



**CITY COUNCIL
MEETING AGENDA**

**October 7, 2025
6:00 PM**

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

WORKSHOP – 5:00 pm 2nd Floor Conference Room

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**

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 16, 2025, City Council Meeting
- b. Payables 9.4.25-9.30.25
- c. Surplus of City Hall items

- d. Fiscal Year 2025 Audit Engagement Letter
- e. Lingar Annexation Reasoned Decision File No. ANNX-24-11
- f. Painted Rock Reasoned Decision File No. ANNX-25-3

2. PUBLIC HEARINGS

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

ACTION ITEMS:

- a. O'Brien Vacation File No. VAC-25-1
- b. Warren Field ICDBG Update

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:

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. Prairie Trail Extension - Zorros Rd. to SH41 - Work Change Directive #1
- b. Transportation Master Plan - Contract Amendment #3
- c. Acceptance of County Deed to Centennial Trail Property

5. CITIZEN ISSUES

This section of the agenda is reserved for citizens wishing to address the Council regarding City-related issues that are not on the agenda. Persons wishing to speak will have 5 minutes. Comments related to pending public hearings, including decisions that may be appealed to the City Council, are out of order and should be held for the public

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

6. ADMINISTRATIVE / STAFF REPORTS

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

- a. Parks and Urban Forestry Asset Management and Computerized Maintenance Management Software Implementation Update
- b. Recovery of Withheld Taxpayer Funds
- c. Parks and Recreation Director Recruitment Update

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.
74-206. (d) To consider records that are exempt from disclosure as provided in chapter 1, title 74, Idaho Code.
74-206. (f) To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated.

RETURN TO REGULAR SESSION

9. ADDITIONAL BUSINESS

ACTION ITEMS:

- a. **ACTION ITEM** Consideration of a confidential agreement and waiver discussed in executive session pursuant to Idaho Code § 74-206

ADJOURNMENT

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

Mayor Ronald G. Jacobson

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

Mission
Building Community.



**CITY COUNCIL
MEETING MINUTES**

**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

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

Janet Best, HR Director, Wade Larson, Optimal Talent: This workshop is to inform Council regarding the proposal received from Optimal Talent to conduct a comprehensive compensation study. This would be used to attract and retain talent, to ensure internal equity and to stay competitive in the marketplace.

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.

Meeting was started at 5:45 pm with the Executive Session going first.

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 - Present
Davis - Excused**

**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.

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 – September 2, 2025, City Council Meeting
- b. Accounts Payables 8/21/25 - 9/5/25
- c. July Cash and Investments

Motion by Malloy to approve the Consent Calendar as presented.

Second by Westlund.

Vote: Westlund-Aye, Ziegler-Aye, Malloy-Aye, Plew-Aye, Stiegleder-Aye

Motion Carried

2. PUBLIC HEARINGS

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

ACTION ITEMS:

None

3. UNFINISHED BUSINESS/RETURNING ORDINANCES AND RESOLUTIONS

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ACTION ITEMS:

- a. Water Reclamation Facility Solids Handling Improvements - Sole Source Procurement

Andrew Arbini, Projects Division Manager: Significant upgrades are needed at the Water Reclamation Facility (WRF) to improve the solids handling process of wastewater treatment. Procurement of a second solids belt filter press is needed to ensure redundancy of the de-watering process. The primary pressing unit in the existing de-watering 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 de-watering 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 JUB's technical memorandum with the applicable criteria contemplated in Idaho Statute 67-2808(2)(a)(ii). This criterion considers compatibility of equipment, components and replacement parts or service as paramount considerations for sole source procurement. 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.

Steigleder: So the idea of using a sole source is so that we don't have to go out to bid? Isn't this pass the threshold of things we have to go out to bid for?

Arbini: This would be one time for this particular unit. The sole source is based on the criteria i listed on the slide.

Steigleder: I am wondering if you have to ask for this. It sounds like BDP is the cheapest, fastest so why do we need to identify someone as our sole source?

Arbini: So, under Idaho Code there is a threshold for procurement for public works where you have to go out to bid. Idaho Code 67-2808 lets you do a sole source if there is really only one vendor for the product.

Westlund: Is the sole source to avoid the red tape of doing an RFP where we already know the outcome or to avoid a situation where someone could come in lower, and we are stuck with that?

Arbini: Looking at what we already have and what our staff is already used to. This would streamline parts throughout the system. Looking at other vendors, their timeline was much longer.

Westlund: You are comfortable with the vendor.

Field Herrington, City Attorney: We are still giving notice to other vendors for 14 days to pipe up and say hey, we have a product.

Motion by Malloy to approve the Water Reclamation Facility Solids Handling Improvements - Sole Source Procurement.

Second by Ziegler.

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

Motion Carried

b. Fiscal Year 2026 Fee Resolution

Motion by Malloy to approve Resolution Fiscal Year 2026 Fee Resolution and to direct the clerk to assign the appropriate number.

Second by Ziegler.

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

Motion Carried

c. Update to Rules of Procedure for Meetings and Public Hearings

Motion by Malloy to approve Resolution Update to Rules of Procedure for Meetings and Public Hearings and to direct the clerk to assign the appropriate number.

Second by Ziegler.

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

Motion Carried

4. NEW BUSINESS

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ACTION ITEMS:

a. **Ross Point Road Cycle Track - Award of Contract**

Rob Palus, City Engineer: 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. Within the agreement, the City paid the State for the construction of a two-way curb-separated bicycle facility along Ross Point Rd from Seltice Way to 3rd Ave., also known as a "cycle track." Federal funding for the interchange 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. 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 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 and a response of \$122,359.00 was received. This amount is comparable with the engineers' estimate of \$123,008.00. Cameron Reilly is the subcontractor to Scarcella Brothers that will be completing the section of cycle track within the ITD's 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.

Steigleder: How will this affect snow removal on Ross Point Rd?

Palus: The road plowing would not be impaired. What will be required is the Parks Department would have to come in and plow the cycle track portion.

Steigleder: Remind me, this is part of the Centennial Trail?

Palus: That is correct.

Motion by Malloy to approve the Ross Point Road Cycle Track - Award of Contract.

Second by Ziegler.

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

Motion Carried

5. CITIZEN ISSUES

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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.

None

7. MAYOR AND COUNCIL COMMENTS

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Mayor: I have spoken in the past about speeding happening in the West Ridge Elementary area. Could this be checked to see if anything has been done?

8. EXECUTIVE SESSION

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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 5 minutes.

Second by Ziegler.

Vote: Westlund-Aye, Ziegler-Aye, Malloy-Aye, Plew-Aye, Stiegleder-Nay

Motion Carried

Entered into Executive Session at 5:45 pm.

Exited Executive Session at 6:00 pm.

RETURN TO REGULAR SESSION

ADJOURNMENT

6:28 pm

Ronald G. Jacobson, Mayor

Shannon Howard, City Clerk

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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: 10/7/2025**

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: Gracie Ficca, CSR/AP

SUBJECT: Payables 9.4.25-9.30.25

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 10.7.25 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 \$2,804,807.95 to be dated 10.7.25 The Hand Check Accountability is for Hand Checks issued 9.11.25-9.24.25 and total \$177,610.60.

ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON:

APPROVED OR DIRECTION GIVEN:

FISCAL IMPACT OR OTHER SOURCE OF FUNDING:

\$2,982,418.55

BUDGET CODE:

Various

ATTACHMENTS:

1. Post Falls Check Approval Check Run for Council 10.7.25
2. Hand Checks - Check Run for Council 10.7.25

Post Falls Check Approval



City of Post Falls

Packet: APPKT17758 - Check Run for Council 10.7.25
Vendor Set: 01 - Vendor Set 01

Check Date: 9/30/2025

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
Bank Code	Payment Type				
Fund: 001 - GENERAL FUND					
Balance Sheet Accounts					
VEN15157	North Idaho Mycological Association				
APMWB	Check	106229	Refundable Damage Deposit for Trailhead	001-22080	250.00
VEN15153	TW Clark Construction				
APMWB	Check	BOND RELEASE -	BOND RELEASE - 112 E. 3RD AVE	001-22115	1,500.00
Balance Sheet Accounts Total:					1,750.00
Dept: 411 Mayor & Council					
P220	Post Falls Area Chamber of Commerce				
APMWB	Check	71940	Connect4Lunch (Ron Jacobson)	001-411.0000.64010	25.00
		71923	Connect4Lunch (Randy Westlund)	001-411.0000.64010	25.00
		71985	Breakfast with the Legislators Ron and Shell	001-411.0000.64010	40.00
Dept 411 Total:					90.00
Dept: 412 Information Systems					
C140	CDW Government Inc.				
APMWB	Electronic Funds Transf	AF95H5Q	Additional Acrobat licenses	001-412.0000.66014	332.79
		AF9612G	Fortinet Coterm renewal	001-412.0000.66014	2,015.00
		AE5G79I	Firewall FG 80F TRADEUP	001-412.0000.66040	1,010.00
		AF9JM8A	FORTINET FORTIGATE-30G HW+1Y FC /F	001-412.0000.66180	467.46
Dept 412 Total:					3,825.25
Dept: 413 General Services					
V040	ODP Business Solutions				
APMWB	Check	440208084001	Office supplies-Admin	001-413.0000.63060	57.30
P220	Post Falls Area Chamber of Commerce				
APMWB	Check	71985	Breakfast with the Legislators Ron and Shell	001-413.0000.64010	40.00
Dept 413 Total:					97.30
Dept: 414 Finance					
A4280	Alpine Summit CPAs				
APMWB	Check	14434	Fiscal Year 2024 Audit	001-414.0000.62091	3,703.75
B091	BDS				
APMWB	Check	102516	Delinquent Notices	001-414.1445.62170	378.56
		101570	Delinquency Notices	001-414.1445.62170	357.24
		102315	Utility Billing	001-414.1445.62170	6,931.87
				001-414.1445.62190	4,053.68
		102516	Delinquent Notices	001-414.1445.62190	180.12
		101570	Delinquency Notices	001-414.1445.62190	169.13
C291	Coeur d' Alene Press				
APMWB	Check	0000039623	CDA#14787 NOPH FY2026 Annual Foregon	001-414.0000.62000	45.44
		0000039593	CDA#14782 NOPH PROPOSED BUDGET F	001-414.0000.62000	881.30
		0000039622	CDA#14786 NOPH Update to Fee Resolutio	001-414.0000.62000	58.40
T345	Tyler Technologies				
APMWB	Electronic Funds Transf	025-524986	FY 2026 contract payment with Tyler Tech	001-414.0000.66015	138,929.86
Dept 414 Total:					155,689.35
Dept: 415 City Clerk					
VEN14766	CivicPlus, LLC				
APMWB	Check	345396	MuniDoc Subscription and codification	001-415.0000.62030	5,837.74
		345041	Agenda and Meetings Software Annual Fee	001-415.0000.62040	9,032.10
C291	Coeur d' Alene Press				
APMWB	Check	00000039927-0815	Printing of Candidate Filing	001-415.0000.62000	51.89

Vendor Number Bank Code	Vendor Name Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
VEN03335	Francotyp-Postalia Inc				
APMWB	Check	RI106777755	POSTBASE VISION COMMERCIAL POSTA	001-415.0000.63070	156.00
P230	Post Falls Press/CDA Press				
APMWB	Check	0000039755-08122	(Printing of Ordinance 1530	001-415.0000.62000	47.27
		0000039754-08122	(Printing of Ordinance 1529	001-415.0000.62000	98.09
Dept 415 Total:					15,223.09
Dept: 417 Media/Cable Franchise					
D070	Dell Marketing LP				
APMWB	Check	10838167896	Stephanie Herman Media Laptop	001-417.0000.80010	965.27
Dept 417 Total:					965.27
Dept: 421 Police					
R04500	1-800-Radiator				
APMWB	Check	18619759	PFPD121 Radiator	001-421.0000.67100	134.00
A0690	AccessData Corp				
APMWB	Check	11782575	PD Shredder Services	001-421.0000.62040	136.38
A0901	AT&T Mobility				
APMWB	Check	583857	Investigative Services	001-421.0000.63920	70.00
VEN15138	Barcodes LLC				
APMWB	Check	INV7610121	E-cite equipment	001-421.0000.67020	6,754.40
VEN14905	Car Wash Plaza				
APMWB	Check	1523	PD Car Washes - August	001-421.0000.67170	100.00
C220	Coleman Oil Co				
APMWB	Check	CP-0306059	PD Gasoline	001-421.0000.64030	6,833.79
		INV-320209	PD Diesel	001-421.0000.64030	216.52
VEN14680	DataWorks Plus, LLC				
APMWB	Check	25-1880	DataWorks Yearly Computer Renwal	001-421.0000.66041	1,763.02
D070	Dell Marketing LP				
APMWB	Check	10833107332	Dell Computers	001-421.0000.80010	4,759.64
VEN06546	Findlay Chrysler Dodge Jeep Ram				
APMWB	Check	181664	PFPD149 Door Handle Repairs	001-421.0000.67170	379.95
VEN15037	Force Science, Ltd.				
APMWB	Check	FSI-34377	Training Registration - Roach	001-421.0000.64020	495.00
		FSI-34376	Training Registration - Speer	001-421.0000.64020	495.00
VEN14972	Frontline Communications Systems				
APMWB	Check	15955	PD New Builds - Black Out Modules	001-421.0000.90020	2,173.44
VEN01683	Goodyear Tire & Rubber Company				
APMWB	Check	197-1161334	MRAP replacement tires	001-421.0000.67170	5,553.00
		197-1161546	PFPD164 Tires	001-421.0000.67190	568.00
		197-1161547	PFPD165 Tires	001-421.0000.67190	568.00
I153	Idaho State Police				
APMWB	Check	IN3625	Lodging for Training - Brabender	001-421.0000.64010	60.00
VEN09941	Jacque Panza				
APMWB	Check	092425	Chaplain Stipend - Aug 2025	001-421.0000.62370	50.00
VEN07726	Jon Dekeles				
APMWB	Check	092425	Chaplain Stipend - Aug 2025	001-421.0000.62370	50.00
L0195	Language Line Services				
APMWB	Electronic Funds Transf	11709734	911 Interpretation Services	001-421.0000.62040	90.00
VEN14015	Midway Hyundai				
APMWB	Check	188907	PFPD155 Mount & Balance, Alignment	001-421.0000.67170	228.95
		189057	PFPD141 Mount & Balance, Alignment	001-421.0000.67170	229.90
M2005	Motorola Solutions				
APMWB	Electronic Funds Transf	1411205370	PD Vigilant DLF Conversion & Subscription	001-421.0000.62040	260.00
		1411206879	L6Q Quick Deploy Cameras DLF	001-421.0000.66014	726.68
N001	Napa Auto Parts				
APMWB	Check	358507	PD Stock - Pig Mat	001-421.0000.67090	201.24
		358506	PD Stock - Oil Absorbents	001-421.0000.67090	28.08
		356685	PD Core Deposits	001-421.0000.67100	-36.00
		358361	PFPD113 Batteries & Core Deposits	001-421.0000.67100	1,034.76
		359457	PD Core Deposit	001-421.0000.67100	-144.00

Vendor Number Bank Code	Vendor Name Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
APMWB VEN01972	Check North Idaho College	358262	PFPD121 Battery & Core Deposit	001-421.0000.67100	144.55
APMWB VEN15137	Check PDC	SPFPD25FA	FA25 Patrol Academy Tuition	001-421.0000.64020	7,032.00
APMWB VEN04390	Check Personnel Evaluation, Inc.	9359911803	E-cite barcode scanner	001-421.0000.67020	8,320.00
APMWB P310	Check Platt Electric Supply	55795	Applicant Testing	001-421.0000.62040	25.00
APMWB P4384	Check Proforce Law Enforcement	6P03696	PD Ethernet Cable Heads	001-421.0000.67090	38.42
APMWB VEN14817	Check Public Safety Psychological Services	583092	2025 Body Armor	001-421.4000.72010	19,198.35
APMWB	Check	6255	Applicant Testing	001-421.0000.62040	960.00
S022		6353	Applicant Testing	001-421.0000.62040	480.00
APMWB	Salt Lake Wholesale Sports				
APMWB S0760	Check Seltice Laundry	101186	PD Ammo - 223 REM 62 GR GOLD DOT	001-421.0000.63300	1,336.00
APMWB	Check	8/697	VOPs Car Washes	001-421.0000.67170	24.38
		8/702		001-421.0000.67170	24.75
R251	Serights Ace Hardware				
APMWB S275	Check Solar Eclipse	369579/1	PD IT - RJ45 Ethernet Connectors	001-421.0000.67090	21.58
APMWB VEN14902	Check The Bunker Tri-Cities LLC	56342	PFPD141 Windshield Replacement	001-421.0000.67170	329.00
APMWB VEN07714	Check Uniforms2gear, Inc	INV/2025/02563	New Hire Uniforms - Covey	001-421.4000.72000	1,260.50
APMWB	Electronic Funds Transfr	INV/2025/09/0382	Class A Uniforms for Non Sworn positions	001-421.4000.72000	1,713.83
Dept 421 Total:					74,688.11
Dept: 424 Legal					
D070	Dell Marketing LP				
APMWB L070	Check LexisNexis Matthew Bender	10837652863-9.23.1	Joy Simon Laptop	001-424.0000.63790	965.27
APMWB VEN14845	Check Smith & Malek, PLLC	45966575	Law Books	001-424.0000.63010	61.25
APMWB	Electronic Funds Transfr	59514	PF & CDA vs KC Treasury	001-424.0000.62040	682.50
Dept 424 Total:					1,709.02
Dept: 427 Animal Control					
C220	Coleman Oil Co				
APMWB K100	Check Kootenai County Solid Waste	CP-0306059	PD Gasoline	001-427.0000.64030	78.58
APMWB	Check	10-32848 091525	Animal Control Service	001-427.0000.62040	3.84
Dept 427 Total:					82.42
Dept: 431 Streets					
A1395	Advanced Compressor & Hose Inc				
APMWB	Check	101041	Hydraulic adapters for Plows	001-431.0000.63525	98.00
		101124	Oil & parts for Stencil truck	001-431.0000.68100	73.75
A293	Allwest Testing & Engin., LLC				
APMWB A365	Check American On-Site Services	242225	Chip Seal Testing 2025	001-431.0000.68110	5,536.04
APMWB A497	Check Arrow Construction Supply, Inc	187517	Street Dept PortaPotty Cleanout	001-431.0000.68130	231.32
APMWB	Check	6068	Wand for Marking Paint - S127	001-431.0000.68100	39.64
		6066	Wand for Marking Paint - S121	001-431.0000.68100	39.64
		6060	Measure Wheel W/Hndl - S128	001-431.0000.68100	116.28
		6063	Wand for Marking Paint - S128	001-431.0000.68100	39.64
		7575	Wire Wheel	001-431.0000.68130	283.79
VEN05261	CDA PAVING				
APMWB	Check	108792	Dumping concrete & Asphalt	001-431.0000.68130	121.91

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
Bank Code	Payment Type				
APMWB	Check	108755	Dumping dirty asphalt	001-431.0000.68130	133.75
		108931	DUMPING-ASPHALT MIXED W/ GRAVEL-S	001-431.0000.68130	60.38
C410	Country Lock & Key, Inc.				
APMWB	Electronic Funds Transf	16004	Key cut	001-431.0000.68010	4.49
I340	Interstate Concrete & Asphalt				
APMWB	Electronic Funds Transf	1077932	Asphalt for patching Empire Center	001-431.0000.68130	140.70
		1077281	Asphalt for Idaho St. Patchwork	001-431.0000.68130	1,846.60
J105	J-U-B Engineers, Inc.				
APMWB	Electronic Funds Transf	0188310	Seltice Way Rehab JUB Invoice August 2025	001-431.0000.95040	9,480.00
K100	Kootenai County Solid Waste				
APMWB	Check	10-32216/13-01322	Raccoon disposal	001-431.0000.68130	0.77
L071	Local Highway Technical Assistance Council-		LHTAC		
APMWB	Electronic Funds Transf	T291825PM-1	Pavement Maintenance Course	001-431.0000.64020	200.00
VEN14930	National Safety Inc				
APMWB	Check	0769122-IN	Uniform item - Jami Campbell	001-431.4000.72000	26.50
		0766986-IN	Uniform Shirts - Doug Patterson	001-431.4000.72000	65.25
		0767543-IN	Uniform Shirts - Shawn Rewoldt	001-431.4000.72000	88.60
		0768804-IN	Uniform jacket & sweatshirt -Cameron Moore	001-431.4000.72000	155.55
VEN05363	North 40 Outfitters				
APMWB	Check	052368/E	CLEVIS SLIP HOOKS & Ratchet Binder for S	001-431.0000.63000	411.89
		052404/E	Tax Refund	001-431.4000.72000	-8.40
		052403/E	Boot Allowance - Cameron Moore	001-431.4000.72000	156.79
O050	Oxarc Inc.				
APMWB	Electronic Funds Transf	0032411634	AMRX BRACKT RUBBR SAF-T - S234	001-431.0000.68100	57.39
P325	Poe Asphalt Paving, Inc.				
APMWB	Check	10580	Asphalt for patching ID/Poleline Roundabout	001-431.0000.68090	1,068.90
		47668-RETAINAGE	2025 Asphalt Chip Seal and Fog Seal Placer	001-431.0000.68110	33,952.91
		10515	Asphalt for Grange Patchwork	001-431.0000.68130	497.00
		10556	Asphalt for Patch work	001-431.0000.68130	648.20
		10515	Asphalt for Grange Patchwork	001-431.0000.68130	3,565.42
		10556	Asphalt for Patch work	001-431.0000.68130	289.10
		10515	Asphalt for Grange Patchwork	001-431.0000.68130	961.10
		10556	Asphalt for Patch work	001-431.0000.68130	283.50
VEN02884	Rodda Paint				
APMWB	Check	45261007	DRIVELINE TRAFFIC BLUE T PAINT	001-431.0000.68100	210.00
R251	Serights Ace Hardware				
APMWB	Check	369738/1	RUBBER TARP STRAP	001-431.0000.63000	19.74
		369598/1	Tools for S234	001-431.0000.67090	77.20
		369599/1	razor blades & Sprayer	001-431.0000.67090	17.25
		369682/1	GARDEN HOE - S234	001-431.0000.67090	21.99
		369597/1	Tools for S121	001-431.0000.67090	108.37
		370009/1	DrillBits, cutting wheels, hexhead screws	001-431.0000.67090	58.04
		370034/1	PROPANE	001-431.0000.68090	34.80
		370095/1		001-431.0000.68100	67.28
		369886/1	mixing containers & Propane	001-431.0000.68100	16.04
		369766/1	Propane	001-431.0000.68130	202.58
		369622/1	STORAGE BOX for traffic dept tools	001-431.0000.68130	13.49
		369764/1	PROPANE, shovels, spray paint	001-431.0000.68130	186.02
S140	Sherwin Williams				
APMWB	Check	8033-6	FLEXPROHOSE 3/8X50	001-431.0000.68100	167.42
		0620-1	PUMP PROTECTR - S234	001-431.0000.68100	33.73
		8112-8	RAC X TIP 623	001-431.0000.68100	55.11
		0897-7	Refund on Sales Tax from Inv 8033-6	001-431.0000.68100	-3.68
		8033-6	FLEXPROHOSE 3/8X50	001-431.0000.68100	65.01
		0896-9	Refund of Sales Tax from Inv 8112-8	001-431.0000.68100	-3.12
T090	Thorco, Inc.				
APMWB	Check	1795605	Locate for work at Mullan/Cecil intersection	001-431.0000.62040	396.75
		1795613	Installation of Stop Bar Camera-Mullan/Cecil	001-431.0000.68140	1,530.65
VEN01033	Western Systems				
APMWB	Check	0000068802	BATTERY for traffic signals	001-431.0000.68140	1,424.84

