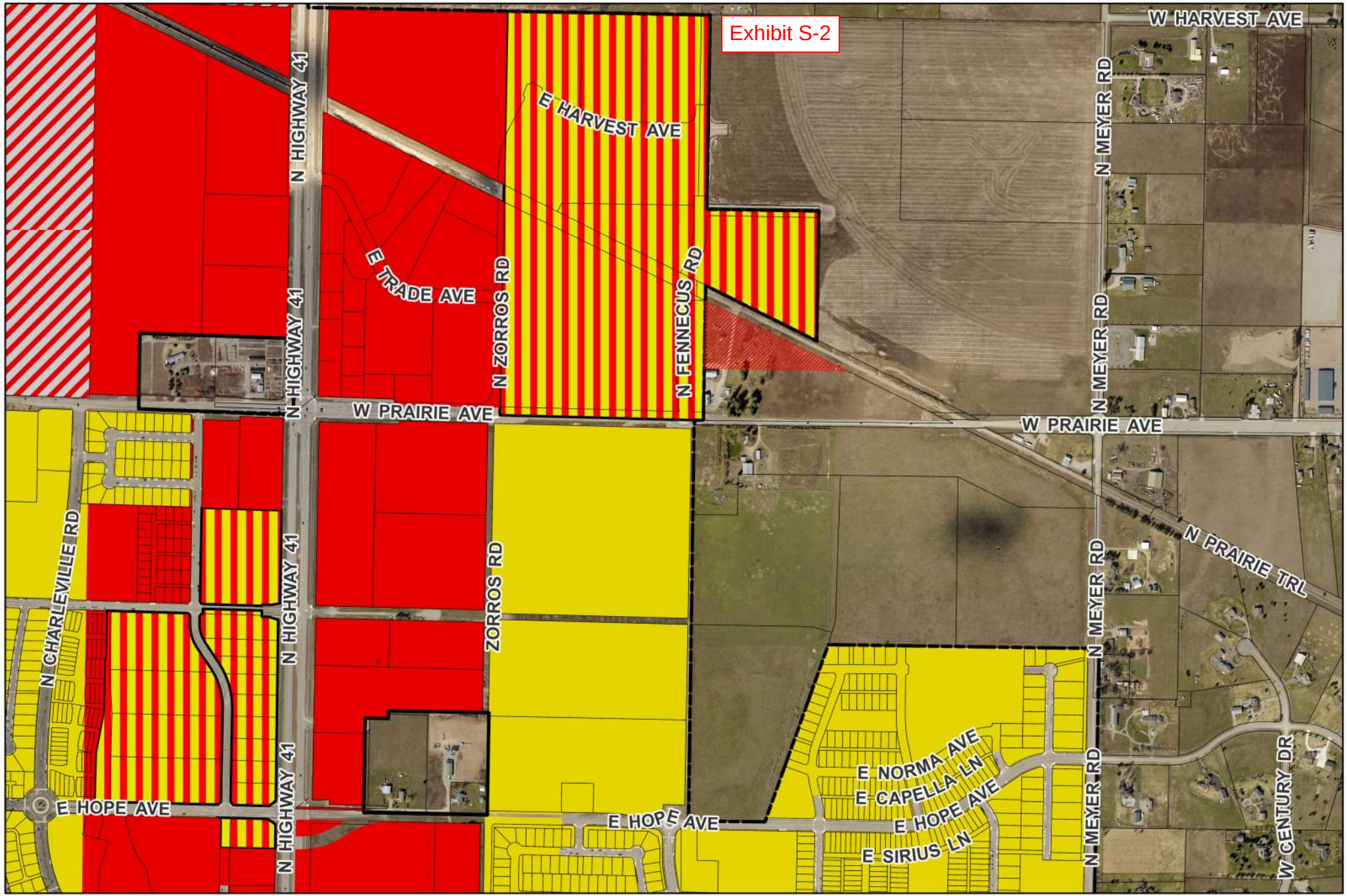


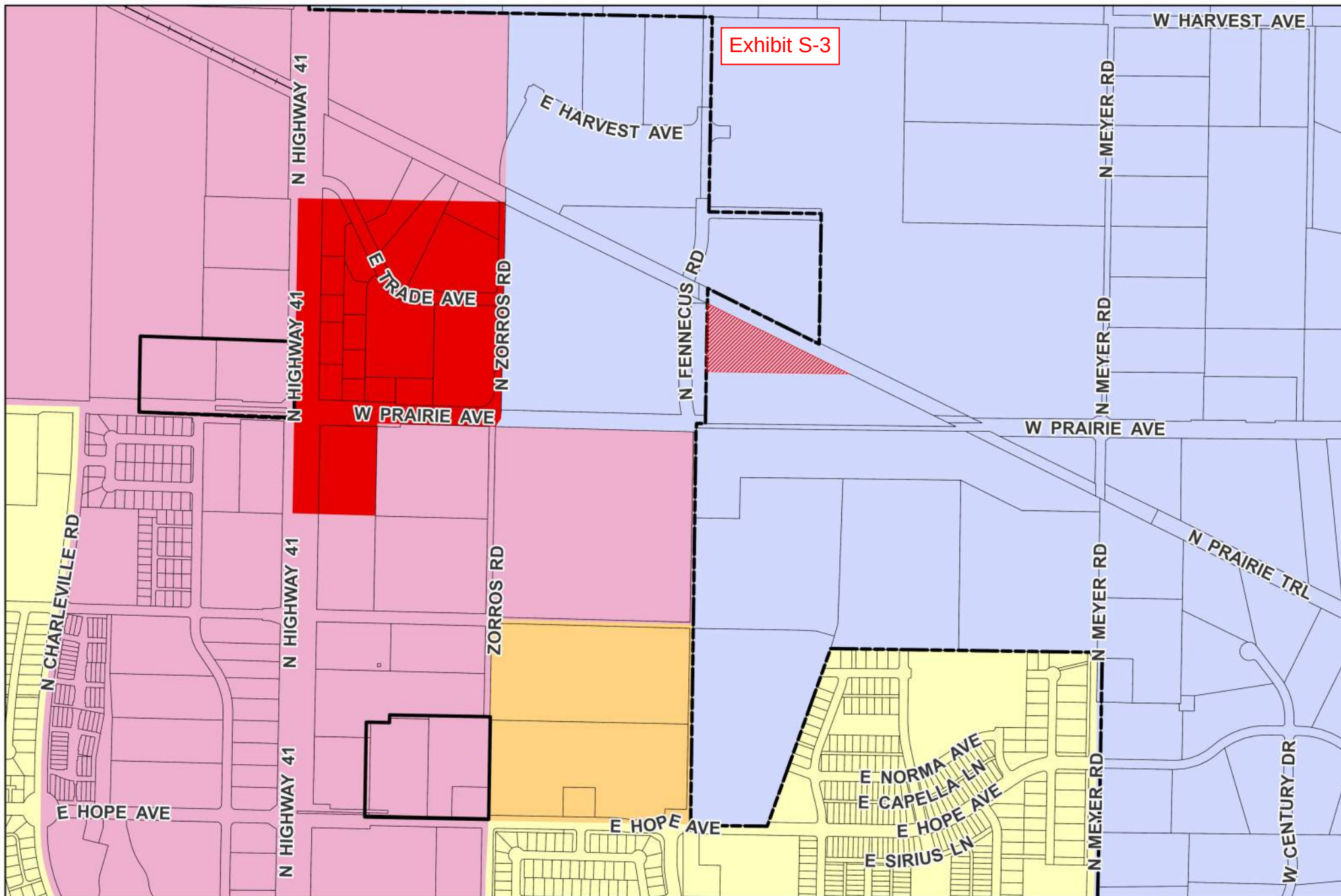
Exhibit S-2

Zoning Map
Idaho Ranch
ANNEXATION
ANNX-24-8



- Post Falls City Boundary
- Tax Parcels
- Subject Site
- CCM
- CCS
- TM
- R-1





Future Land Use Designation
Idaho Ranch
ANNEXATION
ANNX-24-8



- Post Falls City Boundary
- Tax Parcels
- Subject Site
- Low Density Residential

- Medium Density Residential
- Business/Commercial
- Commercial
- Transitional





**PLANNING AND ZONING COMMISSION
MEETING MINUTES**

**February 27, 2025
5:30 PM**

Location: City Council Chambers, 408 N. Spokane Street, Post Falls, ID 83854

REGULAR MEETING – 5:30 PM

CALL TO ORDER

5:30 PM

PLEDGE OF ALLEGIANCE

ROLL CALL OF PLANNING & ZONING COMMISSION MEMBERS

Vicky Jo Carey, Kibbee Walton, Ray Kimball, James Steffensen, Ross Schlotthauer, Chris Schreiber, Bobby Wilhelm

Present: Walton, Steffensen, Schlotthauer, Schreiber, Wilhelm

Excused: Carey, Kimball

**CEREMONIES, ANNOUNCEMENTS, APPOINTMENTS, PRESENTATION:
ACTION ITEM**

Gabbert: It was recognized that Bobby Wilhelm and Ray Kimball were reappointed as Planning & Zoning Commissioners.

AMENDMENTS TO THE AGENDA

Final action cannot be taken on an item added to the agenda after the start of the meeting unless an emergency is declared that requires action at the meeting. The declaration and justification must be approved by motion of the Council.

None

DECLARATION OF CONFLICT, EX-PARTE CONTACTS AND SITE VISITS

Commission members are requested to declare if there is a conflict of interest, real or potential, pertaining to items on the agenda.

None

1. CONSENT CALENDAR

The consent calendar includes items which require formal Commission action, but which are typically routine or not of great controversy. Individual Commission members may ask that any specific item be removed from the consent

calendar in order that it be discussed in greater detail. Explanatory information is included in the Commission agenda packet regarding these items and any contingencies are part of the approval.

ACTION ITEMS:

- a. Meeting Minutes 02-11-2025

Motion: Commissioner Walton moves to approve the meeting minutes as presented.

Second by Commissioner Wilhelm

Vote:

Yes - Walton, Steffesnse, Schlotthauer, Schreiber, Wilhelm

Moved

2. CITIZEN ISSUES

This section of the agenda is reserved for citizens wishing to address the Commission on an issue that is not on the agenda. Persons wishing to speak will have 5 minutes. Comments related to pending public hearings, including decisions that may be appealed to the City Council, are out of order and should be held for that public hearing. Repeated comments regarding the same or similar topics previously addressed are out of order and will not be allowed. Comments regarding performance by city employees are inappropriate at this time and should be directed to the Mayor, by subsequent appointment. In order to ensure adequate public notice, Idaho Law provides that any item, other than emergencies, requiring action must be placed on the agenda of an upcoming meeting. As such, the Commission cannot take action on items raised during citizens issues at the same meeting but may request additional information or that the item be placed on a future agenda.

None

3. UNFINISHED / OLD BUSINESS

This section of the agenda is to continue consideration of items that have been previously discussed by the Planning and Zoning Commission.

ACTION ITEMS:

None

4. PUBLIC HEARINGS

There are generally two types of public hearings. In a legislative hearing, such as adopting an ordinance amending the zoning code or Comprehensive Plan amendments, the Mayor and City Council may consider any input provided by the public. In quasi-judicial hearings, such as subdivisions, special use permits and zone change requests, the Mayor and City Council must follow procedures similar to those used in court to ensure the fairness of the hearing. Additionally, the Mayor and City Council can only consider testimony that relates to the adopted approval criteria for each matter. Residents or visitors wishing to testify upon an item before the Council must sign up in advance and provide enough information to allow the Clerk to properly record their testimony in the official record of the City Council. Hearing procedures call for submission of information from City staff, then presentation by the applicant (15 min.), followed by public testimony (4 min. each) and finally the applicant's rebuttal testimony (8 min.). Testimony should be addressed to the City Council, only address the relevant approval criteria (in quasi-judicial matters) and not be unduly repetitious.

ACTION ITEMS:

- a. Idaho Ranch Annexation File No. ANNX-24-8

Public Hearing Opened: 5:32 PM

Staff report

Jon Manley, Planning Manager: The applicant, Whipple Consulting Engineers, is requesting on behalf of Jacklin Land Company, LLLP, the property owner, to approve annexation of approximately 8.891-acres into the City of Post Falls with

a zoning request of Community Commercial Mixed (CCM). 4.81-acres is requested as part of the Idaho Ranch Annexation and the remaining approximately 4.08-acres is the adjacent railroad rights-of-way to the north. The project is located on the northern half of 7155 W. Prairie Avenue. Current land use is a vacant undeveloped lot formally part of a larger residential single-family use. **Surrounding land use:** Directly to the west of the subject site is CCM. South of the subject site, it is utilized as a single-family home within Kootenai County. Currently, the site is undeveloped, formally part of a larger residential single-family use. It's over the Rathdrum Prairie Aquifer. The water provider is Ross Point Water District and the wastewater will be provided by the City of Post Falls subject to the 12th Avenue Surcharge for sanitary sewer that supplements the development of sewer forcemains from the 12th Avenue Lift Station to the Water Reclamation Facility. It is adjacent to Fennecus Road, a Major Collector. No additional rights-of-way or easement dedications are required for Fennecus Road. The property sits adjacent to the Prairie Trail, a regional multi-modal facility. Pedestrian and bicycle connections from the site to the Prairie Trail would require review and approval by the City of Post Falls Parks Department at the time of future site development.

Rob Palus, City Engineer: There is a dry line sewer installed along the property's western boundary on Fennecus Road that terminates on the south side of Prairie Avenue. Currently, there is not a sewer line to connect to the subject site. There is approximately a half-mile of sewer that needs to be installed from Prairie Avenue to Hope Avenue, the future Meyer Alternative line to be installed by the developers either by Foxtail Development or this project. That dry line also has some limitations at the connection point at Hope Avenue depending on how it is developed. The City is collecting surcharges for the sanitary sewer, Meyer Alternative Sure Charge, the parcel would be subject to if it comes into the City of Post Falls.

Manley: The proposed annexation is located within the 41 North Focus Area. Development would provide pedestrian connectivity to all multi-use paths and trails, including Highway 41. Focus provisions for multifamily, commercial, and tech uses near higher-classified roadways: Goals and policies that may be relevant to this annexation request are: G.06 Maintain and improve Post Falls' transportation network, on pace and in concert with need and plan objectives. G.07 Plan for and establish types and quantities of land uses in Post Falls supporting community needs and the City's long-term sustainability. P.26 Maintain and improve the continuity of sidewalks, trails and bicycle paths in Post Falls. The P.33 Annexation should help implement Post Falls' transportation plans, enabling the completion or preserving continuity of circulatory patterns for roads and pedestrian routes. P.69 Encourages new development to provide pedestrian access to nearby parks, trails and green spaces. There has been no identified "Demonstrable Adverse Impact upon the delivery of services by any political subdivision providing public services within the city" at this point in time.

Applicant:

Austin Fuller, Whipple Consulting Engineers, Inc: This is an annexation request for a portion of a parcel. There was a boundary line adjustment. It is one parcel that goes to Fennecus Road. The existing zoning is agriculture. Our proposal is CCM. To the north, the east, and the west of the site is CCM. Further to the south is R1, the Foxtail Subdivision. The Future Land Use Map of the subject property is Transitional. To the west it is commercial, to the northwest and to the south are business commercial. The proposed zoning district meets Criteria A: 1. The subject property is in the transitional future land use adjacent to commercially zoned properties. It's also in Focus Area 41 North. Fennecus Road is directly west of the property and Prairie Avenue is further to the south. 2. There is direct access to Prairie Trail. 3. It is outside any crash zones which coordinate with the 2018 Coeur d'Alene Airport Master Plan. 4. Fennecus Road is considered a backage road. The project is directly adjacent to that, so there is access to Prairie Avenue, which has access to Highway 41. 5. Fennecus Road is anticipated to exceed 4,000 vehicles per day. Criteria B meets: G.06 Maintain and improve Post Falls' transportation network. G.07 Plan for and establish types and quantities of land uses that support community needs and the sustainability of the City. P.14 Follow all annexation procedures established by Idaho State statutes and applicable City ordinance. P.24 Plan for and protect transportation corridors from encroachment, and preserve adequate rights-of-way for future corridors, including utilities. P.26 Maintain and improve the continuity of sidewalks, trails, and bicycle paths in Post Falls. P.33 Annexation should implement Post Falls' transportation plans, enabling the completion or preserving continuity of circulatory patterns for roads and pedestrian ways. Criteria C: There is no evidence identified of a "Demonstrable Adverse Impact upon the delivery of services by any political subdivision providing public services within the city" at this point in time.

Schreiber: Why just annex this piece?

Ray Kimball, Whipple Engineering: There is an existing farmhouse there that is in use. They want to use it as it is.

Schlotthauer: Why annex it when there are no services available?

Kimball: Our timeline is based on a coordinated timeline with Foxtail with regard to the sewer. This is just an

annexation.

Schlotthauer: Why CCM?

Kimball: The property to the north and to the west is CCM. It provides continuity and there are some advantages to CCM that are better for this property.

Testimony

In-Favor: Mark Hughes, Post Falls (not wishing to speak).

Neutral - None

In Opposition - None

Rebuttal: None

Public Hearing Closed: 6:00 PM.

Review Criteria:

1. Is the proposed zoning district consistent with the Future Land Use Map and Focus Area contained in the currently adopted Post Falls Comprehensive Plan?

Schreiber: Yes, there is CCM on at least two sides of the property, and in the future there will probably be CCM down to Prairie Avenue.

2. Is the proposed zoning district consistent with the goals and policies contained in the currently adopted Post Falls Comprehensive?

Steffensen: Policy 26, and Policy 45.

3. Does the proposed zoning district create a Demonstrable Adverse Impact upon the delivery of services by any political subdivision providing public services within the city?

Commissioners agree that none were identified.

Motion by Commissioner Wilhelm to recommend approval of Idaho Ranch Annexation File No. ANNX-24-8 and any recommendations the city brought forth as found in our deliberation and direct staff to prepare a zoning recommendation of CCM to be provided to the City Council.

Second by Commissioner Walton.

Vote:

Yes - Wilhelm, Schreiber, Schlotthauer, Steffensen, Walton

Moved

b. The Arc Subdivision File No. SUBD-24-10

Public Hearing Opened: 6:04 PM

Staff report

Jon Manley, Planning Manager: The owner is WYLD, LLC; The applicant is Scott McArthur. McArthur Engineering. The applicant is seeking approval to subdivide approximately 6.14-acres into 39 cottage/tiny home lots and three multifamily lots within the High Density Residential (R3) and Single-Family Residential (R1) zoning designations. Thea project is located north of I90 at the south end of Corbin Road. The surrounding zoning around the site is R1. Currently, it is used for a large lot of residential single-family use. It's over the Rathdrum Prairie Aquifer, water provider is East Greenacres Irrigation and the wastewater provider is the City of Post Falls. The requested zoning is in conformance with the land use assumptions within the City's Water Reclamation Master Plan and the City has the capacity to provide service and is willing to serve the requested density. Corbin Road is a Local Residential Street south of Seltice Way. Seltice Way is a Principal Arterial. Traffic operations at the intersection of Seltice Way/Corbin Road indicate that with the development, the intersection meets or exceeds minimum standards. They're proposing a little over 14,000 square feet of open space for the cottage project. That's a little more than what's required. The project meets the proportionality for front and rear loaded garages per code. They will exceed the minimum requirement for open space fronting either a public or private street by about 6 percent. There is a will serve letter from East Greenacres Irrigation District, and the City has identified that there is capacity to serve this project for wastewater. The proposed streets are consistent with the transportation element of the comprehensive plan. There are no known soil issues on this site. The subdivision and proposed lots conform to the requirements of Title 17 and Title 18. The lots are greater than the minimum requirement for cottage development. The multifamily site will be reviewed as part of the Site Plan Review. Impact fees and cap fees will be

Second by Commissioner Wilhelm

Vote:

Yes - Walton, Steffensen, Schlotthauer, Schreiber, Wilhelm

Moved

5. ADMINISTRATIVE / STAFF REPORTS

None

6. COMMISSION COMMENT

None

7. ADJOURNMENT

6:26 PM

Date: 3/11/25

Chair: James Steffensen

Attest: Nancy Thurnacher

Questions concerning items appearing on this Agenda should be addressed to the Community Development Department – Planning Division at 408 N. Spokane Street or call 208-773-8708.

The City Hall building is handicapped accessible. If any person needs special equipment to accommodate their disability, please notify the City Media Center at least 24 hours in advance of the meeting date. The Media Center telephone number is 208-457-3341.

Chair: James Steffensen Vice Chair: Ray Kimball
Members: Vicky Jo Carey, Chris Schreiber, Ross Schlotthauer, Bobby Wilhelm, Kibbee Walton

ANNEXATION AND ZONING DEVELOPMENT AGREEMENT
Idaho Ranch Annexation
(File No. ANNEX-24-8)

THIS AGREEMENT is made this _____, by and between the **City of Post Falls**, a municipal corporation organized and existing pursuant to the laws of the State of Idaho, with its principal place of business at 408 N. Spokane Street, Post Falls, ID, and Jacklin Land Company LLLP, a Idaho Limited Liability Limited Partnership company organized and existing pursuant to the laws of the State of Idaho, with its principal place of business at 4752 W. Riverbend Ave, Post Falls, Idaho, 83854.

WHEREAS, Jacklin Land Company LLLP, (hereinafter the "Owner") owns a tract of land (hereinafter the "Property") adjacent to the city limits of the City of Post Falls (hereinafter the "City"), which the Owner wishes to annex and develop within the City; and

WHEREAS, the legal description and depiction of the Property is attached hereto as Exhibit "A"; and

WHEREAS, the Mayor and City Council of the City have determined it to be in the best interests of the City to annex the Property subject to the Owner performing the covenants and conditions in this Agreement.

NOW THEREFORE, IN CONSIDERATION of the covenants and conditions set forth herein, the parties agree as follows:

ARTICLE I: PURPOSE AND DESCRIPTION OF PROPERTY

- 1.1. Purpose: Owner enters into this Agreement to obtain annexation of the Property while the City seeks to obtain partial mitigation of the impacts of annexation of the Property on the City. Owner acknowledges that City has no duty to annex the Property and that the promises of Owner contained in this Agreement are an inducement for City to do so. The term "Owner" includes any successor in interest in the Property.
- 1.2. Description of the Property: The Property is generally located on the northern half of 7155 W. Prairie Avenue and is more particularly described in Exhibit "A".

ARTICLE II: STANDARDS

- 2.1. Construct to City Standards: Owner agrees that all improvements required by this Agreement or by City codes will be built to City standards or to the standards of any public agency providing service to the Property. Owner agrees to adhere to all City policies and procedures; including, but not limited to sanitary sewer improvements, water lines, fire hydrants, parks, flood works, storm water management, curbs, sidewalks, street

trees, streetlights, pedestrian/bicycle facilities and roads. Such policies include extending utility lines in a manner acceptable to the City to make service available to adjoining lands and limitations on gaining site access from arterial and collector roadways (including the KMPO Critical Access Corridor Policy).

- 2.2. Applicable Standards: Owner agrees that all laws, standards, policies, and procedures regarding public improvement construction that the Owner is required to comply with or otherwise meet pursuant to this Agreement or City codes are those in effect when construction is commenced. If Owner fails to comply with applicable laws while constructing improvements, public or otherwise, on the Property, the Owner consents to the City withholding further development approvals for the Property including, but not limited to, building permits, certificates of occupancy, site plan approval, and subdivision approval until such compliance is attained. Owner waives, on behalf of itself and its successors in interest, all claims against the City relating to the City withholding development approval as authorized by this Section.
- 2.3. Inspection and Testing: Owner agrees that it will retain the services of a civil engineer, licensed by the State of Idaho, to perform construction inspection and testing during the construction of all public improvements on the Property. Owner agrees to provide copies of all field inspection reports and test results to the City Engineer accompanied by a certification that the improvements have been installed in compliance with applicable City requirements prior to requesting that the City accept the public improvements for ownership and maintenance. The inspection, testing and certification reports must be provided at no cost to the City. Owner agrees that a representative of the City must be present at the pressure testing of water mains and sanitary sewer mains. Owner agrees to provide the City with at least twenty-four (24) hours-notice before such testing.
- 2.4. As-Built Drawings: Owner agrees to provide accurate “as-built” drawings of public improvements to the City within thirty (30) days of the date of substantial completion of construction of any public improvement on the Property. If as-builts are not provided as required by this Agreement, the Owner agrees that the City may withhold further development approvals for the Property as provided in Section 2.2 and waives, on behalf of itself and its successors in interest, all claims against the City relating to the City withholding development approvals. The Owner understands and agrees that the City will not accept public improvements for maintenance or allow occupancy of constructed improvements on the Property until accurate “as-builts” are provided and until planned improvements have complied with the inspection requirements contained in Section 2.3 and have been accepted for public maintenance or approved for private use.

ARTICLE III. UTILITIES AND PUBLIC SERVICES

- 3.1. Water: Owner agrees to use a public water supply system for any development of the Property and to pay all required fees and charges including all connection and/or capitalization charges generally applicable at the time service is requested. If water service cannot be obtained from a public water supply system that has the legal authority to provide service to the Property, the Owner may seek to obtain water service from any lawful source whether public or private beginning 90 days after the date that the Owner requested water service from each public water supply system that has legal authority to

serve the Property. Upon public water service becoming available to the Property, Owner will disconnect from the temporary service and connect to the public water service.

- 3.1.1. Water Rights: Prior to commencement of development of the Property, Owner agrees to grant, in a form acceptable to the grantee, to the public water supply system agreeing to provide water service to the Property all water rights associated with the Property in order to assure that the public water supply system has adequate water rights to supply domestic water to the Property.

- 3.2. Wastewater Reclamation: The Owner agrees to use the Post Falls Sanitary Sewer system for all development of the Property and to be responsible for all required fees and charges including all connection and/or capitalization charges generally applicable at the time service is requested. Sanitary sewer service will be provided in accordance with rules and regulations of the City. The City does not warrant that sanitary sewer capacity will be available at the time Owner requests connection to the sanitary sewer system. If sanitary sewer capacity cannot be assured within 180 days of the date that service is requested by the Owner, the Owner is temporarily authorized to provide service by resorting to any lawful public or private alternative so long as legal requirements can be met. Upon the availability of treatment capacity, the owner shall disconnect from the temporary service and connect to and divert flows to the public system. Any proposed alternative must not frustrate the progression and continuity of the City's wastewater collection system.

- 3.2.1 Additional Wastewater System Requirements including 12th Ave. Surcharge:

Sanitary Sewer Surcharges: Owner acknowledges that the Property is within the 12th Avenue Force Main Surcharge Basin and agrees to pay the sewer surcharges established for that basin which has been established to fund the downstream collection system infrastructure needed to provide permanent sewer service to the Property. The surcharge is based on supplementing the City's existing sewer infrastructure to meet anticipated buildout conditions, as identified within the Cities Wastewater Collection System Master Plan (May 2019 – Keller Associates) and the NE Quadrant Sewer Study (July 2018 – JUB Engineers). The surcharge is currently established as \$3,334.52 per service unit for the 12th Avenue Force Main. Owner agrees to pay the surcharges at the time of building permit issuance for any structure(s) that will be connected to the City's wastewater collection system. Owner further agrees that the amount of the surcharge will be adjusted annually to account for inflation based on the ENR-CCI Index.

Limitation on Development Based on Sewer Flows: The parties agree that the surcharge for the 12th Avenue Force Main Surcharge is based on the need to provide a force main from the 12th Avenue Lift Station to the Water Reclamation Facility. Original facilities within the State Highway 41 Corridor were constructed in 2005 to temporarily utilize excess capacity that existed within the City's sewer infrastructure south of Interstate 90. Development along the State Highway 41 Corridor and within the City south of the Interstate have consumed a significant amount of the previous excess capacity. In 2020 the City upgraded the 12th Avenue Lift Station to handle regional flows from the State Highway 41 Corridor and to act as a "flow equalization station" to preserve capacity south of the Interstate until sufficient funding is acquired to install the force main to the

Water Reclamation Facility. The 12th Avenue Force Main must be constructed prior to flows in the Caton Line reaching 2.1 cubic feet per second. Owner agrees that if the 12th Avenue Force main has not been constructed by the time that the capacity trigger is reached, the City may withhold approval of further subdivision, building permit, or other development permits for the Property until such time as the 12th Avenue Force Main has been constructed and accepted by the City.

3.2.2 Additional Wastewater System Requirements including Meyer Alternative Surcharge:

Sanitary Sewer Surcharges: Owner acknowledges that the Property is within the Meyer Alternative Surcharge Basin and agrees to pay the sewer surcharges established for that basin which has been established to fund the downstream collection system infrastructure needed to provide permanent sewer service to the Property. The surcharge is based on supplementing the City's existing sewer infrastructure to meet anticipated buildout conditions, as identified within the Cities Wastewater Collection System Master Plan (May 2019 – Keller Associates) and the NE Quadrant Sewer Study (July 2018 – JUB Engineers). The surcharge is currently established as \$837.41 per service unit for the gravity mains to be constructed in Fennecus Rd. (Horsehaven Ave. to Hope Ave.) and along Horsehaven Ave. (SH41 to Fennecus Rd.). Owner agrees to pay the surcharges at the time of building permit issuance for any structure(s) that will be connected to the City's wastewater collection system. Owner further agrees that the amount of the surcharge will be adjusted annually to account for inflation based on the ENR-CCI Index.

Limitation on Development Based on Sewer Flows: The parties agree that the surcharge for the Meyer Alternative Surcharge is based on the need to provide gravity sewer mains along Fennecus Rd. (Horsehaven Ave. to Hope Ave.) and along Horsehaven Ave. (SH41 to Fennecus Rd.). Flows in the basin, north of Poleline Ave., currently utilize a temporary sewer connection to the SH41 mainline. The Meyer Alternative Main will need to be constructed prior to sewer flows reaching the capacity of the existing sewer main located at the intersection of Poleline Ave. / SH41. Owner agrees that if the Meyer Alternative Main has not been constructed by the time that the capacity trigger is reached, the City may withhold approval of further subdivision, building permit, or other development permits for the Property until such time as the Meyer Alternative Main has been constructed and accepted by the City.

3.3. Maintenance of Private Sanitary Sewer and Water Lines: The Owner acknowledges that the City is not responsible for maintenance of any private sanitary sewer lines or water lines, including appurtenances, within the Property.

3.4. Size of Water and Sewer Mains: The Owner agrees on-site water and sewer mains will be adequately sized to provide service to the Property as determined by the entity providing water or sewer service to the Property. For water and sewer lines to be dedicated to the City, Owner agrees that the City will determine the appropriate main size based on adopted City master plans and may require the Owner to oversize the mains or to construct the mains with increased depth beyond the size/depth needed to serve the Property. If required to oversize water or sewer mains (including additional depth), the Owner may request reimbursement for oversizing costs during the subdivision or other development approval process.

- 3.5. Garbage Collection: The Owner agrees that upon the expiration of the term of any contract to provide garbage collection services to the Property, that the Owner will begin using the garbage collection service in effect with the City of Post Falls.

ARTICLE IV. CONSIDERATION/FEES

- 4.1. Owner's Consideration: In addition to other consideration contained in this Agreement, Owner agrees to provide specific consideration to the City in the amounts and at the times specified in this Article. The sums specified are deemed by the parties to be reasonable in exchange for benefits provided by the City to the Owners' use and development of the Property, including, but not limited to, public safety, street services, police equipment, community, and traffic planning. The following consideration may be used in any manner that the City, in its sole discretion decides.
- 4.2. Annexation Fee: Prior to issuance of a permit for any development on the Property, the Owner, or their successors in interest, must pay the appropriate annexation fee in effect at the time of the issuance of the permit as adopted by the City Council by resolution.
- 4.3. No Extension of Credit: The parties, after careful consideration of the actual burdens on the City, have agreed to a specific timeline in which those burdens will occur. This Agreement anticipates specific payment at a specific date and is in no manner a loan of services or an extension of credit by the City.
- 4.4. Other Fees: Additionally, the Owner agrees to pay all required fees and charges including but not necessarily limited to water hook-up fee(s), water connection (capitalization) fee(s), sanitary sewer connection (capitalization) fee(s) and building permit fees and any applicable impact fees that may be imposed. Fees referred to in this Section are established by City ordinance and/or resolution and arise independent of this Agreement.
- 4.5. City's Consideration: Upon the proper execution and recordation of this Agreement, the City will prepare for passage an annexation ordinance annexing the Property. The parties agree that until the date of publication of the annexation ordinance, no final annexation of Owners' property will occur.

ARTICLE V. MISCELLANEOUS

- 5.1. Subdivision: The parties acknowledge that in the event the Owner desires to sell a portion of the Property rather than the Property as a whole, that a plat may be necessary. Owner agrees that in the event a plat is necessary, Owner will submit a proper subdivision plat and comply with the subdivision ordinance in effect at the time of the desired division.
- 5.2. De-annexation: Owner agrees that in the event the Owner fails to comply with the terms of this Agreement, defaults, or is otherwise in breach of this Agreement, the City may de-annex the Property and terminate utility services without objection from owners, assigns or successors in interest of such portions of the Property as the City in its sole discretion

decides. Owner waives, on behalf of itself and any successors in interest, any claims it may have against the City for de-annexing the Property as allowed by this Section.

- 5.3. Owner to Hold City Harmless: The Owner further agrees it will indemnify, defend (in the City's sole option, and hold the City harmless from all causes of action, claims and damages that arise, may arise, or are alleged, because of the Owner's development, operation, maintenance, and use of the Property. Owner further agrees to pay City's legal costs, including reasonable attorney fees in the event this annexation is challenged in a court of law. Payment for City's legal costs will be remitted within thirty (30) days after receipt of invoice from the City for legal expenses.
- 5.4. Time is of the Essence: Time is of the essence in this Agreement.
- 5.5. Merger and Amendment: All promises and prior negotiations of the parties' merge into this Agreement and the representations, warranties, covenants, conditions, and agreements of the parties contained in the Agreement shall survive the acceptance of any deeds and/or easements. The parties agree that this Agreement may only be amended by a written instrument that is signed by both parties. The parties agree that this Agreement will not be amended by a change in law.
- 5.6. Effect on City Code: The parties agree that Agreement is not intended to replace any other requirement of City Code and that its execution does not constitute a waiver of requirements established by City ordinance or other applicable provisions of law.
- 5.7. Recordation: The Owner agrees this Agreement will be recorded by the City at the Owner's expense.
- 5.8. Section Headings: The section headings of this Agreement are for clarity in reading and not intended to limit or expand the contents of the sections to which they apply.
- 5.9. Incorporation of Recitals and Exhibits: The recitals to this Agreement and all exhibits referred to in this Agreement are incorporated herein by this reference and made a part of this Agreement.
- 5.10. Compliance with Applicable Laws: Owner agrees to comply with all applicable laws.
- 5.11. Withholding of Development Approvals for Violation of Agreement: Owner agrees, on behalf of itself and its successors in interest, that the City may withhold approval of subdivision, building permit, or any other development permit applications for any portion of the Property that does not comply with the requirements of this Agreement until such time as the development permit is amended to fully comply with the terms of this Agreement. Owner waives, on behalf of itself and its successors in interest, any and all claims Owner may have against the City relating to the City withholding development approvals and agrees to indemnify, defend at the City's sole option, and hold the City harmless from any and all claims from third parties relating to the City withholding development approvals as contemplated by this Section.

- 5.12. Covenants Run with the Land: The covenants contained herein to be performed by the Owner are binding upon the Owner and Owner's heirs, assigns and successors in interest, and shall be deemed to be covenants running with the land.
- 5.13. Promise of Cooperation: Should circumstances change, operational difficulties arise or misunderstandings develop, the parties agree to meet and confer at the request of either party to discuss the issue and proposed solutions. Further, each party agrees not to bring a claim, initiate other legal action, or suspend performance without meeting directly with the other party regarding the subject matter of the disagreement and if the parties cannot amicably resolve the disagreement, retain a mediator, acceptable to both parties, to mediate a solution to the disagreement.
- 5.14. Severability: Should any provision of this Agreement be declared invalid by a court of competent jurisdiction the remaining provisions continue in full force and effect and must be interpreted to effectuate the purposes of the entire Agreement to the greatest extent possible.
- 5.15. Enforcement - Attorney's Fees: Should either party require the services of legal counsel to enforce compliance with the terms of this Agreement, the prevailing party will be entitled to its reasonable attorney's fees and related costs of enforcement.
- 5.16. Choice of Law and Venue: The parties agree that this Agreement will be interpreted in accordance with laws of the State of Idaho. The parties further agree that any lawsuit brought to enforce the terms of this Agreement must be filed in the First Judicial District of the State of Idaho in Kootenai County, Idaho and may not thereafter be removed to any other state or federal court.

IN WITNESS WHEREOF, the City of Post Falls has caused this Agreement to be executed by its Mayor and City Clerk, and the Owner has executed this Agreement to be effective the day and year first above written.

[Signature Page Follows]

CITY OF POST FALLS

Jacklin Land Company LLLP

By: _____
Ronald G. Jacobson, Mayor

By: Tag Jacklin
Tag Jacklin, Manager

Attest:

Shannon Howard, City Clerk

ACKNOWLEDGEMENTS

State of Idaho)
: ss
County of Kootenai)

This instrument was acknowledged before me on _____ by **Ronald G. Jacobson** and **Shannon Howard** as the **Mayor** and **City Clerk**, respectively, of the **City of Post Falls**, Kootenai County, Idaho, on behalf of whom the instrument was executed.

Notary Public for the State of _____
Residing at:
Commission Expires:

(Stamp above)

State of Idaho)
: ss
County of Kootenai)

This instrument was acknowledged before me on March 28, 2025 by **Tag Jacklin** as a **Manager** of **Jacklin Land Company, LLLP** on behalf of whom the instrument was executed.



Megan Ezell
Notary Public for the State of Idaho
Residing at: Post Falls
Commission Expires: 09/05/2029

(Stamp above)



POST FALLS

SCHOOL DISTRICT #273

DISTRICT OFFICE
P.O. Box 40
Post Falls, ID 83877
PHONE 208-773-1658
FAX 208-773-3218
www.pfsd.com

October 17, 2024

Robert Seale
Community Development Director
City of Post Falls
408 Spokane Street
Post Falls, ID 83854

Dear Bob,

The purpose of this letter is to restate the status and position of the Post Falls School District regarding growth within the city and school district boundaries. The Post Falls School District will continue to remain neutral regarding proposed developments and will provide additional or modified comments in a timely manner when deemed necessary.

The district has a responsibility through State statute to provide an appropriate education for every student ages 6 through 21 who attend our schools. It is also the district's responsibility to provide an adequate educational program, organizational structure, and facilities.

Though there are pros and cons for new development growth, the district will continue to provide a quality education. The district appreciates the working relationship we have with the City of Post Falls.

With the anticipated growth in future years, the district requests assistance from the Planning Department to acquire school building sites in any large proposed residential developments and support financial mitigation for smaller developments.

The enrollment status and capacity of each school for the 2024-2025 school year are listed below.

The district will review the current long-range facility plan this fall. A copy of the current plan is included with this letter.

School	2024-2025 Enrollment	Building Capacity
Greensferry Elementary	409	525
Mullan Trail Elementary	343	500
Ponderosa Elementary	469	570
Prairie View Elementary	350	525
Seltice Elementary	375	560
Treaty Rock Elementary	383	525
West Ridge Elementary	427	525
Post Falls Middle School	748	920
River City Middle School	557	750

Our school community will develop relationships, skills, and knowledge to become responsible citizens who think critically to solve problems.

Kootenai County Fire & Rescue

Fire Marshal's Office

5271 E. Seltice Way
Post Falls, ID 83854
Tel: 208-777-8500
Fax: 208-777-1569
www.kootenaifire.com

January 23, 2025

Nancy Thurwatcher
Planning Administrative Specialist
nthurwatcher@postfalls.gov

RE: Notice to Jurisdiction Response

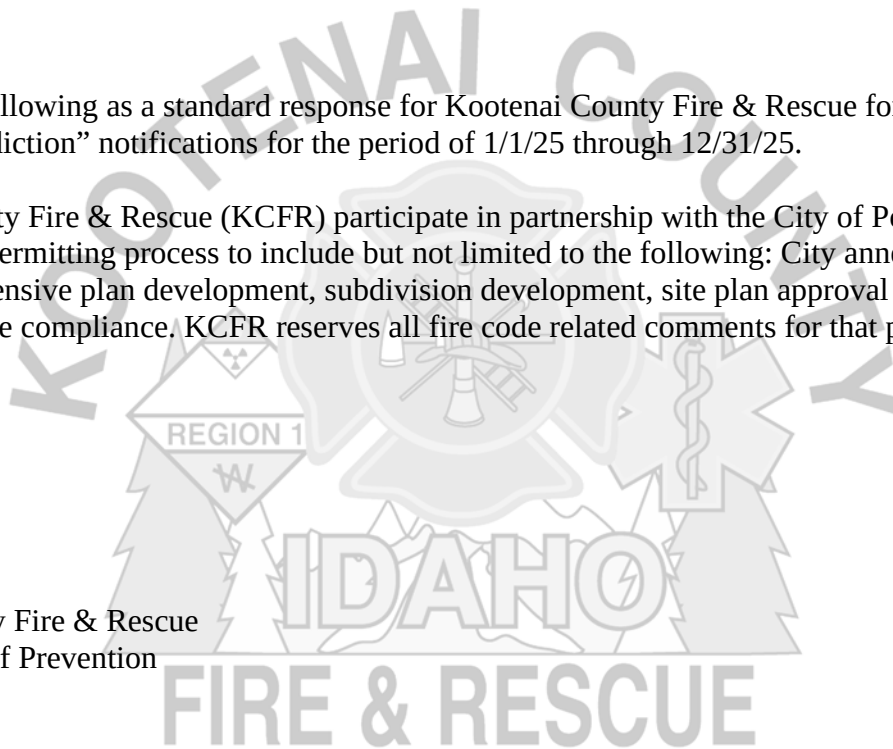
Dear Nancy,

Please use the following as a standard response for Kootenai County Fire & Rescue for all applicable "Notice to Jurisdiction" notifications for the period of 1/1/25 through 12/31/25.

"Kootenai County Fire & Rescue (KCFR) participate in partnership with the City of Post Falls throughout the review and permitting process to include but not limited to the following: City annexations, zoning issues, comprehensive plan development, subdivision development, site plan approval and building construction code compliance. KCFR reserves all fire code related comments for that process."

