



**CITY COUNCIL
MEETING AGENDA**

**September 16, 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. Compensation Survey

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. Proclamation - National Service Dog Month

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 – September 2, 2025, City Council Meeting

- b. Accounts Payables 8/21/25 - 9/5/25
- c. July Cash and Investments

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:

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. Water Reclamation Facility Solids Handling Improvements - Sole Source Procurement
- b. Fiscal Year 2026 Fee Resolution
- c. Update to Rules of Procedure for Meetings and Public Hearings

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. Ross Point Road Cycle Track - Award of Contract

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.

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. 74-206. (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.

Optimal Talent Compensation Study

Janet Best, HR Director

9.16.25



Purpose: To inform Council regarding the proposal received from Optimal Talent to conduct a comprehensive compensation study

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
- Due to scheduling conflicts and other obstacles, we had to discontinue the path with OmniaHR
- The City reached out to Wade Larson from Optimal Talent for some advice and help and he sent the proposal for his firm to conduct the study
- We have worked with Wade on several other projects and are pleased that our schedules have aligned as he has done such an excellent job in other areas

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

Comprehensive Compensation Study

Factors to be considered

- Base pay (hourly or salary)
- Additional pay (e.g. overtime, differentials)
- Core benefits (e.g. “mandatory” benefits such as health, retirement, etc.)
- Additional benefits (non-traditional benefits or that exceed Core Benefits)
- Voluntary benefits (e.g., access to voluntary benefits through the City)
- Retirement (PERSI, 457 programs)
- PTO

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
- Estimated Cost: \$18,450

Questions?



OPTIMAL TALENT

June 26, 2025

Shelly Enderud
City of Post Falls
408 N Spokane St.
Post Falls, ID 83854

RE: Proposal for Compensation Study

Dear Shelly,

Thank you for the opportunity to provide this proposal to conduct a comprehensive compensation study for the City. Per our conversation, I am providing options that should allow for the project's completion within acceptable timeframes and budgetary considerations.

Enclosed you will find a general overview of the recommended approach we take for the project. It should provide the flexibility and outcomes you seek.

The proposal is presented in various steps. Depending on the City's priorities and desired engagement in the process, I provide a range of solutions according to need and affordability. Some of the broad expectations within the proposal include:

- Planning: Creating the project's scope, expectations, outcomes, and parameters will be important to ensure the study's validity, reliability, and usability.
- Pre-work: Several steps can be undertaken by the City's HR team (and others as needed) in preparation for the compensation work. This will help to reduce external costs and can improve the ongoing success of the program after the study.
- Study: Data collection is a significant part of the project. Our role as an independent third-party will maintain validity and reliability.
- Analysis: The compensation data only becomes useful as it is analyzed and presented for consideration. Analysis also considers current positions, placement, and recommendations for any adjustments.
- Program Management: Throughout the process, an internal team, committee, or group specific to compensation can improve acceptance of the outcomes and help to maintain programmatic changes in the future. We provide solutions to help plan, develop, train, and administer program management during and after the study.
- Presentation: Because of the sensitive nature of compensation, a third-party subject matter expert can assist in presenting data, sharing analysis, answering questions, and otherwise assisting with the program implementation with several stakeholders.

Throughout this proposal, I provide recommendations, options, and solutions to help achieve your goals with the compensation study. This is a "starting point" for our discussion and we can work on any adjustments or modifications as needed.

Thanks!

Wade Larson, President OTD

BACKGROUND

Per our conversations over the past weeks, the following summarizes our understanding of the City's current opportunities.

Compensation Considerations

When developing or adjusting an organization's compensation program, three factors must be considered for ongoing effectiveness:

- **External Competitiveness** - How the organization compares to other employers within its designated or desired "market." The "market" includes employers against whom the City competes for employees directly and/or those organizations to whom the City loses its employees.

While there are several factors within the scope of "market competitiveness" to consider, employers in the designated market against which the City compares must also consider factors such as:

- Organization size
- Organization type – Some positions compete with private and public sectors.
- Budget – Bigger budgets often allow more room for compensation.
- Proximity – The regionality of employers and their competitiveness

Several of these external competitiveness factors may be included as a part of the compensation strategy planning process.

- **Internal Equity** – How jobs compare to one another within the organization. This may also consider factors such as relationship with pay ranges, relationships between ranges, and other factors. Internal equity is often determined using compensable factors and a job evaluation process.
- **Ability to Pay** – An organization can only pay as much as it can afford. Considering how to address inequities or building a post-study process that fits within budget is essential for program effectiveness.

Comprehensive Compensation Study

The City of Post Falls seeks to conduct a comprehensive compensation study to assess its current position and competitiveness within the market for which they compete for employees. With the initial goals of maintaining market alignment, fair compensation practices, and internal equity, the study intends to look at multiple factors that affect total compensation and rewards including (but not limited to):

- Base pay (hourly or salary)
- Additional pay (e.g., overtime, differentials)
- Core benefits (e.g., "mandatory" benefits such as health, retirement, etc.)
- Additional benefits (non-traditional benefits or that exceed typical Core Benefits)
- Voluntary benefits (e.g., access to voluntary benefits through the City)
- Retirement (PERSI, 457 programs, and other programs)
- Paid time off

- Health and wellness (beyond “mandatory” benefits such as insurance)

Other parameters and elements of the study may be identified during the Planning process.

Program Definition

Though it was discussed in a previous meeting, the City must define its desired position within the market. Some of these considerations include:

- Overall compensation philosophy, including definitions of “total compensation,” market parameters, and compensation management strategies.
- Which entities comprise the “market” for comparison. (This may differ by position.)
- Where the City desires to be in comparison to other employers in the “market.”
- Ability to make appropriate adjustments should the study show inequities.
- Involvement of a Compensation Committee or similar in the development and ongoing management of the program.
- Plan design, including compensation structures and influence of elements such as performance and longevity.

Several other considerations will also arise as the program is initially defined and refined through the compensation study. An initial definition of scope and the project will be critical.

Budgetary Challenges

A significant challenge will be managing direct costs and those resulting from the study’s recommendations. Among these challenges include:

- Direct cost to conduct the study and develop resulting programs.
- Internal adjustments where inequities are identified.
- Overall adjustments to match the City to its desired market position.

We have taken these into consideration through this proposal.

Opportunity for Partnership

Finally, this also becomes an opportunity for partnership as several steps that are typically outsourced to consultants can be completed in-house. This will allow:

- Reduced consulting costs as work is performed by City staff.
- Personalized application as the City builds a program that is sustainable and manageable through future years.
- Development of HR staff as they build and manage the program internally.
- Alignment with current programs, such as the HR data management. This may provide an opportunity to streamline and manage the program moving forward.

The number of solutions are offered where work can be performed by City staff guided by the consultant.

PROPOSED PROCESS CONSIDERATIONS

The following outlines the recommended process, parameters, and steps for this project.

Planning

The planning process should include the following:

- **Strategy Meeting:** While an initial meeting took place to start the dialogue, it is important to formulate at least a broad strategy for the project. This includes preliminary guidance on topics that include (but are not limited to):
 - **Desired Market Placement:** An organization typically seeks to lead, meet, or lag the market depending upon its employment and business strategy. In the case of the City, there may be questions that cannot be answered initially. However, a broad understanding of its desired position will be important.
 - **Compensation Definition:** There are many aspects to compensation that can be considered an organization's "total rewards strategy." Because of the comprehensive nature of the study, the amount of data to collect, and the probable impact of each element of compensation, it is critical to determine information for comparison.
 - **Internal Equity:** While there are general assumptions about the need to maintain internal equity, a strategy level conversation is appropriate to identify any anomalies or special considerations.
 - **Market Definition:** While some of this may be included in the Planning step, to which the City compares (or wants to compare) is a strategy level conversation. The market definition may also differ by position.
 - **Compensation Committee:** Identifying a small team of individuals to oversee and manage the project outcomes, guide implementation, and manage the program in the future will help to lay the foundation.
 - **Special Considerations:** There may be specific concerns, parameters, or other considerations held by various stakeholders. It is critical to identify those concerns and considerations from the start.

While the Strategy Meeting does not necessarily need to be the first step, it should be scheduled and organized early in the process.

- **Planning:** Some of the information specific to scope, expectations, outcomes, and parameters may be identified within the Strategy Meeting. However, several other programmatic, logistical, administrative steps are needed from the beginning. The Planning step includes workshop conversations primarily with HR, key administrators, and anyone who may be involved in the "hands-on" steps of the project.
 - **Internal Program Evaluation:** An initial assessment of the current program should include:

- Identification of concerns, shortfalls, general “problems” specific to compensation, and other areas to be addressed.
 - Effectiveness of current pay practices. This may differ by position or job group.
 - Internal equity. An overview of the current pay structure, organization, and relationships is important.
 - General assessment of hot spots, needs, and opportunities is essential.
- Internal Equity Documentation: To address the element of internal equity, a review of job descriptions, job evaluation practices, compensable factors, and other tools is needed. This will most likely result in job description updates, job evaluation review, and other practices.
 - Market Definition: While some of the decisions specific to the “market” may be addressed in the Strategy Meeting, additional refinement and specificity will be needed during the planning stage.
 - Internal Equity – Evaluation: If the City has a current process to evaluate positions for internal comparison (e.g., how to compare one position to another as they are assigned to pay grades), we will review the process. If there is not a formal job evaluation process, one must be developed to ensure proper compensation management during this project and into the future.
 - HR Systems Alignment – Depending on the current HR system, there may be opportunities to streamline steps during the planning (and implementation) steps. These can be considered to optimize results, administration, and ongoing sustainability.

Other steps may be included in the Planning stage that assist in market data collection, analysis, internal equity design, and other factors.

- **Pre-Work:** Prior to data collection, there are several steps that can help to facilitate the process and improve data validity and reliability. Some of these steps include:
 - Job Description Update: If the current format of the job descriptions is acceptable and contains the information required for internal job evaluation, this step will primarily focus on content updates. Ideally, all job descriptions should be reviewed prior to the study. However, depending on the resources available, this may be limited to anchor positions primarily for use during the study.
 - Job Evaluation Preparation: If the City has a current job evaluation process, it should be reviewed to align with current priorities and needs. If it does not exist, or the current process is less than formal, the City may consider preparing for and conducting job evaluations to establish internal equity relationships. This may include, but not be limited to:
 - Identifying compensable factors – those factors for which the City establishes value for the basis of pay. Broad categories such as responsibility, job scope, required competencies, leadership, etc. would be identified and defined.
 - Establishing a job evaluation process. This may be conducted in-house by HR or include members of the Compensation Committee. Once the compensable factors and rating process is established, training will be required.

- **Data Evaluation.** As evaluations are completed, data must be maintained for regular review and later analysis.
 - **Compensation Program Review:** A broad review of the current compensation program, its effectiveness, and areas of concern will also be required.
- **Study:** Data collection is based upon the information developed through the Strategy and Planning processes. The third-party consultant conducts the study to maintain validity and reliability of the data. Information obtained through the data collection process is then analyzed for reporting comparisons of current positions to market.
- **Analysis:** Once the data is collected, the following steps must be taken:
 - Market review of each position and its relationship to external compensation factors.
 - Identification of misaligned positions and evaluation according to established thresholds.
 - Overlay of market data with internal equity to identify alignment/misalignment.
 - Consider budgetary impact of adjustments (including adjustments over time).
 - Provide recommendations on adjustments to consider (e.g., which positions to be adjusted, by how much, and strategies to do so).
 - Conduct a risk analysis of project implementation – e.g., impact of making or not making recommended salary adjustments.
 - Report of overall outcomes. This includes presentations to the Compensation Committee, Managers, and other stakeholders.
- **Program Management:** Once changes are determined, implementation strategies are developed and implemented. These may include, but not be limited to:
 - HR Systems updates – how to structure and revise programs for automation and administration.
 - Management Training – what managers must know to effectively administer pay practices within their departments.
 - Ongoing data updates – establish processes for future updates.
 - Compensation Committee expectations – identify the role of the Committee for ongoing compensation purposes.

PROJECT OPTIONS

Recognizing the need to complete the project, the steps required to conduct a comprehensive compensation study in public sector, and the budget constraints to conduct the study, we offer the following recommendations.

Strategy Meeting

We recommend a facilitated Strategy Meeting to determine the primary guidelines. While many of the topics were discussed in a prior meeting, a specific strategy meeting with either the Executives or designated Compensation Committee should determine the following:

- Project scope – how broad and deep of a study will be included (e.g., number of positions, market comparison, job evaluation, etc.)
- Market definition (possibly broken out by positions)
- Desired market placement – lead, lag, or meet
- Internal equity considerations
- Other considerations

This is a single meeting. Additional follow-up meetings may be required. It is recommended that the consultant plan and facilitate the meeting with pre-work required by attendees.

Planning

We recommend a comprehensive planning session with HR and desired executive team members. An initial planning session may cover a broad spectrum, but follow-up meetings are most likely required to cover all topics and preparations. To assist with the budgetary impact of the project, the following recommendations are made:

- Internal Program Evaluation: We recommend tasking HR (or others involved) with completing a worksheet to evaluate and identify current concerns, etc. This will help to collect the required information without incurring additional consultant expenses.
- Internal Equity Program: If a current internal equity program exists, we recommend the consultant review the program with HR for updates and effectiveness. If it does not exist, we recommend developing a practical internal equity solution to assist in evaluating positions.
 - Existing Program: This would include the completion of the evaluation documentation provided by the consultants. HR (or others) would complete the program analysis worksheet. The consultant and HR would then meet to review the outcomes and determine best approaches.
 - New Program: This would include the completion of worksheets by HR or others to identify compensable factors. A meeting would be necessary to discuss the program, refine its application, and prepare a job evaluation solution. The consultant would be tasked with assisting in the identification of compensable factors, defining them, creating a job evaluation process, and training HR (and others involved) in the process.
- Market Definition: A broad conversation during the Strategy Meeting will help determine general scope of the market. The more specific meeting with HR will help to provide greater

definition and specificity, including the identification of contacts, contact information, and current data solutions available to the City that can be used as part of the analysis.

- **Job Evaluation:** If HR conducts the job evaluations (we can discuss pros and cons), they would be tasked with the overall procedure and outcomes. If the City chooses to include the Compensation Committee, additional training of the Committee will be required as well as facilitation of the initial Evaluation meetings.
- **HR Systems Alignment:** HR would be tasked with identifying opportunities within the system to streamline the compensation study and ongoing management. The consultant can assist in identifying solutions to assist with the compensation study as well as to streamline, automate, and update future administration.

Pre-Work

Other steps required prior to data collection may involve HR in the consultant at different levels.

- **Job Description Updates:** It is recommended that HR or others update job descriptions according to specified parameters that will assist in accurate job evaluation. The job description updating process will require HR to work with managers to ensure the most accurate position information.
- **Job Evaluation Preparation:** The consultant will prepare job evaluation content and materials to be used by either HR or the Compensation Committee. Training may be required in either case (HR or Committee) is.
- **Job Evaluation Process:** If HR conducts the job evaluations, most of the work will be conducted in-house. If the Compensation Committee conducts job evaluations, training will be required as will the facilitation of the first meeting(s) of the committee.
- **Internal Evaluation Data Analysis:** As the data is collected, additional analysis will be required to evaluate and determine any adjustments to internal positions. This will require consulting between the consultant and HR.

Study

The direct collection of compensation data will be conducted by the consultant. Considerations on the depth and breadth of the study include, but are not limited to:

- Number of positions to be surveyed.
- Number of market comparators (other employers).
- Compensation data to be collected (e.g., salary, benefits, PTO).
- Nature of positions for data collection (e.g., admin, emergency services, etc.).

Third-party data collection by the consultant will help ensure data validity and reliability.

Analysis

Once the salary and internal data are collected, both external and internal data must be analyzed and evaluated. This step should also be conducted by the consultant to ensure greater validity and reliability of the data and recommendations. Consultation with HR and executives may be required through the analysis process for clarification and alignment.

As the recommendations are prepared, several meetings will be required to align and refine the outcomes:

- HR – To discuss any concerns, answer questions, and establish appropriateness of recommendations.
- Executives – A strategy level conversation is most likely required based upon the outcomes of the analysis.
- Compensation Committee – A conversation with the Committee about the outcomes.

The reporting process is also included under this step. It is anticipated that the following is included as part of the expectations:

- Final Written Report outlining the process, recommendations, etc.
- Verbal Report to the executive team.
- Verbal Report to City Council if needed.

Program Management

Steps to prepare for ongoing program management can be largely conducted by HR. The consultant will provide recommendations and guidance as needed to establish the new program and create tools for future management.

Timing

It is anticipated that this project will take several months to complete. The majority of work should be completed by January 2026 with the following parameters:

- Initial meetings may take place prior to July 31. However, they will be limited primarily to initial program planning with HR.
- Active data collection and other steps will engage actively starting in August (2025).
- Provided there is availability of key personnel, most meetings related to the study will take place during the fall (2025).
- Any delays or requests for extension will be communicated throughout the project. (Given the collaborative nature of this proposal, ongoing communication will be critical.)
- Final reporting is anticipated no later than February 2026 notwithstanding unforeseeable delays.

Proposed Services

A comprehensive project such as this is difficult to “piece meal” due to the critical steps required. The following are anticipated estimates to complete the project:

Step	Description	Hrs or Fee
Strategy Meeting	Includes meeting preparation, facilitation, and post-analysis (prior Strategy Meeting fees waived)	4
Planning	Initial meeting	1
	Preparation (if most work is conducted in-house)	2
	Internal program evaluation (in house) meeting, training	2
	Job Evaluation prep (existing) – meeting, analysis, review (HR conducts)	2
	Job Evaluation prep (new) – meeting, compensable factors, document preparation, etc.	6
	Market Definition – refinement with HR	2
	HR Systems Alignment – consultation	2
Pre-Work	Job description updates – consultation for formatting, process, etc. (with HR performing work)	2
	Job description updates – if consultant performs the work and updates.	1 hr. min per job description
	Job evaluation preparation (either HR or Committee) – process, tools, materials, training, etc.	5
	Job evaluation – Committee – training, facilitation of first meetings	6
	Data analysis – job evaluations	4
Compensation Study	Depends on scope and breadth.	50
	• Up to 20 comparator agencies (not necessarily for all positions) • Up to 35 positions (anchor positions). • General pay, core benefits, and PTO. Additional comparators, positions, data for collection.	1 hr. per additional
Analysis	Merging internal and external data for comparison and recommendations	15
	Meetings – for discussion and/or presentation. Anticipated 3 meetings (HR, Executives, Compensation Committee)	6
	Presentation – stakeholders. A general presentation or attendance at a meeting (e.g., City Council) to present findings.	2
	Report preparation.	10
Program Management	General consultation to establish ongoing program management.	2

We offer these services at our long-standing discounted consulting rate with the City of \$150/hour. In addition:

- No additional fees for travel to/from the City (for anticipated meetings, trainings, etc.)
- No additional fees for administrative support related to the project (within the project overview listed above)
- Fees for prior Strategy Meeting waived (\$600 value)

Additional fees for service will be authorized prior to incurrence.

Additional Considerations

The following considerations may assist in creating a project that is workable and affordable to the City:

- The estimated scope (previous page) prices out to \$18,450 without additions or modifications. Additions to the project scope would be discussed and approved prior to billing or implementation.
- An initiation fee representing the first 25 hours of work will be due upon execution (\$3750) to assist with initial costs.
- Subsequent project billing can be made as hours are incurred to allow payment flexibility across fiscal years.
- While it is anticipated that additional parameters, positions, and data will be requested, a reasonable rate (including possible revised packages for additional data) will be considered.

This proposal is meant to be collaborative in nature. Though we have done our best to be highly conservative in the estimated hours related to the project, additional costs may be incurred. The consultants would seek approval for any additional fees that may be incurred.

OTHER INFORMATION

- This estimate is valid for 60-days from the proposal date and is specific to the City of Post Falls.
- Quoted project fees include administrative costs such as envelopes, paper, printing, and fulfillment and are based on OTD's standard materials and printing methods. This does not include postage, travel costs that may be incurred for in-person meetings, etc.
- Professional fees do not include fees for translation services for non-English-speaking participants, which will be billed to the client at cost.
- Client will provide sufficient resources to assist OTD in developing standard communication pieces (e.g., email announcements to employees about events), participate in periodic status update calls, and assist with escalated issues with participants.
- Actual start date will be determined by mutual agreement between client and OTD, based on first-come, first-served availability. Services require the receipt of the signed agreement.
- OTD retains the right to adjust fees as necessary if a change in the project's scope is made that significantly alters the anticipated workload and/or hours required to complete the project. Consultant will seek authorization prior to any changes in fees or scope.
- Timeline of Completion: Upon acceptance, Optimal Talent Dynamics will work with the client to establish timelines and due dates for deliverables as outlined in this proposal. Consultant commits to deliver such deliverables as agreed upon by both parties.
- Payment for Services: The client agrees to pay for the total cost of anticipated products and services. Should a partial payment agreement be established, a commitment payment is required to execute this agreement. Should the consultant fail to deliver as agreed, he shall return that portion of the payment for services not rendered and/or products not delivered as deemed undelivered by the consultant. Upon execution, the consultant shall invoice the client with an amount due at the beginning of the project with additional invoices billed monthly throughout the project. (Invoices are billed at net-zero terms unless otherwise agreed to.) All other services are generally billed in advance or at the time of service execution per the consultant's standard practices.
- Satisfaction Guarantee: Optimal Talent Dynamics is committed to your success. We will do everything possible to ensure that your experience is the best. We understand that you expect the best. At the same time, we also recognize that the services are based upon proven strategies that only work when implemented correctly and effectively.

Should the delivery of our services and/or materials not meet the anticipated outcomes as described herein, we will work with you as our client to remedy the situation. Such remedy may include re-instruction, replacement of materials, subsequent provision of services as appropriate, or refund (in part or in whole) as determined by the consultant. Again, while we do not anticipate any dissatisfaction whatsoever with the delivery of products and services as outlined in this proposal, we will do our best to remedy any default on our part or provision of products or services deemed to be less than satisfactory.

- **Remedy:** Optimal Talent Dynamics commits to resolving all disputes with the client to the best of its abilities. Optimal Talent Dynamics expects a capitulation of good faith to be demonstrated by both parties in the creation, delivery, and execution of this program. Should there arise a dispute regarding any matter as described herein that cannot be resolved through good faith negotiations, the client agrees to settle disputes through licensed mediation.
- **Special Pricing and Confidentiality:** The consultant has prepared this proposal exclusively for the sole consideration of the client. Information contained within this proposal is confidential and is not intended to be shared with others outside of the client. The pricing offered herein is provided at a special promotional price and should not be construed as typical pricing for future projects or with other organizations.

Statement of Non-Disclosure & Confidentiality

This document contains proprietary and confidential information. All data submitted to the client is provided in reliance upon its consent not to use or disclose any information contained herein except in the context of its business dealings with Optimal Talent Dynamics (OTD) or Dr. Wade Larson. The recipient of this document agrees to inform present and future employees of the client who view or have access to the content of its confidential nature.

(Public information and disclosure rules supersede any part of the agreement in conflict with such regulations. However, individual contract exceptions does not negate the remaining agreement, in part or in whole.)

OTD and Dr. Wade Larson retain all title, ownership, and intellectual property rights to the materials and trademarks contained herein, including all supporting documentation, files, marketing material and multimedia.

OTD, its affiliates, and Dr. Wade Larson also agree to non-disclosure of confidential information provided to them by the client and its members and/or affiliates. All information provided will be generally considered confidential unless deemed public information.

By acceptance of this document, the recipient agrees to be bound by the aforementioned statement.

Travel and Other Costs

Travel costs are generally reimbursable by standard IRS rates for mileage and hourly rates for travel time unless otherwise stated within the proposal. Overnight accommodation costs are the responsibility of the client (e.g., for any onsite presentation prior to 9 a.m. that requires more than 90-minutes travel time from Spokane, WA). Travel between Spokane and Post Falls are included in hourly rates or base charges as quoted herein.

ACCEPTANCE

This bid is intended to offer pricing and proposed services. If adjustments are needed to meet specific needs, OTD is open to discussion for specific services and is willing to work with the client to determine the specific terms and conditions of each assignment.

Acceptance of this bid and authorization to provide the services as described within this proposal indicates the acceptance of the general services and price for the initial scope of services.

Acceptance by both parties may be made by signing below and returning by mail or email to:

Optimal Talent Dynamics

Email: DrWade@OptimalTalentDynamics.com

Wade M. Larson

Mail: 1505 E Virginia Rd., Spokane Valley, WA 99216

Phone: (707) 290-9121

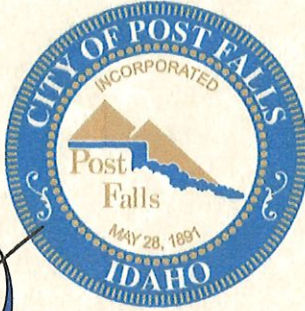
If modifications are requested to the proposal, please describe the modifications to this proposal/bid and attach them to this agreement.

Both parties agree to the proposal as outlined herein. Any modifications to the agreement shall be clearly defined with both parties in agreement and exchanged in writing. By signing below, both parties agree to work together in good faith toward the successful execution and implementation of the products and services as outlined herein. The terms, conditions, and pricing options within this agreement shall be good through August 31, 2025.

City of Post Falls, Idaho
Client

Optimal Talent Dynamics
Consultant

<i>Signature of Representative</i>	<i>Date</i>	<i>Signature</i>	<i>Date</i>
		Dr. Wade M. Larson	
<i>Printed Name</i>		<i>Printed Name</i>	
		President, Consultant	
<i>Title</i>		<i>Title</i>	



Proclamation

National Service Dog Month

Whereas, we believe in the joyful, transformative power of the human-canine bond and inclusivity of all citizens;

Whereas, in the United States, 64 million adults and children have a disability and only 16,000 service dogs from accredited training programs exist nationwide and the need is growing.

Whereas, Canine Companions is a nonprofit organization that enhances the lives of people with disabilities by providing expertly-trained service dogs and ongoing support to ensure quality partnerships.

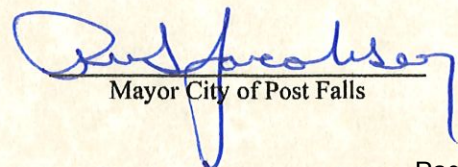
Whereas, Canine Companions and their service dogs empower people with disabilities to lead life with greater independence, by providing best-in-class training, ongoing follow up services and a deeply committed community of support;

Whereas, National Service Dog Month aims to educate our community about the benefits of service dogs and the laws protecting them;

Whereas, The City of Post Falls continues to work toward becoming an inclusive community in which all citizens, and their service dogs, are embraced;

Now, therefore, in recognition of service dogs and the adults and children with disabilities in our community, I, Ronald G. Jacobson, Mayor of the City of Post Falls, Idaho, do hereby proclaim September to be National Service Dog Month; I encourage all citizens to celebrate task trained service dogs and be respectful of the rights afforded to the adults, children and veterans who lead more independent lives because of their assistance.

Dated this 16 of Sept, 2025.


Mayor City of Post Falls



**CITY COUNCIL
MEETING MINUTES**

**September 2, 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. Spokane Street Water Tower

Roll Call: Steigleder, Plew, Malloy, Ziegler, Westlund, Davis, Mayor Jacobson: All Present

The Spokane Street water tower, between 1st and 2nd Avenue, is a popular landmark but not a functional piece of the water system infrastructure. The purpose of the workshop is to discuss plans to preserve the tower as a landmark, while formally retiring it as a water division asset. Staff will present the history of the water tower's service and discuss recent assessment information. Preserving the tower will be a significant commitment and fundraising may be necessary if the general fund cannot support the required investments. Key points of the discussion will include: verify a desire of the council to commit to preserving the tower, understand the level of fundraising desired, and understand any concerns which may exist for short-term work.

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, Malloy, Ziegler, Westlund, Davis - Present

**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.

None

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 – August 19, 2025, City Council Meeting
- b. Payables 08/20/25 - 09/03/25

Motion by Malloy to approve the Consent Calendar as presented.

Second by Ziegler.

**Vote: Westlund-Aye, Steigleder-Aye, Davis-Aye, Plew-Aye, Ziegler-Aye, Malloy-Aye
Moiton 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:

None

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. Continued Deliberation on FY '26 Budget

Ziegler: I appreciate the Council for delaying this vote so I could dive into the material.

Steigleder: Citizens have stated that law enforcement is a priority. Is the Police Department good with their budget?

Captain Jason Mealer: I think our needs have been met. I think we have done the best with what

we have.

Steigleder: My other concerns are Public Works and Parks and Rec whose budgets are decreasing. It seems like the services that the citizens are receiving are the budgets that are decreasing. It has been said that the greatest resource in the City is its staff but I would say the City's greatest resource is its citizens.

Dave Fair, Parks and Recreation Director: We can stretch, we can find ways. We are looking at our revenue centers are for next year. We do not expect the services to go down from what we are doing this year. We are comfortable, we can do it.

Mayor: Budgets are made on projections and you do the best with the projection you are given.

Davis: I think we received a lot of information for this budget. There is a lot of misinformation out there.

Motion by Malloy to approve the FY26 Budget as presented.

Second by Ziegler.

Vote: Steigleder-Aye, Davis-Aye, Plew-Aye, Ziegler-Aye, Malloy-Aye, Westlund-Aye
Motion Carried

b. Fiscal Year 2026 Budget Ordinance

Motion by Malloy to place the Fiscal Year 2026 Budget Ordinance on its first and only reading by title only while under suspension of the rules.

Second by Ziegler.

Vote: Davis-Aye, Plew-Aye, Ziegler-Aye, Malloy-Aye, Westlund-Aye, Steigleder-Aye
Motion Carried

AN ORDINANCE ENTITLED THE ANNUAL APPROPRIATION ORDINANCE FOR FISCAL YEAR BEGINNING OCTOBER 1, 2025, APPROPRIATING THE SUM OF \$165,432,629 TO DEFRAY THE EXPENSES AND LIABILITIES OF THE CITY OF POST FALLS FOR SAID FISCAL YEAR AUTHORIZING A LEVY OF A SUFFICIENT TAX UPON THE TAXABLE PROPERTY AND SPECIFYING THE OBJECTS AND PURPOSES FOR WHICH SAID APPROPRIATIONS ARE MADE.

Motion by Malloy to approve the Fiscal Year 2026 Budget Ordinance and to direct the clerk to assign the appropriate number and that it be published by summary only.

Second by Ziegler.

Vote: Davis-Aye, Plew-Aye, Ziegler-Aye, Malloy-Aye, Westlund-Aye, Steigleder-Aye
Motion Carried

c. Resolution Reserving Foregone Taxing Authority for Fiscal Year 2026

No longer needed.

d. Fiscal Year 2026 Fee Resolution

Motion by Malloy to approve the Fiscal Year 2026 Fee Resolution.

Second by Plew.

Vote: Ziegler-Aye, Malloy-Aye, Westlund-Aye, Steigleder-Aye, Davis-Aye, Plew-Aye
Motion Carried

e. Additional Services for The Guy Road Lift Station Decommissioning and Gravity Sewer Project

Jaxon Fleshman, Project Manager: In recent review of the wastewater system needs with City staff and Developer stakeholders, the timing of this second trunkline is dependent on the replacement of the Fisher Sewer lift station which is currently in the scoping phase of preliminary design. At this time, completing a full design for this future project is no longer necessary or recommended. This amendment will authorize Welch Comer to finalize the Chase Road trunkline to a sixty percent design concept which will be used in the design of the lift station upgrades. This change in design results in a credit for the difference if unused services in this design task. The net total of this amendment is an addition of \$5,100. This will be taken out of the management reserve budget which currently holds \$23,000 of the originally approved \$25,000.

Motion by Malloy to approve the Additional Services for the Guy Road Lift Station Decommissioning and Gravity Sewer Project.

Second by Ziegler.

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

a. Updates to Rules of Procedure for Meetings and Public Hearings

Field Herrington, City Attorney: The City has conducted public meetings with informal procedures; it has not previously adopted a formal rule of order such as Robert's Rules of Order or an equivalent. The proposed Rule of Order is explicitly designed for the size, structure, and needs of the City of Post Falls. Developed based on legal research and practices from other Idaho municipalities. The rest of the proposed changes update the City's Rules of Procedure for Meetings and Public Hearings to reflect current practices, improve organization, modernize formatting, update contact information, and formalize provisions related to electronic media and written testimony. The updated rules are intended to provide clear expectations for all participants and to strengthen the legal and procedural framework that supports the City's public meeting process. The summary of key changes are: plain language cleanup the document was revised for consistency and readability, with more precise language used to describe procedural requirements and expectations for staff, applicants, and the public. Updated City Contact Information. All references to email addresses and URLs have been updated to use the City's new ".gov" domain. Electronic Presentation Materials. The revisions formalize procedures for submitting digital materials, including required file formats, security review, and deadlines to ensure compatibility with City systems. USB devices and direct connections to City equipment are no longer permitted.

Steigleder: I feel that the public should be able to address here and the issue they are having with a staff member. If they have a complaint and they feel they have not been getting traction with staff.

Herrington: Usually that would fall under a Human Resources (HR) as a personnel complaint. It could start at the Council level and then be directed to HR.

Steigleder: The spokesperson gets 15 minutes to speak and must give the Clerk 6 days notice that they are going to speak as a spokesperson. The agenda doesn't come out till Friday before

the Tuesday meeting. I think this is not reasonable, and they should be able to notice the Clerk right before the meeting.

Herrington: We are trying to get non-repetitious testimony.

Steigleder: I think it should be changed to the same deadline as written testimony 4 days.

Council is in consensus of changing it to 4 business days instead of 6 days.

Motion by Malloy to approve the Updates to Rules of Procedure for Meetings and Public Hearings with the caveat the deadline for spokesperson testimony be the same as written testimony.

Second by Steigleder.

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

Motion Carried

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. Update on Use of CCTV Truck

Craig Borrenpohl, Utility Manager: The City purchased a closed-circuit television (CCTV) camera truck in 2024. The goal with this purchase was to assist water reclamation staff in inspecting the wastewater collection system, identifying problem areas, and prioritizing maintenance to reduce backups and other issues within the system. An overview of how the truck has been used was given.

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. 74-206. (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.

Motion by Malloy to enter into Executive Session pursuant to Idaho Code 74-206(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, further that no action will be taken during the session and that the session will last approximately five minutes.

Second by Ziegler.

**Vote: Stiegleder-Aye, Davis-Aye, Plew-Aye, Ziegler-Aye, Malloy-Aye, Westlund-Aye
Motion Carried**

Entered into Executive Session at 7:19 pm.

Exited Executive Session at 7:38 pm.

RETURN TO REGULAR SESSION

ADJOURNMENT

7:38 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: 9/16/2025**

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: Gracie Ficca, CSR/AP
SUBJECT: Accounts Payables 8/21/25 - 9/5/25

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 9/17/25. 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 \$1,899,152.27 to be dated 9/17/25. The Hand Check Accountability is for Hand Checks issued 8/26/25 - 9/5/25 and total \$96,846.55.

ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON:

APPROVED OR DIRECTION GIVEN:

FISCAL IMPACT OR OTHER SOURCE OF FUNDING:

\$1995998.82

BUDGET CODE:

Various

ATTACHMENTS:

1. Post Falls Check Approval Check Run 9.17.25
2. Hand Checks - Check Run 9.17.25

Post Falls Check Approval



City of Post Falls

Packet: APPKT17444 - Check Run 9.5.25
Vendor Set: 01 - Vendor Set 01

Check Date: 9/5/2025

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
Fund: 001 - GENERAL FUND							
Dept: 412 Information Systems							
VEN14584	Sylint, LLC						
APMWB	Electronic Funds Transf			20892	Monthly Sylint payments	001-412.0000.66043	2,557.42
Dept 412 Total:							2,557.42
Dept: 414 Finance							
A4280	Alpine Summit CPAs						
APMWB	Check			14434A	FY24 Audit	001-414.0000.62091	3,703.75
B091	BDS						
APMWB	Check			102032	Delinquent Notices	001-414.1445.62170	387.22
						001-414.1445.62190	180.86
VEN14806	Debtbook						
APMWB	Electronic Funds Transf			#DB2008225	Lease & SBITA Management	001-414.0000.62040	6,500.00
D09750	DeVries Info Management						
APMWB	Check			0195227	On-Site Record Destruction - Lg	001-414.0000.62040	62.00
Dept 414 Total:							10,833.83
Dept: 418 Human Resources							
D09750	DeVries Info Management						
APMWB	Check			0195227	On-Site Record Destruction - Lg	001-418.0000.63060	62.00
				0190819HR		001-418.0000.63060	55.00
Dept 418 Total:							117.00
Dept: 421 Police							
A0901	AT&T Mobility						
APMWB	Check			287291408138X082	PD Mifis	001-421.0000.65030	520.91
A570	AVISTA Utilities						
APMWB	Check			6554597561 082725	Ford Rock Tower	001-421.0000.65021	22.96
C2150	City of Spokane						
APMWB	Check			111897300 082825	Evidence Drug Burn	001-421.0000.63920	127.51
C220	Coleman Oil Co						
APMWB	Check			CP-0301872	PD Gasoline	001-421.0000.64030	6,052.55
VEN14867	CW Signs						
APMWB	Check			3519	Business Cards - Blaschka, Scruggs	001-421.0000.63210	155.00
VEN14972	Frontline Communications Systems						
APMWB	Check			23740	New Patrol Car Builds 2025	001-421.0000.90020	72,360.00
VEN01683	Goodyear Tire & Rubber Company						
APMWB	Check			197-1161157	PFPD141 Tires	001-421.0000.67190	573.00
				197-1161156	PFPD155 Tires	001-421.0000.67190	568.00
K080	Knudtsen Chevrolet and GMAC						
APMWB	Check			5012719	PD Stock - SL-N-Sensors	001-421.0000.67100	310.80
K140	Kootenai Electric						
APMWB	Check			1588061 082925	Blossom Mtn Tower	001-421.0000.65021	458.94
VEN15138	Levata						
APMWB	Check			INV7607804	E-cite equipment	001-421.0000.67020	26,691.80
				INV7608762		001-421.0000.67020	5,005.60
N001	Napa Auto Parts						
APMWB	Check			355499	PD Control Arm Assembly Returns	001-421.0000.67100	-640.48
				357448	PD Core Deposit	001-421.0000.67100	-18.00
				356405	PD Stock - Gauges	001-421.0000.67100	11.11
				356181	PD Stock - Rust Proofing Primer	001-421.0000.67100	26.88
				355782	PFPD 134 Canister Purge Valves	001-421.0000.67100	86.98
				356550	PD Stock - Engine Oil Filters	001-421.0000.67100	38.96

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
Bank Code	Payment Type				
APMWB	Check	356183	PD Stock - Tire Foam	001-421.0000.67100	73.83
		356403	PFPD135 Battery & Core Deposit	001-421.0000.67100	152.04
		356511	PFPD140 CV Axles	001-421.0000.67100	86.38
O050	Oxarc Inc.				
APMWB	Electronic Funds Transf	0032400249	PD Shop Fire Extinguishers for Vehicles	001-421.0000.67100	280.40
		0032400729	PD Shop - Traffic Cones for Vehicles	001-421.0000.67100	205.95
VEN01123	Safariland, LLC				
APMWB	Check	1010-631422	Patrol Headsets	001-421.0000.67020	168.00
R251	Serights Ace Hardware				
APMWB	Check	369302/1	Taser Class Supplies	001-421.0000.67020	35.07
S275	Solar Eclipse				
APMWB	Check	56121	PFPD167 Rockchip Repair	001-421.0000.67170	39.95
VEN14584	Sylint, LLC				
APMWB	Electronic Funds Transf	20892	Monthly Sylint payments	001-421.0000.66043	838.50
VEN14902	The Bunker Tri-Cities LLC				
APMWB	Check	INV/2025/02352	PD Uniform Shirts	001-421.4000.72000	108.00
Dept 421 Total:					114,340.64
Dept: 423 Oasis					
VEN02102	Stevens, Randi M.				
APMWB	Electronic Funds Transf	August Invoice	VSU Support Group - August	001-423.1153.68400	1,450.00
Dept 423 Total:					1,450.00
Dept: 424 Legal					
C220	Coleman Oil Co				
APMWB	Check	CP-0290616	August 2025 Fuel Usage	001-424.0000.64030	56.16
D09750	DeVries Info Management				
APMWB	Check	0195227	On-Site Record Destruction - Lg	001-424.0000.63040	62.00
Dept 424 Total:					118.16
Dept: 427 Animal Control					
VEN14369	Better Together Animal Alliance				
APMWB	Check	2323282	Animal Shelter Vaccines	001-427.0000.63000	344.76
C220	Coleman Oil Co				
APMWB	Check	CP-0301872	PD Gasoline	001-427.0000.64030	121.36
K100	Kootenai County Solid Waste				
APMWB	Check	10-32848.00 08/15/24	10-32848.00	001-427.0000.62040	0.77
Dept 427 Total:					466.89
Dept: 431 Streets					
T096	3M				
APMWB	Check	9434095424	3M™ ElectroCut™ Film 1178C, Black, Non-pl	001-431.0000.63260	676.62
A365	American On-Site Services				
APMWB	Check	183728	Streets PortaPotty Maint x2 - August 2025	001-431.0000.68130	226.18
VEN05261	CDA PAVING				
APMWB	Check	108292	Dumping-Asphalt Mixed w/Gravel-SL	001-431.0000.68130	14.00
		108500	Dumping-Ashpalt Mixed w/ Gravel-SL	001-431.0000.68130	125.75
		108448	Crushed base & dumping asphalt for Henry S	001-431.0000.68130	461.41
C220	Coleman Oil Co				
APMWB	Check	CP-0290616	August 2025 Fuel Usage	001-431.0000.64030	6,430.28
C410	Country Lock & Key, Inc.				
APMWB	Electronic Funds Transf	15887	Key Cuts	001-431.0000.63260	23.42
I070	Idaho Asphalt Supply, Inc.				
APMWB	Check	90008972	Durapatcher Contract 2025	001-431.0000.68090	584.25
		90009488		001-431.0000.68090	565.80
		90006541		001-431.0000.68090	350.55
		90008074		001-431.0000.68090	418.20
		90008421		001-431.0000.68090	455.10
I2112	IMSA				
APMWB	Check	76472	2025 Membership Dues - BC, RM, SR, DP	001-431.0000.62060	340.00
VEN01373	Intermountain Sign & Safety				

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
Bank Code	Payment Type				
APMWB	Check	21255	Roll of 4090 diamond grade sign sheeting	001-431.0000.63260	1,800.00
		21256	30"x50 Yd #3931 HIP Yellow Reflective	001-431.0000.63260	715.00
VEN15085	International Minute Press				
APMWB	Check	4196	1,500 Door Hangers (Street Division)	001-431.0000.68130	434.40
I340	Interstate Concrete & Asphalt				
APMWB	Electronic Funds Transf	1073868	Asphalt for Paving Henry	001-431.0000.68130	702.80
		1074602	Asphalt for Patch work	001-431.0000.68130	958.30
		Spokane / Poleline	Spokane and Poleline Roundabout - Pay Ap	001-431.0000.68130	103,868.64
		1073869	Asphalt for Paving Henry St	001-431.0000.68130	16,813.30
		Spokane / Poleline	Spokane and Poleline Roundabout - Pay Ap	001-431.1811.95040	50,000.00
J105	J-U-B Engineers, Inc.				
APMWB	Electronic Funds Transf	187641	Seltice Way Rehab - JUB Invoice July 2025	001-431.0000.95040	16,044.80
K100	Kootenai County Solid Waste				
APMWB	Check	10-32216/12-91880	Street Dept - Wood Waste	001-431.0000.68130	6.37
		10-32216/12-91833	Street Dept Wood Waste	001-431.0000.68130	7.97
VEN14930	National Safety Inc				
APMWB	Check	0766504-IN	Uniform shirts - Justin Robison	001-431.4000.72000	36.68
		0766892-IN	Uniform shirts - Clint Boren	001-431.4000.72000	88.60
		0766504-IN	Uniform shirts - Justin Robison	001-431.4000.72000	43.70
P325	Poe Asphalt Paving, Inc.				
APMWB	Check	47668	2025 Asphalt Chip Seal and Fog Seal Placer	001-431.0000.68110	645,105.09
R251	Serights Ace Hardware				
APMWB	Check	369463/1	Tools, Keys, Propane	001-431.0000.63260	15.45
		369608/1	MARKING PNT PL WHITE SB Return Value	001-431.0000.63260	123.21
		369600/1	S127 - Broom, screwdrivers, ratchets,drillbits	001-431.0000.67090	202.08
		369601/1	SOFT SWEEP PUSHBROOM 24" - S128	001-431.0000.67090	17.99
		369463/1	Tools, Keys, Propane	001-431.0000.67090	14.39
		369498/1	PROPANE	001-431.0000.68090	20.30
		369359/1		001-431.0000.68100	29.29
		369418/1	Supplies for street stripping	001-431.0000.68100	24.26
		369463/1	Tools, Keys, Propane	001-431.0000.68100	12.76
		369418/1	Supplies for street stripping	001-431.0000.68100	14.28
		369383/1	Marking Paint	001-431.0000.68130	48.54
		369532/1	COOLER 5 GALLON	001-431.0000.68130	31.49
VEN02035	Staples, Inc				
APMWB	Check	6041200181	Office supplies-Streets	001-431.0000.63060	39.49
U140	UpScale Mail				
APMWB	Check	346635	Shipment of Controller for troubleshooting	001-431.0000.63070	36.04
VEN14310	US Fleet Tracking LLC				
APMWB	Check	503534	Monthly vehicle tracking service	001-431.0000.66016	592.68
Dept 431 Total:					848,519.46
Dept: 433 Facility Maintenance					
C220	Coleman Oil Co				
APMWB	Check	CP-0290616	August 2025 Fuel Usage	001-433.0000.64030	85.86
W0226	Walter E Nelson Co				
APMWB	Electronic Funds Transf	555168	Maintenance Paper Products	001-433.0000.63140	548.43
		555169	Cleaning Supplies	001-433.0000.63150	291.52
Dept 433 Total:					925.81
Dept: 434 Fleet Maintenance					
A1395	Advanced Compressor & Hose Inc				
APMWB	Check	100891	sight glass & hose loks - P454	001-434.0000.63012	27.80
VEN14736	Cintas Corporation No. 3				
APMWB	Check	4241875201	Fleet Laundry & Rug Service	001-434.0000.63160	99.32
		4241107557	Fleet Laundry & rug Service	001-434.0000.63160	89.02
C220	Coleman Oil Co				
APMWB	Check	CP-0290616	August 2025 Fuel Usage	001-434.0000.64030	266.93
VEN03826	FMI Equipment				
APMWB	Check	SPK-1014366	Filter Return	001-434.0000.63012	-17.86
		SPK-1014911	THROTTLE CONTROL, SVR - P469	001-434.0000.63012	25.69

Vendor Number Bank Code	Vendor Name Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
F145	Freightliner Northwest- Spokane				
APMWB	Check	PC001656861 01	MARKER LIGHT - stock	001-434.0000.63011	119.64
		PC001656916 01	Front cover and attachment parts - S219	001-434.0000.63011	466.10
		SR001127867 01	LABOR TO PERFORM REPAIRS - S223	001-434.0000.67170	771.12
N001	Napa Auto Parts				
APMWB	Check	358185	Fleet - Filter Stock	001-434.0000.63011	87.36
		357318	LIT Truck-Lite Clearance & Mark (U10J)	001-434.0000.63011	29.31
		358248	NAPAGOLD OIL FILTER - P473	001-434.0000.63012	17.20
		358137	SPARK PLUG - P454	001-434.0000.63012	36.76
		358185	Fleet - Filter Stock	001-434.0000.63012	74.88
		357354	Wiper Blades - A119	001-434.0000.63013	10.82
		358185	Fleet - Filter Stock	001-434.0000.63013	87.37
		357601	MIL UTILITY BLADES (M01) Above Item on	001-434.0000.67090	9.99
		357418	CHT PLIERSSTRIP/CRIM/CUT () Qty: 1 for	001-434.0000.67090	33.35
VEN08121	PacWest Machinery LLC				
APMWB	Check	30428308	RADIATOR CAP - s506	001-434.0000.63011	84.26
P1001	Pape Machinery				
APMWB	Check	7008973	Onsite repair - P312	001-434.0000.67170	274.47
P180	Perfection Tire				
APMWB	Check	1095332	TURF SAVER TIRES	001-434.0000.67190	213.00
R251	Serights Ace Hardware				
APMWB	Check	369306/1	Tubing & clamp	001-434.0000.63011	16.14
		369307/1	Tubing & Clamp for S237	001-434.0000.63011	16.14
		369384/1	Credit of invoice 369306/1 billed in error	001-434.0000.63011	-16.14
		369547/1	NAILS BOLTS NUTS	001-434.0000.63012	8.25
VEN13988	Tacoma Screw Products, Inc				
APMWB	Check	240158540-00	Brake & Parts Cleaner	001-434.0000.63011	20.17
				001-434.0000.63012	20.17
				001-434.0000.63013	17.29
W180	Western States Equipment				
APMWB	Check	IN003308180	Battery - S350	001-434.0000.63011	542.38
Dept 434 Total:					3,430.93
Dept: 441 Urban Forestry					
C220	Coleman Oil Co				
APMWB	Check	CP-0290616	August 2025 Fuel Usage	001-441.0000.64030	694.12
Dept 441 Total:					694.12
Dept: 442 Cemetery					
C220	Coleman Oil Co				
APMWB	Check	CP-0290616	August 2025 Fuel Usage	001-442.0000.64030	451.81
S050	Saturday Night Inc.				
APMWB	Electronic Funds Transf	108038	Uniforms	001-442.4000.72000	845.73
R251	Serights Ace Hardware				
APMWB	Check	369201/1	PLIER 12"PUMP CHANNEL LK	001-442.0000.67090	50.38
		369285/1	CONCRETE MIX 60#QUIKRETE	001-442.0000.68170	352.24
		369225/1	Parks Construction Project	001-442.0000.68170	37.74
		369231/1	PIPE S&D PVC SLD 4X10BEL	001-442.0000.68230	18.72
		369428/1	Irrigation parts	001-442.0000.68230	64.97
		369201/1	PLIER 12"PUMP CHANNEL LK	001-442.0000.68230	26.05
C606	Sun Rental Post Falls				
APMWB	Check	515056-01	Rental	001-442.0000.67070	203.50
W230	Wilbert Precast Inc.				
APMWB	Check	329267-1	Reuter Slant 36	001-442.0000.63760	1,716.00
		348895-1	MM-Headstone 472133 30" Slant + Shipping	001-442.0000.63760	1,263.25
		351772-1	MM-Headstone 474705 24" Flat + Shipping	001-442.0000.63760	473.45
		353977-1	MM-Headstone 477406 24" Flat + Tariff + Sh	001-442.0000.63760	473.45
		359836-1	GG35 Final Engraving 483102 Walker, Judy	001-442.0000.63760	225.00
		352591-1	GG35 Final Engraving 477622 Williamson, M	001-442.0000.63760	225.00
Dept 442 Total:					6,427.29

Vendor Number Bank Code	Vendor Name Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
Dept: 443 Parks					
VEN14428	Asphalt Pros USA				
APMWB	Electronic Funds Transf	944	Crack fiil and Seal Corbin Park	001-443.0000.68111	17,775.00
C180	Central Pre Mix Concrete				
APMWB	Check	4003081	SONOTUBE 12" For Community Forest	001-443.0000.68170	249.60
C220	Coleman Oil Co				
APMWB	Check	CP-0290616	August 2025 Fuel Usage	001-443.0000.64030	4,593.20
C3090	Columbia Electric Supply				
APMWB	Check	1120-1022373	1G RCP COVER	001-443.0000.67030	63.56
C410	Country Lock & Key, Inc.				
APMWB	Electronic Funds Transf	15854	Lock & lever for shop door	001-443.0000.67030	141.95
VEN14867	CW Signs				
APMWB	Check	3529	24"x18" Custom Aluminum Sign - Parking Fe	001-443.0000.63260	240.00
I110	Idaho Fence Co, Inc.				
APMWB	Check	51131	Fence Part for Community Forest	001-443.0000.63530	227.92
I340	Interstate Concrete & Asphalt				
APMWB	Electronic Funds Transf	1073814	2350 5/8" TOP COURSE For Community Fo	001-443.0000.68170	644.48
N001	Napa Auto Parts				
APMWB	Check	356648	2YR WTY BAT for Small Equipment	001-443.0000.66190	379.00
		357420	VAL CRIMSON 2 GRS CARTR for Equipmer	001-443.0000.66190	52.68
VEN12530	Premier Powder Coating & Custom Fab LLC				
APMWB	Check	35948	Benches for Warren Park	001-443.0000.80110	4,810.96
R060	Ragan Equipment Co.				
APMWB	Check	01-174426	Backpack Blower Repair	001-443.0000.66190	224.98
		01-174425		001-443.0000.66190	175.06
R1691	River City Paint & Decorating				
APMWB	Check	P6DMD	Graffiti Cover-up Paint	001-443.0000.68160	277.95
R251	Serights Ace Hardware				
APMWB	Check	369419/1	BG50 HANDHELD BLOWER Serial#547300	001-443.0000.66190	161.99
		369176/1	NAILS BOLTS NUTS for Construction	001-443.0000.67030	9.54
		369308/1	ADHESIVE FOR PARKS	001-443.0000.67030	21.59
		369392/1	Tools for Parks	001-443.0000.67090	13.47
		369202/1	Tools for Construction	001-443.0000.67090	44.62
		369313/1	Paint Supplies for Parks	001-443.0000.68160	22.10
		369315/1	Pipe & adhesive for Parks	001-443.0000.68230	39.51
		369236/1	City Hall Irrigation	001-443.0000.68230	18.22
A565	SiteOne Landscape Supply, LLC				
APMWB	Check	157641924-001	SCH 40 PVC REDUCER BUSHING FLUSH	001-443.0000.68230	8.01
Dept 443 Total:					30,195.39
Dept: 444 Parks - Construction					
VEN05261	CDA PAVING				
APMWB	Check	108501	Top Course for Warren Park	001-444.0000.94180	109.16
I340	Interstate Concrete & Asphalt				
APMWB	Electronic Funds Transf	1073819	5/8" TOP COURSE for Warren	001-444.0000.94180	24.56
J105	J-U-B Engineers, Inc.				
APMWB	Electronic Funds Transf	0187590	Warren Park Road Frontage Improvements	001-444.0000.94180	7,369.10
K100	Kootenai County Solid Waste				
APMWB	Check	09-30289/12-82128	Construction debris disposal for Warren Park	001-444.0000.94180	306.80
Dept 444 Total:					7,809.62
Dept: 445 Recreation					
R097	Rebecca Powell				
APMWB	Check	08.26.25	Fall Brochure 2025	001-445.0000.63210	1,470.00
S050	Saturday Night Inc.				
APMWB	Electronic Funds Transf	107770	Post Falls Golf Camp	001-445.0000.63430	395.68
VEN02035	Staples, Inc				
APMWB	Check	6041200179	Office Supplies-Recreation	001-445.0000.63060	39.49
VEN15000	Wiley E. Waters				
APMWB	Check	08.21.25	Rafting Trips	001-445.0000.62040	160.00

Dept 445 Total: 2,065.17

Packet: APPKT17444 - Check Run 9.5.25

Check Date: 9/5/2025

Vendor Set: 01 - Vendor Set 01

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
Dept: 451 Planning & Zoning							
VEN02035	Staples, Inc						
APMWB	Check			6041200177	Office Supplies-Planning	001-451.0000.63060	139.93
Dept 451 Total:							139.93
Dept: 452 Building Inspector							
C220	Coleman Oil Co						
APMWB	Check			CP-0290616	August 2025 Fuel Usage	001-452.0000.64030	592.14
Dept 452 Total:							592.14
Dept: 453 Engineering							
C220	Coleman Oil Co						
APMWB	Check			CP-0290616	August 2025 Fuel Usage	001-453.0000.64030	271.93
Dept 453 Total:							271.93
Fund 001 Total:							1,030,955.73
Fund: 008 - 911 SUPPORT							
Dept: 426 911 Support							
D053	Day Management Corporation						
APMWB	Check			INV887958	Relicensing radio frequencies	008-426.0000.62040	1,965.00
M2005	Motorola Solutions						
APMWB	Electronic Funds Transfr			1187154052	Tri-Band portable radios	008-426.0000.91560	546,386.40
VEN14584	Sylint, LLC						
APMWB	Electronic Funds Transfr			20892	Monthly Sylint payments	008-426.0000.66043	3,591.58
Dept 426 Total:							551,942.98
Fund 008 Total:							551,942.98
Fund: 011 - FACILITY BUILDING RESERVE							
Dept: 491 Facility Building Reserve							
VEN14808	Ardurra Group, Inc						
APMWB	Electronic Funds Transfr			230061 - 15	Parks Dept. & Black Bay Parking Lot	011-491.0000.95015	23,857.30
Dept 491 Total:							23,857.30
Fund 011 Total:							23,857.30
Fund: 017 - ANNEXATION FEES							
Dept: 410 General Government Services							
VEN15043	Urban3 LLC						
APMWB	Check			AC0004048B	Consulting Invoice #8	017-410.0000.62040	10,653.15
Dept 410 Total:							10,653.15
Fund 017 Total:							10,653.15
Fund: 038 - PARKS IMPACT FEES							
Dept: 443 Parks							
A293	Allwest Testing & Engin., LLC						
APMWB	Check			242093	Field work and testing for Black Bay Board	038-443.0000.94070	3,693.35
Dept 443 Total:							3,693.35
Fund 038 Total:							3,693.35
Fund: 650 - RECLAIMED WATER OPERATING							
Dept: 463 Wastewater Operating							
A090	Accurate Testing Labs LLC						
APMWB	Check			147785	August Monthly Comps	650-463.0000.68360	1,320.00
A1395	Advanced Compressor & Hose Inc						
APMWB	Check			100769	Camlok 2"	650-463.0000.68025	35.80

Vendor Number Bank Code	Vendor Name Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
A424	Anatek Labs, Inc.				
APMWB	Check	2521581	2521581	650-463.0000.68360	565.00
		2521092	ALK Compliance 2025	650-463.0000.68360	740.00
		2522145	Surface Water	650-463.0000.68360	865.00
VEN14632	Aquatic Informatics Inc				
APMWB	Electronic Funds Transf	114081	WIMS 2026 Support	650-463.0000.66012	2,575.10
A497	Arrow Construction Supply, Inc				
APMWB	Check	3142	Treatment Clairfier #6	650-463.0000.68025	139.58
VEN14736	Cintas Corporation No. 3				
APMWB	Check	4240375235	Uniform laundry service	650-463.4000.72000	174.73
		4241107823	Uniform cleaning	650-463.4000.72000	174.73
C18750	CityServiceValcon, LLC				
APMWB	Check	0856713	Mobil SHC 624 5Ga Pail - 208-699-0251 Dor	650-463.0000.68025	524.16
		0856431	Mobil SHC 625 5Ga Pail -	650-463.0000.68025	524.16
		0872428	Mobil Polyrex EM-10 Cart	650-463.0000.68025	187.46
		0826862	Mobilgrease XHP 222 40 Cart -	650-463.0000.68025	187.46
		0872143	Mobil DTE FM32-5Ga Pail call when gets he	650-463.0000.68025	238.16
		0872428	Mobil Polyrex EM-10 Cart	650-463.0000.68025	56.19
C220	Coleman Oil Co				
APMWB	Check	CP-0290616	August 2025 Fuel Usage	650-463.0000.65005	721.25
G098	Grainger				
APMWB	Check	9620020645	PLEATED AIR FILTER,20X25X2,MERV 7 M	650-463.0000.68010	954.66
H030	Hach Company				
APMWB	Check	14625148	M-TEC, MODIFIED AGAR PLATES, PK/15	650-463.0000.63400	19.59
		14625072	AMMONIA, TNT+, HR (2-47 MG/L) PK/25	650-463.0000.63400	183.90
		14625148	M-TEC, MODIFIED AGAR PLATES, PK/15	650-463.0000.63400	659.35
H1957	Horizon				
APMWB	Electronic Funds Transf	2S242456	Treatment Supplies	650-463.0000.68010	200.62
J105	J-U-B Engineers, Inc.				
APMWB	Electronic Funds Transf	0187508	Solids Handling Improvements JUB Invoice	650-463.3125.95520	70,543.60
N040	NCL of Wisconsin, Inc.				
APMWB	Check	524185	CS (60/cs) B-55R, Buffered Dilution Water fo	650-463.0000.63400	98.11
N210	Northland Nursery				
APMWB	Check	220000071774	Arborvitae Treatment	650-463.0000.68010	221.00
		220000071670		650-463.0000.68010	828.75
V040	ODP Business Solutions				
APMWB	Check	434714778001	Office Supplies-Water/WW	650-463.0000.63060	301.01
R1913	Rockhound Landscape Supply				
APMWB	Check	8.4.2025	Bark treatment plant	650-463.0000.68010	200.00
		8.8.25	Bark for Treatment Plant	650-463.0000.68010	200.00
		8.15.2025a	Bark for Arborvitae	650-463.0000.68010	160.00
VEN12936	Rocky Mountain Valve & Automation, Inc				
APMWB	Check	INV-00715	Valves	650-463.0000.68025	385.00
R251	Serights Ace Hardware				
APMWB	Check	369193/1	RAPID GRASS SUN/SHD 16#	650-463.0000.68010	197.98
		369320/1	THREADLOCKER nuts and bolts	650-463.0000.68025	1.98
		369136/1	QCK LNK STL ZNC SLV 1/2"	650-463.0000.68025	38.65
		369334/1	Nozzle, cable ties, air filter	650-463.0000.68025	108.79
		369320/1	THREADLOCKER nuts and bolts	650-463.0000.68025	8.99
		369318/1	AIR FILTER 16X25X2 PLTD GARRETT BAT	650-463.0000.68025	25.16
W0226	Walter E Nelson Co				
APMWB	Electronic Funds Transf	554457	PPE Supplies	650-463.0000.63400	317.33
W2066	Whitney Equipment Co. Inc.				
APMWB	Check	PS-INV113404	CONNECTION,HOSE 2' "NPSM PLASTIC	650-463.0000.68025	212.02
Dept 463 Total:					84,895.27
Dept: 466 Wastewater - Collections					
VEN14808	Ardurra Group, Inc				
APMWB	Electronic Funds Transf	240451-8	SH41 & Poleline Ardurra Invoice July 2025	650-466.3221.68400	9,260.51
VEN14736	Cintas Corporation No. 3				
APMWB	Check	4241107823	Uniform cleaning	650-466.4000.72000	174.73

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
C220	APMWB	Check		4240375235	Uniform laundry service	650-466.4000.72000	174.73
G098	APMWB	Check		CP-0290616	August 2025 Fuel Usage	650-466.0000.65005	2,649.07
I129	APMWB	Check		9611932410	TIME SWITCH, 120V, ROUND, FLUSHI MOU	650-466.0000.68021	71.76
J105	APMWB	Check		E7559	2025 IRWA Conference, Don Ellis	650-466.0000.64020	285.00
N001	APMWB	Electronic Funds Transf		0187631	Montrose Highlands Generator JUB Invoice	650-466.3104.68400	6,073.40
	APMWB	Check		354996	Air Filters	650-466.0000.63006	35.09
				355405	Tool Socket	650-466.0000.67090	9.32
				357748	NAPA Gold Oil Filter (D1)	650-466.0000.68021	35.32
				357747	Collections /Gen Maintenance	650-466.0000.68021	257.79
O050				354620	Core Deposit ()	650-466.0000.68021	-36.00
R251	APMWB	Electronic Funds Transf		0032397557	GAS DETECTOR CALIBRATION	650-466.0000.63110	220.00
	APMWB	Check		369287/1	DIPD GLV TRU GRT PVC BLK	650-466.0000.63000	14.39
				369354/1	FOLDNG HEX KY ST 3PC	650-466.0000.63330	20.69
				369191/1	DIELCTRC SILICONE 1/3 OZ	650-466.0000.63330	8.99
				369354/1	FOLDNG HEX KY ST 3PC	650-466.0000.67090	17.99
				369275/1	WASP/HRNT KLR LQD 17.5OZ	650-466.0000.68010	26.94
VEN02035				369078/1	STEP DRLBIT #4	650-466.0000.68021	70.08
	APMWB	Check		6041200183	Office supplies- Wastewater	650-466.0000.63006	254.83
Dept 466 Total:							19,624.63
Dept: 468 Wastewater - Surface Water							
C220	APMWB	Check		CP-0290616	August 2025 Fuel Usage	650-468.0000.65005	672.20
H1957	APMWB	Electronic Funds Transf		2S241803	RG5050YLW 5GAL YELLOW BUCKET W/ F	650-468.0000.68380	369.50
R1913	APMWB	Check		052825	Fine Sand	650-468.0000.68380	82.80
				8.15.2025	80 SF Sod Swale	650-468.0000.68380	47.20
				032525	Screened Sand	650-468.0000.68380	108.00
R251	APMWB	Check		369338/1	31-140 STARTER ROPE #4	650-468.0000.68380	7.10
				369128/1	HEX BUSHINGS 1X3/4" GLV ID 3B3154 RO	650-468.0000.68380	11.86
				369228/1	REWIND SPRING	650-468.0000.68380	12.59
Dept 468 Total:							1,311.25
Fund 650 Total:							105,831.15
Fund: 651 - RECLAIMED WATER CAPITAL - WWTP							
Dept: 463 Wastewater Operating							
J105	APMWB	Electronic Funds Transf		0187315	Tertiary Upgrade JUB Invoice - July 2025	651-463.3213.90015	55,269.25
Dept 463 Total:							55,269.25
Fund 651 Total:							55,269.25
Fund: 652 - RECLAIMED WATER CAPITAL - COLLECTOR							
Dept: 463 Wastewater Operating							
J105	APMWB	Electronic Funds Transf		187641	Seltice Way Rehab - JUB Invoice July 2025	652-463.3229.95520	20,074.80
Dept 463 Total:							20,074.80
Fund 652 Total:							20,074.80

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
Fund: 700 - SANITATION							
Dept: 461 Sanitation							
K100	Kootenai County Solid Waste						
APMWB	Check			09-30289/12-82995	Parks refuse	700-461.0000.65050	19.18
				09-30289/12-82644	Yard Waste disposal	700-461.0000.65050	286.09
				09-30289/12-81807	Big Can Refuse	700-461.0000.65050	69.80
Dept 461 Total:							375.07
Fund 700 Total:							375.07
Fund: 750 - WATER OPERATING							
Dept: 462 Water Operating							
A090	Accurate Testing Labs LLC						
APMWB	Check			148177	BACT T PA Coliform Presence/Absence	750-462.0000.68360	30.00
				148200		750-462.0000.68360	150.00
				148173		750-462.0000.68360	150.00
				148030		750-462.0000.68360	150.00
A1395	Advanced Compressor & Hose Inc						
APMWB	Check			100872	Sample Parts	750-462.0000.63280	94.77
VEN14551	Andy's Heating & Cooling						
APMWB	Check			41614209	Specialized HVAC repair includes special or	750-462.0000.68010	250.00
C220	Coleman Oil Co						
APMWB	Check			CP-0290616	August 2025 Fuel Usage	750-462.0000.64030	1,578.71
C360	Consolidated Supply Co.						
APMWB	Electronic Funds Transf			S012546963.003	1"X7-1/2" S80 PVC NIPPLE (METER BLANK	750-462.0000.63280	47.90
				S012546963.002	ARMORCAST A6001420T 17"X28" RPM 1P	750-462.0000.63280	962.42
VEN09744	Controlfreak Inc						
APMWB	Check			6969	Well House Radio	750-462.3315.68382	1,580.00
VEN01237	Custom Truck						
APMWB	Check			185100	WEATHER TECH 4414361VIM	750-462.0000.67170	404.00
H003	H.D. Fowler Company						
APMWB	Check			I7098356	Parks Wedge Gate, Water Well 11	750-462.0000.63280	1,211.12
J105	J-U-B Engineers, Inc.						
APMWB	Electronic Funds Transf			0187371	Well #4 JUB Invoice July 2025	750-462.3227.95550	24,526.60
N001	Napa Auto Parts						
APMWB	Check			355460	Shop Supplies	750-462.0000.63280	47.00
				350423	6MO WTY BAT	750-462.0000.68025	408.30
R251	Serights Ace Hardware						
APMWB	Check			368982/1	MMCD LIQHNDSP LMNVER	750-462.0000.63060	16.12
				369380/1	Hardware parts	750-462.0000.63280	23.72
				369022/1	Batteries, cap and adapter	750-462.0000.63280	15.42
				369380/1	Hardware parts	750-462.0000.63280	13.66
				369135/1	BAR PRY	750-462.0000.63280	37.79
				369349/1	HEX KEY SET MTR&SAE 22PC	750-462.0000.63280	29.69
				369312/1	Tie down	750-462.0000.63280	21.57
				368998/1	M18 FL PKOUT WET/DRY VAC	750-462.0000.63280	189.05
				369353/1	NAILS BOLTS NUTS	750-462.0000.63280	3.80
				369022/1	Batteries, cap and adapter	750-462.0000.63280	17.09
				369380/1	Hardware parts	750-462.0000.63280	8.63
				368998/1	M18 FL PKOUT WET/DRY VAC	750-462.0000.63280	39.89
				369015/1	Maintenance Well House	750-462.0000.63280	78.39
				369022/1	Batteries, cap and adapter	750-462.0000.63280	3.59
VEN15148	William Keating						
APMWB	Check			08.28.25	Partial refund for BLDR-24-884	750-462.3316.33605	419.27
VEN15055	WM Welch Corp						
APMWB	Electronic Funds Transf			Well #4 Pay App #6	Well House #4 - WM Welch Pay App #6	750-462.3227.95550	60,670.99
Dept 462 Total:							93,179.49
Fund 750 Total:							93,179.49
Fund: 753 - WATER CAPITAL							

Packet: APPKT17444 - Check Run 9.5.25
Vendor Set: 01 - Vendor Set 01

Check Date: 9/5/2025

Vendor Number	Vendor Name				
Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
Dept: 462 Water Operating					
VEN15148	William Keating				
APMWB	Check	08.28.25	Partial refund for BLDR-24-884	753-462.3308.38605	3,320.00
Dept 462 Total:					3,320.00
Fund 753 Total:					3,320.00
Report Total:					1,899,152.27