Packet: APPKT17758 - Check Run for Council 10.7.25

Check Date: 9/30/2025

Vendor Set: 01 - Vendor Set 01

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
Dept: 433 Facility Maintenance							
S0760	Seltice Laundry						
APMWB	Check			8/726	Drop Off Laundry, 19.95 lbs (adjusted end w	001-433.0000.63160	44.77
				8/724	Drop Off Laundry, 11.9 lbs	001-433.0000.63160	24.53
				8/727	Drop Off Laundry, 12.35 lbs, less 12% discou	001-433.0000.63160	27.71
				8/728	Drop Off Laundry, 15.5 lbs	001-433.0000.63160	43.48
				8/729	Drop Off Laundry, 12.94 lbs (adjusted)	001-433.0000.63160	29.04
				8/722	Drop Off Laundry, 14.84 lbs	001-433.0000.63160	37.83
				8/705	Drop Off Laundry 17.22 lbs, less 12% discou	001-433.0000.63160	38.64
				8/723	Drop Off Laundry, 20.4 lbs, less 12% discour	001-433.0000.63160	42.25
				8/725	Drop Off Laundry, 18.92 lbs	001-433.0000.63160	42.45
W0226 Walter E Nelson Co							
APMWB	Electronic Funds Transf			555593	paper supplies CH and PD	001-433.0000.63140	456.37
				556626	paper supplies ch and pd	001-433.0000.63140	487.16
				556627	cleaning supplies CH and PD	001-433.0000.63150	279.58
Dept 433 Total:							1,553.81
Dept: 434 Fleet Maintenance							
A1395	Advanced Compressor & Hose Inc						
APMWB	Check			101018	Hydraulic hoses and parts - shop stock	001-434.0000.63011	154.73
				100963	Hydraulic parts - shop stock	001-434.0000.63012	5.75
				101188	Hoses & fittings for Fleet shop	001-434.0000.68010	143.43
VEN14736	Cintas Corporation No. 3						
APMWB	Check			4243320438	Fleet laundry & Rug Service	001-434.0000.63160	99.32
				4242583481		001-434.0000.63160	89.02
				4244066151	Fleet laundry & rug Service	001-434.0000.63160	89.02
C3818	Cooper Fabrication, Inc.						
APMWB	Check			31276	LABOR TO REPAIR LOADER PLOW WING	001-434.0000.67170	720.00
C410	Country Lock & Key, Inc.						
APMWB	Electronic Funds Transf			16003	Transponder Keys -P131	001-434.0000.63012	185.00
VEN14950	Dynamic Designs						
APMWB	Check			11117-Q	PFPD179 wrap	001-434.0000.90010	1,877.00
F145	Freightliner Northwest- Spokane						
APMWB	Check			PC001657530 01	FILTER STOCK	001-434.0000.63011	537.97
VEN14972	Frontline Communications Systems						
APMWB	Check			24016	PFPD 177 Up-fit Labor	001-434.0000.90010	5,200.00
				24018	PFPD 179 Up-fit Labor	001-434.0000.90010	5,200.00
				24030	PFPD 185 Up-fit Parts and labor at Frontline	001-434.0000.90010	18,623.00
				24021	PFPD 180 Up-fit Parts	001-434.0000.90010	20,224.48
				24033	PFPD 182 Up-fit Parts and labor at Frontline	001-434.0000.90010	18,623.00
				24034	PFPD 186 Up-fit Parts and labor at Frontline	001-434.0000.90010	25,755.00
				24025	PFPD 179 Up-fit Parts	001-434.0000.90010	20,224.48
				24012	PFPD 175 Up-fit parts	001-434.0000.90010	20,224.48
				24022	PFPD 177 Up-fit Parts	001-434.0000.90010	20,224.48
				24035	PFPD 176 Up-fit parts	001-434.0000.90010	20,063.98
				24024	PFPD 178 Up-fit Parts	001-434.0000.90010	20,224.48
				24031	PFPD 184 Up-fit Parts and labor at Frontline	001-434.0000.90010	18,623.00
				24032	PFPD 183 Up-fit Parts and labor at Frontline	001-434.0000.90010	18,623.00
				24019	PFPD 180 Up-fit Labor	001-434.0000.90010	5,200.00
				24014	PFPD 176 Up-fit Labor	001-434.0000.90010	5,200.00
				24013	PFPD 175 Up-fit Labor	001-434.0000.90010	5,200.00
				24017	PFPD 178 Up-fit Labor	001-434.0000.90010	5,200.00
VEN01683	Goodyear Tire & Rubber Company						
APMWB	Check			197-1161578	Tires - S122	001-434.0000.67190	1,738.70
				197-1161579	Tires - P620	001-434.0000.67190	1,076.10
N001	Napa Auto Parts						
APMWB	Check			360345	AIR FILTER - S122	001-434.0000.63011	32.83
				361098	Warranty return from inv 361065	001-434.0000.63011	-0.03
				360164	Filter - S215	001-434.0000.63011	10.64

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
Bank Code	Payment Type				
APMWB	Check	361027	NAPAGOLD AIR FILTER - S216	001-434.0000.63011	46.84
		360499	WHEEL BEARING & Grease fittings	001-434.0000.63011	3.09
		361065	LED M C LAMP - S216	001-434.0000.63011	8.55
		361071	AIR FILTER - fleet stock	001-434.0000.63011	32.83
		360164	Filter - S215	001-434.0000.63011	46.84
		360344	SPARK PLUG & filter - F101	001-434.0000.63011	75.28
		361341	Various filters - S223	001-434.0000.63011	515.53
		360551	return of item from inv# 360499	001-434.0000.63012	-28.95
		360599	Window Clip - P477	001-434.0000.63012	3.48
		360156	Brake Fluid - P464	001-434.0000.63012	7.21
		359326	CABIN AIR FILTER - P200	001-434.0000.63012	11.33
		360061	Filter stock	001-434.0000.63012	20.43
		359052	NAPAGOLD OIL FILTER (D1J)	001-434.0000.63012	34.40
		360499	WHEEL BEARING & Grease fittings	001-434.0000.63012	47.37
		358574	ELECTRIC OIL PUMP	001-434.0000.67020	533.50
VEN08121	PacWest Machinery LLC				
APMWB	Check	30429784	Onsite repair of S350	001-434.0000.67170	533.60
P1001	Pape Machinery				
APMWB	Check	7008826	Onsite repair - S567 Paver	001-434.0000.67170	2,255.53
R060	Ragan Equipment Co.				
APMWB	Check	01-175569	Rails - P477	001-434.0000.63012	721.17
		01-175091	BRG HOSE-OIL COOLER -P473	001-434.0000.63012	137.61
R251	Serights Ace Hardware				
APMWB	Check	369683/1	Galvanized/PVC couplings, nipples & elbows	001-434.0000.63011	45.84
		369642/1	VINYL TUBNG CLR 1X1-1/4"	001-434.0000.63011	7.98
				001-434.0000.63012	7.98
				001-434.0000.63013	6.84
S22200	Six Robblees' Inc.				
APMWB	Check	05P80459	EZ lube caps & Axles - P620	001-434.0000.63012	18.20
S275	Solar Eclipse				
APMWB	Check	56380	Rockchip Repair - S225	001-434.0000.67170	39.95
S390	Spokane House of Hose Inc.				
APMWB	Check	1140848	Hydraulic Hose - Shop stock	001-434.0000.63011	51.48
VEN13040	Turf Star Western				
APMWB	Check	INV111147	BRAKE CALIPER - P464/P454	001-434.0000.63012	215.25
		INV113059	BRAKE CALIPER - P454	001-434.0000.63012	200.58
VEN13987	Western Peterbilt, LLC				
APMWB	Check	027R12410	Repair of A/C on S555	001-434.0000.67170	1,576.59
Dept 434 Total:					266,569.19
Dept: 442 Cemetery					
A497	Arrow Construction Supply, Inc				
APMWB	Check	8255	form oil and steel trowel	001-442.0000.68170	136.85
H1957	Horizon				
APMWB	Electronic Funds Transfr	2S244751	Irrigation hand pumps	001-442.0000.67090	128.00
VEN05363	North 40 Outfitters				
APMWB	Check	052524/E	20V Sawzall & 2 20V 6ah batteries	001-442.0000.67090	549.98
N210	Northland Nursery				
APMWB	Check	200000073363	topsoil	001-442.0000.68170	201.60
P27001	Pineview Horticultural Service				
APMWB	Check	32017	Chem/seed	001-442.0000.68220	258.75
R060	Ragan Equipment Co.				
APMWB	Check	01-175463	lawnmower blades	001-442.0000.67050	350.29
R251	Serights Ace Hardware				
APMWB	Check	369645/1	BR800 CE BACKPACK BLOWER	001-442.0000.67020	674.99
		369647/1	FS131 R LOOP HANDLE	001-442.0000.67020	512.99
A565	SiteOne Landscape Supply, LLC				
APMWB	Check	158576194-001	Fertilizer	001-442.0000.68200	1,309.76
		158146885-001	Cemetery Irrigation Parts	001-442.0000.68230	486.42
VEN12223	SRS Computing, INC.				
APMWB	Check	inv206069	SRS annual subscription	001-442.0000.62040	2,050.00

Vendor Number Bank Code	Vendor Name Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
W230	Wilbert Precast Inc.				
APMWB	Check	365415-1	12 30G GRAVELINERS	001-442.0000.63420	4,072.13
		#346620-1	GG35 Final Engraving 472210 Cope, EvaDa	001-442.0000.63760	225.00
		#348874-1	MM-Headstone 472695 24" Flat + Shipping	001-442.0000.63760	518.60
		355755-1	Tienken memorial	001-442.0000.63760	1,516.50
		#355839-1	MM-Headstone 474359 32" Flat + Tariiff + SI	001-442.0000.63760	1,096.05
		#353970-1	MM-Headstone 477951 24" Flat + Shipping	001-442.0000.63760	544.85
Dept 442 Total:					14,632.76
Dept: 443 Parks					
VEN04881	ADVANCED BARK BLOWING				
APMWB	Check	18080	EWf Woodchips for Warren Playground	001-443.0000.68013	13,675.00
A228	A-L Compressed Gases, Inc.				
APMWB	Check	0003056639	Acetylene for Welder	001-443.0000.64030	9.08
A365	American On-Site Services				
APMWB	Check	I86132	Black Bay Portable Restroom	001-443.0000.65050	115.00
		I86154	The Landings Portable Restrooms	001-443.0000.65050	400.00
		I86211	Tennis Courts Portable Restroom	001-443.0000.65050	200.00
		I86156	Q'emiln Portable Restrooms	001-443.0000.65050	400.00
		I86217	Community Garden Portable Restroom	001-443.0000.65050	200.00
		I86215	Skate Park Portable Restroom	001-443.0000.65050	200.00
		I86210	Warren Portable Restroom	001-443.0000.65050	200.00
		I86209	Hilde Kellogg Portable Restroom	001-443.0000.65050	200.00
		I86131	4th Street Trailhead Portable Restroom	001-443.0000.65050	200.00
		I86133	Corbin Portable Restrooms	001-443.0000.65050	115.00
VEN14551	Andy's Heating & Cooling				
APMWB	Check	43117672	Repair Depot A/C	001-443.0000.62180	250.00
VEN03792	Arrow Concrete & Asphalt				
APMWB	Check	ACAS-00133	Build and pour sidewalk & concrete pad at S	001-443.0000.68170	7,000.00
A5189	Aspen Nursery				
APMWB	Check	88476	Shrubs for Parks	001-443.0000.68190	310.20
VEN14428	Asphalt Pros USA				
APMWB	Electronic Funds Transf	#972	Crackfill & sealcoat Falls Parking lot	001-443.0000.68111	12,140.00
A017	A-Tec, Inc.				
APMWB	Check	6564	Install Cameras & Service at Sportsman's Pa	001-443.0000.94180	7,397.43
		6566	Install Cameras at Syringa Park	001-443.0000.94180	6,164.42
		6563	Install Mag Locks at Sportsmans Park	001-443.0000.94180	3,788.12
VEN15150	Buy Two Way Radios				
APMWB	Check	124730886	Two Way Radios and Chargers	001-443.0000.67040	2,976.79
VEN05261	CDA PAVING				
APMWB	Check	109380	Crushed Base for UF	001-443.0000.68170	548.49
C180	Central Pre Mix Concrete				
APMWB	Check	4007117	Community Forest Fence Concrete	001-443.0000.68170	719.40
C280	Coeur d'Alene Power Tool				
APMWB	Check	2-291820	Multi Tools	001-443.0000.67090	175.98
C3818	Cooper Fabrication, Inc.				
APMWB	Check	31293	LABOR TO MACHINE (4) DRAIN RINGS	001-443.0000.62180	314.89
		31327	Fabrication of Reservation Boxes for Parks	001-443.0000.63260	3,750.00
C410	Country Lock & Key, Inc.				
APMWB	Electronic Funds Transf	#16003	Spare Key for P131	001-443.0000.67030	185.00
VEN14867	CW Signs				
APMWB	Check	3547	18"x24" Custom Letter Signs (A-Z) for Parks	001-443.0000.63260	572.01
D070	Dell Marketing LP				
APMWB	Check	10838677228	Bryan Myers Laptop	001-443.0000.80010	2,640.31
VEN06706	Forms + Surfaces Inc				
APMWB	Check	D177955-00	Memorial Benches for Black Bay Park	001-443.0000.80110	6,419.00
G098	Grainger				
APMWB	Check	9644587033	DISINFECTANT SANITIZER, MILD FRESH,	001-443.0000.63150	305.15
		9640994647	Spreaders Pneumatic	001-443.0000.66190	369.10
H003	H.D. Fowler Company				
APMWB	Check	I7065448	2" RATCHET PVC/POLY PIPE CUTTER	001-443.0000.67090	85.33

Vendor Number Bank Code	Vendor Name Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
H1957	Horizon				
APMWB	Electronic Funds Transf	2S245019	BASELINE DIRECT BURIAL BICODER for l	001-443.0000.68230	920.70
VEN15141	Hotsy of Spokane LLC				
APMWB	Check	7066	Hotsy Skid Unit w/hose & tank	001-443.0000.90010	15,500.00
I110	Idaho Fence Co, Inc.				
APMWB	Check	0040613	Fencing Materials for the Post Falls Commur	001-443.0000.63530	2,920.59
I340	Interstate Concrete & Asphalt				
APMWB	Electronic Funds Transf	1075996	Concrete for Community Forest Fence	001-443.0000.68170	507.00
VEN02005	Matheus Lumber Company				
APMWB	Check	60116001	T & G Decking for Pavilions	001-443.0000.68160	2,683.20
N1780	North Idaho Post & Pole				
APMWB	Check	ID 56049	Fence Parts for Community Forest	001-443.0000.63530	78.80
N210	Northland Nursery				
APMWB	Check	220000072820	Trees & shrubs for Parks	001-443.0000.68190	1,117.00
		220000072782	Trees and shrubs for parks.	001-443.0000.68190	728.00
		220000073133	Trees and Shrubs for Parks	001-443.0000.68190	565.00
VEN14655	OTW Safety				
APMWB	Check	Z8847	Green Billboard Barricades	001-443.0000.63260	4,891.87
VEN14579	Planet Turf				
APMWB	Check	3012409	Nozzles for Tiny Mobile Robot	001-443.0000.66190	75.84
		3012395	Field Paint	001-443.0000.68240	555.78
P468	Prothman				
APMWB	Check	2025-9101	Parks & Recreation Director Search 3 of 3 in:	001-443.0000.62080	5,833.33
R060	Ragan Equipment Co.				
APMWB	Check	01-174779	Work on blower	001-443.0000.66190	155.16
		01-175935	Small Equipment Parts for Parks	001-443.0000.66190	67.34
R1691	River City Paint & Decorating				
APMWB	Check	9EH5M	Paint and brush cleaner for Parks	001-443.0000.68160	21.31
VEN15154	Rivercity Electric, LLC				
APMWB	Check	6754	Repair Landings Electrical	001-443.0000.62180	825.24
S050	Saturday Night Inc.				
APMWB	Electronic Funds Transf	108150	Parks Uniform Shirts	001-443.4000.72000	1,098.97
S0760	Seltice Laundry				
APMWB	Check	8/696	Car washes for June - July	001-443.0000.63150	72.50
		8/701	Car Washes for July through August	001-443.0000.63150	25.42
R251	Serights Ace Hardware				
APMWB	Check	369572/1	Cleaning supplies for Parks	001-443.0000.63150	41.55
		369778/1	Blower for Parks	001-443.0000.66190	296.99
		370094/1	Parks Hardware	001-443.0000.67030	68.37
		369641/1	Hardware for Parks	001-443.0000.67030	4.78
		369188/1	CLAMP BATTERY for Parks	001-443.0000.67030	4.76
		369578/1	LIGHTED PLUG to repair equipment	001-443.0000.67030	21.58
		369689/1	Painting supplies for graffiti cover - up	001-443.0000.68160	87.90
		370137/1	Spray Paint for Parks	001-443.0000.68160	32.45
A565	SiteOne Landscape Supply, LLC				
APMWB	Check	158310404-001	Tools for Parks	001-443.0000.67090	38.81
		158263948-001	Irrigation parts for re-stock	001-443.0000.68230	254.79
		158604109-001	Irrigation Parts to Replenish Stock	001-443.0000.68230	10,138.41
		157986696-001	Irrigation Parts	001-443.0000.68230	38.26
		158552811-001	Irrigation for Nursery	001-443.0000.68230	773.86
		158446694-001	BASELINE DIRECT BURIAL BICODER 4 V	001-443.0000.68230	343.48
		158763573-001	Irrigation Parts for North Parks	001-443.0000.68230	46.70
		158445780-001	BASELINE DIRECT BURIAL BICODER 4 V	001-443.0000.68230	343.48
		157986257-001	Irrigation Parts	001-443.0000.68230	259.64
		158875311-001	Irrigation Return	001-443.0000.68230	-14.21
		158776724-001	Irrigation parts for Nursery	001-443.0000.68230	1,254.86
VEN10908	Sports Facilities Group, Inc				
APMWB	Check	S47496	Nets for Soccer, Volleyball & Pickleball	001-443.0000.63080	2,546.65
S460	Spray Center Electronics, Inc.				
APMWB	Check	D5957	Elbow for Parks Sprayer	001-443.0000.66190	14.62
T090	Thorco, Inc.				

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
Bank Code	Payment Type				
APMWB	Check	238B01	Replacement of Power Pedestals at Q'emiln	001-443.0000.94180	73,195.00
VEN13040	Turf Star Western				
APMWB	Check	INV112642	Ventrac Tractor and accessories	001-443.0000.90050	46,563.68
		INV113426	Flail mower attachment for Ventrac	001-443.0000.90050	9,313.62
		INV113428	Turbine Blower attachment for Ventrac	001-443.0000.90050	6,775.80
		INV112642	Ventrac Tractor and accessories	001-443.0000.90050	1,421.40
		INV113428	Turbine Blower attachment for Ventrac	001-443.0000.90050	135.52
U040	United Electrical				
APMWB	Check	23419	Check Woodbridge Lights	001-443.0000.62180	187.50
W0226	Walter E Nelson Co				
APMWB	Electronic Funds Transf	555468	Cleaning Supplies for Parks	001-443.0000.63150	1,118.19
		556646	Parks Cleaning Supplies	001-443.0000.63150	872.44
VEN03968	Wilbur-Ellis Company - Spokane				
APMWB	Check	17464657	Herbides for landscaping & turf.	001-443.0000.68220	2,101.60
Z026	Ziegler Lumber Co #017				
APMWB	Check	979214	Saw Blades	001-443.0000.67090	92.98
Dept 443 Total:					269,044.21
Dept: 444 Parks - Construction					
A365	American On-Site Services				
APMWB	Check	186208	Chase Park Portable Restroom	001-444.1665.93180	322.60
A5189	Aspen Nursery				
APMWB	Check	88423	Plants and shrubs for Warren Park	001-444.0000.94180	1,837.40
VEN05261	CDA PAVING				
APMWB	Check	109082	Top soil & earth fill dumping-Warren Park	001-444.0000.94180	102.79
F084	Five Star Concrete, Inc.				
APMWB	Check	06-002-5920	Concrete Flatwork at Warren Park	001-444.0000.94180	22,424.00
H003	H.D. Fowler Company				
APMWB	Check	17087277	Drainfield fabric for Warren Park	001-444.0000.94180	369.23
		17083642	Irrigation for Warren Park	001-444.0000.94180	227.15
		17110928	Irrigation parts for Warren Park	001-444.0000.94180	558.36
H1957	Horizon				
APMWB	Electronic Funds Transf	7F032679	Irrigation Parts for Warren Park	001-444.0000.94180	35.00
J105	J-U-B Engineers, Inc.				
APMWB	Electronic Funds Transf	0188401	Warren Frontage Improvements	001-444.0000.94180	557.10
N210	Northland Nursery				
APMWB	Check	220000072810	BARK for Warren park	001-444.0000.94180	228.00
		220000073021	Bark for Warren Park	001-444.0000.94180	228.00
		220000072780	BARK for Warren Park	001-444.0000.94180	228.00
		220000073035	BARK for Warren Park *	001-444.0000.94180	228.00
		220000072690	Landscape Bark for Warren	001-444.0000.94180	273.60
		220000072797	Bark for Warren Park	001-444.0000.94180	228.00
A565	SiteOne Landscape Supply, LLC				
APMWB	Check	158748868-001	Irrigation Parts for Warren Project	001-444.0000.94180	79.05
U040	United Electrical				
APMWB	Check	23454	Electrical for Warren Park Project	001-444.0000.94180	22,560.00
Dept 444 Total:					50,486.28
Dept: 445 Recreation					
VEN15152	Coyle Outside LLC				
APMWB	Check	82625	Wilderness Survival Camp Contract	001-445.0000.62040	2,968.00
VEN14917	Crystal Reiber				
APMWB	Check	09.12.25	Dance Classes Country Swing Foundations	001-445.0000.62040	52.50
VEN05955	Darrell Hull				
APMWB	Check	09.11.25	Youth Golf Lessons	001-445.0000.62040	1,155.00
VEN15085	International Minute Press				
APMWB	Check	4314	Business cards for Amber	001-445.0000.63060	31.00
V040	ODP Business Solutions				
APMWB	Check	441139622001	Office supplies-Recreation	001-445.0000.63060	132.53
VEN01197	Post Falls High School				
APMWB	Check	09.09.25	Basketball Camp	001-445.0000.62040	2,437.30