Respectfully,

Jeryl Archer
Kootenai County Fire & Rescue
Division Chief of Prevention
Fire Marshal



Post Falls High School	1636	1800
New Vision High School	105	225

The school district looks forward to continuing the good working relationship we have with the City of Post Falls. Thank you for your support of the Post Falls School District.

Sincerely,



Dena Naccarato
Superintendent

Cc: Post Falls School District Board of Trustees
Shelly Enderud, City Administrator

1717 E Polston Ave. ♦ Post Falls, ID 83854 ♦ Phone (208) 773-3517 ♦ Fax (208) 773-3200

February 7th, 2025

Nancy Thurwachter
Planning Administrative Specialist
nthurwachter@postfalls.gov

Re: Idaho Ranch Annexation File No. ANN-24-8

The Police Department has reviewed the above listed annexation request and will remain Neutral on this request. The Police Department will comment further during the permitting process if approved.

Respectfully submitted,



Mark J. Brantl
Captain
Post Falls Police Department

From: [Martinez, Leo](#)
To: [Nancy Thurwachter](#)
Subject: Notice to Jurisdictions Idaho Ranch Annexation File No. ANNX-24-8
Date: Monday, February 10, 2025 7:52:30 AM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)
[Exhibit PH-2 NTJ_PZ_Idaho Ranch.pdf](#)

WARNING: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Nancy,

Phillips 66 does not have any utilities within your attached project vicinity.
(Response 12870)



Leo Martinez

Associate, Operations Support • Real Estate Services

O: 805-541-8912 | F: 805-538-6204
18781 El Camino Real | Atascadero, CA 93422
Leo.Martinez@phillips66.com



The information in this electronic message is privileged and confidential and is intended solely for the use of the individual(s) and/or entity named above, and any unauthorized disclosure, copying, distribution or taking of any action in reliance upon on the contents of these electronically transmitted materials is strictly prohibited. If you are not the intended recipient, please notify the sender immediately and destroy this message and any copies.

From: Nancy Thurwachter <nthurwachter@postfalls.gov>
Sent: Friday, February 7, 2025 9:23 AM
To: Ali Marenau <AMarienau@kmpo.net>; Alynnette Farley <abfarley@BPA.Gov>; Amanda Raymond <arraymond@bpa.gov>; Avista <c01_Real_Estate@avistacorp.com>; Avista <cdaconst@avistacorp.com>; Ben Tarbutton <btarbutton@kcgov.us>; Carey Borchardt <carey.borchardt@charter.com>; Carolyn Bostick <cbostick@cdapress.com>; Carrie Ann Hewitt <carrieann.hewitt@itd.idaho.gov>; cingle@kcgov.us; Chris Way <cway@kootenaifire.com>; Christina Petit <christina@postfallschamber.com>; Christine Harmon <christine.harmon@deq.idaho.gov>; cschneider@kec.com <cschneider@kec.com>; Dan Ryan <danr@kootenaifire.com>; Dan Selden <danselden@hotmail.com>; Dan Zeck <dan@eastgreenacres.org>; Daniel Mavrinac <Daniel.Mavrinac@BNSF.com>; David Callahan <dcallahan@kcgov.us>; David Haggerty <David.Haggerty@tdstelecom.com>; dena.naccarato@sd273.com; DEQ <deqcomments@deq.idaho.gov>; Devin Weeks <dweeks@cdapress.com>; Gina Dillman

From: [DEQ Comments](#)
To: [Nancy Thurwachter](#)
Subject: RE: Notice to Jurisdictions Idaho Ranch Annexation File No. ANNX-24-8
Date: Thursday, February 13, 2025 2:12:47 PM
Attachments: [image001.png](#)

WARNING: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Afternoon,

Thank you for providing the opportunity to comment. DEQ has no environmental impact comments for the project listed above at this stage of development.

Thank you,

Idaho Department of Environmental Quality
2110 Ironwood Parkway, Coeur d'Alene, Idaho 83814
Office Line: 208.769.1422
www.deq.idaho.gov

Our mission: To protect human health and the quality of Idaho's air, land, and water.

From: Nancy Thurwachter <nthurwachter@postfalls.gov>
Sent: Friday, February 7, 2025 9:23 AM
To: Ali Marenau <AMarienau@kmpo.net>; Alynnette Farley <abfarley@BPA.Gov>; Amanda Raymond <arraymond@bpa.gov>; Avista <c01_Real_Estate@avistacorp.com>; Avista <cdaconst@avistacorp.com>; Ben Tarbutton <btarbutton@kcgov.us>; Carey Borchardt <carey.borchardt@charter.com>; Carolyn Bostick <cbostick@cdapress.com>; Carrie Ann Hewitt <carrieann.hewitt@itd.idaho.gov>; cingle@kcgov.us; Chris Way <cway@kootenaifire.com>; Christina Petit <christina@postfallschamber.com>; Christine Harmon <Christine.Harmon@deq.idaho.gov>; cschneider@kec.com <cschneider@kec.com>; Dan Ryan <danr@kootenaifire.com>; Dan Selden <danselden@hotmail.com>; Dan Zeck <dan@eastgreenacres.org>; Daniel Mavrinac <Daniel.Mavrinac@BNSF.com>; David Callahan <dcallahan@kcgov.us>; David Haggerty <David.Haggerty@tdstelecom.com>; dena.naccarato@sd273.com; DEQ Comments <deqcomments@deq.idaho.gov>; Devin Weeks <dweeks@cdapress.com>; Gina Dillman <gdillman@republicservices.com>; Glen Miles <Gmiles@kmpo.net>; Gregory Ashley <gregory.Ashley@williams.com>; Jame Davis <jame.davis@intermaxteam.com>; Jason Cortes <JCortes@hbkengineering.com>; Jeff Boren <Jeffrey.Boren@charter.com>; Jeremy Hofer <jhofer@kec.com>; Jeryl Archer <jeryla@kootenaifire.com>; Jessie Holderman

<JHolderman@kec.com>; John R. Price <John.Price1@charter.com>; Jordan Wirth <Jordan.T.Wirth@usps.gov>; Karen Philips <Karen.Phillips@avistacorp.com>; Kevin Linville <kevin.linville@tdstelecom.com>; Kevin Teo <kevin.teo@ziply.com>; Kristen Rondo <krondo@phd1.idaho.gov>; Leo Martinez <leo.martinez@p66.com>; Lori Cogley <lcogley@kec.com>; Lynn Sandsor <lynn.sandsor@aecom.com>; Mark Brantl <mbrantl@postfallspolice.gov>; Mike Patton <Michael.m.patton@p66.com>; Owens, Dylan <Dylan.Owens@tdstelecom.com>; Panhandle Health General <ehapplications@phd1.idaho.gov>; Patricia M. Corrigan <pcorrigan@hbkengineering.com>; PFPD Admin <admin@postfallspolice.gov>; contactus@postfallshd.com; Robert Beachler <robert.beachler@itd.idaho.gov>; Ron Wilson <Ron@eastgreenacres.org>; Ross Point Water <rosspointwater@yahoo.com>; Ryan Goff <ryan.goff@tdstelecom.com>; Scott Morton <smorton@republicservices.com>; Tom Kearns <tkearns@idl.idaho.gov>; Tom Murn <Tom.Murn@Ziply.com>; URA <postfallsura@gmail.com>
Cc: Anna Staal <astaal@postfalls.gov>; Bobby Wilhelm <bobby@bobbywilhelm.com>; Christopher Gabbert <cgabbert@postfalls.gov>; Dave Fair <dfair@postfalls.gov>; Field Herrington <fherrington@postfalls.gov>; James Steffensen <James.steffensen@yahoo.com>; Jason Faulkner <jfaulkner@postfalls.gov>; Jennifer Poindexter <jpoindexter@postfalls.gov>; John Beacham <jbeacham@postfalls.gov>; Jon Manley <jmanley@postfalls.gov>; Justin Miller <jmiller@postfalls.gov>; Kelly Russell <krussell@postfalls.gov>; Kibbee Walton <kibbee@artisanportrait.com>; Nancy Hampe <nancyradiantlake@gmail.com>; Naomi Tierney <ntierney@postfalls.gov>; Preston Hill <prestonh@postfalls.gov>; Ray Kimball <rkimball@whipplece.com>; Rob Palus <rpalus@postfalls.gov>; Robert Seale <rseale@postfalls.gov>; Ross Schlotthauer <ross@burlyproducts.com>; Shannon Howard <showard@postfalls.gov>; Shelly Enderud <senderud@postfalls.gov>; Stephanie Herman <sherman@postfalls.gov>; Tisha Gallop <tgallp@postfalls.gov>; Vicky Jo Carey <vjcarey@aol.com>; Wade Meyer <wmeyer@postfalls.gov>; Warren Wilson <wwilson@postfalls.gov>
Subject: Notice to Jurisdictions Idaho Ranch Annexation File No. ANNX-24-8

CAUTION: This email originated outside the State of Idaho network. Verifv links and attachments BEFORE you click or open, even if you recognize and/or trust the sender. Contact your agency service desk with any concerns.

Good morning,

Please find attached the Notice to Jurisdictions for the Idaho Ranch Annexation File No. ANNX-24-8 that is scheduled for the Planning & Zoning meeting February 27, 2025. The draft staff report will be on the city's website shortly.

Nancy Thurwachter

Planning Administrative Specialist

408 N. Spokane Street

Post Falls, ID 83854

(208) 457-3338



The City of Post Falls has changed our domain to POSTFALLS.GOV. Please adjust your contacts/links.

Privileged / confidential information may be contained in this message. If you are not the addressee indicated in this message (or responsible for delivery of the message to such person), you may not copy or send this message to anyone. In such case, you should destroy this message and kindly notify the sender by reply e-mail. Although this email has been scanned for the possible presence of computer viruses prior to dispatch, we cannot be held responsible for any viruses or other material transmitted with, or as part of, this email without our knowledge.

<gdillman@republicservices.com>; Glen Miles <Gmiles@kmpo.net>; Gregory Ashley <gregory.Ashley@williams.com>; Jame Davis <jame.davis@intermaxteam.com>; Jason Cortes <JCortes@hbkengineering.com>; Jeff Boren <Jeffrey.Boren@charter.com>; Jeremy Hofer <jhofer@kec.com>; Jeryl Archer <jeryla@kootenaifire.com>; Jessie Holderman <JHolderman@kec.com>; John R. Price <John.Price1@charter.com>; Jordan Wirth <Jordan.T.Wirth@usps.gov>; Karen Phillips <Karen.Phillips@avistacorp.com>; Kevin Linville <kevin.linville@tdstelecom.com>; Kevin Teo <kevin.teo@ziply.com>; Kristen Rondo <krondo@phd1.idaho.gov>; Martinez, Leo <Leo.Martinez@p66.com>; Lori Cogley <lcogley@kec.com>; Lynn Sandsor <lynn.sandsor@aecom.com>; Mark Brantl <mbrantl@postfallspolice.gov>; Patton, Michael M <Michael.M.Patton@p66.com>; Owens, Dylan <Dylan.Owens@tdstelecom.com>; Panhandle Health General <ehapplications@phd1.idaho.gov>; Patricia M. Corrigan <pcorrigan@hbkengineering.com>; PFPD Admin <admin@postfallspolice.gov>; contactus@postfallshd.com; Robert Beachler <Robert.Beachler@itd.idaho.gov>; Ron Wilson <Ron@eastgreenacres.org>; Ross Point Water <rosspointwater@yahoo.com>; Ryan Goff <ryan.goff@tdstelecom.com>; Scott Morton <smorton@republicservices.com>; Tom kearns <tkearns@idl.idaho.gov>; Tom Murn <Tom.Murn@Ziply.com>; URA <postfallsura@gmail.com>
Cc: Anna Staal <astaal@postfalls.gov>; Bobby Wilhelm <bobby@bobbywilhelm.com>; Christopher Gabbert <cgabbert@postfalls.gov>; Dave Fair <dfair@postfalls.gov>; Field Herrington <fherrington@postfalls.gov>; James Steffensen <James.steffensen@yahoo.com>; Jason Faulkner <jfaulkner@postfalls.gov>; Jennifer Poindexter <jpoindexter@postfalls.gov>; John Beacham <jbeacham@postfalls.gov>; Jon Manley <jmanley@postfalls.gov>; Justin Miller <jmiller@postfalls.gov>; Kelly Russell <krussell@postfalls.gov>; Kibbee Walton <kibbee@artisanportrait.com>; Nancy Hampe <nancyradiantlake@gmail.com>; Naomi Tierney <ntierney@postfalls.gov>; Preston Hill <prestonh@postfalls.gov>; Ray Kimball <rkimball@whipplece.com>; Rob Palus <rpalus@postfalls.gov>; Robert Seale <rseale@postfalls.gov>; Ross Schlotthauer <ross@burlyproducts.com>; Shannon Howard <showard@postfalls.gov>; Shelly Enderud <senderud@postfalls.gov>; Stephanie Herman <sherman@postfalls.gov>; Tisha Gallop <tgallp@postfalls.gov>; Vicky Jo Carey <vjcarey@aol.com>; Wade Meyer <wmeyer@postfalls.gov>; Warren Wilson <wwilson@postfalls.gov>
Subject: [EXTERNAL]Notice to Jurisdictions Idaho Ranch Annexation File No. ANNX-24-8

This Message Is From an External Sender

This message came from outside your organization.

[Report Suspicious](#)



Good morning,

Please find attached the Notice to Jurisdictions for the Idaho Ranch Annexation File No. ANNX-24-8 that is scheduled for the Planning & Zoning meeting February 27, 2025. The draft staff report will be on the city's website shortly.

Nancy Thurwachter

Planning Administrative Specialist

408 N. Spokane Street

Post Falls, ID 83854

(208) 457-3338



The City of Post Falls has changed our domain to POSTFALLS.GOV. Please adjust your contacts/links.

Privileged / confidential information may be contained in this message. If you are not the addressee indicated in this message (or responsible for delivery of the message to such person), you may not copy or send this message to anyone. In such case, you should destroy this message and kindly notify the sender by reply e-mail. Although this email has been scanned for the possible presence of computer viruses prior to dispatch, we cannot be held responsible for any viruses or other material transmitted with, or as part of, this email without our knowledge.

Nancy Thurwachter

From: Robert Beachler <Robert.Beachler@itd.idaho.gov>
Sent: Monday, March 31, 2025 12:43 PM
To: Nancy Thurwachter
Subject: RE: Notice to Jurisdictions Idaho Ranch Annexation File No ANNX-24-8

WARNING: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

The following comment are submitted by the Idaho Transportation Department regarding ANNX-24-8

Pages 4,5 and 6 of the ANNEXATION ANNX-24-8 packet are maps depicting the Subject Site as containing Kootenai County Assessors PIN: 51N04W198550 which is parcel owned by the City of Post Falls along the former Union Pacific Railroad. The former UP Railroad Right-of-Way was relinquished to local agencies for future Rails to Trails multi-use path and should not be depicted as part of the proposed annexation with CCM designation. When I measure the proposed annexation without parcel 51N04W198550 the proposed area is approximately 6.4 acres. Applicant should clarify the proposed annexation boundary and acreage summary.

Robert Beachler
 District 1 Planning Program Manager
 Idaho Transportation Department
 600 W. Prairie Ave
 Coeur d'Alene, ID 83815
robert.beachler@itd.idaho.gov
 (208) 772-1216
 Office Hours M-TH 6-4:30

From: Nancy Thurwachter <nthurwachter@postfalls.gov>
Sent: Friday, March 28, 2025 3:07 PM
To: Ali Marenau <AMarienau@kmpo.net>; Alynnette Farley <abfarley@BPA.Gov>; Amanda Raymond <arraymond@bpa.gov>; Avista <c01_Real_Estate@avistacorp.com>; Avista <cdaconst@avistacorp.com>; Ben Tarbutton <btarbutton@kcgov.us>; Carey Borchardt <carey.borchardt@charter.com>; Carolyn Bostick <cbostick@cdapress.com>; Carrie Ann Hewitt <CarrieAnn.Hewitt@itd.idaho.gov>; cingle@kcgov.us; Chris Way <cway@kootenaifire.com>; Christina Petit <christina@postfallschamber.com>; Christine Harmon <christine.harmon@deq.idaho.gov>; cschneider@kec.com <cschneider@kec.com>; Dan Ryan <danr@kootenaifire.com>; Dan Selden <danselden@hotmail.com>; Dan Zeck <dan@eastgreenacres.org>; Daniel Mavrinac <Daniel.Mavrinac@BNSF.com>; David Callahan <dcallahan@kcgov.us>; David Haggerty <David.Haggerty@tdstelecom.com>; dena.naccarato@sd273.com; DEQ <deqcomments@deq.idaho.gov>; Devin Weeks <dweeks@cdapress.com>; Gina Dillman <gdillman@republicservices.com>; Glen Miles <Gmiles@kmpo.net>; Gregory Ashley <gregory.Ashley@williams.com>; Jame Davis <jame.davis@intermaxteam.com>; Jason Cortes <JCortes@hbkengineering.com>; Jeff Boren <Jeffrey.Boren@charter.com>; Jeremy Hofer <jhofer@kec.com>; Jeryl Archer <jeryla@kootenaifire.com>; Jessie Holderman <JHolderman@kec.com>; John R. Price <John.Price1@charter.com>; Jordan Wirth <Jordan.T.Wirth@usps.gov>; Karen Philips <Karen.Phillips@avistacorp.com>; Kevin Linville <kevin.linville@tdstelecom.com>; Kevin Teo <kevin.teo@ziply.com>; Kristen Rondo <krondo@phd1.idaho.gov>; Leo Martinez <leo.martinez@p66.com>; Lori Cogley <lcogley@kec.com>; Lynn Sandsor <lynn.sandsor@aecom.com>; Mark Brantl <mbrantl@postfallspolice.gov>; Mike Patton <Michael.m.patton@p66.com>; Owens, Dylan

Nancy Thurwachter

From: Martinez, Leo <Leo.Martinez@p66.com>
Sent: Monday, March 31, 2025 1:05 PM
To: Nancy Thurwachter
Subject: Notice to Jurisdictions Idaho Ranch Annexation File No ANNX-24-8
Attachments: Exhibit PH-7 NTJ_CC_Idaho Ranch.pdf

WARNING: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Nancy,

Phillips 66 does not have any utilities within your attached project vicinity.
 (Response 12929)

Leo Martinez

Associate, Operations Support • Real Estate Services

O: 805-541-8912 | F: 805-538-6204
 18781 El Camino Real | Atascadero, CA 93422
Leo.Martinez@phillips66.com



The information in this electronic message is privileged and confidential and is intended solely for the use of the individual(s) and/or entity named above, and any unauthorized disclosure, copying, distribution or taking of any action in reliance upon on the contents of these electronically transmitted materials is strictly prohibited. If you are not the intended recipient, please notify the sender immediately and destroy this message and any copies.

From: Nancy Thurwachter <nthurwachter@postfalls.gov>

Sent: Friday, March 28, 2025 3:07 PM

To: Ali Marenau <AMarienau@kmpo.net>; Alynnette Farley <abfarley@BPA.Gov>; Amanda Raymond <arraymond@bpa.gov>; Avista <c01_Real_Estate@avistacorp.com>; Avista <cdaconst@avistacorp.com>; Ben Tarbutton <btarbutton@kcgov.us>; Carey Borchardt <carey.borchardt@charter.com>; Carolyn Bostick <cbostick@cdapress.com>; Carrie Ann Hewitt <carrieann.hewitt@itd.idaho.gov>; cingle@kcgov.us; Chris Way <cway@kootenaifire.com>; Christina Petit <christina@postfallschamber.com>; Christine Harmon <christine.harmon@deq.idaho.gov>; cschneider@kec.com <cschneider@kec.com>; Dan Ryan <danr@kootenaifire.com>; Dan Selden <danselden@hotmail.com>; Dan Zeck <dan@eastgreenacres.org>; Daniel Mavrinac <Daniel.Mavrinac@BNSF.com>; David Callahan <dcallahan@kcgov.us>; David Haggerty <David.Haggerty@tdstelecom.com>; dena.naccarato@sd273.com; DEQ <deqcomments@deq.idaho.gov>; Devin Weeks <dweeks@cdapress.com>; Gina Dillman <gdillman@republicservices.com>; Glen Miles <Gmiles@kmpo.net>; Gregory Ashley <gregory.Ashley@williams.com>; Jame Davis <jame.davis@intermaxteam.com>; Jason Cortes <JCortes@hbkengineering.com>; Jeff Boren <Jeffrey.Boren@charter.com>; Jeremy Hofer <jhofer@kec.com>; Jeryl Archer <jeryla@kootenaifire.com>; Jessie Holderman <JHolderman@kec.com>; John R. Price <John.Price1@charter.com>; Jordan Wirth <Jordan.T.Wirth@usps.gov>; Karen Philips <Karen.Phillips@avistacorp.com>; Kevin Linville <kevin.linville@tdstelecom.com>; Kevin Teo <kevin.teo@ziplay.com>; Kristen Rondo <krondo@phd1.idaho.gov>; Martinez, Leo <Leo.Martinez@p66.com>; Lori Cogley <lcogley@kec.com>; Lynn Sandsor <lynn.sandsor@aecom.com>; Mark Brantl <mbrantl@postfallspolice.gov>; Patton, Michael M <Michael.M.Patton@p66.com>; Owens, Dylan

From: [DEQ Comments](#)
To: [Nancy Thurwachter](#)
Subject: RE: Notice to Jurisdictions Idaho Ranch Annexation File No ANNX-24-8
Date: Tuesday, April 8, 2025 1:17:06 PM
Attachments: [image001.png](#)

WARNING: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Afternoon,

Thank you for providing the opportunity to comment. DEQ has no environmental impact comments for the project listed above at this stage of development.

Thank you,

Idaho Department of Environmental Quality
2110 Ironwood Parkway, Coeur d'Alene, Idaho 83814
Office Line: 208.769.1422
www.deq.idaho.gov

Our mission: To protect human health and the quality of Idaho's air, land, and water.

From: Nancy Thurwachter <nthurwachter@postfalls.gov>
Sent: Friday, March 28, 2025 3:07 PM
To: Ali Marenau <AMarienau@kmpo.net>; Alynnette Farley <abfarley@BPA.Gov>; Amanda Raymond <arraymond@bpa.gov>; Avista <c01_Real_Estate@avistacorp.com>; Avista <cdaconst@avistacorp.com>; Ben Tarbutton <btarbutton@kcgov.us>; Carey Borchardt <carey.borchardt@charter.com>; Carolyn Bostick <cbostick@cdapress.com>; Carrie Ann Hewitt <carrieann.hewitt@itd.idaho.gov>; cingle@kcgov.us; Chris Way <cway@kootenaifire.com>; Christina Petit <christina@postfallschamber.com>; Christine Harmon <Christine.Harmon@deq.idaho.gov>; cschneider@kec.com <cschneider@kec.com>; Dan Ryan <danr@kootenaifire.com>; Dan Selden <danselden@hotmail.com>; Dan Zeck <dan@eastgreenacres.org>; Daniel Mavrinac <Daniel.Mavrinac@BNSF.com>; David Callahan <dcallahan@kcgov.us>; David Haggerty <David.Haggerty@tdstelecom.com>; dena.naccarato@sd273.com; DEQ Comments <deqcomments@deq.idaho.gov>; Devin Weeks <dweeks@cdapress.com>; Gina Dillman <gdillman@republicservices.com>; Glen Miles <Gmiles@kmpo.net>; Gregory Ashley <gregory.Ashley@williams.com>; Jame Davis <jame.davis@intermaxteam.com>; Jason Cortes <JCortes@hbkengineering.com>; Jeff Boren <Jeffrey.Boren@charter.com>; Jeremy Hofer <jhofer@kec.com>; Jeryl Archer <jeryla@kootenaifire.com>; Jessie Holderman

<JHolderman@kec.com>; John R. Price <John.Price1@charter.com>; Jordan Wirth <Jordan.T.Wirth@usps.gov>; Karen Philips <Karen.Phillips@avistacorp.com>; Kevin Linville <kevin.linville@tdstelecom.com>; Kevin Teo <kevin.teo@ziply.com>; Kristen Rondo <krondo@phd1.idaho.gov>; Leo Martinez <leo.martinez@p66.com>; Lori Cogley <lcogley@kec.com>; Lynn Sandsor <lynn.sandsor@aecom.com>; Mark Brantl <mbrantl@postfallspolice.gov>; Mike Patton <Michael.m.patton@p66.com>; Owens, Dylan <Dylan.Owens@tdstelecom.com>; Panhandle Health General <ehapplications@phd1.idaho.gov>; Patricia M. Corrigan <pcorrigan@hbkengineering.com>; PFPD Admin <admin@postfallspolice.gov>; contactus@postfallshd.com; Robert Beachler <robert.beachler@itd.idaho.gov>; Ron Wilson <Ron@eastgreenacres.org>; Ross Point Water <rosspointwater@yahoo.com>; Ryan Goff <ryan.goff@tdstelecom.com>; Scott Morton <smorton@republicservices.com>; Tom Kearns <tkearns@idl.idaho.gov>; Tom Murn <Tom.Murn@Ziply.com>; URA <postfallsura@gmail.com>
Cc: Bobby Wilhelm <bobby@bobbywilhelm.com>; Christopher Gabbert <cgabbert@postfalls.gov>; Chris Schreiber <chris.schreiber@khco.com>; Dave Fair <dfair@postfalls.gov>; Field Herrington <fherrington@postfalls.gov>; Hollis Staal <hstaal@postfalls.gov>; James Steffensen <James.steffensen@yahoo.com>; Jason Faulkner <jfaulkner@postfalls.gov>; Jennifer Poindexter <jpoindexter@postfalls.gov>; John Beacham <jbeacham@postfalls.gov>; Jon Manley <jmanley@postfalls.gov>; Justin Miller <jmiller@postfalls.gov>; Kelly Russell <krussell@postfalls.gov>; Kibbee Walton <kibbee@artisanportrait.com>; Naomi Tierney <ntierney@postfalls.gov>; Preston Hill <prestonh@postfalls.gov>; Ray Kimball <rkimball@whipplece.com>; Rob Palus <rpalus@postfalls.gov>; Robert Seale <rseale@postfalls.gov>; Ross Schlotthauer <ross@burlyproducts.com>; Shannon Howard <showard@postfalls.gov>; Shelly Enderud <senderud@postfalls.gov>; Stephanie Herman <sherman@postfalls.gov>; Tisha Gallop <tgallp@postfalls.gov>; Vicky Jo Carey <vjcarey@aol.com>; Wade Meyer <wmeyer@postfalls.gov>; Warren Wilson <wwilson@postfalls.gov>
Subject: Notice to Jurisdictions Idaho Ranch Annexation File No ANNX-24-8

CAUTION: This email originated outside the State of Idaho network. Verify links and attachments BEFORE you click or open, even if you recognize and/or trust the sender. Contact your agency service desk with any concerns.

Please find attached the Notice to Jurisdictions for the Idaho Ranch Annexation File No ANNX-24-8 scheduled the City Council meeting April 15, 2025. The draft staff report will be on the city's website shortly.

Nancy Thurwachter

Planning Administrative Specialist

408 N. Spokane Street

Post Falls, ID 83854

(208) 457-3338



The City of Post Falls has changed our domain to POSTFALLS.GOV. Please adjust your contacts/links.

Privileged / confidential information may be contained in this message. If you are not the addressee indicated in this message (or responsible for delivery of the message to such person), you may not copy or send this message to anyone. In such case, you should destroy this message and kindly notify the sender by reply e-mail. Although this email has been scanned for the possible presence of computer viruses prior to dispatch, we cannot be held responsible for any viruses or other material transmitted with, or as part of, this email without our knowledge.

Idaho Ranch Annexation

Case File: ANNX-24-8



Jon Manley – Planning Manager
April 15, 2025

1

OWNER: Jacklin Land Company

APPLICANT: Whipple Consulting Engineers, Inc

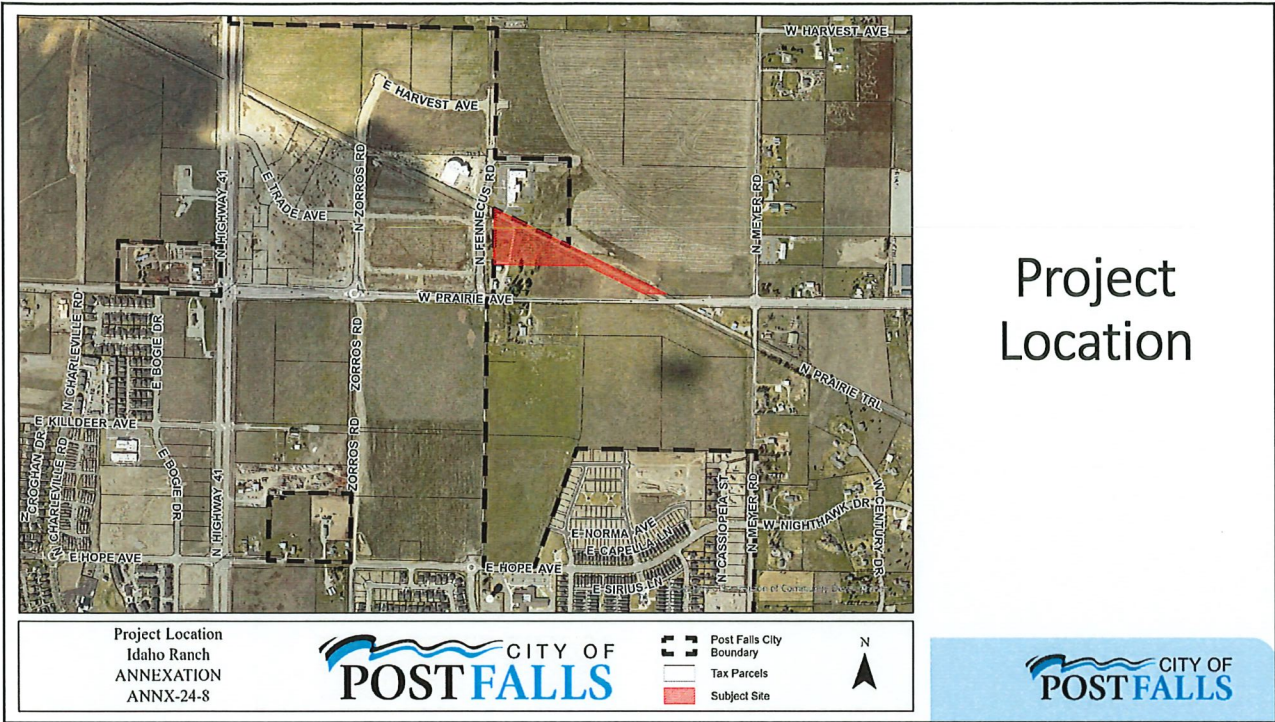
REQUESTED ACTIONS:

The applicant is asking City Council to approve the 4.81-acre (8.89 acres with RR rights-of-way) annexation with the Community Commercial Mixed (CCM) zoning designation

Idaho Ranch Annexation

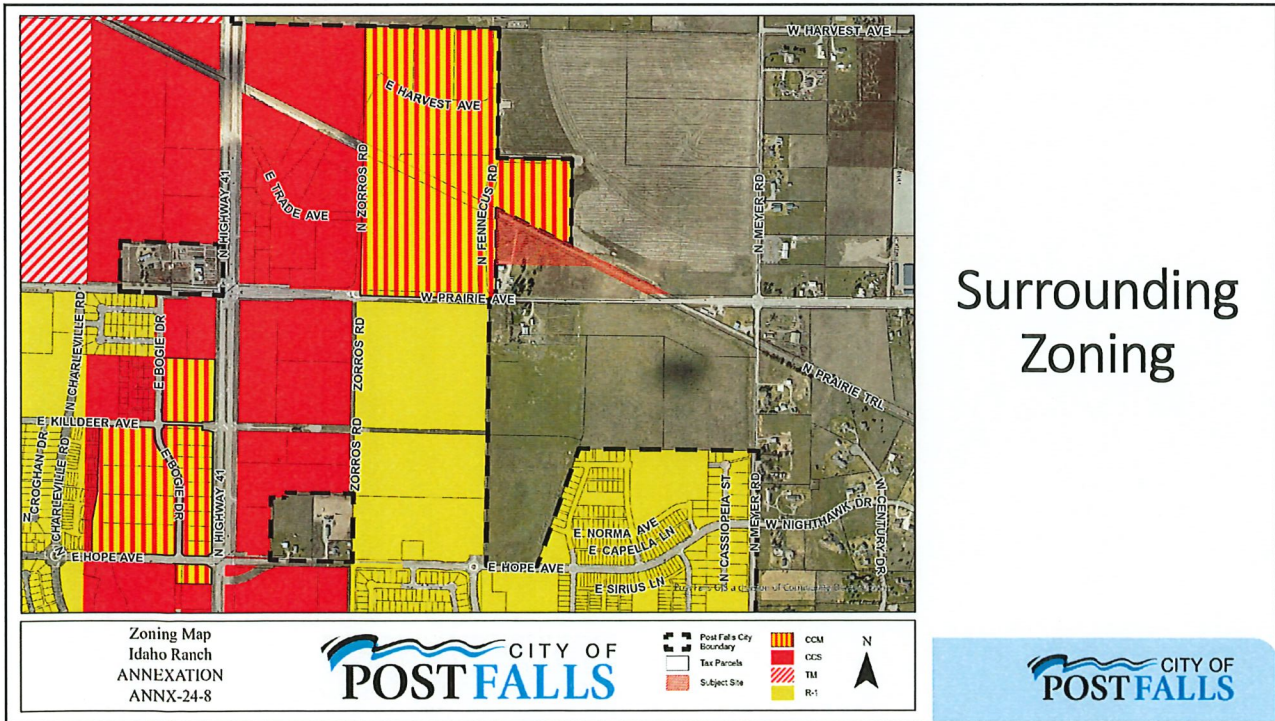


2



Project Location

3



Surrounding Zoning

4

Land Use & Site

- Vacant undeveloped lot formally part of a larger residential single-family use
- Over the Rathdrum Prairie Aquifer

Wastewater

- City of Post Falls
- Is subject to the 12th Avenue Surcharge for sanitary sewer that supplements the development of sewer forcemains from the 12th Ave. Lift Station to the Water Reclamation Facility.
- See Next Slide

Water

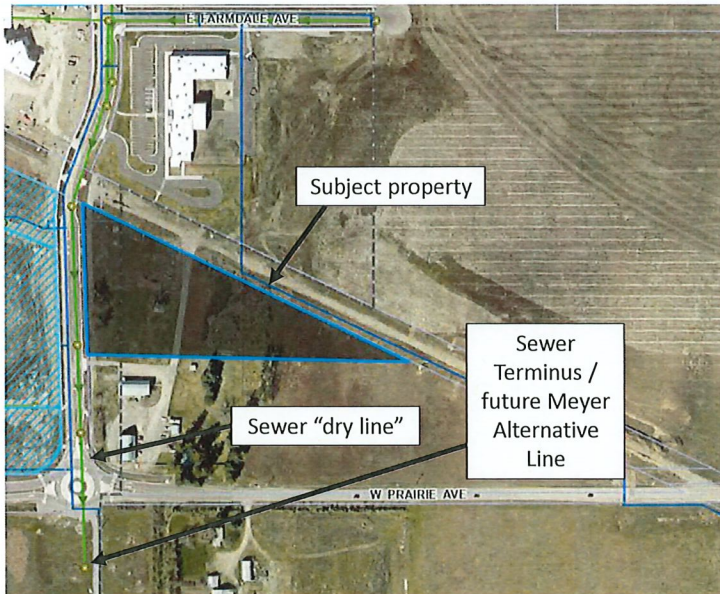
Traffic

- Ross Point Water District
- Adjacent to Fennecus Rd. a Major Collector
- No additional rights-of-way or easement dedications are required for Fennecus Road.
- The property additionally sits adjacent to the Prairie Trail, a regional multi-modal facility. Pedestrian and bicycle connections from the Site to the Prairie Trail would require review and approval by the City of Post Falls Parks Department at the time of future site development.

Additional Information



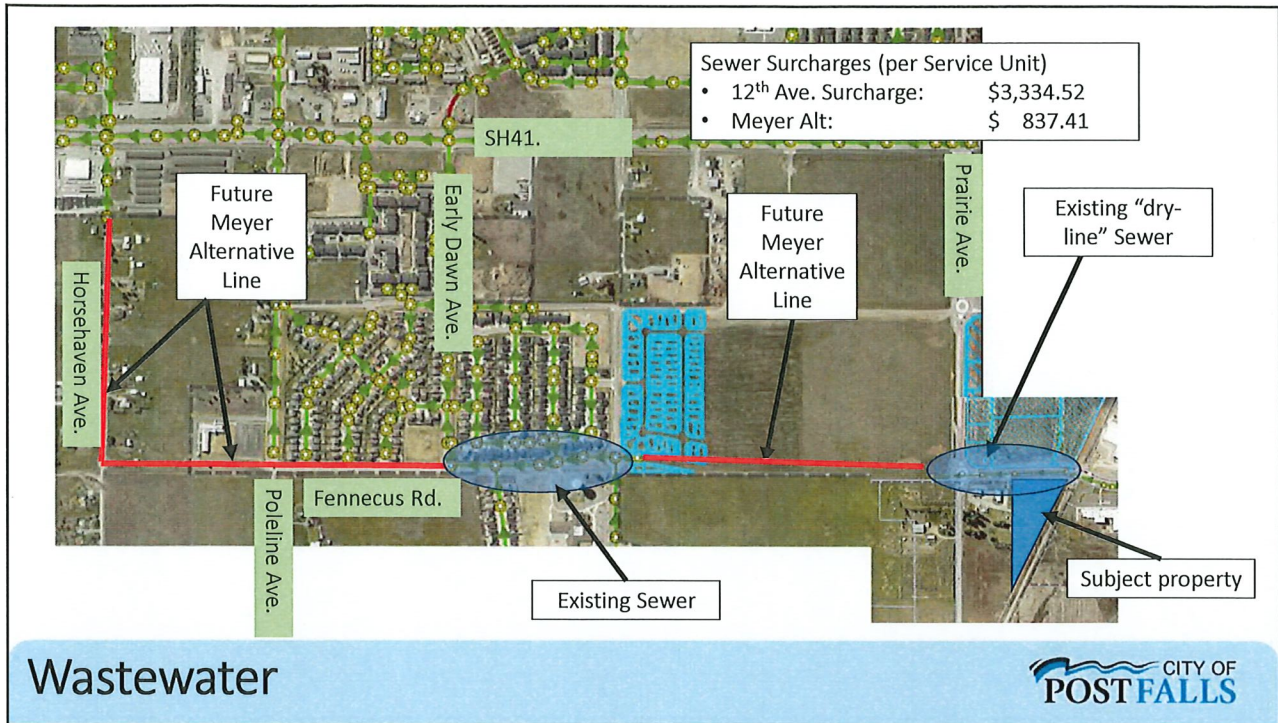
5



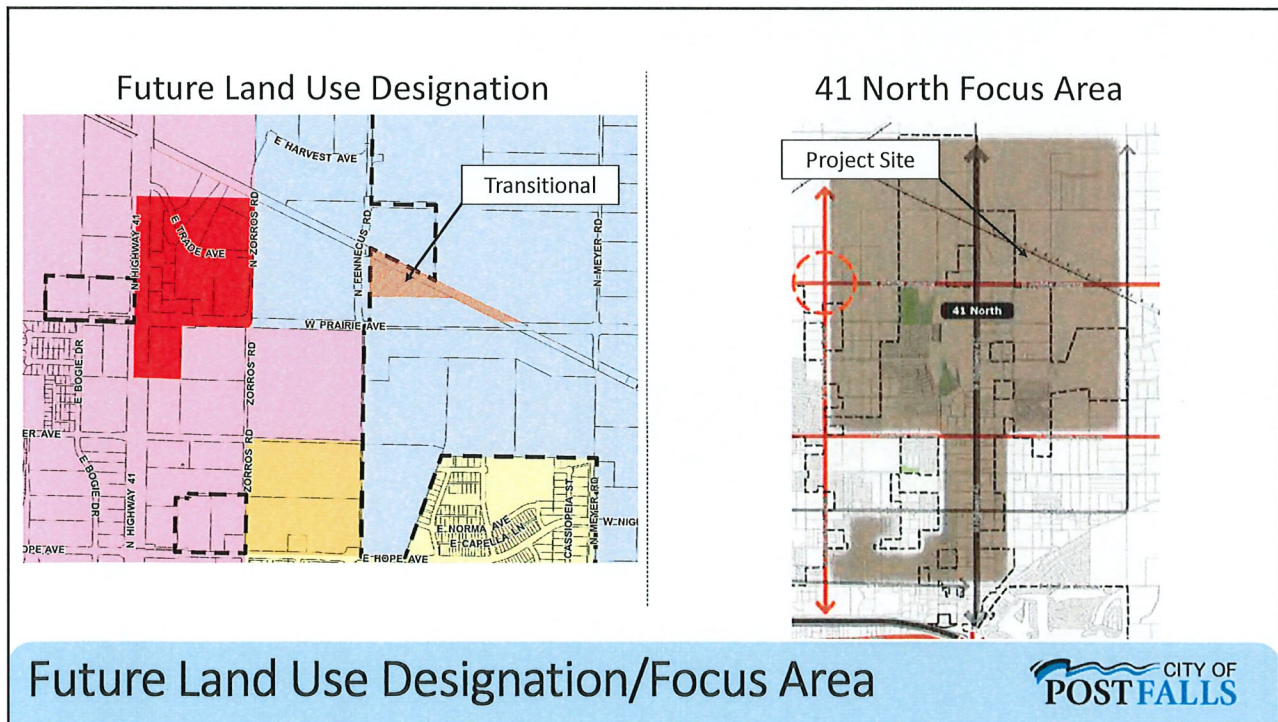
Wastewater



6

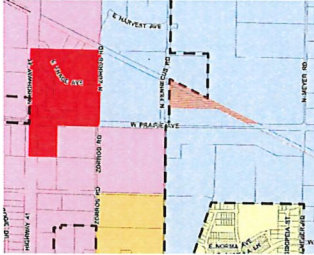


7

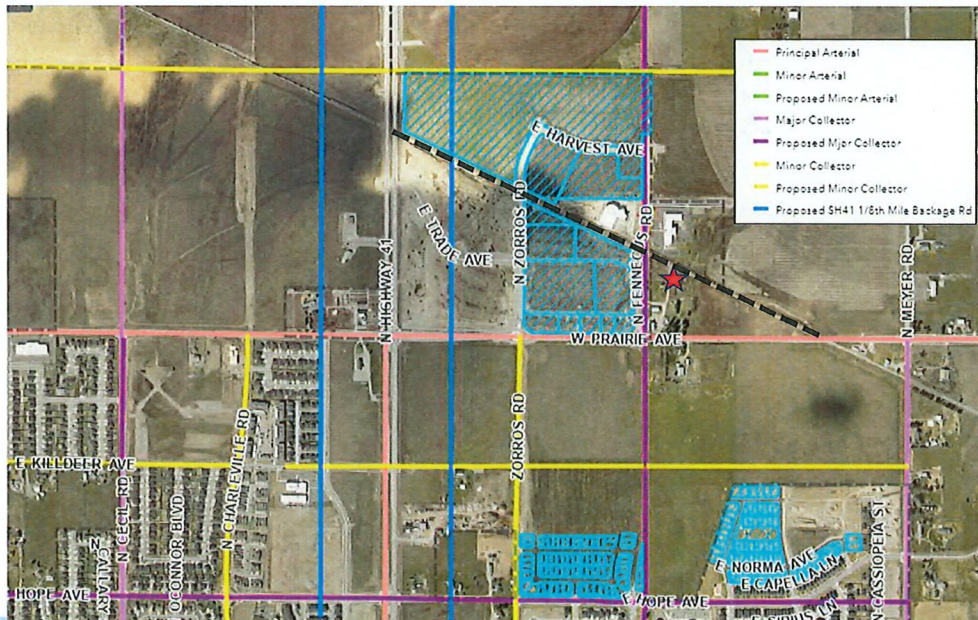


8

Zone Change Comprehensive Compatibility

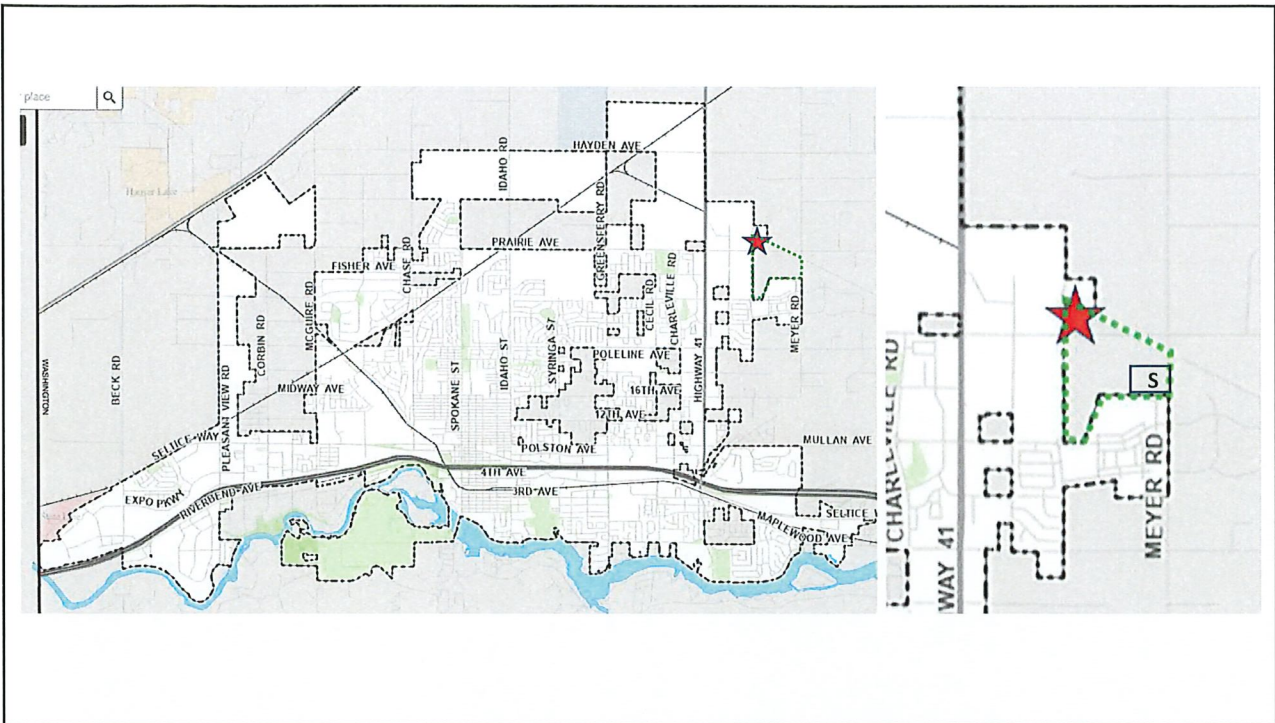
Future Land Use Designation	Focus Area	Comprehensive Goals	Comprehensive Policies
 Transitional Defers to focus area for guidance	<u>41 North</u> Development should provide pedestrian connectivity to all multi-use paths and trails including SH41 Trail Focus provisions for multi-family, commercial, and tech uses near higher classified roadways;	[G.06]: Maintain and improve Post Falls' transportation network, on pace and in concert with need and plan objectives [G.07]: Plan for and establish types and quantities of land uses in Post Falls supporting community needs and the City's long-term sustainability.	[P.26] Maintain and improve the continuity of sidewalks, trails and bicycle paths in Post Falls. [P.33]: Annexation should help implement Post Falls' transportation plans, enabling completion or preserving continuity of circulatory patterns for roads and pedestrian ways [P.69]: Encourage new development to provide pedestrian access to nearby parks, trails and green spaces.