Fund	Account	Amount
001 - GENERAL FUND		
	001-412.0000.66043	2,557.42
	001-414.0000.62040	6,562.00
	001-414.0000.62091	3,703.75
	001-414.1445.62170	387.22
	001-414.1445.62190	180.86
	001-418.0000.63060	117.00
	001-421.0000.63210	155.00
	001-421.0000.63920	127.51
	001-421.0000.64030	6,052.55
	001-421.0000.65021	481.90
	001-421.0000.65030	520.91
	001-421.0000.66043	838.50
	001-421.0000.67020	31,900.47
	001-421.0000.67100	614.85
	001-421.0000.67170	39.95
	001-421.0000.67190	1,141.00
	001-421.0000.90020	72,360.00
	001-421.4000.72000	108.00
	001-423.1153.68400	1,450.00
	001-424.0000.63040	62.00
	001-424.0000.64030	56.16
	001-427.0000.62040	0.77
	001-427.0000.63000	344.76
	001-427.0000.64030	121.36
	001-431.0000.62060	340.00
	001-431.0000.63060	39.49
	001-431.0000.63070	36.04
	001-431.0000.63260	3,353.70
	001-431.0000.64030	6,430.28
	001-431.0000.66016	592.68
	001-431.0000.67090	234.46
	001-431.0000.68090	2,394.20
	001-431.0000.68100	80.59
	001-431.0000.68110	645,105.09
	001-431.0000.68130	123,699.15
	001-431.0000.95040	16,044.80
	001-431.1811.95040	50,000.00
	001-431.4000.72000	168.98
	001-433.0000.63140	548.43
	001-433.0000.63150	291.52
	001-433.0000.64030	85.86
	001-434.0000.63011	1,365.36
	001-434.0000.63012	192.89
	001-434.0000.63013	115.48
	001-434.0000.63160	188.34
	001-434.0000.64030	266.93
	001-434.0000.67090	43.34
	001-434.0000.67170	1,045.59
	001-434.0000.67190	213.00
	001-441.0000.64030	694.12
	001-442.0000.63760	4,376.15
	001-442.0000.64030	451.81
	001-442.0000.67070	203.50
	001-442.0000.67090	50.38
	001-442.0000.68170	389.98
	001-442.0000.68230	109.74

001-442.4000.72000	845.73
001-443.0000.63260	240.00
001-443.0000.63530	227.92
001-443.0000.64030	4,593.20
001-443.0000.66190	993.71
001-443.0000.67030	236.64
001-443.0000.67090	58.09
001-443.0000.68111	17,775.00
001-443.0000.68160	300.05
001-443.0000.68170	894.08
001-443.0000.68230	65.74
001-443.0000.80110	4,810.96
001-444.0000.94180	7,809.62
001-445.0000.62040	160.00
001-445.0000.63060	39.49
001-445.0000.63210	1,470.00
001-445.0000.63430	395.68
001-451.0000.63060	139.93
001-452.0000.64030	592.14
001-453.0000.64030	271.93
Fund 001 Total:	1,030,955.73
008 - 911 SUPPORT	
008-426.0000.62040	1,965.00
008-426.0000.66043	3,591.58
008-426.0000.91560	546,386.40
Fund 008 Total:	551,942.98
011 - FACILITY BUILDING RESERVE	
011-491.0000.95015	23,857.30
Fund 011 Total:	23,857.30
017 - ANNEXATION FEES	
017-410.0000.62040	10,653.15
Fund 017 Total:	10,653.15
038 - PARKS IMPACT FEES	
038-443.0000.94070	3,693.35
Fund 038 Total:	3,693.35
650 - RECLAIMED WATER OPERATING	
650-463.0000.63060	301.01
650-463.0000.63400	1,278.28
650-463.0000.65005	721.25
650-463.0000.66012	2,575.10
650-463.0000.68010	2,963.01
650-463.0000.68025	2,673.56
650-463.0000.68360	3,490.00
650-463.3125.95520	70,543.60
650-463.4000.72000	349.46
650-466.0000.63000	14.39
650-466.0000.63006	289.92
650-466.0000.63110	220.00
650-466.0000.63330	29.68
650-466.0000.64020	285.00
650-466.0000.65005	2,649.07
650-466.0000.67090	27.31
650-466.0000.68010	26.94
650-466.0000.68021	398.95
650-466.3104.68400	6,073.40
650-466.3221.68400	9,260.51
650-466.4000.72000	349.46
650-468.0000.65005	672.20
650-468.0000.68380	639.05
Fund 650 Total:	105,831.15
651 - RECLAIMED WATER CAPITAL - WWTP	
651-463.3213.90015	55,269.25
Fund 651 Total:	55,269.25
652 - RECLAIMED WATER CAPITAL - COLLECTOR	
652-463.3229.95520	20,074.80
Fund 652 Total:	20,074.80

700 - SANITATION		
	700-461.0000.65050	375.07
	Fund 700 Total:	375.07
750 - WATER OPERATING		
	750-462.0000.63060	16.12
	750-462.0000.63280	2,845.50
	750-462.0000.64030	1,578.71
	750-462.0000.67170	404.00
	750-462.0000.68010	250.00
	750-462.0000.68025	408.30
	750-462.0000.68360	480.00
	750-462.3227.95550	85,197.59
	750-462.3315.68382	1,580.00
	750-462.3316.33605	419.27
	Fund 750 Total:	93,179.49
753 - WATER CAPITAL		
	753-462.3308.38605	3,320.00
	Fund 753 Total:	3,320.00
	Report Total:	1,899,152.27

ACCOUNTS PAYABLE HANDCHECK ACCOUNTABILITY

8/26/2025	\$205.06	101254 Zply Fiber
8/29/2025	\$86.39	APA000769 AT&T Long Distance
8/29/2025	\$159.99	APA000770 Charter Communications
8/29/2025	\$155.00	APA000771 Charter Communications
8/29/2025	\$3,310.13	APA000772 Kootenai County Solid Waste
8/29/2025	\$32.50	APA000773 Kootenai Electric
8/29/2025	\$919.23	APA000774 Level 3 Communications
8/29/2025	\$624.37	APA000775 Level 3 Communications
8/29/2025	\$199.96	APA000776 TDS
8/29/2025	\$720.72	APA000777 T-Mobile USA
8/29/2025	\$1,867.60	APA000778 T-Mobile USA
8/29/2025	\$99.39	APA000779 Zply Fiber
8/29/2025	\$103.52	APA000780 Zply Fiber
9/5/2025	\$628.05	APA000881 AT&T Mobility
9/5/2025	\$21.89	APA000882 AT&T Mobility
9/5/2025	\$520.91	APA000883 AT&T Mobility
9/5/2025	\$1,613.79	APA000884 Avista
9/5/2025	\$139.99	APA000885 Charter Communications
9/5/2025	\$149.98	APA000886 Charter Communications
9/5/2025	\$16.94	APA000887 Charter Communications
9/5/2025	\$169.99	APA000888 Charter Communications
9/5/2025	\$666.80	APA000889 H & H Business Systems
9/5/2025	\$27,650.58	APA000890 Idaho State Tax Commission
9/5/2025	\$53,058.33	APA000891 Kootenai Electric
9/5/2025	\$1,987.53	APA000892 level 3 Communications
9/5/2025	\$368.87	APA000893 Post Falls Food Bank
9/5/2025	\$80.02	APA000894 Verizon Wireless
9/5/2025	\$228.07	APA000895 Verizon Wireless
9/5/2025	\$201.67	APA000896 Verizon Wireless
9/5/2025	\$120.03	APA000897 Verizon Wireless
9/5/2025	\$120.03	APA000898 Verizon Wireless
9/5/2025	\$485.13	APA000899 Verizon Wireless
9/5/2025	\$134.09	APA000900 Zply Fiber
	\$96,846.55	

ITY FOR CHECK RUN 09/17/25

Pay Before Due Date	001-445.0000.65030
Pay Before Due Date	001-431.0000.65030
Pay Before Due Date	001-421.0000.65030
Pay Before Due Date	001-442.0000.65030
Pay Before Due Date	Various
Pay Before Due Date	001-443.0000.65021
Pay Before Due Date	Various
Pay Before Due Date	Various
Pay Before Due Date	Various
Pay Before Due Date	001-421.0000.65030
Pay Before Due Date	001-421.0000.65030
Pay Before Due Date	650-463.0000.65030
Pay Before Due Date	650-463.0000.62030
Pay Before Due Date	650-463.0000.65030
Pay Before Due Date	Various
Pay Before Due Date	001-421.0000.65030
Pay Before Due Date	Various
Pay Before Due Date	001-412.0000.65040
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	001-22095, 700-22095
Pay Before Due Date	Various
Pay Before Due Date	Various
Pay Before Due Date	001-22110
Pay Before Due Date	001-445.0000.63080
Pay Before Due Date	Various
Pay Before Due Date	001-443.0000.65030
Pay Before Due Date	001-424.0000.65030
Pay Before Due Date	001-453.0000.65030
Pay Before Due Date	Various
Pay Before Due Date	650-463.0000.65030

**CITY OF POST FALLS
AGENDA REPORT
CONSENT CALENDAR
MEETING DATE: 9/16/2025**

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: Victoria Howell, Purchasing/CSR

SUBJECT: July 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 July 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 July 2025. The budget summary report details the budgeted amount by expenditure type and the amount expended through the end of July 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 July, the total of investments and cash on hand was \$234,575,674.47. Finally, the Treasurer's Report of Cash and Investment Transactions details the receipts and disbursements to each fund during the month of July.

ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON:

None

APPROVED OR DIRECTION GIVEN:

None

FISCAL IMPACT OR OTHER SOURCE OF FUNDING:

\$234,575,674.47

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 July 31, 2025

FUND OR DEPARTMENT	TYPE OF EXPENDITURE	TOTAL BUDGET	YTD EXPENDITURE	PERCENT EXPENDED
411 - MAYOR COUNCIL	Operating	\$ 171,935.60	\$ 125,151.22	72.8%
	Personnel	127,189.88	96,134.41	75.6%
		<u>299,125.48</u>	<u>221,285.63</u>	74.0%
412 - INFORMATION SYSTEMS	Operating	144,650.00	252,827.62	174.8%
	Capital	17,500.00	16,479.96	0.0%
	Personnel	730,352.76	576,527.24	78.9%
		<u>892,502.76</u>	<u>845,834.82</u>	94.8%
413 - GENERAL SERVICES	Operating	27,000.00	11,023.84	40.8%
	Personnel	575,111.36	468,871.67	81.5%
		<u>602,111.36</u>	<u>479,895.51</u>	79.7%
414 - FINANCE	Operating	624,485.00	577,105.49	92.4%
	Personnel	705,291.14	559,546.88	79.3%
		<u>1,329,776.14</u>	<u>1,136,652.37</u>	85.5%
415 - CITY CLERK	Operating	53,603.00	29,354.39	54.8%
	Capital	-	-	0.0%
	Personnel	93,315.60	64,151.97	68.7%
		<u>146,918.60</u>	<u>93,506.36</u>	63.6%
417 - MEDIA/CABLE FRANCHISE	Operating	64,850.00	38,917.30	60.0%
	Capital	-	-	0.0%
	Personnel	161,845.81	129,082.23	79.8%
		<u>226,695.81</u>	<u>167,999.53</u>	74.1%
418 - HUMAN RESOURCES	Operating	6,950.00	5,685.78	81.8%
	Personnel	248,491.12	201,238.79	81.0%
		<u>255,441.12</u>	<u>206,924.57</u>	81.0%
421 - POLICE	Operating	945,243.54	872,259.52	92.3%
	Capital	330,000.00	291,146.57	88.2%
	Personnel	9,150,342.05	6,650,163.15	72.7%
		<u>10,425,585.59</u>	<u>7,813,569.24</u>	74.9%
423 - OASIS	Operating	4,100.00	42,819.90	1044.4%
	Capital	-	-	0.0%
	Personnel	133,544.76	128,826.74	96.5%
		<u>137,644.76</u>	<u>171,646.64</u>	124.7%
424 - LEGAL (PROSECUTING)	Operating	82,446.00	236,459.33	286.8%
	Capital	-	-	0.0%
	Personnel	1,061,552.81	792,113.72	74.6%
		<u>1,143,998.81</u>	<u>1,028,573.05</u>	89.9%
427 - ANIMAL CONTROL	Operating	17,050.00	8,318.34	48.8%
	Personnel	209,315.89	166,233.20	79.4%
		<u>226,365.89</u>	<u>174,551.54</u>	77.1%
431 - STREETS	Operating	1,993,650.00	731,652.40	36.7%
	Capital	6,650,000.00	1,768,077.29	0.0%
	Personnel	1,674,238.01	1,201,335.40	71.8%
		<u>10,317,888.01</u>	<u>3,701,065.09</u>	35.9%

CITY OF POST FALLS
BUDGET STATUS REPORT
FOR MONTH ENDED July 31, 2025

FUND OR DEPARTMENT	TYPE OF EXPENDITURE	TOTAL BUDGET	YTD EXPENDITURE	PERCENT EXPENDED
432 - PUBLIC WORKS ADMIN.	Operating	21,030.00	3,635.33	17.3%
	Personnel	-	121.89	0.0%
		<u>21,030.00</u>	<u>3,757.22</u>	17.9%
433 - FACILITY MAINTENANCE	Operating	48,880.00	33,518.61	68.6%
	Capital	40,000.00	-	0.0%
	Personnel	346,802.57	270,393.66	78.0%
		<u>435,682.57</u>	<u>303,912.27</u>	69.8%
434 - FLEET MAINTENANCE	Operating	257,537.00	233,952.18	90.8%
	Capital	2,784,000.00	2,177,140.55	78.2%
	Personnel	507,623.03	311,259.56	61.3%
		<u>3,549,160.03</u>	<u>2,722,352.29</u>	76.7%
435 - GIS	Operating	62,050.00	50,268.33	81.0%
	Personnel	205,163.73	163,296.78	79.6%
		<u>267,213.73</u>	<u>213,565.11</u>	79.9%
441 - URBAN FORESTRY	Operating	53,975.00	48,941.13	90.7%
	Capital	-	25,985.05	0.0%
	Personnel	297,460.01	242,148.53	81.4%
		<u>351,435.01</u>	<u>317,074.71</u>	90.2%
442 - CEMETERY	Operating	117,725.00	107,308.55	91.2%
	Capital	-	-	0.0%
	Personnel	256,391.79	206,367.83	80.5%
		<u>374,116.79</u>	<u>313,676.38</u>	83.8%
443 - PARKS	Operating	1,068,108.00	764,092.81	71.5%
	Capital	812,004.00	199,064.02	24.5%
	Personnel	1,550,224.34	1,179,577.16	76.1%
		<u>3,430,336.34</u>	<u>2,142,733.99</u>	62.5%
444 - PARKS CONSTRUCTION	Operating	-	-	0.0%
	Capital	80,000.00	531,168.51	664.0%
		<u>80,000.00</u>	<u>531,168.51</u>	664.0%
445 - RECREATION	Operating	253,358.00	199,220.30	78.6%
	Capital	-	-	0.0%
	Personnel	986,129.35	623,397.01	63.2%
		<u>1,239,487.35</u>	<u>822,617.31</u>	66.4%
451 - PLANNING & ZONING	Operating	32,918.95	18,657.08	56.7%
	Capital	-	-	100.0%
	Personnel	402,502.26	269,115.56	66.9%
		<u>435,421.21</u>	<u>287,772.64</u>	66.1%
452 - BUILDING INSPECTOR	Operating	27,500.00	20,654.41	75.1%
	Personnel	803,157.89	610,382.37	76.0%
	Capital	-	-	
		<u>830,657.89</u>	<u>631,036.78</u>	76.0%
453 - ENGINEERING	Operating	46,600.00	17,973.37	38.6%
	Capital	10,000.00	6,600.00	100.0%
	Personnel	837,813.54	570,573.43	68.1%
		<u>894,413.54</u>	<u>595,146.80</u>	66.5%

CITY OF POST FALLS
BUDGET STATUS REPORT
FOR MONTH ENDED July 31, 2025

FUND OR DEPARTMENT	TYPE OF EXPENDITURE	TOTAL BUDGET	YTD EXPENDITURE	PERCENT EXPENDED
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CITY OF POST FALLS
BUDGET STATUS REPORT
FOR MONTH ENDED July 31, 2025

FUND OR DEPARTMENT	TYPE OF EXPENDITURE	TOTAL BUDGET	YTD EXPENDITURE	PERCENT EXPENDED
454 - Community Development Admin	Operating	90,705.00	137,209.07	151.3%
	Capital	-	-	0.0%
	Personnel	243,835.96	197,612.79	81.0%
		334,540.96	334,821.86	100.1%
465 - STREET LIGHTS	Operating	660,000.00	609,779.90	92.4%
		660,000.00	609,779.90	92.4%
481 - CAPITAL IMPROVMENTS/CONTRACTS	Operating	1,825,386.00	905,747.51	49.6%
	Capital	-	-	0.0%
		1,825,386.00	905,747.51	49.6%
482 - PERSONNEL POOL	Operating	4,894,400.00	4,078,666.70	83.3%
	Personnel	(375,483.02)	44,324.37	-11.8%
		4,518,916.98	4,122,991.07	91.2%
497 - TRANSFERS OUT	Operating	-	-	0.0%
		-	-	0.0%
TOTAL GENERAL FUND		45,251,852.73	30,899,658.70	68.3%
002 - INSURANCE FUND	Operating	403,409.00	426,424.00	105.7%
		403,409.00	426,424.00	105.7%
003 - PERSONNEL FUND	Operating	52,500.00	38,862.11	74.0%
	Capital	-	-	0.0%
	Personnel	4,996,900.00	3,451,975.56	69.1%
		5,049,400.00	3,490,837.67	69.1%
004-Street Lights	Operating	-	-	0.0%
		-	-	
007 - DRUG SEIZURE FUND	Operating	168,000.00	28,475.42	16.9%
	Capital	-	-	
		168,000.00	28,475.42	16.9%
008 - 911 FUND	Operating	2,378,737.23	215,483.38	9.1%
	Capital	-	184,162.16	0.0%
	Personnel	30,723.47	20,269.88	66.0%
		2,409,460.70	419,915.42	17.4%
011 - FACILITY BUILDING RESERVE FUND	Operating	3,772,000.00	-	0.0%
	Capital	8,548,000.00	1,045,880.47	0.0%
		12,320,000.00	1,045,880.47	0.0%
017 - ANNEXATION FUND	Operating	220,000.00	178,965.35	81.3%
	Capital	1,500,000.00	-	
		1,720,000.00	178,965.35	10.4%
023 - SPECIAL EVENTS FUND	Operating	145,470.00	17,703.35	12.2%
		145,470.00	17,703.35	12.2%
029 - CEMETERY IMPROVEMENTS FUND	Operating	208,000.00	38,986.00	18.7%
	Capital	42,000.00	4,400.00	
		250,000.00	43,386.00	17.4%
034- KOOTENAI FIRE/EMS IMPACT FEES	Operating	1,000,000.00	517,518.51	51.8%
		1,000,000.00	517,518.51	51.8%

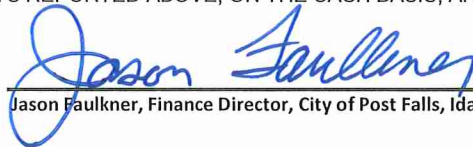
CITY OF POST FALLS
BUDGET STATUS REPORT
FOR MONTH ENDED July 31, 2025

FUND OR DEPARTMENT	TYPE OF EXPENDITURE	TOTAL BUDGET	YTD EXPENDITURE	PERCENT EXPENDED
035 - PUBLIC SAFETY IMPACT FEES FUND	Operating	2,190,000.00	50,907.67	2.3%
	Capital	15,000.00	17,389.50	0.0%
		<u>2,205,000.00</u>	<u>68,297.17</u>	3.1%

CITY OF POST FALLS
BUDGET STATUS REPORT
FOR MONTH ENDED July 31, 2025

FUND OR DEPARTMENT	TYPE OF EXPENDITURE	TOTAL BUDGET	YTD EXPENDITURE	PERCENT EXPENDED
037 - STREET IMPACT FEE FUND	Operating	2,150,000.00	104,868.37	0.0%
	Capital	950,000.00	173,864.68	
		<u>3,100,000.00</u>	<u>278,733.05</u>	0.0%
038 - PARK IMPACT FEE FUND	Operating	319,000.00	10,072.37	0.0%
	Capital	3,311,000.00	1,210,141.58	36.5%
		<u>3,630,000.00</u>	<u>1,220,213.95</u>	33.6%
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 includ: wwo, collections, recycled, surface	Operating	17,979,557.86	12,912,253.72	71.8%
	Capital	17,457,931.00	641,446.41	3.7%
	Personnel	3,129,033.14	1,928,814.41	61.6%
		<u>38,566,522.00</u>	<u>15,482,514.54</u>	40.1%
651 - RECLAIMED WATER - CAPITAL WWTP FUND	Operating	930,509.00	678,209.00	72.9%
	Capital	6,000,990.00	2,011,354.99	33.5%
		<u>6,931,499.00</u>	<u>2,689,563.99</u>	38.8%
652 - RECLAIMED WATER CAPITAL - COLLECTOR FUND	Capital	16,090,000.00	977,226.93	6.1%
	Operating	6,455,000.00	-	
		<u>22,545,000.00</u>	<u>977,226.93</u>	4.3%
700 - SANITATION FUND	Operating	4,711,427.00	4,102,001.62	87.1%
		<u>4,711,427.00</u>	<u>4,102,001.62</u>	87.1%
750 - WATER OPERATING FUND	Operating	2,379,409.73	1,135,073.15	47.7%
	Capital	4,213,756.00	1,105,519.84	
	Personnel	1,184,793.71	784,302.95	66.2%
		<u>7,777,959.44</u>	<u>3,024,895.94</u>	38.9%
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>\$ 64,923,154.84</u>	39.4%

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


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

City of Post Falls
Cash and Investments
7/31/2025

Description	City's Balance
<u>Idaho State Investment Pool</u>	
LGIP Acct 1399	92,991,204.27
LGIP Acct 1441	299,675.47
<u>First Financial Equity Corporation</u>	
General Accts Investments	20,469,835.80
Contingency Accts	8,871,911.45
Replacement & Reserve Accts	62,602,561.82
<u>Moreton Capital Investments</u>	
Moreton Securities	21,268,939.89
<u>Mountain West bank</u>	
Repurchase Sweep Account	27,994,642.59
Checking Account	75,003.18
<u>Cash on Hand</u>	
Finance	300.00
Animal Control	150.00
Police	525.00
Recreation	375.00
Park	400.00
Planning and Zoning	150.00
Total	<u>\$ 234,575,674.47</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
7/31/2025

FUND	BALANCE 06/30/2025	RECEIPTS	DISBURSEMENTS	BALANCE 07/31/2025
001 - GENERAL FUND	\$31,409,035.57	\$11,129,071.72	\$4,014,428.37	\$ 38,523,678.92
002 - COMPREHENSIVE LIABILITY	561,818.87	\$20,189.21	\$ -	582,008.08
003 - PERSONNEL BENEFIT POOL	(90,088.88)	\$414,100.27	\$375,670.86	(51,659.47)
004 - STREET LIGHTS	-	\$ -	\$ -	-
007 - DRUG SEIZURE PROGRAM	190,931.70	\$907.45	\$ 325.00	191,514.15
008 - 911 SUPPORT	3,722,602.04	\$19,818.02	\$26,722.17	3,715,697.89
011 - FACILITY BUILDING RESERVE	12,224,024.18	\$34,665.54	\$22,929.64	12,235,760.08
017 - ANNEXATION FEES	1,803,737.07	\$24,786.66	\$16,556.86	1,811,966.87
023 - SPECIAL EVENTS	465,427.82	\$6,079.67	\$15,483.70	456,023.79
029 - CEMETERY CAPITAL IMPROVEMENT	552,896.44	\$10,488.29	\$ -	563,384.73
034 - KOOTENAI FIRE/EMS IMPACT FEES	182,764.93	\$49,224.22	\$37,423.30	194,565.85
035 - PUBLIC SAFETY IMPACT FEES	3,375,169.74	\$56,362.77	\$18,501.23	3,413,031.28
037 - STREETS IMPACT FEES	8,765,861.62	\$216,353.43	\$95,337.96	8,886,877.09
038 - PARKS IMPACT FEES	5,857,315.64	\$220,767.45	\$148,267.91	5,929,815.18
039 - STREETS CAPITAL PROJECTS	-	\$ -	\$ -	-
402 - LID 99-1	(30,979.88)	\$ -	\$ -	(30,979.88)
410 - LID 2004	(18,793.39)	\$1,070.59	\$ -	(17,722.80)
450 - LID GUARANTEE	18,933.37	\$50.15	\$ -	18,983.52
650 - RECLAIMED WATER OPERATING	76,177,550.88	\$1,946,712.79	\$1,504,237.18	76,620,026.49
651 - RECLAIMED WATER CAPITAL - WWTP	28,438,573.88	\$724,272.09	\$127,530.52	29,035,315.45
652 - RECLAIMED WATER CAPITAL - COLLECTOR	18,976,203.84	\$886,509.34	\$54,815.60	19,807,897.58
653-WASTEWATER STORM WATER	-	\$ -	\$ -	-
700 - SANITATION	1,281,882.37	\$478,890.68	\$485,889.96	1,274,883.09
750 - WATER OPERATING	25,996,959.08	\$623,681.20	\$309,670.30	26,310,969.98
753 - WATER CAPITAL	5,098,115.79	\$58,640.81	\$ 53,120.00	5,103,636.60
GRAND TOTAL:	\$ 224,959,942.68	\$ 16,922,642.35	\$ 7,306,910.56	\$ 234,575,674.47

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
UNFINISHED BUSINESS/RETURNING ORDINANCES AND RESOLUTIONS
MEETING DATE: 9/16/2025

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: Andrew Arbini, Projects Division Manager

SUBJECT: Water Reclamation Facility Solids Handling Improvements - Sole Source Procurement

ITEM AND RECOMMENDED ACTION:

Staff recommends City Council declare BDP Industries a Sole Source Vendor and authorizes Staff to begin contract negotiations with BDP Industries.

DISCUSSION:

Significant upgrades are needed at the Water Reclamation Facility (WRF) to improve the solids handling process of wastewater treatment. Several components of these planned improvements were initially identified in the 2013 WRF Facility Plan as a future need. Last year, City Council adopted the 2024 update to the Facility Master Plan which provided refinement to the needed improvements. The Facility plan was developed by J-U-B Engineers and City staff. City Council approved a design contract for the Solids Handling Improvements project on July 1, 2025.

Procurement of a second solids belt filter press is needed to ensure redundancy of the dewatering process. The primary pressing unit in the existing dewatering facility is a BDP Industries brand. The City's wastewater operators are familiar with the operation and repairs of this unit and maintain an inventory of spare parts for expedient repairs in the event of a mechanical breakdown. Additionally, the dewatering facility was designed for a future installation of an identical BDP by placing the footings for the future unit in the existing slab.

The City's purchasing policy allows for sole source procurement in reference to Idaho code and confirmation by the City's Legal and Finance departments. The considerations for sole source procurement are outlined in J-U-B's technical memorandum with the applicable criteria contemplated in Idaho State Statute 67-2808(2)(a)(ii). This criterion considers compatibility of equipment, components and replacement parts or service as paramount considerations for sole source procurements.

Procurement of a second BDP unit will provide improved redundancy of the solids processing system. The remainder of the planned solids improvements are included in the larger project design. The procurement cost of the new BDP unit is estimated at \$1.2 million. This excludes the supporting construction, electrical and engineering costs to install the unit.

If Council declares BDP Industries to be a sole source vendor for this equipment, staff will publish a notice to that effect in the paper. After a 14-day waiting period, in which objections can be filed, staff would proceed with contract negotiations and return to City Council with a proposed purchase contract.

Solids refer to the materials removed from the treated water in the various processes of the WRF.

They consist of the microbes which biologically treat the water, residual untreated waste products, and the particles created when the tertiary treatment coagulant binds to particles including phosphorus. This material is over 99% water. For economical handling, the water must be removed from the materials, which is accomplished through two processes, called thickening and dewatering.

City staff will provide a brief presentation summarizing this memo and the next steps.

ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON:

WRF Solids Improvement Design Contract with J-U-B, July 1, 2025
WRF Facility Planning Study, June 18, 2024

APPROVED OR DIRECTION GIVEN:

Council approved the items noted above.

FISCAL IMPACT OR OTHER SOURCE OF FUNDING:

Staff will return with a recommendation at a future City Council meeting, following contract negotiations with BDP Industries. A sole source procurement is funded through the WRF project budget for Solids Handling Improvements.

BUDGET CODE:

650-463.3125.95520

ATTACHMENTS:

1. 091625 PPT_WRF Solids Handling_Sole Source
2. J-U-B_BFP Sole Source Memo
3. SoleSourcePublicationNotice

Water Reclamation Facility Solids Handling Improvements

Sole Source Procurement



Andrew Arbini, Projects Division Manager

Public Works Department
September 16, 2025

Presentation Outline

- Project background
- Solids Treatment
- Sole Source Procurement
- Next Steps
- Project Schedule

Project Background

- Design contract awarded at July 1, 2025 City Council meeting
- Improvements to the Solids Treatment originally identified in the 2013 Facilities Study
- 2024 Facilities Study provided refinement to these improvements
- Expected increase of solids production following the completed tertiary improvements project

Solids Treatment and Processing

- Refers to materials removed from the treated water
- Consists of the microbes, used to biologically treat the water
- Tertiary treatment coagulant binds to particles including phosphorus (Consists of over 99% water)
- Water is removed from these materials through two process:
 - 1) Thickening
 - 2) Dewatering

Solids Treatment and Processing

Phase 1 of Solids Project

- Increase redundancy of dewatering equipment
- Pre-procure dewatering equipment due to lead times
- Select and hire Construction Manager/General Contractor (CM/GC)
- CM/GC assumes procurement contract and installs equipment

Sole Source Procurement

- Existing dewatering unit is a BDP Industries unit
- Crew familiarity
- City maintains an inventory of parts on-hand for repair and routine maintenance
- Estimated delivery of the new BDP unit aligns with the project schedule
- Existing dewatering facility designed for additional BDP unit
 - Space
 - Concrete footings

Sole Source Procurement

- Review of City's Purchasing Policy. Confirmation with Legal and Finance
- Idaho Code 67-2808(2)(a)(ii)
Compatibility of equipment, replacement parts or service...is the paramount consideration
- J-U-B Memorandum and recommendation for a BDP Sole Source Procurement

Dewatering Equipment – Belt Filter Press



Sole Source Declaration and Next Steps

- Request City Council declare BDP Industries a Sole Source Vendor
 - Authorizes staff to publish public notice and begin Contract Negotiations
 - Present recommendation (procurement contract) at future Council meeting
- Estimated cost of equipment procurement: \$1.2 million
- Funded through the Solids Handling Improvements project.
GL: 650-463.3125.95520

Project Schedule

July 2025 to January 2026

- ✓ Preliminary Design
- Procurement documents for Dewatering Equipment
- Request for Proposal and selection of CMGC

January 2026 to June 2027

- Project 1 – Design, procurement and installation of dewatering equipment

January 2026 to August 2028

- Project 2 – Design and construction of the balance of project improvements

Questions



Estimated Project Cost

Solids Stream Dewatering Equipment	\$ 5,399,614
Headworks Influent Extension	\$ 739,811
Vactor Dump Station	\$ 762,536
Plant Drain Lift Station	\$ 2,263,621
Control Building Lift Station	\$ 568,115
Solids Stream Thickening	\$ 10,739,891
Solids Stream Dewatering Equipment 3	\$ 8,868,782
Total Estimated Project Cost	\$ 30,342,370

*Costs are planning level estimates, escalated to 2027 dollars by using the planning estimates in the 2024 Facility Study

DATE: August 22, 2025
TO: City of Post Falls
CC: John Beachum, P.E. Public Works Direct
Andrew Arbini, Project Division Manager
FROM: Mike Conn, P.E., Project Manager
Mark Cummings, P.E., Technical Design Lead



8/22/2025

SUBJECT: Technical Review for Potential Sole Sourcing of 2.5 meter BDP Felt Filter Press Equipment

The City of Post Falls (City) is proceeding with the Solid Handling Improvements Project (Project) to upgrade its Water Reclamation Facility (WRF). The initial phase will include the construction of an additional biosolids dewatering train in the existing dewatering building. The existing biosolids dewatering equipment at the WRF includes a 2.5 meter belt filter press manufactured by BDP Industries and a 1.5 meter belt filter press manufactured by Andritz. The Andritz dewatering system is old and undersized and in a portion of the facility where it cannot be easily replaced and upsized. Additionally, the WRF operations staff does not have a fully redundant belt filter press and during periods of repair and maintenance to the BDP Industries belt filter press, the operations staff must alter their operational scheme which has implications on other portions of the WRF and staffing. The Project includes removal of the Andritz dewatering system and inclusion of a new second belt filter press in a previously allocated space in the dewatering building next to the existing BDP Industries belt filter press.

As requested during the project meeting on July 31, 2025, J-U-B is providing this technical input to the City as it considers sole sourcing BDP Industries for an additional belt filter press for dewatering.

Sole sourcing of BDP Industries for an additional belt filter press for dewatering will provide the City a second fully redundant unit for dewatering more quickly than an open bid, simplify operations and maintenance activities, require less costly infrastructure modifications, and at competitive pricing with other options. BDP Industries has also provided detailed costs breakdown comparisons to other belt filter presses that they have provided to other municipalities to demonstrate the representative equipment cost proposed.

The following section of Idaho Code pertains to both emergency expenditures and sole source expenditures:

- Idaho Code Section 67-2808
- <https://legislature.idaho.gov/statutesrules/idstat/Title67/T67CH28/SECT67-2808/>

For a sole source determination, Part (b), the “governing board of a political subdivision may declare that there is only one (1) vendor if there is only one (1) vendor for the public works construction, services, or personal property to be acquired.” Several key criteria are presented which are included below with corresponding technical input.

- *(2)(a)(i) Where public works construction, services, or personal property is required to respond to a life-threatening situation or a situation that is immediately detrimental to the public welfare or property;*
 - Not applicable
- *(2)(a)(ii) Where the compatibility of equipment, components, accessories, computer software, replacement parts, or service is the paramount consideration;*
 - Applicable: Other belt filter press manufacturers use different equipment layout/configurations and parts. Adding a different belt filter press system to the WRF facility would require the operators to operate two separate systems which would significantly complicate equipment, instrumentation, and control integration. If the operators are required to operate two different systems, maintenance activities would also be complicated, including day-to-day operations, cleaning, and maintenance.
 - The City has already invested in on-hand spare parts for routine wear and maintenance items including spare filtration belts, bearings and motors. This approach would allow for the use of duplicate spare parts, eliminating the need for additional spare-parts purchases from a second manufacturer.
 - Operations and maintenance costs and vendor-provided service would also be higher with two different belt filter press systems.
 - The existing building layout, including structural concrete foundation piers and footings, mechanical, and electrical systems were originally designed and constructed for a second BDP Industries belt filter press and installation/construction of a similar second unit will be significantly simplified and less costly than adding a different manufacturer.
- *(2)(a)(iii) Where a sole supplier's item is needed for trial use or testing;*
 - Not applicable.
- *(2)(a)(iv) The purchase of mass-produced movies, videos, books, or other copyrighted materials;*
 - Not applicable.



THE
LANGDON
GROUP



GATEWAY
MAPPING
INC.