Vendor Number Bank Code	Vendor Name Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
S050	Saturday Night Inc.				
APMWB	Electronic Funds Transf	108147	Start Smart Flag Football 2025 Shirts	001-445.0000.63080	305.30
		108120	Shirts for Flag Football	001-445.0000.63080	662.18
		108140	Youth Soccer Fall 2025 Shirts	001-445.0000.63430	720.10
		108146	Youth Volleyball Fall 2025	001-445.0000.63430	1,131.20
		108141	Youth Soccer Fall 2025 shirts	001-445.0000.63430	947.00
		108143	Youth Soccer Fall 2025 Shirts	001-445.0000.63430	876.30
VEN15091	Simpliverified, LLC				
APMWB	Electronic Funds Transf	70941	Aug 2025 Recreation Background Checks	001-445.0000.62080	1,989.50
VEN14261	The JACC				
APMWB	Check	09.08.25	Cooking Classes	001-445.0000.62040	1,230.00
Dept 445 Total:					14,637.91
Dept: 451 Planning & Zoning					
C291	Coeur d' Alene Press				
APMWB	Check	0000040214-08212	Public Hearing Notice Harvest Meadows	001-451.0000.62000	383.84
		0000040211-08212	Public Hearing Notice Echo Estates	001-451.0000.62000	363.12
Dept 451 Total:					746.96
Dept: 452 Building Inspector					
VEN07316	BC Engineers Inc				
APMWB	Check	1561	Structural review for 767 S Majestic View	001-452.0000.62040	4,830.00
B091	BDS				
APMWB	Check	102315	Utility Billing	001-452.0000.62040	50.00
K130	Kootenai County Reprographics				
APMWB	Check	2025-00000080	Inspection labels	001-452.0000.63000	68.32
Dept 452 Total:					4,948.32
Dept: 454 Community Development Admin					
VEN14013	Bluebeam, Inc				
APMWB	Check	2474963	Bluebeam Subscription Renewal	001-454.0000.66016	9,900.00
Dept 454 Total:					9,900.00
Dept: 481 Capital Improvements/Contracts					
A281	Allied Fire & Security				
APMWB	Check	1695939	FIRE SERVICES 175-2900, 10/1/2025 12/31	001-481.0000.68390	243.99
VEN15145	Insulation Specialists, Inc				
APMWB	Check	25-177-1	Insulate duct work in legal	001-481.0000.68010	2,735.00
VEN15149	Zerorez Inc				
APMWB	Check	196026	HVAC Vent cleaning	001-481.0000.68395	16,525.00
Dept 481 Total:					19,503.99
Fund 001 Total:					971,509.15
Fund: 002 - COMPREHENSIVE LIABILITY					
Dept: 410 General Government Services					
I065	ICRMP				
APMWB	Check	02152 - 2026 - 1	10/1/2025 9/30/2026 Policy Year Annual Pre	002-410.0000.62290	459,343.00
Dept 410 Total:					459,343.00
Fund 002 Total:					459,343.00
Fund: 003 - PERSONNEL BENEFIT POOL					
Dept: 482 Personnel Pool					
VEN15087	Alliant Insurance Services, Inc				
APMWB	Electronic Funds Transf	3237497	Advanced Benefits Consulting Fee Septemb	003-482.0000.62040	2,500.00
		3237496	Advanced Benefits Consulting Fee August 21	003-482.0000.62040	2,500.00
VEN15121	BPA Health, Inc				
APMWB	Check	608396	EAP Services	003-482.4000.73000	54.30
VEN14039	OneBridge				
APMWB	Check	INV-4620	September 2025 Administrative Fees	003-482.4155.71210	150.00

Vendor Number Bank Code	Vendor Name Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
P079	Panhandle Health District				
APMWB	Check	5698-09.04.2025	Immunizations WW Employees	003-482.4000.73000	338.00
A6000	Rehn & Associates, Inc.				
APMWB	Check	INV-00209076	COBRA Notices	003-482.0000.62160	84.00
Dept 482 Total:					5,626.30
Fund 003 Total:					5,626.30
Fund: 007 - DRUG SEIZURE PROGRAM					
Dept: 425 Drug Seizure Program					
K08222	Kootenai Animal Hospital				
APMWB	Check	888020214	K9 Vet Services - Donna	007-425.0000.62040	187.89
		888020241	Vet Services - K9 Donna	007-425.0000.62040	83.30
Dept 425 Total:					271.19
Fund 007 Total:					271.19
Fund: 008 - 911 SUPPORT					
Dept: 426 911 Support					
VEN14885	Intrado Life & Safety Solutions Corporation				
APMWB	Check	5059685	911 Regional Upgrade Project - Payment 2	008-426.0000.92090	420,063.05
Dept 426 Total:					420,063.05
Fund 008 Total:					420,063.05
Fund: 011 - FACILITY BUILDING RESERVE					
Dept: 491 Facility Building Reserve					
VEN14808	Ardurra Group, Inc				
APMWB	Electronic Funds Transf	230061-16	Coordination & Planning on the Black Bay P	011-491.0000.95015	18,771.65
Dept 491 Total:					18,771.65
Fund 011 Total:					18,771.65
Fund: 017 - ANNEXATION FEES					
Dept: 410 General Government Services					
VEN13951	SCJ Alliance				
APMWB	Check	82440	Consultant Fee 2025 Comprehensive Plan U	017-410.0000.62040	4,729.00
Dept 410 Total:					4,729.00
Fund 017 Total:					4,729.00
Fund: 023 - SPECIAL EVENTS					
Dept: 446 Special Events					
A365	American On-Site Services				
APMWB	Check	175027	Post Falls Festival Restrooms & Handwash	023-446.1601.65050	1,607.00
VEN15144	Mahoney Environmental Solutions, LLC				
APMWB	Check	20062364	FESTIVAL Grease Disposal	023-446.1601.65050	500.00
S050	Saturday Night Inc.				
APMWB	Electronic Funds Transf	108068	Post Falls Triathlon 2025 Shirts	023-446.1602.63430	427.78
Dept 446 Total:					2,534.78
Fund 023 Total:					2,534.78
Fund: 034 - KOOTENAI FIRE/EMS IMPACT FEES					
Dept: 428 Kootenai Fire/EMS Impact Fees					
VEN14739	Kootenai County Emergency Medical Services System				
APMWB	Electronic Funds Transf	Impact Fees August	Impact Fees August 2025	034-428.0000.33117	-130.00
				034-428.0000.62040	2,013.06
VEN06795	Kootenai County Fire & Rescue				
APMWB	Electronic Funds Transf	Impact Fees August	Impact Fees August 2025	034-428.0000.33117	-260.00
				034-428.0000.62040	17,691.42

Dept 428 Total: 19,314.48

Fund 034 Total: 19,314.48

Packet: APPKT17758 - Check Run for Council 10.7.25
Vendor Set: 01 - Vendor Set 01

Check Date: 9/30/2025

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
Fund: 035 - PUBLIC SAFETY IMPACT FEES							
Dept: 420 Public Safety Impact Fees							
VEN14481	HMH Engineering						
APMWB	Check			D25030-04	PD Parking Lot Exp. HMH Invoice August 20035-420.0000.95015		1,032.50
Dept 420 Total:							1,032.50
Fund 035 Total:							1,032.50
Fund: 037 - STREETS IMPACT FEES							
Dept: 431 Streets							
A497	Arrow Construction Supply, Inc						
APMWB	Check			ROAD-00004 - rev I	Prairie Ave. / Charleville (NKN2) - left turn po037-431.1712.95040		16,825.00
J105	J-U-B Engineers, Inc.						
APMWB	Electronic Funds Transfr			0187592	Transportation Master Plan	037-431.0000.80290	30,935.60
				0188245	Transportation Master Plan Update	037-431.0000.80290	43,745.00
				0184215	Ross Point Cycle Track 3/30-5/3	037-431.1305.62040	3,110.00
				0188186	Project Accountant Lead -	037-431.1305.62040	2,958.30
				0185442	Ross Point Cycle Track 5/4-5/31	037-431.1305.62040	1,055.80
				0187288	Ross Point Cycle Track 6/29-8/2	037-431.1305.62040	1,440.80
W090	Welch Comer & Associates, Inc.						
APMWB	Electronic Funds Transfr			41354200-005	Chase Rd - Wheatland to Grange 6/22-7/19	037-431.0000.95142	3,200.00
				41354200-003	Chase Rd - Wheatland to Grange 4/20-5/17	037-431.0000.95142	3,200.00
				41354200-004	Chase Rd - Wheatland to Grange 5/18-6/21	037-431.0000.95142	12,800.00
				41354210-004	Prairie Trail - Zorros to SH 41 6/22-7/19	037-431.1711.95520	3,256.39
				41354210-003	Prairie Trail - Zorros to SH 41 4/20-5/17	037-431.1711.95520	3,270.00
Dept 431 Total:							125,796.89
Fund 037 Total:							125,796.89
Fund: 650 - RECLAIMED WATER OPERATING							
Dept: 463 Wastewater Operating							
A1395	Advanced Compressor & Hose Inc						
APMWB	Check			101004	Air Regulator	650-463.0000.68025	28.05
				100866	WRF Plant/Mag Parts	650-463.0000.68025	65.09
A228	A-L Compressed Gases, Inc.						
APMWB	Check			0003056708	High Pressure Rental	650-463.0000.68025	9.08
A410	Analytical Laboratories, Inc.						
APMWB	Check			2503046	WRF WET Test analysis	650-463.0000.68360	2,384.15
A424	Anatek Labs, Inc.						
APMWB	Check			2524208	LOCAL LIMITS DOMESTIC TESTING	650-463.0000.68360	540.00
				2519606	IPT Local Limits Sampling	650-463.0000.68360	875.00
				2524208	LOCAL LIMITS DOMESTIC TESTING	650-463.0000.68360	410.00
				2524038	Local Limits	650-463.0000.68360	1,160.00
				2524039	Local Limits	650-463.0000.68360	1,160.00
				2519729	Permit renewal and local limits sampling	650-463.0000.68360	2,460.00
				2524208	LOCAL LIMITS DOMESTIC TESTING	650-463.0000.68360	180.00
VEN03129	Barr Tech LLC						
APMWB	Check			10706	Bio Solids Disposal per ton for the month of /	650-463.0000.62150	63,139.31
VEN14736	Cintas Corporation No. 3						
APMWB	Check			4241875421	Employee Uniforms	650-463.4000.72000	174.73
				4242583892	Employee uniforms	650-463.4000.72000	222.69
C280	Coeur d'Alene Power Tool						
APMWB	Check			2-292079	WRF Parts Chain & Strap Wrench	650-463.0000.68025	145.95
VEN11813	Endress & Hauser, Inc						
APMWB	Electronic Funds Transfr			6002703812	Ph Probes for Headworks	650-463.0000.68025	1,583.84
G098	Grainger						
APMWB	Check			9643521785	PLEATED AIR FILTER,20X20X2,FOR WWT	650-463.0000.68010	187.56

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
Bank Code	Payment Type				
APMWB	Check	9644096357	WRF BULK STORAGE RACKS	650-463.0000.68010	1,195.24
		9633820460	WRF PLEATED AIR FILTER, 16X20X2	650-463.0000.68025	122.64
		9591802203	Refrigerator Sample Backup	650-463.0000.68025	1,798.56
H030	Hach Company				
APMWB	Check	14656103	WRF Lab Equipment	650-463.0000.63400	1,199.97
		14625147	WRF Digital pH Sensor	650-463.0000.68025	1,737.10
H1957	Horizon				
APMWB	Electronic Funds Transfr	2S243670	Water Rec Facility Parts	650-463.0000.63000	165.03
J105	J-U-B Engineers, Inc.				
APMWB	Electronic Funds Transfr	0188207	Solids Handling Improvements JUB Invoice	650-463.3125.95520	99,469.60
N001	Napa Auto Parts				
APMWB	Check	358545	BATTERY FOR T118	650-463.0000.67170	152.04
		358141	Battery for 2021 GMC Sierra 2500HD 3/4 Tc	650-463.0000.67170	157.26
		359425	BAT Core Deposit (T34)	650-463.0000.67170	-18.00
		056806	OIL DRY WWTP FLOORS	650-463.0000.68010	9.36
N040	NCL of Wisconsin, Inc.				
APMWB	Check	524602	Lab Testing Supplies	650-463.0000.63400	1,307.09
		525048	WWTP Lab Supplies	650-463.0000.63400	425.53
VEN04172	Northwest Scientific, Inc.				
APMWB	Electronic Funds Transfr	5194586	Late fees	650-463.0000.63400	9.36
O050	Oxarc Inc.				
APMWB	Electronic Funds Transfr	0032405772	Tertiary Treatment Chemicals Sodium Bisulfite	650-463.0000.63008	4,014.25
		0032405976	Sodium Hypochlorite (Chlorine Bleach)	650-463.0000.68820	2,752.50
		0032416188		650-463.0000.68820	4,637.25
		0032398228		650-463.0000.68820	3,903.25
P180	Perfection Tire				
APMWB	Check	1095706	FULL SYNTHETIC OIL CHANGE	650-463.0000.67170	107.89
		1095708	FULL SYNTHETIC OIL CHANGE ON T208	650-463.0000.67170	78.85
P310	Platt Electric Supply				
APMWB	Check	6091227	WRF Maintenance Parts	650-463.0000.68025	168.38
P4900	Pumptech, Inc				
APMWB	Check	13976	Rebuild Vaughan Pump	650-463.0000.68025	8,094.00
VEN12936	Rocky Mountain Valve & Automation, Inc				
APMWB	Check	INV-00513	RAS pinch valve motor actuator.	650-463.0000.68025	2,700.00
		INV-00840	WRF 4" Ductile Iron Parts	650-463.0000.68025	245.00
R251	Serights Ace Hardware				
APMWB	Check	369735/1	WRF Parts Wire	650-463.0000.68025	30.00
		369724/1	General WRF Parts	650-463.0000.68025	22.79
		369810/1	WRF Hose and Nozzle Parts	650-463.0000.68025	64.92
		369724/1	General WRF Parts	650-463.0000.68025	21.22
		369844/1	WRF Maintenance Supplies	650-463.0000.68025	28.05
		369542/1	WRF NAILS BOLTS NUTS	650-463.0000.68025	19.94
VEN06538	SGS AXYS Analytical Services Ltd				
APMWB	Electronic Funds Transfr	11877045	PCB analysis	650-463.0000.68360	3,653.00
U1006	Univar Solutions USA, LLC				
APMWB	Check	53320958	WRF Caustic Soda Deliveries	650-463.0000.63008	4,188.28
		53254973	Alum deliveries	650-463.0000.63490	6,810.64
		53285600		650-463.0000.63490	6,884.08
		53308190		650-463.0000.63490	7,721.84
VEN14989	VEGA Americas, Inc				
APMWB	Check	652751	15 Radar Units	650-463.0000.68025	18,100.80
W0226	Walter E Nelson Co				
APMWB	Electronic Funds Transfr	556444	WRF Lab Supplies	650-463.0000.63400	437.50
VEN15128	Xylem Dewatering Solutions, Inc				
APMWB	Check	401438015	Submersible Trash 2" Pumps	650-463.0000.68025	1,630.00
Dept 463 Total:					258,770.66
Dept: 466 Wastewater - Collections					
VEN14808	Ardurra Group, Inc				
APMWB	Electronic Funds Transfr	240451-9	SH 41 & Poleline Ardurra Invoice August 202	650-466.3221.68400	8,614.69
VEN14736	Cintas Corporation No. 3				

Vendor Number Bank Code	Vendor Name Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
APMWB	Check	4241875421	Employee Uniforms	650-466.4000.72000	174.73
		4242583892	Employee uniforms	650-466.4000.72000	222.69
C360	Consolidated Supply Co.				
APMWB	Electronic Funds Transf	S012585541.001	LS Repair 18" ALUMINUM PIPE WRENCH	650-466.0000.67090	139.94
F020	Fastenal Company				
APMWB	Electronic Funds Transf	IDCOE224089	Lift Station Maintenance Supplies	650-466.0000.68021	184.94
VEN03517	Kenworth Sales Company				
APMWB	Check	02405W9031	PM Service 2022 Kenworth	650-466.0000.67170	1,732.65
VEN05363	North 40 Outfitters				
APMWB	Check	052412/E	Guy LS Repairs	650-466.0000.68021	68.05
VEN14559	One Call Concepts, Inc				
APMWB	Check	5085025	Locate Tickets	650-466.0000.62320	284.48
VEN07942	RWC International LTD				
APMWB	Check	RA106015740.01	Repair Body Hydraulics	650-466.0000.67170	6,822.17
R251	Serights Ace Hardware				
APMWB	Check	369783/1	Lift Station Supplies	650-466.0000.68021	58.41
VEN14989	VEGA Americas, Inc				
APMWB	Check	660065	VEGA Submersible Pressure Unit	650-466.0000.63006	1,839.03
Dept 466 Total:					20,141.78
Dept: 468 Wastewater - Surface Water					
VEN04305	CDA Concrete Cutting				
APMWB	Check	7659	Cut curb for new scuppers	650-468.0000.68380	1,575.00
F1275	Fox Trailer Sales				
APMWB	Check	410547	Vehicle Tarp Kit	650-468.0000.67170	375.00
		410490	DW Dump Trailer Light Kit	650-468.0000.67170	50.00
H003	H.D. Fowler Company				
APMWB	Check	I7095876	Stormwater Pipe Parts	650-468.0000.68380	442.29
		I7095885	Stormwater Pipe Thread Seal	650-468.0000.68380	13.12
		I7095876	Stormwater Pipe Parts	650-468.0000.68380	52.64
N001	Napa Auto Parts				
APMWB	Check	358501	Vehicle Maintenance Supplies	650-468.0000.67170	21.05
		358150	BATTERY Core Deposit for T118	650-468.0000.67170	-18.00
		358501	Vehicle Maintenance Supplies	650-468.0000.67170	7.95
R1913	Rockhound Landscape Supply				
APMWB	Check	8.29.2025	Sod South Park Swale	650-468.0000.68380	560.00
		8.5.2025	3 yards basalt	650-468.0000.68380	156.00
		8.20.2025	3 yards top soil	650-468.0000.68380	87.00
		8.11.2025		650-468.0000.68380	87.00
		8.27.2025	Top Soil Stormwater Program	650-468.0000.68380	87.00
		8.8.2025	Stormwater Project Top Soil	650-468.0000.68380	87.00
		8.22.2025	50 ft Sod & Top Soil Stormwater Program	650-468.0000.68380	116.50
R251	Serights Ace Hardware				
APMWB	Check	369671/1	Stormwater Program Parts	650-468.0000.68380	15.21
		369528/1	Stormwater Swale Project Equip	650-468.0000.68380	69.56
		369743/1	Swale maintenance parts Edger Blade	650-468.0000.68380	15.28
U140	UpScale Mail				
APMWB	Check	346931	Stormwater Outreach Materials	650-468.0000.68360	363.40
Dept 468 Total:					4,163.00
Fund 650 Total:					283,075.44

Fund: 651 - RECLAIMED WATER CAPITAL - WWTP

Dept: 463 Wastewater Operating					
J105	J-U-B Engineers, Inc.				
APMWB	Electronic Funds Transf	0188203	Tertiary Upgrade JUB Invoice August 2025	651-463.3213.90015	19,925.71
VEN14909	Medalist Development, Inc				
APMWB	Check	2	Installation of 12" Sleeving - Crown Reserve	651-463.3100.95520	23,226.25
P050	Panhandle Area Council				
APMWB	Check	64-PFLM	Tertiary Upgrade PAC Invoice August 2025	651-463.3213.90015	540.00
W090	Welch Comer & Associates, Inc.				