9



Roadway Context

10



11

3. Does the proposed zoning district create a Demonstrable Adverse Impact upon the delivery of services by any political subdivision providing public services within the city?

Zone Change Review Criteria 3



12

- Kootenai County Fire
- PF Highway District
- PF School District
- Avista (WWP-3)
- Dept. of Environmental Quality
- Conoco Inc. (Pipeline company)
- Yellowstone (Pipeline company)
- TransCanada GTN
- PF Parks & Rec
- Kootenai Electric
- Ross Point Water
- TDS
- Verizon
- Idaho Department of Lands
- Panhandle Health
- NW Pipeline Corp.
- PF Post Office
- East Greenacres Irrigation District
- Time Warner Cable
- PF Police Department
- Utilities
- Urban Renewal Agency
- Kootenai County Planning
- KMPO

Agencies Notified



13

[PA-1] Post Falls School District – Remain neutral

[PA-2] Kootenai County Fire & Rescue – Comment on permitting

[PA-3] Post Falls Police Department – Remain neutral

[PA-4/PA-7] Yellowstone Pipeline Co. – No utilities in vicinity

[PA-5] Department of Environmental Quality– No environmental impacts

[PA-6] Idaho Transportation Department – Questions Zoning/Acreage of former UP Railroad Rights-of-Way.

Agency Comments



14

3. Does the proposed zoning district create a Demonstrable Adverse Impact upon the delivery of services by any political subdivision providing public services within the city?

Zone Change Review Criteria 3



15

- 1. Is the proposed zoning district consistent with the Future Land Use Map and Focus Area contained in the currently adopted Post Falls Comprehensive Plan?**
- 2. Is the proposed zoning district consistent with the goals and policies contained in the currently adopted Post Falls Comprehensive Plan that are relevant to the area under consideration?**
- 3. Does the proposed zoning district create a Demonstrable Adverse Impact upon the delivery of services by any political subdivision providing public services within the city?**

Zone Change Review Criteria



16

CITY OF POST FALLS
AGENDA REPORT
UNFINISHED BUSINESS/RETURNING ORDINANCES AND RESOLUTIONS
MEETING DATE: 4/15/2025

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: Janet Best, Human Resources Director, Field Herrington, City Attorney

SUBJECT: Adoption of Personnel Policy

ITEM AND RECOMMENDED ACTION:

Staff recommends the City Council adopt the attached resolution approving the updated Personnel Policy, with an effective date of June 1, 2025.

DISCUSSION:

The attached Personnel Policy updates the City's existing policies related to employee conduct, benefits, classification, and related employment matters. The policy aims to improve clarity, legal compliance, and alignment with current best practices in personnel administration. A presentation on the proposed changes was provided to the City Council during the April 1, 2025 workshop. No additional presentation is scheduled for this meeting.

Policy Overview:

The proposed policy document comprehensively revises prior personnel policies. Key updates include:

- Streamlined procedures for onboarding and separation
- Revised performance evaluation and discipline protocols
- Clear articulation of grievance and appeal processes
- Compliance adjustments based on recent changes in state and federal employment laws

The updated policy document is intended to serve as a consistent reference for both employees and supervisors, offering improved structure and usability. The policy was developed with input from the Human Resources Department and reviewed by the Legal Department to ensure enforceability and adherence to statutory requirements.

ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON:

Presented to the City Council at the April 1, 2025 workshop for initial review and input.

APPROVED OR DIRECTION GIVEN:

The council requested that staff return with a final version for adoption.

FISCAL IMPACT OR OTHER SOURCE OF FUNDING:

There is no direct fiscal impact from adopting the policy. Implementation will be managed using existing resources.

BUDGET CODE:

N/A

ATTACHMENTS:

1. 2025.04.03 Policy Adoption Resolution
2. 2025.04.04 Personnel Policy

RESOLUTION NO. 25-[Category]

Personnel Policy Adoption Resolution

WHEREAS, the City of Post Falls maintains a Personnel Policy to guide employee conduct, benefits, and expectations; and

WHEREAS, the current Personnel Policy has been comprehensively updated to consolidate prior policies, improve clarity, and enhance legal compliance; and

WHEREAS, the City Council finds it to be in the best interest of the city to adopt such policies.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Post Falls that:

Section 1. Policy Adoption.

That the following Personnel Policy attached hereto as **Exhibit A** is adopted with an effective date of June 1, 2025.

Section 2. Repeal of Conflicting Policies.

Policies that conflict with the policies adopted by this Resolution are hereby repealed.

Section 3. Effective Date. This Resolution, passed by a majority of the Post Falls City Council, shall be in full force and effect from and after its passage and approval according to law.

PASSED by the City Council on the ____ day of April, 2025.

CITY OF POST FALLS

Ronald Jacobson, Mayor

ATTEST:

Shannon Howard, City Clerk



Personnel Policy

Version 2025.1

Approved by Post Falls City Council

Effective Date: June 1, 2025

Table of Contents

INTRODUCTION	5
1. GENERAL MANAGEMENT PRACTICES AND EMPLOYMENT POLICIES	6
Equal Opportunity Policy Statement.....	6
Policy Against Harassment, Discrimination, and Retaliation	6
Reasonable Accommodation of Disabilities and Pregnant Workers.	9
2. EMPLOYMENT CLASSIFICATION & RECORDS	12
Employee Classification and Employment Status.	12
Employee Records.....	13
3. HIRING	15
General Hiring Policies.	15
Employment Eligibility Verification.....	15
Veteran’s Preference.	15
Nepotism – Hiring or Supervision of Relative.....	15
Employment Background Checks.	16
Probationary Period.....	16
Employee Selection, Evaluation, and Testing.....	17
4. COMPENSATION AND SALARY	18
New Hires.....	18
Rehired Employees.	18
Promotions.	18
Newly Created Positions.	19
Level Progression.....	19
Merit and COLA Increases.	20
Scale Adjustments.....	21
Wage Surveys and Compensation Comparisons.....	21
Employee Grade or Title Change.....	21
Special Duty Pay.	21
Shift Differential Policy for Hourly Non-exempt Employees.	22
License Incentive Plans for Water Distribution and Water Reclamation Divisions.	22
Incentive Pay Policy.....	23
5. WORK HOURS AND ATTENDANCE	25

Work Week and Hours of Work.	25
Meal Periods and Discretionary Rest Breaks.	25
Time Records.	25
Overtime and Compensatory Time.	26
On-Call Compensation.	27
Standby.	28
Deductions for Pay – Safe Harbor.	28
Paychecks.	28
6. BENEFITS AND LEAVE	30
Employee Benefits.	30
Benefit Prorating Policy for Part-Time Employees.	30
Travel Policy.	30
College/University Education Assistance Program.	34
Holidays.	34
Paid Time Off.	36
Accrual Rates for PTO.	37
Catastrophic Account (CAT).	37
Family and Medical Leave.	38
Military Leave.	40
Bereavement Leave.	40
Jury Duty.	41
Court Appearance as a Witness.	41
Time Off for Voting.	42
Religious Observances.	42
Worker’s Compensation.	42
7. WORKPLACE AND EMPLOYEE CONDUCT AND RESPONSIBILITIES	43
Workplace Guidelines.	43
Employee Code of Conduct.	44
Duty to Report Child Abuse.	47
Volunteerism.	47
Outside Employment.	47
Use of Credentials or Badge.	48
Dress and Grooming.	48

Animals in the Workplace.....	48
Political Neutrality.	49
Personal Relationship Policy – Employee Dating.	50
Social Media.....	52
No Recording/No Camera Policy.....	54
Required Notices and General Announcements.....	54
Solicitation.	54
Computers, Internet, Email, and Other Resources.	54
Generative Artificial Intelligence (AI) Tools.....	56
Telecommuting Policy.	58
Nursing Mother Accommodation.....	62
Fitness for Duty.	63
Vehicle Use Policy.	63
Employee Assistance and Drug Free Awareness.....	65
Smoke-Free Workplace.....	67
Workplace Violence Prevention.....	67
Infectious Disease Control Policy.....	67
8. GRIEVANCE PROCEDURES AND PERFORMANCE MANAGEMENT	70
Complaint Process and Procedure.....	70
Employee Performance and Discipline.....	71
Opportunity To Be Heard—Assertions of Unlawful Discrimination, Retaliation, and Name-Clearing Hearing.	73
9. LEAVING CITY EMPLOYMENT.....	75
Voluntary Resignation.....	75
Employee Separation Through Reduction in Force or Re-organization.	75
Return of Equipment and Deletion of Computer Access.	75
Exit Interview, Final Paycheck, and Separation Benefits.	75
Obligations Continuing After Termination.	75
10. EMPLOYEE PERSONNEL POLICY ACKNOWLEDGMENT AND RECEIPT	77

INTRODUCTION

Welcome to the City of Post Falls (the “City”). This policy aims to inform City employees of the many benefits of working at the City, explain the City’s expectations and regulations, as well as employee rights and responsibilities, and ensure uniform application throughout City departments. The Personnel Policy is not all-inclusive but addresses the topics most likely to be encountered in the City’s day-to-day operations.

CITY ORGANIZATION

The City of Post Falls operates under the Mayor/Council form of government. The Mayor appoints the City Administrator with confirmation of the Council. The City Administrator is subject to direction from the Mayor and is responsible for the management and supervision of the City departments. The Mayor appoints Department Heads, with confirmation by the Council, and they are responsible for the efficient management and operation of their respective departments¹.

It is the purpose and goal of the City Council, Mayor, City Administrator, Department Heads, Managers, Supervisors, and employees to provide state-of-the-art services through best practices and to respond to the needs of the public through programs and practices that:

- Serve the public interest;
- Exercise fiscal responsibility;
- Protect the City and City interests;
- Support departments in the achievement of goals and objectives; and
- Strive for lawful treatment of employees according to federal laws, state codes, local ordinances, and the City’s policies and procedures.

Mission: Building Community

Vision: Creating a Welcoming, Sustainable, and Dynamic Community.

DISCLAIMER

This Personnel Policy is not intended to supersede City ordinances or other applicable state and federal laws and regulations. In case of any conflict between the policies and procedures in this Personnel Policy and such ordinances or laws, the latter shall prevail.

Due to legal and safety concerns related to law enforcement, the City of Post Falls Police Department personnel are governed by policies and procedures adopted to address the legal and public safety concerns applicable to law enforcement. In cases where there is a conflict between the law enforcement policies and procedures and this Personnel Policy, the Police Department’s public safety policies and procedures will prevail. The Post Falls Police Department will work with Human Resources to resolve potential policy conflicts before their adoption.

¹ See [PFMC 2.08.010](#).

1. GENERAL MANAGEMENT PRACTICES AND EMPLOYMENT POLICIES

Equal Opportunity Policy Statement.

The City is committed to equal employment opportunities and compliance with federal and state anti-discrimination laws. All aspects of employment will be based on merit, qualifications, and abilities. The City does not discriminate based on Protected Category. Reasonable accommodations will be provided to qualified individuals with known disabilities, limitations relating to pregnancy, childbirth, related medical conditions, or religious needs. Employees can raise concerns without fear of reprisal, and any unlawful discrimination, harassment, or retaliation will result in disciplinary action, up to and including termination.

Policy Against Harassment, Discrimination, and Retaliation.

Objective: The City strives to create and maintain a work environment where people are treated with dignity, decency, and respect. The environment of the City should be characterized by mutual trust and the absence of intimidation, oppression, and exploitation. Employees should be able to work and learn in a safe atmosphere. The accomplishment of this goal is essential to our mission. Therefore, the City will not tolerate unlawful discrimination or harassment of any kind. Through enforcement of this policy and by educating employees, the City will seek to prevent, correct, and discipline behavior that violates this policy.

All new hires are required to participate in mandatory training provided by Human Resources and must sign an acknowledgment confirming they have received, reviewed, and understood the policy. Employee acknowledgment confirms understanding of the policy, commitment to compliance, and awareness of the disciplinary consequences associated with any violations.

Employees must comply with this policy regardless of position to prevent prohibited conduct. Violations will result in appropriate disciplinary action, including, but not limited to, verbal or written reprimand, suspension, or termination, based on the offense's seriousness, pervasiveness, and the employee's disciplinary history.

Prohibited Conduct Under This Policy: The City, in compliance with all applicable federal, state, and local anti-discrimination and harassment laws and regulations, enforces this policy under the following definitions and guidelines:

A. Discrimination.

It is a violation of the City's policy to discriminate in the provision of employment opportunities, benefits, or privileges; to create discriminatory work conditions; or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, due to a Protected Category.

Discrimination of this kind also may be strictly prohibited by various federal, state, and local laws, including the Idaho Human Rights Act. This policy is intended to comply with the prohibitions stated in these anti-discrimination laws.

Discrimination violating this policy will be subject to disciplinary measures, up to and including termination.

B. Harassment.

The City prohibits illegal harassment of any kind, including sexual harassment, and will take

appropriate and immediate action in response to complaints or knowledge of violations of this policy. For purposes of this policy, harassment is any unwanted verbal, written, or physical conduct that denigrates or shows hostility or aversion toward an individual due to a Protected Category and that a) has the purpose or effect of creating an intimidating, hostile, or offensive work environment; b) has the purpose or effect of unreasonably interfering with an individual's work performance; or c) otherwise adversely affects an individual's employment opportunities.

The following illustrations of harassment are intended to be examples of the type of conduct prohibited by this policy. They are not exclusive when determining whether there has been a violation of this policy:

- Harassing conduct includes epithets, slurs, or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the employer's premises, that is circulated in the workplace via e-mail, phone (including voice messages), text messages, tweets, blogs, social networking sites, or other means, or that is created on the City's time or using City equipment.
- Verbal harassment can include offensive or unwelcome comments regarding a person's Protected Category.

Nonverbal harassment can include distributing, displaying, or discussing any written or graphic material that ridicules, denigrates, insults, belittles, or shows hostility, aversion, or disrespect toward an individual or group because of a Protected Category.

C. Sexual Harassment.

Sexual harassment is a form of unlawful employment discrimination under Title VII of the Civil Rights Act of 1964 and is prohibited under the City's anti-harassment policy. Consistent with the Equal Employment Opportunity Commission ("EEOC"), sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for employment decisions, such conduct has the purpose or effect of creating an intimidating, hostile or offensive working environment, or such conduct interferes unreasonably with an individual's work performance.

Sexual harassment can take the following forms:

- "Quid pro quo" harassment. Quid pro quo harassment is where submission to harassment is used as the basis for employment decisions. Quid pro quo harassment includes situations where employment benefits, such as raises, promotions, or better working hours, are directly linked to compliance with sexual advances. Therefore, only someone in a supervisory capacity (with the authority to grant such benefits) can engage in quid pro quo harassment. To illustrate, a supervisor promising an employee a raise if they go on a date with them and a manager telling an employee they will fire them if they do not have sex with them are both examples of quid pro quo harassment.
- "Hostile work environment" harassment. Hostile work environment harassment is where the harassment creates an offensive and unpleasant working environment. Anyone in the work environment can create a hostile work environment, including supervisors, other employees, or customers. Hostile work environment harassment consists of verbal conduct of a sexual nature, unwelcome sexual materials, or even unwelcome physical contact as a regular part of the work environment. Texts, e-mails, cartoons, or posters of

a sexual nature; vulgar or lewd comments or jokes; or unwanted touching or fondling all fall into this category.

Sexual harassment occurs when unsolicited and unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature:

- Are made explicitly or implicitly a term or condition of employment;
- Are used as a basis for an employment decision; or
- Unreasonably interferes with an employee's work performance or creates an intimidating, hostile, or otherwise offensive environment.

Sexual harassment may take different forms and can range from subtle to not-so-subtle behaviors and may involve individuals of the same or different gender. The following illustrations of sexual harassment are intended to be examples. They are not exclusive when determining whether there has been a violation of this policy:

- Verbal sexual harassment can include sexual innuendo, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks, or threats of a sexual or lewd nature; commentary about an individual's body, sexual prowess, or sexual deficiencies; requests for any sexual favor, repeated and unwelcome requests for dates; and verbal abuse of a sexual nature.
- Nonverbal sexual harassment can include the distribution, display, or discussion in the workplace of any written or graphic material, including calendars, posters, or cartoons that are sexually suggestive or show hostility toward an individual or group because of sex; suggestive or obscene sounds, comments, or gestures; leering; staring; whistling; sexual content in letters, notes, facsimiles, e-mails, photos, text messages, tweets, and Internet postings; or other forms of communication that are sexual in nature that are displayed or distributed in the workplace or that are created on City time or using City equipment.
- Physical sexual harassment includes unwelcome or unwanted physical contact, including touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, fondling, or forced sexual intercourse or assault.

Courteous, mutually respectful, pleasant, and noncoercive interactions between employees that are appropriate in the workplace and acceptable to and welcomed by both parties are not considered harassment.

D. Retaliation.

No hardship, loss, or penalty may be imposed on an employee based on the employee asserting a benefit conferred upon the employee by this Personnel Policy or by law or reporting a violation of this Personnel Policy or law. This includes, but is not limited to, a hardship, loss, or penalty imposed based on the employee:

- Filing or responding to a bona fide complaint of discrimination, harassment, or any other type of unlawful conduct or conduct that violates this Personnel Policy;
- Participating as a witness or otherwise in the investigation of a complaint;
- Serving as an investigator of a complaint; or
- Reporting fraud, unethical or unprofessional conduct, non-compliance with policies or procedures, violations of local, state, or federal laws or regulations, or other illegal or improper practices or policies.

Retaliation or attempted retaliation in response to lodging a complaint pursuant to this Personnel Policy or invoking the Personnel Policy's complaint process violates this policy. Any person found

to have violated this aspect of the Personnel Policy will be subject to sanctions, up to and including termination of employment.

Reasonable Accommodation of Disabilities and Pregnant Workers.

A. Americans with Disabilities Act (ADA).

The Americans with Disabilities Act (“ADA”) and the Idaho Human Rights Act prohibit employers from discriminating against applicants and individuals with disabilities. When needed, employers must provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

The City’s policy is to comply with all applicable federal and state laws concerning the employment of persons with disabilities. Furthermore, the City’s policy is not to discriminate against qualified individuals with disabilities regarding application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions, or privileges of employment.

To ensure equal employment opportunities for qualified individuals with a disability, the City will make reasonable accommodations for the known disability of an otherwise qualified employee so that they can perform the essential functions of their job unless undue hardship on the operation of the City would result. An example of undue hardship includes where the accommodation causes a direct threat to the employee or others in the workplace, and the threat cannot be eliminated by reasonable accommodation. Employees requiring a reasonable accommodation should contact the City’s Human Resources Department.

Interactive Process: When requesting the accommodation mentioned above, the employee should specify what accommodation(s) they need to perform the job. The City may require additional information from the employee, their healthcare provider(s), or the City’s own healthcare advisors to determine the appropriate action to take. Throughout the process, the City will use a problem-solving approach to identify and implement an accommodation that is most appropriate for the situation, if available.

During the interactive process, the City may implement temporary modifications. Please remember that a temporary modification may involve eliminating or modifying an essential function of the employee’s job. However, the City may determine that such elimination or modification cannot be permanent. As a result, the employee must remember that all temporary modifications are temporary and instituted for the employee’s benefit while the interactive process is completed.

At the end of this interactive and information-gathering process, the City may adopt the requested accommodation or another reasonable accommodation or determine that a reasonable accommodation does not exist. Please remain aware that the City may also propose and implement an alternative accommodation(s). If the requested and alternative accommodations are reasonable and will not impose an undue hardship, the law allows the City to implement the accommodation of its choice. The City reserves the right to implement the accommodation of its choice in this circumstance.

The City generally attempts to make reasonable job modifications/accommodations for employees, regardless of whether they are “disabled” under the law. Thus, the City’s engagement in what looks like an interactive process and/or the provision or offer of accommodation or

modified duty (including any conduct under this policy or the City's return to work and workers' compensation policies) does not indicate that the City regards the employee as "disabled."

Reporting: Any employee who believes they have been subjected to any form of prohibited conduct in violation of this policy, or any employee who is aware of an incident or conduct in violation of this policy, is directed to please follow the complaint procedure outlined in the City's Policy Against Harassment, Discrimination, and Retaliation.

No Retaliation: The City also prohibits retaliation against any employee for exercising any rights or benefits pursuant to this Personnel Policy. Please report any retaliation as set forth in the complaint procedure found in the City's Policy Against Harassment, Discrimination, and Retaliation.

B. Reasonable Accommodation of Pregnant Workers.

The Pregnant Workers Fairness Act ("PWFA") requires employers to provide reasonable accommodations to applicants and employees with known limitations related to pregnancy, childbirth, or related medical conditions unless the accommodation will cause the employer undue hardship. An example of undue hardship includes where the accommodation causes a direct threat to the employee or others in the workplace, and the threat cannot be eliminated by reasonable accommodation.

The City's policy is to comply with all applicable federal and state laws concerning the employment of persons with known limitations related to pregnancy, childbirth, or related medical conditions. Employees requiring a reasonable accommodation should contact the City's Human Resources Department. The City will determine reasonable accommodations under the PWFA through an interactive process.

Interactive Process: When requesting the accommodation mentioned above, the employee should specify what accommodation(s) they need to perform the job. The City may require additional information from the employee, the employee's healthcare provider(s), and/or the City's own healthcare advisors to determine the appropriate action to take. Throughout the process, the City will use a problem-solving approach to identify and implement an accommodation that is most appropriate for the situation, if one is available.

The City may implement temporary modifications. Please remember that a temporary modification may involve eliminating or modifying an essential function of the employee's job. However, the City may determine that such elimination or modification cannot be permanent. As a result, the employee must remember that all temporary modifications are merely temporary and instituted for the employee's benefit.

At the end of this interactive and information-gathering process, the City may adopt the requested accommodation or another reasonable accommodation or determine that a reasonable accommodation does not exist. Please remain aware that the City may also propose and implement an alternative accommodation(s). If the requested and alternative accommodations are reasonable and will not impose an undue hardship, the law allows the City to implement the accommodation of its choice. The City reserves the right to implement the accommodation of its choice in this circumstance.

The City generally attempts to make reasonable job modifications/accommodations for employees, including under the PWFA, regardless of whether they have a disability under the ADA. Thus, the City's engagement in what looks like an interactive process and/or the provision

or offer of accommodation or modified duty (including any conduct under this policy or the City's return to work and workers' compensation policies) does not indicate that the City regards the employee as "disabled."

Reporting: If you believe you have been subjected to any form of prohibited conduct in violation of this policy, or if you are aware of an incident or conduct in violation of this policy, please follow the complaint procedure outlined in the City's Policy Against Harassment, Discrimination, and Retaliation.

No Retaliation: The City expressly prohibits retaliation against any employee for exercising any rights or benefits under this Personnel Policy. Please report any retaliation as outlined in the complaint procedure in the City's Policy Against Harassment, Discrimination, and Retaliation.

2. EMPLOYMENT CLASSIFICATION & RECORDS

Employee Classification and Employment Status.

A. Nature of Employment.

Employment at the City of Post Falls is based on a for-cause standard following the completion of a probationary period. Once an employee has completed the required probationary period following initial employment, promotion, or transfer, they shall have an expectation of continued employment, subject to satisfactory job performance and adherence to City policies. However, changes in budget appropriations or fiscal management strategies, reductions in force, or reorganization of work can result in termination or reassignment. Such policy choices implemented by the City Council can occur without providing an opportunity for a hearing for affected employees. Termination may occur for disciplinary or performance reasons, following the due process outlined in this policy.

Nothing in this employee Personnel Policy creates, or is intended to create, an employment agreement, express or implied. Nothing contained in this, or any other document provided to the employee, is intended to be, nor should it be, construed as a contract that employment or any benefit will be continued for any period of time.

Any salary figures provided to an employee in annual or monthly terms are stated for convenience or to facilitate comparisons and are not intended to and do not create an employment contract for any specific period.

B. Appointed Officers.

The city administrator, city clerk, deputy city administrator, finance director, city attorney, chief of police, public works director, human resources director, community development director, IT director, and parks and recreation director are appointed pursuant to Post Falls Municipal Code 2.08.010 and Idaho Code § 50-204 and may only be removed pursuant to Idaho Code § 50-206.

Appointed Officers are governed by employment contracts that may have specific provisions that exclude or supersede certain aspects of the personnel policy. Such provisions are outlined within those contracts and apply only to the terms explicitly addressed. All other general personnel policies are still applicable unless otherwise specified.

C. Employee Classification for Benefit Purposes.

The classification of an employee's position with the City may affect the status of obligations or benefits associated with their employment. The City classifies its employees as shown below to determine eligibility for benefits and overtime status and ensure compliance with federal and state laws and regulations. The City may review or change employee classifications at any time.

- **Exempt:** Exempt employees are paid on a salaried basis and are not eligible for overtime pay. Their positions' duties meet a qualifying exemption under the Fair Labor Standards Act ("FLSA") and related laws. Employees classified as exempt from overtime pay requirements will be notified of this classification at the time of hire or change in position.
- **Non-exempt:** Non-exempt employees are generally paid on an hourly basis and are eligible to receive overtime pay for overtime hours worked in a workweek.

Employee wages, benefits, and duties are determined by their job classification and description.

The City Council sets compensation (kinds and levels) and benefits through the annual budget. Merit and cost-of-living adjustments (COLA) increases apply to all employees' wages, regardless of benefits eligibility, except as otherwise provided. The primary categories of employment are:

- **Regular Full-Time Employee:** Works at least 30 hours per week and is eligible for benefits after the waiting period. The waiting period for benefits begins on the employment start date and ends on the 1st of the month following 30 full days of employment, at which point benefits start.
- **Regular Part-Time Employee:** Works more than 20 but less than 30 hours per week. Eligible for pro-rated benefits after a waiting period. The waiting period for benefits begins on the employment start date and ends on the 1st of the month following 30 full days of employment, at which point benefits start. The pro-ration of benefits for part-time employees is calculated according to the guidelines in *Chapter 6: Benefit Prorating Policy for Part-Time Employees*.
- **Temporary Part-Time Employee:** Works 20 hours per week for less than five consecutive months. Not eligible for benefits, PERSI, or health coverage.
- **Casual Employees:** Includes positions working less than 20 hours per week and lasting longer than eight months per year, such as groundskeepers. These employees do not qualify for benefits, PERSI, or health coverage.
- **Seasonal Employees:** Includes positions lasting no more than eight months per year, such as snow removal staff and lifeguards. These employees do not qualify for merit increases, benefits, PERSI, or health coverage.

Employee Records.

A. Personnel Files.

The City will keep the official personnel files in the Human Resources Department. Personnel files should contain records related to employee performance, status, and other relevant materials related to the employee's service with the City. The employee's supervisor(s), Elected Officials, and the employee themselves may contribute materials to the personnel files deemed relevant to their performance.

B. Access to Personnel Files.

Employee personnel files are considered confidential. Only the Mayor, the employee's supervisor(s), City administration, attorneys for the City, Human Resources personnel, and the employee or their authorized representative are authorized to view materials in a personnel file. Access to such files by others will be allowed only when authorized after consultation with legal counsel for the City.

Information regarding personnel matters will only be provided to outside parties with a release from the employee when deemed necessary by the City's legal counsel or pursuant to a Court order or a proper subpoena.

The City reserves the right to disclose the contents of personnel files to outside state or federal agencies, its insurance carrier, or its carrier's agents for risk management purposes or when necessary to defend itself against allegations of unlawful conduct.

Copies of materials in an employee's personnel file are available to that employee without charge, subject to exceptions provided by statutes.

The City may disclose current and former employees' public service or employment history, classification, pay grade and step, longevity, gross salary, and salary history, including bonuses, severance packages, other compensation, or vouchered and unvouchered expenses for which reimbursement was paid, status, workplace, and employing agency, pursuant to the Idaho Public Records Act.

C. Change in Employee Information.

Employees must advise the Human Resources Department as soon as possible of any change in name, address, telephone number, marital status, number of exemptions for tax withholding purposes, or other work-related personnel data.

3. HIRING

General Hiring Policies.

The City strives to ensure that individuals employed by the City are well-qualified and have a strong potential to be productive and successful and to ensure that the City maintains a safe and productive work environment. Hiring and promotional decisions affecting applicants and current employees shall be based on their qualifications, perceived skills, knowledge, and abilities relevant to the vacant position.

Open positions are announced in a manner that is compliant with EEO regulations. Where it does not conflict with Idaho's Veteran's Preference laws, Title 65, Chapter 5, Idaho Code. Hiring preference may be given to qualified internal candidates. Internal promotion or transfer may be used to fill any vacancy within the City's workforce.

Employment Eligibility Verification.

The City is committed to employing only United States citizens or aliens legally authorized to work in the United States. The City does not illegally discriminate because of a person's citizenship or national origin. Every new employee at the City must complete an Employment Eligibility Verification Form (I-9) and provide acceptable documents demonstrating identity and employment eligibility as required by law. Employees terminating employment with the City and subsequently rehired must complete another I-9 Form if the previous I-9 with the City is more than three years old, if the original I-9 is no longer accurate, or if the City has destroyed the original I-9.

Veteran's Preference.

The City grants preference to U.S. Armed Services veterans and their eligible family members in hiring decisions as outlined by Idaho Code, Title 65, Chapter 5, ensuring that in cases of equal qualifications, veterans or their family members will be given priority. Additionally, under Idaho Code §65-508 and the Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. §4301, et seq., qualified veterans returning from military leave are reinstated to their previous positions with the same seniority, status, and pay. These individuals are also protected from dismissal without cause for one year after their return to employment with the City.

Nepotism – Hiring or Supervision of Relative.

The City strictly adheres to Idaho Code provisions to prevent conflicts of interest in employment decisions. Specifically, no person related by blood or marriage within the second degree to the Mayor, a City Council member, or any public servant involved in the hiring process can be appointed to a compensated position. Violations of these rules, found in I.C. Title 74, Chapter 4 and I.C. §18-1359, may render any such employment void. Additionally, if a relative of an existing employee is elected, that employee may retain their position and receive pay increases as permitted under Idaho Code § 18-1359(5), ensuring compliance with state laws regarding nepotism and employment. This policy references the City's Relationship Policy, which outlines the procedures and guidelines to manage and mitigate potential conflicts of interest arising from personal relationships within the workplace. All employees and public servants are expected to comply with these provisions to maintain transparency and integrity in City employment practices.

Employment Background Checks.

To ensure that individuals who join the City are well-qualified and contribute to a safe and productive work environment, the City reserves the right to conduct pre-employment background checks on all applicants. Background checks may include verification of any information provided in an applicant's resume or application form.

Employment offers may be conditioned upon the receipt of a background check report that is acceptable to the City. All background checks are conducted in compliance with the Federal Fair Credit Reporting Act (FCRA) and applicable state and federal privacy and anti-discrimination laws. The City will conduct an individualized assessment of any findings, considering factors such as the nature and gravity of an offense, its relevance to the job, the time elapsed since the offense, and any evidence of rehabilitation or mitigating circumstances. Applicants will have the opportunity to provide an explanation or correct inaccuracies in their records before a final employment decision is made.

A criminal conviction does not automatically disqualify an applicant from employment. Additional background checks, such as a driving record or credit report, may be conducted for specific job categories where appropriate and job-related.

Background check results are strictly confidential and will only be reviewed by individuals directly involved in the hiring process. Depending on the results of the background check, the City may decide to extend, modify, revoke, or withhold an offer of employment.

Probationary Period.

All year-round employees hired to work 20 hours or more per week must complete a twelve (12) month probationary period upon initial employment or rehire with the City. During this time, employees are considered at-will and may be terminated at any time, with or without notice, for any reason except unlawful discrimination or harassment. Probationary employees do not have the expectation of continued employment provided to non-probationary employees.

Exceptions:

- **Seasonal, Casual, and Temporary Employees** remain at-will and may be terminated at any time, with or without cause.
- **Promoted or Transferred Employees** must serve a six (6) month evaluation period in the new role.

Extended Probation:

The probationary period may begin upon hire or upon completion of required training or certifications. Department Heads may extend probation to allow time for certification completion or as part of disciplinary measures. Sworn Police and Emergency Communications Officers begin their twelve (12) month probationary period once they are formally released from their respective training programs (FTO/CTO).

Appeals for Probationary Employees:

Unlawful discrimination is the only basis for an appeal of dismissal during the probationary period. Employees may submit a written appeal to the Human Resources Department, which will determine whether to conduct a hearing or act based on submitted materials in accordance with

Chapter 8 of this Policy.

Employee Selection, Evaluation, and Testing.

All applicants must complete a standard application form or apply online. Applicants for City positions may be tested to determine their competence or abilities to perform certain tasks. All screenings are conducted in strict conformity with the federal Fair Credit Reporting Act, the Americans with Disabilities Act, and all applicable state and federal anti-discrimination, reporting, and privacy laws. All reports are kept as confidential as possible.

The City relies upon the accuracy of information in the employment application, resume, interview, and throughout employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the City's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

The Department Head and the Human Resource Department will coordinate the hiring process.

A. Medical Examinations.

For some positions, candidates might be required to undergo physical, psychological, or other medical examinations as a condition of employment. Such examinations are determined before recruitment begins and are only required after a conditional job offer has been made, ensuring that the criteria are job-related.

B. Interview Process.

The city conducts interviews to assess applicants' suitability. The scope of the questions during interviews should be consistent but may vary based on information from resumes or interview responses. The Human Resources Department is available to help in screening and interviewing candidates as needed.

C. Final Selection Decisions.

The hiring supervisor recommends candidates for selection or promotion to their Department Head, who confirms the job offer details with Human Resources. The successful candidate is then made an employment offer, informed of the start date, and scheduled for orientation. Employment terms outlined in the written offer, which are consistent with this policy, which may be altered at any time in the City's discretion unless governed by a written contract approved by the city council.

The City may extend a conditional employment offer to the successful candidate, contingent upon the completion of specific requirements such as background checks, drug testing, or other pre-employment screenings. The terms of the conditional offer will be clearly communicated to the candidate, and final employment will be confirmed only upon the successful completion of these requirements.

4. COMPENSATION AND SALARY

New Hires.

Regular full-time employees working 30-40 hours a week and regularly scheduled part-time employees may be hired at a wage that is either below or above the initial pay grade based on their experience or if they do not meet the job's minimum qualifications. The City may offer a higher starting wage than the minimum grade to attract highly qualified or experienced individuals. Such offers must be pre-approved by the Executive Compensation Committee. If there are deficiencies, such as lacking a Commercial Driver's License (CDL) or other required skills, the employment offer must document what is needed and the timeline to remedy these issues. Failure to meet these conditions may lead to termination or an extension of the probationary period.

All new full-time employees are subject to a **twelve-month probationary period**. Employees remain subject to at-will employment during this period, meaning either the City or the employee may end the employment relationship at any time, with or without cause, except in cases of unlawful discrimination or harassment.

At **six months**, employees will receive a formal performance evaluation. They will receive a 5% wage increase if they meet acceptable performance standards. However, they will remain in their probationary status until completing twelve months of continuous employment.

New hires become eligible for regular merit and cost of living adjustments **after successfully completing their twelve-month probationary period**. Police Department employees may have extended probationary periods due to longer training requirements.

Rehired Employees.

Employees rehired to their position with the City may have their previous service time considered for PTO accrual rates, ensuring continuity in their benefits. Please refer to the PTO policy in Chapter 6 for details on accrual levels, including eligibility for higher accrual rates when transitioning from seasonal to full-time status.

Returning full-time employees may be rehired at their former position, wage, and PTO accrual level at which they left if they are re-employed within 90 days. Returning seasonal employees may be eligible for annual increases, subject to budget availability. However, returning employees are not eligible for an probationary period completion increase unless they have taken a job at a promotional level.

Promotions.

The City prioritizes internal promotion, offering preferential consideration to internal candidates based on their experience, tenure, and capabilities relevant to the position. Veterans Preference is applied per the guidelines in Chapter 3, ensuring eligible veterans receive consideration as outlined in the policy. Supervisors interested in promoting an internal candidate must evaluate their current performance and obtain approval from both the Department Head and Human Resources Director before extending a promotional offer.

Employees who have not met performance standards or faced disciplinary actions within the past year are ineligible for promotion. However, minor violations or single writeups may still allow an employee to be considered for promotion under specific conditions. These conditions include:

1. **Nature of the Violation:** The violation must be minor in nature and not related to

ethics, safety, or harassment. Examples of minor violations include tardiness, minor procedural errors, or isolated instances of non-compliance with administrative policies.

2. **Corrective Action:** Following the write-up, the employee must have demonstrated corrective action and improved behavior. This includes no repeat offenses and a commitment to adhering to City policies and standards.
3. **Performance Evaluation:** The employee must have consistently met or exceeded performance standards in other areas of their job. The supervisor must provide a detailed evaluation highlighting the employee's strengths and improvements since the writeup.
4. **Approval Process:** The consideration for promotion despite a minor violation must be reviewed and approved by both the Department Head and Human Resources Director, with documented justification for the exemption.

Employees promoted to a role that significantly alters their responsibilities will receive an increase of 5% from their current pay or the starting salary of the new grade, whichever is higher. In unusual circumstances, the City may offer a higher adjustment with approval from the Executive Compensation Committee, in situations where an employee is promoted multiple pay grades, or in other circumstances where 5% does not fairly compensate the employee relative to the new position. Those promoted to a higher grade are eligible for a 5% pay increase after a six-month evaluation period.