J-U-B FAMILY OF COMPANIES

- (2)(a)(v) *The purchase of public works construction, services, or personal property for which it is determined there is no functional equivalent;*
 - Not applicable.
- (2)(a)(vi) *The purchase of public utility services;*
 - Not applicable.
- (2)(a)(vii) *The purchase of products, merchandise, or trademarked goods for resale at a political subdivision facility; or*
 - Not applicable.
- (2)(a)(viii) *Where competitive solicitation is impractical, disadvantageous, or unreasonable under the circumstances.*
 - Applicable: Competitive solicitation of the belt filter press equipment would have to include estimates for total installed cost at the facility, which is difficult to quantify during the bidding phase with much certainty. Further, a vendor could attempt to “buy in” to the facility with a low equipment cost, thereby skewing the analysis and hiding costs that may not be fully understood until construction.

From a technical perspective, J-U-B recommends pursuing acquisition of a BDP Industries belt filter press for the upgrade project based on equipment compatibility and technical considerations noted herein. The City Council should review the technical input herein alongside Idaho Code with their legal counsel to determine if sufficient legal justification for a sole source determination exists.

Public Notice for Sole Source Procurement

The City of Post Falls owns and operates the Water Reclamation Facility (WRF) in Post Falls, Idaho. In accordance with Idaho Code 67-2808(2), the City of Post Falls City Council has determined that there is only one (1) vendor reasonably available for the addition of dewatering equipment at the WRF.

Proper functioning of the dewatering system is critical to the ability of the WRF to maintain wastewater treatment, comply with its discharge permit to the Spokane River, and protect water quality and public health. The vendor for the existing dewatering equipment is BDP Industries. The City Council has determined that due to the specialized nature of the system, the compatibility of equipment, components, accessories, and replacement parts is of paramount concern to the overall function, performance, and efficiency of the WRF. As such, the City Council is hereby declaring BDP Industries is the sole source for purchase of the additional dewatering equipment.

Public notice is hereby given by publication of this notice in the Coeur d'Alene Press at least fourteen (14) days prior to a contract with BDP Industries being presented to the City of Post Falls City Council for review and approval. An affected person may protest this sole source procurement action by submitting a written protest to City of Post Falls, 408 North Spokane Street, Post Falls, ID 83854. To be considered, the protest must be received by City of Post Falls within fourteen (14) days of the date of publication of this public notice.

September 8, 2025

Date

Andrew Arbini, Projects Division Manager

City of Post Falls, Idaho

CITY OF POST FALLS
AGENDA REPORT
UNFINISHED BUSINESS/RETURNING ORDINANCES AND RESOLUTIONS
MEETING DATE: 9/16/2025

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: Jason Faulkner, Finance Director

SUBJECT: Fiscal Year 2026 Fee Resolution

ITEM AND RECOMMENDED ACTION:

This item is the Fiscal Year 2026 fee resolution. Council approved this item at the last council meeting. However, the resolution to adopt the fees was inadvertently removed from the last meeting's agenda packet. To avoid any concerns, staff requests that the council again approve the fee resolution.

DISCUSSION:

The fees increases contained in this resolution were discussed at a public hearing on August 19th. Water rates will increase 1.5%. Water reclamation rates will increase by 2.5% while solid waste fees will increase by 5.2%. Impact fees will increase by 1.97% to keep pace with increases in construction costs. Water and water reclamation fees will decrease slightly. Additionally, there are changes to several recreation program rates.

In accordance with Idaho law, city fees must be reasonably related to the cost of providing the service. Fees are reviewed annually to ensure alignment with cost recovery goals and regulatory requirements. In cases where non-resident fees differ from resident rates, such as for recreation or park services, the non-resident fee generally reflects the full cost of delivering the service. A lower resident rate may be provided in recognition of the broader contributions city residents make through property taxes and other local revenue sources.

ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON:

August 19th, 2025 public hearing. On September 2, 2025, the final fee schedule was presented.

APPROVED OR DIRECTION GIVEN:

Council approved the fees as presented and directed staff to present a resolution to formally adopt the fees.

FISCAL IMPACT OR OTHER SOURCE OF FUNDING:

The proposed fee changes are intended to maintain cost recovery and financial sustainability in the Water, Water Reclamation, Solid Waste, Impact Fee, and Recreation program budgets. Rate adjustments align with projected operating and capital expenses. Impact fees are adjusted based on trends in construction costs. Overall, the resolution supports the long-term financial stability of the city's funds. While actual revenue will depend on participation levels and development trends, the overall resolution is designed to ensure alignment between program costs and the fees collected.

BUDGET CODE:

N/A

ATTACHMENTS:

1. FY26 Fee Resolution
2. Fee Schedule for FY26

RESOLUTION NO. 25-[Category]

RESOLUTION ADOPTING CITY OF POST FALLS FEE SCHEDULE

WHEREAS, the City of Post Falls annually reviews all fees during the budget process to ensure accuracy; and

WHEREAS, the City of Post Falls has fees already established and periodic revisions to fees may be necessary; and

WHEREAS, the City of Post Falls has determined that the fee schedule should be updated to reflect the reasonable cost of providing the services;

WHEREAS, in accordance with Idaho law, municipal fees must be reasonably related to the cost of providing the services, and where appropriate, resident discounts may be applied in recognition of taxpayer support of city operations; and

WHEREAS, after a duly noticed public hearing was held on August 19, 2025, regarding new or increased city fees, it is deemed by the City Council to be in the best interest of the City of Post Falls and the citizens thereof that the fee schedule be amended to include the new and increased fees which were addressed at the public hearing.

WHEREAS, the City Council adopts the foregoing as its findings of fact justifying its adoption of this Resolution.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Post Falls that the City of Post Falls Fee Schedule for Fiscal Year 2026, attached hereto and incorporated by reference, is hereby adopted and shall take effect on October 1, 2025, unless otherwise indicated within the fee schedule.

City staff is directed to take all necessary administrative actions to implement the adopted fees.

Any previously adopted fees that are inconsistent with the adopted schedule are hereby repealed or superseded to the extent of such inconsistency, as appropriate.

This fee schedule shall remain in effect until revised by subsequent resolution of the Post Falls City Council.

PASSED and APPROVED by the City Council on the ____ day of September, 2025.

Ronald Jacobson, Mayor

ATTEST:

Shannon Howard, City Clerk

Admin

ADMINISTRATIVE FEES

Business Licenses & Regulations

Alcoholic Beverage Licenses

Beer (off premises)	\$50.00	Annually
Beer (on premises)	\$200.00	Annually
Wine (off premises)	\$200.00	Annually
Wine (on premises)	\$200.00	Annually
Liquor/Wine (on premises)	\$562.50	Annually
Liquor/Wine (club)	\$281.25	Annually
Liquor/Wine (golf course)	\$300.00	Annually
Catering Permit	\$20.00	Daily
Door to Door Solicitation (180 days only)	\$25.00	Annually
Merchant Security Police	\$25.00	Annually
Business Licenses	\$100.00	New Annual license
	\$50.00	Annual license renewal

Media Department

Use of audio/visual equipment, including but not limited to presentation equipment in the Council Chambers	\$35.00/hr
Maximum Daily Fee	\$150.00
Taping/broadcast and facility use	\$50.00/hr

City Hall Area Use Fee

Rotunda	\$ 100.00
Council Ante Room	\$50.00
Council Chambers	\$200.00
Plaza- Full Day	\$250.00
Plaza- Half Day	\$125.00
Carpet Soiling Surcharge	\$50.00

Deposit

Rotunda	\$ 50.00
Council Ante Room	\$25.00
Council Chambers	\$75.00
Plaza	\$ 150.00

Miscellaneous

City Street Renaming	\$250.00
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Utilities

RECLAIMED WATER:

Capitalization Fees:

Basic Capitalization Fee

Commercial/Industrial Capitalization Fee - A minimum of \$7,621 plus an additional \$7,621 for each 5,000 gallons of reclaimed water flow based upon water consumption, above the first 5,000 gallons per month.

User Fees:

That pursuant to Section 13.32.120 of the Post Falls Municipal Code, requiring revision to the user fees when costs or the number of equivalent users change so as to affect the ability of the system to provide the intended service, and increases have occurred since 2012 in the number of equivalent residential users and the costs of operation, maintenance, debt service and capital replacement; and is an essential part of the protection and management of the reclaimed water collection and treatment system; and the costs associated with reclaimed surface water management should be included in the costs of maintenance of the reclaimed water collection and treatment system, the reclaimed water rates of the City of Post Falls shall be as follows:

The equivalent residential user base charge for reclaimed water service shall be increased to seventy-one dollars and ninety-four (\$71.94) per month, and \$14.44 per 1,000 gallons of water used over 5,000 gallons for commercial units.

SOLID WASTE:

- A. That the base rate for current 35-gallon cart residential users shall be \$10.97 per month, with such a service to provide an opportunity to recycle as authorized by the contract between the City and its contract hauler. Maintenance of such a rate for existing 35-gallon cart customers shall depend upon compliance with the administrative rules established for the one-can rate;
- B. That the base rate for 96-gallon cart residential users shall be \$14.69 per month, with such a service to provide an opportunity to recycle as authorized by the contract between the City and its contract hauler;
- C. The base rate for one-can(now known as 35-gallon cart customers) residential users was discontinued as a rate option effective June 1, 1999, with those currently signed up for this option, and in compliance with the required sticker on their garbage can, being allowed to keep this option until such time, garbage rates are changed in the future. New residential customers shall be charged the based residential rate of \$14.69 per month with a 96-gallon cart weekly disposal allowance;
- D. That all garbage placed for collection which exceeds the per-can base rate established for the account shall be charged at the rate of three dollars and eight (\$3.08) per can equivalent, per pickup;
- E. See spreadsheet below
- F. The City Administrator is hereby authorized to establish specific rates for special services or circumstances which do not fit the categories established hereby, maintaining a proper relationship between the service provided and costs charged by the City's contractor.

MINIMUM MONTHLY UTILITY CHARGE:

The City of Post Falls finds it appropriate and necessary that property owners benefited by municipal utility systems pay, at a minimum, the fixed capital and operational costs of the utility systems maintained to serve their property. The following provisions establish a base rate for the availability of reclaimed water services and allow a temporary waiver of solid waste collection fees when the property is unoccupied for thirty days or more.

- A. Notwithstanding any provisions of prior resolution to the contrary, every residential connection to the City's reclaimed water collection and treatment system shall pay a minimum monthly charge (base rate) of \$23.93 for each month, or part of thereof, for every month that reclaimed water disposal and treatment service are available to the property by connection, but the residence is unoccupied and has been for a period of thirty (30) days or more. Commercial or industrial users shall likewise pay a base monthly reclaimed water charge of \$23.93 per month per equivalent residential unit for those months during which the property is connected to the reclaimed water collection and treatment system but is unoccupied and has been for a period of thirty (30) days or more.
- B. Further, notwithstanding any provision of prior resolutions to the contrary, the monthly sanitation (solid waste) collection charge for any property to which water service is temporarily discontinued for a period of thirty (30) days or more may be temporarily waived proportionate to the time that water service is discontinued. The standard disconnect fee will be charged in association with this water disconnection if disconnection is restored earlier than thirty (30) days.

UTILITY FEES

WATER:

Capitalization Fees:

<u>Service Size</u>	<u>Capitalization Fee</u>
3/4 - 1"	\$3,278.00
1" (Commercial)	\$5,463.00
1 1/2"	\$10,925.00
2"	\$17,479.00
3"	\$34,958.00
4"	\$54,621.00
6"	\$109,242.00
8"	\$158,291.00

Use Fees:

The sum of the following elements (A+B):

A. BASE FEE FOR ALL USERS:

<u>Meter Size</u>	<u>Monthly Fee</u>
1" or less	\$13.41
1.5"	\$22.21
2"	\$33.34
3"	\$58.87
4"	\$95.11
6"	\$185.95
8"	\$321.88

B. USAGE FEE FOR ALL USERS ON A PER THOUSAND GALLON BASIS:

Each 1,000 gallon unit or any portion thereof for residential and irrigation accounts:

0 to 49,000 gallons	\$1.50
50,000 gallons +	\$2.13

Each 1,000 gallon unit or any portion thereof for all other accounts:

0 + gallons	\$1.50
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SOLID WASTE:

E. Commercial and additional rates will be as follows:

FL = Front Load

RL = Rear Load

Container Type	Pick-ups Per Week					
	1	2	3	4	5	6
96 Gallon Cart	\$ 24.81	\$ 38.34				
300 Gallon Cart	\$ 42.81	\$ 94.59	\$ 141.91			
400 Gallon Cart	\$ 60.82	\$ 121.61	\$ 182.43			
FL Dumpster - 1 YD	\$ 37.05	\$ 74.34	\$ 105.87	\$ 137.37	\$ 16,891.00	
FL Dumpster - 1.5 YD	\$ 51.81	\$ 99.12	\$ 144.15	\$ 189.17	\$ 234.22	
FL Dumpster - 2 YD	\$ 64.23	\$ 122.74	\$ 180.19	\$ 236.48	\$ 292.76	\$ 336.69
FL Dumpster - 3 YD	\$ 94.59	\$ 180.19	\$ 265.74	\$ 342.33	\$ 433.79	
FL Dumpster - 4 YD	\$ 114.86	\$ 218.07	\$ 324.30	\$ 423.39	\$ 522.50	\$ 633.82
FL Dumpster - 6 YD	\$ 155.41	\$ 292.76	\$ 424.52	\$ 560.73	\$ 695.85	\$ 864.41
FL Dumpster - 6 YD ADA	\$ 172.60	\$ 346.24	\$ 503.37	\$ 663.19	\$ 822.99	
FL Dumpster - 8 YD	\$ 202.71	\$ 380.61	\$ 556.27	\$ 731.92	\$ 905.30	\$ 1,252.10
FL Dumpster - 8 YD ADA	\$ 203.35	\$ 323.58	\$ 470.44	\$ 619.80	\$ 1,005.92	
RL Dumpster - 1 YD	\$ 42.02	\$ 74.34	\$ 105.87	\$ 135.13	\$ 164.38	
RL Dumpster - 1.5 YD	\$ 59.70	\$ 103.60	\$ 150.92	\$ 177.92	\$ 218.45	
RL Dumpster - 2 YD	\$ 66.46	\$ 122.77	\$ 180.19	\$ 236.48	\$ 292.76	
RL Dumpster - 3 YD	\$ 96.83	\$ 180.19	\$ 265.74	\$ 342.33	\$ 434.61	
RL Dumpster - 4 YD	\$ 117.10	\$ 220.71	\$ 322.04	\$ 423.39	\$ 526.98	
RL Dumpster - 6 YD	\$ 200.45	\$ 351.32	\$ 499.93	\$ 646.35	\$ 792.71	
RL Dumpster - 8 YD	\$ 249.99	\$ 454.92	\$ 659.86	\$ 864.76	\$ 1,069.71	
Compactor - 4 YD	\$ 337.81	\$ 675.62	\$ 957.12			
Compactor - 5 YD	\$ 416.62	\$ 833.25	\$ 1,249.85			
Compactor - 6 YD	\$ 450.44	\$ 900.82	\$ 1,351.16			
Compactor - 10 YD	\$ 675.62	\$ 1,351.16	\$ 2,026.78			
Compactor - 15 YD	\$ 236.48					
Compactor - 20 YD	\$ 315.42					
Compactor - 30 YD	\$ 450.44					
Compactor - 40 YD	\$ 975.58					
Construction Only - 8 YD	\$ 249.99	\$ 454.92	\$ 659.86	\$ 864.76	\$ 1,069.71	
Construction Only - 10 YD	\$ 297.28	\$ 551.73	\$ 808.47	\$ 1,060.71	\$ 1,317.43	

Additional commercial sanitation will be charged at:

\$13.53 each additional pick up on a 96 gallon cart

\$21.44 each at

Roll Off Boxes:

20 YD delivery	\$99.12
20 YD dump	\$ 236.48
30 YD delivery	\$99.12
30 YD dump	\$ 236.48
Roll off return trip	\$72.12
Roll off round trip	\$45.05
Roll off turn around	\$22.57

Special Hauls:

4 YD compactor	\$123.89
5 YD compactor	\$ 146.41
6 YD compactor	\$162.16
10 YD compactor	\$ 191.44

Special Hauls on Existing and Short Term Service (FL, RL and Side Load Bins):

96 Gallon commercial	\$13.53	4 YD	\$49.57
300 Gallon	\$ 22.57	6 YD FL	\$ 67.59
400 Gallon	\$ 30.56	6 YD RL	\$ 81.68
1 YD	\$ 13.53	8 YD FL	\$ 87.90
1.5 YD	\$ 27.04	8 YD RL	\$ 99.20
2 YD	\$ 29.31	10 YD RL	\$ 112.60
3 YD	\$ 36.04		

Bin Placement or Removal:

96 Gallon	\$ 11.31
300 Gallon	\$ 56.32
400 Gallon	\$ 56.32
1 - 8 YD FL	\$ 56.32
1 - 10 YD RL	\$ 56.32

Daily Rent:

96 Gallon	\$ 0.61	1 - 4 YD RL	\$ 2.53
300 Gallon	\$ 2.53	6 - 8 YD FL & RL	\$ 5.10
400 Gallon	\$ 2.53	10 YD RL	\$ 5.68
1 - 4 YD FL	\$ 2.53	20 & 30 YD Roll C	\$ 6.69

Other Service Rates:

Delivery/Removal of Permanent Svc Container	\$56.32
Make Container Lockable	\$74.63
Special Haul Return Fee	\$56.32
Gate Fee (each time)	\$11.25
Driver Assistance Residential (each time)	\$6.81
Driver Assistance Commercial (each time)	\$6.81
Man and Truck 1 hour minimum (hour)	\$146.41
Commercial Recycling Bin (month)	\$13.53
Fighting Creek Trip Charge (each time)	\$213.96
Return Trip Residential (each time)	\$11.31
Return Trip Container (each time)	\$56.32
Additional Cart Service	\$11.30
96 Gallon Cart Exchange (each time)	\$13.53
Return Trip Recycling (each time)	\$11.25
Recycling Bin Removal (each time)	\$11.25
Pack-out Service (special consideration for disabled and elderly) - (month)	\$9.04

Saturday Pickup (each time)	\$22.57
Container Wash (each time)	\$74.63

MISCELLANEOUS UTILITY FEES:

Water Shut Off Fee - Per Occurrence (City of Post Falls)	\$50.00
Water Shut Off Fee - Per Occurrence (Ross Point Water Dist.).	\$50.00
Delinquent Hang Tag Fee - Per Occurrence, Per Dwelling Unit	\$35.00
Pre-Treatment Sampling	Cost plus 15% admin fee
Dye Test	\$ 95.00
Meter Fee	Cost of Meter
Dig-in-fee	Cost of Labor and Equipment

Cemetery

CEMETERY FEES

Burial Lots

Roadside	\$ 1,800.00
Middle	\$ 1,600.00
Inner	\$ 1,400.00
Cremation Lot	\$1,150.00
2nd Use Lot	Half of lot fee

Blocks 101, 103, 106, 107 & 108

All lots	\$ 2,500.00
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Double depth lots are 1.5 X the lot cost

Niche - Top	\$1,350.00
Niche - Middle	\$1,300.00
Niche - Bottom	\$1,250.00

Niches Blocks 100 -155

Row A (top)	\$1,800.00
Row B	\$ 1,700.00
Row C	\$ 1,600.00
Row D	\$ 1,500.00
Row E	\$ 1,400.00
Row F (bottom)	\$1,300.00

Opening and Closing - Lots

Single depth	Weekdays	\$600.00
Double depth - 1st	Weekdays	\$750.00
Double depth - 2nd	Weekdays	\$600.00

Single depth/Top double	Saturday (No Sunday)	\$850.00
Double depth - 1st	Saturday (No Sunday)	\$1,050.00*

Additional to above pricing:

After 3 PM	\$250.00
Winter Surcharge	\$75.00
Holiday Weekend/Saturday	\$450.00

* plus rental cost of shoring.

Opening and Closing - Niche

Weekdays	\$ 400.00
Saturday (No Sunday)	\$650.00

Additional to above pricing:

After 3 PM	\$ 250.00
Holiday Weekend/Saturday	\$450.00

Miscellaneous

Headstone Locations	\$125.00	\$
Setting Military Markers	\$125.00	\$
Setting Markers*		
Moving Markers/Headstones*		
Oversize Headstones*		
Liners	2.5 X Cost	
Deed Transfer	\$ 75.00	
Engraving	2.5 X Cost	
Sell Lot Back to City	\$75.00	\$
Temporary Markers	2.5 X Cost	
Markers	2.5 X Cost	
Ancillary Items	2.5 X Cost	
Memorial Tree	\$ 2,500.00	
*Based upon scope of job		
Funeral Late Fee - 1 hour grace period given.		\$ \$250.00

Recreation

Centennial Trail User Fee:

Requests for special events to use the Centennial Trail will be charged a \$1.00 per-user fee that will go towards the upkeep and maintenance of the Centennial Trail. There is also a refundable \$500.00 performance deposit required.

Contracted Programs:

Fees for contracted programs will be the amount established in the contract between the Contractor and the City of Post Falls, which will take into consideration the number of participants, supplies, equipment and Contractor's other costs.

New Programs:

Fees will be set to cover Program hard costs(staff, supplies, marketing, facility rental) plus 30% to cover administrative costs.

Tournaments:

Fees will be set to cover the use of the City facilities. The minimum charge is \$100.00 per day and up to \$500.00 per day based on the scope of the event and the fees being charged. Fees for field preparation might be charged, as necessary.

Miscellaneous Recreation Fees:

A \$75.00 fee is charged for the rescheduling and/or forfeit of games in League Sports programs. Late registrations (following the pre-season meeting) for youth sports programs will be assessed an additional \$15.00.

Special Event application fee is \$75.00. Fees are set to cover staff time in review of commercial and fund-raising event requests.

Parks

PARK FEES

Picnic Shelter Fees:

Grand Pavilion/Tullamore Amphitheater/West Lawn Area:

	<u>Resident</u>		<u>Non-Resident</u>	
	Weekday	Weekend/Holiday	Weekday	Weekend/Holiday
Family	\$ 125.00	\$ 250.00	\$ 175.00	\$ 350.00
Non Profit	\$ 150.00	\$ 300.00	\$ 200.00	\$ 400.00
Business	\$ 175.00	\$ 350.00	\$ 225.00	\$ 450.00

Grand Pavilion Heat \$25 per hour and Lights \$25/hour

Picnic Shelter/Higgins/Tullamore South Pavilion/Black Bay:

	Weekday	Weekend/Holiday	Weekday	Weekend/Holiday
Family	\$ 100.00	\$ 175.00	\$ 150.00	\$ 225.00
Non Profit	\$ 125.00	\$ 200.00	\$ 175.00	\$ 250.00
Business	\$ 150.00	\$ 225.00	\$ 200.00	\$ 275.00

Black Bay Park Gas BBQ \$50.00 \$

Gazebo/Corbin Park/Falls Park/Syringa/Tullamore North/ Beck/Woodbridge

	Weekday	Weekend/Holiday	Weekday	Weekend/Holiday
Family	\$ 50.00	\$ 125.00	\$ 100.00	\$ 175.00
Non Profit	\$ 75.00	\$ 150.00	\$ 125.00	\$ 200.00
Business	\$ 100.00	\$ 175.00	\$ 150.00	\$ 225.00

General Picnic Shelters:

	Weekday	Weekend/Holiday	Weekday	Weekend/Holiday
Family	\$ 25.00	\$ 50.00	\$ 35.00	\$ 60.00
Non Profit	\$ 30.00	\$ 55.00	\$ 40.00	\$ 65.00
Business	\$ 35.00	\$ 60.00	\$ 45.00	\$ 70.00

Trailhead Shelter

	Weekday *	Weekend/Holiday **
	(Mon-Thur)	(Fri/Sat/Sun)
Regular:	\$ \$100.00/hr.	\$ \$195.00/hr.
Holiday:	\$ \$275.00/hr.	\$ \$295.00/hr.

* Minimum of 2 hours.

** Minimum of 4 hours.

Special Room Configuration & Setup \$75.00 minimum TBD by Department

Daily Fees:

	<u>Resident</u>		<u>Non-Resident</u>	
Cars	\$	6.00	Cars	\$ 10.00
RV	\$	15.00	RV	\$ 30.00
Boat Launch	\$	15.00	Boat Launch	\$ 30.00
Buses *	\$	50.00	Buses *	\$ 50.00

* Buses will be classified as any vehicle requiring a commercial drivers license (CDL) to operate.

Season Pass **

	<u>Resident</u>		<u>Non-Resident</u>	
Cars	\$	20.00	Cars	\$ 50.00
Bus	\$	150.00		\$ 150.00

** Each household within the City limits of Post Falls will receive one complimentary parking pass for Q'Emiln Park per calendar year. Any lost and/or additional passes will result in the required fee. Complimentary parking passes will be verified by a valid drivers license.

Ball/Sports Field Usage Fees:

Use/Reservation of field- 2 Hour Minimum	\$20.00/hr.
Pre-game prep of baseball fields	\$50.00/day
Pre-game prep of soccer & football fields	\$75.00/time
Additional material (ex: drying agent)	Charged at cost

*Organized league users may be eligible for adjusted fees if supplyequipment for City use.

Miscellaneous Items:

Corbin Disk Golf Course	Weekday \$250.00	Weekend \$500.00
Gym Rental		\$ 30.00/hr.
Community Garden		
4 X 8 Plot		\$ 30.00
20 X 20 Plot		\$ 80.00
Deposit		\$ 40.00

Parks Donation	\$ 5,500.00
Bench	
Transitory	
Concessionair Fee	\$25/Day + 15% of sales over \$500
Education and Fitness Activity	
User Fee (i.e. Rock Climbing	
Guide Service Activity or Yoga in the Park	\$2.00/participant in addition to any associated Shelter/Field Fee

Community Development

COMMUNITY DEVELOPMENT FEES

ANNEXATION (Standard)

Annexation Pre-Application Conference	\$600.00 plus \$300.00/follow-up meeting
Annexation Application	\$3,000 w/out major infrastructure (includes one agreement). Negotiated fees with infrastructure issues (includes one agreement). \$500.00 for each additional agreement.
Annexation Fee (paid w/building permit)	\$1,000 per lot per unit (residential) \$ \$0.10 per square ft. of property (non-residential)

BUILDING

Commercial	Valuation
Provisional Certificate of Occupancy	\$250.00 flat fee
Board of Appeals Application Fee	\$150.00 flat fee
Residential Plan Review	25% of building permit to be paid at plan submittal.
Commercial Plan Review	65% of building permit
Commercial Mechanical Plan Review	25% of mechanical permit
Foundation Only Permit	10% of building permit in addition to the full building permit fee
Work Performed with no valid permit	Regular Building/Mechanical permit fee X 2
Retaining Walls	\$4.50 per Linear Foot
Manufactured Home Regular Set	\$150.00 flat fee
Manufactured/Modular Home Foundation	
Building Move	\$400.00 flat fee
Additions to Residential Homes	\$72.62 per sq. ft. (use Building Valuation Chart to calculate permit & review fee)
Patio Cover Only	\$20.00 per sq. ft. (use Building Valuation Chart to calculate permit & review fee)
Deck Only	\$15.00 per sq. ft. (use Building Valuation Chart to calculate permit & review fee)
Deck w/Cover	\$20.00 per sq. ft. (use Building Valuation Chart to calculate permit & review fee)
Deck/Patio Cover and Enclosure	\$25.00 per sq. ft. (use Building Valuation Chart to calculate permit & review fee)
Breezeway	\$20.00 per sq. ft. (use Building Valuation Chart to calculate permit & review fee)
Interior Finish Residential Homes	\$20.00 per sq. ft. (use Building Valuation Chart to calculate permit & review fee)
General Building Permit Valuation per Occupancy and Type of Construction	Per Building Safety Journal 7/2008 to establish valuation
Basement - Finished	\$96.83 per sq. ft. (use Building Valuation Chart to calculate permit & review fee)
Basement - Unfinished	\$77.46 per sq. ft. (use Building Valuation Chart to calculate permit & review fee)

Pole Building Residential	\$20.00 per sq. ft. (use Building Valuation Chart to calculate permit & review fee)
Special Inspection/Re-inspection	\$100.00 per hour, one hour minimum
Re-Roof, Residential	\$150 flat fee
Re-Roof, Commercial	Based upon the valuation of the work to be performed, minimum of \$150 fee.
Residing a Structure, Residential	Residential - \$100 flat fee.
Residing a Structure, Commercial	Based upon the valuation of the work to be performed, minimum of \$100 fee.
Replacing Windows, Residential	Residential - \$100 flat fee.
Replacing Windows, Commercial	Based upon the valuation of the work to be performed, minimum of \$100 fee.
Changes to Approved plans	\$100 per hour, one half hour minimum.
Each Pole/Monument sign 8ft. or higher	\$400.00 each
All Other Signs, per type of sign per site	\$200.00 per type
Demolition-Residential per lot	\$200.00 flat fee
Demolition-Commercial per lot	\$300.00 flat fee
Swimming Pool	Based upon the valuation of the work to be performed.

TOTAL VALUATION

\$1.00 to \$500
\$501 to \$2,000

\$2,001 to \$25,000

\$25,001 to \$50,000

\$50,001 to \$100,000

\$100,001 to \$500,000

\$500,001 to \$1,000,000

\$1,000,001 and up

PERMIT FEE WORKSHEET

\$23.50

\$23.50 for the first \$500 plus \$3.05 for each additional \$100, or fraction thereof, to and including \$2,000.

\$69.25 for the first \$2,000 plus \$14 for each additional \$1,000, or fraction thereof, to and including \$25,000.

\$391.25 for the first \$25,000 plus \$10.10 for each additional \$1,000, or fraction thereof, to and including \$50,000.

\$643.75 for the first \$50,000 plus \$7.00 for each additional \$1,000, or fraction thereof, to and including \$100,000.

\$993.75 for the first \$100,000 plus \$5.60 for each additional \$1,000, or fraction thereof, to and including \$500,000.

\$3,233.75 for the first \$500,000 plus \$4.75 for each additional \$1,000, or fraction thereof, to and including \$1,000,000

\$5,608.75 for the first \$1,000,000 plus \$3.15 for each additional \$1,000, or fraction thereof.

MECHANICAL PERMIT FEES

Processing fee on all permits	\$45.00
Furnace, all types under 100KBTU	\$18.00
Furnace, all types over 100KBTU	\$22.00
Misc. venting, C/A, duct modifications	\$15.00
Gas fireplace	\$25.00
Residential range hood	\$16.00
Gas water heater	\$15.00
Ventilating/exhaust fans	\$10.00
Gas piping, each outlet	\$5.00
Clothes dryers	\$16.00
Heat pump, A/C 0-3 tons,	
Boiler/Refrig/RTU 1-100MBTU	\$16.00

Heat pump, A/C 3+-15 tons, Boiler/Refrig/RTU 101-500MBTU	\$30.00
Heat pump, A/C 15+-30 tons, Boiler/Refrig/RTU 501-1,000MBTU	\$40.00
Heat pump, A/C 30+-50 tons, Boiler/Refrig/RTU 1,001-1,750MBTU	\$60.00
Heat pump, A/C over 50 tons, Boiler/Refrig/RTU over 1,750MBTU	\$100.00
Air handlers, Fan coil units under 10,000 CFM	\$15.00
Air handlers, Fan coil units over 10,000 CFM	\$20.00
Air to air heat exchangers	\$25.00
Evaporative coolers, all types	\$15.00
Type I hood, commercial use	\$16.00/ft.
Type II hood, commercial use	\$16.00/ft.
 Solid fuel stoves, inserts, must be listed	 \$25.00
Installation/relocation of floor/wall/suspended heaters	\$20.00
Commercial plan review fee	25% of equipment fees.

RESIDENTIAL/COMMERCIAL/INDUSTRIAL

Utility R-O-W	\$100.00
Commercial R-O-W (Base fee)	\$350.00
Residential R-O-W (Base fee)	\$150.00
Utility Trench Inspection	
1 - 200 ft.	\$ 250.00
201 - 200 ft.	\$350.00
401 - 600 ft.	\$400.00
601 - 800 ft.	\$450.00
Over 800 ft.	\$0.85 per ft.
Curb and Gutter	\$150.00 + \$0.60 per ft.
Sidewalk and Approaches	\$150.00 + \$0.60 per ft.
Swales and Drywells	\$150.00 + \$0.20 per sq. ft. Swale + \$60.00/Drywell
Pavement	\$150.00 + \$0.50 per sq. yard
Water Pressure Test	\$120.00/observed test
Sewer Pressure Test	\$120.00/observed test
Street Tree Inspection	\$40.00 per tree

MAPS

Small Map (24"-35")	\$25.00
Large Map (36" +)	\$35.00
Electronic CD	\$20.00

MAILING AND PUBLICATIONS

Public Notice Mailings	\$1.00 each
Published Notices (billed to applicant)	\$300.00

MISCELLANEOUS

Table A-33-A - Grading Plan Review Fees

50 cubic yards or less	No fee
51 to 100 cubic yards	\$35.00
101 to 1,000 cubic yards	\$55.00
1,001 to 10,000 cubic yards	\$75.00
10,001 to 100,000 cubic yards	\$75.00 for the first 10,000 cubic yards + \$40.00 for each additional 10,000 cubic yards or fraction thereof.
100,001 to 200,000 cubic yards	\$435.00 for the first 100,000 cubic yards + \$20.00 for each additional 10,000 cubic yards or fraction thereof.
200,001 cubic yards or more	\$615.00 for the first 200,000 cubic yards + \$10.00 for each additional 10,000 cubic yards or fraction thereof.
Other Fees: Additional plan review required by changes, additions or revisions to approved plans	\$100.00 per hour*

*Or the total hourly cost to the jurisdiction, whichever is the greatest. The cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

Table A-33-B - Grading Permit Fees¹

50 cubic yards or less	\$35.00
51 to 100 cubic yards	\$55.00
101 to 1,000 cubic yards	\$55.00 for the first 100 cubic yards + \$25.00 for each additional 100 cubic yards or fraction thereof.
1,001 to 10,000 cubic yards	\$280.00 for the first 1,000 cubic yards + \$22.00 for each additional 1,000 cubic yards or fraction thereof.
10,001 to 100,000 cubic yards	\$480.00 for the first 10,000 cubic yards + \$100.00 for each additional 10,000 cubic yards or fraction thereof.
100,001 cubic yards or more	\$1,380.00 for the first 100,000 cubic yards + \$55.00 for each additional 10,000 cubic yards or fraction thereof.

Other inspections and Fees:

Inspections outside of normal business hours (minimum charge - two (2) hours)

\$100.00 per hour²

Reinspection fees assessed under provisions of Section 108.8

\$100.00 per hour²

Inspections for which no fee is specifically indicated (minimum charge - one half (1/2) hour

\$100.00 per hour²

1. The fee for a grading permit authorizing additional work to that under a valid permit shall be the difference between the fee paid for the original permit and the fee shown for the entire project.

2. Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

Road Closure/Lane Closure	\$150.00
Street/Plat Vacation	\$750.00
Off-Site Improvement Waiver	\$150.00

Special Pre-Application Meeting Requests	\$250.00 (1st Meeting No Charge, 2nd request \$250.00)
Floodplain Permit	\$50.00

SUBDIVISION

Subdivision Pre-Application Conference	\$600.00, \$300.00 follow-up meetings
Minor Subdivision	\$1,000.00
Subdivision Amendment	\$500.00
Subdivision Fee	\$2,500.00 + \$50.00/lot
Subdivision Extension	\$150.00
Construction Plan Review	\$2,000.00 + \$50.00/lot >50 lots
Condominium <50 units	\$750.00
Condominium >50 units	\$750.00 + \$10.00/unit >50 units
Final Plat <50 lots	\$600.00
Final Plat >50 lots	\$600.00 + \$10.00/lot >50 lots
Engineering Construction Svcs. (Commercial)	See Commercial R-O-W Fees
Engineering Construction Svcs. (Residential)	\$350.00/lot
Engineering Construction Improvement Agreement	\$750.00

ZONING (Standard & Smart Code)

Smart Code Regulating Plan Review	\$3,500.00
Special Use Permit	\$750.00
Zone Amendment (Map/Text)	\$1,200.00
Variance	\$ 350.00
Preliminary PUD	\$2,500.00
Final PUD	\$1,000.00
PUD Modification/Amendment Major	\$1,500.00
PUD Modification/Amendment Minor	\$200.00
Comprehensive Plan Amendment (Map/Text)	\$1,200.00
Site Plan Review (Commercial and 3plex+)	\$2,000 per site (two reviews), \$250.00 (additional reviews or meetings).
Administrative Permit	\$300.00
Parking Lot Permit	\$500.00
Tree Installation Fee	\$600.00
Appeal (P&Z, Staff Action, or City Council)	\$350.00
License To Use Real Property	\$1,000.00
Development Agreement Addendum	\$600.00
Fee in lieu for parking	\$17,815.00
Master Sign Permit	\$300.00
Acceptance of Private Road Application	\$2,000.00

SPECIAL EVENTS

Special Event Permit	\$100.00 Parade Fee (No Fee for other events)
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ELECTRICAL**Residential**

Up to 1,500 sq. ft.	\$130.00
1,501 to 2,500 sq. ft.	\$195.00
2,501 to 3,500 sq. ft.	\$260.00
3,501 to 4,500 sq. ft.	\$325.00
Over 4,500 sq.ft.	

\$325 plus \$65 for each additional 1,000 sq. ft. or portion thereof.

New Multi-Family Dwelling (contractors only):

Duplex	\$ 260.00
Three or more multi-family units	\$130 per building plus \$65 per unit.

Existing Residence/Modular,
Manufactured or Mobile
Homes/Detached Shop/Garage

\$65 fee (one circuit included) plus \$10 per additional branch circuit,
up to the maximum of the corresponding square feet of the building.

Spas and Hot Tubs

\$65.00 for each inspection.

Swimming Pools

\$130.00 (covers two (2) mandatory inspections with the exception o
f lighting.)

Miscellaneous

Signs	\$65 per sign
Outline Lighting	\$65 per occupancy
Other	\$65 per hour
Requested Inspection	\$65 per hour
Power has been off for over 1 year.	\$65 per hour
Plan Check (2 hour minimum)	\$65 per hour
Temporary Service	\$65 for 200 amps or less; over 200 amps - see Commercial
Reinspection Fee	\$100.00
Work without permit	Failure to obtain permit prior to commencing work (fee equal to per mit).

Commercial/Industrial

Total Cost of Electrical System (contracted amount)	
Up to \$10,000:	(Total cost of system * 0.02) + \$60
\$10,001 to \$100,000:	((Total cost of system - 10,000) * 0.01) + \$260
\$100,001 and over:	((Total cost of system - 100,000) * 0.005) + \$1,160

Plan Review Fee

(NEC, Building & Energy Code Compliance) 55% of Electrical Per
mit Fee.

PLUMBING

Bar Sinks	\$8.00 + \$35.00 processing fee on all permits.
Bath Tub, including shower	\$8.00 + \$35.00 processing fee on all permits.
Backflow Assembly (Building)	\$8.00 + \$35.00 processing fee on all permits.
Backflow Assembly (Landscape)	\$8.00 + \$35.00 processing fee on all permits.
Backwater Valve	\$8.00 + \$35.00 processing fee on all permits.
Clothes Washer	\$8.00 + \$35.00 processing fee on all permits.
Drain waste/vent piping, alteration/replacement each fixture	\$8.00 + \$35.00 processing fee on all permits.

Floor Drains/Hub Drains	\$8.00 + \$35.00 processing fee on all permits.
Gas Piping	\$8.00 + \$35.00 processing fee on all permits.
Kitchen Sinks and /or dishwasher	\$8.00 + \$35.00 processing fee on all permits.
Lavatory (wash basins)	\$8.00 + \$35.00 processing fee on all permits.
Lawn Sprinklers from water connect through backflow device.	\$8.00 + \$35.00 processing fee on all permits.
Mobile Home W/S Hook up	\$8.00 + \$35.00 processing fee on all permits.
Other	\$8.00 + \$35.00 processing fee on all permits.
Radiant Head (Quantity equals # of zones)	\$8.00 + \$35.00 processing fee on all permits.
Sewer Ejector/Sump Pump	\$8.00 + \$35.00 processing fee on all permits.
Sewer Service	\$8.00 + \$35.00 processing fee on all permits.
Showers	\$8.00 + \$35.00 processing fee on all permits.
Utility Sinks	\$8.00 + \$35.00 processing fee on all permits.
Water Closet (toilet)	\$8.00 + \$35.00 processing fee on all permits.
Water Heater	\$8.00 + \$35.00 processing fee on all permits.
Water Piping, alteration or replacement, each fixture.	\$8.00 + \$35.00 processing fee on all permits.
Water Service	\$8.00 + \$35.00 processing fee on all permits.
Water Softener	\$8.00 + \$35.00 processing fee on all permits.
Residential Fire Sprinkler Supply from Domestic Water System	\$65.00 (up to 16 heads)
Residential Fire Sprinkler Supply from Domestic Water System.	\$4.00 per head (17 heads and up)

Commercial Fee Schedule

Up to the 1st \$20,000	3% of the contract price.
\$20,001 to \$100,000	2% of the contract price.
\$100,001 to \$200,000	1% of the contract price.
Over \$200,001	.5% of the contract price.

IMPACT FEES

Type of Use	Parks	Public Safety	Streets	Multi-modal	Fire	EMS	Total
Residential							
Per Housing Unit							
Multi-Family	\$5,004	\$ 978	\$ 1,871	\$ 1,077	\$ 1,298	\$ 142	10,370
Single-Family	\$6,721	\$1,302	\$ 3,311	\$ 1,447	\$ 1,298	\$ 142	14,221
Non-Residential							
Commercial /Shopping Center	N/A	\$1.30	\$6.62	\$ 1.43	\$ 0.65	\$ 0.10	10.10
Office	N/A	\$0.52	\$ 2.59	\$ 0.56	\$ 0.65	\$ 0.10	4.42
Light Industrial	N/A	\$0.27	\$1.32	\$ 0.30	\$ 0.65	\$ 0.10	2.64
Manufacturing	N/A	\$0.22	\$1.05	\$ 0.24	\$ 0.65	\$ 0.10	2.26
Warehousing	N/A	\$0.11	\$ 0.47	\$ 0.12	\$ 0.65	\$ 0.10	1.45
Mini-Warehouse	N/A	\$0.10	\$0.41	\$ 0.11	\$ 0.65	\$ 0.10	1.37
Elementary School	N/A	\$0.67	\$3.43	\$ 0.74	\$ 0.65	\$ 0.10	5.59
Middle School/Junior High	N/A	\$0.69	\$3.54	\$ 0.78	\$ 0.65	\$ 0.10	5.76
High School	N/A	\$0.49	\$ 2.47	\$ 0.55	\$ 0.65	\$ 0.10	4.26

City Fees

Day Care	N/A	\$1.65	\$ 8.36	\$ 1.79	\$ 0.65	\$ 0.10	\$ 12.55
Church	N/A	\$0.37	\$ 1.85	\$ 0.41	\$ 0.65	\$ 0.10	\$ 3.38
Assisted Living	N/A	\$0.23	\$1.12	\$ 0.25	\$ 0.65	\$ 0.10	\$ 2.35
Nursing Home	N/A	\$0.35	\$1.77	\$ 0.38	\$ 0.65	\$ 0.10	\$ 3.25
Recreational Community Center	N/A	\$1.51	\$7.66	\$ 1.66	\$ 0.65	\$ 0.10	\$ 11.58
Hotel (per room)	N/A	\$434.04	\$2,219.74	\$ 475.26	N/A	N/A	\$3,129.04
Hotel (per sq. foot)	N/A	N/A	N/A	N/A	\$0.65	\$0.10	\$ 0.75

Public Safety

PUBLIC SAFETY FEES

All Violations of Title 6 - Animal Control Violations

First Offense	\$25.00
Second Offense	\$50.00
Third Offense	\$100.00

Animal Control Impound Fees

Impound For (up to 72 hours)	\$25.00
After 72 hours	\$10.00/Day

Animal Control Licenses

Spayed/Neutered Canine	\$1.25/Month
Not Spayed/Neutered Canine	\$2.25/Month
Spayed/Neutered Cat	Free
Not Spayed/Neutered Cat	Will Not Lice
Miniature Pig	\$25.00 (one-t
Adoption Fee	\$40.00

Police Department Fees and Fines

VIN Inspections	\$5.00
Vehicle Storage	\$25.00/Day
Parking Fine	\$40.00
Fingerprinting	\$10.00 first c
	\$5.00 each ad
Salvage Permit Fee - 30 days	\$100.00
Salvage Permit Fee - 6 months	\$ 500.00*
*eligible for a \$50 refund/month if vehicle(s) is removed from the premises prior to the expiration date of the permit	

Use of Police Department Community R

Refundable Cleaning & Damage]	\$50.00
Use of Audio/Visual Equipment	\$15.00/Day
Special Room Configuration and	\$25.00
Setup	minimum
Room Use	\$ 35.00

Title 5 Fees

Sexually Oriented Business	\$300.00 Ann
Bathhouses & Massage Parlors	\$300.00 Ann

LIDs

LOCAL IMPROVEMENT DISTRICT FEES

2 % Penalty	Charged after 30 day grace period
Idaho State judgment rate of interest, not to exceed 10% per annum	Charged as of delinquency certificate filing
Professional Services Fee	Bond Counsel Fees as billed, any other professional necessary as billed and actual staff time as calculated on staff's hourly benefited rate of pay
Early Pay-off Fee	Current LID principal, interest and penalty balance + calculated interest for current year + one year interest + a 2% penalty (calculated on the total aforementioned amounts)
Segregation Fee	Bond Counsel Fees as billed, any other professional necessary as billed and actual staff time as calculated on staff's hourly benefited rate of pay

Records

Records Oversight & Copy Fee Schedule - consistent with Records Policy and Idaho Law (no research or redaction required; over 100 copies or over 2 hours of copying or hours of records oversight, cumulatively - first 100 copies of back and white per 8 1/2" x 11" image area at no charge so long as can be done in less than 2 hours)

Records sought to be copied must be City records that actually exist. The City does not perform research projects for those who request records that require compilation. Records examination and copying must conform to available personnel to assure that regular City business can be maintained.

Prepayment is required for any records-related activities that exceed 2 hours during any calendar year. Prepayment amounts will be based upon good-faith estimates of time and resources required. When records have been produced pursuant to a prepaid request and the amount prepaid exceeds actual costs, the City will refund any balance that is not expended in the provision of services or copies. Copying will not be completed unless prepaid, as required.

Serial records requests that are related to one another in any way will be treated as one request for purposes of calculating, copying, or records oversight charges.

Records produced pursuant to this fee schedule and the policy it accompanies shall not be used for mail or telephone solicitation as prohibited by law. A person requesting such records may be asked to affirm compliance with such a requirement by signature on a request form or similar document.

RECORDS & COPY FEES

Black and White Copies	\$0.05 per page (not to exceed 11"x17")
Color Copies	\$0.10 per page (not to exceed 8 1/2"x11")
DVD Copies	\$1.00 each
CD Copies	\$1.00 each
Photos	\$2.00 each per 8 1/2"x10" or smaller image
Thumb Drive	\$15.00 each
Oversized Documents (greater than 11"x17")	Net cost of duplication by outside vendor
Records examination oversight (for services beyond 2 hours in any calendar year)	Lowest hourly wage plus benefited amount of any employee qualified to assist in the records research and oversight
Examination for redaction of confidential information	Lowest hourly wage plus benefited amount of any employee qualified to assist in the records research and oversight. Legal services concerning redaction examination will be charged at the hourly wage plus benefited amount, of the least paid attorney who is qualified to process the request.

CITY OF POST FALLS
AGENDA REPORT
UNFINISHED BUSINESS/RETURNING ORDINANCES AND RESOLUTIONS
MEETING DATE: 9/16/2025

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: Field Herrington, City Attorney

SUBJECT: Update to Rules of Procedure for Meetings and Public Hearings

ITEM AND RECOMMENDED ACTION:

Staff recommends that the City Council formally adopt the resolution, which includes the proposed Rules of Procedure for Meetings and Public Hearings, as well as the proposed Rule of Order.

DISCUSSION:

The accompanying one-page Rule of Order was presented to Council during the Good Governance Workshop. The City has historically conducted public meetings with informal procedures; it has not previously adopted a formal rule of order such as Robert's Rules of Order or an equivalent. The proposed Rule of Order is explicitly designed for the size, structure, and needs of the City of Post Falls. Developed based on legal research and practices from other Idaho municipalities.

The rest of the proposed changes update the City's Rules of Procedure for Meetings and Public Hearings to reflect current practices, improve organization, modernize formatting, update contact information, and formalize provisions related to electronic media and written testimony. The updated rules are intended to provide clear expectations for all participants and to strengthen the legal and procedural framework that supports the City's public meeting process.

Summary of Key Changes:

- Plain Language Cleanup: The document was revised for consistency and readability, with more precise language used to describe procedural requirements and expectations for staff, applicants, and the public.
- Updated City Contact Information: All references to email addresses and URLs have been updated to use the City's new ".gov" domain.
- Electronic Presentation Materials: The revisions formalize procedures for submitting digital materials, including required file formats, security review, and deadlines to ensure compatibility with City systems. USB devices and direct connections to City equipment are no longer permitted.

ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON:

The one-page Rule of Order was presented and discussed at the Good Governance Workshop held on April 29, 2025. The Council adopted the last resolution on public hearing procedures on June 21, 2022. The Council approved the Rules of Procedure for Meetings and Public Hearings with minor changes at the September 2, 2025 meeting.

APPROVED OR DIRECTION GIVEN:

Approved with minor change.

FISCAL IMPACT OR OTHER SOURCE OF FUNDING:

There is no fiscal impact. Implementation will be managed with existing staff and resources.

BUDGET CODE:

N/A

ATTACHMENTS:

1. Meeting and Hearing Procedure Resolution
2. Public Hearing Procedures

RESOLUTION NO. 25-[Category]

RULES OF PROCEDURE FOR MEETINGS AND PUBLIC HEARINGS

WHEREAS, Idaho Code §67-6534 requires that cities maintain a regular set of procedures for the conduct of public hearings held by the City of Post Falls Planning and Zoning Commission and City Council in matters governed by the Local Land Use Planning Act; and

WHEREAS, from time to time, it is beneficial to review and revise those hearing procedures to better facilitate input from the public and to promote a thorough and expeditious hearing; and

WHEREAS, the City has historically implemented staff-directed procedures for public hearings, but has not previously adopted any formal rules of order governing the conduct of meetings; and

WHEREAS, the City Attorney has reviewed comparable procedures and recommends formal adoption of a simplified and modern Rule of Order as best practice for the City; and

WHEREAS, the City Council adopts the foregoing as its findings of fact justifying its adoption of this Resolution.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Post Falls that all prior land use public hearing procedures are hereby repealed.

BE IT FURTHER RESOLVED that Exhibit A, entitled “City of Post Falls Rules of Procedure for Meetings and Public Hearings”, attached hereto, is hereby incorporated into this Resolution, as if set forth fully, and made a part hereof, and is hereby adopted to be applied in meetings and public hearings.

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 until superseded by a resolution addressing the same subject matter.

PASSED and APPROVED by the City Council on the ____ day of September, 2025.

CITY OF POST FALLS

Ronald G. Jacobson, Mayor

ATTEST:

Shannon Howard, City Clerk

SECTION 1. Rules of Order.

Call to Order and Order of Business.

The Mayor or Chair calls the meeting to order at the appointed time and follows the order of business on the posted agenda. The Mayor or Chair may change the order or remove items from the agenda, but adding new items requires a formal amendment to the agenda as required by Idaho Code § 74-204(4).

Quorum.

A majority of the full body constitutes a quorum under Idaho Code §50-705 and §67-6504.

Discussion, Deliberation, and Debate.

- a. Except for Public Hearings, getting to the item on the agenda invites discussion, deliberation, and debate. A motion is not required to begin discussion, deliberation, or debate. The body may engage in open discussion before any formal motion is made.
- b. The Mayor or Chair must recognize members before speaking.
- c. Discussion, deliberation, and debate must be relevant to the item and address policy, not personal matters.
- d. The Mayor or Chair may end discussion, deliberation, or debate when all members have had the chance to speak or if it becomes repetitive or out of order.

Motions and Voting.

- a. Similar or related items may be taken in one motion if multiple items are clearly identified in the motion.
- b. Any member may make a motion by stating, “I move that...”
- c. Another member must second the motion to bring it to the body for a vote. Without a second, the motion fails.
- d. A majority vote of those present decides the motion, unless otherwise required by law.
- e. The Mayor or Chair should announce the results of the motion.

Decorum.

All remarks should be directed to the hearing body. Meetings and Public Hearings are formal events where important matters and rights are discussed and evaluated, which can lead to high emotions. To protect the integrity of the process and the safety and comfort of all participants, cheering, booing, applause, speaking from the audience, heckling, carrying or waving signs, or other conduct that attempts to distract, interrupt, or disrupt the meeting is prohibited. The Mayor or Chairperson may enforce these requirements and may require disruptive attendees to be removed from the hearing room.

Public Participation.

During the portion of the agenda reserved for citizen comments, members of the public may address the body on city-related issues that are **not listed** on the meeting agenda. Each speaker will be limited to five (5) minutes. Remarks must be directed to the body, must maintain decorum, and may not include personal attacks or disruptive conduct. 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 or officers are inappropriate at this time and should be directed to the Mayor’s Office. For matters that are the subject of a scheduled public hearing, public participation must occur in accordance with the Public Hearing Procedures outlined in the following section.

SECTION 2. Public Hearings.

Public hearings offer the community an opportunity to participate in city decision-making on matters where state law requires public input. These include, but are not limited to, land use applications and zoning decisions governed by the Local Land Use Planning Act (Title 67, Chapter 65, Idaho Code); annexations of property into the city (Idaho Code § 50-222); adoption of the city budget and property tax levies (Idaho Code § 50-1002 and § 63-802A); adoption or increase of fees (Idaho Code § 63-1311A); and the vacation of plats, streets, and rights-of-way (Idaho Code § 50-1306A).

Public Notice.

- a. Notice Requirements. Notice of all public hearings will be given following the applicable provisions of Idaho law and the city's adopted zoning and subdivision codes (Titles 17, 18, and 18A, Post Falls Municipal Code).
- b. Timing of Notice. Notice shall be published, mailed, and posted as required by law. The complete application and staff report, where applicable, must be made available to the public and posted to the city's website at the time notice of public hearing is issued, ensuring access to relevant information about the hearing and enabling informed public testimony.

Conduct of the Hearing.

- a. Written Testimony and How to Submit. Any person may submit written testimony for consideration by the hearing body. Written testimony that is correctly received by the city is entered into the record for the hearing and will be considered by the hearing body. Written testimony must be submitted in one of the following ways:
 1. Via E-mail to phnotice@postfalls.gov,
 2. Via mail or hand delivery to the City Clerk or Planning Division of the City of Post Falls, 408 N. Spokane Street, Post Falls, Idaho 83854; or
 3. Via the provided web form on the city's website:
<https://www.postfalls.gov/168/Public-Hearings>

Written testimony that is not submitted in one of these manners will not be included in the record for consideration.

- b. Substance of Written Testimony. Written testimony should only address the relevant approval criteria for the type of hearing that is being conducted and must contain the name and address of the person submitting the testimony.
- c. Deadline for Submission of Written Testimony. Written testimony must be received no later than the close of business four (4) business days before the date of the public hearing to allow time for the written testimony to be distributed to members of the hearing body and to allow other interested parties time to prepare a response to the submitted written

testimony. *For example, if the public hearing is scheduled for a Tuesday, written testimony must be received by the close of business on the prior Wednesday.*

- d. Clerical mistakes, oversight, and omissions. Following the deadline for submission of written testimony, interested parties should review the entire submitted record. If there are any clerical mistakes, oversights, misstatements, or omissions in the record, such errors therein may be corrected upon timely notice to the Clerk of the Planning Commission or City Clerk. Any notice of clerical mistakes, oversights, misstatements, or omissions must be received no later than the close of business two (2) business days before the date of the public hearing.
- e. Exclusion of Written Testimony. Written testimony that is received after the submission deadline will be excluded from the record of the public hearing and will not be considered. The Mayor or Chairperson may, in their discretion, admit untimely written testimony into the record for consideration if doing so will not prejudice another party to the hearing. A majority vote of the hearing body may overrule any decision regarding the admission of untimely written testimony. The Mayor or Chairperson may allow parties additional time to rebut the contents of any untimely written testimony accepted into the record or hold the record open for the receipt of rebuttal information from a party. Written testimony that does not address the relevant approval criteria will not be considered.
- f. Brief Written Testimony. Brief written testimony may be submitted by an individual physically present at the hearing on the space provided on the sign-in sheet in lieu of providing oral testimony. Brief written testimony should only address the relevant approval criteria for the type of hearing that is being conducted and must contain the name and address of the person submitting the brief written testimony. The brief written testimony must be less than two hundred (200) words, as it will be read into the record by the chair.
- g. Electronic Presentation Materials. All electronic media (including but not limited to audio, video, images, PowerPoint and similar presentations, requiring the use of the city's electronic computer systems or audio/visual equipment) other than those prepared and presented by City staff must comply with the following:
 1. Submission Deadlines. Any individual, applicant, or representative wishing to present electronic media during a public meeting must submit those materials to the city no later than 12:00 p.m. (noon) on the business day immediately preceding the scheduled hearing date. This deadline ensures adequate time for technical review, scanning for security concerns, and distribution to the hearing body. Electronic presentation materials will **not** be accepted at the public hearing itself.
 2. Accepted Formats and Submission Procedure. All presentation materials must be in a commonly used format compatible with the city's operating system (e.g., PDF, Microsoft PowerPoint, MP4 video, JPEG images). Submissions must be sent electronically via e-mail to mediadepartment@postfalls.gov. Materials in uncommon or proprietary formats that cannot be reasonably supported by city systems may be rejected by staff following review. Parties are strongly encouraged to use widely accepted formats to ensure compatibility and interoperability.
 3. Review and Scanning. All electronic media will be reviewed and scanned by city staff designated and trained by the IT department for viruses, malware, and

compatibility with the city's systems. Materials that do not pass the security review will be rejected.

4. Liability for Submitted Materials. By submitting electronic media, the submitting party represents and warrants that the electronic media are free of malicious code, viruses, or malware, and agrees to indemnify and hold harmless the City of Post Falls, its officers, employees, and agents from any damages, losses, or costs incurred as a result of malicious code, viruses, or malware contained in the submitted materials.
 5. Prohibition on External Media. For cybersecurity and record-keeping purposes, outside parties are prohibited from connecting personal electronic devices, USB drives, or any other external storage media directly to city-owned computers or audio/visual equipment. If a party brings a USB drive, laptop, or other external device to the hearing, staff will inform the party that city equipment cannot accept outside devices. The party may still provide oral testimony or submit written testimony in the manner allowed by these procedures.
 6. Continuance at Request of Applicant. If the applicant or their representative wishes to present electronic presentation materials not previously submitted, they may request a continuance of the hearing. The hearing body may grant or deny such a request consistent with due process and fairness to all parties. The applicant is advised that any continuance may require re-noticing and re-publication of the hearing at the applicant's expense.
- h. Sign In Sheet. Each person, except staff members, the applicant or their representative, or city consultants, wishing to provide testimony or comment must sign their name and provide their contact address on a sign-up sheet provided by the city. Each person must indicate whether they are in support of, neutral about, or opposed to the proposal. Each person must also indicate whether they wish to provide oral testimony or brief written testimony on the provided form.
 - i. Content of Testimony and Conduct of Speakers. Each speaker should provide their name and address (or city of residence) for the record and be recognized by the Mayor or Chairperson before speaking. The speaker should direct their testimony to the hearing body, rather than to members of the audience. Because each hearing must be recorded, each person must speak into the microphone. Testimony must directly address the relevant approval criteria for the type of hearing that is being conducted. Repetitious testimony should be avoided. Profane, disrespectful, derogatory, or discriminatory testimony is prohibited. The Mayor or Chairperson may warn the speaker to stop speaking disrespectfully or about matters that are not relevant to the hearing. Critical comments are allowed, provided they are not made in a disruptive manner. If testimony continues to address matters that are unrelated to the purpose of the hearing or are disruptive, hostile, and/or aggressive to a point where the conduct impedes the ability of the sitting body to conduct an orderly, efficient, and productive meeting, the Mayor or Chairperson may declare that such testimony does not comply with these standards and deem it out of order and the witness may be directed to stop testifying.

- j. Spokespersons. A spokesperson for a group of at least four (4) people may be allowed fifteen (15) minutes to testify on behalf of the group. To be recognized as a spokesperson, the spokesperson must contact the Clerk of the Planning Commission or City Clerk no later than four (4) business days before the hearing and provide the names of all members of the group they are representing. Each member of the group must be physically present at the hearing, but will not be permitted to testify in addition to the spokesperson.
- k. Procedural Rulings by the Mayor or Chairperson. The Mayor and the Planning Commission Chairperson are authorized to revise the default time frames contained in these rules of procedure, the order of proceedings, and make other procedural rulings, provided that the due process rights of all parties are protected. In the event of disagreement by City Council or Planning Commission members with procedural rulings by the Mayor or Chairperson, the Council or Commission may suspend or amend any one or more of these rules by majority vote of members in attendance, provided that due process rights are preserved.
- l. Exhibits and Maintenance of Records of the Hearing. All exhibits, photographs, diagrams, maps, evidence, and other material presented during the public hearing must be marked or otherwise identified and entered into the record by the clerk of the hearing body. Original exhibits may be released to the presenting party if requested in writing, provided the city, in its sole determination, finds that accurate reproductions, photocopies, or other reproductions of the original can be retained to ensure the future availability of a complete and accurate record of the hearing. The City Clerk is responsible for maintaining a verbatim, transcribable record of all hearing proceedings and original, or accurate duplicates, of all exhibits, written submittals, staff reports, and applications, in conformance with Idaho Code § 50-907. Additionally, the City Clerk is charged with ensuring that accurate minutes of the hearing are maintained as required by Idaho Code.
- m. Continuation in the Case of Long Hearings. The City Council and Planning Commission will not begin a new public hearing after 10:00 p.m. In this case, any scheduled hearings that have not been held will be continued until the next scheduled public hearing, at which time the hearing will be placed as the first item on the public hearing agenda.

Additional Rules for Quasi-Judicial and Annexation Hearings.

- a. Time Limits and Order of Testimony. Testimony at quasi-judicial and annexation public hearings will be taken in the following order, and each speaker will be allowed the following time to testify.
 - 1. Staff Presentation of the Staff Report – No Time Limit.
 - 2. Applicant's Presentation – 15 Minutes.
 - 3. Other Testimony in Support of the Proposal – 4 Minutes.

4. Neutral Testimony – 4 Minutes.
 5. Testimony in Opposition to the Proposal – 4 Minutes.
 6. Rebuttal Testimony¹ by the Applicant – 8 Minutes.
- b. Grant of Additional Time. The Mayor or the Planning Commission Chairperson may allow speakers additional time to testify if the allowance of additional time does not prejudice any other party.
 - c. Closure of Public Hearing. At the conclusion of public testimony, the Mayor or Planning Commission Chairperson will close the public hearing and begin deliberation. Procedural and other questions seeking clarification may be directed to city staff during this period, provided that the answer does not introduce new evidence into the record. If new evidence is introduced, the hearing must be reopened to allow the opportunity to rebut the new evidence.
 - d. Decision by the City Council or Planning Commission. At the conclusion of any deliberation, a member of the hearing body should make a motion to approve, conditionally approve, or deny the matter and direct staff to prepare the final written Reasoned Decision or Recommendation. The motion should include sufficient detail regarding the basis for the decision, enabling staff to prepare a reasoned decision or recommendation. The hearing body may also elect to table the matter until a future date, provided that the due process rights of all parties are protected. The vote of the hearing body will be taken by motion and a roll-call vote.
 - e. Preparation of Reasoned Decision or Recommendation. Following the hearing, city staff will memorialize the hearing body's decision in a written reasoned decision or recommendation that explains the criteria and standards considered relevant, states the relevant contested facts relied upon, and explains the rationale for the decision based on the applicable provisions of the comprehensive plan (for zoning hearings), relevant ordinances and statutory provisions, and factual information contained in the record and a description of what actions, if any, the applicant can take to obtain approval. A reasoned decision must also include a notice stating that the applicant can request a regulatory takings analysis pursuant to Idaho Code § 67-8003. The written reasoned decision or recommendation will be placed on a subsequent agenda for consideration by the Planning Commission or City Council. Until the final decision is rendered and adopted by the hearing body, the rules regarding *ex parte* communications and site visits remain in effect. Upon adoption by the hearing body, the written reasoned decision or recommendation is considered the final decision of that body.

¹ Rebuttal testimony is limited to rebutting testimony presented in opposition to the proposal. No new evidence in support of the proposal may be offered. If there is a significant amount of opposition testimony, additional time should be granted for rebuttal. If there is no testimony in opposition, there is no need for rebuttal.

- f. Appeal of Planning Commission Decisions. Appeals of quasi-judicial decisions of the Planning Commission are scheduled as a *de novo* hearing before the City Council. Appeal hearings will be conducted in accordance with these rules.

Additional Rules for Legislative Hearings.

- a. Time Limits and Order of Testimony. Testimony at legislative hearings will generally be taken in the following order, and each speaker will be allowed the following time to testify.
 - 1. Staff Presentation of the Staff Report – No Time Limit.
 - 2. Testimony in Support of the Proposal – 4 Minutes.
 - 3. Neutral Testimony – 4 Minutes.
 - 4. Testimony in Opposition to the Proposal – 4 Minutes.
- b. Grant of Additional Time. The Mayor or Planning Commission Chairperson may allow speakers additional time to testify.
- c. Closure of Public Hearing. At the conclusion of public testimony, the Mayor or Planning Commission Chairperson will close the public hearing, and deliberations by the hearing body will begin. Procedural and other questions seeking clarification may be directed to city staff during this period.
- d. Decision by the City Council or Planning Commission. At the conclusion of any deliberation, a member of the hearing body should make a motion to approve, amend, or deny the matter and direct staff to prepare the appropriate resolution, ordinance, or other document to implement the final decision. The motion should include sufficient detail concerning any amendments to enable staff to prepare the necessary documents for implementing the decision. The hearing body may also elect to table the matter until a future date. The vote of the hearing body will be taken by motion and a roll-call vote.
- e. Preparation of Final Decision. Following the hearing, city staff will prepare the necessary documents to implement the decision and return them to the hearing body for final approval.

Additional Rules for Administrative Appeal Hearings

- a. Time Limits and Order of Testimony. Arguments at administrative appeal hearings authorized by Post Falls Municipal Code 18.20.110(B) will be taken in the following order, and each speaker will be allowed the following time to speak.
 - 1. Appellant's Argument – 20 Minutes.

2. Staff Argument – 20 Minutes.
 3. Appellant’s Rebuttal – 10 Minutes.
- b. Grant of Additional Time. The Mayor or Planning Commission Chairperson may allow additional time for argument if the allowance of additional time does not prejudice any other party.
 - c. Closure of Appeal Hearing. At the conclusion of the argument, the Mayor or Planning Commission Chairperson will close the hearing, and deliberations by the hearing body will begin. Procedural and other questions seeking clarification may be directed to city staff during this period.
 - d. Decision by the City Council or Planning Commission. After deliberation, a member of the hearing body should make a motion to approve or deny the appeal and direct staff to prepare the appropriate documents to implement the final decision. The motion should include sufficient detail to enable staff to prepare the necessary documents for implementing the decision. The hearing body may also elect to table the matter until a future date. The vote of the hearing body will be taken by motion and a roll-call vote.
 - f. Preparation of Written Decision. Following the hearing, city staff will prepare the necessary documents to implement the decision and return them to the hearing body for final approval.

**CITY OF POST FALLS
AGENDA REPORT
NEW BUSINESS
MEETING DATE: 9/16/2025**

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: Robert Palus, City Engineer
SUBJECT: Ross Point Road Cycle Track - Award of Contract

ITEM AND RECOMMENDED ACTION:

With Approval, City Council Authorizes the Mayor to sign the Notice of Award and Contract for construction of a small project for the Ross Point Road Cycle Track to Cameron Reilly, LLC.

DISCUSSION:

In June 2023 the City of Post Falls entered into a Cooperative Construction Agreement with the State of Idaho for the I-90 / SH41 Interchange (ITD Project A02(442)). Within the agreement, the City paid the State for the construction of a two-way curb-separated bicycle facility along Ross Point Road from Seltice Way to 3rd Ave., also known as a "cycle track." Federal funding for the interchange project did not allow for the inclusion of any improvements south of 3rd Ave. Based on existing roadway geometry, and desiring to maximize safety and visibility along the roadway, the best location for a transition between traditional bicycle lanes and the cycle track is at 2nd Ave.

In March of 2025 the City entered into a Professional Services Agreement with JUB Engineers to complete construction plans and specifications that would facilitate completion of the cycle track between 3rd Ave. and 2nd Ave. The Professional Services Agreement included bid phase and construction management services by JUB. Construction of these improvements would need to be completed in coordination with ITD's improvements between Seltice Way and 3rd Ave. Design and bid phase services have been completed within budget.

Due to the project size, a formal bid process was not required and an informal solicitation of bids was completed in July and August 2025. JUB Engineers made an initial solicitation of bids from three (3) contractors, to which no formal bids were received. Follow up with the contractors indicated project size and scope as primary drivers for the lack of a formal response. A request for bid was then made to Cameron Reilly, LLC and a response of \$122,359.00 was received. This amount is comparable with the engineers' estimate of \$123,008.00. Cameron Reilly, LLC is the subcontractor to Scarcella Brothers Inc. (SBI) that will be completing the section of cycle track within the ITD's I90 / SH41 interchange project, facilitating the needed coordination.