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
APMWB	Electronic Funds Transf			41354130-017	Lundy Blvd Waterline Welch Comer Invoice	.651-463.6505.95520	930.00
Dept 463 Total:							44,621.96
Fund 651 Total:							44,621.96

Fund: 652 - RECLAIMED WATER CAPITAL - COLLECTOR

Dept: 463 Wastewater Operating

J105	J-U-B Engineers, Inc.						
APMWB	Electronic Funds Transf			0188310	Seltice Way Rehab JUB Invoice August 2025	652-463.3229.95520	11,912.70
W090	Welch Comer & Associates, Inc.						
APMWB	Electronic Funds Transf			41354160-018	Guy Rd LS & Fisher Grav Welch Invoice July	652-463.3232.95520	1,250.00
Dept 463 Total:							13,162.70
Fund 652 Total:							13,162.70

Fund: 700 - SANITATION

Dept: 461 Sanitation

VEN07913	CANNON HILL						
APMWB	Check			43272	Wood waste	700-461.0000.65050	332.00
VEN05261	CDA PAVING						
APMWB	Check			108699	DUMPING EARTHFILL-Warren Park	700-461.0000.65050	25.20
VEN04268	Coeur d'Alene Garbage Service						
APMWB	Check			3037946	Dumpster services throughout Parks	700-461.0000.65050	1,173.06
K100	Kootenai County Solid Waste						
APMWB	Check			12-99944	Yard Waste	700-461.0000.65050	138.83
				09-30289/13-01963	Pruning waste from White Pine	700-461.0000.65050	6.90
				09-30289/13-04270	Wood waste from Park Pruning	700-461.0000.65050	7.43
				09-30289/45-79158	General Refuse	700-461.0000.65050	22.24
				09-30289/12-67886	Wood Waste	700-461.0000.65050	19.12
				09-30289/12-96138	Yard Waste	700-461.0000.65050	154.17
				09-30289/12-67461	General Refuse Disposal	700-461.0000.65050	21.48
				09-30289/12-87569	Parks general refuse	700-461.0000.65050	26.85
				09-30289/13-05674	Park clean-up yard waste	700-461.0000.65050	36.05
				09-30289/12-68098	Yard Waste	700-461.0000.65050	138.06
				09-30289/13-00540		700-461.0000.65050	238.54
				09-30289/12-86288	Beck grass waste	700-461.0000.65050	20.71
C115	Northwest Waste and Recycling						
APMWB	Electronic Funds Transf			9.10.25	Sanitation Monthly Contract	700-461.0000.62042	387,995.64
Dept 461 Total:							390,356.28
Fund 700 Total:							390,356.28

Fund: 750 - WATER OPERATING

Dept: 462 Water Operating

A090	Accurate Testing Labs LLC						
APMWB	Check			148605	BACT T PA Coliform Presence/Absence	750-462.0000.68360	150.00
				148328		750-462.0000.68360	150.00
B091	BDS						
APMWB	Check			102315	Utility Billing	750-462.0000.62410	1,445.00
VEN05261	CDA PAVING						
APMWB	Check			109083	Water Division 3/4" MINUS CRUSHED ROC	750-462.0000.63280	89.35
				108883	3/4" MINUS CRUSHED BASE B-SL	750-462.0000.63280	40.00
				108502		750-462.0000.63280	81.36
				108883		750-462.0000.63280	41.83
VEN04268	Coeur d'Alene Garbage Service						
APMWB	Check			2959195	RECYCLE 1Y RENT-RENTAL	750-462.0000.65050	4.00
				3037268		750-462.0000.65050	30.50
C360	Consolidated Supply Co.						
APMWB	Electronic Funds Transf			S012587222.004	Water Meter Adapter 2"X1-1/2"	750-462.0000.63280	996.26
				S012587222.003	Water Meter Adapter 2"X1-1/2"	750-462.0000.63280	996.26
VEN14305	General Pacific, Inc						

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
		APMWB	Electronic Funds Transfr	1524689	2" Badger E Series	750-462.0000.63280	2,478.00
				1525749	2" HRE Meters	750-462.0000.68235	3,652.00
G098	Grainger						
		APMWB	Check	9637281727	HANG AND STACK BINS FOR WATER SH	750-462.0000.63280	18.94
				9637048258	HANG AND STACK BIN,BLUE FOR WATEF	750-462.0000.63280	132.58
H003	H.D. Fowler Company						
		APMWB	Check	I7112921	Water Supplies	750-462.0000.63280	272.56
				I7101828	Water Stock Parts	750-462.0000.63280	1,789.96
				I7112921	Water Supplies	750-462.0000.63280	1,119.34
				I7112922	Water System Components	750-462.0000.63280	4.88
				I7112920	Water System Repair Parts	750-462.0000.63280	370.67
				I7112922	Water System Components	750-462.0000.63280	11.86
				I7112921	Water Supplies	750-462.0000.63280	18.00
				I7112920	Water System Repair Parts	750-462.0000.63280	40.70
				I7112922	Water System Components	750-462.0000.63280	402.29
				I7112920	Water System Repair Parts	750-462.0000.63280	694.68
J105	J-U-B Engineers, Inc.						
		APMWB	Electronic Funds Transfr	0188252	Well 4 Construction Management -08/03-08/	750-462.3227.95550	21,050.90
N001	Napa Auto Parts						
		APMWB	Check	360193	SPARK PLUGS	750-462.0000.63280	4.04
				055421	5W30 Oil Shop Supplies	750-462.0000.63280	70.32
VEN14559	One Call Concepts, Inc						
		APMWB	Check	5085025	Locate Tickets	750-462.0000.62320	284.48
R060	Ragan Equipment Co.						
		APMWB	Check	01-172786	PA JDC Toggle/Rocker Switch -	750-462.0000.63280	35.46
R251	Serights Ace Hardware						
		APMWB	Check	369755/1	5.2OZ ENGINE OIL STIHL FOR TRIMMER	750-462.0000.63280	20.40
				369899/1	DRIVER BIT SET	750-462.0000.63280	27.65
				369753/1	Trimmer & Trimmer Supplies	750-462.0000.66190	364.11
S580	Strata						
		APMWB	Check	CD2501758-IN	Well #4 Rehab Strata Invoice July & August	750-462.3227.95550	5,251.25
T345	Tyler Technologies						
		APMWB	Electronic Funds Transfr	025-524986	FY 2026 contract payment with Tyler Tech	750-462.0000.66012	2,459.95
Dept 462 Total:							44,599.58
Fund 750 Total:							44,599.58
Report Total:							2,804,807.95



Fund	Account	Amount
001 - GENERAL FUND		
	001-22080	250.00
	001-22115	1,500.00
	001-411.0000.64010	90.00
	001-412.0000.66014	2,347.79
	001-412.0000.66040	1,010.00
	001-412.0000.66180	467.46
	001-413.0000.63060	57.30
	001-413.0000.64010	40.00
	001-414.0000.62000	985.14
	001-414.0000.62091	3,703.75
	001-414.0000.66015	138,929.86
	001-414.1445.62170	7,667.67
	001-414.1445.62190	4,402.93
	001-415.0000.62000	197.25
	001-415.0000.62030	5,837.74
	001-415.0000.62040	9,032.10
	001-415.0000.63070	156.00
	001-417.0000.80010	965.27
	001-421.0000.62040	1,951.38
	001-421.0000.62370	100.00
	001-421.0000.63300	1,336.00
	001-421.0000.63920	70.00
	001-421.0000.64010	60.00
	001-421.0000.64020	8,022.00
	001-421.0000.64030	7,050.31
	001-421.0000.66014	726.68
	001-421.0000.66041	1,763.02
	001-421.0000.67020	15,074.40
	001-421.0000.67090	289.32
	001-421.0000.67100	1,133.31
	001-421.0000.67170	6,869.93
	001-421.0000.67190	1,136.00
	001-421.0000.80010	4,759.64
	001-421.0000.90020	2,173.44
	001-421.4000.72000	2,974.33
	001-421.4000.72010	19,198.35
	001-424.0000.62040	682.50
	001-424.0000.63010	61.25
	001-424.0000.63790	965.27
	001-427.0000.62040	3.84
	001-427.0000.64030	78.58
	001-431.0000.62040	396.75
	001-431.0000.63000	431.63
	001-431.0000.63525	98.00
	001-431.0000.64020	200.00
	001-431.0000.67090	282.85
	001-431.0000.68010	4.49
	001-431.0000.68090	1,103.70
	001-431.0000.68100	974.13
	001-431.0000.68110	39,488.95
	001-431.0000.68130	9,465.63
	001-431.0000.68140	2,955.49
	001-431.0000.95040	9,480.00
	001-431.4000.72000	484.29
	001-433.0000.63140	943.53
	001-433.0000.63150	279.58

001-433.0000.63160	330.70
001-434.0000.63011	1,570.40
001-434.0000.63012	1,586.81
001-434.0000.63013	6.84
001-434.0000.63160	277.36
001-434.0000.67020	533.50
001-434.0000.67170	5,125.67
001-434.0000.67190	2,814.80
001-434.0000.68010	143.43
001-434.0000.90010	254,510.38
001-442.0000.62040	2,050.00
001-442.0000.63420	4,072.13
001-442.0000.63760	3,901.00
001-442.0000.67020	1,187.98
001-442.0000.67050	350.29
001-442.0000.67090	677.98
001-442.0000.68170	338.45
001-442.0000.68200	1,309.76
001-442.0000.68220	258.75
001-442.0000.68230	486.42
001-443.0000.62080	5,833.33
001-443.0000.62180	1,577.63
001-443.0000.63080	2,546.65
001-443.0000.63150	2,435.25
001-443.0000.63260	9,213.88
001-443.0000.63530	2,999.39
001-443.0000.64030	9.08
001-443.0000.65050	2,230.00
001-443.0000.66190	979.05
001-443.0000.67030	284.49
001-443.0000.67040	2,976.79
001-443.0000.67090	393.10
001-443.0000.68013	13,675.00
001-443.0000.68111	12,140.00
001-443.0000.68160	2,824.86
001-443.0000.68170	8,774.89
001-443.0000.68190	2,720.20
001-443.0000.68220	2,101.60
001-443.0000.68230	14,359.97
001-443.0000.68240	555.78
001-443.0000.80010	2,640.31
001-443.0000.80110	6,419.00
001-443.0000.90010	15,500.00
001-443.0000.90050	64,210.02
001-443.0000.94180	90,544.97
001-443.4000.72000	1,098.97
001-444.0000.94180	50,163.68
001-444.1665.93180	322.60
001-445.0000.62040	7,842.80
001-445.0000.62080	1,989.50
001-445.0000.63060	163.53
001-445.0000.63080	967.48
001-445.0000.63430	3,674.60
001-451.0000.62000	746.96
001-452.0000.62040	4,880.00
001-452.0000.63000	68.32
001-454.0000.66016	9,900.00
001-481.0000.68010	2,735.00
001-481.0000.68390	243.99
001-481.0000.68395	16,525.00
Fund 001 Total:	971,509.15
002 - COMPREHENSIVE LIABILITY	
002-410.0000.62290	459,343.00
Fund 002 Total:	459,343.00
003 - PERSONNEL BENEFIT POOL	
003-482.0000.62040	5,000.00

	003-482.0000.62160	84.00
	003-482.4000.73000	392.30
	003-482.4155.71210	150.00
	Fund 003 Total:	5,626.30
007 - DRUG SEIZURE PROGRAM		
	007-425.0000.62040	271.19
	Fund 007 Total:	271.19
008 - 911 SUPPORT		
	008-426.0000.92090	420,063.05
	Fund 008 Total:	420,063.05
011 - FACILITY BUILDING RESERVE		
	011-491.0000.95015	18,771.65
	Fund 011 Total:	18,771.65
017 - ANNEXATION FEES		
	017-410.0000.62040	4,729.00
	Fund 017 Total:	4,729.00
023 - SPECIAL EVENTS		
	023-446.1601.65050	2,107.00
	023-446.1602.63430	427.78
	Fund 023 Total:	2,534.78
034 - KOOTENAI FIRE/EMS IMPACT FEES		
	034-428.0000.33117	-390.00
	034-428.0000.62040	19,704.48
	Fund 034 Total:	19,314.48
035 - PUBLIC SAFETY IMPACT FEES		
	035-420.0000.95015	1,032.50
	Fund 035 Total:	1,032.50
037 - STREETS IMPACT FEES		
	037-431.0000.80290	74,680.60
	037-431.0000.95142	19,200.00
	037-431.1305.62040	8,564.90
	037-431.1711.95520	6,526.39
	037-431.1712.95040	16,825.00
	Fund 037 Total:	125,796.89
650 - RECLAIMED WATER OPERATING		
	650-463.0000.62150	63,139.31
	650-463.0000.63000	165.03
	650-463.0000.63008	8,202.53
	650-463.0000.63400	3,379.45
	650-463.0000.63490	21,416.56
	650-463.0000.67170	478.04
	650-463.0000.68010	1,392.16
	650-463.0000.68025	36,615.41
	650-463.0000.68360	12,822.15
	650-463.0000.68820	11,293.00
	650-463.3125.95520	99,469.60
	650-463.4000.72000	397.42
	650-466.0000.62320	284.48
	650-466.0000.63006	1,839.03
	650-466.0000.67090	139.94
	650-466.0000.67170	8,554.82
	650-466.0000.68021	311.40
	650-466.3221.68400	8,614.69
	650-466.4000.72000	397.42
	650-468.0000.67170	436.00
	650-468.0000.68360	363.40
	650-468.0000.68380	3,363.60
	Fund 650 Total:	283,075.44
651 - RECLAIMED WATER CAPITAL - WWTP		
	651-463.3100.95520	23,226.25
	651-463.3213.90015	20,465.71
	651-463.6505.95520	930.00
	Fund 651 Total:	44,621.96
652 - RECLAIMED WATER CAPITAL - COLLECTOR		
	652-463.3229.95520	11,912.70
	652-463.3232.95520	1,250.00

		Fund 652 Total:	13,162.70
700 - SANITATION			
	700-461.0000.62042		387,995.64
	700-461.0000.65050		2,360.64
		Fund 700 Total:	390,356.28
750 - WATER OPERATING			
	750-462.0000.62320		284.48
	750-462.0000.62410		1,445.00
	750-462.0000.63280		9,757.39
	750-462.0000.65050		34.50
	750-462.0000.66012		2,459.95
	750-462.0000.66190		364.11
	750-462.0000.68235		3,652.00
	750-462.0000.68360		300.00
	750-462.3227.95550		26,302.15
		Fund 750 Total:	44,599.58
		Report Total:	2,804,807.95

ACCOUNTS PAYABLE HANDCHECK ACCOUNTABILITY I

9/11/2025	\$99.52	APA000901	AT&T Long Distance
9/11/2025	\$655.07	APA000902	AT&T Mobility
9/11/2025	\$40,155.79	APA000903	Avista
9/11/2025	\$139.99	APA000904	Charter Communications
9/11/2025	\$134.98	APA000905	Charter Communications
9/11/2025	\$327.00	APA000906	Kootenai Electric
9/11/2025	\$1,037.96	APA000907	Ricoh USA Inc.
9/11/2025	\$1,480.50	APA000908	Tetiri, LLC
9/18/2025	\$110,895.48	APA000999	Avista
9/18/2025	\$134.98	APA001000	Charter Communications
9/18/2025	\$31.31	APA001001	H & H Business Systems
9/18/2025	\$7,987.20	APA001002	Inland Environmental Resources
9/18/2025	\$3,326.65	APA001003	Kootenai County Solid Waste
9/18/2025	\$106.05	APA001004	Kootenai Electric
9/18/2025	\$699.74	APA001005	SpectraSite Communications LLC
9/24/2025	\$86.39	APA001006	AT&T Long Distance
9/24/2025	\$2,167.10	APA001007	Avista
9/24/2025	\$159.99	APA001008	Charter Communications
9/24/2025	\$155.00	APA001009	Charter Communications
9/24/2025	\$32.50	APA001010	Kootenai Electric
9/24/2025	\$367.54	APA001011	ODP Business Solutions
9/24/2025	\$546.58	APA001012	Ricoh USA Inc.
9/24/2025	\$199.96	APA001013	TDS
9/24/2025	\$550.36	APA001014	Verizon Wireless
9/24/2025	\$6,132.96	APA001015	Ziply Fiber
	\$177,610.60		

FOR CHECK RUN 10/08/25

Pay Before Due Date	Various
Pay Before Due Date	650-466.0000.65030
Pay Before Due Date	001-465.0000.65102
Pay Before Due Date	001-421.0000.65030
Pay Before Due Date	001-443.0000.65030
Pay Before Due Date	001-465.0000.65103
Pay Before Due Date	Various
Pay Before Due Date	001-421.0000.62040
Pay Before Due Date	Various
Pay Before Due Date	001-443.0000.65030
Pay Before Due Date	001-431.0000.66050
Pay Before Due Date	650-463.0000.63008
Pay Before Due Date	Various
Pay Before Due Date	001-465.0000.65103
Pay Before Due Date	001-421.0000.62040
Pay Before Due Date	001-431.0000.65030
Pay Before Due Date	Various
Pay Before Due Date	001-421.0000.65030
Pay Before Due Date	001-442.0000.65030
Pay Before Due Date	001-443.0000.65021
Pay Before Due Date	Various
Pay Before Due Date	001-445.0000.66050
Pay Before Due Date	001-443.0000.65030
Pay Before Due Date	Various
Pay Before Due Date	Various

**CITY OF POST FALLS
AGENDA REPORT
CONSENT CALENDAR
MEETING DATE: 10/7/2025**

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: Ross Junkin, Maintenance Manager

SUBJECT: Surplus of City Hall items

ITEM AND RECOMMENDED ACTION:

City Staff have identified numerous assets at city hall which no longer benefit the operations of the city. These are largely assets which are no longer necessary due to the completion of the city hall remodel earlier this year.

City Staff requests that the City Council declare assets outlined in this request as surplus and authorize staff to dispose of said assets.

DISCUSSION:

Earlier in 2025, the city hall remodel project was completed. This project converted a number of meeting rooms, waiting areas, and unused space into offices and a large conference room, in addition to modifying the layout of the City Council chambers.

Care was taken during design to reuse as much furniture, cabinetry, and carpeting as possible. As in any remodel, it was not feasible to reuse all of these items, however. An inventory was made of the unused items, which was made available to divisions city-wide. A number of assets were reassigned to workgroups which could put them to good use. Another group of assets has been retained by our facilities staff as spares, in the event of damage to an existing asset. An example of this is that several city council chairs for the public are being retained.

In addition to the remodel, some of these assets have been retired from use in prior remodel, due to age, or (as in the case of file cabinets) are no longer necessary as we have transitioned to using electronic documents.

The partitions being auctioned are not able to be re-used in other locations and parts are not available to reconfigure them into different arrangements.

Staff have worked with a local auction house to sell most of the assets listed below. The exception is that the auction house states that simple file cabinets will not sell at auction, and these will be disposed of as either scrap or recycled.

Asset Description/quantity	Explanation for disposal
Cubicle partitions – 43	No longer necessary in remodeled spaces
Steel window frame/no glass – 1	No longer necessary in remodeled spaces
Wood bookshelves – 2	No longer necessary in remodeled spaces
Office furniture: under desk drawers – 13	No longer necessary in remodeled spaces
Desktops – 12	No longer necessary in remodeled spaces
Corner desk – 1	No longer necessary in remodeled spaces

Lateral file cabinets – 18	No longer necessary in remodeled spaces
Can lights – 2	No longer necessary in remodeled spaces
Under cabinet lighting – 2	No longer necessary in remodeled spaces
End tables – 2	No longer necessary in remodeled spaces
Desk – 1	No longer necessary in remodeled spaces
Corkboards – 2	No longer necessary in remodeled spaces
Steel door casings – 5	No longer necessary in remodeled spaces
Office desk chairs – 21	No longer necessary in remodeled spaces
Office base cabinets – 7	No longer necessary in remodeled spaces
Office upper cabinets – 5	No longer necessary in remodeled spaces
Media Desk (was in Council chambers) – 1	No longer necessary in remodeled spaces
Misc. insulation – 5 bundles	No longer necessary in remodeled spaces
Old cash register – 1	No longer necessary in remodeled spaces
Metal hanging wall cabinet – 3	No longer necessary in remodeled spaces
Council padded file cabinets – 6	No longer necessary in remodeled spaces
Wooden cabinet – 1	No longer needed
Projectors – 2	No longer needed
Work table – 1	No longer needed
Council audience chairs – 3 sets of three chairs	No longer necessary in remodeled spaces
Council audience chairs – 1 set of two chairs	No longer necessary in remodeled spaces
Council audience chairs – 1 single chair	No longer necessary in remodeled spaces
Metal file cabinets – 12	No longer needed

ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON:

No

APPROVED OR DIRECTION GIVEN:

N/A

FISCAL IMPACT OR OTHER SOURCE OF FUNDING:

Revenue from the sale of these assets will be placed into the Facilities fund for future projects.

BUDGET CODE:

011-491.1706.39425

ATTACHMENTS:

None

**CITY OF POST FALLS
AGENDA REPORT
CONSENT CALENDAR
MEETING DATE: 10/7/2025**

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: Jason Faulkner, Finance Director

SUBJECT: Fiscal Year 2025 Audit Engagement Letter

ITEM AND RECOMMENDED ACTION:

This item is the approval of the required annual financial audit. Staff requests approval of this item, which will authorize the mayor to sign the audit engagement letter on behalf of the city.

DISCUSSION:

The city is required to have an annual audit. For fiscal year 2025, Alpine Summit CPAs of Post Falls is the audit firm selected to perform the annual. The finance department has worked with the audit team from Alpine Summit (Anderson Bros, CPA prior) for several years and is satisfied with the service. A copy of the audit engagement letter is attached with additional details concerning the audit.

ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON:

Council has not previously reviewed this audit engagement letter. However, staff brings an audit engagement letter to council each year for approval.

APPROVED OR DIRECTION GIVEN:

N/A

FISCAL IMPACT OR OTHER SOURCE OF FUNDING:

\$36,375

BUDGET CODE:

001-414.0000.62091

ATTACHMENTS:

1. City of Post Falls 9.30.25 Audit Engagement Letter

AUDIT ENGAGEMENT LETTER

August 29, 2025

Honorable Mayor, Members of the City Council and Management
City of Post Falls
408 N. Spokane St.
Post Falls, ID 83854

Dear Honorable Mayor, Council and Management:

We are pleased to confirm our understanding of the services we are to provide the City of Post Falls for the year ended September 30, 2025.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component unit, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the City of Post Falls as of and for the year ended September 30, 2025. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City of Post Falls's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City of Post Falls's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Schedule of Revenues, Expenditures, and Changes in Fund Balances – Budget and Actual – General Fund
- 3) Schedule of Employer's Share of Net Pension Liability
- 4) Schedule of Employer Contributions

We have also been engaged to report on supplementary information other than RSI that accompanies City of Post Falls's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

- 1) Schedule of Expenditures of Federal Awards
- 2) Combining and Individual Fund Statements – Nonmajor Governmental Funds
- 3) Schedules of Revenues, Expenditures and Changes in Fund Balances – Budget and Actual – Nonmajor Governmental Funds

In connection with our audit of the basic financial statements, we will read the following other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

- 1) Introductory Section
- 2) Statistical Section

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

- Management override of controls
- Improper revenue recognition

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures – Internal Control

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of City of Post Falls's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of City of Post Falls's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on City of Post Falls's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Responsibilities of Management for the Financial Statements and Single Audit

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal statutes), rules, and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records, and related information available to us; for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for the 12 months after the financial statements date or shortly thereafter (for example, within an additional three months if currently known). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud

affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards. You also agree to [include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon OR make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon]. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Other Services

We will assist with GASB 68 adjustments, as needed, based on information provided by PERSI and by you. We will also assist with GASB 87 and 96 adjustments, as needed, based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to GASB 68, 87 and 96 adjustments previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the GASB 68, 87 and 96 adjustments and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with the GASB 68, 87 and 96 adjustments and have accepted responsibility for them. Further, you agree to oversee the nonaudit

services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the City of Post Falls; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Alpine Summit CPAs and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to Federal or State officials or their designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Alpine Summit CPAs personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by Federal or State officials. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Toni Hackwith is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audits in November of 2025 and to issue our report no later than March 31, 2026.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee will not exceed \$36,375. Any additional nonaudit services outside the scope of the nonaudit services described above will be billed at our standard hourly rates. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 90 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will keep you informed of any problems we encounter, and our fees will be adjusted accordingly.

Reporting

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to Honorable Mayor and Council of the City of Post Falls. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to the City of Post Falls and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very Truly Yours,

Alpine Summit CPAs

Alpine Summit CPAs

RESPONSE:

This letter correctly sets forth the understanding of the City of Post Falls:

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____

**CITY OF POST FALLS
AGENDA REPORT
CONSENT CALENDAR
MEETING DATE: 10/7/2025**

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: Nancy Thurwachter, Planning Admin

SUBJECT: Lingar Annexation Reasoned Decision File No. ANN-24-11

ITEM AND RECOMMENDED ACTION:

This item is the final reasoned decision for the Lingar Annexation File No. ANN-24-11, which was approved by the city council following a public hearing on August 19, 2025. Staff requests that the city council review and approve the reasoned decision. No presentation is planned on this item.

DISCUSSION:

On August 19, 2025, the city council held a public hearing to consider a request to annex approximately 4.5 acres and associated rights-of-way into the City of Post Falls with Medium Density Residential (R2) zoning. The entirety of the site is generally located west of the northwest corner of W. Midway Avenue. Following the hearing, the city council approved a motion directing staff to prepare a final written reasoned decision approving the annexation request. Staff has prepared the attached reasoned decision for the city council's review. The city council may approve the reasoned decision as drafted or return the decision to legal staff to amend the decision to better reflect the council's deliberation following the hearing. If the council requests amendments to the reasoned decision, the motion returning the reasoned decision to staff should specifically include the requested changes.

ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON:

City Council heard the Lingar Annexation request on August 19, 2025.

APPROVED OR DIRECTION GIVEN:

As noted above, the city council approved the requested zone change and directed staff to prepare a final written reasoned decision.

FISCAL IMPACT OR OTHER SOURCE OF FUNDING:

N/A

BUDGET CODE:

N/A

ATTACHMENTS:

1. 2025.10.07 CC RD Lingar Annexation

**Lingar Annexation
File No. ANNX-24-11
City Council
Reasoned Decision**

A. INTRODUCTION:

APPLICANT: JoAnne Turner, North Idaho REI Team, on behalf of property owner Mickey Lingar (Represented at Council Hearing by Jeremie Terzulli)

LOCATION: The property is generally located west of the northwest corner of W. Midway Ave. and N. McGuire Rd. (approx. 670 feet).

REQUEST: Request to annex approximately 4.54 acres into the City with a zoning designation of Medium Density Residential (R-2)

B. RECORD CREATED:

1. A-1 Annexation Application.
2. A-2 Narrative.
3. A-3 Vicinity Map
4. A-4 Owner Authorization
5. S-1 Vicinity Map
6. S-2 Zoning Map
7. S-3 Future Land Use Map
8. S-4 Planning & Zoning Minutes
9. S-5 Planning & Zoning Reasoned Decision
10. S-6 Annexation Agreement
11. PA-1 PFSD Comments
12. PA-2 KCFR Comments
13. PA-3 KCCD Comments
14. PA-4 PFPD Comments
15. PA-5 DEQ Comments
16. PA-6 PHILLIPS 66 Comments
17. PA-7 PFHD Comments
18. PA-8 ITD Comments
19. PA-9 DEQ Comments
20. PA-10 PFHD Comments
21. PA-11 PHIPPILS 66 Comments
22. PC-1 Broncheau Comments
23. PC-2 Elfers Comments
24. PC-3 Carder Comments
25. CC Staff Report
26. Testimony at the August 19, 2025, City Council public hearing:

The public hearing was noticed correctly and conducted per the requirements of Idaho Code Sections 67-6511 and 67-6509, as well as City Code section 18.20.060. The meeting was in-person and live-streamed on the City of Post Falls YouTube Channel. The purpose of the hearing was to allow the applicant and the public to supply testimony and documentation to the City Council in

their application of City Code section 18.20.100.

Staff Presenter:

Jon Manley, Planning Manager

Mr. Manley introduced the Lingar Annexation, file number ANNX-24-11, submitted by applicant Joe Turner on behalf of property owner Mickey Lingar. The representative for the hearing was Jeramie Terzulli. The request concerned the annexation of approximately 4.5 acres into the City of Post Falls with a zoning designation of Residential Medium Density (R-2). The subject property is located on the northwest corner of Midway Avenue and McGuire Road, immediately west of the Painted Rock subdivision. Mr. Manley noted that although this annexation application was submitted prior to the Painted Rock annexation, the two were brought forward concurrently to support a coordinated review. The Planning and Zoning Commission recommended approval of the R-2 designation as part of the annexation request.

The site is currently designated as large-lot single-family in Kootenai County and is situated over the Rathdrum Prairie Aquifer. If annexed, the City of Post Falls would provide wastewater services, with water service supplied by East Greenacres Water District. Existing septic systems would be required to connect to the city sewer infrastructure at the time of development. As with other annexations, rights-of-way and necessary easements would be dedicated at the time of annexation to support transportation and utility infrastructure.

Mr. Manley identified the property as lying within a transitional area as defined by the Comprehensive Plan's Future Land Use Map, specifically located in the West Prairie Focus Area. The West Prairie Focus Area cites that future growth should embrace a variety of housing types and land uses, maintain quality standards, and provide even greater emphasis on pedestrian friendliness and connecting neighborhoods to community trails and nearby amenities. Mr. Manley referenced Comprehensive Plan **Goal 7**, which directs the city to "plan for and establish types and quantities of land uses in Post Falls supporting community needs and the City's long-term sustainability." He further cited **Policy 15**, which calls for encouraging a variety of housing options, including duplexes, cottages, and tiny homes—each allowable under the R-2 zoning designation. Mr. Manley emphasized that the application supports **Goal 6**, related to improving the transportation network, and would achieve infrastructure coordination through annexation.

Applicant:

Jeramie Terzulli, Land Use Consultant for the Applicant

Mr. Terzulli, presented on behalf of property owner Mickey Lingar and applicants Joe Turner, Josh Suhr, and Nick Beverage. Mr. Terzulli stated that the applicants are a group of local real estate professionals seeking to develop modest, entry-level homes. Mr. Terzulli testified that the proposed annexation of approximately 4.5 acres into the City of Post Falls with R-2 zoning is intended to facilitate the development of detached single-family homes that serve as entry-level housing.

Mr. Terzulli outlined how the project aligns with the Post Falls Comprehensive Plan. He explained that the subject site is located within a transitional area of the West Prairie Focus Area, which encourages medium-density residential development adjacent to arterial roads and commercial corridors. He referenced Goal 7 of the Comprehensive Plan, which supports planning for types and quantities of land uses in Post Falls that meet community needs and the city's long-term sustainability. He further cited Policy 15, which promotes diverse housing options that include smaller-lot single-family dwellings appropriate for first-time buyers or residents seeking to downsize.

He emphasized that the R-2 zoning designation allows for flexibility in lot size—specifically allowing lots smaller than those permitted in the R-1 district—enabling the construction of homes priced more accessibly. He also referenced Goal 12, maintaining the city’s fiscal health, and Policy 3, which encourages walkable development patterns that integrate residential uses near daily services and transit corridors. Mr. Terzulli noted that the site is in proximity to schools, religious institutions, parks, and other neighborhood-serving amenities, which supports these goals.

Due to the financial risk associated with civil engineering for subdivision submittals, Mr. Terzulli indicated that the development team had elected to pause design work pending annexation approval. He explained that subdivision engineering typically requires near-complete design drawings at a significant cost, and that the applicant sought assurance from Council on the land use designation prior to proceeding. He clarified that although R-2 zoning permits various housing types, the applicant’s intent is to construct only detached single-family homes and that the development team is prepared to formalize this commitment through a development agreement that would limit the site to single-family detached units and restrict density accordingly.

Mr. Terzulli concluded by affirming that the annexation supports orderly infill and infrastructure efficiency consistent with the city’s planning policies. He stated that the project complements adjacent development patterns and would provide a compatible, context-sensitive addition to the surrounding area.

The hearing was opened for public comment.

Public Testimony:

In Favor:

Josh Suhr, Post Falls, ID Mr. Suhr, a local real estate professional, emphasized the severe lack of affordable homes for young families in Post Falls. He stated that he and his partners are committed to developing attainable housing and are personally invested in the project’s success.

Nick Beverage, Post Falls, ID Mr. Beverage, a long-time resident and real estate agent, noted a sharp decline in housing affordability. He presented data showing that smaller R2-type lots result in homes priced significantly lower than standard R1 developments.

Josh Wise, Post Falls, ID Representing the Coeur d’Alene Area Economic Development Corporation-Jobs Plus, Mr. Weise supported the annexation, citing the direct link between housing affordability and workforce stability. He noted this project aligns with city economic goals.

Ray Kimble, Post Falls, ID

Speaking as a Post Falls resident, Mr. Kimble stressed that R2 zoning for single-family homes meets modern land cost challenges and allows first-time buyers to enter the housing market. He emphasized the importance of housing for local youth and families.

Chris Briner, Post Falls, ID (Written Testimony) Mr. Briner, a realtor and developer, supported the R2 zoning as necessary to provide affordable detached housing for young families and downsizing residents. He stressed the project’s alignment with city growth strategies.

Shane Zaring, Post Falls, ID (Written Testimony) Mr. Zaring, a broker, echoed support for R2 zoning, emphasizing its role in offering modest homes that meet urgent housing demand. He endorsed the project’s walkability and economic sustainability benefits.

Neutral: None

Opposed:

Julie Hensley, Post Falls, ID Ms. Hensley opposed the annexation, expressing concern about lack of nearby grocery stores and potential impacts on open land use. She stated the development could create a larger county island and eliminate opportunities for agricultural living.

Rebuttal:

Jeremy Terzulli, Applicant

Mr. Terzulli responded that the existing property is in blighted condition and is not currently benefiting the city. He acknowledged the need for agricultural opportunities but maintained that this site's redevelopment fits the city's comprehensive plan goals. He confirmed the team's commitment to single-family housing. He added that traditional large-lot homes would likely be devalued due to proximity to the railroad line and that their proposed use is more compatible.

Deliberations: After the public hearing was complete, the hearing was closed, and the Council moved to deliberations to discuss their interpretation of the information presented both orally and in the written record and to apply that information to the approval criteria contained in Post Falls Municipal Code ("PFMC") § 18.20.100.

C. EVALUATION OF ZONE CHANGE APPROVAL/REVIEW CRITERIA:

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

The Council finds that assigning the R-2 (Medium Density Residential) district to the subject property is consistent with the "Transitional" designation on the Future Land Use Map and with the policies of the West Prairie Focus Area. Substantial evidence in the staff report and presentation showed that this site lies immediately west of similar medium-density zoning and development patterns and along a corridor (Midway/McGuire, near Seltice) where the Focus Area contemplates medium densities as part of an orderly transition from commercial/industrial corridors to lower-intensity neighborhoods. The staff's maps and narrative identified the property as part of a county pocket slated for incremental urbanization, and the applicant's testimony explained why a medium-density residential district provides an appropriate transition given the adjacency to the Union Pacific rail line, a locational factor that weighs against large-lot R-1 but supports modest-lot detached homes typical of R-2.

The Council also considered public testimony. One commenter opposed the request citing the lack of a full-service grocery within close walking distance and a concern that annexation could worsen a "county island" condition. The record shows the site is within walking distance of schools, churches, a convenience store, and park facilities, which aligns with the Focus Area's connectivity and daily-needs objectives even if a full grocery is not proximate; and annexation of this parcel, alongside the companion annexation to the east, reduces rather than creates a county pocket by extending the City boundary and enabling planned frontage and utility improvements over time. No technical evidence was presented that the Transitional designation requires R-1 rather than R-2 on this block, and no contrary mapping or policy analysis was offered to rebut staff's consistency finding.

Finally, while the applicant expressed an intent to build detached single-family homes, the Council's action does not rely on aspirational promises; instead, the annexation is conditioned on execution of a development agreement limiting residential use on this parcel to detached single-family dwellings within R-2, which further harmonizes the zoning with the Transition and Focus Area objectives. On this record, the Council concludes that R-2 is consistent with the Future Land Use

Map and the West Prairie Focus Area and advances the Comprehensive Plan's goals for orderly, transitional, and connected growth in this location.

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

The Council finds that the requested R-2 zoning is consistent with the Comprehensive Plan policies and goals discussed in the record for this location within the West Prairie Focus Area. Substantial evidence in the staff report and staff testimony identified the site as part of a transitional area where the plan encourages improvement of the transportation network, pedestrian friendliness, and the provision of different housing types; staff specifically referenced Goal 7 (planning for land uses that meet community needs and support long-term sustainability) and Policy 15 and the Home Ownership Strategy (promoting starter-home affordability and diverse housing choices). The applicant's presentation further tied the request to Goal 12 (maintaining the City's fiscal health) and to Policies 45 and 46 by demonstrating that water and wastewater services are available and sized for buildout and by agreeing to memorialize a development agreement that limits residential development to single-family detached dwellings within the R-2 district.

The Council also considered Policy 3 (placing daily needs within walking distance). Evidence showed proximity to schools, churches, a convenience store, a gym, and parks, which supports neighborhood-scale walkability. In contrast, opposing testimony noted the absence of a nearby full-service grocery store. On balance, the Council finds that, although a grocery store is not proximate, the combination of daily-needs destinations cited and the location within an established street network satisfies the policy's broader objective of improving pedestrian access to routine services as the area redevelops.

Finally, the record reflects the Council's concern for compatibility and infrastructure efficiency in this railroad-adjacent location. The single-family-detached condition addresses density and form, aligning the R-2 district with the plan's transitional guidance and supporting incremental, compatible infill. No agency identified service-delivery constraints, and staff testimony indicated that adequate utility and transportation capacity were available to serve the site.

Based on this evidence, the Council concludes that the proposed R-2 zoning advances Goal 7, Goal 12, Policy 15 (including the Home Ownership Strategy), and Policies 3, 45, and 46, and is therefore consistent with the Comprehensive Plan. This criterion is met.

C3. Does the proposed zoning district create a Demonstrable Adverse Impact upon the delivery of services by any political subdivision providing public services within the city?

The Council finds no demonstrable adverse impact on service delivery. Staff testified that all noticed agencies responded without objection and that no concerns were identified through the noticing process. The record reflects that domestic water will be provided by East Greenacres Water District, and that wastewater service will be provided by the City of Post Falls, with any existing septic to be abandoned upon connection; no capacity constraints were identified. The applicant's presentation further noted existing downstream capacity, a 15-inch sewer main in McGuire leading to a lift station planned for area buildout, and described adjacent intersections operating at Level of Service A. Emergency services are already mobilizing to the area given its proximity to city limits, and no public safety provider reported an impediment to service.

While one councilmember observed that the transportation benefit on this parcel (e.g., right-of-way/frontage elements) is "less impressive" than the companion annexation to the east, the Council finds that annexation and subsequent development will still occur under standard engineering review, frontage and dedication requirements, and impact/connection fees, which together mitigate incremental service demands. No contrary expert evidence was presented.

Accordingly, based on the staff report, agency responses, and testimony, the Council concludes that the R-2 zoning does not create a demonstrable adverse impact on the delivery of public services. This criterion is met.

D. REASONED DECISION OF THE CITY COUNCIL.

Based on the record developed during the public hearing process, including the recommendation of the Planning and Zoning Commission, the City Council finds that the proposed annexation and zoning designation of Medium Density Residential (R-2) for the Lingar annexation property is consistent with the Post Falls Comprehensive Plan and applicable review criteria. Additionally, the Council finds that the annexation is in the city's best interest, as it reduces the extent of a county pocket surrounded by city limits on multiple sides, enhances connectivity, and supports the efficient provision of public services.

Accordingly, the City Council approves the applicant's request for annexation with an initial zoning designation of R-2 Medium Density Residential. As a condition of approval, development of the property shall be limited to detached single-family residential homes. This limitation shall be memorialized within the Annexation Agreement and enforced as a condition of annexation.

Date

Mayor

Attest

NOTICE OF RIGHTS:

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

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

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

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

**CITY OF POST FALLS
AGENDA REPORT
CONSENT CALENDAR
MEETING DATE: 10/7/2025**

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: Nancy Thurwachter, Planning Admin

SUBJECT: Painted Rock Reasoned Decision File No. ANNX-25-3

ITEM AND RECOMMENDED ACTION:

This item is the final reasoned decision for the Painted Rock Annexation File No. ANNX-25-3, which was approved by the city council following a public hearing on August 19, 2025. Staff requests that the city council review and approve the reasoned decision. No presentation is planned on this item.

DISCUSSION:

On August 19, 2025, the city council held a public hearing to consider a request to annex approximately 4.67 acres and associated rights-of-way into the City of Post Falls with Medium Density Residential (R2) zoning. The entirety of the site is generally located at the northwest corner of the intersection of N. McGuire Road and W. Midway Avenue. Following the hearing, the city council approved a motion directing staff to prepare a final written reasoned decision approving the annexation request. Staff has prepared the attached reasoned decision for the city council's review. The city council may approve the reasoned decision as drafted or return the decision to legal staff to amend the decision to better reflect the council's deliberation following the hearing. If the council requests amendments to the reasoned decision, the motion returning the reasoned decision to staff should specifically include the requested changes.

ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON:

City Council heard the Painted Rock Annexation request on August 19, 2025.

APPROVED OR DIRECTION GIVEN:

As noted above, the city council approved the requested zone change and directed staff to prepare a final written reasoned decision.

FISCAL IMPACT OR OTHER SOURCE OF FUNDING:

N/A

BUDGET CODE:

N/A

ATTACHMENTS:

1. 2025.10.07 CC RD Painted Rock

**Painted Rock Annexation
File No. ANNX-25-3
City Council
Reasoned Decision**

A. INTRODUCTION:

APPLICANT: Ray Kimball, Whipple Consulting Engineers, Inc., on behalf of Ryno Land, LLC
LOCATION: Generally, at the northwest corner of the intersection of N. McGuire Road and W. Midway Avenue
REQUEST: Request to annex 4.67 acres into the City with a zoning designation of Medium Density Residential (R-2)

B. RECORD CREATED:

1. A-1 Annexation Application.
2. A-2 Narrative.
3. A-3 Vicinity Map
4. A-4 Owner Authorization
5. S-1 Vicinity Map
6. S-2 Zoning Map
7. S-3 Future Land Use Map
8. S-4 Planning & Zoning Minutes
9. S-5 Planning & Zoning Reasoned Decision
10. S-6 Annexation Agreement
11. PA-1 PFSD Comments
12. PA-2 KCFR Comments
13. PA-3 DEQ Comments
14. PA-4 KCCD Comments
15. PA-5 ITD Comments
16. PA-6 PHILLIPS 66 Comments
17. PA-7 PFHD Comments
18. PA-8 PFHD Comments
19. PA-9 DEQ Comments
20. PA-10 PHILLIPS 66 Comments
21. PC-1 Vocca Comments_PZ
22. PC-2 Vocca Comments_CC
23. CC Staff Report
24. Testimony at the August 19, 2025 City Council public hearing:

The public hearing was noticed correctly and conducted per the requirements of Idaho Code Sections 67-6511 and 67-6509, as well as City Code Section 18.20.060. The meeting was in-person and live-streamed on the City of Post Falls YouTube Channel. The purpose of the hearing was to allow the applicant and the public to supply testimony and documentation to the City Council in their application under City Code section 18.20.100.

Jon Manley, Planning Manager

Mr. Manley introduced the Painted Rock Annexation, File Number ANNX-25-3, submitted by Ray Kimble on behalf of Ryno Land, LLC. The applicant requested annexation of approximately 4.67 acres into the City of Post Falls and the assignment of the R2 (Medium Density Residential) zoning district. The site is located at the northwest corner of West Midway Avenue and North McGuire Road.

Mr. Manley detailed that the subject site is currently a single large-lot residential parcel situated within a transitional area bounded by a mix of zoning and land uses. To the east lies an LDS church and single-family residences within the Montrose Planned Unit Development (PUD), while multifamily and light industrial uses are found to the southeast. To the west and north are various county-zoned properties consisting primarily of large lots. East Greenacres Irrigation District serves the site for water, and the site will connect to city wastewater services upon development, requiring the abandonment of any existing septic systems.

Transportation infrastructure includes Midway Avenue, a minor collector, and McGuire Road, a minor arterial. Manley emphasized that annexation would secure the dedication of right-of-way and utility easements, and future development would trigger road improvements as required by the city's transportation master plan. The proposal aligns with the West Prairie Focus Area in the Comprehensive Plan, which emphasizes pedestrian connectivity and transitional development, along with infrastructure investment.

The Future Land Use Map designates the subject site as Medium-Density Residential. Manley elaborated on how the proposal may be supported by Goals 6 and 7 of the Comprehensive Plan. Goal 6 concerns transportation network enhancement and pedestrian safety through improved infrastructure, while Goal 7 emphasizes diversified housing types for long-term sustainability. The proposed subdivision includes 50-foot-wide lots similar in character and density to those found to the east across the street, within the Montrose PUD, which supporting consistent land use and urban form.

Manley concluded that all notified agencies provided either neutral or no-impact responses, and no adverse impact on the provision of public services was identified.

Applicant: Ray Kimble, Whipple Consulting Engineers

Mr. Kimble affirmed support for the R2 zone and stated the intent to restrict development to single-family detached dwellings. He emphasized the benefits of annexation, including access to city utilities, logical urban infill, and cost-saving infrastructure provisions. He explained that the site is surrounded on multiple sides by city limits, forming a county pocket. He argued that this timing was appropriate given market demands for entry-level housing.

Mr. Kimble stated that annexation would also allow the city to acquire road right-of-way and improvements consistent with the city's Transportation Master Plan at no cost to taxpayers. He compared the proposed subdivision design to the nearby Montrose PUD, emphasizing that the new development would be consistent in terms of lot size and use. Mr. Kimble voiced willingness to include a single-family detached restriction in a development agreement.

The hearing was opened for public comment.

Public Testimony:

In Favor:

Josh Suhr, Post Falls - A fifth-generation North Idaho resident, expressed support for the project,

emphasizing its role in delivering needed starter homes. He stated that the applicant was coordinating with his own future project to ensure a cohesive design and praised the city's need for more housing at affordable prices.

Neutral: None

Opposed:

Debi Vocca, Post Falls - Opposed the annexation and R2 zoning, citing concerns about traffic, lighting, and loss of rural character. She felt the development would reduce property values and result in high renter turnover. She preferred R1 zoning to maintain a lower-density environment.

Justin Stuki, Post Falls - A member of the adjacent church, shared concerns about increased traffic and the safety of children attending activities at the church. He worried that frequent turnover in R2 housing could erode neighborhood cohesion and favored R1 zoning further from the church.

Rebuttal:

Ray Kimble, Applicant

Mr. Kimble reiterated that the proposed subdivision would consist of detached single-family homes similar in size and use to those across the street in Montrose. He argued that such developments contribute to creating safe and vibrant neighborhoods and provide the necessary infrastructure. He affirmed his support for a development agreement that restricts use to single-family dwellings and emphasized the fiscal benefits of annexation, notably improved pedestrian access and road infrastructure.

Deliberations: After the public hearing was complete, the hearing was closed, and the Council moved to deliberations to discuss their interpretation of the information presented both orally and in the written record and to apply that information to the approval criteria contained in Post Falls Municipal Code ("PFMC") § 18.20.100.

C. EVALUATION OF ZONE CHANGE APPROVAL/REVIEW CRITERIA:

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

The Council finds that the proposed Medium Density Residential (R2) zoning district is an implementing zone of the Medium Density Residential designation on the Future Land Use Map and consistent with the West Prairie Focus Area. The proposal also maintains and improves the Post Falls transportation network.

Substantial evidence in the staff report and applicant's testimony supports this finding, including confirmation that R-2 is an implementing zone for the land use designation and that the proposed single-family lots mirror the adjacent Montrose subdivision pattern. The condition limiting development to detached single-family homes, together with required crosswalk improvements, further ensures compatibility and addresses concerns raised in testimony regarding traffic and safety.

No persuasive evidence to the contrary was presented. Therefore, the Council concludes that the proposed zoning is appropriate, consistent with the Comprehensive Plan, and that this criterion is met.