A. Recruitment and Temporary or Mid-Year Promotions.

The Department Head responsible for filling an open position may recommend promoting a current employee who meets the necessary skills, aptitudes, and attitude requirements for the vacancy without seeking external applicants. Alternatively, the Department Head may choose to post the vacancy internally on the City's intranet or via email within their department.

For absences expected to last thirty (30) working days or more, a Department Head can, with City Administrator approval, temporarily promote another employee to fill the role on an "acting-temporary" basis. The duration of this temporary status may be extended by the City Administrator or a designated representative if necessary. Once the absent employee returns or a new hire fills the permanent position, the temporarily promoted employee will revert to their original role and pay scale.

Newly Created Positions.

When considering the creation of new positions or modifying the duties of existing ones, a detailed job description must be prepared and graded by the Human Resources Director prior to any further action. Any revisions to existing positions that affect their grade level need to be approved by the Executive Compensation Committee. The final decision on presenting new positions to the Council involves collaboration between the City Administrator and Department Heads to ensure alignment with organizational needs and budgetary constraints.

Level Progression.

Certain roles within the City are structured in multiple levels, such as Patrol Officer and Senior Patrol Officer, Park Worker and Senior Park Worker, and Water Operator and Senior Water Operator. Departments may develop distinct job descriptions for each level to clarify differences

in skills, experience, certifications, and responsibilities. These descriptions are submitted to HR for grading. The Executive Compensation Committee will review proposed progressions against the criteria below. Positions with minimal differentiation will be rejected by the Executive Compensation Committee. If the progression is approved, employees may be hired or promoted into the positions subject to the normal hiring and promotions processes and the requirements delineated in each job description.

City Employees can progress through level positions based on years of service, performance, and contributions in their current roles. At a minimum, the criteria within the job descriptions for each progression must include:

- Experience Requirements:
 - Progressive experience requirements for each level within a progression. Partial experience may be given for employment prior to employment with the City.
- Performance Standards:
 - No disciplinary actions more severe than a verbal warning within the last six months.
 - A recommendation from the employee's supervisor(s) and Department Head.
- Leadership and Mentorship:
 - Higher-level employees are expected to mentor and train less experienced colleagues and may act as leaders in their roles.
- Knowledge and Skills:
 - Higher level progressions must demonstrate significantly more advanced levels of knowledge and skills pertaining to the job.
- Departmental Standards:
 - Level progression must align with specific standards set by the individual's department.

Merit and COLA Increases.

Any Merit and Cost of Living Adjustments (COLA) approved by the City Council take effect at the start of the fiscal year on October 1; however, employees will see these adjustments reflected on their paychecks beginning with the second pay period of the fiscal year.

Overall performance is dependent on any merit increase that may be available in a particular year but is not directly commensurate with a particular score. Meeting or exceeding overall performance may be defined as consistently meeting or exceeding agreed upon personal or division goals, providing excellent customer service internally and externally and working cooperatively and collaboratively with co-workers and other departments to achieve City and/or departmental goals.

Merit increases are determined and approved annually by City Council based on recommendations by the City Administration and Department Heads, utilizing data from budget approvals, market conditions, and the PERSI Index. If an employee reaches the maximum pay range for their position, their compensation (excluding special duty pay, license incentives, or COLA) is "frozen" until the pay range is adjusted or they move to a higher-grade position.

Employees hired between May 1st and September 30th are ineligible for that year's merit increase but will receive a COLA increase and any increases offered at the time of hire.

Seasonal employees are not eligible for merit increases but will receive a COLA increase if

approved by City Council.

Scale Adjustments.

Scale adjustments for regular full-time (FT) and part-time (PT) employees may include Cost of Living Adjustments (COLAs) when scale ranges are modified. These adjustments are not tied to individual performance but are based on changes in living costs. Recommendations for such scale adjustments are made by the City Administrator and Department Heads. Any approved percentage increase in pay will be added to the employee's base salary and reported to PERSI. All increases depend on the availability of budget funds and must be approved by the City Council.

Wage Surveys and Compensation Comparisons.

To ensure competitive compensation within the demographic area, the Human Resources Department will conduct wage surveys or compensation comparisons as needed due to market fluctuations. If necessary, changes to the wage structure will be made following these surveys or comparisons and require Council approval.

Depending on the scope, the surveys or comparisons may be carried out by independent contractors or the Human Resources Department. Consistency is maintained by using the same agency markets unless significant demographic shifts render these comparisons unviable.

Employee Grade or Title Change.

Department Heads may submit a request to the Executive Compensation Committee for new positions, position grade analysis, or assistance in creating or changing job descriptions. If a position is not approved, consideration may be given in the next fiscal year.

Special Duty Pay.

Special Duty Pay is an additional, often temporary, compensation awarded for assignments that are either outside an employee's regular duties or involve increased hazards. This type of pay can also facilitate preferential hiring for roles requiring specific skills, which can be discontinued if the employee changes positions or loses the necessary credentials.

To ensure effective resource allocation and avoid overburdening employees, it is recommended that employees hold only one Special Duty Pay position at a time. Before assigning Special Duty Pay, supervisors should assess the employee's ability to continue meeting core functions. An annual review by the Department Head will determine if the employee should continue in the Special Duty Pay role. Supervisors or Department Heads will manage Special Duty Pay assignments.

Examples of Special Duty Pay include:

- **Temporary Assignment Promotions:** Assignments specialized units or roles such as the Detectives Unit or Field Training Officer, or taking on special training assignments.
- **Additional Duties:** Obtaining special certifications or licenses, such as Pesticides certification, teaching safety classes, or other approved qualifications.
- **Seasonal roles or Project Leadership:** Leading significant projects or taking on seasonal roles that require specialized skills or increased responsibilities.
- **Assignments Outside Normal Scope:** Exceptional duties such as SWAT team participation, K-9 duties, motorcycle unit, or Range Master. Non-police examples could include grant writing, developing or delivering specialized training programs, or assisting

with a major software implementation project.

Special duty pay is coordinated between the Department Head and the Human Resources Director and requires final approval from the Executive Compensation Committee. This pay aims to ensure fair and equitable compensation across departments. It is subject to PERSI contributions but does not contribute to the base salary. The rate of compensation for Special Duty Pay is subject to annual adjustments approved by the City Council and will be discontinued once the special duties are no longer performed.

Shift Differential Policy for Hourly Non-exempt Employees.

Hourly nonexempt employees assigned to work on the second or third shifts will receive a shift premium to compensate for the inconvenience of working these hours.

Eligibility: Employees qualify for a shift differential if two-thirds of their working hours fall on the second or third shift. Regular day-shift employees who work overtime extending into these shifts are not eligible for the differential.

Premium: These premiums are adjusted annually subject to budget approval.

Shift Hours:

- **Shift No. 1 - Day Shift:** 7:30 A.M. to 4:00 P.M. or 8:00 A.M. to 4:30 P.M.
- **Shift No. 2 - Swing Shift:** 4:00 P.M. to 12:30 A.M. or 4:30 P.M. to 1:00 A.M.
- **Shift No. 3 - Graveyard Shift:** 11:00 P.M. to 7:30 A.M. or 11:30 P.M. to 8:00 A.M.

Shift schedules may vary based on departmental needs, and adjustments to the standard times are made as necessary to meet operational requirements.

License Incentive Plans for Water Distribution and Water Reclamation Divisions.

In Idaho, every public water and wastewater utility must employ both a primary and a backup operator-in-charge who are licensed at the utility's classification level. The Post Falls utilities require:

- Water Operations: Grade 3 Distribution
- Water Reclamation: Grade 4 Treatment and Grade 4 Collection

Operators are encouraged to obtain higher license levels through an hourly pay incentive, which is adjusted annually and added to the base pay rate. This is apart from any merit increases.

Conditions for Incentive Eligibility:

- Employees must meet the minimum licensure requirements of their job classification.
- The maximum number of license levels that are eligible for incentive pay are as follows:
 - Water Operations: Up to six (6).
 - Water Reclamation and Wastewater Laboratory: Up to eight (8) each.
- Wages can exceed the job classification's top range by 15%.
- Subject to available funds, wage increases for new licenses will begin in the first pay period after Human Resources confirms licensure and are retroactive to the certificate date.
- Employees must maintain their highest achieved license(s) and meet Idaho's renewal requirements.

- Employees must provide copies of current licenses to Human Resources.

Approved Idaho licenses for Incentive Plan:

Water Operations Division:

- Operator Classifications (6 maximum):
 - Water Distribution I, II, III
 - Water Treatment I, II
 - Backflow Assembly Tester

Water Reclamation Division:

- Operator Classifications (8 maximum):
 - Wastewater Collection I, II, III, IV
 - Wastewater Treatment I, II, III, IV
- Laboratory Technician Classification (8 maximum):
 - Wastewater Laboratory Analyst I, II, III, IV
 - Wastewater Collection I, II
 - Wastewater Treatment I, II

Incentive Pay Policy.

The City of Post Falls offers a structured incentive pay policy designed to motivate potential employees or retain employees by providing monetary rewards under specific conditions. This policy is implemented in collaboration with the Executive Compensation Committee. All incentive payments are contingent on available funding within the city and department budgets and are supplemental to standard pay increases.

Procedure: Incentives may be calculated on an hourly or monthly basis, depending on the period of applicability. The maximum incentive for Sign-On, Retention, and Hardship scenarios cannot exceed 15% of the employee's annual projected pay, ensuring the incentives remain proportional and justified by the employee's contributions and the city's financial capability.

Eligibility: Employees eligible for incentive payments must:

- Have been employed full-time for at least six months.
- Maintain a satisfactory performance rating.

A. Sign-On Incentive.

To address recruitment challenges in critical areas, departments may offer sign-on incentives for positions that become difficult to fill. Eligibility for these incentives is confirmed by Human Resources based on recruitment difficulties and requires approval by the Executive Compensation Committee. The incentive is paid after six months of successful employment.

B. Retention Incentive.

To combat high turnover rates and retain talent in positions that are notoriously difficult to fill, departments may offer retention incentives. This provision explicitly targets roles where consistent vacancy poses operational challenges. Eligibility requires validation of the turnover issue by Human Resources, and positions identified as critically understaffed or hard-to-fill may warrant higher incentive considerations, subject to approval by the Executive Compensation Committee.

C. Hardship Incentive.

For employees who excel during prolonged difficult circumstances, such as operating understaffed or performing extensive duties outside their job description without special duty pay compensation. This incentive recognizes and compensates for exceptional effort under challenging conditions.

D. Annual Retention Incentive.

The City offers an annual retention incentive to eligible full-time, non-probationary employees to support everyday living expenses and promote employee retention, especially for those considering retirement. To qualify, employees must be non-probationary, having completed at least one full year of employment by September 30, as defined by this personnel policy.

Department Heads will determine the incentive amount based on available funding, which the City Council must approve during the budget process. This incentive may be distributed in one of the following ways, chosen by the eligible employee:

- **Cash Payment:** Subject to PERSI contributions and standard tax withholdings.
- **Retirement Contribution:** Tax-deferred contribution directly to the employee's 401(k) or 457 retirement plan.

Note: The Annual Retention Incentive is provided at the discretion of the City of Post Falls. The city reserves the right to administer, modify, or terminate this program at any time, with or without notice.

5. WORK HOURS AND ATTENDANCE

Work Week and Hours of Work.

Generally, the standard workweek is forty hours. The regular workweek is the period beginning at 12:00 a.m. Saturday and ending at 12:00 a.m. on the following Saturday. The regular workweek for non-exempt employees is 40 hours with the exception of sworn law enforcement personnel. Employees approved for telecommuting arrangements should refer to the Telecommuting Policy in Chapter 7 for additional guidelines on work hours and expectations.

Meal Periods and Discretionary Rest Breaks.

The City seeks to abide by all current rules and guidelines of state and federal law regarding employee breaks and meal periods. Meal periods and rest breaks should be scheduled to avoid disruption to City business and must be communicated to the employee's supervisor.

Meal Period: Employees may take an unpaid meal break each day for up to one hour. They will not count this meal break as time worked. If a non-exempt employee must work through a meal period, then the employee will be paid for that period and should count that time as work time.

Rest Breaks as Circumstances Permit: As operations permit and not pursuant to any legal requirement, employees may receive up to a 15-minute paid rest break within every four hours of working time. These 15-minute rest periods are considered hours worked and should be counted by the employee as such. Rest periods are not to be used to extend a lunch period, to extend the workday or shift to earn overtime or compensatory pay, or to leave early. Rest period schedules and locations are discretionary and may be allowed by the supervisor, consistent with operational needs.

Time Records.

All non-exempt employees must complete accurate weekly time reports through the City's time tracking system, showing all time worked. Government regulations require these records, which are used to calculate regular and compensatory/overtime pay. Time tracking is based upon the electronic information logged in by the employee, approved by the Department Head, and submitted to payroll.

Employees should not work hours outside their scheduled workday unless the City has authorized the unscheduled work in advance. Employees should not start work early, finish work late, work during a meal break, or perform any other extra work unless they are authorized to do so, and that time is recorded on their timecard. Employees are prohibited from performing any "off-the-clock" work. "Off-the-clock" work means work an employee performs but fails to report on their time card. Any employee who does not report or inaccurately reports any hours worked will be subject to disciplinary action, up to and including discharge.

If employees have questions about deductions from their pay, they should contact payroll at once. If an employee believes their wages have been subject to any improper deductions or their pay does not accurately reflect all hours worked, they should report their concerns to payroll immediately.

Every report of a violation of this policy will be fully investigated, and corrective action will be taken, up to and including discharge of any employee who violates this policy.

In addition, the City will not allow any form of retaliation against individuals who report alleged

violations of this policy or who cooperate in the City's investigation of such reports. Retaliation is unacceptable. Any form of retaliation will result in disciplinary action, up to and including discharge.

A. Exempt Employee Time Tracking.

Exempt employees must record the number of days of Paid Time Off ("PTO") requested to be taken during the pay period in the ESS entry system. PTO is measured in half-day increments, and employees who are absent for more than 4 hours in a workday must record a half-day of PTO used. Flex time may be considered in lieu of PTO. Flex time refers to an exempt employee's working schedule with a flexible set of starting and ending hours, allowing the employee to work a minimum of 40 hours during the workweek without expending a half-day of PTO on a day in which the employee did not work at least eight hours.

Overtime and Compensatory Time.

When required due to the business's needs, employees may be asked to work beyond their standard 40-hour workweek. The Department Head or their designee must approve all compensatory/overtime work in advance. Employees working compensatory time or overtime without prior authorization are subject to discipline, up to and including termination.

The City prefers to grant compensatory time rather than overtime pay for extra hours worked beyond 40 in a week. Employees requested to work more than 40 hours in exchange for compensatory time may accept or decline the offer without any negative repercussions.

Non-exempt employees are generally expected to work overtime when compensated with overtime pay and may face discipline for refusing scheduled overtime.

Compensatory time or Overtime pay is based on actual hours worked. Thus, meal periods (with limited exception) or any leave of absence will not be considered hours worked for the purposes of overtime or compensatory time.

Hours **NOT** considered for Overtime/Compensatory Time Calculations:

- On-Call time
- Comp Time
- Lunch Breaks (unless employees are required to respond (e.g., Sworn and ECO staff).

Hours worked includes:

- Time engaged in actual work activities.
- When an employee is constrained from movement within the community or the course of everyday life away from work (Call-Out/Active Standby).

Employees may make up for PTO taken during the workweek with prior approval from the Department Head or supervisor.

Example: An employee normally scheduled Monday through Friday for eight (8) hours per day who takes four (4) hours of PTO on Monday and then makes up those four (4) hours between Tuesday and Friday with the Department Head's approval would be paid for forty (40) hours and receive no deduction from PTO.

If an employee is required to work additional hours by the Department Head or supervisor, the PTO hours will count as hours worked.

Example: An employee who typically works eight (8) hours a day for forty (40) hours per week. If they take eight (8) hours of PTO on Monday but work twelve (12) hours on Tuesday (as required by the Department Head) and then eight (8) hours each day from Wednesday to Friday, they would be paid for forty (40) regular hours (eight (8) hours of PTO plus thirty-two (32) hours worked) **and** four (4) additional overtime/comp time hours. The Department Head determines the choice between receiving overtime pay or the use of compensatory time off based on what is needed operationally.

Compensatory Time in Lieu of Compensation: Compensatory time means employees get paid time off instead of extra pay for working overtime. To the extent permitted under the FLSA, and unless the Department Head says otherwise, this is how overtime is usually compensated. Employees can turn down compensatory time off with no adverse effects. If they choose overtime pay, they must work the extra hours. Employees earn one and a half hours of compensatory time for every hour of overtime worked.

Non-exempt employees who leave their employment with the City, will be paid for the unused compensatory time off at the regular pay rate. Although compensatory time is accrued at a rate of one and a half hours for every hour of overtime worked, it will be paid out at the regular (straight-time) rate when the employee leaves the City.

A. Compensatory Time Limit for Non-Sworn, Non-Exempt Employees.

Regular non-exempt employees can accrue up to 120 hours of compensatory time. If they accumulate 120 hours, any extra hours they work will be paid as overtime. City departments can set lower limits on compensatory time if needed.

B. Compensatory Time Limit for Sworn Law Enforcement Employees.

The City sets the overtime calculation period for sworn law enforcement officers as any hours over 86 worked within 14 straight days, starting from midnight on Saturday and ending at 11:59 p.m. on the second Friday. This rule is for sworn law enforcement officers with arrest powers, as defined by Federal law. All work and overtime hours for employees eligible for overtime must be logged in the timekeeping system and managed in accordance with the law.

C. Exempt Employees.

Exempt employees do not get compensatory time or overtime pay. They are required to work whatever hours are necessary to fulfill their responsibilities and are paid a set salary, no matter how many hours they work.

On-Call Compensation.

First Response and Emergency Response employees may be designated “on call” to perform after-hours or weekend work. Employees designated by their supervisor as on-call will be compensated at the going on-call rate. The on-call designation must be recorded on the employee’s time record and approved by the Department Head. Employees on vacation, sick, comp, FMLA, other types of leave, or workers’ compensation are not eligible for on-call pay.

On-call employees are expected to report for work as directed within a pre-determined timeframe designated by their Department Head. While on call, employees are expected to remain **fit for duty**, which includes maintaining the ability to safely perform job functions, remaining within a reasonable distance to respond, and refraining from impairing substances, such as alcohol or drugs.

After reporting to work premises or a designated place where work is to be performed, employees' work status will change from "on-call" to "active standby," at which point they will be compensated for actual hours worked, including applicable overtime or compensatory time in accordance with City policy and the Fair Labor Standards Act (FLSA).

Standby.

Non-exempt employees who are called back for duty once they have left will be paid for at least two hours, even if the work lasts less than that. This does not include de minimis callbacks, such as brief consultations that can be resolved quickly. If they must work more than two hours on standby, this time will be treated as hours worked.

For employees with SCADA remote login capabilities, the timeframe for standby work may vary, and all remote work time must be fully accounted for on the timesheet. If any remote standby work is performed outside standard hours, employees must ensure that it aligns with remote work policies and is accurately reflected on their timesheets.

Any work over 40 hours a week is paid 1.5 times their usual rate. Police officers working court duty outside their regular hours get at least two hours of pay or payment for their actual time in court, whichever is greater.

If an employee is requested to start work early or stay late, this is not considered a call-back, and they will receive their regular pay for those extra hours, counted within their total hours for the week.

Deductions for Pay – Safe Harbor.

The City ensures that the salaries of exempt employees are not reduced incorrectly. If employees are worried about incorrect payroll deductions or inaccuracies in their pay or hours on their paystub, they should immediately discuss these issues with their supervisor and contact the payroll for assistance.

Permitted deductions: The FLSA limits the types of deductions that may be made from an exempt employee's pay. Deductions that are allowed include:

- Deductions required by law, such as income taxes;
- Deductions for employee benefits authorized by the employee;
- Deductions for full-day absences due to illness or disability if under a legitimate plan, policy, or practice;
- Deductions for full-day absences for personal reasons not related to illness or disability;
- Deductions for any amounts received as witness or jury fees, or military pay; or
- Deductions for unpaid disciplinary suspensions lasting at least one full day, related to breaking workplace conduct rules.

During the week an exempt employee begins work for the City, or during the last week of employment, the employee will only be paid for actual hours worked.

Improper deductions: If an exempt employee believes their pay has been wrongly reduced, they should report this to the payroll right away. The City will promptly investigate the matter. If it is found that an improper deduction was made, the employee will be reimbursed for the improper deduction. Retaliation based on any such report is strictly prohibited.

Paychecks.

The City pays its employees every two weeks, starting on a Saturday (at 12:00 a.m.) and ending on a Saturday (at 12:00 a.m.). Payday usually occurs on the Thursday of the following week, and employees with direct deposit will receive their payment after 12:01 a.m. on that day. Sometimes, there may be computer issues that could delay payments, but the Finance Department will do their best to resolve them as soon as possible. Paychecks and direct deposit confirmations will be available for pickup by 5:00 p.m. on payday. Employees will receive payment on the preceding workday if a payday falls on a federal holiday.

The City encourages all employees to use direct deposit to ensure timely payment. Employees who prefer to receive a paper paycheck must request this in writing. Paychecks will only be released to the employee unless there is written authorization to do otherwise. Paychecks may also be mailed to the employee's listed address.

Upon separation, employees will receive any accrued wages, less deductions, according to local, state, and federal laws.

Reporting Time Record Violations: The City takes all reports of time record violations seriously and will thoroughly investigate each one. If a violation is confirmed, corrective actions, including possible termination, will be taken.

The City prohibits any retaliation against those who report violations or participate in investigations. Any retaliation will also lead to disciplinary action, up to and including termination. To report violations or retaliation, follow the complaint procedures outlined in the City's Policy Against Harassment, Discrimination, and Retaliation.

6. BENEFITS AND LEAVE

Employee Benefits.

A. PERSI Retirement Contributions.

Generally, regular employees working over 20 hours per week or more over five months must contribute to the Public Employees Retirement System of Idaho (PERSI).

B. Health Insurance.

The City offers regular employees and their families group medical and dental insurance. Part-time employees working more than 20 hours per week may qualify for pro-rated insurance premiums. Eligibility and terms are governed by the City's agreements with insurance providers.

C. COBRA – Insurance Continuation.

Under the federal Consolidated Omnibus Budget Reconciliation Act (COBRA), employees and their families who lose coverage may be able to temporarily extend coverage. COBRA coverage is elective and governed by the terms at the time of employment separation.

Benefit Prorating Policy for Part-Time Employees.

Part-time employees who consistently work more than 20 hours per week are eligible for prorated benefits, including Paid Time Off (PTO) and health insurance.

Calculation of Prorated Benefits:

- **Initial Calculation:** Upon hire, part-time employees' benefits are prorated based on their estimated weekly hours as a percentage of a 40-hour full-time schedule. For instance, an employee working 25 hours per week would be eligible for 62.5% of the benefits provided to full-time employees.
- **Annual Recalculation:** The proration percentage will be reviewed and adjusted, if necessary, on the employee's annual work anniversary, based on the average actual hours worked over the preceding year, including PTO but excluding overtime.

Communication of Changes: Employees will be notified of any changes to their prorated benefits following annual recalculations.

Travel Policy.

The City's travel policy is designed to manage travel expenses effectively and efficiently, ensuring accountability and minimal administrative burden. This policy sets guidelines and limits to promote cost-conscious decisions while conducting official City business, ensuring that all travel costs and related expenses are authorized, necessary, and incurred in the most economical manner possible.

A. Conduct Policy and Business Travel.

Before embarking on City-related travel, employees and officials must review the Standards of Conduct Policy to avoid conflicts of interest or personal gain. During business travel, accepting meals, beverages, and non-significant gift items at conferences from professional organizations is permitted, provided it aligns with the Conflict of Interest Policy and such items are equally available to other attendees.

B. Purchasing Decisions.

The City mandates that travel-related purchasing decisions should aim to minimize costs. Any savings from travel discounts revert to the City, but travel awards earned by employees from bookings may be retained by them.

C. Costs in Excess of Cost-Effective and Efficient Mode.

Travel costs should reflect the most cost-effective and efficient mode available. If an alternate mode of travel is chosen for personal reasons, reimbursement will only cover the equivalent cost of the most efficient mode. Costs incurred from excess travel time due to personal travel decisions are not reimbursable.

D. Travel Expenses.

- **Allowable Travel Expenses:**
 - Registration.
 - Training.
 - Travel.
 - Meal(s).
- **Non-Reimbursable Travel Expenses:**
 - Additional meal or beverage charges or alcohol purchases.
 - Cost of a “substitute” meal when the conference price includes a standard meal for attendees.
 - Traffic or parking tickets or fines.
 - Travelers or baggage insurance or supplemental car insurance for rental cars.
 - Hotel in-room entertainment, added refrigerators, laundry or dry cleaning, passport charges, personal calls, computer games, or internet access for personal use.
 - Personal grooming, fitness, or therapeutic services such as salons or health clubs.
 - Cost of replacing personal items needed for the trip but left at home.
 - Loss or theft of personal cash or property.
 - Costs incurred for home-related expenses during travel (babysitting, snow shoveling, etc.).
 - Expenses related to side trips not related to the business purpose of the trip.
 - Annual fees, interest, or delinquent payment charges on an employee’s personal credit card, even if used for trip expenses.
 - Expenses of any travel companions who are not City employees.

E. Travel Authorization and Booking Procedures.

An employee must receive permission for proposed travel from their Department Head prior to reserving travel and should observe the following procedures:

- Submit a Travel Authorization Form (located on the City’s intranet) to your Department Head two (2) weeks prior to travel or as soon as practicable in the event of unexpected and required travel. Travel Authorization Forms may be found on the City’s intranet. A copy of this form must be included with all necessary documentation and receipts after the travel is completed.
- Once travel has been approved, book travel arrangements such as conference registration, transportation, lodging, etc., and submit all itinerary receipts to Payroll.

F. Prepayments and Reimbursement Requirements.

The City allows prepayment of travel costs such as airfare and hotel accommodations directly to vendors so long as there is appropriate documentation of the amounts payable and the payees. An expense incurred by a City employee or elected or appointed official during a City business trip will be reimbursed if all of the following requirements are met:

- The City travel policy and procedures are followed; and
- The item is a reasonable and necessary expense related to the performance of official work-related activities while traveling on City business; and
- The traveler provides adequate documentation of the expense and obtains the approval of an authorized signatory on the Travel Expense Report; and
- The traveler has not and will not receive reimbursement for the claimed expense from any other source.

All authorized travel expenses that were not prepaid by the City, directly paid as a meal advance, or booked by using a City credit card will become part of reimbursable expenses upon submission of the necessary receipts to Payroll.

G. Credit Card Program.

A program has been established that allows for credit card booking of various travel costs. Please check with the Finance Department on the program procedures for your department.

H. Meals and Incidental Expenses (M&IE).

Employees should follow the State-established per diem rates for expenses outside business conferences. For metropolitan areas, per diem rates may be adjusted as appropriate. Per Diem Rates are determined by the GSA Schedule and are accessible via the GSA's Per Diem Rates webpage. Employees are encouraged to check current rates before travel.

Per Diem expenses include but are not limited to:

- Meals
- Tips or gratuities
- Beverages (alcoholic drinks may not be purchased on a City card and will not be considered reimbursable)

The full per diem rate is allowed for each day that contains an overnight stay. The first and last day of travel is calculated at 75% of the total per diem. The per diem may be adjusted for each day that conference or equivalent meals are provided as part of the conference or training.

All expenses require a receipt for accounting purposes or reimbursement. After travel has been completed, submit all necessary receipts to Payroll within ten (10) working days of the travel return date. Employees should ensure that personal expenses are not allocated to a City credit card. For example, if an employee brings a spouse to a meal, the employee should pay for the additional meal separately and not submit a charge to a City credit card.

The per diem allowance is separate from transportation expenses, lodging expenses, and other miscellaneous expenses. The per diem allowance covers charges, including any service charges

where applicable for meals, including expenses for breakfast, lunch, dinner, and related tips and taxes. If actual expenses exceed the applicable per diem rate, the excess amount is the traveler's personal expense. However, the M&IE rates shall be reduced to comply with the federal government schedules when meals are furnished to travelers as part of conference fees paid by the city.

I. Lodging and Miscellaneous Expenses.

The City should refer to the Federal GSA Schedule as a guideline to determine the most reasonable lodging reimbursement rates for a given locality outside the State of Idaho and compare to the recommended State Per Diem Rates. The accommodations must consider factors such as travel purpose, location, cost, safety, and convenience. The employee should strive to stay within the IRS hotel rate for the appropriate city or stay at the participating conference hotels. If a non-employee shares a room, the employee is allowed only the single room rate, if applicable. Employees should request local government rates, promotional rates, Internet rates, or other discounts in order to obtain the lowest hotel rates. The Travel Authorization Form should also note if the employee is requesting to stay beyond the business requirement. If there is an impact on the City-related travel, the employee shall be personally responsible for the additional cost.

Documentation: An itemized bill from the vendor must be submitted. If the bill shows an outstanding/unpaid amount and the traveler claims that the bill has been paid, proof of payment documentation must be submitted. Proof of any required approvals must be provided.

J. Transportation.

Travelers should choose the method of transportation that provides the most reasonable total cost. Transportation costs include taxis (origin and destination), transportation to and from the destination (mileage, air, train, rental car), and local transportation (taxi, rental car, parking, etc.). The Department Head may waive the lowest cost choice restriction for employee safety reasons. The City pays the cost of the traveler's approved ground transportation to and from the main travel destination. This includes air, train, mileage, and rental car. Side trips not related to the trip purpose will not be reimbursed. The traveler is encouraged to use a City vehicle in lieu of a personal vehicle whenever vehicular travel is the most effective option and when pre-approved by the Department Head. If the employee chooses to travel at the high-cost choice because of preference and not because of safety reasons, the employee's costs will be covered at the lowest-cost choice, and the employee will be responsible for covering the difference between the lowest-cost choice and highest-cost choice. Documentation will be required to show both costs, and the Department Head must approve such documentation.

Personal Car

Use of a personal car for overnight or out-of-City (in excess of 50 miles during the conference period if in-state) travel must be pre-approved by the Department Head or City Administrator. Reimbursement is based on distance from the normal worksite or from home, whichever is closer. The City uses the IRS mileage rate to calculate reimbursements to employees who use their personal car for such business travel. Payment of this mileage rate is considered full payment for all costs of the private vehicle's operation, such as depreciation, financing costs, maintenance, repairs, gasoline, oil, insurance, taxes, and vehicle registration fees.

Documentation: Information must be provided from a recognized website such as MapQuest that details the number of miles from the starting point to the final destination.

Ground Transportation in the Trip Destination Area

Costs of ground transportation within the trip destination area between the business site, airport, and hotel (whether by personal car, rental car, shuttle, light rail, subway, City vehicle, taxi, or bus) are reimbursable expenses.

Documentation: Vendor receipts with payment documentation, if not shown on the receipt, must be submitted, except for personal car or public transit use which is addressed in Personal Car.

Rental Car

Departments may require pre-approval. Budget, compact, and economy-level cars are generally recommended, but availability and cost-effectiveness must be the primary considerations.

Documentation: An itemized receipt from the rental agency

College/University Education Assistance Program.

The City offers educational cost reimbursement for approved courses relevant to an employee's current or potential future position. Full-time, benefits-eligible employees who have completed at least one year of service can apply, provided they get approval 30 days before the course starts. Continuation of eligibility requires active employment and satisfactory job performance.

Please refer to the separate adopted policy on the College/University Education Assistance Program for detailed information, including reimbursement amounts, limits, coverage, credit hour policies, reimbursement conditions, repayment requirements, and course approval procedures.

This policy is intended to enhance employee performance through education, without altering the at-will employment status.

Holidays.

The following are City-recognized holidays:

New Year's Day	January 1
Martin Luther King Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19th
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving	Fourth Thursday in November
Christmas	December 25

When a holiday falls on a Saturday, it is observed the previous Friday. When a holiday falls on a Sunday, it is observed the following Monday. The Mayor and City Council may declare additional

holidays.

Employees on vacation or other approved leave during a holiday will receive holiday pay, subject to the limitations outlined below. This covers both paid and unpaid portions of Family and Medical Leave. However, employees on disciplinary suspension without pay or leave without pay do not qualify for holiday pay.

Amount of Holiday Pay for Non-Exempt Employees:

- **Regular Full-Time Employees:** Paid for eight hours at their regular rate for each city-recognized holiday. The Employee will code “Holiday Not Worked” pay.
- **Regular Part-Time Employees (20+ hours/week):** Paid holiday pay on a proportionate basis. For example, a 20-hour employee receives 50% of the full-time holiday pay, equivalent to 4 hours. The Employee will code the pro-rated “Holiday” pay.

Calculation of Holiday Pay for Non-Exempt Employees:

- **Did Not Work on Holiday:** If an employee did not work on an actual or observed holiday, they still must code their holiday hours, generally entered for the day City Hall is closed.
- **Worked on Actual Holiday:** Employees who work on the actual holiday are compensated at 1.5 times their regular hourly rate for all hours worked that day, regardless of the total number of hours worked during the week. If an employee worked on the actual holiday, they must code, separate from the “Holiday Not Worked” pay, all hours worked, including any callouts (with a minimum of 2 hours), as either “Comp Earned” or “Overtime.” A comment of “For working holiday” must be included. These hours count toward weekly overtime calculations.
 - For example, if an employee works 8 hours on an actual holiday and has 34 hours on other days (including the “Holiday Not Worked” hours), they have a total of 42 hours for the week. The 8 hours on the actual holiday pay are paid at an overtime rate, and because the weekly total exceeds 40 hours, the additional 2 hours are also eligible for overtime pay.
- **Majority Hours on Actual Holiday for Shift Workers:** For shift workers, if the majority of their hours in a shift fall on an actual holiday, all hours worked on that shift are paid at the overtime rate. The employee must code all hours worked, including any callouts (with a minimum of 2 hours), as either “Comp Earned” or “Overtime.” A comment of “For working holiday” must be included.
- **Worked on Observed Holiday:** If an employee worked on an observed holiday (not the actual holiday) they should code their time as usual. Overtime or compensatory time is only accrued if the total hours worked, including the coded “holiday” hours, exceed 40 hours within the week.
 - The “Holiday” hours count toward the 40-hour threshold for overtime calculation. For instance, the employee is credited with 8 hours for the holiday and works 35 hours the same week, the total comes to 43 hours. The 3 hours over 40 would typically be eligible for overtime pay.
- **Alternative Days Off as Holiday:** If the department schedules an alternative day off as their holiday instead of the actual or observed holiday the employee will move the

“Holiday” pay entry to the alternative day scheduled off.

Exempt Employees Holiday Pay.

Employees who are classified as exempt will receive their regular salary during the pay period that includes a holiday, without deduction for the holiday.

Paid Time Off.

Purpose: This policy is designed to consolidate sick leave and vacation into a single Paid Time-Off (“PTO”) account for eligible employees, enhancing flexibility for balancing work and personal life.

PTO allows employees to take paid time off for rest, relaxation, personal emergencies, or illness, upon supervisor approval. Requests for PTO must be submitted in advance according to the specified notice requirements, and approval is at the City’s discretion.

Eligibility: Regular full-time and part-time employees working at least 20 hours weekly are eligible to accrue PTO. The amount of PTO accrued is pro-rated based on the number of hours they work regularly. Seasonal employees or those working fewer than 20 hours per week, as well as short-term employees working full-time for 5-8 months, do not accrue PTO.

Credit for Seasonal Employment: As approved by the Executive Compensation Committee, seasonal employees who transition to full-time roles may receive partial credit for their seasonal service time. This credit may apply to their years of service calculation for PTO accrual rates, allowing them to move to the next accrual tier sooner than new hires without prior City experience. Eligibility for seasonal service credit is based on the duration and continuity of prior seasonal work, with final determinations made on a case-by-case basis.

Rehired Employees: Employees who are rehired to their position with the City may have their previous service time considered for PTO accrual rates, ensuring continuity in their benefits.

Scheduled Absences: Employees should follow the notification procedures for taking PTO. For 1-4 days of PTO, a 10-working-day notice is required. For 5 or more days, a 30-working-day notice is needed, unless it's an emergency.

Unscheduled Absences: PTO can also cover unscheduled absences if they are unavoidable. However, absences should not result from neglect or dishonesty. Supervisors will assess each situation and determine if the use of PTO is justified.

Annual Usage Encouragement: Employees are encouraged to take at least 40 consecutive hours of PTO annually. Departments may require employees to take a minimum amount of nonconsecutive hours annually. Failure to meet this minimum may lead to mandatory adjustments to their schedule. This requirement does not apply to new employees in their first year.

PTO at Employment End: PTO cannot be used to delay an employee’s separation or retirement date. Upon leaving the City, all unused PTO is paid out in the final paycheck, along with any accrued compensatory time.

Misuse and Disciplinary Actions: Excessive, unexcused, or unscheduled absences, or misuse of the PTO program, can lead to disciplinary measures, including potential termination. Supervisors are responsible for evaluating the impact of unscheduled absences and deciding on the appropriate action based on the circumstances.

Accrual Rates for PTO.

Accrual rates to an employee's PTO account are based on service time and will begin to accrue during the first two-week pay period during which a new employee works at least 70% of the initial pay period at the following rates:

PTO Leave Accrual Rates (based on full time 40 hours per week)

Years of Service	Hours per Pay Period	Hours per Year	Maximum Accrual Limit
0-3 years	6.23	162 (4 weeks)	180
3-5 years	7.77	202 (5 weeks)	226
5-10 years	8.73	227 (5.7 weeks)	256
10 + years	10.23	266 (6.7 weeks)	310

PTO Buy Down Option: Employees have the opportunity to “buy down” up to 40 hours of their accrued PTO at their current pay rate in the second pay period in December under these conditions:

- **Eligibility:** Must have been employed with the City for at least one year and have a minimum balance of 120 hours of PTO on November 30th.
- **Approval:** Requires a supervisor's approval, based on a review of the employee's attendance record over the past year. Usage of approved Family Medical Leave should not negatively impact this attendance evaluation.
- **Procedure:** Employees need to submit their buy-down request to payroll by November 30th, and the reduction in PTO hours will be reflected in the second December paycheck.

Tax and Retirement Plan Impact: The buy-down is subject to applicable taxes and may affect contributions to PERSI Base Plans and percentage-based payments to 401K and 457 retirement accounts.

Payment: The cashed-out PTO will be included in the regular payroll. No separate checks will be issued.

Overtime Calculation: The paid-out PTO hours will not count towards overtime calculations and are not eligible for overtime rates.

Cap/Maximum Accrual: PTO accrual and carryover maximums are capped at the numbers set forth in Table 2. If the cap is exceeded, the excess PTO hours will be rolled into the employee's Catastrophic Account (CAT) at the end of each pay period. If the maximum CAT accrual is achieved, accrual ceases until the PTO benefit is used.

Catastrophic Account (CAT).

The Catastrophic Account is a leave account used to address long-term medical needs for an employee's personal illness or that of an eligible family member. CAT is reserved for leave absences and may be used once Comp Time has been exhausted and 40 hours of PTO has been used.

Eligibility for CAT Usage:

Using CAT hours.

- Employees are encouraged to provide at least 30 days notice before using CAT hours whenever possible.
- The City may approve the use of CAT hours for personal illness to help avoid a leave-without-pay scenario, even if the standard criteria are not met. This may include instances where employees are not eligible for Family Medical Leave or when new employees have not yet accrued sufficient PTO.

CAT Hour Limitations and Procedures:

- CAT hours are not considered hours worked when calculating overtime and cannot be used to extend the normal workweek hours.
- Employees facing an FMLA-qualifying situation requiring an absence of more than three working days, or 24 hours per condition, must inform their supervisor and Human Resources.

Accumulation of CAT Hours:

- The maximum CAT accrual is 960 hours.
- Upon hire, each employee's CAT account starts with an initial 24-hour contribution from the City.
- Employees can increase their CAT balance by transferring hours from their PTO upon reaching PTO cap limits or through voluntary quarterly transfers.

Conversion from PTO to CAT:

- Employees may choose to automatically roll a portion of their PTO into their CAT account each quarter. These transferred hours receive no City matching and are irreversible once moved from the PTO account.
- To initiate this transfer, employees must complete the "PTO to CAT Conversion Form" available on the HR Forms page of the intranet.

Family and Medical Leave.

This policy outlines employee rights under the Family and Medical Leave Act (FMLA), providing essential information about entitlements to unpaid, job-protected leave over a 12-month period. It focuses on ensuring employees understand the basic benefits and protections of the FMLA, with legal compliance taking precedence in case of any discrepancies between this policy and the law. Employees with questions or concerns about FMLA rights are encouraged to contact the Human Resources Department for guidance. It is important to note that failure to adhere to these guidelines may lead to delays or denials in FMLA-protected leave.

Eligibility.

An employee must have worked for the City for at least twelve months and accumulated at least 1,250 service hours in the 12-month period prior to the start of their FMLA leave.

Reasons for Leave.

Eligible employees may take FMLA leave for several qualifying events, including the birth or adoption of a child, to bond with a new child, to care for a seriously ill family member (spouse, child, or parent), or when the employee themselves has a serious health condition that prevents them from performing their job duties. Additionally, FMLA leave can be used when dealing with exigencies related to a family member's active military duty, or to care for a seriously injured or ill military servicemember who is a family member.

A serious health condition is defined as an illness, injury, impairment, or a physical or mental condition that requires either inpatient care or ongoing medical treatment by a healthcare provider.

The City may request a medical certification to support the need for FMLA leave. Employees are required to provide this certification within 15 days of the request if it is feasible, and before the start of their FMLA leave. Failure to provide the requested certification can result in the leave not being protected under FMLA.

Amount of Leave.

The City uses a “rolling” 12-month period, measured backward from the date an employee takes any FMLA leave, to determine leave entitlement. Eligible employees are entitled to up to 12 work weeks of unpaid leave within this period for various qualifying reasons, including the birth or adoption of a child. However, leave for the birth or adoption must be completed within 12 months of the child's arrival.

For FMLA military caregiver leave, an eligible employee may take up to 26 work weeks of leave in a single 12-month period. If an employee takes other types of FMLA leave within the same period, the total combined leave is capped at 26 weeks.

Spouses working for the City share a combined total of 12 work weeks of leave for the birth or adoption of a child. If the leave is due to a serious health condition of one spouse, the other spouse, or a child, then each spouse may individually take up to 12 weeks of leave.