Staff would request an additional 10% contingency amount, over the bid amount of \$122,359.00 for the project, resulting in a not to exceed amount of \$134,595.00

ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON:

03/04/2025 - Professional Services Agreement with JUB Engineers

APPROVED OR DIRECTION GIVEN:

Approved professional services agreement to develop project

FISCAL IMPACT OR OTHER SOURCE OF FUNDING:

\$134,595.00

BUDGET CODE:

037-431.1305.62040 (Multi-modal Impact Fees)

ATTACHMENTS:

1. Ross Point Road - Cycle Track Award
2. CycleTrackContract_CR_090425
3. Notice of Award - Ross Point Cycle Track
4. Plans-PostFalls_RossPointCycleTrack

Ross Point Road – Cycle Track Award of Contract

Robert S. Palus, PE –
City Engineer

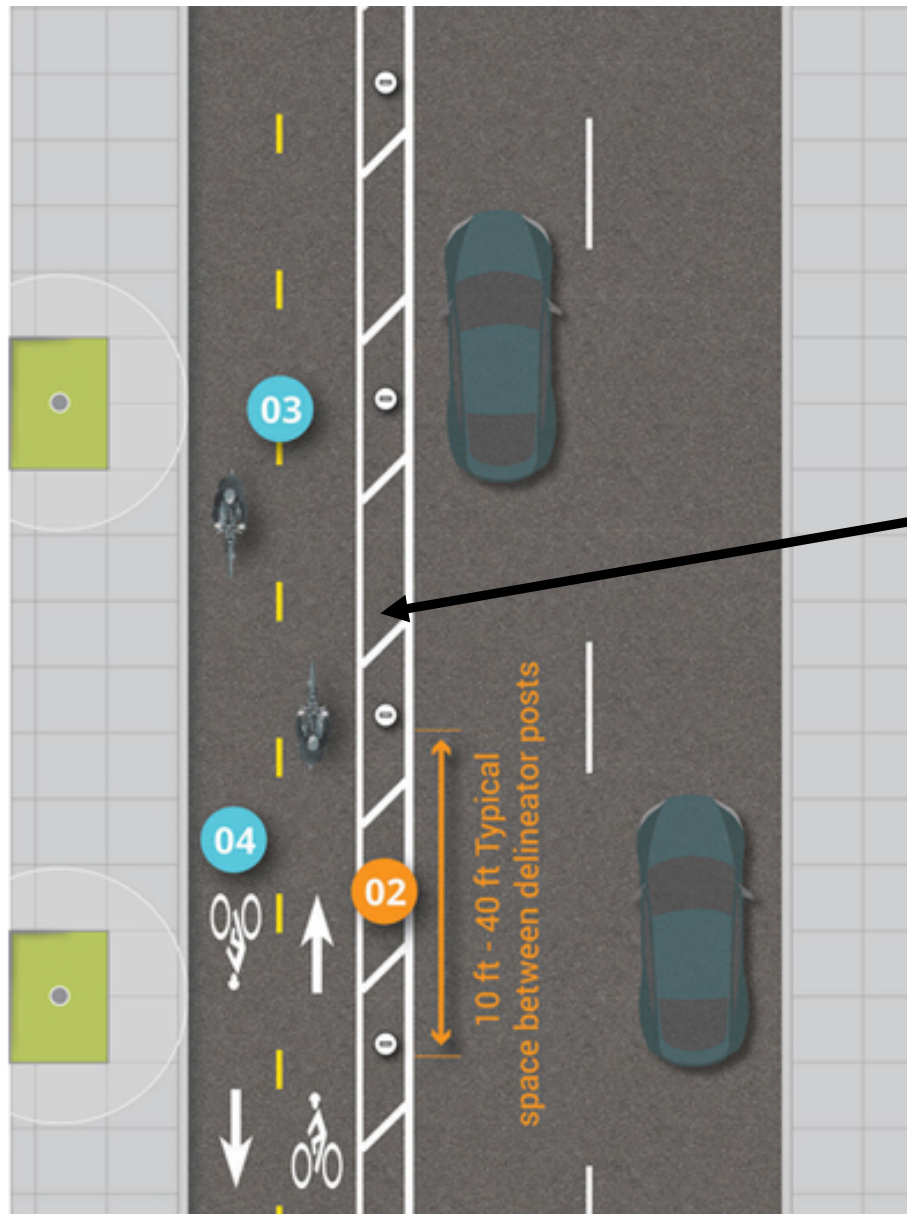
September 16, 2025

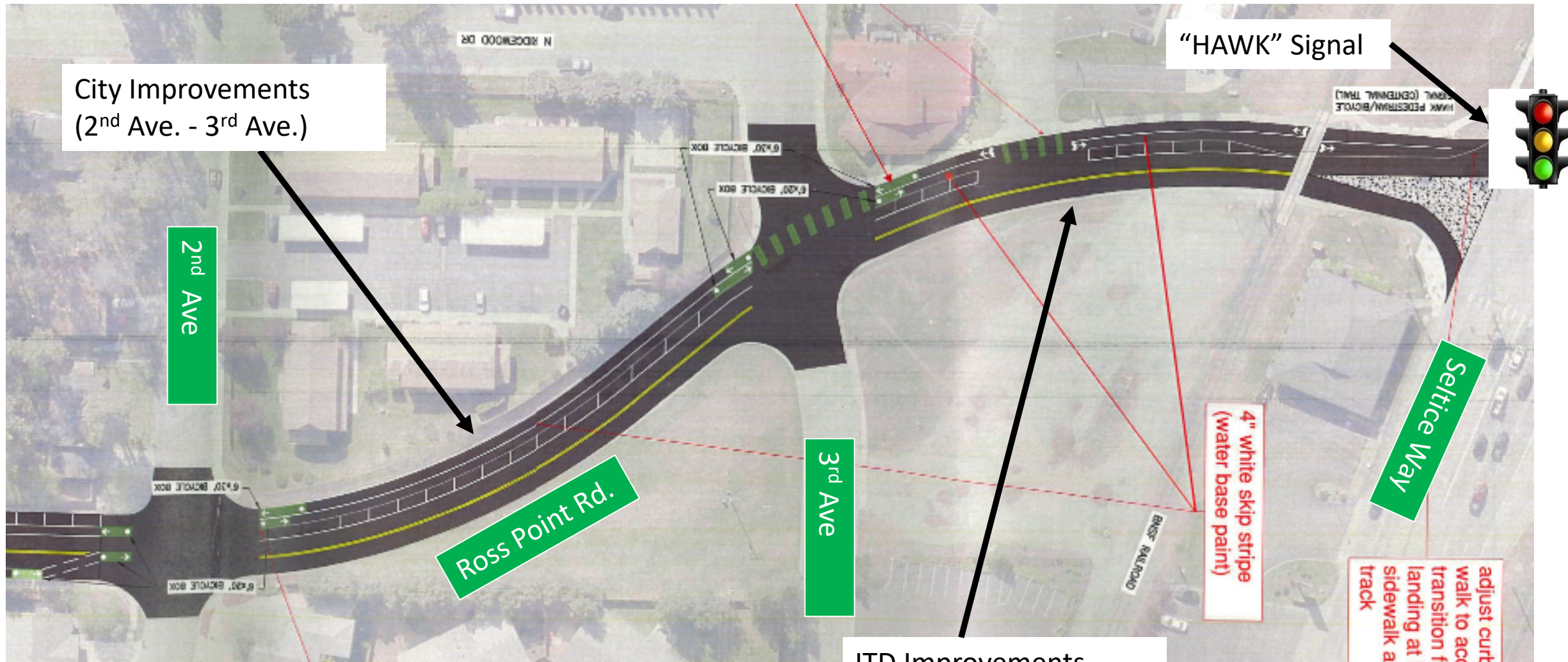


Cycle Track

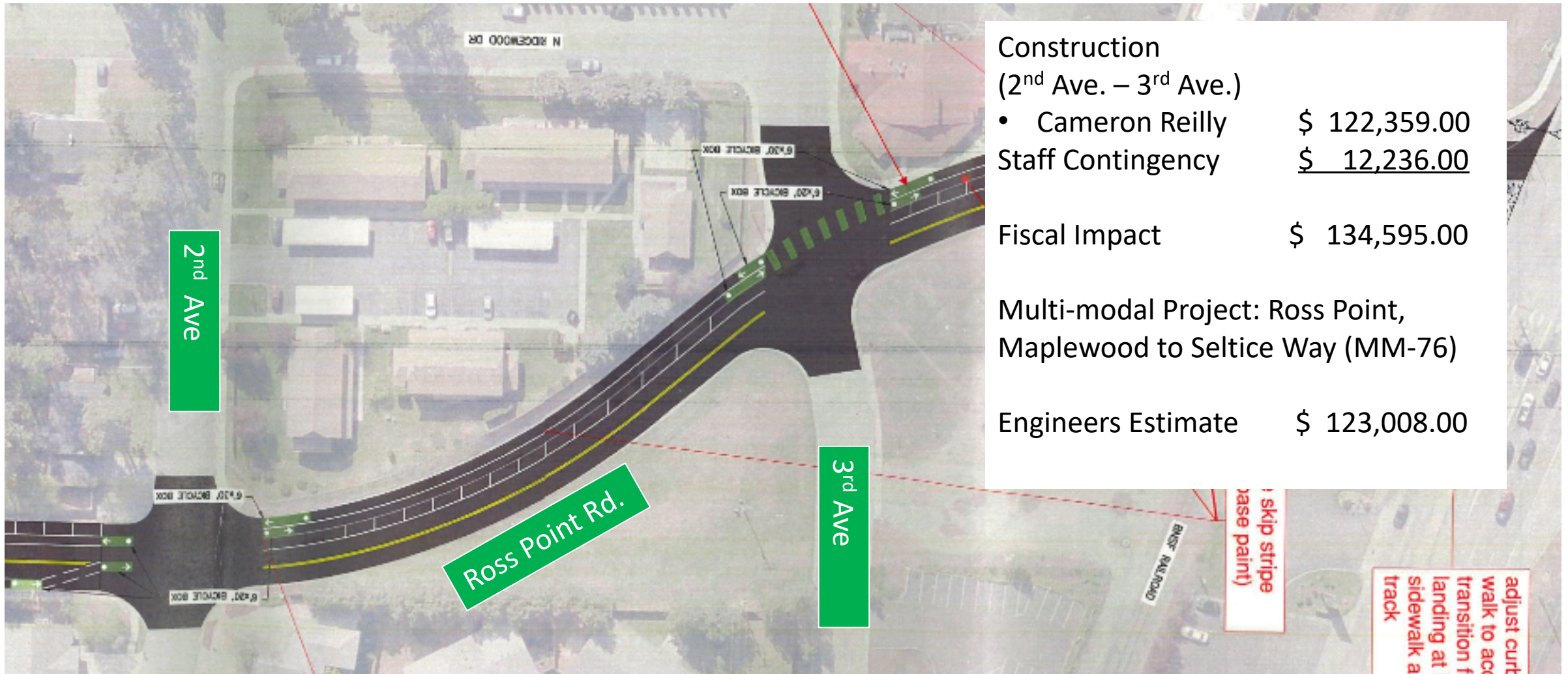


Cycle Track





Ross Point Cycle Track



Construction (2 nd Ave. – 3 rd Ave.)	
• Cameron Reilly	\$ 122,359.00
Staff Contingency	<u>\$ 12,236.00</u>
Fiscal Impact	\$ 134,595.00
Multi-modal Project: Ross Point, Maplewood to Seltice Way (MM-76)	
Engineers Estimate	\$ 123,008.00

Ross Point Cycle Track

Ross Point Road – Cycle Track Award of Contract

Robert S. Palus, PE –
City Engineer

September 16, 2025



CONTRACT FOR CONSTRUCTION OF A SMALL PROJECT

This Contract is by and between The City of Post Falls (Owner) and
Cameron Reilly, LLC (Contractor).

Owner and Contractor hereby agree as follows:

ARTICLE 1 - THE WORK

1.01 Work

- A. Work includes all labor, materials, equipment, services, and documentation necessary to construct the Project defined herein. The Work may include related services such as testing, start-up, and commissioning, all as required by the Contract Documents.
- B. The Contractor shall complete all Work as specified or indicated in the Contract Documents. The Project is generally described as follows:
 - 1. **Ross Point Road Cycle Track** which includes **construction of a cycle track that will install extruded curb, signage, and striping.**
 - 2. The Site of the Work includes property, easements, and designated work areas described in greater detail in the Contract Documents but generally located **on Ross Point Road between Seltice Way and 3rd Avenue.**

ARTICLE 2 - CONTRACT DOCUMENTS

2.01 Intent of Contract Documents

- A. It is the intent of the Contract Documents to describe a functionally complete project. The Contract Documents do not indicate or describe all of the Work required to complete the Project. Additional details required for the correct installation of selected products are to be provided by the Contractor and coordinated with the Owner and Engineer. This Contract supersedes prior negotiations, representations, and agreements, whether written or oral. The Contract Documents are complementary; what is required by one part of the Contract Documents is as binding as if required by other parts of the Contract Documents.
- B. During the performance of the Work and until final payment, Contractor and Owner shall submit all matters in question concerning the requirements of the Contract Documents, or relating to the acceptability of the Work under the Contract Documents to the Engineer. Engineer will be the initial interpreter of the requirements of the Contract Documents, and judge of the acceptability of the Work thereunder.
- C. Engineer will render a written clarification, interpretation, or decision on the issue submitted, or initiate a modification to the Contract Documents.
- D. Contractor, and its subcontractors and suppliers, shall not have or acquire any title to or ownership rights to any of the Drawings, Specifications, or other documents (including copies or electronic media editions) prepared by Engineer or its consultants.

2.02 Contract Documents Defined

- A. The Contract Documents consist of the following documents, listed in order of precedence:
1. Addenda.
 2. This Contract.
 3. Performance bond.
 4. Payment bond.
 5. Specifications listed in the Request for Quotes.
 6. Project Plans and Specifications.
 7. The following which may be delivered or issued on or after the Effective Date of the Contract:
 - a. Work Change Directives (EJCDC C-940).
 - b. Change Orders (EJCDC C-941).
 - c. Field Orders.

ARTICLE 3 - ENGINEER

3.01 Engineer

- A. The Engineer for this Project is **J-U-B Engineers, Inc.** Contact – Kevin Smith, PE ksmith@jub.com, 208-783-7482 – Cell.

ARTICLE 4 - CONTRACT TIMES

4.01 Contract Times

- A. The Work will be ~~substantially~~ completed within **30 calendar days** after the issuance of Notice-to-Proceed. ~~Effective Date of the Contract and completed and ready for final payment within [Number of Days] days after the Effective Date of the Contract.~~

4.02 Liquidated Damages

- A. Contractor and Owner recognize that time is of the essence in the performance of the Contract, and that Owner will incur damages if Contractor does not complete the Work according to the requirements of Paragraph 4.01. Because such damages for delay would be difficult and costly to determine, Owner and Contractor agree that as liquidated damages for delay (but not as a penalty) Contractor shall pay Owner **\$500** for each day that expires after the Contract Time for ~~substantial~~ completion.

4.03 Delays in Contractor's Progress

- A. If Owner, Engineer, or anyone for whom Owner is responsible, delays, disrupts, or interferes with the performance or progress of the Work, then Contractor shall be entitled to an equitable adjustment in the Contract Times and Contract Price. Contractor's entitlement to an adjustment of the Contract Times is conditioned on such adjustment being essential to Contractor's ability to complete the Work within the Contract Times.

- B. Contractor shall not be entitled to an adjustment in Contract Price or Contract Times for delay, disruption, or interference caused by or within the control of Contractor or their subcontractors or suppliers.
- C. If Contractor's performance or progress is delayed, disrupted, or interfered with by unanticipated causes not the fault of and beyond the control of Owner, Contractor, and those for which they are responsible, then Contractor shall be entitled to an equitable adjustment in Contract Times.
- D. Contractor shall not be entitled to an adjustment in Contract Price or Contract Times for any delay, disruption, or interference if such delay is concurrent with a delay, disruption, or interference caused by or within the control of Contractor or Contractor's subcontractors or suppliers.

4.04 Progress Schedules

- A. Contractor shall develop a progress schedule and submit to the Engineer for review and comment before starting Work on the Site. The Contractor shall modify the schedule in accordance with the comments provided by the Engineer.
- B. The Contractor shall update and submit the progress schedule to the Engineer each month. The Owner may withhold payment if the Contractor fails to submit the schedule.

ARTICLE 5 - CONTRACT PRICE

5.01 Payment

- A. Owner shall pay Contractor in accordance with the Contract Documents at the following unit prices for each unit of Work completed:

Item No.	Description	Unit	Estimated Quantity	Unit Price	Extended Price
1	Mobilization	LS	1	\$12,000.00	\$12,000.00
2	Extruded Median Curb	LF	370	\$55.00	\$20,350.00
3	Construction Traffic Control	LS	1	\$8,500.00	\$8,500.00
4	Waterborne Pavement Markings	LF	1847	\$1.00	\$1,847.00
5	Methyl Methacrylate Pavement Markings	SF	3000	\$20.75	\$62,250.00
6	Permanent Signing	EA	9	\$1,300.00	\$11,700.00
7	Flexible Delineators	EA	16	\$357.00	\$5,712.00
Total of all extended prices for Estimated Quantities of Work					\$122,359.00

Payment will be made in an amount equal to the total of all extended prices for actual Work completed. The extended price is determined by multiplying the unit price times the actual quantity of that Work item completed. Actual quantities installed will be determined by the Engineer.

ARTICLE 6 - BONDS

6.01 Bonds

- A. ~~Before starting Work, Along with executed contract,~~ Contractor shall furnish a performance bond and a payment bond from surety companies that are duly licensed or authorized to issue bonds in the required amounts in the jurisdiction in which the Project is located. Each bond shall be in an amount equal to the Contract Price, as security for the faithful performance and payment of all of Contractor's obligations under the Contract. These bonds shall remain in effect until the completion of the correction period specified in Paragraph 7.12 but, in any case, not less than one year after the date when final payment becomes due.

ARTICLE 7 - CONTRACTOR'S RESPONSIBILITIES

7.01 Supervision and Superintendence

- A. Contractor shall supervise and direct the Work competently and efficiently, devoting such attention thereto and applying such skills and expertise as may be necessary to perform the Work in accordance with the Contract Documents. Contractor shall be solely responsible for the means, methods, techniques, sequences, safety, and procedures of construction.
- B. Contractor shall assign a competent resident superintendent who is to be present at all times during the execution of the Work. This resident superintendent shall not be replaced without written notice to and approval by the Owner and Engineer except under extraordinary circumstances.
- C. Contractor shall at all times maintain good discipline and order at the Site.
- D. Except as otherwise required for the safety or protection of persons or the Work or property at the Site or adjacent thereto, and except as otherwise stated in the Contract Documents, all Work at the Site shall be performed during regular working hours, Monday through Friday.

7.02 Other Work at the Site

- A. In addition to and apart from the Work of the Contractor, other work may occur at or adjacent to the Site. Contractor shall take reasonable and customary measures to avoid damaging, delaying, disrupting, or interfering with the work of Owner, any other contractor, or any utility owner performing other work at or adjacent to the Site.

7.03 Services, Materials, and Equipment

- A. Unless otherwise specified in the Contract Documents, Contractor shall provide and assume full responsibility for all services, materials, equipment, labor, transportation, construction equipment and machinery, tools, appliances, fuel, power, light, heat, telephone, water, sanitary facilities, temporary facilities, and all other facilities and incidentals necessary for the performance, testing, start up, and completion of the Work, whether or not such items are specifically called for in the Contract Documents.
- B. All materials and equipment incorporated into the Work shall be new, of good quality and shall be stored, applied, installed, connected, erected, protected, used, cleaned, and conditioned in accordance with instructions of the applicable supplier, except as otherwise may be provided in the Contract Documents.

7.04 Subcontractors and Suppliers

- A. Contractor may retain subcontractors and suppliers for the performance of parts of the Work. Such subcontractors and suppliers must be acceptable to Owner.

7.05 Quality Management

- A. Contractor is fully responsible for the managing quality to ensure Work is completed in accordance with the Contract Documents.

7.06 Licenses, Fees and Permits

- A. Contractor shall pay all license fees and royalties and assume all costs incident to performing the Work or the incorporation in the Work of any invention, design, process, product, or device which is the subject of patent rights or copyrights held by others.
- B. Contractor shall obtain and pay for all construction permits and licenses unless otherwise provided in the Contract Documents.

7.07 Laws and Regulations; Taxes

- A. Contractor shall give all notices required by and shall comply with all local, state, and federal Laws and Regulations applicable to the performance of the Work. Except where otherwise expressly required by applicable Laws and Regulations, neither Owner nor Engineer shall be responsible for monitoring Contractor's compliance with any Laws or Regulations.
- B. Contractor shall bear all resulting costs and losses, and shall indemnify and hold harmless Owner and Engineer, and the officers, directors, members, partners, employees, agents, consultants, and subcontractors of each and any of them from and against all claims, costs, losses, and damages if Contractor performs any Work or takes any other action knowing or having reason to know that it is contrary to Laws or Regulations.
- C. Contractor shall pay all applicable sales, consumer, use, and other similar taxes Contractor is required to pay in accordance with Laws and Regulations.

7.08 Record Documents

- A. Contractor shall maintain one printed record copy of all Drawings, Specifications, Addenda, Change Orders, Work Change Directives, Field Orders, written interpretations and clarifications, and approved shop drawings in a safe place at the Site. Contractor shall annotate them to show changes made during construction. Contractor shall deliver these record documents to Engineer upon completion of the Work.

7.09 Safety and Protection

- A. Contractor shall be solely responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the Work.
- B. Contractor shall take all necessary precautions for the safety of, and shall provide the necessary protection to prevent damage, injury, or loss to:
 - 1. All persons on the Site or who may be affected by the Work;
 - 2. All the Work and materials and equipment to be incorporated therein, whether in storage on or off the Site; and
 - 3. Other property at the Site or adjacent thereto, including trees, shrubs, lawns, walks, pavements, roadways, structures, other work in progress, utilities, and underground

facilities not designated for removal, relocation, or replacement in the course of construction.

- C. All damage, injury, or loss to any property caused, directly or indirectly, in whole or in part, by Contractor, or anyone for whose acts the Contractor may be liable, shall be remedied by Contractor at its expense (except damage or loss attributable to the fault of Contract Documents or to the acts or omissions of Owner or Engineer and not attributable, directly or indirectly, in whole or in part, to the fault or negligence of Contractor).
- D. Contractor shall be responsible for coordinating any exchange of material safety data sheets or other hazard communication information required to be made available to or exchanged between or among employers at the Site in accordance with Laws or Regulations.
- E. In emergencies affecting the safety or protection of persons or the Work or property at the Site or adjacent thereto, Contractor shall act to prevent threatened damage, injury, or loss. Contractor shall give Engineer prompt written notice if Contractor believes that any significant changes in the Work or variations from the Contract Documents have been caused thereby or are required as a result thereof. If Engineer determines that a change in the Contract Documents is required because of the action taken by Contractor in response to such an emergency, a Work Change Directive or Change Order will be issued.

7.10 Shop Drawings, Samples, and Other Submittals

- A. Contractor shall review and coordinate the shop drawing and samples with the requirements of the Work and the Contract Documents and shall verify all related field measurements, quantities, dimensions, specified performance and design criteria, installation requirements, materials, catalog numbers, and similar information.
- B. Each submittal shall bear a stamp or specific written certification that Contractor has satisfied Contractor's obligations under the Contract Documents with respect to Contractor's review of that submittal, and that Contractor approves the submittal.
- C. With each submittal, Contractor shall give Engineer specific written notice, in a communication separate from the submittal, of any variations that the shop drawing or sample may have from the requirements of the Contract Documents.
- D. Engineer will provide timely review of shop drawings and samples.
- E. Engineer's review and approval will not extend to means, methods, techniques, sequences, or procedures of construction or to safety precautions or programs.
- F. Engineer's review and approval of a separate item does not indicate approval of the assembly in which the item functions.
- G. Contractor shall make corrections required by Engineer and shall return the required number of corrected copies of shop drawings and submit, as required, new samples for review and approval. Contractor shall direct specific attention in writing to revisions other than the corrections called for by Engineer on previous submittals.
- H. Shop drawings are not Contract Documents.

7.11 Warranties and Guarantees

- A. Contractor warrants and guarantees to Owner that all Work will be in accordance with the Contract Documents and will not be defective. Engineer and its officers, directors, members,

partners, employees, agents, consultants, and subcontractors shall be entitled to rely on Contractor's warranty and guarantee.

7.12 Correction Period

- A. If within one year after the date of substantial completion, any Work is found to be defective, or if the repair of any damages to the Site, adjacent areas that Contractor has arranged to use through construction easements or otherwise, and other adjacent areas used by Contractor as permitted by Laws and Regulations, is found to be defective, then Contractor shall promptly and without cost to Owner, correct such defective Work.

7.13 Indemnification

- A. To the fullest extent permitted by Laws and Regulations, and in addition to any other obligations of Contractor under the Contract or otherwise, Contractor shall indemnify and hold harmless Owner and Engineer, and the officers, directors, members, partners, employees, agents, consultants and subcontractors of each and any of them from and against all claims, costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals and all court or arbitration or other dispute resolution costs) arising out of or relating to the performance of the Work, provided that any such claim, cost, loss, or damage is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the Work itself), including the loss of use resulting therefrom but only to the extent caused by any negligent act or omission of Contractor, any subcontractor, any supplier, or any individual or entity directly or indirectly employed by any of them to perform any of the Work or anyone for whose acts they may be liable.

ARTICLE 8 - OWNER'S RESPONSIBILITIES

8.01 Owner's Responsibilities

- A. Except as otherwise provided in the Contract Documents, Owner shall issue all communications to Contractor through Engineer.
- B. Owner shall make payments to Contractor as provided in this Contract.
- C. Owner shall provide Site and easements required to construct the Project.
- D. If Owner intends to contract with others for the performance of other work at or adjacent to the Site, unless stated elsewhere in the Contract Documents, Owner shall have sole authority and responsibility for such coordination.
- E. The Owner shall be responsible for performing inspections and tests required by applicable codes.
- F. The Owner shall not supervise, direct, or have control or authority over, nor be responsible for, Contractor's means, methods, techniques, sequences, or procedures of construction, or the safety precautions and programs, or for any failure of Contractor to comply with Laws and Regulations applicable to the performance of the Work. Owner will not be responsible for Contractor's failure to perform the Work in accordance with the Contract Documents.
- G. While at the Site, Owner's employees and representatives shall comply with the specific applicable requirements of Contractor's safety programs of which Owner has been informed.
- H. Owner shall furnish copies of any applicable Owner safety programs to Contractor.

ARTICLE 9 - ENGINEER'S STATUS DURING CONSTRUCTION

9.01 Engineer's Status

- A. Engineer will be Owner's representative during construction. The duties and responsibilities and the limitations of authority of Engineer as Owner's representative during construction are set forth in this Contract.
- B. Neither Engineer's authority or responsibility under this Article 9 or under any other provision of the Contract, nor any decision made by Engineer in good faith either to exercise or not exercise such authority or responsibility or the undertaking, exercise, or performance of any authority or responsibility by Engineer, shall create, impose, or give rise to any duty in contract, tort, or otherwise owed by Engineer to Contractor, any subcontractor, any supplier, any other individual or entity, or to any surety for or employee or agent of any of them.
- C. Engineer will make visits to the Site at intervals appropriate to the various stages of construction. Engineer will not be required to make exhaustive or continuous inspections on the Site to check the quality or quantity of the Work.
- D. Engineer has the authority to reject Work if Contractor fails to perform Work in accordance with the Contract Documents.
- E. Engineer will render decisions regarding the requirements of the Contract Documents, and judge the acceptability of the Work.
- F. Engineer will not supervise, direct, control, or have authority over or be responsible for Contractor's means, methods, techniques, sequences, or procedures of construction, or the safety precautions and programs, or for any failure of Contractor to comply with Laws and Regulations applicable to the performance of the Work. Engineer will not be responsible for Contractor's failure to perform the Work in accordance with the Contract Documents.

ARTICLE 10 - CHANGES IN THE WORK

10.01 Authority to Change the Work

- A. Without invalidating the Contract and without notice to any surety, Owner may, at any time or from time to time, order additions, deletions, or revisions in the Work.

10.02 Change Orders

- A. Owner and Contractor shall execute appropriate Change Orders covering:
 - 1. Changes in the Contract Price or Contract Times which are agreed to by the parties, including any undisputed sum or amount of time for Work actually performed in accordance with a Work Change Directive;
 - 2. Changes in the Work which are: (a) ordered by Owner or (b) agreed to by the parties or (c) resulting from the Engineer's decision, subject to the need for Engineer's recommendation if the change in the Work involves the design (as set forth in the Drawings, Specifications, or otherwise), or other engineering or technical matters; and
 - 3. Changes in the Contract Price or Contract Times or other changes which embody the substance of any final binding results under Article 12.
- B. If the provisions of any bond require notice to be given to a surety of any change affecting the general scope of the Work or the provisions of the Contract Documents (including, but

not limited to, Contract Price or Contract Times), the giving of any such notice will be Contractor's responsibility. The amount of each applicable bond will be adjusted to reflect the effect of any such change.

ARTICLE 11 - DIFFERING SUBSURFACE OR PHYSICAL CONDITIONS

11.01 Differing Conditions Process

- A. If Contractor believes that any subsurface or physical condition including but not limited to utilities or other underground facilities that are uncovered or revealed at the Site either differs materially from that shown or indicated in the Contract Documents or is of an unusual nature, and differs materially from conditions ordinarily encountered and generally recognized as inherent in Work of the character provided for in the Contract Documents then Contractor shall, promptly after becoming aware thereof and before further disturbing the subsurface or physical conditions or performing any Work in connection therewith (except in an emergency), notify Owner and Engineer in writing about such condition. Contractor shall not further disturb such condition or perform any Work in connection therewith (except with respect to an emergency) until receipt of a written statement permitting Contractor to do so.
- B. After receipt of written notice, Engineer will promptly:
 - 1. Review the subsurface or physical condition in question;
 - 2. Determine necessity for Owner obtaining additional exploration or tests with respect to the condition;
 - 3. Determine whether the condition falls within the differing site condition as stated herein;
 - 4. Obtain any pertinent cost or schedule information from Contractor;
 - 5. Prepare recommendations to Owner regarding the Contractor's resumption of Work in connection with the subsurface or physical condition in question and the need for any change in the Drawings or Specifications; and
 - 6. Advise Owner in writing of Engineer's findings, conclusions, and recommendations.
- C. After receipt of Engineer's written findings, conclusions, and recommendations, Owner shall issue a written statement to Contractor regarding the subsurface or physical condition in question, addressing the resumption of Work in connection with such condition, indicating whether any change in the Drawings or Specifications will be made, and adopting or rejecting Engineer's written findings, conclusions, and recommendations, in whole or in part.

ARTICLE 12 - CLAIMS AND DISPUTE RESOLUTION

12.01 Claims Process

- A. The party submitting a claim shall deliver it directly to the other party to the Contract and the Engineer promptly (but in no event later than 10 days) after the start of the event giving rise thereto.
- B. The party receiving a claim shall review it thoroughly, giving full consideration to its merits. The two parties shall seek to resolve the claim through the exchange of information and

direct negotiations. All actions taken on a claim shall be stated in writing and submitted to the other party.

- C. If efforts to resolve a claim are not successful, the party receiving the claim may deny it by giving written notice of denial to the other party. If the receiving party does not take action on the claim within 45 days, the claim is deemed denied.
- D. If the dispute is not resolved to the satisfaction of the parties, Owner or Contractor shall give written notice to the other party of the intent to submit the dispute to a court of competent jurisdiction unless the Owner and Contractor both agree to an alternative dispute resolution process.

ARTICLE 13 - TESTS AND INSPECTIONS; CORRECTION OF DEFECTIVE WORK

13.01 Tests and Inspections

- A. Owner and Engineer will have access to the Site and the Work at reasonable times for their observation, inspection, and testing. Contractor shall provide them proper and safe conditions for such access.
- B. Contractor shall give Engineer timely notice of readiness of the Work for all required inspections and tests, and shall cooperate with inspection and testing personnel to facilitate required inspections and tests.
- C. If any Work that is to be inspected, tested, or approved is covered by Contractor without written concurrence of Engineer, Contractor shall, if requested by Engineer, uncover such Work for observation. Such uncovering shall be at Contractor's expense.

13.02 Defective Work

- A. Contractor shall ensure that the Work is not defective.
- B. Engineer has the authority to determine whether Work is defective, and to reject defective Work.
- C. Prompt notice of all defective Work of which Owner or Engineer has actual knowledge will be given to Contractor.
- D. The Contractor shall promptly correct all such defective Work.
- E. When correcting defective Work, Contractor shall take no action that would void or otherwise impair Owner's special warranty and guarantee, if any, on said Work.
- F. If the Work is defective or Contractor fails to supply sufficient skilled workers or suitable materials or equipment, or fails to perform the Work in such a way that the completed Work will conform to the Contract Documents, then Owner may order Contractor to stop the Work, or any portion thereof, until the cause for such order has been eliminated.

ARTICLE 14 - PAYMENTS TO CONTRACTOR

14.01 Progress Payments

- A. The Contractor shall prepare a schedule of values that will serve as the basis for progress payments. The schedule of values will be in a form of application for payment acceptable to Engineer. The unit price breakdown submitted with the bid will be used for unit price work. Break lump sum items into units that will allow for measurement of Work in progress.

14.02 Applications for Payments:

- A. Contractor shall submit an application for payment in a form acceptable to the Engineer, no more frequently than monthly, to Engineer. Applications for payment will be prepared and signed by Contractor. Contractor shall provide supporting documentation required by the Contract Documents. Payment will be paid for Work completed as of the date of the application for payment.
- B. Beginning with the second application for payment, each application shall include an affidavit of Contractor stating that all previous progress payments received on account of the Work have been applied on account to discharge Contractor's legitimate obligations associated with prior applications for payment.

14.03 Retainage

- A. The Owner shall retain **5%** of each progress payment until the Work is ~~substantially~~ complete. **Upon completion of all work and delivery of a Public Works Contract Tax Release to the engineer, the retainage will be released.**

14.04 Review of Applications

- A. Within 10 days after receipt of each application for payment, the Engineer will either indicate in writing a recommendation for payment and present the application for payment to Owner or return the application for payment to Contractor indicating in writing Engineer's reasons for refusing to recommend payment. The Contractor will make the necessary corrections and resubmit the application for payment.
- B. Engineer will recommend reductions in payment (set-offs) which, in the opinion of the Engineer, are necessary to protect Owner from loss because the Work is defective and requires correction or replacement.
- C. The Owner is entitled to impose set-offs against payment based on any claims that have been made against Owner on account of Contractor's conduct in the performance of the Work, incurred costs, losses, or damages on account of Contractor's conduct in the performance of the Work, or liquidated damages that have accrued as a result of Contractor's failure to complete the Work.

14.05 Contractor's Warranty of Title

- A. Contractor warrants and guarantees that title to all Work, materials, and equipment furnished under the Contract will pass to Owner free and clear of (1) all liens and other title defects, and (2) all patent, licensing, copyright, or royalty obligations, no later than seven days after the time of payment by Owner.

14.06 Substantial Completion

- A. The Contractor shall notify Owner and Engineer in writing that the Work is substantially complete and request the Engineer issue a certificate of substantial completion when Contractor considers the Work ready for its intended use. Contractor shall at the same time submit to Owner and Engineer an initial draft of punch list items to be completed or corrected before final payment.
- B. Engineer will make an inspection of the Work with the Owner and Contractor to determine the status of completion. If Engineer does not consider the Work substantially complete, Engineer will notify Contractor and Owner in writing giving the reasons therefor.

- C. If Engineer considers the Work substantially complete or upon resolution of all reasons for non-issuance of a certificate identified in 14.06.B, Engineer will deliver to Owner a certificate of substantial completion which shall fix the date of substantial completion and include a punch list of items to be completed or corrected before final payment.