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

The Council finds that the proposed R-2 zoning is consistent with the Comprehensive Plan's goals and policies relevant to the area. The designation supports Goal 6 by advancing transportation improvements through right-of-way dedication and full frontage work on McGuire and Midway at no city cost. It supports Goal 7 by facilitating long-term housing diversity. The proposal also implements Policy 8, which promotes compatible infill, and Policy 2, which advances pedestrian connectivity through infrastructure improvements.

To further ensure neighborhood compatibility, the Council conditioned approval on single-family detached units only and required crosswalk improvements at the McGuire/Midway intersection. These measures advance the West Prairie Focus Area by enhancing pedestrian safety and reinforcing a residential form that is consistent with the adjacent Montrose PUD development.

The Council considered testimony about traffic and lighting and finds those concerns are addressed through the required dedications, intersection upgrades, and engineering review at the time of development. Based on the substantial evidence in the record, the Council concludes that the proposed R-2 zoning is consistent with the Comprehensive Plan and that this criterion is met.

C3. Does the proposed zoning district create a Demonstrable Adverse Impact upon the delivery of services by any political subdivision providing public services within the city?

The Council finds no demonstrable adverse impact on the delivery of services. All affected service providers, including East Greenacres Irrigation District, wastewater, emergency services, and other agencies, were notified and provided no objection. Public testimony and agency responses confirm that the annexation will not overburden existing systems and that service needs will be met at the time of development.

No contrary evidence was presented. Based on this record, the Council concludes that the proposed R-2 zoning will not adversely impact the delivery of public services, and this criterion is met.

D. REASONED DECISION OF THE CITY COUNCIL.

Based on the record developed during the public hearing process, including the recommendation of the Planning and Zoning Commission, the City Council finds that the proposed annexation and zoning designation of Medium Density Residential (R2) for the Painted Rock annexation is consistent with the Post Falls Comprehensive Plan and applicable review criteria. Additionally, the Council finds that the annexation is in the city's best interest, as it reduces the extent of a county pocket surrounded by city limits on multiple sides, enhances connectivity, and supports the efficient provision of public services.

The City Council hereby approves the applicant's annexation request and zoning designation. Approval is conditioned upon execution of an Annexation/Development Agreement that (1) limits all residential development on the subject property to detached single-family dwellings notwithstanding R-2 allowances, and (2) requires installation of pedestrian crosswalk improvements at the McGuire/Midway intersection as determined by the City Engineer, concurrent with or before issuance of building permits consistent with City standards and the Transportation Master Plan.

Date

Mayor

Attest

NOTICE OF RIGHTS:

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

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

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

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

**CITY OF POST FALLS
AGENDA REPORT
PUBLIC HEARINGS
MEETING DATE: 10/7/2025**

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: Justin Sauder, Associate Planner
SUBJECT: O'Brien Vacation File No. VAC-25-1

ITEM AND RECOMMENDED ACTION:

To approve the vacation of the existing 10' utility easement that runs along the westerly property line of 1501 East Tammy Drive to construct an addition to the single-family home.

DISCUSSION:

The property is within the River Park Plaza Addition, which includes a ten-foot platted utility easement that runs throughout the entire development. The construction drawing for the plat is dated 1978 and indicate an "overland emergency drainage" route along the western boundary of River Park Plaza Addition, being concurrent with the easement location. The existing built environment at the site and to the north and south thereof, precludes any reasonable overland drainage. A review of the original stormwater facilities by City Staff, indicates that all facilities were built in conformance with the original plans, there are no known maintenance or operational concerns, and the facilities meet or exceed current design storm capacities. There are currently no utilities within the easement and Avista has provided a letter confirming that the easement will not be utilized for any future utilities. The vacation would allow the property owner to construct an addition to the single-family located on the property. No other properties would be affected by the proposed vacation.

City staff has reviewed this proposed vacation and do not see issues with the proposal. The property is within the River Park Plaza Addition, which includes a ten-foot platted utility easement that runs throughout the entire development. The vacation would allow the property owner to construct an addition to the single-family located on the property. No other properties would be affected by the proposed vacation.

ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON:

This item has not been previously reviewed by Council.

APPROVED OR DIRECTION GIVEN:

N/A

FISCAL IMPACT OR OTHER SOURCE OF FUNDING:

N/A

BUDGET CODE:

N/A

ATTACHMENTS:

1. CC_VAC-25-1 O'Brien Vacation Staff Report
2. Exhibit PA-1 Phillips 66 Comments_O'Brien VAC-25-1

3. Exhibit PA- 2 PFHD Comments_O'Brien VAC-25-1

CITY OF POST FALLS STAFF REPORT

DATE: SEPTEMBER 25, 2025

TO: POST FALLS MAYOR AND CITY COUNCIL

FROM: JUSTIN SAUDER, ASSOCIATE PLANNER • jsauder@postfalls.gov 208-457-3336

SUBJECT: STAFF REPORT FOR O'BRIEN VACATION OCTOBER 7, 2025, CITY COUNCIL MEETING
VACATION VAC-25-1

Project Name / File Number: O'Brien Vacation File No. VAC-25-1

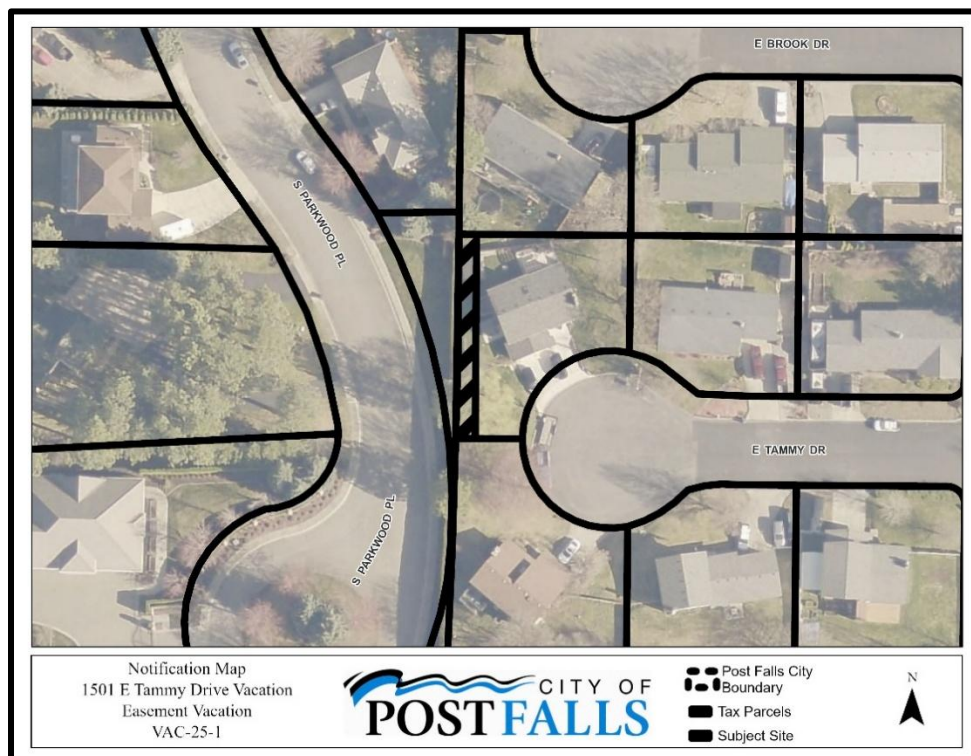
Owner: Eric O'Brien

Applicant: Eric O'Brien

Project Description: The property owner is requesting the vacation of the 10-foot utility easement that runs along the westerly property line of 1501 East Tammy Drive to construct an addition to the single-family home.

Project Location: The requested vacation is located along the westerly property line of the property at 1501 East Tammy Drive.

AREA CONTEXT (proposed vacation hatched below):



Staff Comments: City staff has reviewed this proposed vacation and do not see issues with the proposal. The property is within the River Park Plaza Addition which included a ten-foot platted utility easement that runs throughout the entire development. The construction drawing for the plat are dated 1978 and indicate an "overland emergency drainage" route along the western boundary of River Park Plaza Addition, being concurrent with the easement location. The existing built environment at the site and to the north and south thereof, precludes any reasonable overland drainage being needed. A review of the original stormwater facilities, by City Staff, indicates that all facilities were built in conformance with the original plans, there are no known maintenance or operational concerns, and the facilities meet or exceed current design stormwater capacities. There are currently no utilities within the easement and Avista has provided a letter confirming that the easement will not be utilized for any future utilities. The vacation would allow the property owner to construct an addition to the single-family residence located on the property. No other properties would be affected by the proposed vacation.

OTHER AGENCY RESPONSE & RECEIVED WRITTEN COMMENTS:

Agencies Notified:

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

PUBLIC PROCESS: Notice of the proposed annexation was sent to appropriate jurisdictions and mailed to property owners within 300 feet of the proposed project on September 17, 2025. Notice has been published in the Coeur d'Alene Press on September 19, 2025, and will be again on September 30, 2025. The property was posted September 19, 2025.

MOTION OPTIONS: The City Council may approve, approve with modifications or deny the proposed vacation. Should the Council move to approve the request, staff would prepare an ordinance vacating the aforementioned rights-of-way area.

ATTACHMENTS:

Applicant Exhibits:

Exhibit A-1 Vacation Application
Exhibit A-2 Narrative

Staff Exhibits:

Exhibit S-1 Vicinity Map
Exhibit S-2 Zoning Map
Exhibit S-3 Future Land Use Map

**VAC-25-1**

Vacation

Status: Active

Submitted On: 4/14/2025

Applicant

Eric O'Brien



208-619-9134



eric.obrien@isp.idaho.gov



1501 E Tammy Drive

Post Falls, Idaho 83854

Applicant Information**Applicant Type***

Owner

Applicant Name*

Eric O'Brien

Phone*

208 619 9134

Email*

eric.obrien@isp.idaho.gov

Address*

1501 E Tammy Drive

City, State & Zip Code

Post Falls, Idaho 83854

Vacation Information

New Field

I currently reside at 1501 E Tammy Drive, Post Falls, Idaho, 83854, and am requesting that the 10' wide easement along the west side of my property line be vacated. This easement was platted in 1978 when the River Park Plaza subdivision was created for "future utility use". I have contacted all the utility service companies providing service in our area and have letters written from them all stating they have no current or future use for this easement. I am requesting the easement be vacated so that I can build an addition onto my existing garage that will meet all of the current code requirements of an R-1 zoned property within the City of Post Falls.

Application Certification

All exhibits presented will need to be identified at the meeting, will be entered into the record, and retained on file.*



The applicant (or representative) must be at the meeting representing this proposal or the application will not be heard. The applicant will be responsible for costs in re-noticing the public hearing.*



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

✓ Eric Russell O'Brien

Apr 14, 2025

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

Eric O'Brien
1501 E Tammy Drive
Post Falls, Idaho 83854

RE: Request to Vacate Easement

To Whom It May Concern:

My name is Eric O'Brien and I currently reside at 1501 E. Tammy Drive, Post Falls, Kootenai County, Idaho. I am formally requesting the platted 10 ft. easement that runs the entire length of the westside of this property be vacated,

On November 14, 2007, my wife Sondra O'Brien and I closed on the purchase of this home located the River Park Plaza Addition in Post Falls. The property is lot # 15 and the original platt is located in the Post Falls City database. The lot is designated R-1 per city code. The original developers included a 10-foot easement along the western most property line, north along the entire development for future utility use; per the original description on the platt map (included). I would like to build an addition to the south and west on to my existing garage. The lot is 8,712 square feet and with the addition, would stay under the required 40% maximum coverage of the lot, staying within the city code for a R-1 lot. The addition will cover approximately 5 feet of the 10 foot wide easement along the west property line.

As this development was fully built out in 1979, and all utilities for this development come in from the east, and there is no existing utilities, nor will there ever be any utility usage along the western property line (per Avista letter included), I am requesting the City of Post Falls vacate the 10 foot easement starting at the southernmost property boundary running north along the western property boundary to the northern most corner of the property boundary. There are no other properties that would be affected by this easement being vacated. It is entirely within my lot boundaries. All current utility companies have been out for a locate. No utilities were found anywhere in the proposed additions footprint. I have included a letter from Avista, google maps of the lot, original platt maps of the property and site plan drawings of the proposed addition.

Respectfully,

Eric O'Brien

STATE OF IDAHO - KOOTENAI COUNTY

On this 12th day of May, 1978, before me personally appeared Robert W. Avon known to me to be the person who executed the above SURVEYOR'S CERTIFICATE and acknowledged to me that he signed the same.

John W. Hudson
Notary Public in and for the State of Idaho
residing in Coeur d'Alene. My commission
expires 12-16-78

OWNER'S CERTIFICATE

Be it known that Kennyth P. Johnson and Linda L. Johnson, husband and wife, Albert Steffan and Lois Jo Steffan, husband and wife, the Contract Buyers and Donald H. Keath and Eva A. Keath, husband and wife, Record Owners of the land described in the above Surveyor's Certificate have caused the same to be subdivided into lots and blocks as herein plotted, and do designate the same River Park Plaza Addition, Kootenai County Idaho, and we reserve a ten foot wide easement centered along each lot line for public utilities, and do hereby dedicate the streets and parkway hereon to the public forever. In witness whereof we here by affix our signatures.

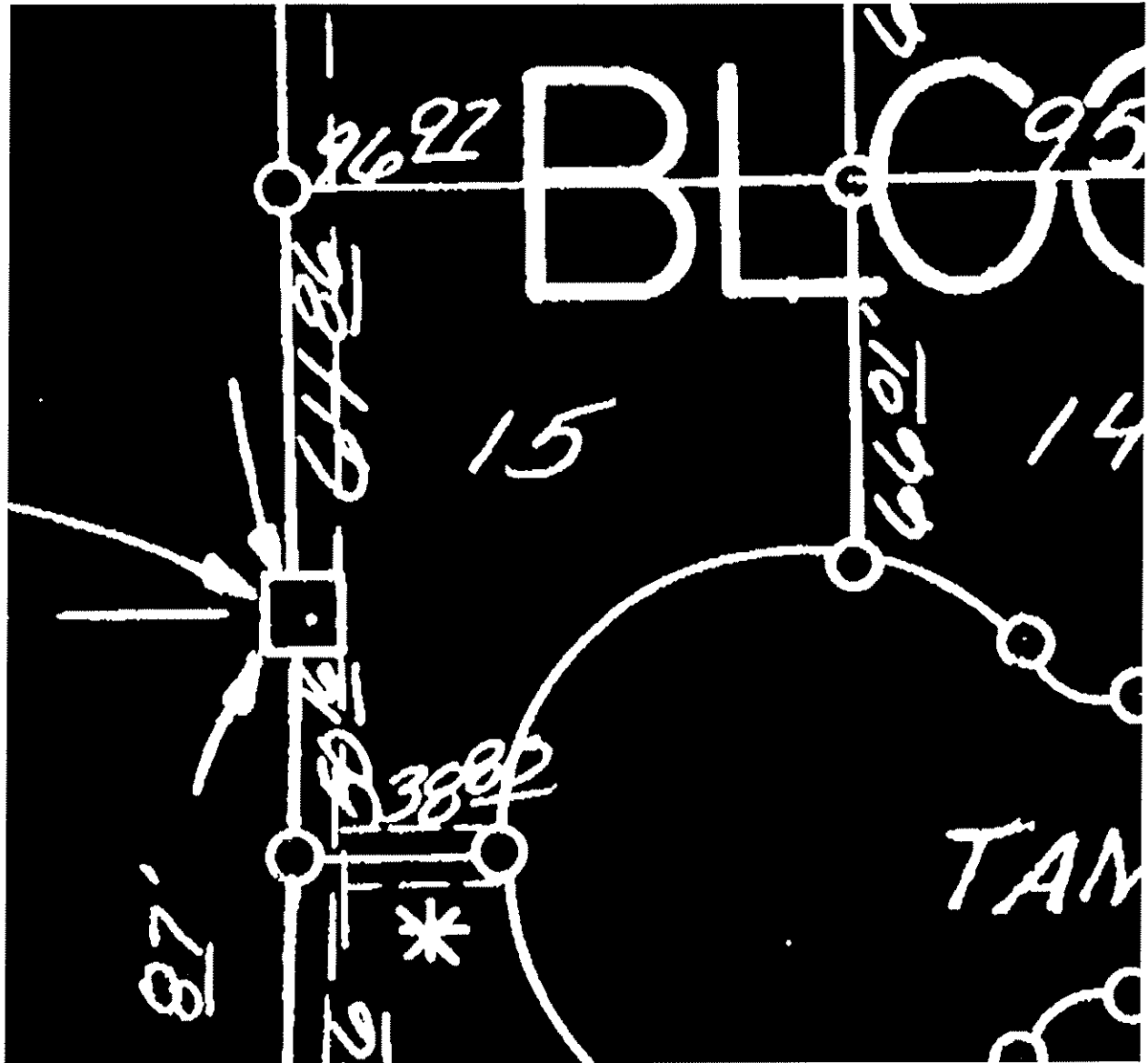
Kennyth P. Johnson Linda L. Johnson Albert Steffan Lois Jo Steffan
Donald H. Keath Eva A. Keath

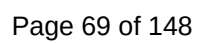
STATE OF IDAHO - KOOTENAI COUNTY

On this 12th day of May, 1978, Before me personally appeared Kennyth P. Johnson and Linda L. Johnson husband and wife, Albert R. Steffan and Lois Jo Steffan husband and wife, the Contract Buyers, Donald H. Keath and Eva A. Keath, husband and wife, the Record Owners, known to me to be the persons who executed the above owners certificate and acknowledged to me that they signed the same

SURVEYOR'S CERTIFICATE

I Robert W. Avon a registered surveyor under the laws of the State of Idaho, hereby certify that in April 1978 I surveyed the land herein described under the direction of the owners to be known as RIVER PARK PLAZA ADDITION, Post Falls, Kootenai County Idaho; that concrete monuments and iron markers were placed in the ground as shown on this plat and that this plat is a true representation of said survey; that the land is located in the S½ of the SE¼ of Sec 2, Township 50N, Range 5W, B.M., Kootenai County, Idaho, and is described as follows: Beginning at the East ¼ Corner of said Sec 2; thence along the east line of said Sec 2 $500^{\circ}11'55''E$ 2017.27 feet; thence $589^{\circ}47'01''W$ 10.69 feet to the S.E. corner of Falls River Addition; the True Point of Beginning; thence along the south lines of said Falls River Addition; Falls River 1st Addition $589^{\circ}47'01''W$ 1324.16 feet to the S.W. corner of said Falls River 1st Addition; thence along the West line of said Falls River 1st Addition & Riverview Addition to Post Falls $N00^{\circ}13'01''W$ 715.76' to the S.E. corner of Riverview Park Addition; thence along the south line of said Riverview Park Addition $N89^{\circ}46'42''W$ 1004.91 feet to the N.E. corner of tax #7437; thence along the east line of said tax #7437 $500^{\circ}01'21''W$ 558.31 feet to the N.E. corner of tax #5988; thence along the east line of said tax #5988 $501^{\circ}35'54''W$ 265.87 feet to the N.E. corner of tax #6370; thence along the east line of said tax #6370 $501^{\circ}33'31''W$ 197.88 feet; thence continuing along said east line $538^{\circ}50'44''W$ 181.72 feet to the North Shore Line of the Spokane River; thence along said Shore Line $554^{\circ}45'33''E$ 254.43 feet to the South line of said Sec 2; thence along said south section line $N89^{\circ}52'39''E$ 1779.35 feet; thence $N00^{\circ}33'36''W$ 530.00 feet; thence $N89^{\circ}47'01''E$ 477.00 feet; thence $N00^{\circ}11'55''W$ 60.00 feet to the Point of Beginning







January 22, 2025

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

Re: 1501 E. Tammy Dr., Eric O'Brien

Dear Sir or Madam,

Avista has reviewed our existing and potential future gas and electric facilities as it relates to parcel number P75500040150 and surrounding properties. We have made the determination that the 10' wide utility easement along the west line of subject property as reserved in the plat known as River Park Plaza Addition will not be used for any future services and approve the applicant's proposed addition.