Intermittent Leave or a Reduced Work Schedule.

FMLA leave can be taken as a single continuous block, intermittently, or as a reduced schedule that shortens the workweek or workday. Regardless of the leave type, it cannot exceed 12 work weeks in a rolling 12-month period, or 26 weeks for caring for an injured service member.

For leaves involving intermittent or reduced schedules due to planned medical treatments or family care, the City may place the employee in an alternative position with equivalent pay and benefits if it better suits the schedule. If the leave is for the birth, adoption, or foster care of a child, both the City and the employee must agree on the leave arrangement beforehand.

Employees planning medical treatments must schedule them to minimize disruption to the City's operations.

Employee Notice Requirement.

Employees requesting FMLA leave must notify the Human Resources Department verbally or in writing. For foreseeable leave, a 30-day notice is required. If the leave is unforeseen and discovered with less than 30 days' notice, employees should inform HR immediately, either the same day or the next business day. In cases of sudden leave, employees are expected to provide notice as soon as possible under the circumstances.

Employee Status and Benefits During Leave.

During FMLA leave, the City will maintain an employee's health benefits, including dental and eye care, under the same terms as if the employee had continued to work. For employees on paid leave, the City will deduct their share of insurance premiums from their payroll. Those on unpaid leave must arrange with the Human Resources Department to pay their share of premiums. If these payments are over 30 days late, the employee's health coverage may be discontinued, with a 15-day prior notice given.

If an employee decides not to return to work after FMLA leave for reasons other than a serious health condition or other circumstances beyond their control, they must reimburse the City for the cost of the health insurance premiums paid during their leave. Additionally, the time spent on FMLA leave does not count towards accruing other employment benefits like vacation or holidays.

Employee Status After Leave.

An employee returning from FMLA leave due to their own serious health condition may be required to provide a fitness for duty clearance from a healthcare provider. Typically, employees who take FMLA leave are entitled to return to their original job or an equivalent position with the same pay, benefits, and working conditions. This ensures continuity in employment status and terms post-leave.

Use of Paid and Unpaid Leave.

Employees must use all accrued compensatory time, paid time off, and Catastrophic Account (CAT) time before they can take unpaid FMLA leave. This applies regardless of the FMLA leave type, including personal or family health conditions, birth, adoption, foster care, or military-related leave. Additionally, any disability or workers' compensation leave will count concurrently as FMLA leave.

Intent to Return to Work from FMLA Leave.

On a basis that does not discriminate against employees on FMLA leave, the City may require an employee on FMLA leave to periodically update their direct supervisor about their status and intent to return to work.

Military Leave.

The City honors the military commitments of its employees by providing leaves in line with federal and state laws. Employees required to undertake uniformed service should inform Human Resources immediately or have a family member do so if they cannot. Upon return from military service, employees will resume their roles with the same seniority, pay, and benefits as if they had remained employed continuously. Employees must return to work within the specified timeframe after military service to avoid being considered as having voluntarily terminated their employment.

Employees on military leave are protected under USERRA and Idaho Code § 65-508, ensuring they cannot be discharged without cause for one year after returning. During this time, they are entitled to a hearing before any potential termination and are considered to have been on unpaid leave, retaining all employment rights for up to five years of military service.

Bereavement Leave.

Full-time and part-time employees working over 20 hours per week are eligible for up to 24 hours of paid bereavement leave per fiscal year, prorated for part-time staff. This leave applies to the

death of immediate family members².

The leave is approved by the immediate supervisor, who also has the discretion to deny it under exceptional circumstances. If more time off is needed, employees can use vacation time, with the additional leave being deducted from compensatory time first, then from PTO.

If an employee learns of a family death while at work, they will be paid for the rest of the day. Bereavement leave does not affect the employee's other leave balances nor is it counted for overtime calculations. Upon returning to work, proof of the family member's death and the funeral date may be required by the Department Head, especially if additional bereavement leave is taken.

Jury Duty.

The City supports employees' civic duty to serve as jurors and may provide regular pay during jury service, though state law does not require paid leave for this purpose. Generally, the City will provide paid leave for short-term jury service (e.g., a few days). However, paid leave may be limited beyond a reasonable period for extended trials that significantly disrupt department operations. In such cases, employees may use accrued paid time off (PTO) or take unpaid leave for the remainder of their jury service.

Approval for paid jury leave will be determined by the Human Resources Director in consultation with the Department Head, considering factors such as the anticipated length of jury service, staffing levels, and the essential nature of the employee's role. Both the City and the employee may request an exemption from jury duty if an absence would create serious operational difficulties.

Employees must promptly submit their jury summons to their supervisor to allow for scheduling adjustments. On days they are not required in court, employees must report to work as usual. Department Heads will coordinate work schedules for employees with shift requirements.

Time spent serving on jury duty is not considered hours worked for overtime or compensatory time calculations. Employees must clearly mark jury duty on their timecards and provide their supervisor with a copy of the jury summons. Exempt employees will receive their full salary for jury duty absences in compliance with FLSA requirements. Employees may retain any payment received for jury service without deductions from their City pay.

Court Appearance as a Witness.

Work-Related Court Duty: Employees required to appear in court due to their role with the City will receive their regular rate of pay. They should promptly submit their summons to their Department Head to ensure proper staffing arrangements. If court duty ends before their usual workday is over, employees are expected to return to work.

Non-Work-Related Witness: If an employee is subpoenaed as witnesses for non-work-related cases must use accrued PTO, compensatory time, or take unpaid leave. They are allowed to retain any witness fees received. In cases where the nature of the court duty (work-related or not) is unclear, employees must provide documentation to their Department Head, who will determine the appropriate classification.

² Immediate family members are defined as the employee's or their spouse's or long-term companion's siblings, children, parents, legal guardians, grandchildren, and grandparents.

Time Off for Voting.

The City acknowledges the importance of voting as a civic duty and expects that employees will have ample time to vote outside of working hours. However, if an employee anticipates that they will not have enough time to vote due to their work schedule, they are encouraged to speak with their Department Head to arrange necessary scheduling adjustments.

Religious Observances.

Employees needing time off for religious observances not covered by the City's holiday schedule should discuss their needs with the Human Resources Department. The City is committed to reasonably accommodating such requests for religious practices.

Worker's Compensation.

Injury Reporting and Certification: Employees who have been injured on the job are responsible to immediately contact their supervisor or person in charge. The employee and/or their supervisor should complete the First Report of Injury or Illness ("FROI") form. If the injury causes the employee to be unable to work, the employee must supply a health care provider's notice indicating the physical limitations. The City may attempt to modify work for a temporary period to assist the employee in returning to work. Once the employee is capable of performing all of their duties, they must supply a health care provider's notice indicating the employee may return to their normal duties. The decision to return an employee to active service shall rest solely in the discretion of the City.

7. WORKPLACE AND EMPLOYEE CONDUCT AND RESPONSIBILITIES

Workplace Guidelines.

A. Attendance.

Reliable attendance is crucial at the City to ensure quality service. Employees are expected to be on time and prepared for their scheduled shifts. Occasional absences are understandable, but frequent or unreported absences and tardiness can lead to disciplinary actions, including termination.

Employees must request time off in advance as per the City's PTO policy. Misuse of approved leave may also result in disciplinary actions, up to dismissal. This policy supports operational efficiency but does not restrict employees' rights to discuss or improve working conditions under the National Labor Relations Act.

B. Definitions.

Disciplinary Action: Measures taken by the City to address and correct employee behavior or performance issues. This may include verbal warnings, written warnings, suspension, demotion, or termination, depending on the severity of the violation.

Excused Absence. An excused absence is one that is either pre-approved or, in emergencies such as illness, is reported to the supervisor via phone, text, or email before the workday begins and is subsequently approved by the City.

Leaving Early. Leaving work or taking breaks earlier than scheduled, without approval is considered leaving early. Leaving more than two hours before the end of a workday or shift is an unexcused absence.

No Call/No Show. Failing to notify the City of an absence or tardiness at least thirty (30) minutes before the scheduled start time, is considered a No Call/No Show and may result in disciplinary action, up to termination.

Tardy. Arriving late to work or from breaks without approval is considered tardy. If an employee fails to notify their supervisor of tardiness within 30 minutes of the scheduled start time, it will be classified as a No Call/No Show.

Unexcused Absence. Any absence that does not comply with the criteria for an excused absence, including failures in proper notification or documentation or extended tardiness (more than 2 hours) without approval.

C. Policy.

Employees must be capable of meeting their job schedules during all weather conditions unless the City informs otherwise. Departments may adopt response time requirements for emergency situations. Employees should arrive at work prepared and properly dressed, if unable or unprepared to work they should return home and correct the problem as soon as possible. Non-exempt employees will not be paid for time spent addressing unpreparedness, and continual issues may lead to disciplinary actions, including termination.

Punctuality is crucial; arriving in the parking lot is not considered on time. Absences need to be reported prior to the scheduled start time to be excused unless extreme circumstances prevent timely notification. In such cases, the employee or a designated representative should explain the

delay as promptly as possible.

Unreported absences exceeding three days may be considered job abandonment or voluntary resignation, unless approved by the City. However, legally protected absences will not count against the employee. For illnesses or injuries lasting more than three days, the City may request a health statement, with additional documentation as required by law.

Employee Code of Conduct.

Employees of the City are expected to behave professionally and civilly, supporting cooperation in all interactions. As public employees, they are subject to heightened scrutiny in both their professional and personal conduct. The Code of Conduct is designed to clarify expected and prohibited behaviors. Violations of this code will lead to disciplinary action, which may include termination of employment. The list of specific behaviors provided is not exhaustive; other misconduct not explicitly mentioned may also result in disciplinary action. It is important to note that nothing in this code alters the at-will nature of employment, nor does it limit the grounds on which disciplinary actions can be taken.

A. Conflicts of Interest.

The City expects all employees to conduct themselves and City business in a manner that reflects the highest standards of ethical conduct and in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interests.

What constitutes a conflict of interest or an unethical business practice is both a moral and a legal question. The City recognizes and respects the individual employee's right to engage in activities outside of employment that are private in nature and do not in any way conflict with or reflect poorly on the City.

Defining all the circumstances and relationships that might create a conflict of interest is impossible. If a situation arises where there is a potential conflict of interest, the employee should discuss this with the City Attorney for advice and guidance on how to proceed.

B. Confidentiality.

Employees of the City have access to confidential, secret, and proprietary information ("Confidential Information") which includes business processes, customer data, financial details, and internal policies, among others. This information should not be publicly accessible and includes any data provided in confidence by third parties.

Employee Obligations: Employees must not disclose, distribute, or remove any Confidential Information outside or inside the City without proper authorization. This includes preventing access to those without a need to know within the City itself.

Consequences of Misuse: Unauthorized use or disclosure of Confidential Information can lead to disciplinary actions, including termination, and potential legal consequences.

Exceptions for Lawful Disclosure: Disclosures required by law or court orders are exempt from this policy, provided they are legally compliant. This policy also does not restrict legally protected discussions regarding wages or employment conditions under Section 7 of the National Labor Relations Act.

Protection for Whistleblowers: Employees are protected under trade secret laws for confidentially disclosing trade secrets to authorities or in sealed court documents for the purpose

of legal investigations or actions.

C. Expected Conduct.

Each employee is expected to conduct themselves in a professional manner. In order to accomplish this, each employee must:

- Be respectful, courteous and professional. Work cooperatively and constructively with fellow workers and members of the public.
- Be prompt and regular in attendance at work for defined work schedules or other required employer functions, and follow procedures for exceptions to the normal schedules, including the scheduling and taking of vacation and sick leave.
- Comply with dress standards established in the department for which the employee works. In the absence of any departmental dress standards, clothing will be appropriate for the functions performed and will present a suitable appearance to the public.
- Abide by all departmental rules and direction of a supervisor whether written or oral. No employee will be required to follow the directive of a supervisor that violates the laws of the local jurisdiction, state or nation.
- Maintain the confidential nature of records that are not open to the public in accordance with the direction of the responsible official.
- Maintain a current appropriate driver's license when work for the City requires the employee to drive a vehicle as part of his/her responsibilities. Each such employee must report any state-imposed driving restrictions to his/her immediate supervisor and notify their supervisor if his/her driving abilities are impaired.
- Follow all workplace safety rules whether established formally by the department or by outside agencies.
- Report all accidents that occur or are observed on the job, or that involve City property, and cooperate as requested in the reconstruction of any such accident.
- Avoid conflicts of interests in appointments and working relationships with other employees, contractors and potential contractors in the City and related agencies.
- Adhere to any code of ethics in the employee's profession.

D. Prohibited Conduct.

The City prohibits abusive conduct, including bullying, which undermines the safety, respect, and productivity of the workplace. Bullying negatively impacts the health and well-being of the victim and disrupts organizational operations. All employees are expected to maintain civility, dignity, and respect, refusing to tolerate or overlook bullying, and are urged to report such behavior to their Department Head, City Administrator, or Human Resources.

Workplace bullying is defined as abusive conduct with malice that a reasonable person would find hostile, offensive, and unrelated to legitimate business interests. It can include repeated verbal abuse, insults, threats, intimidation, humiliation, or actions that sabotage someone's work performance. A single act may also be considered bullying if it is particularly severe. Bullying involves an abuse of power and can manifest through gestures, written, verbal, graphic, or physical acts, including those carried out electronically via email, internet, or phone. Unlike harassment or discrimination—which are illegal—bullying is not always unlawful but is equally damaging. It is important to differentiate between genuinely tough or demanding supervisors and actual bullying.

Additionally, employees are expected to refrain from behaviors that reflect adversely upon the

City, including:

- Not initiate or participate, or encourage others, in acts or threats of violence, bullying, malicious gossip, spreading of rumors, or any other behavior designed to create discord and lack of harmony, or that willfully interferes with another employee's ability to do their job.
- Not engage in abusive conduct or language, including profanity and loud, threatening or harassing speech, toward or in the presence of fellow employees or the public.
- Not engage in conduct at or away from work that may reflect adversely upon the City or its officials or otherwise impair the employee's ability to perform.
- Not engage in prolonged visiting with co-workers, children, friends or family members that interfere with work in the department in which the employee serves.
- Not use work time for personal business, including the selling of goods or services to the general public.
- Not use phones or computers in the workplace in a manner that violates policy or that disrupts workplace productivity, including time spent on social media.
- Not use work time or public premises to promote religious beliefs to members of the public or fellow employees.
- Not have non-City employment, or serve on any board or commission, that conflicts with duties performed for the City in any meaningful way. Individual offices/departments may determine permissible examples of outside employment.
- Not knowingly make any false report or complaint regarding behavior of others or participate in such report or complaint.
- Not release any public record, including personnel records, without the express authority of the public official responsible for custody of the record
- Not use any substances, lawful or unlawful substances that will impair the employee's ability to competently perform their work or threaten the safety and well-being of other workers or the public. If the employee is prescribed a medication that may impair the employee's ability to safely do their job, the employee is required to provide a physician's note explaining the possible effects of the medication on the employee's ability to do their job and the length of the time that the employee will be required to take the medication. The employee may be required to take leave while taking the medication.
- Not destroy, alter, falsify or steal the whole or any part of a police report or any record kept as part of the official governmental records of the City (I.C. §§ 18-3201 and 18-3202).
- Not engage in political activities while on duty.
- Not provide false or misleading information on employment applications, job performance reports or any other related personnel documents or papers.
- Not engage in conduct that violates the laws of the state of Idaho, including but not limited to I.C. §18-1356 (accepting gifts that exceed a value of \$50), I.C. §74-401 *et seq.* (Ethics in Government Act), I.C. §74-501 *et seq.* (Prohibitions Against Contracts) and I.C. §18-1359 (Using Public Position for Personal Gain).
- Not accept gifts or gratuities in any personal or professional capacity that, although it may be legal, could create the impression that the giver was seeking favor from the employee or official in violation of I.C. § 18-1356 and I.C. § 18-1357.
- Not engage in criminal conduct of any kind while on or off duty.

E. Reporting of Criminal Events.

The City requires all employees to report any post-employment criminal events to ensure workplace safety and integrity. This policy applies to all permanent, temporary, and on-leave City employees and includes events that occur after an offer of employment but before starting work.

Reporting: Employees must promptly report if they have been charged or are under investigation for a crime, as well as any criminal convictions or pleas admitting to criminal responsibility. This must be done within five business days of the event or as soon as possible if the employee is incarcerated. This requirement also extends to sex offender registrations and military court jurisdictions. Employees need to provide written documentation to the City's Human Resources (HR) Department. Failure to report or cooperate may result in disciplinary actions, up to and including termination.

The City is committed to maintaining confidentiality to the greatest possible extent while ensuring compliance with applicable laws and policies. The information reported will be handled with discretion and shared only with individuals who need to know it for legitimate business purposes.

Exclusions: Routine traffic infractions do not need to be reported unless driving is part of the employee's job duties

Consideration and Assessment of a Criminal Conviction: The City will assess each report to determine its relevance to the employee's job, the safety of other employees, clients, and visitors, and the potential impact on its reputation. Not all convictions will lead to adverse employment actions; decisions will be made on a case-by-case basis considering factors such as the relationship of the conviction to job responsibilities, the context and circumstances of the conviction, any past pattern of similar behavior, potential reputation damage, and any other relevant circumstances.

The City may also conduct updated criminal background checks to aid in these assessments and will comply with all necessary legal disclosures during this process. Depending on the nature and relevance of the conviction, actions may vary from modifying job duties to termination.

Duty to Report Child Abuse.

City employees who suspect or witness that a child under the age of eighteen (18) years may be abused, abandoned, neglected, or is in conditions that could reasonably lead to such harm, are required to report these observations to law enforcement or the Idaho Department of Health and Welfare (855-552-KIDS (5437)). Reports must be made as soon as possible and within a maximum of twenty-four (24) hours, as outlined in the Child Protective Act, Title 16, Chapter 16, Idaho Code.

Volunteerism.

Employees are encouraged to engage in community volunteer activities that enhance local quality of life, provided these activities do not interfere with their work responsibilities or require overtime without approval. Volunteering is permitted during lunch breaks, before or after work, on days off, and at City-sponsored events, as long as the duties differ from the employees' regular jobs. Employees will not be compensated for volunteer time.

Outside Employment.

Employees may hold a second job as long as it does not impact their performance at the City, complies with the conflict-of-interest policy, and receives approval from the Department Head. Holding a second job is unacceptable for poor performance, absenteeism, tardiness, leaving early,

or refusing to work overtime or different hours. If a second job interferes with City duties, the employee must stop outside employment or face potential disciplinary action, including termination.

Use of Credentials or Badge.

Employees issued official badges, insignia, or credentials must ensure these items are not used or worn by anyone else and do not leave their possession. Furthermore, these items must not be used for personal gain, benefit, influence, or in connection with any other employment.

Dress and Grooming.

The City prioritizes a professional work environment and expects employees to dress appropriately and maintain high personal hygiene standards during business hours or when representing the City. Employees should ensure their attire is clean, neat, and suitable for their roles, avoiding any stained, wrinkled, frayed, or revealing clothing. Those dressed inappropriately may be sent home to change.

Exceptions may be made for religious beliefs, disabilities, or other legally protected characteristics, with reasonable accommodations provided unless they pose an undue hardship. Employees unsure about suitable attire should consult their Department Head.

A. City Uniforms.

This policy outlines the guidelines for purchasing and issuing City uniforms, except those covered under the Post Falls Police Department's Policy and Procedure Manual. Uniforms will be silk-screened or embroidered with the City's logo. Department heads or supervisors may choose the color of items to be purchased.

Ownership of Uniforms: Uniforms provided by the City remain its property and must be returned upon the employee's separation of employment. Any unreturned items will be charged to the employee at current replacement costs, which may be deducted from their final paycheck or paid directly by the employee. Each department is responsible for tracking issued uniforms.

Use of Uniforms: Uniforms or other issued items should be worn to, from, and during work but not worn while off duty.

Additional Purchases: The City may specify vendors where employees can buy additional approved uniform items at their expense. Those purchases remain the property of the employee.

Animals in the Workplace.

Purpose.

The purpose of this policy is to ensure a professional, safe, and productive work environment by limiting the presence of animals in City facilities. While animals can bring joy and comfort, their presence in the workplace may present safety, health, and productivity concerns, as well as distractions or disruptions to employees and the public.

Policy.

Employees are generally prohibited from bringing animals into the workplace while performing their job duties. This restriction applies to all indoor City facilities, City vehicles, and public-facing service areas unless otherwise authorized by this policy.

Brief visits by an employee's pet (e.g., introducing a new dog to coworkers) may be permitted with prior supervisor approval, provided that the visit is short in duration, does not interfere with work duties or customer service, and does not pose health or safety risks to others. Such visits must be confined to areas where the employee works and may not disrupt other departments or public spaces.

The City recognizes and complies with all applicable state and federal laws concerning service animals. Requests for accommodation involving service animals will be reviewed in accordance with the Americans with Disabilities Act (ADA) and the applicable provisions of the City's Disability Accommodation Policy. Employees seeking such an accommodation should contact the Human Resources Department.

This policy does not apply to:

- **Police K-9 units or other working animals** used by the City for official business.
- **Animals authorized as part of a City-sponsored event or program**, where approved in advance by the Department Head.

Enforcement.

Supervisors are responsible for ensuring compliance with this policy. Violations may result in the employee being asked to remove the animal immediately and could lead to disciplinary action in accordance with the City's personnel policies. Employees subject to disciplinary action under this policy have the right to a review or appeal in accordance with city procedures.

Political Neutrality.

Purpose.

The City of Post Falls is committed to ensuring that all employees and volunteers maintain political neutrality while performing their official duties. This policy is designed to uphold public trust in municipal services by preventing any appearance of partisan influence or bias. It applies to all city employees, including full-time, part-time, temporary, volunteers, and contract staff, regardless of position or department, when acting in an official capacity.

Definitions.

- **Political Activity:** Any action expressing, endorsing, or opposing a political candidate, political party, or ballot measure at the federal, state, municipal, or subdivision level within the State of Idaho.
- **Official Capacity:** Actions performed as part of an employee's job duties or when representing the city, including while on duty or in city facilities.
- **Personal Capacity:** Activities conducted in a private or non-official context, where the employee is not representing the city.

Policy.

City employees must remain politically neutral in all official capacities. Employees are prohibited from engaging in any political activities that could be perceived as partisan while performing their official duties. This neutrality is essential to uphold the integrity of municipal operations and maintain public confidence in the fair and impartial delivery of government services.

Guidelines.

Employees may not display political signs, literature, or politically themed clothing while on duty or on city property, as defined in the city's election code. The use of city vehicles, equipment, or other resources for political campaigning or partisan activities is strictly prohibited. When communicating in an official capacity, employees must avoid statements that may be interpreted as support for or opposition to political candidates, parties, or issues. Personal social media accounts should clearly distinguish personal opinions from official city positions to avoid any confusion or conflict with their role as city representatives.

Political discussions or advocacy should not occur during work hours if they interfere with job responsibilities or create an impression of city endorsement. Employees who receive information requests from political candidates regarding city operations must handle such requests in accordance with public records laws and city policies. Employees must notify their supervisor when responding to candidate requests to ensure information is made available to all candidates equally. If a candidate requests a meeting with an employee to discuss city matters, the employee must inform their supervisor before the meeting occurs.

Employees participating in community events or meetings in their official capacity must maintain neutrality and provide equal access and service to all individuals regardless of political affiliation.

Enforcement.

Supervisors and management are responsible for ensuring compliance with this policy. Violations may result in disciplinary action, up to and including suspension or termination, depending on the severity of the infraction. Employees subject to disciplinary action under this policy have the right to a review or appeal in accordance with city procedures.

Exceptions.

This policy does not restrict employees from engaging in political activities during off-duty hours, provided they do not use city resources or imply city endorsement. Political expressions affixed to an employee's private vehicle, such as bumper stickers, small window decals, or modest window paint, are generally not covered under this policy. However, extensive political displays, such as large-scale window paint, full-vehicle wraps, or multiple oversized flags, may be subject to limitations if they interfere with workplace decorum, city image, or operational considerations. Employees should exercise discretion in ensuring that their personal political expressions do not create disruptions or conflicts in the workplace.

Personal Relationship Policy – Employee Dating.**Purpose.**

The City strongly believes that a work environment where employees maintain clear boundaries between personal and business interactions is necessary for effective business operations. Additionally, the City strives to provide a safe and supportive work environment where employees are free from harassment and unwanted advances. This policy generally does not prevent the development of romantic relationships between co-workers; however, it does establish boundaries as to how relationships are conducted during working hours, at work facilities, and in any other setting that impacts workplace culture. As set forth below, romantic relationships involving a supervisor and a subordinate are prohibited and, in most cases, will not be allowed. This policy places additional limits on relationships where:

- One employee is in the direct line of supervision for the other employee;
- One employee is employed in a position with access to sensitive information;
- One employee is in a position to impact the evaluation or compensation of the other; or
- Where the relationship otherwise creates the potential for mixed loyalties between the relationship and employment duties or creates workplace conflicts that negatively impact the work environment.

Policy.

A. General Standards of Conduct.

Employees dating or engaging in a romantic/sexual relationship are expected to conform to the City's Code of Ethics, the City's anti-harassment and anti-discrimination policy, and the following standards of conduct. Additional standards of conduct may be required in individual cases based on the nature of the employees' positions.

- During work hours, employees are expected to conduct themselves in an appropriate workplace manner that does not interfere with others or impact productivity. This includes treating their partner as they would treat any other employee. Public displays of affection or sexual contact of any kind are inappropriate in the workplace and are prohibited in the workplace (including city vehicles), whether during work hours or not.
- If the employees work on different shifts or at different locations, the employees are expected to not visit the other employee at their workplace while they are working except for business-related activities.
- Employee off-duty conduct is generally regarded as private as long as such conduct does not create issues within the workplace. However, employee conduct at work-sponsored social events still falls within this policy. In addition, if an employee's off-duty conduct impacts workplace culture or the ability of the employee's co-workers to perform their jobs, it will no longer be regarded as private.
- Employees who allow personal relationships with co-workers to adversely affect the work environment are potentially subject to disciplinary action.
- The City of Post Falls reserves the right to require further agreements and/or documentation from employees engaged in a romantic relationship if deemed necessary by the City.

B. Relationships Involving a Supervisor.

To maintain a workplace free from sexual harassment and to avoid workplace conflicts, supervisors are prohibited from dating or having sexual relationships with subordinate employees (employees who are in their direct line of supervision). If a supervisory employee and a subordinate begin a relationship in violation of this policy, they must notify Human Resources and/or their department head about the relationship in a timely manner. The City will work with both employees to resolve the situation by moving one or both employees to a different department (if a position that the employee is qualified for is available), altering the organization chart, demoting the supervisor to a non-supervisory position, or taking other steps to resolve the workplace conflict. If, in the City's opinion, the workplace conflict cannot be adequately resolved, one or both employees will be deemed to have resigned. An employee who does not cooperate with the City to resolve the conflict created by the relationship will be subject to discipline up to and including termination.

C. Relationships Involving an Employee in a Sensitive Position.

When an employee who is engaged in a workplace romantic or sexual relationship is employed in a sensitive position (defined as the Human Resources, Administration, Finance and Legal Departments) additional restrictions may be necessary to prevent workplace conflicts or the appearance of such conflicts or where there is a perception by others that there is favoritism or bias in employment decisions affecting other employees.

If an employee in a sensitive position and another employee begins a romantic relationship, they are required to timely notify Human Resources and/or their department head(s) about the relationship. The City will work with both employees to address the conflicts/potential conflicts created by the relationship by establishing a written performance plan to limit the ability of the employee to impact matters related to the employment of the other employee or their co-workers. Potential solutions may include alteration of work duties to screen the employee from involvement in issues related to their partner and/or their partner's co-workers, assignment to a different position or a different department (if available) or taking other steps to resolve the workplace conflict. Other employees impacted by the relationship may be notified of the requirements of the written performance plan to reassure the employees that steps have been taken to address any perceived bias or favoritism.

If in the City's opinion, the workplace conflict cannot be adequately resolved, the employees involved will be allowed to determine who will resign. An employee who does not cooperate with the City to resolve the conflict created by the relationship, or who fails to abide by a written performance plan, will be subject to discipline and may be terminated.

Where doubts exist as to the specific meaning of the terms used above, employees should make judgments based on the overall spirit and intent of this policy.

Any concerns about the administration of this policy should be addressed to the Director of HR.

Social Media.

At the City, we understand that social media can be a fun and rewarding way for employees to share their lives and opinions with family, friends, and co-workers around the world. However, using social media also presents certain risks and carries with it certain responsibilities. To assist employees in making responsible decisions about the use of social media, the City has established these guidelines for appropriate use of social media. This policy applies to all employees who work for the City.

Guidelines. In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to an employee's own or someone else's web log or blog, journal or diary, personal website, social networking or affinity website, or web bulletin board or a chat room, whether or not associated or affiliated with the City, as well as any other form of electronic communication. The same principles and guidelines found in City policies apply to an employee's online activities. Ultimately, each employee is solely responsible for what they post online. Before creating online content, employees should consider some of the risks and rewards involved. Employees should keep in mind that any of their conduct that adversely affects job performance or the performance of fellow employees or that otherwise adversely affects customers, suppliers, people who work on behalf of the City, or the City's legitimate business interests may result in disciplinary action, up to and including termination.

Know and follow the rules. Employees should carefully read the guidelines and the City's Policy

Against Harassment, Discrimination, and Retaliation, and ensure that their postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, or threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject each employee to disciplinary action, up to and including termination.

Be respectful. Employees should always be fair and courteous to fellow co-workers, customers, suppliers, and people who work on behalf of the City. Employees should keep in mind that they are more likely to resolve work-related complaints by speaking directly with co-workers than by posting complaints to a social media outlet. Nevertheless, if an employee decides to post complaints or criticism, they should avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening, intimidating, or that disparage customers, co-workers, or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion, or any other status protected by law or City policy.

Be honest and accurate. Employees should make sure that they are always honest and accurate when posting information or news, and if they make a mistake, correct it quickly. Employees should be open about any previous posts they have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Employees should never post any information or rumors that they know to be false about the City, customers, suppliers, or people working on behalf of the City.

Post only appropriate and respectful content.

- Maintain the confidentiality of the City's private or Confidential Information. Do not post internal reports, policies, procedures, or other internal business-related confidential communications.
- Respect financial disclosure laws.
- Employees should not create a link from their blog, website, or other social networking site to a City website without identifying themselves as a City employee.
- Employees should express only their personal opinions. Employees should never represent themselves as a spokesperson for the City. If the City is a subject of the content an employee is creating, employees should be clear and open about the fact that they are an employee and make it clear that their views do not represent those of the City, fellow employees, customers, suppliers, or people working on behalf of the City. If an employee publishes a blog or post online related to the work that they do or subjects associated with the City, then they should make it clear that they are not speaking on behalf of the City. It is best to include a disclaimer such as, "The postings on this site are my own and do not necessarily reflect the views of the City."

Using social media at work. Employees should refrain from using social media while on work time or on equipment the City provides unless it is work-related as authorized by the City. Employees should not use City email addresses to register on social networks, blogs, or other online tools utilized for personal use.

Retaliation is prohibited. The City prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and

including termination.

Media contacts. Employees should not speak to the media on the City’s behalf without contacting the City’s Public Information Office. All media inquiries should be directed to them.

No Recording/No Camera Policy.

Unauthorized recording and electronic surveillance in the workplace are prohibited to protect employee morale and respect. Employees must not use cell phones, tablets, or similar devices to record conversations or surveil co-workers without explicit consent. However, recording for addressing specific grievances or safety issues is permitted and should not interfere with employees' rights under the National Labor Relations Act.

Required Notices and General Announcements.

Any required governmental postings are displayed on the City’s employee notice boards.

Solicitation.

To maintain a distraction-free work environment, the City prohibits employee solicitation during “working time,” defined as any time an employee is scheduled to work, excluding breaks or just before or after their shift. Additionally, distributing literature is not allowed during working hours or in office areas, but is permitted in break rooms, parking lots, and common areas during non-working.

Computers, Internet, Email, and Other Resources.

The City provides employees with communication tools like telephones, email, and the internet for business use. While limited personal use is allowed, it should not interfere with work duties. Employees should expect no privacy when using these tools, as the City can inspect all communications and archive them for record-keeping.

Employees must use these tools professionally, adhering to City policies against harassment, discrimination, and conflicts of interest. Sensitive information should not be sent insecurely; personal calls should be brief and infrequent. Unauthorized use, including personal calls on City phones or modifications to system settings, is prohibited and may lead to disciplinary action.

For security reasons, the City conducts video surveillance of its premises, excluding private areas like restrooms. Employees are expected to enable and comply with monitoring technologies required for business operations. Any questions or concerns about these policies should be directed to the employee’s Department Head.

A. Email Use Policy.

Purpose and Scope.

This policy outlines guidelines for employees’ proper use of the City’s email system, managed by the I.T. Department. Email is provided to support employees in performing job duties efficiently and should be used for official business communications, consistent with business practices and applicable laws (e.g., Idaho Public Records Act). Email use should involve work-related activities, departmental communication, or inter-departmental announcements approved by the City Administrator or designee.

Right of Privacy.

Emails and attachments sent via the department's network are City property and considered department records. The City reserves the right to access, audit, or disclose any email or attachment on its system for lawful purposes. The email system is not confidential, and employees should have no expectation of privacy when using it. Employees should not use personal email accounts for department-related business.

Prohibited Uses.

The following uses of email are prohibited and may lead to disciplinary action:

- Sending messages that are derogatory, obscene, disrespectful, or harassing.
- Department-wide emails should be limited to important, business-related topics approved by the City Administrator.
- Transmitting messages under another user's name or leaving accounts logged in unattended is prohibited. Logging off when away from the computer is recommended to prevent misuse.

The City Administrator or designee may make exceptions to this policy.

B. Mobile Communication Device Use Policy.

Purpose and Scope.

This policy provides guidelines for using mobile phones and communication devices, whether City-issued, City-funded, or personally owned, during work hours or for authorized work-related activities. These devices, called Personal Communication Devices (PCDs), include mobile phones, tablets, and other wireless communication and internet-enabled devices. PCD use covers calls, texting, emailing, internet browsing, and other functions.

Privacy Policy.

Employees using City-provided or City-funded devices, internet, or phone services agree that they have no expectation of privacy regarding the use of these services, including the content of communications. The City reserves the right to access and audit all communications transmitted or stored via these services.

Policy Overview.

The City allows the use of department-issued PCDs and permits personally-owned PCDs in the workplace, with limitations. Any PCD used while on duty or for City business off-duty may be subject to monitoring and inspection per this policy.

Improper PCD use on duty may impact safety. Employees are cautioned that using personal PCDs for work, even off duty, may expose these devices and records to civil or criminal discovery under public records laws. For questions on policy application, employees should consult a supervisor.

PCD Use Guidelines.

On-duty employees should only use PCDs for official City business. PCDs may be used for brief personal communication, such as notifying family of extended hours, if necessary. Personal use of PCDs during breaks should be limited to private areas away from the public.

- **Personal Use Limits:** Extended or frequent personal use of City-issued or personal PCDs on duty is prohibited and may lead to disciplinary action. Employees may be required to

reimburse the City for charges related to personal use.

Use While Driving.

Using a PCD while driving a City vehicle can be distracting and may create a negative public impression. Employees should limit PCD use while driving to urgent matters and, if possible, should pull over to complete any communication.

Non-emergency vehicle operators should not use a PCD while driving unless it is hands-free and for business or urgent calls only.

Official Use Situations.

Personal communication devices may be used in the following situations:

- Mobile Command Posts
- Major emergencies, such as disasters or catastrophic events
- Major political or community events
- Urgent communications with external agencies
- Situations where immediate communication is needed, and other means are unavailable

Privacy Expectation.

Employees have no expectation of privacy on any City-issued or City-funded PCDs, including location tracking capabilities if present (see the Information Technology Use Policy for further details).

Generative Artificial Intelligence (AI) Tools.

The City is committed to enhancing its operations by integrating new technologies, including generative AI tools like OpenAI's ChatGPT and Google's Bard. However, employees must be aware of the risks associated with these tools, such as privacy violations, data breaches, unauthorized data use, and the potential for bias and discrimination from AI training data.

This policy mandates the responsible use of AI technologies to safeguard the City, its employees, customers, and suppliers. It applies to all City employees and encompasses all City-related work, regardless of location. Employees must ensure that their use of AI tools does not compromise data integrity or contravene data retention and deletion standards. The objective is to prevent harm while leveraging the benefits of AI in generating text, images, music, video, voice, code, and other digital content.

A. Overview.

While AI tools can be used to perform a variety of functions, this policy addresses only the use of a web-based interface to ask or "prompt" the AI tool in a conversational manner to find answers to questions or to create or edit written content. Some examples of what could be created using an AI chatbot include:

- Emails and letters.
- Blog posts, reports, and other publications.
- Sales and advertising copy.
- Policies and job descriptions.

- Spreadsheet calculations.
- Foreign language translations.
- Coding development or debugging.
- Document or information sorting.
- Outlines or summaries of internal or external information.

There are, however, risks in using this technology, including uncertainty about who owns the AI-created content and security/privacy concerns with inputting proprietary City information or sensitive information about an employee, customer, etc., when interacting with the chatbot. Additionally, the accuracy of the content created by these technologies cannot be relied upon, as the information may be outdated, misleading, or—in some cases—fabricated.

B. Policy.

Limited use of generative AI chatbots will be allowed while performing work for the City, provided that the employee first obtains approval in advance from the employee's Department Head. Employees wishing to use generative AI chatbots must inform their Department Head in writing about how the AI chatbot and any AI-generated content will be used. Department Heads must approve or deny requests within 10 days, or the request shall be deemed denied. An employee who has obtained the requisite approval may use that employee's City email addresses, credentials, or phone numbers to create an account with these technologies. However, no other person's City email addresses, credentials, or phone numbers may be used to create an account with these technologies.

No confidential City data of any kind, including any other person's names, business, and personal residential and business addresses, may be submitted (copied, typed, etc.) into these platforms. Only content (text, sound, and images) in the public domain or open to public records may be submitted (copied, typed, etc.) to these platforms.

All AI-generated content must be reviewed for accuracy before relying on it for work purposes. If a reliable source cannot verify information generated by the chatbot, that information cannot be used for work purposes.

As generative AI chatbots may produce content plagiarized from their knowledge base, including copyrighted works, no text generated or partially generated from a chatbot will be eligible for a copyright, trademark, or patent.

Acceptable uses include:

- For general-knowledge questions meant to enhance your understanding on a work-related topic.
- To brainstorm ideas related to projects that you are working on.
- To create formulas for Excel spreadsheets or similar programs.
- To develop or debug code to be verified before deployment.
- To draft an email or letter.
- To summarize online research or to create outlines for content projects to assist in full coverage of a topic. Only content fully reviewed or re-written by employees may be included in the final product.

Unacceptable uses include:

- Copying and pasting, typing, or in any way submitting City proprietary content or data of

any kind into the AI chatbot.

- Failing to properly cite the source of original material submitted (copied, typed, etc.) into these platforms, including the creator's name as the author, the title of the work, and the URL, if any, that the creator specified to be associated with the work, and the license.

Any violation of this policy will result in disciplinary action, up to and including termination.

C. Training.

All employees using generative AI chatbots for work purposes must familiarize themselves with the proper use of these technologies before doing so.

All questions related to this training should be addressed with the IT Department and the Legal Department.

D. Ethical Use.

Employees must use generative AI chatbots in accordance with the City's conduct and antidiscrimination and antiharassment policies. These technologies must not be used to create content that is inappropriate, discriminatory, harassing, or otherwise harmful to others or the City. Such use will result in disciplinary action, up to and including termination.

E. Monitoring.

The City's Information Technology Use Policy and relevant monitoring policies apply when using generative AI chatbots with City information technology resources, including communications, computers, equipment and tools, email, applications, and internet and remote access equipment. Employees have no expectation of privacy in using the City's information technology resources.

If you have any questions regarding this policy, please contact the IT Department or Legal Department.

Telecommuting Policy.

A. Purpose.

The purpose of this policy is to provide the structure needed for effective implementation and operation of Telecommuting. Telecommuting refers to paid employment performed away from the Central Workplace at an Alternate Work Location for all or part of the work week. Telecommuting is generally disfavored; however, the City will consider limited Telecommuting arrangements where both the employee and the job are suited to such an arrangement. Telecommuting is not appropriate for all jobs, it is not an entitlement, and it does not change the terms and conditions of employment with the City.

B. Definitions.

Alternate Work Location: An approved worksite other than the employee's Central Workplace where official City business is performed, including an employee's residence.

Central Workplace: The principal place of work where employees normally perform their official City duties.

Telecommuter: An employee who regularly works away from their Central Workplace, either at home or at another approved Alternate Work Location, for at least a portion of their work hours. This definition does not include employees who only occasionally work remotely or whose job

function requires that a part of their work functions be conducted away from their Central Workplace.

Telecommuting: A regular work practice that involves employees performing a portion of their typical work hours at an Alternate Work Location using technology to interact with others as needed to perform work tasks.

Telecommuting Agreement: The written agreement between the City and a Telecommuter that details the terms and conditions of the Telecommuter's work and other work productivity while away from their Central Workplace. Telecommuting requires an approved Telecommuting Agreement drafted by Legal Services Department.

Work Schedule: The employee's hours of work in the Central Workplace and/or an Alternate Work Location.

C. General Requirements.

Although allowing flexibility in the workplace, this policy requires accountability to ensure that the Telecommuter completes all work in an efficient and measurable manner.

Telecommuting is not an employee right; its use rests at the discretion of the Telecommuter's Department Head, the City Administrator, and/or Human Resources. Telecommuting privileges can be terminated at any time without notice.

The City may suspend or terminate a Telecommuting Agreement at any time based on, but not limited to, declining performance, violation of this Telecommuting policy, violation of the approved Telecommuting Agreement, or for the benefit of the City. An employee may terminate the Telecommuting Agreement at any time unless Telecommuting is a condition of employment.

Telecommuters must spend at least fifty percent (50%) of their working hours at their Central Workplace.

If a Telecommuter transfers to a new position within the City, the Telecommuting privilege does not transfer with the employee.