14.07 Final Inspection

- A. Upon written notice from Contractor that the entire Work is complete, Engineer will promptly make a final inspection with Owner and Contractor and will notify Contractor in writing of all particulars in which this inspection reveals that the Work, or agreed portion thereof, is incomplete or defective. Contractor shall immediately take such measures as are necessary to complete such Work or remedy such deficiencies.

14.08 Final Payment

- A. Contractor may make application for final payment after Contractor has satisfactorily completed all Work defined in the Contract, including providing all maintenance and operating instructions, schedules, guarantees, bonds, certificates or other evidence of insurance, certificates of inspection, annotated record documents and other documents.
- B. The final application for payment shall be accompanied (except as previously delivered) by:
 - 1. All documentation called for in the Contract Documents;
 - 2. Consent of the surety to final payment;
 - 3. Satisfactory evidence that all title issues have been resolved such that title to all Work, materials, and equipment has passed to Owner free and clear of any liens or other title defects, or will so pass upon final payment;
 - 4. A list of all disputes that Contractor believes are unsettled; and
 - 5. Complete and legally effective releases or waivers (satisfactory to Owner) of all lien rights arising out of the Work, and of liens filed in connection with the Work.
- C. The Work is complete (subject to surviving obligations) when it is ready for final payment as established by the Engineer's written recommendation of final payment.

14.09 Waiver of Claims

- A. The making of final payment will not constitute a waiver by Owner of claims or rights against Contractor.
- B. The acceptance of final payment by Contractor will constitute a waiver by Contractor of all claims and rights against Owner other than those pending matters that have been duly submitted.

ARTICLE 15 - SUSPENSION OF WORK AND TERMINATION

15.01 Owner May Suspend Work

- A. At any time and without cause, Owner may suspend the Work or any portion thereof for a period of not more than 60 consecutive days by written notice to Contractor and Engineer. Such notice will fix the date on which Work will be resumed. Contractor shall resume the Work on the date so fixed. Contractor shall be entitled to an adjustment in the Contract Price or an extension of the Contract Times, or both, directly attributable to any such suspension.

15.02 Owner May Terminate for Cause

- A. Contractor's failure to perform the Work in accordance with the Contract Documents or other failure to comply with a material term of the Contract Documents will constitute a default by Contractor and justify termination for cause.
- B. If Contractor defaults in its obligations, then after giving Contractor and any surety ten days written notice that Owner is considering a declaration that Contractor is in default and termination of the Contract, Owner may proceed to:
 - 1. Declare Contractor to be in default, and give Contractor and any surety notice that the Contract is terminated; and
 - 2. Enforce the rights available to Owner under any applicable performance bond.
- C. Owner may not proceed with termination of the Contract under Paragraph 15.02.B if Contractor within seven days of receipt of notice of intent to terminate begins to correct its failure to perform and proceeds diligently to cure such failure.
- D. Subject to the terms and operation of any applicable performance bond, if Owner has terminated the Contract for cause, Owner may exclude Contractor from the Site, take possession of the Work, incorporate in the Work all materials and equipment stored at the Site or for which Owner has paid Contractor but which are stored elsewhere, and complete the Work as Owner may deem expedient.
- E. In the case of a termination for cause, if the cost to complete the Work, including related claims, costs, losses, and damages, exceeds the unpaid contract balance, Contractor shall pay the difference to Owner.

15.03 Owner May Terminate for Convenience

- A. Upon seven days written notice to Contractor, Owner may, without cause and without prejudice to any other right or remedy of Owner, terminate the Contract. In such case, Contractor shall be paid for, without duplication of any items:
 - 1. Completed and acceptable Work executed in accordance with the Contract Documents prior to the effective date of termination, including fair and reasonable sums for overhead and profit on such Work;
 - 2. Expenses sustained prior to the effective date of termination in performing services and furnishing labor, materials, or equipment as required by the Contract Documents in connection with uncompleted Work, plus fair and reasonable sums for overhead and profit on such expenses; and
 - 3. Other reasonable expenses directly attributable to termination, including costs incurred to prepare a termination for convenience cost proposal.
- B. Contractor shall not be paid on account of loss of anticipated overhead, profits, or revenue, or other economic loss arising out of or resulting from such termination.

15.04 Contractor May Stop Work or Terminate

- A. If, through no act or fault of Contractor, (1) the Work is suspended for more than 90 consecutive days by Owner or under an order of court or other public authority, or (2) Owner fails for 30 days to pay Contractor any sum finally determined to be due, then Contractor may, upon seven days written notice to Owner, and provided Owner does not remedy such

suspension or failure within that time, either stop the Work until payment is received, or terminate the Contract and recover payment from the Owner.

ARTICLE 16 - CONTRACTOR'S REPRESENTATIONS

16.01 Contractor Representations

A. Contractor makes the following representations when entering into this Contract:

1. Contractor has examined and carefully studied the Contract Documents, and any data and reference items identified in the Contract Documents.
2. Contractor has visited the Site, conducted a thorough visual examination of the Site and adjacent areas, and become familiar with and is satisfied as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
3. Contractor is familiar with and is satisfied as to all Laws and Regulations that may affect cost, progress, and performance of the Work.
4. Contractor has considered the information known to Contractor itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Contract Documents; and the Site-related reports and drawings identified in the Contract Documents, with respect to the effect of such information, observations, and documents on:
 - a. The cost, progress, and performance of the Work;
 - b. The means, methods, techniques, sequences, and procedures of construction to be employed by Contractor; and
 - c. Contractor's safety precautions and programs.
5. Based on the information and observations referred to in the preceding paragraph, Contractor agrees that no further examinations, investigations, explorations, tests, studies, or data are necessary for the performance of the Work at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions of the Contract.
6. Contractor is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Contract Documents.
7. Contractor has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Contractor has discovered in the Contract Documents, and the written resolution thereof by Engineer is acceptable to Contractor.
8. The Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.
9. Contractor's entry into this Contract constitutes an incontrovertible representation by Contractor that, without exception, all prices in the Contract are premised upon performing and furnishing the Work required by the Contract Documents.

ARTICLE 17 - MISCELLANEOUS

17.01 Cumulative Remedies

- A. The duties and obligations imposed by this Contract and the rights and remedies available hereunder to the parties hereto are in addition to, and are not to be construed in any way as a limitation of, any rights and remedies available to any or all of them which are otherwise imposed or available by Laws or Regulations, by special warranty or guarantee, or by other provisions of the Contract. The provisions of this paragraph will be as effective as if repeated specifically in the Contract Documents in connection with each particular duty, obligation, right, and remedy to which they apply.

17.02 Limitation of Damages

- A. Neither Owner, Engineer, nor any of their officers, directors, members, partners, employees, agents, consultants, or subcontractors, shall be liable to Contractor for any claims, costs, losses, or damages sustained by Contractor on or in connection with any other project or anticipated project.

17.03 No Waiver

- A. A party's non-enforcement of any provision shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or of the remainder of this Contract.

17.04 Survival of Obligations

- A. All representations, indemnifications, warranties, and guarantees made in, required by, or given in accordance with the Contract, as well as all continuing obligations indicated in the Contract, will survive final payment, completion, and acceptance of the Work or termination or completion of the Contract or termination of the services of Contractor.

17.05 Contractor's Certifications

- A. Contractor certifies that it has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the Contract.

17.06 Controlling Law

- A. This Contract is to be governed by the law of the state in which the Project is located.

17.07 Dispute Resolution and Attorneys' Fees

- A. For any matter subject to final resolution under this Article, the prevailing party shall be entitled to an award of its attorneys' fees incurred in the final resolution proceedings, in an equitable amount to be determined in the discretion of the court, arbitrator, arbitration panel, or other arbiter of the matter subject to final resolution, taking into account the parties' initial demand or defense positions in comparison with the final result.

ARTICLE 18 - 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.

- (1) **Boycotting Israel:** If payments under this Agreement exceed one hundred thousand dollars (\$100,000) and the Contractor employs ten (10) or more persons, then the Contractor

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).

- (2) **Boycotting Certain Sectors:** If payments under this Agreement exceed one hundred thousand dollars (\$100,000) and the Contractor employs ten (10) or more persons, then the Contractor 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.
- (3) **Government of China:** Contractor 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.
- (4) **Contract with Abortion Providers:** To the extent this Agreement is subject to the use of public funds, Contractor 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).
- (5) **Employment of Bona Fide Idaho Residents:** If this Agreement contemplates public works construction, Contractor agrees to employ ninety-five percent (95%) bona fide Idaho residents, as that term is defined in Idaho Code 44-1003, as employees on this project in order to comply with the requirements of Chapter 10, Title 44, Idaho Code. If Contractor employs less than fifty (50) employees on this project, Contractor may employ up to ten (10%) nonresidents on this project. In all cases, Contractor agrees to give a preference to bona fide Idaho residents. The parties agree that if the project involves the expenditure of federal aid funds, that this clause will not be enforced in a manner that conflicts with federal statutes prescribing a labor preference for veterans or prohibiting unlawful discrimination or preferences among United States citizens.

IN WITNESS WHEREOF, Owner and Contractor have signed this Contract.

This Contract will be effective on _____ (which is the Effective Date of the Contract).

OWNER:

City of Post Falls
408 North Spokane Street
Post Falls, ID 83854

By: _____

Title: _____

Attest: _____

Title: _____

Address for giving notices:

CONTRACTOR:

Cameron Reilly, LLC
309 N Park Rd
Spokane Valley, WA 99212

By: Mike Reilly

Title: President

(If Contractor is a corporation, a partnership, or a joint venture, attach evidence of authority to sign.)

Attest: Jared M. Wise

Title: General Manager

Address for giving notices:

License No.: CAMERRL942NU
(where applicable)

(If Owner is a corporation, attach evidence of authority to sign. If Owner is a public body, attach evidence of authority to sign and resolution or other documents authorizing execution of this Contract.)

NOTE TO USER: Use in those states or other jurisdictions where applicable or required.

**City of Post Falls, Idaho
Ross Point Road Cycle Track**

Notice of Award

Date: _____

Project: Ross Point Road Cycle Track

Owner: City of Post Falls

Owner's Contract No.:

Contract:

Engineer's Project No.: 07-25-018

Bidder: Cameron Reilly, LLC

Bidder's Address: 309 N Park Rd, Spokane Valley, WA 99212

You are notified that your Quote dated 08/26/25 for the above Contract has been considered. You are the Successful Bidder and are awarded a Contract for the City of Post Falls, ID Ross Point Road Cycle Track.

The Contract Price of your Contract is One Hundred Twenty-Two Thousand Three Hundred Fifty-Nine and 00/100 Dollars (\$122,359.00). You must comply with the following conditions precedent within [15] days of the date you receive this Notice of Award.

1. Payment Bond for subcontracted work (if any).
2. Performance Bond in the amount of the contract.
3. Execute the provided ISPWC 00522 – Contract for Construction of a Small Project.

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default and annul this Notice of Award.

Post Falls, ID

Owner

By: _____

Authorized Signature

Title

Copy to Engineer

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CITY OF POST FALLS

APRIL 2025

SHEET NUMBER	SHEET TITLE
GENERAL	
G-001	TITLE SHEET
G-002	GENERAL NOTES
CIVIL	
C-101	CYCLE TRACK PLAN
C-501	DETAILS
TC-101	TEMPORARY TRAFFIC CONTROL
	MMA SPECS



7825 Meadowlark Way, Coeur d'Alene, ID 83815
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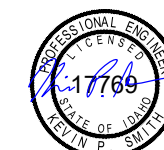


**THE
LANGDON
GROUP**



**GATEWAY
MAPPING
INC.**

J-U-B FAMILY OF COMPANIES



05.07.2025

If the Documents are provided in electronic format, the electronic documents are subject to the provisions of J-U-B's "electronic document/data limited license" found at edocs.jub.com

LAST UPDATED: 4/29/2025
SHEET:

1
DRAWING:
G-001

Plot Date: 4/29/2025 12:30 PM Plotted By: Brannen Reasor
Date Created: 4/22/2025 JUB-CONCENTRAL-CITY-POSTFALLS-CITY-PROJECT(S)07-25-018 ROSSPOINTROADCYCLETRACKDESIGN(CAD)SHEET07-25-018 G-00X.DWG

GENERAL

1.

ALL WORK SHALL CONFORM TO THE "IDAHO STANDARDS FOR PUBLIC WORKS CONSTRUCTION", (ISPMC) CURRENT EDITION, AND THE CITY OF POST FALLS STANDARD DRAWINGS AND SPECIFICATIONS. IN THE CASE OF CONFLICT, THE MOST STRINGENT STANDARD SHALL APPLY.
2.

NO REVISIONS SHALL BE MADE TO THESE PLANS WITHOUT THE APPROVAL OF THE CITY PROJECT ENGINEER. ALL PROPOSED REVISIONS SHALL BE SUBMITTED BY TO THE ENGINEER OF RECORD FOR REVIEW AND APPROVAL BY THE CITY.
3.

NO REVISIONS SHALL BE MADE TO THE CITY STANDARD DRAWINGS OR NOTES WITHOUT WRITTEN APPROVAL OF THE CITY PROJECT ENGINEER. REVISIONS OF CITY STANDARD DRAWINGS SHALL BE CLEARLY IDENTIFIED UPON THE APPROVED DRAWINGS; REVISIONS OR ADDITIONS TO STANDARD NOTES SHALL BE PROVIDED ONLY WITHIN THE SUPPLEMENTAL NOTES.
4.

ALL SAFETY STANDARDS AND REQUIREMENTS SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR, AND COMPLIED WITH AS SET FORTH BY OSHA.
5.

EXISTING UTILITIES SHALL BE LOCATED BY CONTACTING CALL BEFORE YOU DIG AT 811, AT LEAST 48 HOURS PRIOR TO STARTING ANY EXCAVATIONS. THE CONTRACTOR SHALL NOTIFY THE APPROPRIATE UTILITY COMPANIES PRIOR TO STARTING WORK NEAR ANY FACILITIES, AND SHALL COORDINATE THEIR WORK WITH COMPANY REPRESENTATIVES.
6.

WORK SHALL NOT BEGIN UNTIL A PERMIT AND NOTICE TO PROCEED IS ISSUED BY THE CITY.
7.

THE CONTRACTOR SHALL NOTIFY THE CITY ENGINEERING INSPECTOR AT LEAST 48 HOURS PRIOR TO STARTING WORK, OR PROCEEDING WITH NEW PHASES OF CONSTRUCTION. ALL INSPECTIONS SHALL BE SCHEDULED WITH A MINIMUM 24-HOUR NOTICE PRIOR TO TESTING.
8.

AN APPROVED SET OF IMPROVEMENT PLANS SHALL BE KEPT ON THE JOB SITE AT ALL TIMES.
9.

THE CONTRACTOR SHALL MAINTAIN THE STREETS, SIDEWALKS, AND ALL OTHER PUBLIC RIGHTS-OF-WAY IN A CLEAN, SAFE AND USEABLE CONDITION. ALL SOIL, ROCK, OR CONSTRUCTION DEBRIS SHALL BE PROMPTLY REMOVED FROM THE PUBLICLY OWNED PROPERTY DURING CONSTRUCTION, AND UPON COMPLETION OF THE PROJECT. ALL ADJACENT PROPERTY; PRIVATE OR PUBLIC, SHALL BE MAINTAINED IN A CLEAN, SAFE AND USEABLE CONDITION.
10.

EXISTING PROPERTY CORNERS OR SURVEY MONUMENTS SHALL BE PROTECTED DURING THE COURSE OF CONSTRUCTION. ANY DAMAGED OR OBLITERATED CORNERS OR MONUMENTS SHALL BE RE-ESTABLISHED BY PROFESSIONAL SURVEYORS, LICENSED TO WORK IN THE STATE OF IDAHO, PRIOR TO FINAL ACCEPTANCE AND AT THE CONTRACTORS EXPENSE.
11.

TREES NOT IDENTIFIED FOR REMOVAL SHALL BE PRESERVED OR PROTECTED IN AN APPROVED MANOR PRIOR TO COMMENCEMENT OF GRADING OPERATIONS.
12.

THE ENGINEER OF RECORD SHALL VERIFY THE ADEQUACY OF EROSION AND SEDIMENTATION CONTROL MEASURES PRIOR TO THE START OF CONSTRUCTION, AND AS NECESSARY DURING THE COURSE OF THE PROJECT. EROSION AND SEDIMENTATION CONTROL MEASURES SHALL BE INSTALLED IN ACCORDANCE WITH THESE PLANS, AND THE "CATALOG OF STORM WATER BEST MANAGEMENT PRACTICES FOR IDAHO CITIES AND COUNTIES" AS PREPARED BY THE IDAHO DIVISION OF ENVIRONMENTAL QUALITY.
13.

ALL PROJECTS HAVING THE POTENTIAL FOR RUNOFF DISCHARGE TO ANY SURFACE WATER BODY; SHALL FILE A NOTICE OF INTENT (NOI), WITH THE EPA. COPIES OF ANY REQUIRED STORM WATER POLLUTION PREVENTION PLANS (SWPPP) OR NOI SHALL BE PROVIDED TO THE CITY PRIOR TO START OF CONSTRUCTION.
14.

ALL CONCRETE, UNLESS OTHERWISE SPECIFIED, SHALL BE COMMERCIAL GRADE PORTLAND CEMENT WITH AIR ENTRAINMENT (6.5% +/- 1.5%), AND A MINIMUM 28-DAY COMPRESSIVE STRENGTH OF 3000 PSI.
15.

ALL UNDERGROUND UTILITY LATERALS SHALL BE INSTALLED AND APPROVED BEFORE CONSTRUCTION OF CURBS, CROSS GUTTERS, SIDEWALKS OR THE SURFACING OF STREETS.
16.

SURFACE RESTORATION OF ROADWAY CUTS SHALL COMPLY WITH THE CITY'S ROADWAY CUT POLICY. PERMANENT ROADWAY PATCHING SHALL BE PLACED WITHIN 7 DAYS OF THE INITIAL ROADWAY CUT. TEMPORARY PATCHING THAT UTILIZES A MINIMUM OF 2 INCHES OF ASPHALT CONCRETE (COLD MIX) SHALL BE PLACED WITHIN 24 HOURS OF THE INITIAL ROADWAY CUT. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE MAINTENANCE OF ALL TEMPORARY PATCHING AND SHALL WARRANT ALL PERMANENT PATCHING FOR A PERIOD OF 2 YEARS.
17.

ALL TRENCHES AND ROADWAY CUTS WITHIN PUBLIC EASEMENT OR RIGHTS-OF-WAY SHALL BE COMPACTED IN ACCORDANCE WITH SD 301. COMPACTION TEST RESULTS SHALL BE CERTIFIED BY THE MATERIALS TESTING SUBCONTRACTOR ENGINEER OF RECORD AND SUBMITTED TO THE CITY PROJECT ENGINEER FOR APPROVAL PRIOR TO ANY PAVING AND FINAL ACCEPTANCE WORK.
18.

ALL OPERATIONS CONDUCTED ON THE PREMISES SHALL BE RESTRICTED TO THE HOURS BETWEEN 6:00 A.M. AND 10:00 P.M., UNLESS OTHERWISE APPROVED BY THE CITY. THIS INCLUDES THE WARMING UP, REPAIR, ARRIVAL, DEPARTURE OR RUNNING OF TRUCKS, EARTHMOVING EQUIPMENT, CONSTRUCTION EQUIPMENT OR ANY OTHER ASSOCIATED EQUIPMENT.
19.

ALL IMPROVEMENTS SHALL BE JOINED OR MATCHED IN A MANNER SATISFACTORY TO THE CITY PROJECT ENGINEER. THIS INCLUDES ALL UTILITY CONNECTIONS AND NECESSARY SAW CUTTING, REMOVAL, REPLACEMENT, EXTENSION AND CAPPING ASSOCIATED WITH CURB AND GUTTER, SIDEWALKS, SWALES, ASPHALT, CONCRETE OR OTHER PAVING.
20.

THE ENGINEER OF RECORD SHALL BE RESPONSIBLE FOR ALL PROJECT INSPECTIONS, INCLUDING EXCEPT MATERIALS TESTING AND QUALITY CONTROL. THE CONTRACTOR SHALL RETAIN A QUALIFIED MATERIALS TESTING SUB CONTRACTOR LICENSED TO PERFORM WORK IN THE STATE OF IDAHO. COPIES OF DAILY REPORTS AND TEST RESULTS SHALL BE MADE AVAILABLE TO THE CITY PROJECT ENGINEER FOR REVIEW ON A WEEKLY BASIS, FAILURE TO PROVIDE REPORTS MAY RESULT IN SUSPENSION OF CONSTRUCTION. PROJECT CERTIFICATION AND AS-BUILT DRAWINGS SHALL BE SUBMITTED TO THE CITY PROJECT ENGINEER PRIOR TO FINAL ACCEPTANCE AND IN CONFORMANCE WITH THE CITY'S ELECTRONIC SUBMITTAL STANDARDS.
21.

THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL TRAFFIC CONTROL, IN ACCORDANCE WITH THE M.U.T.C.D., CURRENT EDITION. AT LEAST 48 HOURS PRIOR TO DISRUPTION OF ANY TRAFFIC, TRAFFIC CONTROL PLANS SHALL BE PREPARED AND SUBMITTED TO THE CITY

- ENGINEERING DIVISION FOR APPROVAL. NO WORK SHALL COMMENCE UNTIL A PERMIT IS ISSUED AND ALL APPROVED TRAFFIC CONTROL IS IN PLACE.
22.

ALL LANDSCAPING MAINTAINED BY THE PROPERTY OWNERS ASSOCIATE SHALL HAVE IRRIGATION INSTALLED AND FUNCTIONING.
23.

ALL DISTURBED AREAS OF THE PUBLIC RIGHTS-OF-WAY SHALL BE TOP COATED WITH A MINIMUM OF 1 INCH OF TOPSOIL AND SEEDED WITH A DRY LAND MIX EQUIVALENT TO THE CITY'S STORM DRAINAGE STANDARDS.
24.

ALL PAVING PROJECTS NEED TO ADHERE TO THE CITY OF POST FALLS PAVEMENT CUT POLICY.
25.

THE CONTRACTOR IS RESPONSIBLE FOR AND SHALL PROVIDE QUALITY CONTROL.

STREETS

1.

FORMS, SUB-GRADE AND STRING-LINE INSPECTION IS REQUIRED PRIOR TO POURING CONCRETE. A MINIMUM NOTICE OF 24 HOURS IS REQUIRED PRIOR TO INSPECTION.
2.

CONCRETE SHALL NOT BE PLACED ON FROZEN SURFACES, ICE OR SNOW, OR SURFACES WITH A TEMPERATURE GREATER THAN 90°F. UNLESS OTHERWISE AUTHORIZED BY THE CITY ENGINEER, CONCRETE PLACEMENT SHALL BE DISCONTINUED WHEN AIR TEMPERATURES REACH 35°F AND FALLING.
3.

CURB AND GUTTER SHALL BE CONSTRUCTED WITH FULL DEPTH CONSTRUCTION EXPANSION JOINTS ADJACENT TO CATCH BASINS, AT COLD JOINTS, AND AT ALL RETURNS. WEAKENED PLANE JOINTS ARE REQUIRED EVERY 10 FEET.
4.

SIDEWALKS SHALL BE CONSTRUCTED WITH FULL DEPTH EXPANSION JOINTS EVERY 20 FEET, AT COLD JOINTS, AND ADJACENT TO STRUCTURES. WEAKENED PLANE JOINTS SHALL BE LOCATED EVERY 5 FEET. JOINTS IN THE SIDEWALK SHALL BE ALIGNED WITH CURB JOINTS, AS NEARLY AS PRACTICAL.

NON-CITY STANDARD NOTES

1.

CONCRETE REINFORCEMENT SHALL CONFORM TO 2020 ISPMC SECTION 702 - CONCRETE REINFORCEMENT. CONCRETE REINFORCEMENT IS CONSIDERED INCIDENTAL TO EXTRUDED MEDIAN CURB.
2.

CONCRETE SHALL CONFORM TO 2020 ISPMC SECTION 703 - CAST-IN-PLACE CONCRETE. CONTRACTOR TO RETAIN A QUALIFIED MATERIALS TESTING SUB CONTRACTOR LICENSED TO PERFORM THE WORK IN THE STATE OF IDAHO TO TAKE A MINIMUM OF 3 TEST CYLINDERS AND TEST COMPREHENSIVE STRENGTH AT AN OWNER-APPROVED LABORATORY. THE ENGINEER WILL RANDOMLY CHOOSE THE TESTED MATERIAL IN THE FIELD FROM DIFFERENT BATCHES. 1 CYLINDER SHALL BE TESTED AT 7 DAYS, THE REMAINING 2 CYLINDERS SHALL BE TESTED AT 28 DAYS. THE TEST CRITERIA IS DEFINED AS THE AVERAGE OF THE 2 CYLINDERS TESTED AT 28 DAYS . THE TEST CRITERIA (28 DAY) AVERAGE MUST EXCEED THE SPECIFIED STRENGTH, AND NO ONE CYLINDER MAY HAVE A STRENGTH VALUE LESS THAN 90% OF THE SPECIFIED STRENGTH. IF THE TEST CRITERIA IS NOT MET, IT CONSTITUTES A TEST FAILURE UNDER 703.3.6.E.4.
3.

METHYL METHACRYLATE (MMA) STRIPING SHALL CONFORM TO THE ATTACHED SPECIAL PROVISIONS.



Know what's below.
Call before you dig.

CALL 2 BUSINESS DAYS IN ADVANCE BEFORE
YOU DIG, GRADE, OR EXCAVATE FOR THE
MARKING OF UNDERGROUND MEMBER
UTILITIES



J-U-B ENGINEERS, INC.

J-U-B ENGINEERS, INC.

7825 Meadowlark Way
Coeur d'Alene, ID 83815

Phone: 208.762.8787
www.jub.com



05.07.2025

REUSE OF DRAWINGS
JUB SHALL RETAIN ALL COMMON LAW, STATUTORY, COPYRIGHT AND OTHER RIGHTS IN THIS DESIGN. NO PART OF THIS DESIGN SHALL BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN CONSENT OF JUB. ANY REUSE WITHOUT WRITTEN CONSENT BY JUB WILL BE AT CLIENT'S SOLE RISK AND WITHOUT LIABILITY OR LEGAL EXPOSURE TO JUB.

REVISION

GENERAL NOTES

ROSS POINT CYCLE TRACK
CITY OF POST FALLS

FILE: 07-25-018_G-00X

JUB PROJ. #: 07-25-018

DRAWN BY: BPRR

DESIGN BY: BPRR

CHECKED BY: KPS

AT FULL SIZE, IF NOT ONE
INCH, SCALE ACCORDINGLY

ONE INCH

LAST UPDATED: 4/29/2025

DRAWING:

G-002

SHEET: 2 OF 5

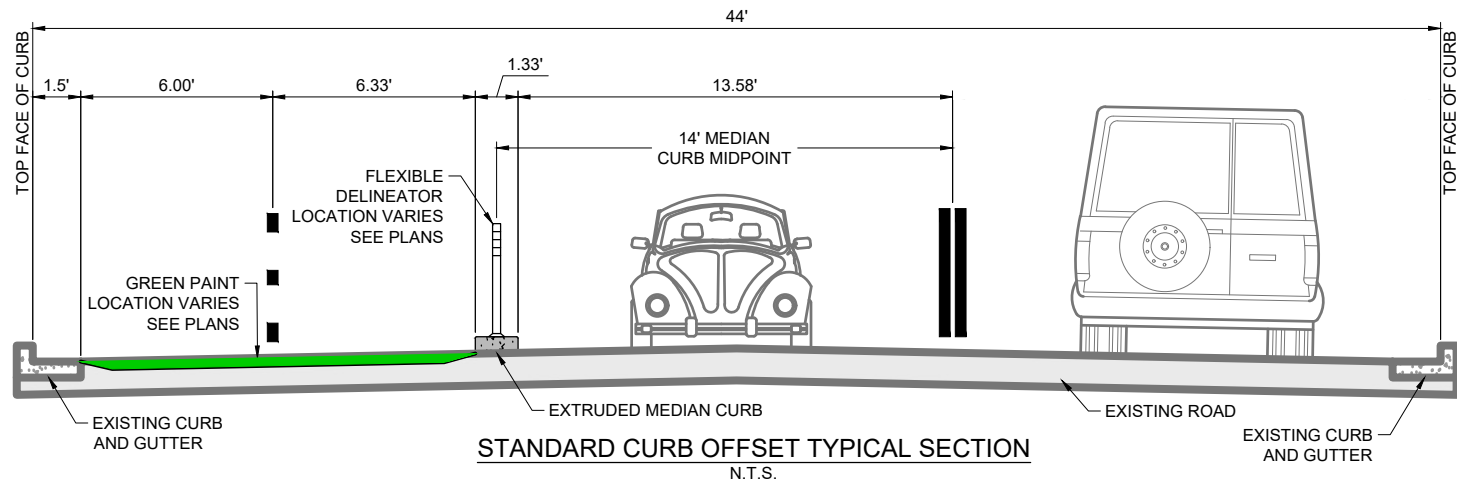
Plot Date: 4/29/2025 12:30 PM Plotted By: Brannen Reasor
Date Created: 4/29/2025 JUB: COMCENTRALCITYPOSTFALLSCITYPROJECTS/07-25-018 ROSSPOINTROADCYCLETRACKDESIGNCADD/SHEET/07-25-018 C-101.DWG

KEYED NOTES

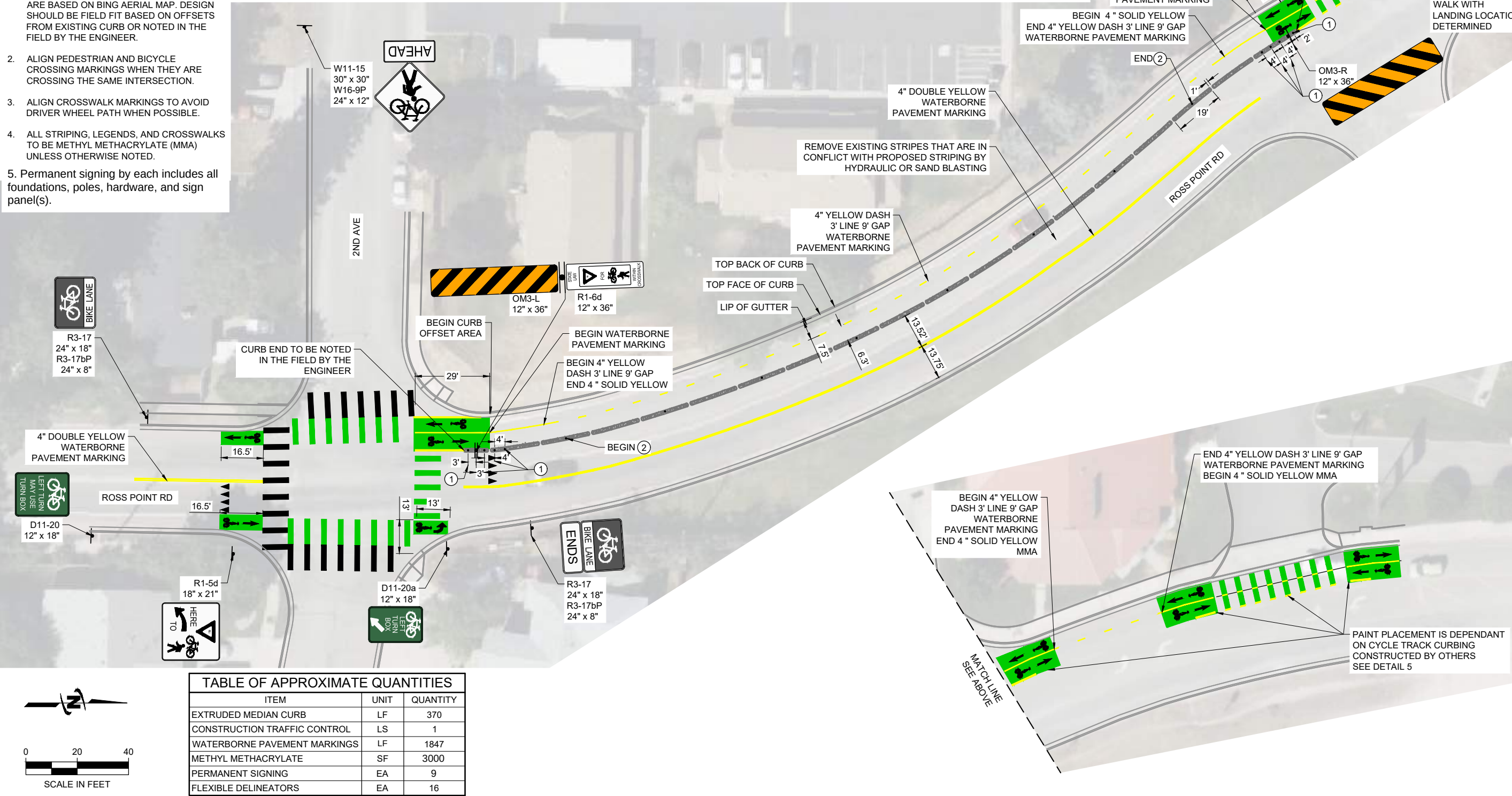
- 1 FLEXIBLE DELINEATOR SPACING VARIES - SEE DETAIL 4 - SHEET C-501
- 2 FLEXIBLE DELINEATOR, 40' SPACING (AT MID POINT OF EVERY OTHER MEDIAN) - SEE DETAIL 4 - SHEET C-501
- 3 MEDIAN CURB, 19' TYPICAL LENGTH, FIRST & LAST CURB LENGTH MAY VARY BASED ON ENGINEERS DISCRETION. SEE DETAIL 1 & 3 - SHEET C-501

GENERAL NOTES

1. CURB, GUTTER AND SIDEWALK LOCATIONS ARE BASED ON BING AERIAL MAP. DESIGN SHOULD BE FIELD FIT BASED ON OFFSETS FROM EXISTING CURB OR NOTED IN THE FIELD BY THE ENGINEER.
2. ALIGN PEDESTRIAN AND BICYCLE CROSSING MARKINGS WHEN THEY ARE CROSSING THE SAME INTERSECTION.
3. ALIGN CROSSWALK MARKINGS TO AVOID DRIVER WHEEL PATH WHEN POSSIBLE.
4. ALL STRIPING, LEGENDS, AND CROSSWALKS TO BE METHYL METHACRYLATE (MMA) UNLESS OTHERWISE NOTED.
5. Permanent signing by each includes all foundations, poles, hardware, and sign panel(s).



STANDARD CURB OFFSET TYPICAL SECTION
N.T.S.



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J-U-B ENGINEERS, INC.