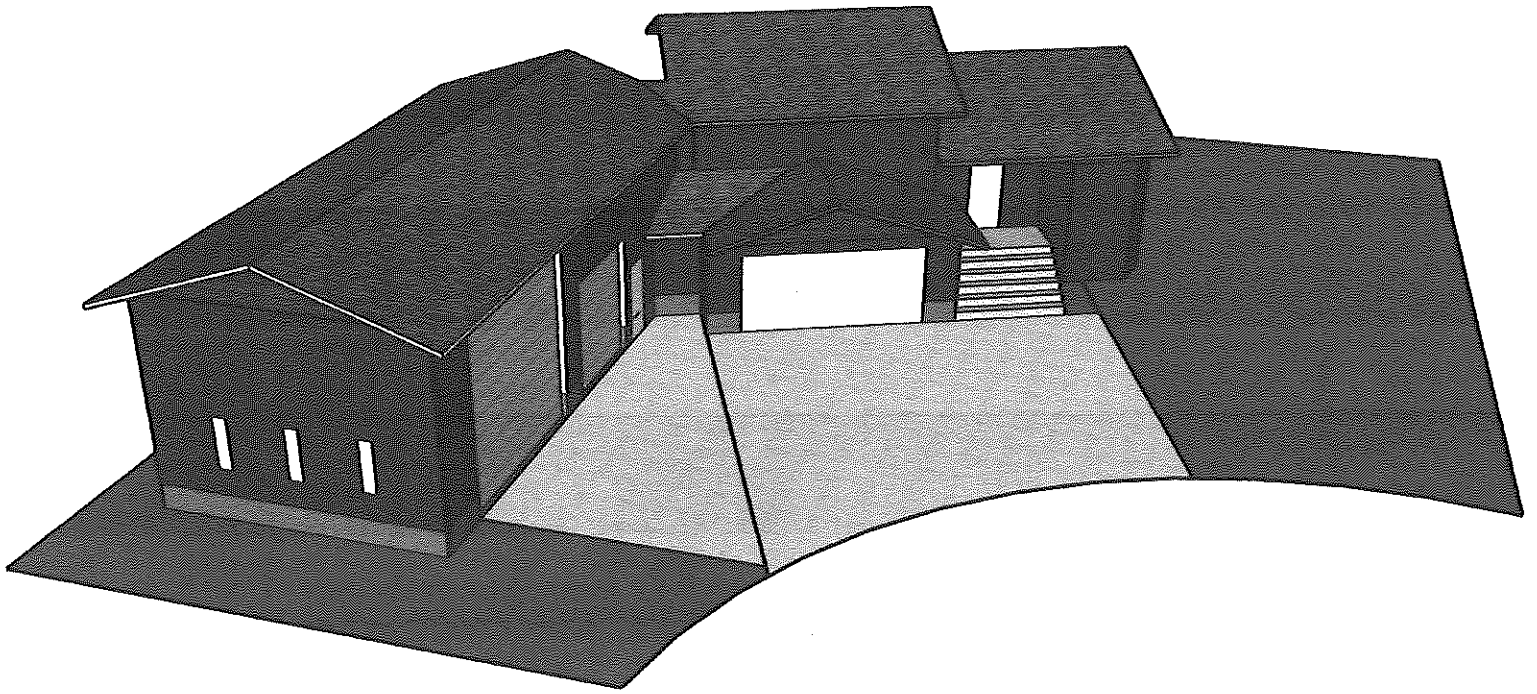
Regards,

LuAnn Weingart
Real Estate Representative



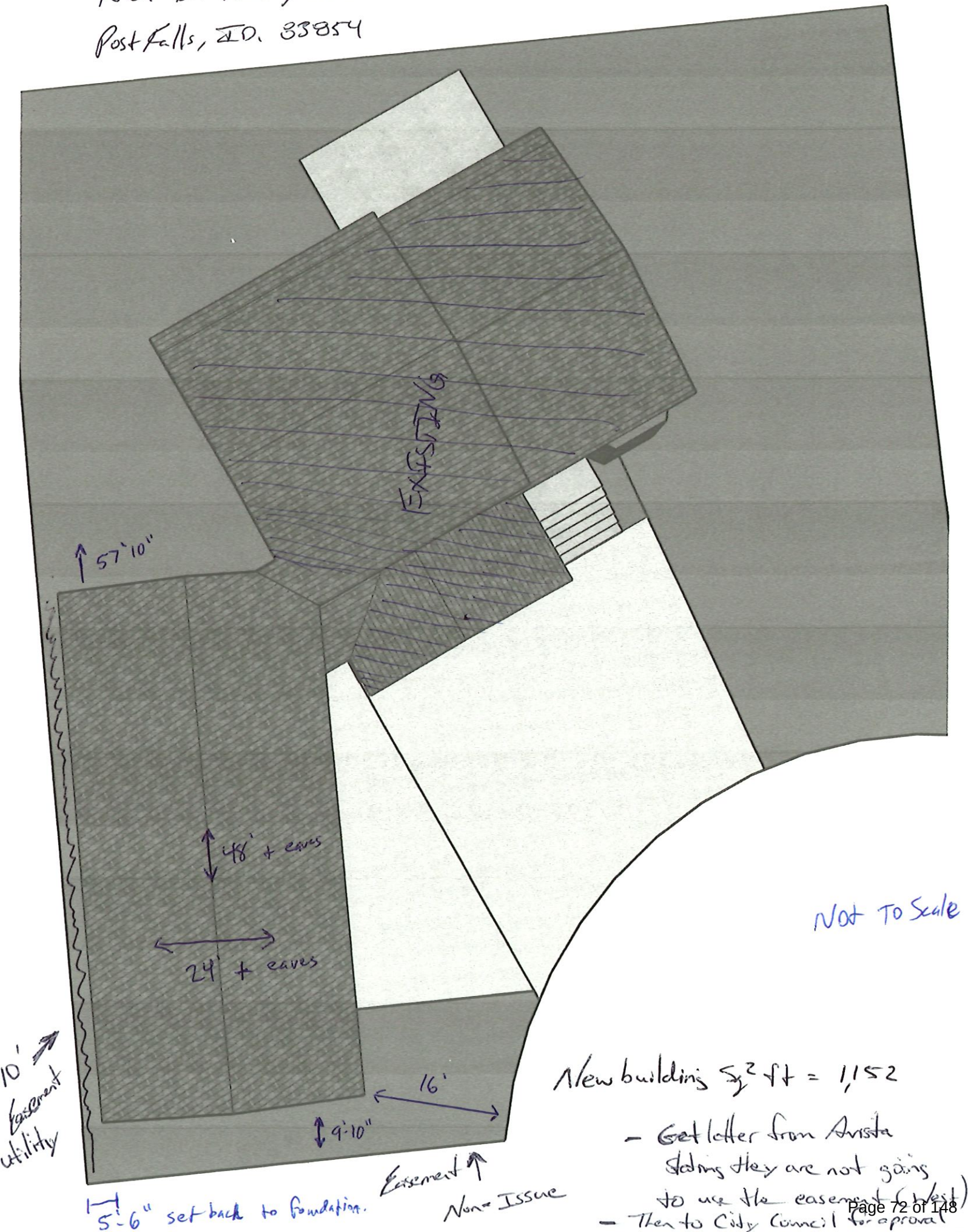
1411 E Mission Ave MSC-R3 Spokane, WA, 99202
Office 509.495.8536 Cell 509-220-2645





1501 E. Tammy Drive
Post Falls, ID. 8385

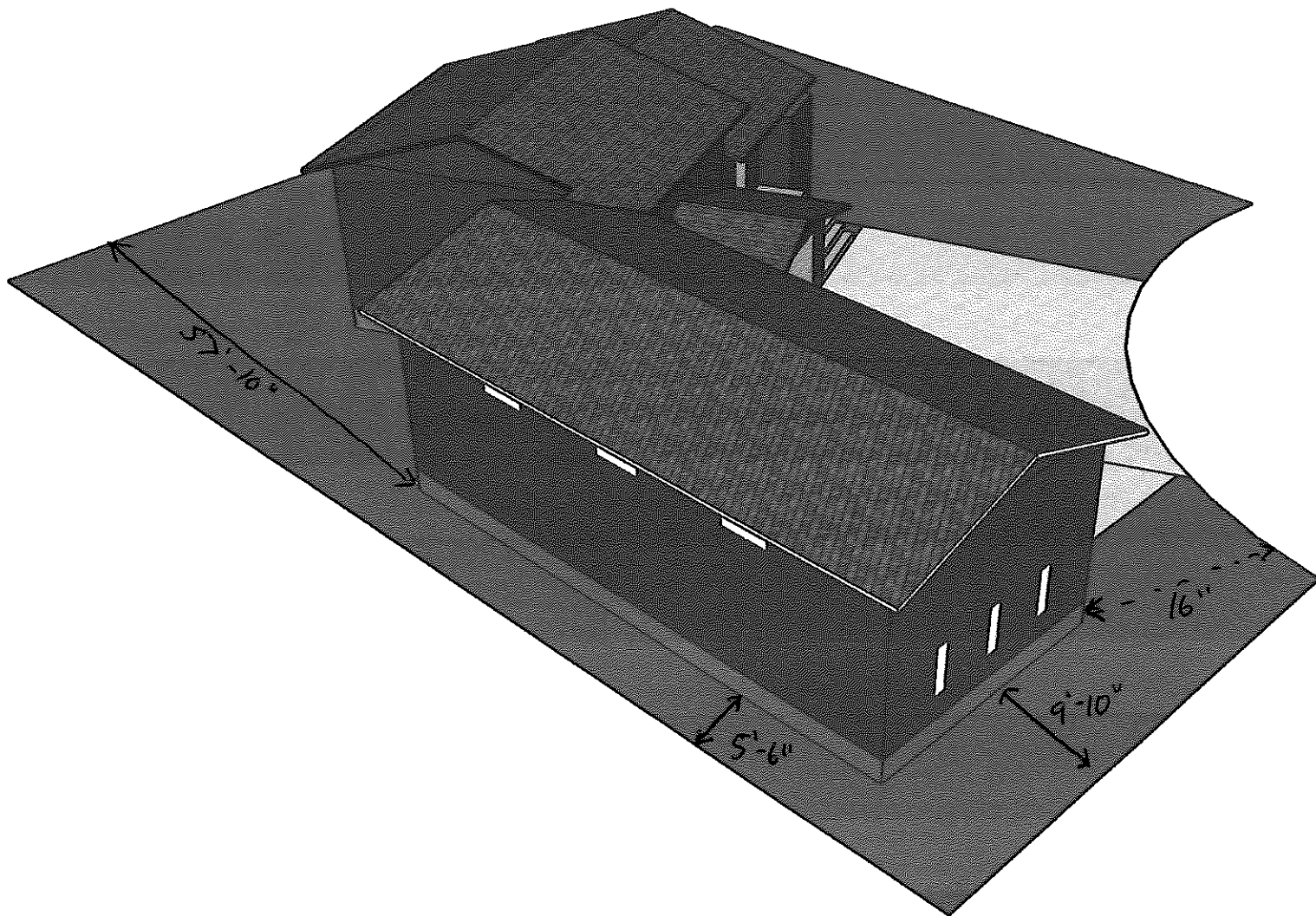
1501 E. Tammy Drive
Post Falls, ID. 33854



Not To Scale

New building $5,244 \text{ sq ft} = 1,152$

- Get letter from Arista stating they are not going to use the easement (west)
- Then to City Council for approval



1501 E. Tammy Drive
Post Falls, ID. 83854

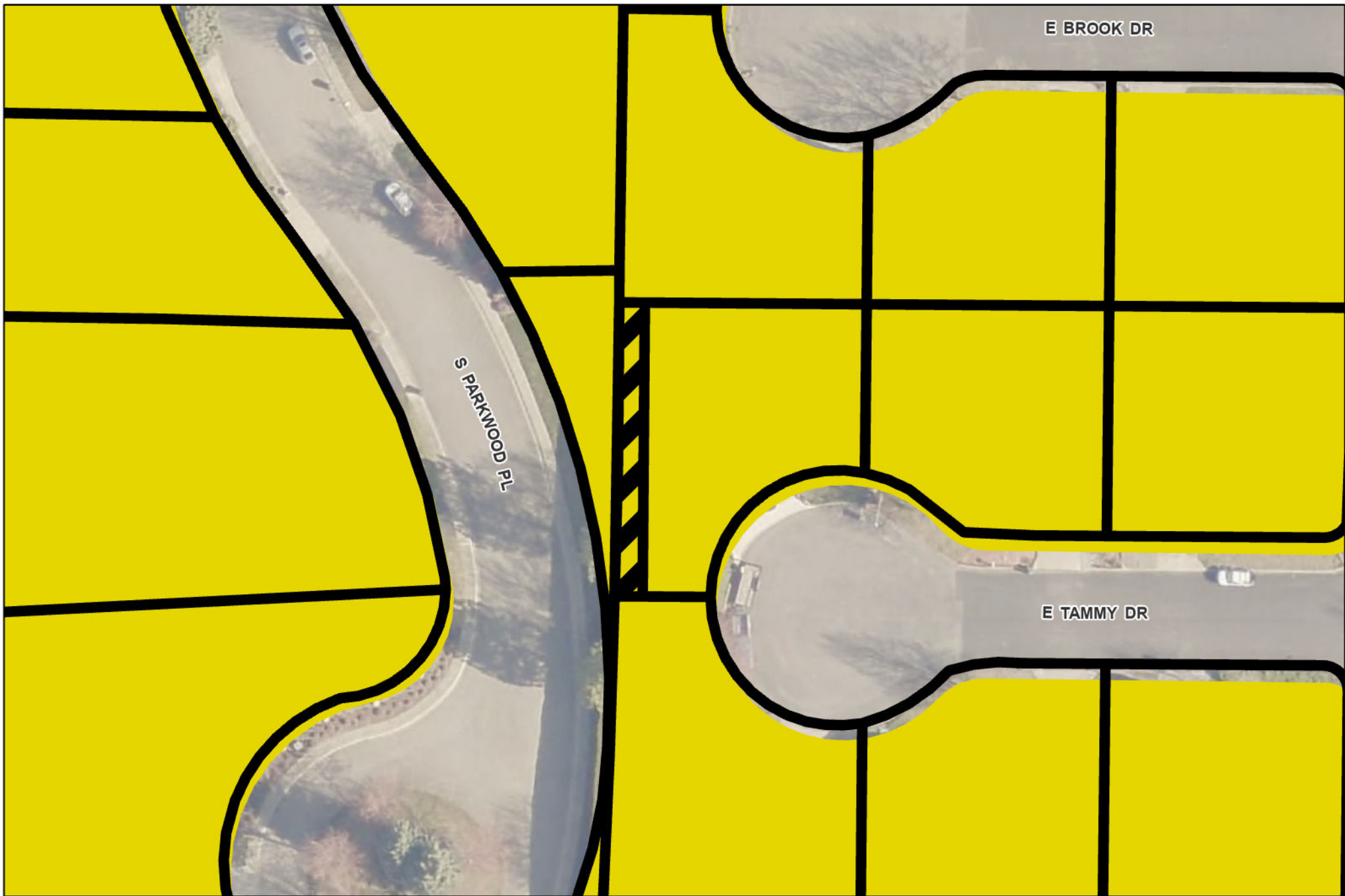


Vicinity Map
 1501 E Tammy Drive Vacation
 Easement Vacation
 VAC-25-1



-  Post Falls City Boundary
-  Tax Parcels
-  Subject Site

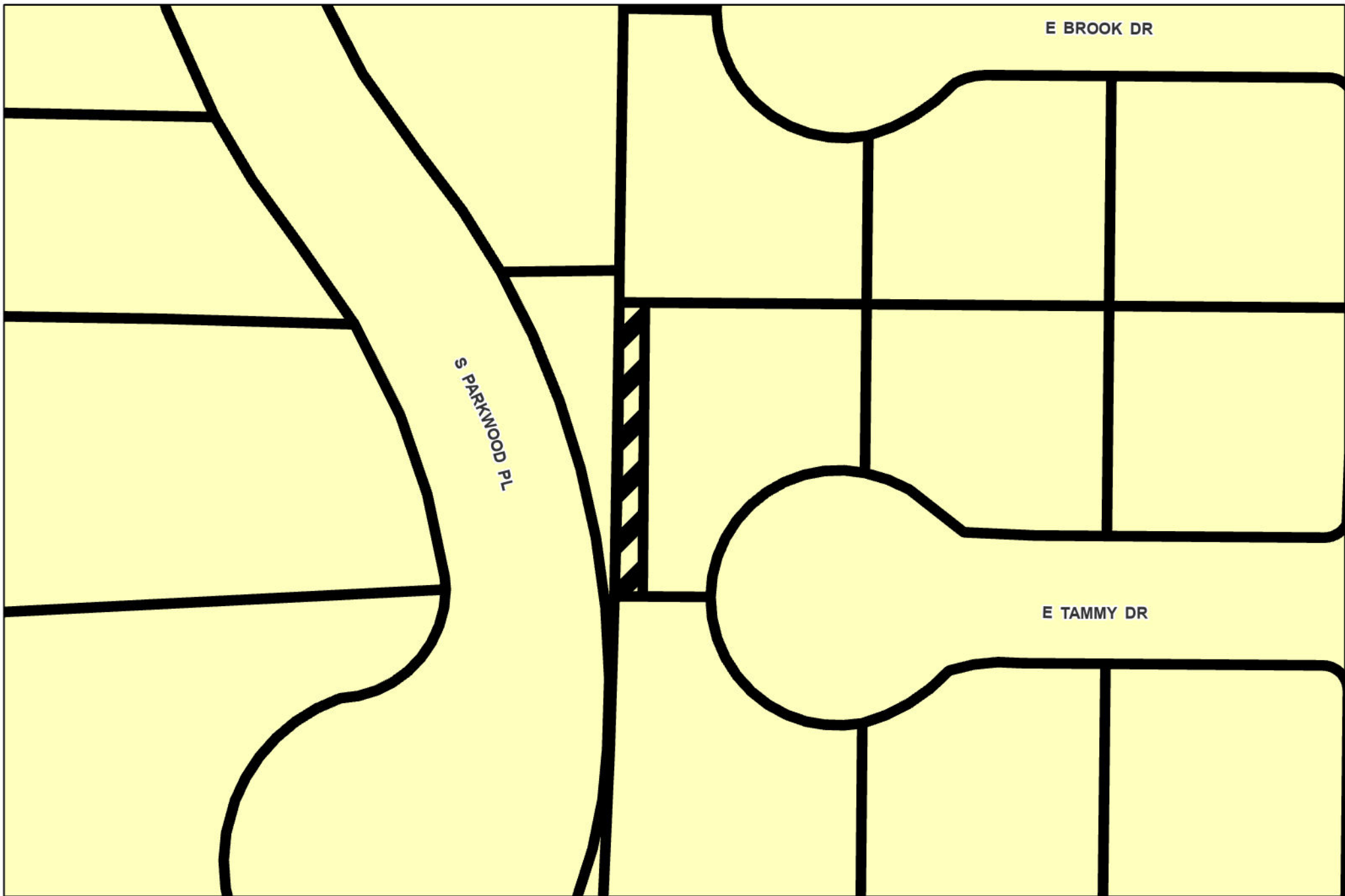




Zoning Map
1501 E Tammy Drive Vacation
Easement Vacation
VAC-25-1



- Post Falls City Boundary
- Tax Parcels
- Subject Site
- R-1



Future Land Use Map
1501 E Tammy Drive Vacation
Easement Vacation
VAC-25-1



Post Falls City
Boundary
Tax Parcels

Subject Site
Low Density
Residential

Exhibit S-3



Nancy Thurwachter

From: Martinez, Leo <Leo.Martinez@p66.com>
Sent: Tuesday, September 23, 2025 1:16 PM
To: Nancy Thurwachter
Subject: Notice to Jurisdictions O'Brien Vacation File No VAC-25-1
Attachments: Exhibit PH-2 NTJ_O'Brien VAC-25-1.pdf

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

Nancy,

Phillips 66 does not have any utilities within your attached project vicinity.
(Response 13114)



Leo Martinez

Associate, Operations Support • Real Estate Services

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



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From: Nancy Thurwachter <nthurwachter@postfalls.gov>
Sent: Tuesday, September 23, 2025 12:11 PM
To: Ali Marenau <AMarienau@kmpo.net>; Alynnette Farley <abfarley@BPA.Gov>; Amanda Raymond <arraymond@bpa.gov>; Avista <c01_Real_Estate@avistacorp.com>; Avista <cdaconst@avistacorp.com>; Ben Tarbutton <btarbutton@kcgov.us>; Carey Borchardt <carey.borchardt@charter.com>; Carolyn Bostick <cbostick@cdapress.com>; Carrie Ann Hewitt <carrieann.hewitt@itd.idaho.gov>; cingle@kcgov.us; Chris Way <cway@kootenaifire.com>; Christina Petit <christina@postfallschamber.com>; Christine Harmon <christine.harmon@deq.idaho.gov>; cschneider@kec.com <cschneider@kec.com>; Dan Rest <drest@hbkengineering.com>; Dan Ryan <danr@kootenaifire.com>; Dan Selden <danselden@hotmail.com>; Dan Zeck <dan@eastgreenacres.org>; Daniel Mavrinac <Daniel.Mavrinac@BNSF.com>; David Callahan <dcallahan@kcgov.us>; David Haggerty <David.Haggerty@tdstelecom.com>; dena.naccarato@sd273.com; DEQ <deqcomments@deq.idaho.gov>; Devin Weeks <dweeks@cdapress.com>; Gina Dillman <gdillman@republicservices.com>; Glen Miles <Gmiles@kmpo.net>; Gregory Ashley <gregory.Ashley@williams.com>; Jame Davis <jame.davis@intermaxteam.com>; Jeff Boren <Jeffrey.Boren@charter.com>; Jeremy Hofer <jhofer@kec.com>; Jeryl Archer <jeryla@kootenaifire.com>; Jessie Holderman <JHolderman@kec.com>; Jordan Wirth <Jordan.T.Wirth@usps.gov>; Karen Philips <Karen.Phillips@avistacorp.com>; Kevin Linville <kevin.linville@tdstelecom.com>; Kevin Teo <kevin.teo@ziply.com>; Kris Faver (kris.faver@tdstelecom.com) <kris.faver@tdstelecom.com>; Kristen Rondo <krondo@phd1.idaho.gov>; Kurt Larson <klarson@kec.com>; Lee Barns <lee.barnes@tdstelecom.com>; Martinez, Leo <Leo.Martinez@p66.com>; Lori

Cogley <lcogley@kec.com>; Lynn Sandor <lynn.sandor@aecom.com>; Patton, Michael M <Michael.M.Patton@p66.com>; Owens, Dylan <Dylan.Owens@tdstelecom.com>; Panhandle Health General <ehapplications@phd1.idaho.gov>; Patricia M. Corrigan <pcorrigan@hbkengineering.com>; contactus@postfallshd.com; Robert Beachler <Robert.Beachler@itd.idaho.gov>; Ron Wilson <Ron@eastgreenacres.org>; Ross Point Water <rosspointwater@yahoo.com>; Scott Morton <smorton@republicservices.com>; Shawn Magat <Shawn.Magat@tdstelecom.com>; Tom Kearns <tkearns@idl.idaho.gov>; Tom Murn <Tom.Murn@ZiPLY.com>; URA <postfallsura@gmail.com>
Cc: Andrew Millar <amillar@postfalls.gov>; Bobby Wilhelm <bobby@bobbywilhelm.com>; Christopher Gabbert <cgabbert@postfalls.gov>; Chris Schreiber <chris.schreiber@khco.com>; Dave Fair <dfair@postfalls.gov>; Field Herrington <fherrington@postfalls.gov>; James Steffensen <James.steffensen@yahoo.com>; Jason Faulkner <jfaulkner@postfalls.gov>; Jennifer Poindexter <jpoindexter@postfalls.gov>; John Beacham <jbeacham@postfalls.gov>; Jon Manley <jmanley@postfalls.gov>; Justin Miller <jmiller@postfalls.gov>; Justin Sauder <jsauder@postfalls.gov>; Kibbee Walton <kibbee@artisanportrait.com>; Naomi Tierney <ntierney@postfalls.gov>; Preston Hill <prestonh@postfalls.gov>; Rob Palus <rpalus@postfalls.gov>; Robert Seale <rseale@postfalls.gov>; Ross Schlotthauer <ross@burlyproducts.com>; Shannon Howard <showard@postfalls.gov>; Shelly Enderud <senderud@postfalls.gov>; Stephanie Herman <sherman@postfalls.gov>; Tisha Gallop <tgallp@postfalls.gov>; Vicky Jo Carey <vjcarey@aol.com>; Wade Meyer <wmeyer@postfalls.gov>; Warren Wilson <wwilson@postfalls.gov>
Subject: [EXTERNAL]Notice to Jurisdictions O'Brien Vacation File No VAC-25-1

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Good afternoon,

Please find attached the Notice to Jurisdictions for the O'Brien Vacation File No VAC-25-1 that is scheduled for the City Council meeting on October 7, 2025. The draft staff report will be on the city's website shortly.

Nancy Thurwachter

Planning Administrative Specialist

408 N. Spokane Street

Post Falls, ID 83854

(208) 457-3338



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Nancy Thurwachter

From: Jonie Anderson <Jonie@postfallshd.com>
Sent: Wednesday, September 24, 2025 3:53 PM
To: Nancy Thurwachter
Subject: RE: Notice to Jurisdictions O'Brien Vacation File No VAC-25-1

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

The Post Falls Highway District has no comments for this application.