D. Geographic Limitations & Legal Compliance.

To limit regulatory risks, telecommuting is generally restricted to locations within the State of Idaho. Given Post Falls' proximity to Washington State, the City may approve limited telework within Washington, subject to prior legal and tax compliance review. **Employees seeking to telecommute outside Idaho must obtain advance approval**, as working from another state may impose additional tax, workers' compensation, and employment law obligations on the City. **Unauthorized out-of-state telework is prohibited.**

Employees are responsible for understanding any tax or legal implications of working remotely, including potential state income tax obligations and municipal requirements. The City is not responsible for tax compliance issues related to an employee's choice of work location.

E. Eligibility.

Generally, employees must be employed with the City for at least six (6) months, and have a satisfactory performance record, before a Telecommunication Agreement will be considered.

Before entering any Telecommuting Agreement, the employee, supervisor, and Department Director, with the assistance of the HR Department, and IT, will evaluate the suitability of such an

arrangement using the following criteria prior to approving an employee to Telecommute:

- Assessing the needs and work habits of the employee compared to traits customarily recognized as appropriate for successful Telecommuters.
- Determining if the job responsibilities are appropriate for Telecommuting. Work duties, such as assisting customers, should not be shifted to other employees. Examples of jobs that are unsuitable for Telecommuting include, supervisors, equipment operators, police officers, and customer service representatives.
- Evaluating equipment needs, workspace design considerations, and scheduling issues. The employee and Department Head must review the physical workspace needs and identify an appropriate Alternate Work Location. If additional City equipment is needed to allow the employee to Telecommute, a budget request must be submitted and approved before Telecommuting can begin. The employee must provide a list of all expenses expected to be incurred by the employee to set up the Alternate Work Location, so the City is able to determine if the arrangement meets FLSA rules (see also subsection H of this policy, *IT Security and Equipment*).
- Reviewing tax and other legal implications. The employee must determine any tax or legal implications under IRS, state, and local government laws, and/or restrictions of working remotely. Responsibility for fulfilling all obligations in this area rests solely with the employee. This includes taxes and legal implications created from working outside the State of Idaho, if applicable.

Once the evaluation is complete, the proposed terms of a telecommuting agreement will be submitted to the Executive Compensation Committee for review and approval or denial. If the request is approved, it will be submitted to the Legal Department to develop the final agreement.

F. Telecommuting Agreement.

If an employee is approved to telecommute, a Telecommuting Agreement will be prepared by Legal Services Department and signed by the parties, which includes a specific plan for the Telecommuter. The Agreement serves solely to outline the conditions under which the Telecommuter is approved to Telecommute, it does not establish an employment contract or grant any additional rights to the Telecommuter.

Telecommuting Agreements, at a minimum, will include the following:

- The method for evaluating the Telecommuter's performance, including regular interaction by phone and email between the Telecommuter and the supervisor.
- Weekly meetings to discuss work progress and issues. Evaluation of Telecommuter performance will be consistent with that received by employees working at the Central Workplace in both content and frequency and will address completion of work objectives.
- An appropriate level of communication between the Telecommuter and supervisor will be agreed upon in the Telecommuting Agreement. The Telecommuter and supervisor will communicate at a level consistent with employees in the Central Workplace or in a manner and frequency that is appropriate for the job and the individuals involved, (it is strongly recommended that Telecommuter check in with their supervisor at the beginning and the end of their work period each day).

G. Standards Of Conduct/Work Performance/Professionalism.

The Telecommuter must follow all City of Post Falls Personnel Policies. All interactions with supervisors, co-workers, and the public must be able to occur professionally. The Telecommuter

must make every effort to limit outside interruptions and be aware of what is in the background during video or telephone conferencing. Outside distractions such as children, tv's, and pets should be minimized to the extent possible during live interactions. If distractions prevent effective interactions on a regular basis, the Telecommuting Agreement may be revised or ended.

Telecommuters must be available via phone and email during the same hours that the Telecommuter would be if working at their Central Workplace unless other arrangements are made in advance with the supervisor and/or Department Head.

Telecommuters will not hold in-person business visits or meetings with professional colleagues, customers, or the public, at their Alternate Work Location.

H. Time, Attendance, Work Schedules, And Overtime.

Telecommuter's compensation, benefits, work status, and work responsibilities will not change due to Telecommuting. Further, the amount of time that Telecommuters are expected to work per day or pay period will not change because they are Telecommuting. If Telecommuters are unable to work the complete telecommute day, commensurate leave for the hours not worked must be approved.

Work Schedules for non-exempt Telecommuters must comply with the Fair Labor Standards Act and all applicable State and City rules. The Telecommuter is required to follow normal city procedures about requesting and approval of overtime, compensatory time, and leave. The number of days in a week that employees may Telecommute is at their Department Head's discretion provided that the requirements of this policy are met.

The Telecommuter must be available for contact by their supervisor and/or Department Head and other contacts as necessary for the Telecommuter to do their job effectively. While Telecommuting, the Telecommuter is expected to report to their Alternate Work Location for work and must not travel outside of the area without specific approval from their supervisor. The Telecommuter must engage in active work in the same manner as if they were at their Central Workplace and work must not be shifted to other employees. Telecommuters may be required to report to their Central Workplace at any time during working hours.

Commute time between an approved Alternate Work Location and the Central Workplace is not considered work hours and is not compensable.

When an employee applies to Telecommute, all outside employment must be disclosed. As required for all City employees, outside employment must be compatible with the role of the staff member as a public employee; not conflict with the best interest of the City or the employee's responsibilities or hours of work; and not involve activities that would constitute a conflict of interest or have potential for a conflict of interest.

Telecommuting is not to be viewed as a substitute for dependent care. Telecommuters with dependent care situations are encouraged to have alternative solutions for providing care during the agreed upon work hours. Dependent care situations must be disclosed in the Telecommuting application and will be reviewed on a case-by-case basis.

I. IT Security and Equipment.

The Telecommuter must apply approved safeguards to protect City records from unauthorized disclosure or damage and will comply with all records and data privacy requirements set forth in local and state law.

On a case-by-case basis, the City will determine, with information supplied by the employee and supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines, and other office equipment) for each Telecommuting arrangement.

Equipment supplied by the City may only be maintained by the City. Equipment supplied by the Telecommuter, if deemed appropriate by the City, will be maintained by the employee. The City accepts no responsibility for damage or repairs to employee-owned equipment. The City reserves the right to make determinations as to the appropriate equipment, which is subject to change at any time. Equipment supplied by the City is to be used for City purposes only. The City will not reimburse the Telecommuter for any internet connection fees the Telecommuter pays for home internet availability. The Telecommuter will ensure their Alternate Work Location has the appropriate ability to allow for connection to City servers.

The Telecommuter must sign an inventory of all City property received and agree to take appropriate action to protect items from damage or theft. Upon termination of employment or the Telecommuting Agreement, all City property must be returned to the City unless other arrangements have been made.

The City will supply the Telecommuter with appropriate office supplies (pens, paper, etc.) as deemed necessary. The City will not reimburse the Telecommuter for business-related expenses that are due to the employee working from an Alternate Work Location. The Telecommuter will establish an appropriate work environment at their Alternate Work Location. The City will not be responsible for costs associated with the setup.

Telecommuters are expected to maintain their Alternate Work Location in a safe manner, free from safety hazards. Telecommuters are responsible for notifying their supervisor of any injuries sustained by the employee in an Alternate Work Location and in conjunction with their regular work duties and hours as soon as practicable. The Telecommuter agrees to complete provided injury paperwork as soon as practicable. The Telecommuter is liable for any injuries sustained by visitors to their Alternate Work Location.

Nursing Mother Accommodation.

As part of the City's family-friendly policies and benefits, the City supports breastfeeding mothers by accommodating the mother who wishes to express breast milk during her workday when separated from her newborn child. To the extent that the City qualifies for an exemption from this requirement, it reserves the right to invoke it.

Accommodation for Lactating Mothers: For up to one year after the child's birth, any employee who is breastfeeding her child will be provided reasonable break times to express breast milk for her baby. The City may designate a room for this purpose. Any breast milk stored in the refrigerator must be labeled with the name of the employee and the date of expressing the breast milk. Any nonconforming products stored in the refrigerator may be disposed of. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration, and tampering. Nursing mothers wishing to use this room must request/reserve the room by contacting their supervisor, Department Head, or Human Resources. Additional rules for use of the room and refrigerator storage are posted in the room. Employees who work offsite or in other locations will be accommodated in a private area as necessary.

Breaks of more than 20 minutes in length will be unpaid, and the employee should indicate this

break period on her time record.

Fitness for Duty.

The City is committed to maintaining a safe and productive workplace, requiring every employee to be capable of performing their duties in a safe, appropriate, and effective manner.

The City may require fitness for duty evaluations to ensure an employee's physical, mental, and emotional readiness for their job. Evaluations are typically necessary following a conditional job offer, before returning from medical leave, if an employee doubts their ability to perform job functions, or if there is reasonable belief the employee cannot safely perform their job duties.

Vehicle Use Policy.

Purpose.

It is the policy of the City to provide a safe working environment that protects our employees, volunteers, and our citizens from injury and property loss. The City considers the use of vehicles part of the working environment and is committed to safe responsible employee driving behavior that reduces the risk of personal injury and property loss.

Scope.

This Policy regulates the use of City vehicles by City employees. This policy also regulates the use of private vehicles for City-related work functions.

A. Safe and Courteous Driving Required.

Safe/Courteous Driving and the Use of Seat Belts and Mobile Devices: All drivers of City vehicles, and all employees driving private vehicles for City related work functions, must drive safely, legally, and courteously. This requirement includes complying with seatbelt laws and laws regulating the use of cell phones, computers, or other mobile devices. Police officers are exempt from this requirement to the extent authorized by policies of the Post Falls Police Department. Smoking or vaping in City vehicles is prohibited.

Impaired Driving: The driver of a City vehicle, or of any other vehicle being used for City business, must not operate a vehicle when their ability to do so is impaired or influenced by alcohol, illegal drugs or other illegal substances, prescribed or over-the-counter medication that impacts their ability to safely drive, or illness, fatigue, or injury. The employee must report to their supervisor any reason that may affect their ability to drive safely.

Traffic Violations: All fines and other penalties due to violations of the law by the driver are the personal responsibility of the driver of any City vehicle. These costs are not reimbursable by the City and must be paid promptly by the driver.

Accident or Theft Reporting: In the event of an accident or theft of the vehicle, the driver should first check on the safety and welfare of all persons involved and seek immediate medical attention should it be required for themselves or others. If possible, move the vehicle to a safe location out of the way of traffic.

Drivers must have a police officer investigate any accident that involves a third party's property or where otherwise required by law. This will help ensure that the City is protected from unwarranted claims. Employees should not discuss fault with, or sign anything from anyone except for a police officer, a representative from the City's insurer or an authorized representative

of the City.

Drivers must notify their supervisor as soon as possible of the accident and fill out the Loss Incident Report and submit it to their supervisor and the City Clerk. Drivers must cooperate with the City and their insurer in managing any claims. Involvement in an accident may provide cause for drug or alcohol testing consistent with the City's policies.

B. Use Of City Vehicles.

Authorization to Use City Vehicles/Driver's License Required. Employees may only operate a City vehicle if authorized by their supervisor. Employees may not allow anyone else to operate a City vehicle. Each employee authorized to operate a City vehicle is required to have a valid driver's license appropriate for the vehicle being operated, which may include a commercial driver's license ("CDL") if required by law, to operate the vehicle. If an employee who is authorized to drive a City vehicle has their driver's license suspended or revoked, the employee must immediately notify their supervisor. At the time of the suspension or revocation, the employee's vehicle-use privileges will be suspended until the employee's driver's license has been fully restored without restriction.

Driver Evaluation. Prior to authorizing an employee to operate a City vehicle, the City may evaluate the employee's driving record.

Use of City Vehicles. City vehicles are to be used exclusively for the governmental functions of the City of Post Falls unless this policy explicitly authorizes incidental personal use of City vehicles. Additionally, a Department Head may, on a case-by-case basis, authorize incidental personal use of a City vehicle where there is a City governmental necessity that prevents the employee from using their private vehicle. City vehicles may not be used for secondary employment or for private business use.

Transporting Passengers in City Vehicles. City vehicles may only be used to transport the following passengers:

- Other City employees;
- Independent contractors whose contract with the City requires the contractor to have worker's compensation coverage;
- Participants in City recreation and similar programs;
- Persons participating in City "ride-along" programs who have signed a release of liability;
- Persons being transported to jail;
- Other persons where, in the judgment of the employee, the person's health or welfare are at risk.

However, a Department Head may authorize an employee to transport dependent family members where there is a City governmental necessity for this to occur such as an employee needing to drop off children at school before reporting to a work site where there is a need for the employee to respond quickly. The Department Head's approval must be in writing and the employee transporting family members must first sign a waiver of claims, which accepts responsibility for the associated risks and acknowledges that the City does not have insurance coverage covering their family member in the event of an accident.

Use of City Vehicles While On-Call. Employees working assigned on-call duty with a defined response time may use a City vehicle to improve that response time. On-call employees are

permitted to use the on-call vehicle for personal use outside of work hours and during lunch breaks. This includes errands within the local vicinity provided the defined response time is maintained. Employees may not use the City vehicle to haul materials or tow personal trailers. Transportation of family members may only be allowed where consistent with Section B this policy provided that the required response time is maintained. Where an employee is authorized to take a vehicle home, personal use of the vehicle may be a taxable benefit.

Parking and Avoiding Public Criticism. When not in use, vehicles should be legally parked in a safe location. City owned vehicles may not be used to visit locations or business that will subject the City to public criticism. This includes, but is not limited to bars, liquor stores, adult entertainment establishments, or marijuana retailers.

C. Use Of Personal Vehicles for City Business.

Employees who drive their personal vehicles on city governmental functions are subject to the requirements of Section A of this policy. Additionally, the employee must maintain auto liability insurance meeting the minimum state limits because personal vehicles are not covered under the City's insurance policy. The employee must maintain the vehicle in a safe operating condition.

D. Vehicle Maintenance and Repair.

Responsibility for Vehicle Maintenance. Each department is responsible for the day-to-day maintenance of each vehicle assigned to that department. If a City vehicle needs repair or maintenance, the vehicle should be taken to the City Fleet Division for repair. Details are described in the most current Fleet Procedures Handbook. If a vehicle is damaged, the fleet supervisor should be notified as soon as possible but no later than 48 hours after the damage is sustained.

Proof of Insurance. The assigned department is responsible for ensuring that the current insurance card is always kept in the vehicle.

Attendance at Training. The assigned department is responsible for ensuring that all employees who drive City vehicles attend vehicle safety and driving courses required by the City.

Employee Assistance and Drug Free Awareness.

The City recognizes the harmful effects of drug use and alcohol misuse and is committed to aiding employees who proactively seek help for such issues before facing disciplinary actions or termination. Employees may be offered support such as unpaid time off, a leave of absence, or referral to treatment providers, in compliance with legal requirements. Those in safety-sensitive positions, or who have previously violated this policy, may need to document successful treatment adherence and pass follow-up tests as part of their accommodation.

A. Work Rules.

The City enforces strict work rules to ensure a safe and effective workplace for all employees. Employees are expected to report to work fit for duty and free from any adverse effects of drugs or alcohol. While working, on City premises, or conducting work off-site, employees are prohibited from using, possessing, buying, selling, manufacturing, or dispensing illegal drugs, including drug paraphernalia, and from being under the influence of alcohol or impaired by drugs.

Possession of illegal drugs or paraphernalia will be reported to law enforcement and may lead to criminal charges. It is also prohibited for employees to have any detectable amount of alcohol, illegal drugs, or controlled substances in their system while engaging in City business or on City

property.

The policy permits the lawful use and possession of prescribed medications, provided they do not impair the employee's ability to perform their job safely and effectively. Employees must consult with their doctors regarding the effects of prescribed medications on their fitness for duty and ability to work safely, disclose any work restrictions to the City, and carry prescribed medications in containers labeled by a licensed pharmacist. However, employees are not required to disclose underlying medical conditions unless specifically directed.

B. Required Testing.

The City reserves the right to conduct various types of drug testing to ensure a safe and effective work environment:

- **Pre-employment:** All job applicants may be required to pass a drug test before they begin work or are officially offered a position. Refusal to submit to this test will result in the applicant being disqualified from further employment consideration.
- **Reasonable suspicion:** Employees may be tested for drugs or alcohol if there are observations by City personnel of apparent workplace use, possession, impairment, or if there is suspicion of impairment due to prescription drugs. The Human Resources Department must approve before an employee is sent for testing based on reasonable suspicion.
- **Post-accident:** If an employee is involved in an accident that causes serious damage to City property or results in injury requiring off-site medical attention, they are required to undergo testing. This test should be conducted as soon as possible and no later than two hours after the accident.

Follow-up: Employees who test positive for illegal drugs, are impaired by prescription drugs, are under the influence of alcohol, or otherwise violate the City's substance policy face disciplinary actions, which can include termination of employment. Depending on the specific circumstances and the employee's work history, the City may instead offer the option to return to work under certain restrictions. These conditions might entail follow-up drug testing at intervals determined solely by the City for a period ranging from one to two years. Should the employee fail to complete their rehabilitation program or test positive for substances after completing the program, they will be subject to immediate termination from their position.

Consequences of Refusing Required Testing: Applicants who refuse to participate in a drug test or positive will not be hired. Similarly, current employees who refuse required testing, test positive, or otherwise violate this policy are subject to disciplinary actions, which can include dismissal.

C. Confidentiality.

Records relating to test results, drug and alcohol dependencies, and medical explanations are confidential to the extent allowed by law and stored securely files separate from regular personnel files.

D. Inspections.

The City may inspect all areas of its premises for drugs, alcohol, or contraband. All employees, contractors, and visitors may be required to cooperate in inspections of their personal belongings, workspaces, and other areas that might conceal contraband. Possession of contraband or refusal

to cooperate with inspections, can lead to disciplinary actions, including termination.

E. Crimes Involving Drugs.

The City prohibits all employees from manufacturing, distributing, dispensing, possessing, or using illegal drugs on City premises, in City vehicles, or while conducting City business. Additionally, employees must not misuse legally prescribed or over-the-counter (OTC) drugs. Law enforcement will be notified if any criminal activity is suspected.

Smoke-Free Workplace.

The City committed to providing a smoke-free environment for its employees, clients, and visitors. Smoking, along with the use of e-cigarettes, chewing tobacco, and vaporizers, is prohibited throughout the workplace. This policy supports the health of our employees and ensures a pleasant working atmosphere.

Employees who wish to smoke or use tobacco products must do so during designated meal and break periods and they must be at least 25 feet away from any building and out of sight of customers. Smoking inside any buildings is strictly prohibited. Employees are also required to minimize odors before returning to work through the use of air fresheners, mints, or similar products to do so.

Workplace Violence Prevention.

The City is committed to providing a safe and violence-free workplace for its employees. Employees are prohibited from engaging in any physical confrontation with a violent or potentially violent individuals and from behaving in a threatening or violent manner. This includes threats, threatening language, harassment, menacing gestures, stalking, and any hostile or aggressive actions aimed at intimidation.

This policy covers any violent or potentially violent behavior that occurs in the workplace, while employees are engaged in the City's business, or at City-sponsored functions. Employees are responsible for helping to keep the workplace free from violence. Anyone who witnesses or experiences violent behavior or a threats should promptly report it to their Department Head or Human Resources. The City ensures that employees making such reports in good faith will not face retaliation, intimidation, or discipline.

Violent behavior or threats of violence will be met with profound consequences, including prosecution to the fullest extent possible and disciplinary actions up to termination. All reported incidents will be thoroughly investigated, and appropriate measures will be taken to address and resolve the situation.

Infectious Disease Control Policy.

Purpose and Intent of the Infectious Disease Policy: This policy outlines the City's approach to managing infectious diseases under normal circumstances and during pandemics or large-scale outbreaks. The City aims to proactively protect the workplace, maintain effective operations, and ensure the continuation of essential services while safeguarding employee health.

The City will adhere to local, state, and federal laws and guidelines, consulting with agencies like the CDC, OSHA, the Department of Labor, the EEOC, and state and local health departments to ensure compliance with relevant protocols.

A. Management of Routine Infectious Diseases (e.g. Cold, Flu)

Preventing the Spread of Infection in The Workplace: The City is committed to maintaining a clean workplace to prevent the spread of infectious diseases. This includes regular cleaning of high-touch areas, such as bathrooms, breakrooms, conference rooms, door handles, and railings. In line with CDC and OSHA guidance, the workplace will be stocked with soap, cleaning supplies, and alcohol-based hand sanitizers.

Employees are encouraged to follow best practices to minimize transmission: frequently washing hands with soap and water for at least 20 seconds, covering coughs and sneezes with an elbow or a tissue, disposing of used tissues properly, and staying home when sick. Additional preventive measures include avoiding close contact with those who are ill, not touching the face, and regularly cleaning and disinfecting commonly touched objects and surfaces.

For more detailed guidance on hand hygiene, employees can visit the [CDC's Handwashing website](#) or the [Hand Hygiene in Healthcare Settings page](#) for healthcare-specific information

Attendance and Workplace: Sick employees should stay home to recover fully before returning to work. This may include discussing the possibility of working from home or adjusting their work schedule with their Department Head.

The City also reserves the right to implement measures to prevent the spread of infection, ensuring the safety and health of all employees

B. Management During Pandemic or Large-Scale Outbreaks

During pandemics or significant outbreaks, the City may implement enhanced preventive measures including increased cleaning protocols and the use of additional personal protective equipment as needed. Social distancing guidelines may be enforced, reducing in-person interactions and encouraging the use of digital communication tools.

The City may also impose quarantine measures for employees who have been exposed to the disease, following public health guidelines. Health monitoring, including daily checks for symptoms, may be required for employees who need to be present at the workplace.

In emergencies, the City reserves the right to reassign employees to essential tasks outside their regular duties as necessary. Regular updates about the infectious disease status and workplace policies will be communicated through internal channels, and Human Resources will serve as a designated point of contact for employees to report concerns and seek information.

Attendance and Leave During Pandemic/Outbreak: During a pandemic or infectious disease outbreak, the City will maintain its standard attendance and leave policies unless otherwise directed. Employees who anticipate challenges in reporting to work should prepare contingency plans in advance. This may include discussing the possibility of working from home or adjusting their work schedule with their Department Head.

The City also reserves the right to implement measures to prevent the spread of infection during an outbreak, ensuring the safety and health of all employees.

Limiting Travel: Nonessential travel may be limited during an outbreak or pandemic. Employees who travel as an essential part of their job should consult with their Department Head on appropriate actions.

Telecommuting: Employee requests to telecommute during a pandemic or outbreak will be

handled on a case-by-case basis. While not all positions will be eligible, all requests for temporary telecommuting should be sent to the employees' Department Head for consideration. *See Telecommuting Policy.*

Requests for Medical Information and/or Documentation: If an employee is sick or shows symptoms of illness, the City may request medical information from them or their healthcare provider. This is to confirm the need for absence, assess the connection to an infectious disease, and ensure it is safe for the employee to return to work. The City appreciates the employee's cooperation in providing this information when needed.

Confidentiality of Medical Information: The City treats all medical information as confidential and only discloses it within the City or to government officials when legally required.

8. GRIEVANCE PROCEDURES AND PERFORMANCE MANAGEMENT

Complaint Process and Procedure.

The City will courteously treat any person who invokes this complaint procedure and will handle all complaints swiftly and confidentially to the extent possible in complying with applicable legal standards and in light of the need to take appropriate corrective action. Lodging a complaint will in no way be used against the employee or have an adverse impact on the employee's employment status. Because of the damaging nature of harassment to the victims and the entire workforce, aggrieved employees are strongly urged to use this procedure.

A. Complaint Procedure.

The City has established the following procedure for lodging a complaint of harassment, discrimination, or retaliation. The City will treat all aspects of the procedure confidentially to the extent reasonably possible.

- An individual who feels harassed, discriminated against, or retaliated against may initiate the complaint process by reporting it to their Department Head, City Administrator, or the Human Resources Department. If any employee becomes aware that harassment or discrimination is occurring, either from personal observation or as a result of another employee coming forward, that employee should immediately report it to their Department Head, City Administrator, or the City's Human Resources Department.
- Upon receiving a complaint or report that a violation of this policy may be occurring, the City's Human Resources Department will review the complaint or report and initiate an investigation. If the allegations involve the employee's supervisor, the employee may verbally notify or file a written complaint with the City Administrator or Human Resources Department. The City has the discretion to utilize a third-party investigator if deemed appropriate under the circumstances or to conduct the investigation internally. Whenever mentioned, the descriptions of the City investigation encompass both scenarios: an internal probe by City staff or an examination carried out by a third-party investigator.
- The City's Human Resources Department will notify the person(s) (hereafter referred to as "respondent(s)") that a complaint has been made against them. The extent of information given to the respondent(s) regarding the complaint will be determined by the needs of the investigation and in balancing confidentiality to the complainant.
- The City will investigate whether there is a reasonable basis for believing that an alleged violation of this policy has occurred.
- During the investigation, the City will interview the complainant, the respondent(s), and any relevant witnesses to determine whether the alleged conduct occurred. Cooperation during any investigation is required of all employees. Failure to cooperate in any inquiry may subject an employee to disciplinary action, up to and including termination of employment.
- If it is found that harassment, discrimination, or retaliation, which violates this policy, has occurred, appropriate disciplinary action, up to and including termination, will be taken. Appropriate disciplinary action depends on various factors including, but not limited to, the conduct's severity, frequency, and pervasiveness; prior complaints made against the respondent; and prior disciplinary and work history of the respondent.

- If the investigation is inconclusive or if it is determined that there has been no policy violation but potentially problematic conduct may have occurred, appropriate preventive action, including training and education, may be implemented.
- After the investigation is concluded, the City will separately notify the complainant and the respondent(s) of the findings of the investigation. The notification shall not reveal what corrective action, if any, was administered.

B. Confidentiality.

During the complaint process, the confidentiality and privacy of the information received, the individuals involved, and the complainant will be protected to as great a degree as possible, considering the need to conduct an effective investigation and the requirements of law. Thus, the expressed wishes of the complainant for confidentiality will be considered in the context of the City's legal obligation to act on the charge, the ability to conduct an effective investigation, and the right of the respondent(s) to obtain information. These standards for confidentiality and privacy also apply to any notes or documents written by or received by the person(s) conducting the investigation.

C. Duty to Cooperate.

As a condition of employment, all employees, supervisors, and managers shall fully cooperate with investigations. This includes, but is not limited to:

- Answering all questions completely and truthfully.
- Not withholding information or evidence; and
- Not covering up or disposing of evidence.

In addition to being obligated to cooperate with investigations fully, employees are prohibited from interfering with investigations in any way. This includes but is not limited to, contacting (directly or through others) potential witnesses to seek information, influence their statements, or solicit support, and failing to disclose all information known about the incident or event fully. Interference also includes involving, attempting to involve, or influencing individuals who did not participate in or witness the incident or are not otherwise involved in the investigation.

Employee Performance and Discipline.

Purpose of Discipline/Performance Policy.

This discipline/performance policy aims to ensure a consistent process for maintaining suitable behavior and a productive working environment. All employees are expected to always perform to the best of their abilities. If an employee performs at an unsatisfactory level, is the subject of a citizen complaint, violates a policy, or commits an inappropriate act, corrective action may be taken based on the severity of the issue and the employee's disciplinary history.

The City follows a for-cause employment standard, meaning employees who have completed their probationary period shall not be terminated except for just cause. Discipline may range from verbal or written warnings to suspension or termination, depending on the nature and seriousness of the infraction. The City reserves the right to determine the appropriate level of disciplinary action necessary to address violations while ensuring fairness and consistency in enforcing workplace expectations.

Disciplinary/Performance System Framework.

The following framework guides the processes to be taken when an employee violates employment policies or fails to perform their duties adequately.

Informal performance evaluations are conducted continuously during an employee's employment with the City. This allows the City and the employee an opportunity to discuss job responsibilities and performance requirements. It also allows a chance to identify and correct any concerns and to discuss positive, practical approaches for meeting goals. It is strongly recommended that employees discuss any concerns about job performance on an informal, day-to-day basis with their supervisor or department head.

The City will strive to conduct a formal evaluation yearly. Formal evaluations also will be conducted at any time the City deems necessary, such as at the time of transfer into a new position.

Disciplinary Action.

Occasionally, it may become necessary for a supervisor to take disciplinary action when an employee exhibits behavioral problems that affect productivity or fails to perform work assignments as expected. The City will respond to deficient performance and inappropriate employee behavior or conduct to maintain an orderly, safe, and efficient work environment. The City will ensure that employees are treated respectfully during the disciplinary process and will comply with all applicable laws. Forms of discipline include verbal warnings, written warnings, performance improvement plans, temporary or permanent wage reductions, suspensions without pay, demotions, or dismissal. All adverse employment actions must go through Human Resources and the Legal Department to ensure compliance with applicable laws and policies to support the fair treatment of employees.

Setting forth this list of forms of discipline is not intended to, and does not, change the at-will nature of the employment relationship, nor does it entitle the employee to any of the less severe disciplinary options prior to termination. Progressive steps may be implemented to encourage improved performance or attitude but are not required. The City may take any of the disciplinary actions in any order when a supervisor deems an action of the employee to be serious enough to warrant such action. These processes are directory in nature, and minor variations in the processes set forth herein will not affect the validity of any actions taken pursuant to this policy.

The City maintains a structured disciplinary policy to ensure the fair and consistent treatment of all employees. Depending on the severity of the infraction, disciplinary actions may include verbal warnings, written warnings, suspension, demotion, or termination.

- **Verbal Warning:** This is issued for minor infractions or first-time offenses. It is a formal discussion between the supervisor and the employee about the behavior or performance issue.
- **Written Warning:** This is given for more serious infractions or if a verbal warning does not result in improvement. It includes a written record of the issue, the expected changes, and the consequences of failing to improve.
- **Suspension:** This is used for serious infractions or repeated offenses. The employee is temporarily removed from their duties without pay.
- **Demotion:** This is applied when an employee is unable to meet the requirements of their current position but may still contribute effectively at a lower grade.

- **Termination:** Enforced for the most severe infractions or repeated failures to meet performance or behavioral standards.

Disciplinary actions are documented and maintained in the employee's personnel file. The goal of disciplinary action is to correct behavior and support the employee in meeting City standards, ensuring a productive and respectful work environment for all.

Opportunity To Be Heard—Assertions of Unlawful Discrimination, Retaliation, and Name-Clearing Hearing.

The City may offer a name-clearing hearing to employees who suffer adverse action that may harm their reputation or employment prospects. This includes termination or demotion due to unlawful discrimination or retaliation and demotion or termination based on allegations of dishonesty, immorality, or criminal misconduct.

Failure to pursue the opportunity to be heard or name-clearing hearing procedures constitutes a waiver of this opportunity.

Job performance or attitude issues, without allegations of discrimination, retaliation, dishonesty, immorality, or criminal misconduct, will not be heard. A hearing is required only when a statement "stigmatizes" the employee's reputation, with a temporal connection to the termination or demotion, and the employee denies its truth.

The procedure for the opportunity to be heard or name-clearing hearing is as follows:

- An employee can request a name-clearing hearing within fourteen (14) days of their termination or demotion. The request must be delivered to the City's Human Resources Department. The request must state the basis for the hearing. Requests given untimely or that fail to state a legally recognized basis will not be granted. The employee will be promptly notified if the hearing is denied.
- If possible, the employee will receive a summary of stigmatizing charges or allegations made in connection with their termination with a reasonable amount of time to prepare for the hearing.
- The hearing should be scheduled promptly and additional time may be granted if the employee needs more time. A hearing officer shall convene the hearing within thirty (30) calendar days of the request. The City shall designate the hearing officer³.
- The hearing is informal and will not change any particular employment action. The only purpose of the hearing is to allow an employee to clear their name. The hearing will not exceed two hours unless the City approves otherwise.
- An audio recording of the hearing will be made and stored as part of the personnel record.
- The employee's supervisor must provide a brief written statement in response to the charges involving dishonesty, immorality, or dishonesty. The statement must be shared with the employee, the hearing officer or body. The hearing officer may require the supervisor to participate in the hearing.
- The employee has the right to be represented by a lawyer at their own expense.
- The employee will have an opportunity to present evidence supporting their claims.

³ A hearing officer conducts a name-clearing hearing and considers information on behalf of the City. They should not be the employee's supervisor or department head, but can be another City employee or independent contractor, including attorneys or individuals with expertise in employment law or human resources.

- The hearing officer or body may ask questions during this process.
- The employee may question participants during this process.
- Procedural rules and evidentiary rules do not apply to this hearing.

Within thirty (30) days of the hearing, the hearing officer will issue a written report summarizing the evidence presented. The decision will be in writing and will include the reasons for the determination. A copy of the report will be mailed to the employee and placed in the employee's personnel file.

The report does not grant any right to continued employment, limit the reasons for termination, specify the duration of employment, or imply that an employee may only be discharged for cause. This disclaimer must be clearly stated in the report.

9. LEAVING CITY EMPLOYMENT.

Voluntary Resignation.

Employees who resign voluntarily must give written notice stating the reason for the resignation to their supervisor at least fourteen (14) working days before the last day of work. If this notice is given, the employee will be considered to have resigned in good standing and may be eligible for rehire on the same terms and conditions as other applicants.

Employee Separation Through Reduction in Force or Re-organization.

The City may reduce its workforce due to economic changes, community needs, job function changes, reorganization, or other nonperformance-based reasons. The provisions of this section do not apply to temporary or casual positions.

The Mayor, City Council, or Department Heads may reorganize departments to match employees' skills, numbers, and abilities with the department's mission, needs, or technology. This may involve eliminating one or more positions or consolidating duties. Department Heads must get approval from the City Administrator for any proposal that would reduce the workforce. When a reduction in force happens, Department Heads may keep employees whose performance, skills, and abilities best match department needs. Employees separated through a reduction in force or reorganization may be eligible for rehire based on the same terms and conditions as other applicants.

Return of Equipment and Deletion of Computer Access.

Employees must return all City property upon separation. Department Heads must notify payroll of appropriate, authorized deductions for the non-return of City property. An employment termination checklist, or alternative acceptable documentation, should be signed by the employee and supervisor and sent to payroll prior to the employee's last day to document the return of or payment for items.

The IT Administrator should be notified before an employee/computer user's separation and should assist the department with disabling computer network access, terminating email and voice mail accounts, and conducting an inventory of all hardware and software for which the terminating employee has been responsible.

Exit Interview, Final Paycheck, and Separation Benefits.

Employees or supervisors shall arrange for an exit interview with Human Resources as close to their last day of employment as practicable. Employees will be advised of any possible benefit costs and options at that time. Final paychecks will reflect all obligations owed by the City and offsets that are the departing employee's responsibility. If applicable, information regarding benefits continuation through the Consolidated Omnibus Budget Reconciliation Act ("COBRA") will be sent to the employee's last known home address.

Obligations Continuing After Termination.

Because Confidential Information and City property belong to the City, employees may not copy any documents, records, files, media, or other resources containing customer information or remove such resources from the premises or control of the City upon, or in anticipation of, separation.

Customer Information: All customers with whom employees work during the course of their employment at the City are customers of the City and not of an individual employee. Employees may not remove or use customer files or information upon or in anticipation of separation.

Non-Solicitation of Customers: Employees may not, upon or in anticipation of separation, directly or indirectly solicit on the employee's behalf or on behalf of any other business enterprise and may not agree to perform or perform services of any type that the City can render for, any person or entity who paid or engaged the City for services, or who received the benefit of the City's services, or with whom the employee had any substantial dealing.

Non-Solicitation of Employees: Employees may not take any action to recruit or assist any other entity in recruiting any other employee who works for, or who is affiliated with, the City upon, or in anticipation of, separation.

10. EMPLOYEE PERSONNEL POLICY ACKNOWLEDGMENT AND RECEIPT

I hereby acknowledge receipt of the Personnel Policy of the City. I understand and agree that it is my responsibility to read and comply with the policies contained within this document and any updates or amendments that may be made.

I understand that the Policy and all other written and oral materials provided to me are intended for informational purposes only. Neither the Personnel Policy, the practices of the City, nor other communications create an employment contract or guarantee of continued employment. I understand that the policies and benefits, both in the Personnel Policy and those communicated to me in any other fashion, are subject to interpretation, review, and change by the City at any time without notice. The City reserves the right to interpret, modify, or revise these policies as necessary to ensure compliance with applicable laws and operational needs.

I further understand that the City follows a for-cause employment standard after completing the probationary period. My employment may only be terminated for cause, except during the probationary period or as otherwise permitted by law. I understand that no representative of the City other than the City Council through formal action has any authority to enter into any agreement for employment for any specified period of time or to assure any other personnel action or to assure any benefits or terms or conditions of employment or to alter the policies outlined in this document.

By signing below, I confirm that I have read and understand the Personnel Policy and agree to abide by its provisions.

Employee's Name in Print

Signature of Employee

Date Signed by Employee

TO BE PLACED IN THE EMPLOYEE'S PERSONNEL FILE

**CITY OF POST FALLS
AGENDA REPORT
NEW BUSINESS
MEETING DATE: 4/15/2025**

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: Janet Best, Human Resources Director

SUBJECT: Agreement with OmniaHR to Perform a Salary Survey

ITEM AND RECOMMENDED ACTION:

This agenda item seeks approval of an agreement with OmniaHR to perform a salary survey for the city to evaluate the city's current wages and compensation practices. Staff recommends approving the agreement with OmniaHR.

DISCUSSION:

Over the past several years, the salary landscape in the area has changed significantly along with the rising cost of living in the area. This changing landscape has created a need to evaluate the city's compensation practices and wages to ensure that the city remains competitive in recruiting and retaining qualified employees. Staff discussed completing a salary survey with the city council during the budgeting workshops for the fiscal year '25 budget. Last fall, the city issued an RFP seeking qualified firms to complete a salary survey for the city. The goal of using a consultant is to provide objectivity, credibility, and access to broader data that city staff may not be able to access. The city received two responses to its RFP. OmniHR, which is located in Coeur d'Alene, was selected because of its local experience over a national firm with a project team located in the southeast. The goal of the project is to obtain comprehensive salary Benchmarking information to inform the city's compensation practices and wage ranges. The estimated timeline for the project is 12-14 weeks.

ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON:

This item was discussed during the budget workshops for the fiscal year '25 budget.

APPROVED OR DIRECTION GIVEN:

Proceed with a salary survey.

FISCAL IMPACT OR OTHER SOURCE OF FUNDING:

This project is expected to cost \$43,950 and will be funded out of the general fund.

BUDGET CODE:

003-482.0000.62131

ATTACHMENTS:

1. OmniaHR Contract 4.15.25
2. 2025.03.21 Consultant Agreement OmniaHR and Post Falls Final

3. 2025-03-25 Salary Survey Scope of Services
4. OmniaHR Project Services PROPOSAL for City of Post Falls

Omnia HR Contract

Janet Best, HR Director

4.15.2025



Purpose: To seek Council approval for the contract with OmniaHR to conduct a comprehensive salary survey.

Importance: To attract and retain talent, to ensure internal equity and to stay competitive in the marketplace.

Background

- In July of 2024, a Salary Survey was proposed to Council, during the DH contract workshop
- In August of 2024, an RFP was sent out to request information regarding a comprehensive salary survey
- OmniaHR was chosen, as they are a local company with ties to the community. Their fee schedule also more closely aligned to our budget
- The last comprehensive salary survey was conducted in 2002

Why use an outside company to conduct a Salary Survey?

- Objectivity & Credibility
 - Unbiased Data Collection
 - Proven track record
- Access to Broader Data
 - Addressing Wage Inequality
 - Better alignment in Kinds & Levels
- Industry-Specific Insights
 - Comparing apples to apples in job titles and matches
 - Talent Scarcity

Company Details

- OmniaHR is a partner with Advanced Benefits and is a division of Alliant.
- With headquarters in Coeur d'Alene, there are also offices in Idaho Falls, Boise, Missoula and Tacoma.
- Their experience in salary benchmarking comes from a regional auto dealership, a district municipality, manufacturing and others

Survey Details

- The timeframe for this salary survey is 12-14 weeks
- At the conclusion of the survey, the City will be equipped to develop best practices that ensure our salary strategies are closely aligned with our core strategic values
- Total Cost: \$43,950

Questions?

CONSULTING SERVICES AGREEMENT

CITY OF POST FALLS:

City of Post Falls Idaho
C/O City of Post Falls, Human Resources
408 N. Spokane Street
Post Falls, ID 83854

City Contract Administrator: Janet Best, Human Resource Director. Phone: (208) 457-3309
Email: janetb@postfalls.gov

CONSULTANT:

OmniaHR, a division of Alliant Insurance Services, Inc.
2448 N Merrit Creek Loop, Coeur d'Alene, ID 83814
Firm Project Manager: Katie Schreiber, Associate HR Consultant. Phone: (208) 415-0365
Email: Service@OmniaHR.com

With a copy to:
Legal Department (EB)
701 B Street 6th Floor
San Diego, CA 92101
ContractsAdministration@alliant.com

THIS AGREEMENT made and entered into by and between the City of Post Falls, a political subdivision of the State of Idaho, having offices for the transaction of business at 408 N. Spokane Street, Post Falls, Idaho 83854, hereinafter referred to as the “**City**,” and OmniaHR, a division of Alliant Insurance Services, Inc., having offices for the transaction of business at 2448 N Merrit Creek Loop, Coeur d'Alene, ID 83814 hereinafter referred to as the “**Consultant**” jointly, hereinafter referred to along with the City as the “Parties.”

WITNESSETH:

WHEREAS, the City desires to obtain Salary Survey Consulting services, within the City; and

WHEREAS, the Consultant has been selected by the City to prepare such.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions set forth herein, the Parties mutually agree as follows:

ARTICLE 1. SUBJECT AND PURPOSE

1.1. **PURPOSE:** The City hereby agrees to engage the Consultant, and the Consultant hereby agrees to perform the services hereinafter set forth, which are generally described within **Exhibit “A”**, which is incorporated herein by this reference.

ARTICLE 2. SCOPE OF WORK AND PERSONNEL

2.1. PROJECT LOCATION: This project will be in the City of Post Falls.

2.2. SCOPE/STATEMENT OF WORK: The Consultant will provide the professional services described in the Scope of Services attached hereto as **Exhibit "A"**, which is incorporated herein by reference. All services required hereunder will be performed by the Consultant or under the Consultant's direct supervision, and all personnel engaged in the work shall be fully qualified and authorized under state and local law to perform such services. The Consultant must coordinate work with the City Project Manager or their representative.