7825 Meadowlark Way
Coeur d'Alene, ID 83815

Phone: 208.762.8787
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05.07.2025

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NO.	REVISION	DESCRIPTION	DATE
1	WED#2 - EXTRUDED CURB DETAIL	KPS	BY KPS

ROSS POINT CYCLE TRACK
CITY OF POST FALLS

CYCLE TRACK PLAN

FILE: 07-25-018_C-101
JUB PROJ. #: 07-25-018

DRAWN BY: BPRR

DESIGN BY: BPRR

CHECKED BY: KPS

AT FULL SIZE, IF NOT ONE INCH SCALE ACCORDINGLY

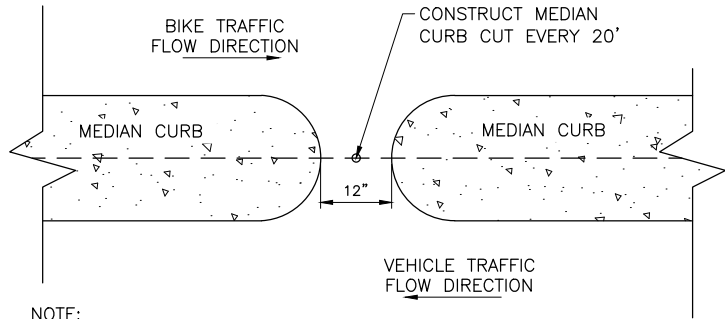
LAST UPDATED: 4/29/2025

DRAWING:

C-101

SHEET: 3 OF 5

Post Date: 4/29/2023 09:08:11 AM File Path: C:\Users\Bramon.Rector\OneDrive\Documents\ROSS POINT CYCLE TRACK\PROJECTS\07-25-018-ROSS POINT CYCLE TRACK\DETAILS\SD 2016.DWG
Date Created: 4/29/2023 09:08:11 AM User: Bramon.Rector

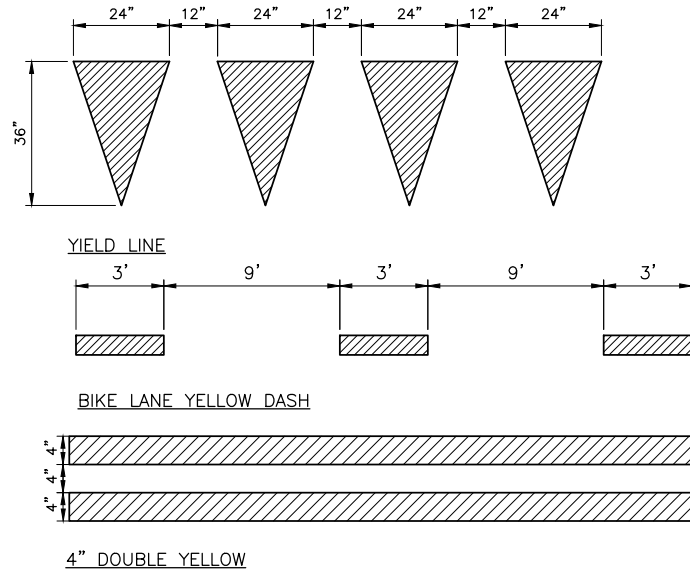


NOTE:

IF CURB DRAINAGE OPENING CONFLICTS WITH MEDIAN CURB DOWELING, SHIFT OPENING EAST OR WEST TO FALL WITHIN NEAREST 48" GAP

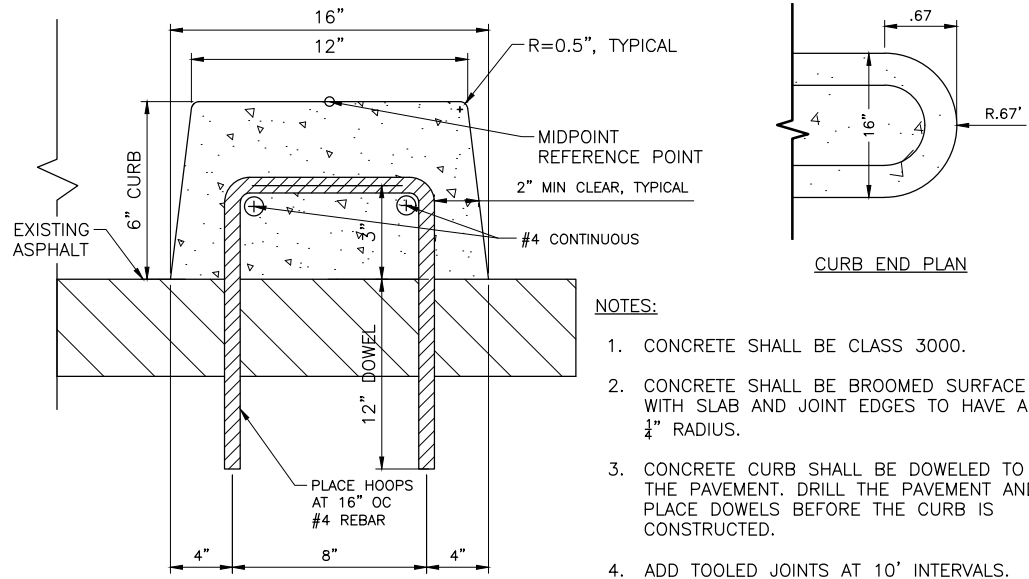
1 MEDIAN CURB CUT

SCALE: N.T.S.



2 STRIPING DETAIL

SCALE: N.T.S.

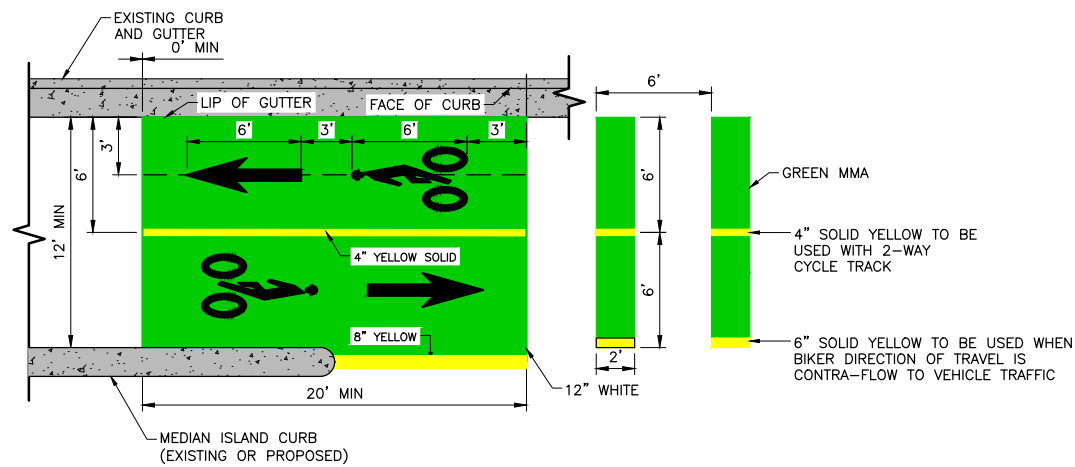


NOTES:

1. CONCRETE SHALL BE CLASS 3000.
2. CONCRETE SHALL BE BROOMED SURFACE WITH SLAB AND JOINT EDGES TO HAVE A $\frac{1}{4}$ " RADIUS.
3. CONCRETE CURB SHALL BE DOWELED TO THE PAVEMENT. DRILL THE PAVEMENT AND PLACE DOWELS BEFORE THE CURB IS CONSTRUCTED.
4. ADD TOOLED JOINTS AT 10' INTERVALS.
5. CONCRETE REINFORCEMENT IS CONSIDERED INCIDENTAL TO EXTRUDED MEDIAN CURB.

3 EXTRUDED MEDIAN CURB

SCALE: N.T.S.

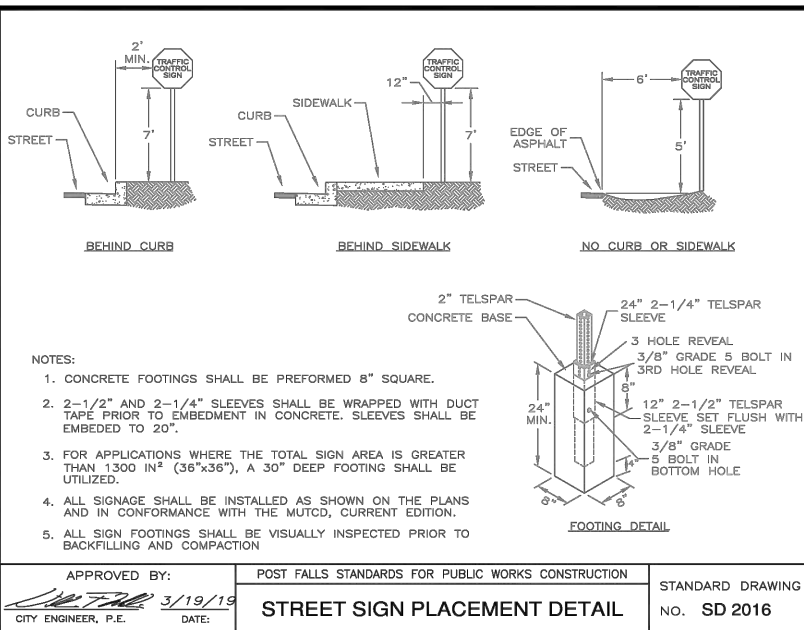


NOTES:

1. ALL STRIPING AND LEGENDS SHOWN IN THIS DETAIL ARE TO BE METHYL METHACRYLATE (MMA).
2. APPLY GREEN PAINT UP TO THE LIP OF GUTTER LINE AT INTERSECTIONS.
3. Legends and stripes placed over other MMA will not be double paid. The square foot price paid includes the final placed square footage.

5 CYCLE TRACK PAVEMENT MARKING DETAIL

SCALE: N.T.S.



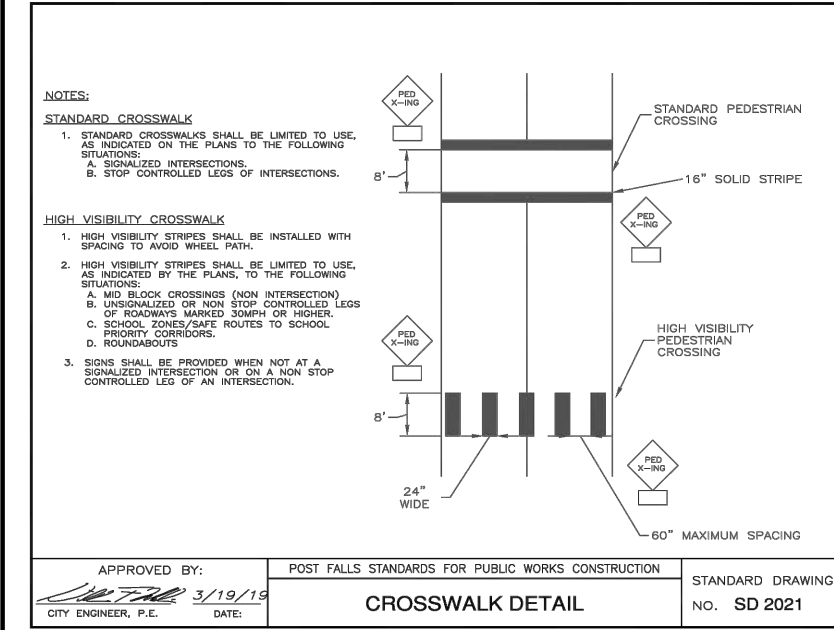
NOTES:

1. CONCRETE FOOTINGS SHALL BE PREFORMED 8" SQUARE.
2. 2-1/2" AND 2-1/4" SLEEVES SHALL BE WRAPPED WITH DUCT TAPE PRIOR TO EMBEDMENT IN CONCRETE. SLEEVES SHALL BE EMBEDDED TO 20".
3. FOR APPLICATIONS WHERE THE TOTAL SIGN AREA IS GREATER THAN 1500 IN² (36"x36"), A 30" DEEP FOOTING SHALL BE UTILIZED.
4. ALL SIGNAGE SHALL BE INSTALLED AS SHOWN ON THE PLANS AND IN CONFORMANCE WITH THE MUTCD, CURRENT EDITION.
5. ALL SIGN FOOTINGS SHALL BE VISUALLY INSPECTED PRIOR TO BACKFILLING AND COMPACTION

APPROVED BY:  3/19/19
CITY ENGINEER, P.E. DATE: 3/19/19

POST FALLS STANDARDS FOR PUBLIC WORKS CONSTRUCTION

STANDARD DRAWING NO. SD 2016



NOTES:

STANDARD CROSSWALK

1. STANDARD CROSSWALKS SHALL BE LIMITED TO USE, AS INDICATED ON THE PLANS TO THE FOLLOWING SITUATIONS:
 - A. SIGNALIZED INTERSECTIONS.
 - B. STOP CONTROLLED LEGS OF INTERSECTIONS.

HIGH VISIBILITY CROSSWALK

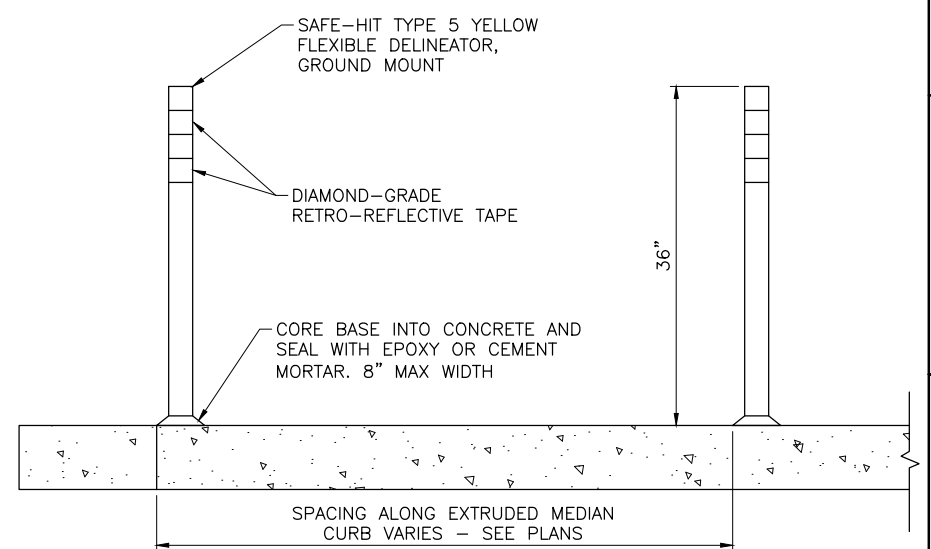
1. HIGH VISIBILITY STRIPES SHALL BE INSTALLED WITH SPACING TO AVOID WHEEL PATH.
2. HIGH VISIBILITY STRIPES SHALL BE LIMITED TO USE, AS INDICATED BY THE PLANS, TO THE FOLLOWING SITUATIONS:
 - A. MID BLOCK CROSSINGS (NON INTERSECTION)
 - B. UNSIGNALIZED OR NON STOP CONTROLLED LEGS OF ROADWAYS MARKED 50MPH OR HIGHER.
 - C. SCHOOL ZONES/SAFE ROUTES TO SCHOOL PRIORITY CORRIDORS.
 - D. ROUNDABOUTS.
3. SIGNS SHALL BE PROVIDED WHEN NOT AT A SIGNALIZED INTERSECTION OR ON A NON STOP CONTROLLED LEG OF AN INTERSECTION.

APPROVED BY:  3/19/19
CITY ENGINEER, P.E. DATE: 3/19/19

POST FALLS STANDARDS FOR PUBLIC WORKS CONSTRUCTION

CROSSWALK DETAIL

STANDARD DRAWING NO. SD 2021



4 FLEXIBLE DELINEATOR

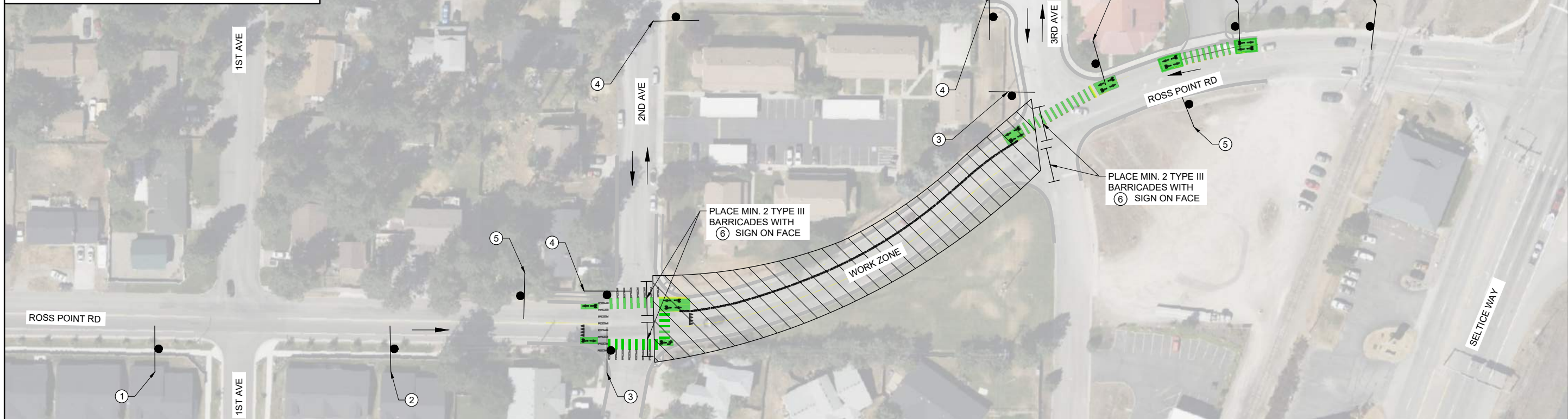
SCALE: N.T.S.

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NO.	REVISION	DATE	BY
1	WED-2-EXTRUDED CURB DETAIL	KPS	7/8/22
	DESCRIPTION	DATE	BY

Plot Date: 4/29/2025 12:50 PM Plotted By: Brannen Reason
Date Created: 4/10/2025 JUB: COMCENTRALCITYPOSTFALLSCITYPROJECTS07-25-018 ROSSPOINTROADCYCLETRACKDESIGNCADDISHEET07-25-018 TC-101.DWG



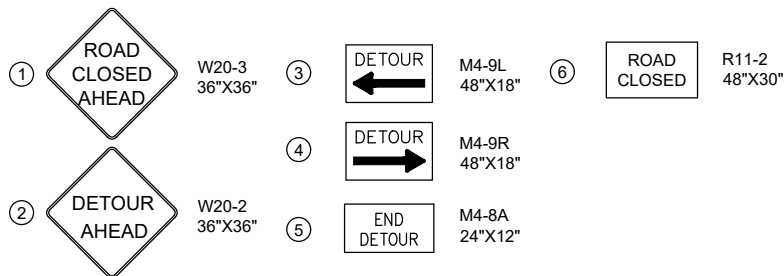
ROAD CLOSURE TRAFFIC CONTROL PLAN



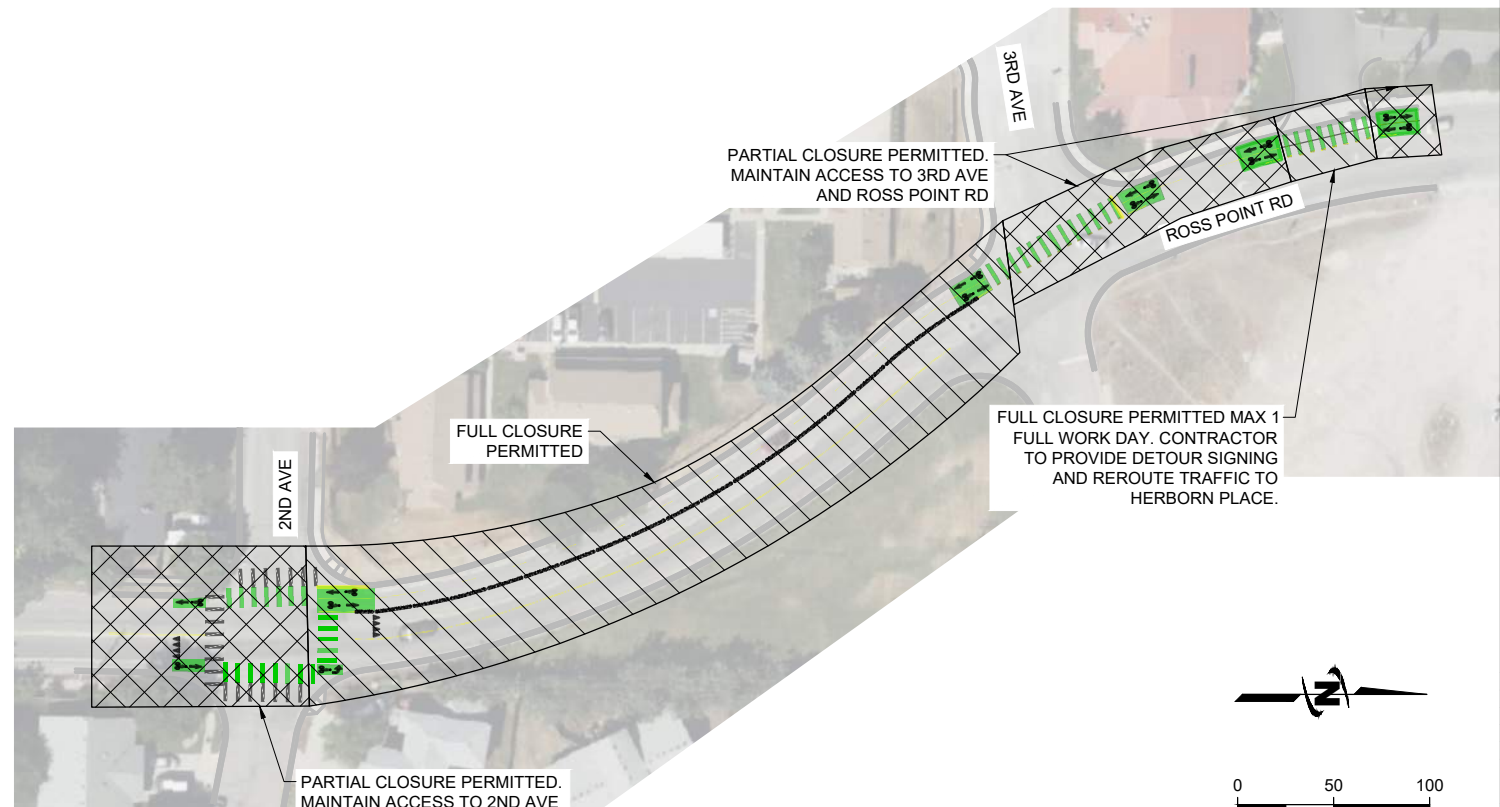
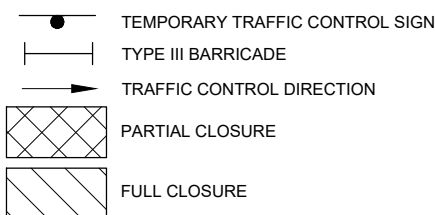
GENERAL NOTES:

- ALL SIGNS ARE TO BE BLACK TEXT ON ORANGE BACKGROUND UNLESS OTHERWISE SPECIFIED.
- PARTIAL CLOSURE OF INTERSECTIONS PERMITTED FOR PAINTING.
- ENSURE TEMPORARY TRAFFIC CONTROL SIGNAGE DOES NOT CONFLICT WITH OTHER ON GOING PROJECTS (HWY41 / I90).

SIGN LEGEND:



LEGEND:



FULL & PARTIAL CLOSURE DIAGRAM

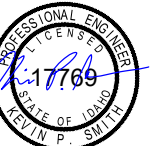


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NO.	REVISION	DESCRIPTION	BY	DATE

ROSS POINT CYCLE TRACK
CITY OF POST FALLS

TEMPORARY TRAFFIC CONTROL

FILE: 07-25-018_TC-101
JUB PROJ. #: 07-25-018
DRAWN BY: BPRR
DESIGN BY: BPRR
CHECKED BY: KPS

AT FULL SIZE, IF NOT ONE
INCH, SCALE ACCORDINGLY
LAST UPDATED: 4/29/2025

DRAWING:
TC-101

SHEET: 5 OF 5

SP-1
MMA PAVEMENT MARKINGS

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Furnishing and installing methyl-methacrylate pavement markings (MMA) as shown on Plans and detailed herein

1.2 RELATED SECTIONS

Not used.

1.3 REFERENCES

- A. ASTM D1155: Standard Test Method for Roundness of Glass Spheres
- B. ASTM D 7091: Standard Test Method for Nondestructive Measurement of Dry Film Thickness of Nonmagnetic Coatings Applied to a Ferrous Base Using Magnetic Pull-Off Gages

1.4 SUBMITTALS

- A. Submit manufacture's product sheet to Owner's Representative for approval

PART 2 PRODUCTS

2.1 GENERAL

- A. The Contractor shall be responsible for ordering, delivering, storing, handling, transferring, placing, and disposing of all materials used or unused on this project. The City will not be responsible for any costs of sampling, testing, or certifying materials used by the Contractor, Manufacturer, or supplier to fulfill contract requirements.

2.2 MMA PAVEMENT MARKINGS

- A. The manufacturer and the specific Type (Formula for spray applied) of MMA pavement marking material to be used shall be approved prior to work beginning. The Contractor shall supply the name, address, and phone number of the manufacturer; name of the product; product specifications and application information; MSDS sheets; and provide written certification from the manufacturer that the product to be used on this project has been approved for use in other States.
- B. The written certifications shall contain at a minimum the following information: Name of the Agency, Project Engineer name, contact telephone numbers, project locations, length of time the product has been in service, and retro-reflectivity results for the product. The

Contractor shall allow fourteen days for the Engineer's product review for the product submittal.

2.3 GLASS BEADS

A. The glass beads shall be a high-performance glass bead for improved retro-reflectivity and durability. The glass beads shall conform to the following requirements for spray applied formulas.

B. Glass Bead Gradation Specifications:

<u>Sieve No.</u>	<u>Percent Passing</u>
------------------	------------------------

18	65 – 85
----	---------

30	30 – 60
----	---------

50	0 – 10
----	--------

C. The spheres shall be transparent, clean, dry, free flowing, smooth, spherically shaped, free from milkiness, pits, excessive air bubbles, and foreign matter. The beads shall be colorless to the extent that they do not impart a contrasting color (i.e. brown, yellow, or green) when applied to the white marking material.

Roundness – A minimum of 80% by weight of true spheres by ASTM D1155.

Refractive Index – Minimum of 1.51 by TT-B-1325 immersion method.

Coatings – Chemically treated for optimum adhesion and embedment.

Chemically Resistance to hydrochloric acid, water, calcium chloride, and sodium sulfide by TT-B-1325.

PART 3 EXECUTION

3.1 PREPARATION AND TEST STRIP

A. The roadway surface shall be pressure washed with water to remove debris and fines and allowed to dry before application of marking material. Obtain approval from the Engineer prior to application of pavement markings to ensure the roadway has been prepared and cleaned acceptably before application.

B. Each day before work can commence, the pavement must be dry, the ambient air temperature must be at least 40 degrees F and rising, the pavement surface temperature shall not exceed 105 degrees F, and the humidity shall be less than 80%, unless otherwise approved by the MMA manufacturer. The Contractor must keep a log of the date, time, air and surface temperatures, and the humidity. At a minimum, the Contractor shall take and record the readings at the beginning and ending of work each day for application verification by the Engineer. Work conducted outside of the temperature and humidity ranges shall be considered unacceptable. If it starts raining, no work will be allowed in that

area until it stops raining, the pavement is dry, and the above specified temperature and humidity conditions are within specification limits. At the discretion of the City, any material placed prior to or during a rainstorm, which causes the applied materials to be destroyed or to create any loss of integrity or retroreflectivity, shall be considered unacceptable work.

- C. A Test Strip shall be required to determine pavement marking uniformity, thickness and glass bead placement in the marked line prior to the actual placement of the pavement markings to the roadway surface. This test strip shall include: 1) one marking only strip excluding the glass beads and 2) one marking strip including the glass beads. The equipment shall provide uniform film thickness and markings of uniform cross section with clear-cut edges.

The marking guns shall not pulsate. The pavement marking equipment shall come to full operational speed and spray the marking material onto a clean smooth ferrous metal panel that has been taped down securely. The marking material on the panel shall be allowed to dry completely before being measured. Thickness of the pavement markings shall be determined by using the ASTM D 7091 – Standard Test Method for Nondestructive Measurement of Dry Film Thickness of Nonmagnetic Coatings Applied to a Ferrous Base Using Magnetic Pull-Off Gages or by the use of a calibrated micrometer.

The beaded line shall have no pulsating cycles. The pavement marking equipment shall come to full operational speed, spray the marking material and apply the glass beads to a clean, smooth, black tar paper which has been taped down securely. This test will be conducted for all marking guns that are to be used in placing lines. Each gun package shall meet the minimum wet film thickness specification for surface treated roadways, as recommended by the manufacturer, before it will be approved for use in the work.

The following equation shall be used to determine the Wet Film Thickness from the Dry Film Thickness reading off the metal panel.

Wet Film Thickness = Dry Film Thickness / Percent Volume Solids

Example: 40 mils = 39.6 / 0.99 (Use the Percent Volume Solids supplied by the manufacturer)

The minimum wet mil thickness shall be specified according the manufacturer's recommendation for surface treated roadways. Pavement markings falling below the manufacturer's specified minimum wet film thickness shall be unacceptable.

3.2 APPLICATION OF MMA PAVEMENT MARKINGS

- A. Application of MMA pavement markings and glass beads shall be done according to the manufacturer's specifications and guidelines for each type of roadway surface; utilizing equipment which is specifically designed for the material and capable of properly mixing the components of marking material at the point and time of application.
- B. The MMA pavement markings shall not be placed over the top of waterborne, thermoplastic or solvent pavement markings.

- C. The pavement marking equipment shall have an on-board computerized monitoring system capable of measuring the volume used in gallons and distance in feet of the marking material applied. The system shall not use a flow through plumbing system, or any other means that can potentially clog and cause malfunction. The system shall be capable of producing a printout containing the volume and distance marked. The system shall be timed and calibrated so that the distance traveled corresponds to the “gun-on” to “gun-off” time span accurately for all guns when operated at the designated speed of application.

All monitoring equipment shall be calibrated and certified accurate by an independent testing company within 45 days prior to use. This certification shall contain, at a minimum, all calibration data regarding volume, weight, specific gravity and time; minimum and maximum speeds for each gun package to make the correct wet film application; correction factors; and the correct calibration factor to be installed into the computer monitoring system to measure the volume of marking material. A copy of the certification shall be provided to the Engineer prior to the preoperational meeting. At the Engineers request, and at no additional cost, the Contractor shall re-certify the equipment anytime there is a question of accuracy.

- D. Equipment for glass bead application shall be calibrated for delivering the correct pounds per gallon based on the speed of the pavement marking equipment. The specific gravity of glass shall be 2.3 for all calculation purposes.
- E. The Contractor shall properly dispose of all waste materials in accordance with all applicable federal, state and local laws, rules, and regulations. Cost of disposal shall be considered as incidental to this item.

3.3 APPLICATION TESTING

- A. The minimum retroreflectivity for white lines shall be 250 millicandelas per square meter per lux and for yellow lines shall be 150 millicandelas per square meter per lux regardless of the pavement type or surface profile. Pavement marking falling below the specified minimum retroreflectivity limits shall be unacceptable.
- B. Each day, the Contractor shall submit the retroreflectivity readings and the quantities of marking material and glass beads applied during that day’s production.

The Contractor shall provide a printout from his truck-mounted electronic equipment for the marking material quantity applied each day. The electronic printout for marking material should contain at a minimum the following information:

1. The date and time.
2. The gallons of marking material used that day.
3. The actual distance marked that day in feet, exclusive of the non-marked skip areas between marked skip stripes.

- C. The Contractor shall provide the quantity of glass beads applied each day.

If the Contractor has the capability to produce an electronic printout for the glass bead quantities, the printout shall contain at a minimum the following information:

The date and time.

The starting weight of the tank.

The ending weight of the tank.

Total pounds of beads used.

If the Contractor is to provide a physical count of the glass beads applied, the submitted information shall contain at a minimum the following information:

The weight of the individual bead package.

Number of packages added to the bead tank to fill the bead tank to the top.

The total number of pounds of beads applied.

- D. Each day, the Contractor shall also provide the following:

A list of the batch numbers, a list of the container identification numbers from the marking material used that day, and the specific beginning and ending location identifications for each different batch of material applied. A list of the lots of glass beads used that day, and the specific beginning and ending location identifications for each different lot of glass beads applied.

The Contractor must provide written certification that this information is accurate. This will be the basis for verifying contract specifications for application rates.

Based on this provided information, the Engineer will calculate the wet film thickness of marking material applied as follows:

$M = (G \times 4812) / D$, WHERE

M = Wet Film Thickness, (Mils), of marking material placed.

G = Gallons of marking material applied

D = Distance (Feet)

Based on this provided information, the Engineer will calculate the glass bead application rate as follows:

Glass Bead Application Rate (lbs/100 ft²) = Pounds of Beads applied / ((D X 0.3333) / 100))

3.4 PROTECTING PAINT APPLICATIONS AND REPAIRING DAMAGED APPLICATIONS

- A. The Contractor shall be responsible for protecting all applied pavement markings from traffic until they have sufficiently dry so as not to be damaged or tracked by normal traffic movements. All damage to private vehicles resulting from the striping operation is the responsibility of the Contractor.
- B. All work that does not conform to the requirements of these specifications will be considered unacceptable. Non-specification materials, tracking marks, spilled material,

materials not within allowable placement tolerances, rain damaged, unauthorized work, or markings applied in non-specified areas shall be considered as unacceptable work. Unacceptable work shall be remedied immediately, if in the opinion of the Engineer it causes a safety problem; otherwise, it shall be remedied prior to the completion date.

- C. Removal of unacceptable work shall be accomplished by an effective method (i.e. blasting or full width grinding) as approved. Line grinding or blacking out is not an acceptable method of removal. Removal of unacceptable work, collection of removed material, disposal, and remarking the affected area shall be at the Contractor's expense and to approval before leaving the area.
- D. Pavement markings that are unacceptable for minimum wet marking material film thickness shall require the Contractor to take immediate corrective action to recalibrate the marking material application rate, submit to and pass verification testing by the City, and then reapply a compliant pavement marking to the unacceptable section at no additional cost to the City.
- E. Pavement markings that are unacceptable for minimum glass beads application rate shall require the Contractor to take immediate corrective action to recalibrate the glass bead application rate, submit to and pass verification testing by the City, and then reapply a compliant pavement marking to the unacceptable section at no additional cost to the City.
- F. Pavement markings that are unacceptable for minimum retroreflectivity shall require the Contractor to take immediate corrective action by making the necessary adjustments in the marking materials wet film thickness, and the glass beads application rate to bring the lines into conformance for retroreflectivity. The Contractor shall submit to and pass a verification testing by the City on the pavement in the unacceptable area. The Contractor shall then reapply a compliant pavement marking to the unacceptable section at no additional cost to the City.
- G. Pavement marking problems that impair traffic (i.e. improper alignment, broken equipment, spilled product, etc.) shall be corrected immediately by the Contractor, at his expense, including appropriate traffic control. In the event that the clean-up of spilled product is required, the Contractor shall provide documentation from the Idaho Division of Environmental Quality indicating proper clean-up procedures were followed. Blacking out or covering up the lines will not be allowed.
- H. Work and materials that conforms to these Specifications shall replace any unacceptable work.

PART 4 MEASUREMENT AND PAYMENT

- 4.1 Includes all equipment, labor, and materials required to furnish and install the temporary pavement markings during the interim period and the MMA Pavement Markings.

- A. MMA Pavement Marking

- 1. Bid Schedule Payment Reference: SP-14

2. Bid Schedule Payment Description: MMA Pavement Marking
3. Basis of Measurement: Square Foot (SF)
4. Basis of Payment: Includes labor, equipment, materials, and maintenance required to install the MMA pavement markings.

END OF SECTION