2.3. PERSONNEL: The Consultant represents that it has or will secure all personnel required to perform its services at its own expense under this Agreement. Such personnel shall not be employees of or have any contractual relationship with the City. It is expected that the Project Manager and other key employee(s) upon which the Consultant based its qualifications to perform the work will be the ones who perform the services on behalf of the Consultant. The Consultant may not replace the Project Manager or other key employee(s) without obtaining the City's approval, which the City will not unreasonably withhold or delay. The written request for substitution must describe why the action is being requested and be accompanied by the documentation for the person(s) as called for in the Request for Qualification's criteria section dealing with the competence of personnel and any relevant specialized experience. Based upon the City's review of the Consultant's documentation, and any reasonable supplemental information that the City may request, the City may, at its reasonable discretion: (1) approve the Consultant's request in writing; or (2) deny the Consultant's request and call for other substitute(s) or replacement(s) to be submitted for review. In the event the Project Manager is or becomes unavailable due to cause, leave, or other circumstances, Consultant shall promptly provide a reasonable replacement with similar experience, qualifications, industry knowledge, and skill.

2.4. ASSIGNABILITY: Neither Party may assign or transfer any interest in this Agreement without the prior written consent of the other Party thereto. However, claims for money due or to become due to the Consultant from the City under this Agreement may be assigned to a bank, trust company, or other financial institution without such approval. The Consultant must provide notice of any such assignment or transfer promptly to the City. Likewise, the Consultant may not delegate duties or otherwise subcontract work or services under this Agreement without the prior written approval of the City.

2.5. RELATIONSHIP OF THE PARTIES: The Consultant shall perform its obligations hereunder as an independent contractor of the City. The City may administer this Agreement and monitor the Consultant's compliance with this Agreement but shall not supervise or otherwise direct the Consultant except to provide recommendations and approvals according to this Agreement.

2.6. TERM: Services shall be performed as expeditiously as is consistent with professional skill and care and the orderly progress of the work. Upon request of the City, and subject to the City's approval, a schedule for the performance of the services, which may be adjusted as the project proceeds, shall be submitted for review and approval. The schedule shall include allowances for periods required for the City's review and the receipt of submissions by authorities having jurisdiction over the project. The "Term" of this Agreement shall begin on the date signed by both Parties and continue until terminated.

ARTICLE 3. COMPENSATION

3.1. BASIS OF COMPENSATION: Consultant will be compensated paid on the completion of tasks as listed in the Compensation section of **Exhibit “A”**. Total reimbursement to the Consultant, including reimbursable expenses, will not exceed \$43,950.00 without a change order approved in writing by both parties. Prices and rates shall remain firm for the duration of this Agreement unless formally amended or changed by Change Order to the Agreement.

3.2. REIMBURSABLE EXPENSES: Reimbursable expenses must have the prior written approval of the City. Reimbursable expenses will be billed at cost unless otherwise approved in writing by the Contract Administrator. Such reimbursable expenses are subject to the total compensation limit addressed in Section 3.1 of this Article. Reimbursable expenses include costs by the Consultant and the Consultant’s employees in the interest of the project.

3.3. EXCLUSIONS FROM COMPENSATION: Except as otherwise provided in this Agreement, the City shall not offer any additional compensation, payment, use of facilities, service, or other value to the Consultant in connection with the performance of this Agreement. The parties understand and agree that except as otherwise provided in this Article, administrative overhead, and other indirect or direct costs the Consultant may incur in the performance of its obligations under this Agreement, including but not limited to fees, licenses, and permits, have already been included in the computation of the Consultant’s price and may not be charged to the City.

3.4. TIME OF PAYMENT: Payments will be made monthly based on an invoice for services rendered and costs incurred during the previous month. Each invoice will contain the project or contract number and be sequentially numbered beginning with “Pay Request 1”. The invoice will be addressed to the Project Manager at the above address. The invoice will be paid within thirty (30) days of receipt by the City, contingent upon review and authorization by the City’s Contract Administrator. Each monthly invoice must reflect the total work performed and approved to date. Past due amounts may bear a finance charge as stipulated by law not to exceed 1% of the past due amount per month.

3.5. METHOD OF PAYMENT: The City, in its sole discretion, may elect to make payment by warrant (check), credit card (payment card or “P” card), Automated Clearing House (ACH), or Electronic Payment (E-payment or E-payables). The pricing submitted by the Consultant and accepted by the City includes applicable payment terms and any fees incurred by the Consultant through their financial institutions in taking any of the above-referenced payment methods. No additional fees or charges to the City shall apply unless otherwise pre-approved by the City.

3.6. FINAL INVOICE: Upon completion of or termination of this Agreement and for the Parties to close their books and records, the Consultant will state “final invoice” or other words to that effect on its final or last billing to the City for the work of the Agreement completed. Since this Agreement will be closed and any budget balances deleted, the Consultant agrees that any further charges not adequately included on this or previous billings will be waived in their entirety.

ARTICLE 4. CONTRACT TERMINATION

4.1. TERMINATION BY CONSULTANT: This Agreement may be terminated by the Consultant upon thirty (30) days prior written notice to the City in the event of substantial failure by the City to perform under the terms of this Agreement through no fault of the Consultant.

4.2. TERMINATION BY CITY: The City may terminate this Agreement with or without cause upon thirty (30) days' written notice to the Consultant. In the event of termination of this Agreement, the City agrees to pay the Consultant for services rendered to the City's reasonable satisfaction up to the date of termination based upon actual costs and expenses incurred according to this Agreement. Payment will be based upon the Consultant's itemized breakdown and documentation that services have been performed to the date of termination in accordance with Section 3.6 and acceptance of said documentation by the City, which shall not be unreasonably withheld or delayed. In the event of termination for cause, the Consultant must reimburse the City for all reasonable costs associated with the replacement of the Consultant with a different entity to complete the work that is the subject of this Agreement.

4.3. CLOSE-OUT OF WORK: Promptly after sending a written Termination Notice to the City or receiving a written Termination Notice from the City, and except as otherwise directed by the City, the Consultant must:

- (1) Stop work on the date and to the extent specified; and
- (2) Terminate and settle all orders and subcontracts relating to the performance of the terminated work; and
- (3) Transfer all work in process, completed work, and other material related to the terminated work to the City; and
- (4) Continue and complete all parts of the work that have not been terminated.

ARTICLE 5. INDEMNIFICATION

5.1. CONSULTANT TO INDEMNIFY CITY: The Consultant agrees to indemnify, defend (at the City's sole option), and hold the City harmless from any and all claims, including but not limited to reasonable attorney fees, demands, losses and liabilities to or by third parties to the extent resulting from a negligent act, error or omission of the Consultant performed under this Agreement by the Consultant, its agents or employees to the fullest extent permitted by law. The Consultant's duty to indemnify the City shall not apply to liability for damages arising from bodily injury to persons or damage to property caused by or resulting from the negligence of the City, its agents, or employees. The Consultant's duty to indemnify the City for liability for damages resulting from bodily injury to persons or damage to property resulting from the concurrent negligence of (a) the City, its agents or employees, and (b) Consultant, its agents or employees shall apply only to the extent of negligence of the Consultant or its agents or employees. Consultant's duty to defend (at the City's sole option), indemnify, and hold the City harmless shall include, as to all claims, demands, losses, and liability to which it applies, the City's personnel-related costs, reasonable attorney's fees, court costs, and all other claim-related expenses. The Consultant's defense obligation under the indemnity paragraph shall include only the reimbursement of reasonable defense costs to the extent of the Consultant's actual, proportional indemnity obligation as determined by a court of law. Notwithstanding anything stated to the contrary herein, each Party's indemnification obligations do not include any portion of the damages, claims, expenses, or other liability due to the other Party's own negligence, errors, omissions, or misconduct.

5.2. PROFESSIONAL LIABILITY: The Consultant's professional liability to the City (including Consultant's officers, directors, employees, and agents) is limited to two (2) times the amount payable under this Agreement. In no case will the Consultant's professional liability to third parties be limited in any way. This limitation applies to all lawsuits, claims, or actions identified under any legal theory related to the Consultant's services under this Agreement and any continuation or extension of such services.

5.3. U.C.C., LIENS, ETC. The Consultant's indemnification shall expressly include all claims for loss or liability because of wrongful payments under the Uniform Commercial Code or other statutory or contractual liens or rights of third parties, including taxes accrued or accruing as a result of this Agreement or work performed or materials furnished directly or indirectly because of this Agreement.

ARTICLE 6. INSTRUMENTS OF SERVICE/RECORDS

6.1. CITY OWNS INSTRUMENTS OF SERVICE: Drawings and other documents, including those in electronic form, prepared by the Consultant and Consultant's subcontractors are Instruments of Service. The City shall own all rights, title, and interest in all of the Instruments of Service and all of the other materials conceived or created by the Consultant or its employees or subcontractors, either individually or jointly with others, which arise out of the performance of this Agreement, including any inventions, reports, studies, designs, drawings, specifications, notes, documents, software and documentation, computer-based training modules, electronically, magnetically or digitally recorded material, and other work in whatever form (hereafter "Materials"). All finished or unfinished Materials prepared by the Consultant under this Agreement shall be the property of the City whether or not the project is completed or this Agreement is canceled before expiration. Notwithstanding the foregoing, City acknowledges that Consultant, in performing services, may use patented and copyrighted materials, trade secrets, proprietary data, know-how, ideas, concepts, methodologies, practices, processes, procedures, techniques and written materials of Consultant that existed prior to the commencement of services, and City agrees that Consultant shall retain all right, title and interest in and to such items; provided, however, that Consultant hereby grants City a non-exclusive, non-assignable, perpetual, royalty-free license to use such items that are embedded in the work product and are required for City's own internal use of the work product.

6.2. CONSULTANT TO ASSIGN RIGHTS: The Consultant hereby assigns to the City all rights, titles, and interests to the Materials. Upon written request of the City, the Consultant will execute all papers and perform all other acts necessary to assist the City in obtaining and registering copyrights, patents, or other forms of protection provided by law for the Materials, such work being at additional expense to the City. The Materials created under this Agreement by the Consultant, its employees, or subcontractors, individually or jointly with others, shall be considered "works made for hire" as defined by the United States Copyright Act. All of the Materials, whether in a paper, electronic, or another form, shall be remitted to the City by the Consultant, its employees, and any subcontractors, and the Consultant shall not copy, reproduce, allow, or cause to have the Materials copied, imitated or used for any purpose other than the performance of the Consultant's obligations under this Agreement without the prior written consent of the City except that the Consultant may retain copies necessary for record-keeping, documentation and other such business purposes related to the Agreement or as required by law.

6.3. STANDARD ELEMENTS: The preceding shall not be construed to mean that the City shall acquire an exclusive possessory right, by copyright or otherwise, to the exclusion of the Consultant, in standard elements found in the Materials (such as standard details) generated and authored by the Consultant for

its regular, repeated and ongoing use in designs, plans and drawings for its customers in the ordinary course of its business. The City further waives any claim against the Consultant for errors or omissions arising specifically from changes made by the City or others to the Materials after completing the work provided by this Agreement. This waiver does not extend to errors or omissions in the Materials unrelated to any such changes by the City or others.

6.4. INFRINGING ON OTHERS INTELLECTUAL PROPERTY: The Consultant represents and believes that Materials produced or used under this Agreement do not and will not infringe upon any intellectual property rights of another, including but not limited to patents, copyrights, trade secrets, trade names, and service marks and names. The Consultant shall indemnify and defend (at the City's sole option) the City at the Consultant's expense from any action or claim brought against the City to the extent that it is based on a claim that all or part of the Materials infringes upon the intellectual property rights of another. The Consultant shall be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages, including, but not limited to, reasonable attorney fees resulting from this Agreement, amendments, and supplements thereto, which are attributed to such claims or actions. This paragraph 6.4 shall not apply to claims that arise from Materials specifically required by the City or to portions of the Materials which the City directed the Consultant to include within said Materials, if such a claim or action arises, or in the Consultant's or the City's opinion is likely to arise. In that case, the Consultant will, at the City's reasonable discretion, either procure for the City the right or license to continue using the Materials at issue or replace or modify the allegedly infringing Materials. This remedy shall be in addition to and shall not be exclusive to other remedies provided by law.

6.5. FINDINGS CONFIDENTIAL: Any reports, information, data, etc., given to or prepared or assembled by the Consultant under this Agreement which the City requests to be kept confidential shall not be made available to any individual or organization by the Consultant without the prior written approval of the City.

6.6. MAINTENANCE OF RECORDS: The Consultant will maintain, for at least three (3) years after completion of this Agreement, all relevant records concerning this Agreement. City shall retain ownership of materials provided to Consultant in the furtherance of the services provided herein and retain the right to obtain copies of the same upon reasonable notice.

6.7. APPROVAL OF DOCUMENTS: The City's approval of documents resulting from the services provided by the Consultant does not relieve the Consultant from its responsibility to comply with the standard of care for the performance of its services outlined in this Agreement.

6.8. ARTICLE APPLICABLE TO SUBCONTRACTORS: The Consultant shall ensure that the substance of the preceding subsections is included in each subcontract for the work under this Agreement.

ARTICLE 7. GENERAL CONDITIONS

7.1. PAYMENT OF TAXES: This Agreement is for the employment of the Consultant as an independent contractor. The Consultant acknowledges that they are an independent contractor doing business as listed herein and is solely responsible for paying any and all taxes associated with the work of this Agreement, including but not necessarily limited to income and social security taxes.

7.2. ENFORCEMENT COSTS: If any legal action or other proceeding is brought for the enforcement of this Agreement, or because of an alleged dispute, breach, default, or misrepresentation in connection with any provisions of this Agreement, the successful or prevailing Party or Parties shall be entitled to recover reasonable attorney's fees, court costs, and all expenses (including taxes) even if not taxable as court costs (including, without limitation, all such fees, costs, and expenses incident to appeals), incurred in that action or proceeding, in addition to any other relief to which such Party or Parties may be entitled.

7.3. COMPLIANCE WITH LAWS: The Parties hereto expressly agree to observe federal, state, and local laws, ordinances, and regulations to the extent that they may have any bearing on either providing any money under the terms of this Agreement or the services provided under the terms of this Agreement.

7.4. MODIFICATION: No modification or amendment to this Agreement will be valid until the same is reduced to writing, in the form of a change order, and executed by both Parties with the same formalities as this present Agreement.

7.5. VENUE STIPULATION: This Agreement has and shall be construed as having been made and delivered in the State of Idaho, and the laws of the State of Idaho shall apply to the construction and enforcement of this Agreement or any provision hereto. Any civil action arising from this Agreement shall be brought in the District Court for the First Judicial District of the State of Idaho at Coeur d'Alene, Kootenai County, Idaho, and may not thereafter be removed to any other state or federal court.

7.6. WAIVER: No officer, employee, agent, or otherwise of the City has the power, right, or authority to waive any of the conditions or provisions of this Agreement. No waiver of any breach of this Agreement shall be held to be a waiver of any other or subsequent breach. All remedies afforded in this Agreement or law shall be taken and construed as cumulative, in addition to every other remedy provided herein or by law. Failure of a Party to enforce at any time any of the provisions of this Agreement or to require at any time performance by the other Party of any provision hereof shall in no way be construed to be a waiver of such provisions, nor in any way affect the validity of this Agreement or any part thereof, or the right of each Party to enforce every such provision hereafter.

7.7. HEADINGS: This Agreement's Article and Section headings have been inserted solely for convenience and ready reference. In no way do they purport to, and shall not be deemed to, define, limit, or extend the scope or intent of the Articles or Sections they appertain.

7.8. OTHER EMPLOYMENT: This Agreement is not an exclusive services agreement. The Consultant may take on other professional assignments while completing work under this Agreement.

7.9. RECOVERY OF FUNDS: Whenever, under this Agreement, any sum of money shall be recoverable from or payable by the Consultant to the City, the same amount may be deducted from any sum due to the Consultant under this Agreement or any other contract between the Consultant and the City including reasonable attorney fees and or any additional collection costs. The rights of the City are in addition and without prejudice to any other right the City may have to claim the amount of any loss or damage suffered by the City on account of the acts or omissions of the Consultant.

7.10. SEVERABILITY: In the event any term or condition of this Agreement or application thereof to any person or circumstances is held invalid, such invalidity shall not affect other terms, conditions, or applications of this Agreement, which can be given effect without the invalid term, condition, or application. To this end,

the terms and conditions of this Agreement are declared severable.

7.11. NOTIFICATION: All notices called for or provided for in this Agreement shall be in writing and must be served on any of the Parties either personally or by United States Mail to their respective addresses set forth above. All notices or other communications given hereunder and sent or delivered to the Party at the address set forth for such shall be deemed received: (1) when certified mail is deposited in the United States mail, postage prepaid; or (2) on the third day following the day on which the same have been mailed by first class delivery, postage prepaid; or (3) on the day such notices or other communications are received when sent by personal delivery, prepaid.

7.12. INTEREST OF MEMBERS OF CITY AND OTHERS: No officer, member, or employee of the City and no member of its governing body, and no other public official of the governing body shall participate in any decision relating to this Agreement which affects their interest or the interest of any corporation, partnership, or association in which they are, directly or indirectly, interested or has any personal or financial interest, direct or indirect, in this Agreement or the proceeds thereof.

7.13. INTEREST OF CONSULTANT: The Consultant covenants that they presently have no interest and shall not acquire any direct or indirect interest that would conflict in any manner or degree with the services required to be performed under this Agreement. The Consultant further covenants that in the performance of this Agreement, the Consultant shall employ no person having any such interest.

7.14. PERMITS: The Consultant shall acquire and maintain in good standing all permits, licenses, and other documents necessary to its performance under this Agreement.

7.15. INTEGRATION: This instrument and all appendices and amendments hereto embody the Parties' entire Agreement. There are no promises, terms, conditions, or obligations other than those contained herein, and this Agreement shall supersede all previous communications, representations, or agreements, either oral or written, between the Parties.

7.16 NONDISCRIMINATION: The Consultant will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Consultant shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such actions shall include, but not be limited to, the following: employment, upgrading, demotions, or transfers; recruitment or recruitment advertising; layoffs or terminations; rates of pay or other forms of compensation; selection for training, including apprenticeship; and participation in recreational and educational activities. The Consultant agrees to post in conspicuous places available for employees and applicants for employment notices to be provided, setting forth the provisions of this nondiscrimination clause. The Consultant shall keep such records and submit such reports concerning the racial and ethnic origin of applicants for employment and employees as the City may require. The Consultant further agrees to comply with all the Nondiscrimination Requirements contained in Exhibit "B", which is incorporated herein by this reference.

7.17. ADDITIONAL REQUIREMENTS OF THE STATE OF IDAHO: The clauses in this Section are required by the State of Idaho. The inclusion of these clauses in this Agreement by the City does not indicate the City's support or opposition to these clauses nor acknowledgment by the City that these

clauses are relevant to the subject matter of this Agreement. Instead, these clauses are included solely to comply with Idaho state law.

- a. **Boycotting Israel:** If payments under this Agreement exceed one hundred thousand dollars (\$100,000) and the Consultant employs ten (10) or more persons, then the Consultant certifies that it is not currently engaged in and will not, for the duration of this Agreement, engage in a boycott of the goods or services of the state of Israel or territories under its control as those terms are defined in the “Anti-Boycott Against Israel Act” (Idaho Code 67-2346).
- b. **Boycotting Certain Sectors:** If payments under this Agreement exceed one hundred thousand dollars (\$100,000) and the Consultant employs ten (10) or more persons, then the Consultant certifies that it is not currently engaged in and will not, for the duration of this Agreement, engage in a boycott of the goods or services of companies engaged in or supporting the exploration, production, utilization, transportation, sale, or manufacture of fossil fuel-based energy, timber, minerals, hydroelectric power, nuclear energy, or agriculture; or the manufacture, distribution, sale, or use of firearms as those terms are defined in Idaho Code 67-2347A.
- c. **Government of China:** Consultant certifies that it is not and will not, for the duration of this Agreement, be owned or operated by the government of China as those terms are defined in Idaho Code Title 67, Chapter 23.
- d. **Contract with Abortion Providers:** To the extent this Agreement is subject to the use of public funds, Consultant 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 Abortions Act” (Idaho Code Title 18, Chapter 87).

7.18. **CITY’S OBLIGATIONS: Review and Delay.** City shall promptly review coverage documents, templates, and other documents for the Plan(s) provided by Consultant, the insurer, or the third party administrator (“TPA”), to ensure that the documents are consistent with City’s specifications. Consultant is not liable for any delay or partial performance in performing the Services to the extent such delay or partial performance arises from City’s delay in performing its obligations under this Section 7.18 or promptly making decisions related to the Plan(s).

7.19. **DISCLAIMERS: Not Legal or Tax Advice.** Consultant is not responsible for City’s compliance with any laws, regulations, and/or statutes affecting the Plan(s). None of the services, advice, recommendations, or communications provided by Consultant constitutes legal or tax advice, analysis, or opinion, and City shall not interpret or rely on any of Consultant’s services, advice, recommendations, or communications as legal or tax advice, analysis, or opinion.

ARTICLE 8. CONTRACT DOCUMENTS

8.1. **CONTRACT DOCUMENTS:** The Contract Documents consist of this Agreement, the other documents listed below, and all modifications and change orders issued subsequent thereto. These form a contract; all are as entirely a part of the contract as if attached to this Agreement or repeated herein. In the event of any inconsistency between the provisions of this Agreement and the documents listed below, the provisions of this Agreement will control, and the order of precedence will be in the order listed. An enumeration of the contract documents is set forth below:

1. This Agreement; and
2. Exhibit “A” Scope of Work; and
3. Exhibit “B” Nondiscrimination Requirements; and
4. Consultant response to the Request for Qualifications.

END OF ARTICLES

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed on the day and year set forth herein above.

MAYOR OF POST FALLS, IDAHO

ATTEST:

Ronald G. Jacobson, Mayor

BY: _____
Shannon Howard
City Clerk

Date: April ____, 2025

CONSULTANT

Mark Fisher, Senior Vice President
OmniaHR, a division of Alliant Insurance Services,
Inc.

Date: April ____, 2025

Exhibit B Nondiscrimination Requirements

This Attachment is to be inserted in every contract subject to Title VI of the Civil Rights Act of 1964 and associated Regulations.

During the performance of this Agreement, the contractor/Consultant, for itself, its assignees and successors in interest (hereinafter referred to as the “Contractor”) agrees as follows, if applicable:

1. Compliance with Regulations

The Contractor shall comply with the Regulations relative to non-discrimination in federally assisted programs of United States Department of Transportation (USDOT), Title 49, Code of Federal Regulations, part 21, as applicable and as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Agreement.

2. Non-discrimination

The Contractor, with regard to the work performed by it during this Agreement, shall not discriminate on the grounds of race, color, sex, or national origin in the selection and retention of sub-contractors, including procurement of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when this Agreement covers a program set forth in Appendix B of the Regulations.

3. Solicitations for Sub-contracts, Including Procurement of Materials and Equipment

In all solicitations either by competitive bidding or negotiations made by the Contractor for work to be performed under a sub-contract, including procurement of materials or leases of equipment, each potential sub-contractor or supplier shall be notified by the Contractor of the Contractor’s obligations under this Agreement and the Regulations relative to non-discrimination on the grounds of race, color, sex, or national origin.

4. Information and Reports

Once annually or as required by applicable law, the Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, and other sources of information, as may be determined by the appropriate federal agency to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information, the Contractor shall so certify to ITD or the USDOT as appropriate, and shall set forth what efforts it has made to obtain the information.

5. Sanctions for Non-compliance

In the event of the Contractor’s non-compliance with the non-discrimination provisions of this Agreement, the federal agency shall impose such contract sanctions as it or the USDOT may determine to be appropriate, including, but not limited to:

- Withholding of payments to the Contractor under the Agreement until the Contractor complies, and/or;
- Cancellation, termination, or suspension of the Agreement, in whole or in part.

Incorporation of Provisions

The Contractor shall include the provisions of paragraphs (1) through (5) in every sub-contract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any sub-contractor or procurement as the contracting agency or USDOT may direct as a means of enforcing such provisions including sanctions for non-compliance.

Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a sub-contractor or supplier as a result of such direction, the Contractor may request ITD enter into such litigation to protect the interests of the state and, in addition, the Contractor may request the USDOT enter into such litigation to protect the interests of the United States.

Exhibit A - Scope of Work

Project Name: City of Post Falls Employee Compensation Philosophy and Salary Surveys Project

Prepared By: OmniaHR, a Division of Alliant

Original Date: August 2024

Updated: March 2025

Project Objective: Retain OmniaHR to review the City's current compensation strategies and salaries and to make recommendations on a compensation philosophy and tools to ensure that the City's pay structure is competitive, aligns with market trends, and our strategic goals. The work includes a comprehensive salary survey, evaluating position descriptions, pay grades, and other salary tools, such as special duty pay, to ensure that they are accurate, competitive, and fair. Other services could include ongoing salary surveys to ensure the City's compensation remains competitive.

After meeting earlier this week, we determined the need to reorder the stages of the initial RFP Response Proposal. The following outlines the updated stages for this project:

Stage 1: Market Analysis & Data Analysis (formerly Stage 2 of OHR RFP Response Timeline) – 6 to 8 weeks

Market Analysis & Data Analysis - Comprehensive analysis of market trends, competitor benchmarking, and data gathering.

- **Benchmark Positions:** OmniaHR will identify and select, with the agreement of the City, benchmark positions to compare against industry standards and peer organizations. The goal will be to ensure the benchmark positions represent all city positions, including department head positions.
 - The City's goal is to create a baseline for all positions that can be re-evaluated for 1/3 of the positions annually thereafter.
- **Job Description Review:** Omnia will conduct a thorough review of the selected benchmark job descriptions provided by the City to ensure the descriptions align with industry standards and comply with legal and regulatory requirements. The job descriptions will serve as the foundational basis for conducting salary research.

Stage 2: Project Planning & Initiation (formerly Stage 1 of OHR Timeline) - 1 week starting around Late June / Early July

Market Analysis & Data Analysis - Comprehensive analysis of market trends, competitor benchmarking, and data gathering.

- **Conduct Kick-Off Meeting:** Meeting between Omnia's full project team, including any additional consultants, and key City staff members to establish project objectives and to confirm timelines, communication preferences, agreement on project steps, data sources, peer organizations, and deliverables. In-person attendance by Omnia's project team is strongly preferred.
- **City Data Collection:** Omnia will gather current salary data, job descriptions, and organizational structures from the City to ensure Omnia has a comprehensive understanding of the existing compensation framework.
 - **Study Plan:** Prior to conducting research and analysis, Omnia will prepare a plan documenting how data will be used to develop recommendations. In addition to outlining the basic calculations intended to be used, the plan will include how data will be processed to ensure applicability and any intended outlier removal.
 - **Data to be reviewed:** Omnia will collect and consider the following information upon which to base its recommendations:

- Salary Ranges
 - Actual Wages Paid
 - On-Call Pay
 - Shift Differential Pay
 - Special Duty Pay Classifications
- **Databases and Surveys:** Databases and surveys to be used by Omnia include the following: Additional databases and surveys may be used with the approval of the City.
 - **1 Association of Idaho Cities**
 - **2 PayFactors**
 - **3 ONET**
 - **4 Department of Labor**
 - **5 Association of Washington Cities or Similar Source**
- **Stakeholder Interviews:** Omnia will conduct interviews with key stakeholders identified by the City to understand the City's compensation philosophy, goals, and challenges to gather insights into the City's needs and strategic objectives.
- **Peer Organizations:** Peer organizations will include cities of similar size (40,000 – 130,000 population) in the inland northwest region with similar living costs. Additional peer organizations with similar living costs may be used, with the approval of the City, to ensure at least 3 matches for each position with similar job duties and minimum qualifications.

Stage 3: Compensation Philosophy Review – 4 weeks, possibly in tandem with Stage 1

- **Competitive Analysis:** Moved from Stage 2 Market Analysis. This is now a part of Stage 3 and is dedicated to 4 weeks, which may have some overlap with market analysis. Omnia will conduct an in-depth analysis of market trends and compensation practices within peer organizations to ensure its recommendations are competitive and aligned with industry standards. Omnia will utilize only reputable salary surveys and compensation databases that are approved by the City.
- **Statistical Techniques:** Omnia will utilize statistical techniques such as regression analysis, to analyze the collected data to identify trends, discrepancies, and opportunities for improvement within the current compensation structure.
- **Philosophy Alignment:** Review and refine the current compensation philosophy to ensure it aligns with the City's strategic goals, culture, and values. The updated philosophy should address incentivizing performance, financial priorities, and benefits beyond salary.

Stage 4: Development of Recommendations: 1 week – Middle of July. Presentations – end of July, beginning of August.

- **Draft Compensation Philosophy:** Based on the stakeholder input, Omnia will prepare a draft compensation philosophy for review and feedback.

- **Final Compensation Philosophy:** Omnia will incorporate City feedback on the draft document and produce a final document for use in guiding the other elements of the project.

Stage 5: Reporting

- **Draft Report:** Based on its analysis, Omnia will prepare a draft report outlining findings, analysis, and preliminary recommendations for review and feedback.
- **Final Report:** Omnia will incorporate City feedback on the draft report to finalize the report, ensuring it provides clear, actionable recommendations for updating the City's salary and compensation structures.
- **Executive Presentation:** Omnia will deliver a comprehensive presentation to the City's management team, summarizing findings, recommendations, and the proposed action plan.
- **Documentation:** Omnia will provide detailed documentation, including the final report, supporting data, and any tools or templates developed during the project.

Communication Strategies:

- **Weekly Status Touch Points:** Omnia will provide weekly status updates to the City's project team using the City's preferred communication channel. Omnia will also talk with key stakeholders to identify the cadence of providing updates, discuss progress, and address any concerns or questions.

Optional Additional Stakeholder Engagement:

- **Surveys and Feedback Tools:** The City may elect to have Omnia use surveys to gather broad input from staff and stakeholders on compensation-related topics, ensuring diverse viewpoints are captured.
- **Workshops and Focus Groups:** The City may elect to have Omnia conduct workshops and/or focus groups with employees and City management to gather feedback and ensure their perspectives are considered in the review process.

Final Presentation Goal: OmniaHR will ensure the presentation is ready by the **first week of August** and deliver it to the City Council during the next available Council Workshop.

Additional Scope of Work discussed:

Stage 6 - The One about the Roll-Out. OmniaHR will join the City Administration to meet with each department to share with employees the project scope and results.

****Plan time for these roll-out meetings. OmniaHR will prepare a one-page document that we can leave behind for employees.

Improving Business. Improving Lives.



OMNIAHR SERVICES FOR:  **CITY OF POST FALLS**

COMPANY BACKGROUND



THE OMNIAHR STORY

OmniaHR, a division of Alliant, was established seven years ago to address a critical need identified by one of our long-standing clients. This client was struggling to keep up with compliance and the complex legal requirements related to employment and benefits. In response, we sought to provide a robust solution to assist them in navigating these challenges.

The vision for OmniaHR was developed by our founder, Mark Fisher, and his team. We chose the name "Omnia," which means "Everything" in Latin, to emphasize our comprehensive approach to Human Resources.

Today, OmniaHR serves clients across the United States, offering expert recommendations and support in areas such as employment best practices, employee relationship management, HR law and regulations, workforce planning, and employee development and performance management. Our team is dedicated to helping clients navigate the complexities of HR effectively.



BRIEF HISTORY OF THE ORGANIZATION

Since 1993 the team has combined individual strengths, expertise, and experience with a mission to answer the benefit-management need by providing solutions to help businesses flourish through human well-being. We are a team of trusted advisors, trailblazers, educators, and advocates who are committed to the single purpose of keeping your business ahead of the curve.

Our team is deeply connected to and engaged in the betterment of our communities and the lives of those within them. It's the personal relationships we have that inspire us and fuel our passion for the work we do. Our collective experience exceeds 330 years, and the average tenure of the team member is over 7 years.



THE ADVANCED BENEFITS & OMINAHR
TEAM



COMPANY DETAILS

Size: Advanced Benefits & OmniaHR employs over two dozen professionals across two offices and five locations: Coeur d'Alene, Idaho Falls, Boise, Missoula, and Tacoma. The majority of our team works from our Coeur d'Alene office, which serves as our headquarters. We also have an office in Boise, Idaho, with remote staff in Tacoma, Missoula, and Idaho Falls.

Volume of Business: Advanced Benefits & OmniaHR team serves over 350 employers across the nation. While most of our clients are Pacific Northwest based organizations, we serve clients from California to North Carolina, from Mississippi to Wisconsin, and everywhere in between. As part of Alliant, the entire organization manages \$4.2B in revenue, \$37B in premium, and is the 5th largest insurance and consulting firm in the U.S. Alliant has 12,500+ employees and is over 50% employee owned

Business Philosophy:

MISSION

To provide a forum for innovation and problem-solving through the highest value approach, while helping employers grow and protect their businesses.

CORE COMPETENCIES

HR Expertise, Relationship Management, Consultation, Leadership & Navigation, Communication, Cultural Effectiveness,

STATEMENT OF PURPOSE

Improving Business.
Improving Lives.

PREVIOUS SALARY BENCHMARKING EXPERIENCES

- **Regional Auto Dealership** - Comprehensive Salary Benchmark Report for Five Key Roles at the Auto Dealership. Conducted an in-depth analysis of the compensation philosophy and provided strategic recommendations to initiate career pathing, including the development of model wage schedules.
- **District Municipality** – Initiative to conduct a comprehensive salary survey and benchmark reports for sixteen job descriptions. This project entailed extensive salary benchmarking research at local, regional, state, and federal levels. The findings were compiled into detailed charts for board review, accompanied by recommendations for updating the wage schedule. This initiative resulted in subsequent salary schedule recommendations for the following two years.
- **Manufacturing**— Utilized data from multiple salary survey providers to conduct comprehensive analyses, focusing on positions with high turnover rates. Presented detailed findings along with actionable guidance and strategic recommendations to refine the company's compensation philosophy. This enabled informed decision-making when determining equitable and competitive wages across various positions.



APPROACH & METHODOLOGY



SCOPE OF WORK

Project Planning and Initiation:

- **Conduct Kick-Off Meeting:** We will begin with a kick-off meeting to establish project objectives, timelines, and deliverables. This meeting will also introduce key stakeholders from both the City and our project team.
- **Data Collection:** We will gather current salary data, job descriptions, and organizational structures from the City to ensure we have a comprehensive understanding of the existing compensation framework.

Market Analysis:

- **Benchmarking:** We will identify and select relevant benchmark positions to compare against industry standards and peer organizations. This will involve utilizing reputable salary surveys and compensation databases.
- **Competitive Analysis:** An in-depth analysis of market trends and compensation practices within comparable organizations will be conducted to ensure our recommendations are competitive and aligned with industry standards.

Data Analysis:

- **Job Description Review:** Conduct a thorough review of the job descriptions provided to ensure the roles align with industry standards and comply with legal and regulatory requirements. The job descriptions will serve as a foundational basis for conducting salary research.
- **Statistical Techniques:** Utilizing statistical techniques such as regression analysis, we will analyze the collected data to identify trends, discrepancies, and opportunities for improvement within the current compensation structure.

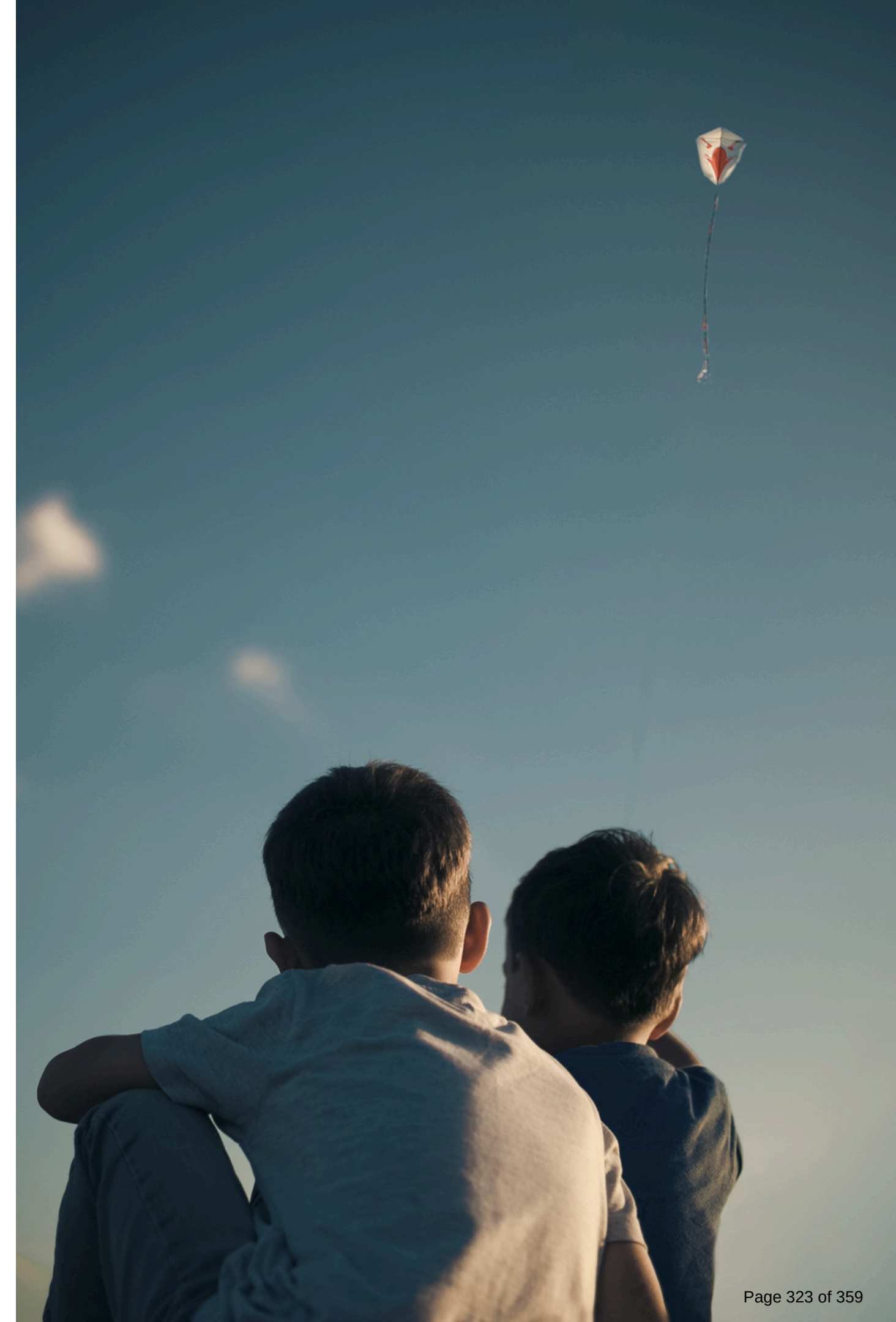
SCOPE OF WORK

Compensation Philosophy Review:

- **Stakeholder Interviews:** Conduct interviews with key stakeholders identified by the City to understand the City's compensation philosophy, goals, and challenges. This will provide valuable insights into the organization's unique needs and strategic objectives.
- **Philosophy Alignment:** Review and refine the current compensation philosophy to ensure it aligns with the City's strategic goals, culture, and values.

Development of Recommendations:

- **Draft Report:** Prepare a draft report outlining our findings, analysis, and preliminary recommendations for review and feedback.
- **Final Report:** Incorporate feedback to finalize the report, ensuring it provides clear, actionable recommendations for updating the City's salary and compensation structures



COMMUNICATION STRATEGIES

Regular Updates & Reporting:

- **Weekly Status Touch Points:** Provide weekly status updates to the City's project team using your preferred communication channel. Talk with key stakeholders to identify the cadence of providing updates, discuss progress, and address any concerns or questions.

Stakeholder Engagement:

- **Surveys and Feedback Tools:** Option to deploy surveys to gather broad input from staff and stakeholders on compensation-related topics, ensuring diverse viewpoints are captured.
- **OPTIONAL Workshops and Focus Groups:** Conduct workshops and focus groups with employees and management to gather feedback and ensure their perspectives are considered in the review process.

Final Presentation and Documentation:

- **Executive Presentation:** Deliver a comprehensive presentation to the City's management team, summarizing our findings, recommendations, and proposed action plan.
- **Documentation:** Provide detailed documentation, including the final report, supporting data, and any tools or templates developed during the project.



PROJECT TIMELINE



TIMELINE

Task	Stage	Timeframe
Project Planning & Initiation - Initial meetings, scope definition, timeline establishment, and resource allocation.	Stage 1	1 Week
Market Analysis & Data Analysis - Comprehensive analysis of market trends, competitor benchmarking, and data gathering.	Stage 2	6-8 Weeks
Compensation Philosophy Review - Assessment of current compensation strategies and recommendations for alignment with industry standards.	Stage 3	4 Weeks
Development of Recommendations - Formulation of actionable recommendations based on analysis and review.	Stage 4	1 Week
Communication - Ongoing communication of progress, interim findings, and periodic reporting.	Stage 5	12-14 Weeks

TEAM QUALIFICATIONS



YOUR SERVICE TEAM



HR Consultant: Kerri Straw

Kerri provides the leadership and functional expertise to develop and execute human resource strategies for clients within a full range of industries. Her focus is helping businesses build better strategies for talent acquisition, compensation, benefits, performance management, employee relations, training and development, onboarding, policies and procedures, and legal compliance. Kerri has her MBA in HR Management, and has her PHR, SHRM-CP, and is HIPAA Privacy & Security Certified.



HR Consultant: Katie Schreiber

With a background in human resources, training, and employee benefits, Katie provides expert advice, guidance, and consultation to managers and supervisors in a diverse range of areas. This includes performance management, just cause principles, internal investigation procedures, disciplinary actions, conflict resolution, classification, and compensation, diversity issues, layoff process, reasonable accommodation, and leave of absence. Katie has her Bachelors in HR, and SHRM-CP.



HR Coordinator: Catherine Monsey

With a background in Operations Management and Human Resources, Catherine provides mission-critical administrative support and backup to the human resource team on a daily basis. Her knowledge and support help maintain the Human Resource Information System (HRIS) by ensuring data integrity, report generation, and analyzing data flows for process improvement opportunities. Her role is also responsible for assisting with Recruiting, Training, New Employee Orientation, Onboarding, and Employee Lifecycle Management. Catherine has Bachelors in Recreational Therapy and her SHRM-CP.

REFERENCES



REFERENCES

We welcome and encourage you to reach out to our clients and learn about how we partnered with them to support their organization in the realm of HR Consulting, Projects, Education & Training.

Eve Knudsten - Knudsten Chevrolet

Position: President/Owner

Phone Number: (208) 209-2767

Email Address: EveK@Knudtsen.com

JD Lawrence - Vista Title & Escrow

Position: HR Generalist

Phone Number: (509) 558-8783

Email Address: JLawrence@VistaTitle.com

Wendy Vineyard - Spunstrand, Inc

Position: CFO

Phone Number: (208) 777-7444

Email Address: Wendy@spunstrand.com



CLIENT SATISFACTION

The Net Promoter Score

We regularly engage with our clients to ensure the highest level of client satisfaction. We measure client satisfaction by annually surveying our clients with the use of a Net Promoter Score (NPS). An NPS survey asks, "On a scale of 1-10, how likely are you to recommend OmniaHR & Advanced Benefits to a friend or colleague?" Our NPS was launched in March 2019 and has over 400 client responses with an average NPS score of **88**.

What some of our clients say about OmniaHR service:

"OmniaHR took the time to really understand what we needed, so that the process came together easily. We received the results and real knowledge we were seeking for our human-resources needs."
- Business Owner

"While OmniaHR's expertise and cost model played big roles in selecting them as an HR partner, it was their ability to listen and be flexible that stood out to me." - Gary R., Owner

"OmniaHR is exceptional in their ability to provide HR support, whether it is hiring a new employee or helping with an employee issue. The response time is quick, if not immediate, which helps keep our business running smoothly. It is a pleasure to work with the team." Laurie L.

COST PROPOSAL



OMNIAHR COMPENSATION

Our goal is to ensure a transparent, inclusive, and effective process that results in a fair and competitive compensation structure. We are committed to maintaining open lines of communication and fostering a collaborative relationship throughout the project to fully embody the spirit of the City of Post Falls.

Phase	Description	Cost
Project Planning & Initiation	Initial meetings, scope definition, timeline establishment, and resource allocation.	\$2,250
Market Analysis & Data Analysis	Comprehensive analysis of market trends, competitor benchmarking, and data gathering.	\$32,825
Compensation Philosophy Review	Assessment of current compensation strategies and recommendations for alignment with industry standards.	\$5,500
Development of Recommendations	Formulation of actionable recommendations based on analysis and review.	\$2,250
Communication	Ongoing communication of progress, interim findings, and periodic reporting.	\$1,125
Total Cost		\$43,950

OMNIAHR COMPENSATION

Payment Terms:

- Initial Payment: \$13,185 (30%) due at project start.
- Second Payment: \$17,580 (40%) due after Market Analysis & Data Analysis.
- Third Payment: \$8,790 (20%) due after Compensation Philosophy Review and Recommendations.
- Final Payment: \$4,395 (10%) due at project completion.

Additional Notes:

- Extra Work: Additional charges will apply for any extra work outside the initial scope.
- Payment Methods: Acceptable methods include ACH bank transfer or payment by check.
- Late Fees: A 1.5% monthly fee applies to overdue payments.

Conflicts of Interest:

- There are no current conflicts of interest.



THANK YOU FOR THIS OPPORTUNITY!



Katie
Kelsey
Amy
JP
Nicole
James
CHRIS
Courtney
Keri
Katelyn
Kenna
Michelle

Kristina
Macaela
Kristy
Jessica
Angela
Kels
Maul
Ashley
Atherine
Anna
Mikayla

**CITY OF POST FALLS
AGENDA REPORT
ADMINISTRATIVE / STAFF REPORTS
MEETING DATE: 4/15/2025**

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: Jaxon Fleshman, Project Manager
SUBJECT: Westwood Water Distribution Project - Staff Report

ITEM AND RECOMMENDED ACTION:

This presentation is meant to be an informative preview of an upcoming waterline replacement project that is currently under design. No action requested at this time.

DISCUSSION:

City staff are working on a project designed to replace high-maintenance, aging water infrastructure in the Pine Villa Estates neighborhood near Ponderosa Elementary. This presentation will inform council of background information, project considerations, and next steps.

ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON:

N/A

APPROVED OR DIRECTION GIVEN:

N/A

FISCAL IMPACT OR OTHER SOURCE OF FUNDING:

N/A

BUDGET CODE:

N/A

ATTACHMENTS:

1. Presentation - Westwood Water Distribution Project Staff Report

Westwood Water Distribution Project Staff Report

Jaxon Fleshman
Project Manager, Public Works
April 15, 2025

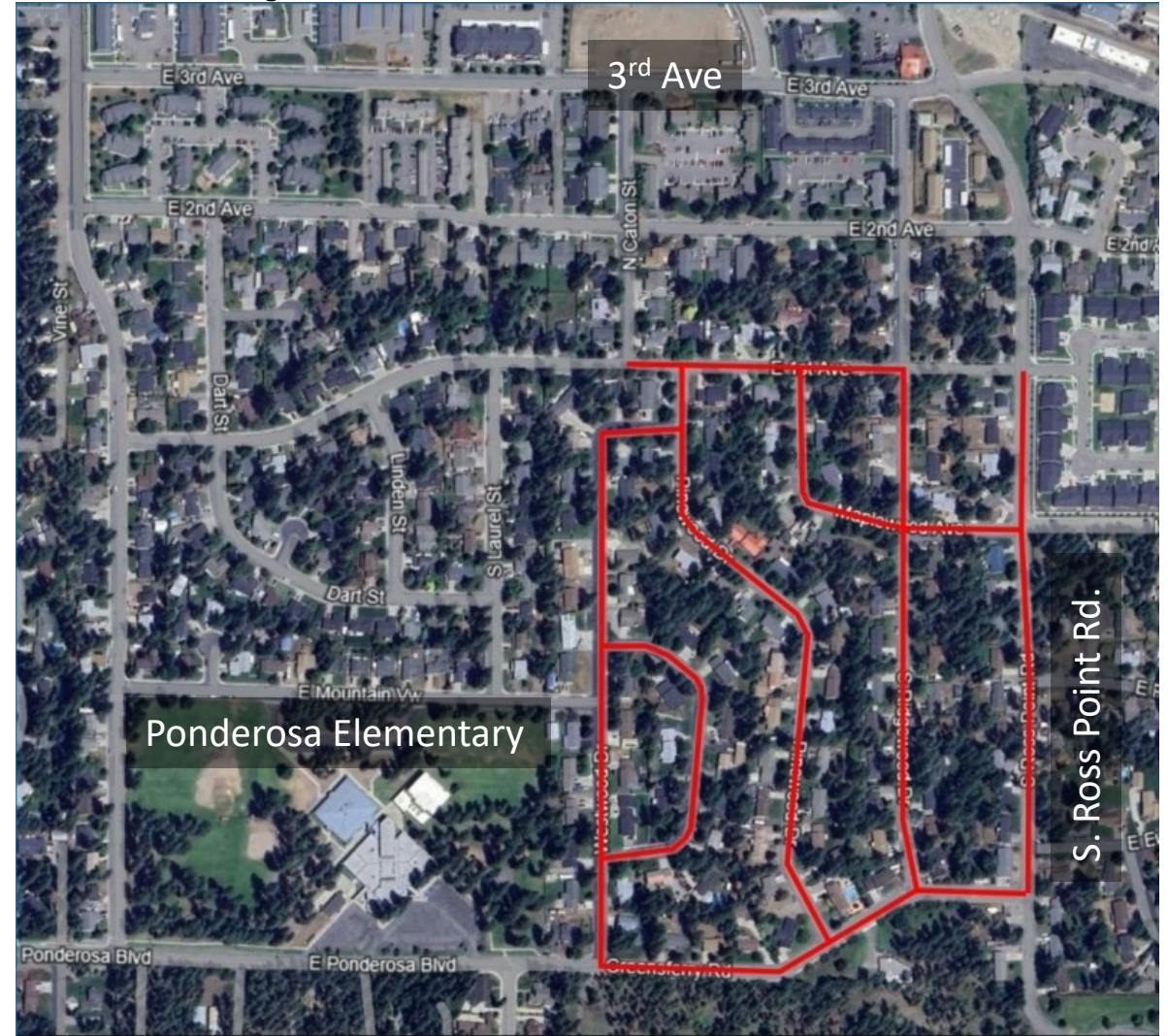


Project Background

- No Formal Ask Tonight, Previewing Upcoming Project
- 2018 Water System Master Plan – Pipe Replacement
- Staff Prioritizing Increased Maintenance Areas
- Previous Pipe Replacement Addressed Areas Prone to Freezing

Project Maps

- Area of Pine Villa Subdivision - East of Ponderosa Elementary
- TOTAL Estimated Project Cost: 2.5 Million (Phase 1)



Project Maps

- Area of Pine Villa Subdivision - East of Ponderosa Elementary
- 5,680 ft of pipe replacement (Phase 1)
- Includes Service and Meter Replacements



Project Considerations

- Ponderosa Elementary – Summer Schedule
- Neighborhood Access – Convenience for Customers
- Safety – Pedestrians and Motorists



Example Photos



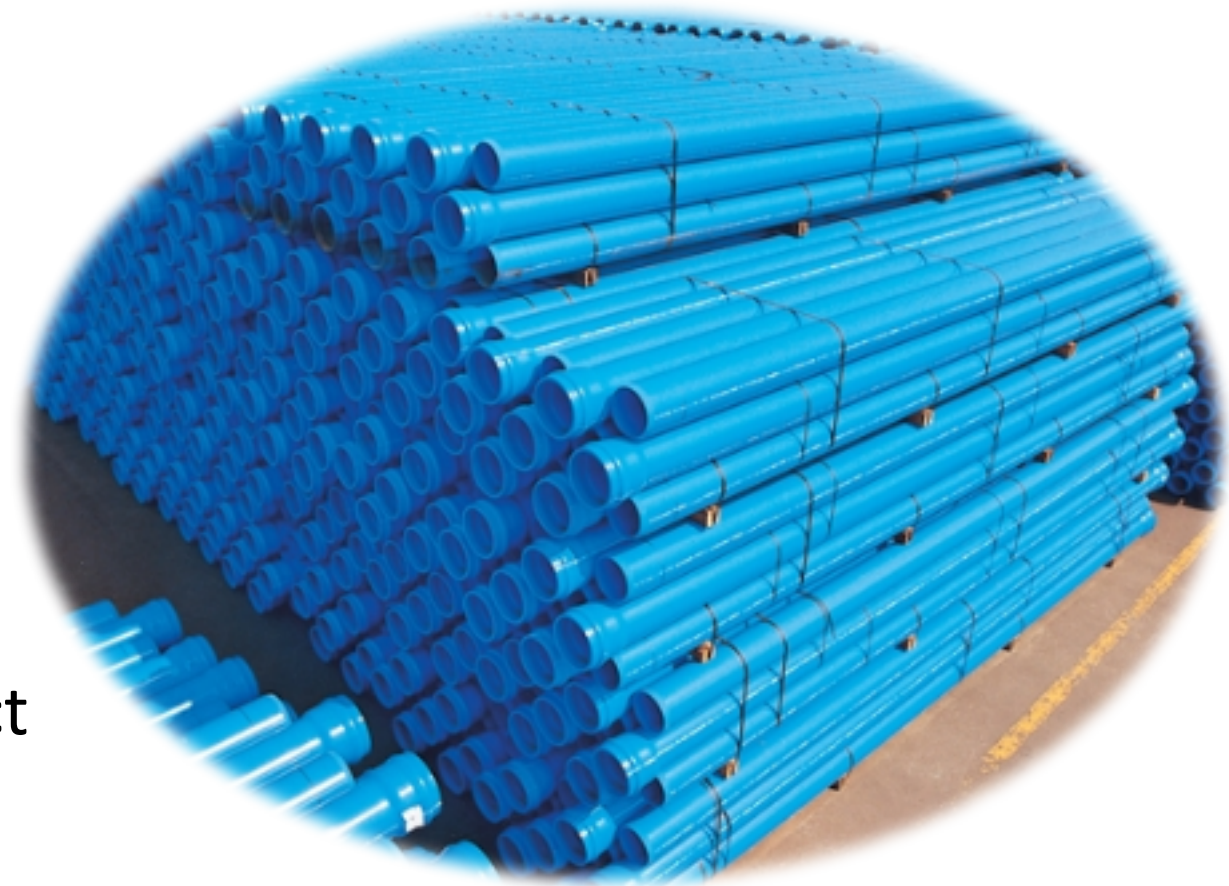
Timeline of Next Steps

Progress to Date:

- Design Approaching 95% - Bid Ready
- Internal Department Coordination

Next Steps:

- Bid Spring of 2025
- Construction Phase Services Contract
- Staff Recommendation and Update





Questions?

CITY OF POST FALLS
AGENDA REPORT
ADMINISTRATIVE / STAFF REPORTS
MEETING DATE: 4/15/2025

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: Dave Fair, Parks and Recreation Director

SUBJECT: AmeriCorp Grant

ITEM AND RECOMMENDED ACTION:

Staff will present a report on an AmeriCorp Grant that was obtained by the department. No action is needed as this is for information only.

DISCUSSION:

The Parks and Recreation Department applied to have an AmeriCorps Team work within our park system this spring. We were one of over 50 applicants for one of the 16 available work teams.

AmeriCorps is a federal government agency that engages community service initiatives throughout America. While AmeriCorps has many different programs within its structure, our group AmeriCorps NCCC is a full-time, team-based residential service program for 18–26-year-olds. AmeriCorps members serving in the NCCC program represent a wide variety of socioeconomic, cultural, geographic, and educational backgrounds.

AmeriCorps members serving in the NCCC program are assigned to one of four regional campuses and then placed into teams ranging between 8-12 members. The teams complete a variety of service projects, which are generally 3 to 13 weeks in duration, and respond to local communities' needs throughout the United States and territories. Each team has a specially trained Team Leader who serves and resides with the team. Each team is provided with one 15-passenger van and fuel is covered by AmeriCorps. Each team is also allocated funds for food and laundry. All members are background-checked and fully insured by the Federal Tort Claims Act and Federal Employees Coverage Act.

Our particular group is made up of 10 individuals who primarily came from the east coast, and this is their third assignment as a team. They will be with us for 6 weeks from April 24th to June 4th. The primary focus of their work will be on completing a new 3/8-mile loop trail in Black Bay Park as identified in the park master plan. This loop trail not only provides better public access within the site, but it will allow for improvement for vehicle and equipment access so that staff can better mitigate wildfire and insect pest management.

In addition to the Black Bay work the team may do work in the Community Forest and at the Community Garden. Daniel Lambert will be our primary staff contact and will be working along side the team for the duration of the project. The major cost to our department is the staff time spent in supervision, coordination and specialized training of the group, plus any materials needed for the work, i.e. gravel. The required housing is being donated to the department.

ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON:

N/A

APPROVED OR DIRECTION GIVEN:

N/A

FISCAL IMPACT OR OTHER SOURCE OF FUNDING:

N/A

BUDGET CODE:

N/A

ATTACHMENTS:

1. AmeriCorps Project Work Plan Calendar - Post Falls (2025)
2. AmeriCorps Training Plan - Post Falls (2025)
3. AmeriCorps NCCC

AmeriCorps Project Work Calendar (April 24 - June 6)

APRIL	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Supervisor(s) Name: Bryan Myers Phone: 208.446.9988 Name: Preston Hill Phone: 509.863.3398 Name: Daniel Lambert Phone: 509.904.6086 Name: Randy Cenell Phone: 208.966.8173 Name: Tyler Stuker Phone: 208.691.9539							
Location(s) Site 1: Living Quarters 3721 N. Chase Rd. Post Falls, ID 83854 Site 2: Black Bay Park 1116 E. 3rd Ave. Post Falls, ID 83854 Site 3: Post Falls Community Forest 1693 W. Riverview Dr. Post Falls, ID 83854 Site 4: PF City Hall 408 N. Spokane St. Post Falls, ID 83854 Site 5: PF Parks Shop 1220 E. 3rd Ave Post Falls, ID 83854							
Weekly Check-In Day: Fridays Time: 3:00 PM Staff: Preston H. & Daniel L. Location: PF City Hall							
	Date: 27 Time: Location(s): Supervisor: Tasks/# Members Received Training for Tasks? ☐	Date: 28 Time: 7am - 3:30pm Location(s): Black Bay Park Supervisor: Tyler Stuker Tasks/# Members Service Learning/All Hike & orientation/all (2 hrs) Project walk-through & visioning/all (1 hr) Chainsaw training/all (5 hrs) Received Training for Tasks? ☐	Date: 29 Time: 7am - 3:30pm Location(s): Black Bay Park Supervisor: Daniel Lambert Tasks/# Members Service Learning/All Chainsaw training/all (4 hrs) Projects/All Large tree removals/all (4 hrs) Received Training for Tasks? ☐	Date: 30 Time: 7am - 3:30pm Location(s): Black Bay Park Supervisor: Daniel Lambert Tasks/# Members Projects/All Large tree removals/all (8 hrs) Received Training for Tasks? ☐	Date: 24 Time: as determined by A-Corps Location(s): Supervisor: Tasks/# Members Travel/All Received Training for Tasks? ☐	Date: 25 Time: as determined by A-Corps Location(s): Supervisor: Tasks/# Members Travel/All Welcome, Intro. & Housing/All (1 hr) Local services info & orientation/all (1 hr) Received Training for Tasks? ☐	Date: 26 Time: Location(s): Supervisor: Tasks/# Members Received Training for Tasks? ☐
	Date: May 1 Time: 7am - 3:30pm Location(s): Black Bay Park Supervisor: Daniel Lambert Tasks/# Members Projects/All Shrub & vegetation removal/all (8 hrs) Received Training for Tasks? ☐	Date: May 2 Time: 7am - 3:30pm Location(s): City Hall & Parks Shop Supervisor: Daniel Lambert Tasks/# Members AC Member Development/All City gov't presentation w/ Mayor, Council, & Admin. (2 hrs) Parks & Rec. tour & presentation (3 hrs) Police Dept. tour & presentation (3 hrs) Received Training for Tasks? ☐	Date: May 3 Time: Location(s): Supervisor: Tasks/# Members Received Training for Tasks? ☐				

AmeriCorps Project Work Calendar (April 24 - June 6)

MAY

Supervisor(s)
Name: Bryan Myers
Phone: 208.446.9988

Name: Preston Hill
Phone: 509.863.3398

Name: Daniel Lambert
Phone: 509.904.6086

Name: Randy Cenell
Phone: 208.966.8173

Name: Tyler Stuker
Phone: 208.691.9539

Location(s)

Site 1:
 Living Quarters
 3721 N. Chase Rd.
 Post Falls, ID 83854

Site 2:
 Black Bay Park
 1116 E. 3rd Ave.
 Post Falls, ID 83854

Site 3:
 Post Falls Community Forest
 1693 W. Riverview Dr.
 Post Falls, ID 83854

Site 4:
 PF City Hall
 408 N. Spokane St.
 Post Falls, ID 83854

Site 5:
 PF Parks Shop
 1220 E. 3rd Ave
 Post Falls, ID 83854

Weekly Check-In
Day: Fridays
Time: 3:00 PM
Staff: Preston H. & Daniel L.
Location: PF City Hall

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Date: 4 Time: Location(s): Supervisor: Tasks/# Members Received Training for Tasks?	Date: 5 Time: 7am - 3:30pm Location(s): Q'emiln Park Supervisor: Randy Cenell Tasks/# Members Service Learning/All Proper Tree Pruning (4 hrs) Proper Tree Planting (4 hrs) Received Training for Tasks?	Date: 6 Time: See Below Location(s): Black Bay Park & City Supervisor: Daniel Lambert Tasks/# Members Projects/All Organic layer grubbing/all (6 hrs: 7am - 1:30pm) Member Development/All City Council Meeting/All (2 hrs: 6pm - 8pm) Received Training for Tasks?	Date: 7 Time: 7am - 3:30pm Location(s): Black Bay Park Supervisor: Daniel Lambert Tasks/# Members Projects/All Organic layer grubbing/all (8 hrs) Received Training for Tasks?	Date: 8 Time: 7am - 3:30pm Location(s): Black Bay Park Supervisor: Daniel Lambert Tasks/# Members Projects/All Organic layer grubbing/all (8 hrs) Received Training for Tasks?	Date: 9 Time: 7am - 3:30m Location(s): See Below Supervisor: Daniel Lambert Tasks/# Members Member Development/All Tour of North Idaho College ("NIC") (2 hrs) Recruitment session at NIC SUB(2 hrs) Service Learning/All Native Tree & Shrub ID @ Black Bay (3 hrs) Received Training for Tasks?	Date: 10 Time: 7am - 3:30pm Location(s): PF Community Forest Supervisor: Daniel Lambert Tasks/# Members Projects/All Friends of PFCF Volunteer event/all (4 hrs) Social Trail Decommissioning/all (4 hrs) Received Training for Tasks?
Date: 11 Time: Location(s): Supervisor: Tasks/# Members Received Training for Tasks?	Date: 12 Time: Location(s): Supervisor: Tasks/# Members Received Training for Tasks?	Date: 13 Time: 7am - 3:30pm Location(s): Multiple Supervisor: Daniel Lambert Tasks/# Members Member Development/All Tour of City Streets & Fleet Dept. (2 hrs) Tour of City Water & Wastewater Dept. (2 hrs) Projects/All Introduction To rock work/all (4 hrs) Received Training for Tasks?	Date: 14 Time: 7am - 3:30pm Location(s): Black Bay Park Supervisor: Daniel Lambert Tasks/# Members Projects/All Rock breaking and large rock moving/all (8 hrs) Received Training for Tasks?	Date: 15 Time: 7am - 3:30pm Location(s): Black Bay Park Supervisor: Daniel Lambert Tasks/# Members Projects/All Social Trail Decommissioning./5 (8 hrs) Received Training for Tasks?	Date: 16 Time: 9am - 3:00pm Location(s): City Hall Supervisor: Daniel Lambert Tasks/# Members Member Development/All City Planning Dept. Presentation (1 hr) City Engineering Dept. Presentation (1 hr) City Building Dept. Presentation (1 hr) PF Historical Society museum tour (2 hrs) Received Training for Tasks?	Date: 17 Time: Location(s): Supervisor: Tasks/# Members Received Training for Tasks?
Date: 18 Time: Location(s): Supervisor: Tasks/# Members Received Training for Tasks?	Date: 19 Time: 8am - 3pm Location(s): See Below Supervisor: Preston Hill Tasks/# Members Member Development/All Kootenai County Fire & Rescue station tour & CPR class/all (3 hrs) Spokane Conservation District tour & presentation on career paths /all (3 hrs) Received Training for Tasks?	Date: 20 Time: See Below Location(s): Black Bay Park & City Supervisor: Daniel Lambert Tasks/# Members Projects/All Rock breaking and moving/5 (6 hrs: 7am - 1:30pm) Social Trail Decom./5 (6 hrs: 7am - 1:30pm) Member Development/All City Council Meeting/All (2 hrs: 6pm - 8pm) Received Training for Tasks?	Date: 21 Time: 7am - 3:30pm Location(s): Black Bay Park Supervisor: Daniel Lambert Tasks/# Members Projects/All Import & compact structural fill/10 (8 hrs) Received Training for Tasks?	Date: 22 Time: 7am - 3:30pm Location(s): Black Bay Park Supervisor: Daniel Lambert Tasks/# Members Projects/All Import & compact structural fill/10 (8 hrs) Received Training for Tasks?	Date: 23 Time: 7am - 3:30pm Location(s): PF Community Forest Supervisor: Daniel Lambert Tasks/# Members Service Learning/All PFCF Walk-through : forestry & fire (3 hrs) Continued PFCF hike (3 hrs) Leave No Trace (2 hrs) Received Training for Tasks?	Date: 24 Time: 7am - 3:30pm Location(s): Black Bay Park Supervisor: Daniel Lambert Tasks/# Members Projects/All Import & compact structural fill/10 (8 hrs) Received Training for Tasks?
Date: 25 Time: Location(s): Supervisor: Tasks/# Members Received Training for Tasks?	Date: 26 Time: Location(s): Supervisor: Tasks/# Members Memorial Day Received Training for Tasks?	Date: 27 Time: See Below Location(s): City Hall Supervisor: Daniel Lambert Tasks/# Members Member Development/All PF Chamber of Commerce public speaking workshop/all (2 hrs) PF Ch. of Comm. tour of local bus./all (6 hrs) Parks & Rec. Comm. Mtg./All (6pm-8pm) Received Training for Tasks?	Date: 28 Time: 7am - 3:30pm Location(s): Black Bay Park Supervisor: Daniel Lambert Tasks/# Members Projects/All Import & compact crushed gravel/10 (8 hrs) Received Training for Tasks?	Date: 29 Time: 7am - 3:30pm Location(s): Black Bay Park Supervisor: Daniel Lambert Tasks/# Members Projects/All Import & compact crushed gravel/5 (6 hrs) Topdress, seed edges, and de-mob./5 (6 hrs) Received Training for Tasks?	Date: 30 Time: 7am - 3:30pm Location(s): See Below Supervisor: Daniel Lambert Tasks/# Members Member Development/All Tour of NIC Workforce Training Cntr./all (2 hrs) Avista Utilities dam tour (2 hrs) Museum of North Idaho guided tour/all (2 hrs) Received Training for Tasks?	Date: 31 Time: 9am - 1pm Location(s): Black Bay Park Supervisor: Preston Hill Tasks/# Members Projects/All Presentation to, and collaboration with, local Trail Life scout group/all (4 hrs) Received Training for Tasks?

AmeriCorps Project Work Calendar (April 24 - June 6)

JUNE

Supervisor(s)
Name: Bryan Myers
Phone: 208.446.9988

Name: Preston Hill
Phone: 509.863.3398

Name: Daniel Lambert
Phone: 509.904.6086

Name: Randy Cenell
Phone: 208.966.8173

Name: Tyler Stuker
Phone: 208.691.9539

Location(s)

Site 1:
 Living Quarters
 3721 N. Chase Rd.
 Post Falls, ID 83854

Site 2:
 Black Bay Park
 1116 E. 3rd Ave.
 Post Falls, ID 83854

Site 3:
 Post Falls Community Forest
 1693 W. Riverview Dr.
 Post Falls, ID 83854

Site 4:
 PF City Hall
 408 N. Spokane St.
 Post Falls, ID 83854

Site 5:
 PF Parks Shop
 1220 E. 3rd Ave
 Post Falls, ID 83854

Weekly Check-In
Day: Fridays
Time: 3:00 PM
Staff: Preston H. & Daniel L.
Location: PF City Hall

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Date: 1 Time: Location(s): Supervisor: <u>Tasks/# Members</u> Received Training for Tasks? ☐	Date: 2 Time: 7am - 3:30pm Location(s): PF Community Forest Supervisor: Preston Hill <u>Tasks/# Members</u> Projects/All Project walk-through & visioning/all (1 hr) Mobilize into site/all (2 hrs) Const. of rock steps/all (5 hrs) Received Training for Tasks? ☐	Date: 3 Time: See Below Location(s): PFCF & City Hall Supervisor: Daniel Lambert <u>Tasks/# Members</u> Projects/All Const. of rock steps (6 hrs: 7am - 1:30pm) Member Development/All City Council Meeting with presentation (2 hrs: 6pm - 8pm) Received Training for Tasks? ☐	Date: 4 Time: 7am - 3:30pm Location(s): PF Community Forest Supervisor: Daniel Lambert <u>Tasks/# Members</u> Projects/All Const. of rock steps/all (8 hrs) Received Training for Tasks? ☐	Date: 5 Time: as determined by A-Corps Location(s): Supervisor: <u>Tasks/# Members</u> Farewell/All Travel/All Received Training for Tasks? ☐	Date: 6 Time: as determined by A-Corps Location(s): Supervisor: <u>Tasks/# Members</u> Travel/All Received Training for Tasks? ☐	

AmeriCorps Training Plan (April 24 - June 6)

City of Post Falls

2/1/25

- **Introduction to Chainsaw Safety & Operation:** This training, based on the ArborMaster curriculum, will give attendees a thorough understanding of gas-powered chainsaws, their safe and effective use, as well as basic tree felling techniques. Instructors, Tyler Stuker & Randy Cenell, are both ISA Certified Arborists, are professional tree climbers, and have a combined 17 years of experience as professional arborists.
Class will be taught by Tyler Stuker & Randy Cenell (City's Arborists) on April 28th & 29th (approx. 8 hrs)
- **Introduction to Large Tree Removal:** This training focuses on felling, dismantling, and human-powered transport of large trees and the resulting debris. Emphasis will be placed on potentially dangerous forces at play and working as a team to prevent injury and over-exertion. Explanation will also be given on how to safely work around stump grinder operations.
Instruction will be given by Tyler Stuker and Daniel Lambert (City Urban Forestry staff) on April 29th & 30th (approx. 3 hrs)
- **Safe Brush & Vegetation Removal:** This training will demonstrate how to use hand tools such as hand saws, pole saws, loppers, and gas-powered brush cutter to cut down and remove woody vegetation. Will also include how to safely and responsibly work around herbicide chemicals.
Instruction will be given by Daniel Lambert (City's Natural Areas and Trails Technician) on May 1st (approx. 2 hrs)
- **Large Woody Debris Transport:** This instruction will demonstrate how to work as a team to move large wood related to tree felling. Instruction on teamwork will be integrated with use of the following tools: peavy, timber carrier, log tongs, capstan winch, and grip hoist.
Instruction will be given by Daniel Lambert (City's Natural Areas and Trails Technician) on April 30th & May 1st (approx. 2 hrs)
- **Safe & Effective Use of Landscaping Hand Tools:** This training will be conducting in conjunction with the organic layer grubbing portion of the Black Bay Park half-loop trail project. Demonstration will include use of the following tools: shovels, pick axe, mattock, Pulaski, grub hoe, and rakes.
Instruction will be given by Daniel Lambert (City's Natural Areas and Trails Technician) on May 1st (approx. 2 hrs and as-needed throughout the day)
- **Introduction to Native Rock Work:** This instruction will provide team members with the knowledge and skills they need to break, move, and securely place large native rocks in and around the landscape. Instruction includes: use of battery-powered rotary hammer, rock drilling w/ carbide bits, breaking rock using feathers and wedges, moving large rocks safely as a team, spud bar, sledge hammers, rock chisels, and capstan winch.

Instruction will be given by Daniel Lambert (City's Natural Areas and Trails Technician) on May 13th (approx. 4 hrs and as-needed throughout the project)

- **Safe Transport of Bulk Material:** This instruction will demonstrate the right way to move bulk material to avoid injury and over-exertion. This will be done in conjunction with the portion of the Black Bay half-loop trail project that involves importing large amounts of structural fill and crushed gravel. Will involve the use of: wheelbarrows, shovels, rakes, & gas-powered leaf blower.

Instruction will be given by Daniel Lambert (City's Natural Areas and Trails Technician) on May 21st (approx. 2 hrs and as-needed throughout the day)

- **Effective Ground Compaction Process for Construction:** This on-the-job training will include how to effectively compact bulk material in the ground in a way that provides an optimum sub-grade useful for the follow-on construction of structures, roads, or trails. Training will include the safe and effective use of: gas-powered water pump/sprayer, backpack sprayer, hand tamper, & gas-powered plate compactor.

Instruction will be given by Daniel Lambert (City's Natural Areas and Trails Technician) on May 21st (approx. 2 hrs and as-needed throughout the day)

- **Proper tree pruning:** This hands-on field exercise will inform attendees how and when to remove tree parts as well as give them insight into the long-term effects (both good and bad) of the pruning techniques used.

Instruction will be given by Randy Cenell (City's Arborist) on May 5th (approx. 4 hrs)

- **Proper tree planting:** This hands-on field exercise will instruct team members of how to plant nursery trees for long-term success and viability. Emphasis will be placed on how to choose the right species, how to choose the right location, and the follow-on effects of those choices.

Instruction will be given by Randy Cenell (City's Arborist) on May 5th (approx. 4 hrs)

- **Native Tree and Shrub Identification:** This walk-and-talk field exercise will expose attendees to some of the tree and shrub species found in dry sites throughout the rocky mountain west. Team members will learn the characteristics of the plants, the physiological characteristics used to positively identify them, a bit about their unique biology, and maybe even some of their traditional human uses.

Instruction will be given by Daniel Lambert (City's Natural Area & Trails Technician) on May 9th (approx. 3 hrs)

- **Native Seed and Shrub Establishment:** This instruction will be conducted in conjunction with the final stage of the Black Bay Park half-loop trail project. Attendees will be instructed on the most successful methods of planting and establishing native grass seed and native shrubs. Team members will get their hand dirty and participate.

Instruction will be given by Daniel Lambert (City's Natural Area & Trails Technician) on May 29th (approx. 2 hrs)

- **CPR Training:** This classic and foundational first aid training will take place in conjunction with a tour of a local fire/EMS station. Participants will earn their CPR certifications while exercising the necessary life-saving techniques.
Instruction will be given by a qualified EMT working for Kootenai County Fire & Rescue on May 19th (approx. 2 hrs)
- **Introduction to Forestry & Wildfire:** This educational hike with professional foresters will guide attendees through the wooded areas of the Post Falls Community Forest and the wildfire burn area of the Parkway Fire. Team members will learn many aspects of forestry including forest species succession, timber management strategies, forest health practices, wildlife habitat, and how those topics must all be integrated with public recreation.
Instruction will be given by Professional Consulting Foresters from Inland Forest Management and Preston Hill (City's Urban Forester) on May 23rd (approx. 6 hrs)
- **Leave No Trace:** Those in attendance will learn how to tread lightly on the land while visiting natural areas by following the seven time-tested principles geared toward reducing the human impact on our environment.
Instruction will be given by Daniel Lambert (City's Natural Area & Trails Technician) on May 23rd (approx. 2 hrs)
- **Workshop on Effective Public Speaking:** This workshop, conducted in partnership with the Post Falls Chamber of Commerce is designed to improve this valuable soft skill essential for so many successful career paths. Team members will be encouraged to use their new skills by presenting at the Post Falls City Council meeting toward the end of their time in PF.
Instruction will be provided by professional consultant (brought in specifically for this class) on May 27th (approx. 2 – 4 hrs)

AmeriCorps Grant

Dave Fair

Director of Parks and Recreation

April 15, 2025

City Council Meeting



AmeriCorps NCCC

Strengthen communities and develop leaders
through projects designed for direct, team-based
service.



We Focus on Six Key Areas to Make an Impact

Disaster Services

When disaster strikes, we repair homes, assist survivors, and help restore communities, having deployed thousands of members and volunteers to affected areas.

[Disaster Services](#) >



Economic Opportunity

AmeriCorps programs serve as a pathway to employment opportunities and help develop vital work skills.

[Economic Opportunity](#) >



Education

Members and volunteers support students, improve attendance and engagement, increase high-school graduation rates, and expand college enrollment.

[Education](#) >



Environmental Stewardship

AmeriCorps helps conserve natural habitats, protects clean air and water, reduces utility bills by improving home energy efficiency, and more.

[Environmental Stewardship](#) >



Healthy Futures

AmeriCorps helps improve the physical and mental well-being of Americans, supporting healthy futures programs.

[Healthy Futures](#) >



Veterans & Military Families

We assist veterans and military families, connecting them to education opportunities, jobs, and the benefits they have earned.

[Veterans and Military Families](#) >



AmeriCorps NCCC is a full-time, team-based residential service program for ages 18 to 26 years.

Environmental Stewardship was our focus for this grant.

The project

- Our group, Team Blue 2, is made up of 10 individuals.
- They will be here for 6 weeks, from April 24th to June 4th.
- Primary focus of their work will be on completing a new 3/8-mile loop trail in Black Bay Park.
- In addition to the Black Bay work the team may do work in the Community Forest and at the Community Garden.
- Daniel Lambert will be our primary staff contact and will be working along side the team for the duration of the project.

Scheduled work and training program

MAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Supervisor(s) Name: Bryan Myers Phone: 208.446.9988 Name: Preston Hill Phone: 509.863.3398 Name: Daniel Lambert Phone: 509.904.6086 Name: Randy Cenell Phone: 208.966.8173 Name: Tyler Stuker Phone: 208.691.9539 Location(s) Site 1: Living Quarters 3721 N. Chase Rd. Post Falls, ID 83854 Site 2: Black Bay Park 1116 E. 3rd Ave. Post Falls, ID 83854 Site 3: Post Falls Community Forest 1693 W. Riverview Dr. Post Falls, ID 83854 Site 4: PF City Hall 408 N. Spokane St. Post Falls, ID 83854 Site 5: PF Parks Shop 1220 E. 3rd Ave. Post Falls, ID 83854 Weekly Check-In Day: Fridays Time: 3:00 PM Staff: Preston H. & Daniel L. Location: PF City Hall	Date: 4 Time: Location(s): Supervisor: Tasks/§ Members Received Training for Tark?	Date: 5 Time: 7am - 3:30pm Location(s): Q'emlin Park Supervisor: Randy Cenell Tasks/§ Members Service Learning/All Proper Tree Pruning (4 hr) Proper Tree Planting (4 hr) Received Training for Tark?	Date: 6 Time: See Below Location(s): Black Bay Park Supervisor: Daniel Lambert Tasks/§ Members Project/All Organic layer grubbing/fall (8 hr) Member Development/All City Council Meeting/All (2 hr: 6pm - 8pm) Received Training for Tark?	Date: 7 Time: 7am - 3:30pm Location(s): Black Bay Park Supervisor: Daniel Lambert Tasks/§ Members Project/All Organic layer grubbing/fall (8 hr) Received Training for Tark?	Date: 8 Time: 7am - 3:30pm Location(s): Black Bay Park Supervisor: Daniel Lambert Tasks/§ Members Project/All Organic layer grubbing/fall (8 hr) Received Training for Tark?	Date: 9 Time: 7am - 3:30pm Location(s): See Below Supervisor: Daniel Lambert Tasks/§ Members Member Development/All Tour of North Idaho College ("N") Recruitment/azorian at NIC SU Service Learning/All Native Tree & Shrub ID @ Black Bay (3 hr) Received Training for Tark?	Date: 10 Time: 7am - 3:30pm Location(s): PF Community Forest Supervisor: Daniel Lambert Tasks/§ Members Project/All Friends of PFCF Volunteer event/fall Social Trail De-commizzianing/fall (4 hr) Received Training for Tark?
	Date: 11 Time: Location(s): Supervisor: Tasks/§ Members Received Training for Tark?	Date: 12 Time: Location(s): Supervisor: Tasks/§ Members Received Training for Tark?	Date: 13 Time: 7am - 3:30pm Location(s): Multiple Supervisor: Daniel Lambert Tasks/§ Members Member Development/All Tour of City Streets & Float Dock Tour of City Water/Wastewater Dept. (2 hr) Project/All Introduction to rock work/fall (4 hr) Received Training for Tark?	Date: 14 Time: 7am - 3:30pm Location(s): Black Bay Park Supervisor: Daniel Lambert Tasks/§ Members Project/All Rock breaking and large rock moving/fall (2 hr) Received Training for Tark?	Date: 15 Time: 7am - 3:30pm Location(s): Black Bay Park Supervisor: Daniel Lambert Tasks/§ Members Project/All Rock breaking and large rock moving/fall (2 hr) Social Trail De-commizzianing/fall (4 hr) Received Training for Tark?	Date: 16 Time: 9am - 3:00pm Location(s): City Hall Supervisor: Daniel Lambert Tasks/§ Members Member Development/All City Planning Dept. Presentation (1 hr) City Engineering Dept. Presentation (1 hr) City Building Dept. Presentation (1 hr) PF Historical Society museum tour (2 hr) Received Training for Tark?	Date: 17 Time: Location(s): Supervisor: Tasks/§ Members Received Training for Tark?
	Date: 18 Time: Location(s): Supervisor: Tasks/§ Members Received Training for Tark?	Date: 19 Time: 8am - 3pm Location(s): See Below Supervisor: Preston Hill Tasks/§ Members Member Development/All Kootenai County Fire & Rescue tour & CPR class/fall (3 hr) Spokane Conservation District presentation on career paths Received Training for Tark?	Date: 20 Time: See Below Location(s): Black Bay Park Supervisor: Daniel Lambert Tasks/§ Members Project/All Rock breaking and moving/fall (8 hr) Social Trail De-comm./f (6 hr: 7am - 1:30pm) Member Development/All City Council Meeting/All (2 hr: 6pm - 8pm) Received Training for Tark?	Date: 21 Time: 7am - 3:30pm Location(s): Black Bay Park Supervisor: Daniel Lambert Tasks/§ Members Project/All Impact & compact structural fill Received Training for Tark?	Date: 22 Time: 7am - 3:30pm Location(s): Black Bay Park Supervisor: Daniel Lambert Tasks/§ Members Project/All Impact & compact structural fill Received Training for Tark?	Date: 23 Time: 7am - 3:30pm Location(s): PF Community Forest Supervisor: Daniel Lambert Tasks/§ Members Service Learning/All PFCF Walk-through: forestry & Continued PFCF hike (3 hr) Leave No Trace (2 hr) Received Training for Tark?	Date: 24 Time: 7am - 3:30pm Location(s): Black Bay Park Supervisor: Daniel Lambert Tasks/§ Members Project/All Impact & compact structural fill/fall (4 hr) Received Training for Tark?
	Date: 25 Time: Location(s): Supervisor: Tasks/§ Members Received Training for Tark?	Date: 26 Time: Location(s): Supervisor: Tasks/§ Members Memorial Day Received Training for Tark?	Date: 27 Time: See Below Location(s): City Hall Supervisor: Daniel Lambert Tasks/§ Members Member Development/All PF Chamber of Commerce pub workshap/fall (2 hr) PF Ch. of Comm. tour of local bus./fall (6 hr) Park & Rec. Comm. Mtg./All (6pm-8pm) Received Training for Tark?	Date: 28 Time: 7am - 3:30pm Location(s): Black Bay Park Supervisor: Daniel Lambert Tasks/§ Members Project/All Impact & compact structural fill/fall (8 hr) Received Training for Tark?	Date: 29 Time: 7am - 3:30pm Location(s): Black Bay Park Supervisor: Daniel Lambert Tasks/§ Members Project/All Impact & compact structural fill/fall (8 hr) Topdressing, weed edges, and detrank./f (5 hr) Received Training for Tark?	Date: 30 Time: 7am - 3:30pm Location(s): See Below Supervisor: Daniel Lambert Tasks/§ Members Member Development/All Tour of NIC Workforce Training Ctr./fall (2 hr) Avista Utilites dam tour (3 hr) Museum of North Idaho guided tour/fall (3 hr) Received Training for Tark?	Date: 31 Time: Location(s): Supervisor: Tasks/§ Members Received Training for Tark?



Welcome To The Team BLUE 2





Questions?