Kind regards,
Jonie

Jonie Anderson
Post Falls Highway District
5629 E Seltice Way
Post Falls, Idaho 83854

p 208.765.3717
contactus@postfallshd.com



From: 'Nancy Thurwachter' via Contact Us <contactus@postfallshd.com>
Sent: Tuesday, September 23, 2025 12:11 PM
To: Ali Marenau <AMarienau@kmpo.net>; Alynette Farley <abfarley@BPA.Gov>; Amanda Raymond <arraymond@bpa.gov>; Avista <c01_Real_Estate@avistacorp.com>; Avista <cdaconst@avistacorp.com>; Ben Tarbutton <btarbutton@kcgov.us>; Carey Borchardt <carey.borchardt@charter.com>; Carolyn Bostick <cbostick@cdapress.com>; Carrie Ann Hewitt <carriann.hewitt@itd.idaho.gov>; cingle@kcgov.us; Chris Way <cway@kootenaifire.com>; Christina Petit <christina@postfallschamber.com>; Christine Harmon <christine.harmon@deq.idaho.gov>; cschneider@kec.com; cschneider@kec.com; Dan Rest <drest@hbkengineering.com>; Dan Ryan <danr@kootenaifire.com>; Dan Selden <danselden@hotmail.com>; Dan Zeck <dan@eastgreenacres.org>; Daniel Mavrinac <Daniel.Mavrinac@BNSF.com>; David Callahan <dcallahan@kcgov.us>; David Haggerty <David.Haggerty@tdstelecom.com>; dena.naccarato@sd273.com; DEQ <deqcomments@deq.idaho.gov>; Devin Weeks <dweeks@cdapress.com>; Gina Dillman <gdillman@republicservices.com>; Glen Miles <Gmiles@kmpo.net>; Gregory Ashley <gregory.Ashley@williams.com>; Jame Davis <jame.davis@intermaxteam.com>; Jeff Boren <Jeffrey.Boren@charter.com>; Jeremy Hofer <jhofer@kec.com>; Jeryl Archer <jeryla@kootenaifire.com>; Jessie Holderman <JHolderman@kec.com>; Jordan Wirth <Jordan.T.Wirth@usps.gov>; Karen Philips <Karen.Phillips@avistacorp.com>; Kevin Linville <kevin.linville@tdstelecom.com>; Kevin Teo <kevin.teo@ziply.com>; Kris Faver (<kris.faver@tdstelecom.com>) <kris.faver@tdstelecom.com>; Kristen Rondo <krondo@phd1.idaho.gov>; Kurt Larson <klarson@kec.com>; Lee Barns <lee.barnes@tdstelecom.com>; Leo Martinez <leo.martinez@p66.com>; Lori Cogley <lcogley@kec.com>; Lynn Sandsor <lynn.sandsor@aecom.com>; Mike Patton <Michael.m.patton@p66.com>; Owens, Dylan <Dylan.Owens@tdstelecom.com>; Panhandle Health General <ehapplications@phd1.idaho.gov>; Patricia M. Corrigan <pcorrigan@hbkengineering.com>; contactus@postfallshd.com; Robert Beachler

<Robert.Beachler@itd.idaho.gov>; Ron Wilson <Ron@eastgreenacres.org>; Ross Point Water <rosspointwater@yahoo.com>; Scott Morton <smorton@republicservices.com>; Shawn Magat <Shawn.Magat@tdstelecom.com>; Tom kearns <tkearns@idl.idaho.gov>; Tom Murn <Tom.Murn@ZiPLY.com>; URA <postfallsura@gmail.com>

Cc: Andrew Millar <amillar@postfalls.gov>; Bobby Wilhelm <bobby@bobbywilhelm.com>; Christopher Gabbert <cggabbert@postfalls.gov>; Chris Schreiber <chris.schreiber@khco.com>; Dave Fair <dfair@postfalls.gov>; Field Herrington <fherrington@postfalls.gov>; James Steffensen <James.steffensen@yahoo.com>; Jason Faulkner <jfaulkner@postfalls.gov>; Jennifer Poindexter <jpoindexter@postfalls.gov>; John Beacham <jbeacham@postfalls.gov>; Jon Manley <jmanley@postfalls.gov>; Justin Miller <jmiller@postfalls.gov>; Justin Sauder <jsauder@postfalls.gov>; Kibbee Walton <kibbee@artisanportrait.com>; Naomi Tierney <ntierney@postfalls.gov>; Preston Hill <prestonh@postfalls.gov>; Rob Palus <rpalus@postfalls.gov>; Robert Seale <rseale@postfalls.gov>; Ross Schlotthauer <ross@burlyproducts.com>; Shannon Howard <showard@postfalls.gov>; Shelly Enderud <senderud@postfalls.gov>; Stephanie Herman <sherman@postfalls.gov>; Tisha Gallop <tgallop@postfalls.gov>; Vicky Jo Carey <vicarey@aol.com>; Wade Meyer <wmeyer@postfalls.gov>; Warren Wilson <wwilson@postfalls.gov>

Subject: Notice to Jurisdictions O'Brien Vacation File No VAC-25-1

Good afternoon,

Please find attached the Notice to Jurisdictions for the O'Brien Vacation File No VAC-25-1 that is scheduled for the City Council meeting on October 7, 2025. The draft staff report will be on the city's website shortly.

Nancy Thurwachter

Planning Administrative Specialist

408 N. Spokane Street

Post Falls, ID 83854

(208) 457-3338



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**CITY OF POST FALLS
AGENDA REPORT
PUBLIC HEARINGS
MEETING DATE: 10/7/2025**

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: Robbie Quinn, Parks Planner
SUBJECT: Warren Field ICDBG Update

ITEM AND RECOMMENDED ACTION:

Staff will update the council and the Post Falls citizens on the status of the Idaho Community Development Block Grant for the Warren Field Frontage Improvements Project.

DISCUSSION:

To satisfy our grant requirements, per the Citizen Participation Plan, this public hearing is scheduled to provide an update on the status of construction, and any substantial changes made to the scope of work, budget, schedule, location, or beneficiaries.

In August 2024, the city received ICDBG funding approval for the Warren Field Frontage Improvements Project. The project scope of work included curbing, gutters, sidewalks, stormwater catchment, lighting, ADA parking along Idaho St and 2nd Ave, and an ADA accessible entrance into the park. The total grant application was for \$325,000 from the Idaho Department of Commerce and an \$80,000 cash contribution from the city.

Construction substantial completion was issued on July 18, 2025, which was a week and a half ahead of schedule. There were no substantial changes made to the scope of work, location, or beneficiaries. There was one change order resulting in a \$9,998.91 net increase in construction costs. The original construction agreement was \$302,304.00, and with the one change order the revised total is \$312,302.91. Additionally, there was one change order to the consultant agreement for \$3,997.56.

In summary, the project was completed per the original scope of work, ahead of schedule, and with \$11,300.47 (2.8%) cost increases from the original budget.

ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON:

04/16/24 - Idaho Community Development Block Grant Application for Warren Field Park Road Frontage Improvements, Fair Housing Resolution, and Citizen Participation Plan

APPROVED OR DIRECTION GIVEN:

Council approved or provided direction to proceed with the previous item(s).

FISCAL IMPACT OR OTHER SOURCE OF FUNDING:

N/A

BUDGET CODE:

N/A

ATTACHMENTS:

1. Warren Road Frontage_ICDBG Update

Warren Field ICDBG Update

Robbie Quinn – Parks Planner
Parks and Recreation
October 7, 2025



Background:

- April 2024 City applied for a Idaho Community Development Block Grant
- August 2024 the city was awarded the \$325,000 Block Grant

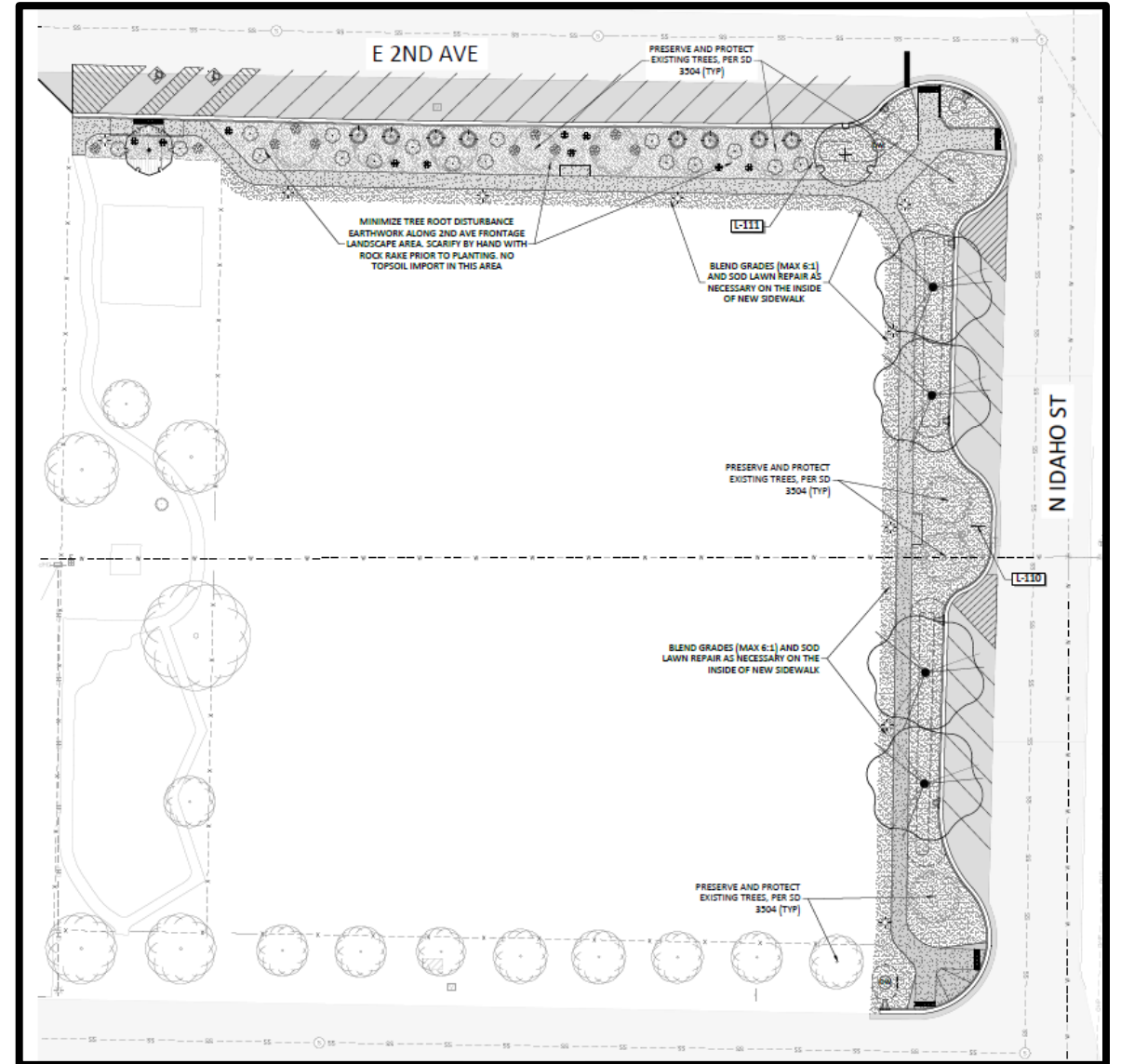
Scope of Improvements:

- Curbing
- Stormwater management
- Sidewalks
- Asphalt parking
- Pedestrian lighting
- ADA pedestrian ramps
- Landscape and Irrigation

May 6 – Contract Award

June 2 – Start of Construction

July 18 – Substantial Completion



Warren Field

- Road Frontage
 - Idaho St



Warren Field

- Road Frontage
 - Idaho St



Warren Field

- Road Frontage
 - Idaho St and 2nd Ave



Warren Field

- Road Frontage
 - Idaho St and 2nd Ave



Warren Field

- Road Frontage
 - 2nd Ave



Warren Field

- Road Frontage
 - 2nd Ave



Grant Summary:

	ICDBG Funds	CITY Funds
Design Professional	\$20,000	\$80,000
Construction	\$305,000	\$0.00
TOTAL COSTS	\$325,000	\$80,000

Actual Costs Summary:

	ICDBG Funds	CITY Funds
Design Professional	\$20,000	\$83,997.56
Construction	\$305,000	\$7,302.91
TOTAL COSTS	\$325,000	\$91,300.47

- Construction Contract = \$302,304.00
- Change order for \$9,998.91
- Total Construction Costs = \$312,302.91

- Consultant Contract = \$100,000.00
- Change order for \$3,997.56.
- Total Consultant Costs = \$103,997.56

- Total Project 2.8% cost increase from original budget.

Warren Field

- Site Improvements
 - Playground



Warren Field

- Site Improvements
 - Playground



Warren Field

- Site Improvements
 - Playground



Warren Field

- Site Improvements
 - Shelter



Warren Field

- Site Improvements
 - Pickleball Court



THANK YOU

QUESTIONS?

**CITY OF POST FALLS
AGENDA REPORT
NEW BUSINESS
MEETING DATE: 10/7/2025**

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: Robert Palus, City Engineer

SUBJECT: Prairie Trail Extension - Zorros Rd. to SH41 - Work Change Directive #1

ITEM AND RECOMMENDED ACTION:

With Approval, City Council Authorizes the Mayor to sign the Work Change Directive #1 of the Prairie Trail Extension, Zorros Rd. to SH41 with Northwest Landworks.

DISCUSSION:

On June 17, 2025; City Council awarded the contract for the Prairie Trail extension from SH41 to Zorros Rd to Northwest Landworks. The project's scope is the construction of a multi-use trail along with filling in a borrow pit adjacent to the trail's alignment, between SH41 and Zorros Rd. Construction began in late August 2025, completion of the project is estimated for October 2025 and is currently on schedule. The original award was for \$152,370 with a 15% contingency of \$22,855.50. During construction, potential excess material on site was identified. A survey conducted by the City's consulting engineer, Welch Comer and Associates, identified approximately 3000 additional cubic yards of excess material. Two options were available for remediation of the excess material included hauling the material off site to another disposal area at a cost of \$23.31 per CY or revising final grades and balancing the material on site at a cost of approximately \$12 per CY. The additional cost for revising final grades and balancing the material on site would be a lump sum amount of \$35,520. Staff is requesting an additional \$27,901.50 of multi-modal impact fee funding to cover the costs of removing the excess material of Work Change Directive #1 and maintain a 10% contingency (\$15,237) to address other quantity changes during paving and landscaping.

ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON:

August 5, 2025 - Additional Services Amendment #1
June 17, 2025 – Award of Contract
May 20, 2025 – Request to bid for project
March 4, 2025 – Professional Services Agreement with Welch Comer for design

APPROVED OR DIRECTION GIVEN:

All requests have been approved to date.

FISCAL IMPACT OR OTHER SOURCE OF FUNDING:

\$27,901.50

BUDGET CODE:

037-431.1711.95520 (Multimodal Impact Fees)

ATTACHMENTS:

1. Prairie Trail SH41 to Zorros_WCD-1

WELCH COMER ENGINEERS WORK CHANGE DIRECTIVE

WORK CHANGE DIRECTIVE NUMBER: 1

PROJECT: Prairie Trail Extension Zorros Rd to SH41 Trail PROJECT NUMBER: 41354.21

DATE OF ISSUANCE 9/17/2025 EFFECTIVE DATE: 9/17/2025

FROM OWNER: City of Post Falls

TO CONTRACTOR: Northwest Landworks, Inc.

ENGINEER: Welch Comer Engineers

YOU ARE DIRECTED TO PROCEED PROMPTLY WITH THE FOLLOWING CHANGE(S):

Description:

During grading operations, Northwest Landworks submitted an RFI noting a discrepancy between anticipated earthwork quantities and actual onsite conditions. Due to the specified compactive effort, approximately 10% more material remains onsite than originally anticipated. This results in surplus materials remaining after grading to the design surfaces.

To validate the contractor's findings, Welch Comer conducted a drone survey of the site. The survey confirmed the presence of excess material and verified that the contractor's approximate projections are consistent with field conditions.

The Contractor has presented two options for addressing excess material on site. The information submitted to WC is outlined below.

Option 1 – Balance Onsite by Raising Finish Grade. Northwest Landworks takes the initiative to balance the site with the excess materials. They would assume the responsibility of calculating the excess material amount, finding the solution to use the material onsite by elevating the finish surface to required elevations to balance the site. Their cost for this work is \$12 per cubic yard, equaling a lump sum of \$35,520.

Option 2 - Stockpile and Haul: All excess materials would be stockpiled on site and then hauled off and disposed of site. Welch Comer would have someone onsite to observe and verify the quantities exported. This option would be based on a per yard basis billed on actual volume hauled off. Their Price per cubic yard for this option is \$23.31 per CY for an estimated total of \$69,005.

Engineering Recommendations:

Based on review of Northwest Landworks' RFI regarding excess onsite materials, Welch Comer has independently verified the contractor's projections through a drone survey of the project site. The survey confirmed that the material discrepancy is consistent with the contractor's estimated surplus, approximately 10% above the original excavation quantities.

After evaluating the contractor's proposed alternatives for addressing the excess material, Welch Comer recommends proceeding with **Option 1 – Balance Onsite by Raising Finish Grade**. This approach effectively utilizes the excess material within the project footprint, avoids the additional cost and logistical challenges associated with hauling to an offsite disposal facility, and provides a cost savings compared to Option 2.

It is the opinion of Welch Comer that Option 1 represents the most practical and economical solution to resolve the discrepancy while maintaining project progress.

Purpose of Work Change Directive:

Northwest Landworks has presented two options for addressing the excess material. This Work Change Directive is intended to document the discrepancy and obtain Owner/Engineer direction on the preferred approach for resolution.

Attachments: Contractor Email Communication.

If a claim is made that the above change(s) have affected Contract Price or Contract Times, any claim for a Change Order based thereon will involve one or more of the following methods of determining the effect of the change(s):
Method of determining change in Contract Price: _____ Method of determining change in Contract Times _____

☐ Unit Prices

☐ Contractor's records

☒ Lump Sum

☐ Engineer's records

☐ Other _____

☐ Other _____

Estimated increase/decrease in Contract Price:

Estimated increase/decrease in Contract Times:

\$ 35,520.00

Substantial Completion: _____ days;

If the change involves an increase, the estimated amount is not to be exceeded without further authorization.

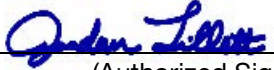
Ready for final payment: _____ days.
If the change involves an increase, the estimated times are not to be exceeded without further authorization.

RECOMMENDED:

AUTHORIZED:

Welch Comer Engineers

ENGINEER

By: 
(Authorized Signature)

Date: 9/17/2025

OWNER

By: _____
(Authorized Signature)

Date: _____

Welch Comer & Associates v 330 E. Lakeside Ave., Ste. 101 v Coeur d'Alene, ID 83814 / (208) 664-9382 Fax: (208) 664-5946 /
--

From: [Jordan Tillett](#)
To: [Lina Turner](#)
Subject: FW: Request for change order [Filed 15 Sep 2025 12:25]
Date: Monday, September 15, 2025 11:36:00 AM

Lina,

Our survey team conducted a drone flight over the site on Friday to validate the basis of the change order request. After comparing the surface data, it appears that the request is warranted.

Please let me know if you need any additional details or supporting documentation.

From: Koby Murphree <northwestlandworks@gmail.com>
Sent: Monday, September 8, 2025 4:12 PM
To: Jordan Tillett <jtillett@welchcomer.com>
Subject: Request for change order

Hi Jordan,

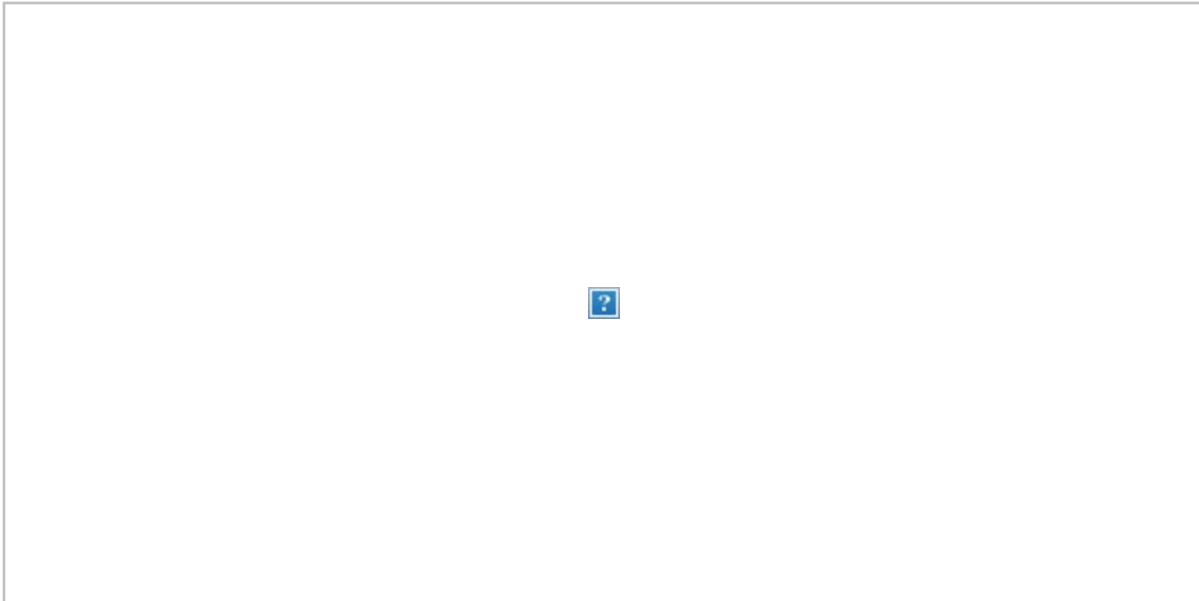
It has become apparent that we have an excess of material on site. We have accomplished finish grade elevations in all fill sections, but have a large section of the project still needed excavated. Based on preliminary calculations, I believe there to be an excess of around 2,366 pre excavated yards of structural material. Assuming a fluff factor of 25% we would have to deal with 2960 Yards. We are in the position of needing to come up with a viable solution as soon as possible to be able to keep the project moving forward. Either way the scope of work required to take care of this is outside the original contract scope. My recommendations are as follows.

1) Northwest Landworks takes the initiative to balance the site with the excess of materials. we would assume the responsibility of calculating the excess material amount, finding the solution to use the material onsite by elevating the finish surface to required elevation in order to balance. We have completed subgrade per plan from station 0+00-9+00. With this plan, we would be required to excavate extra materials from station 9+00-13+00, load said material into haul trucks, and place/compact material over designed FG to new FG. Our price to accomplish this, knowing we will likely have to rework materials to field fit the elevation changes, as well as spend time running calculations for cuts/fills, would be in the ball park of 12\$ per cubic yard equalling a lump sum of \$35,520.

2) Option 2 involves getting the entire project to subgrade with all extra material excavated and accounted for, then Stockpile at a location onsite. We would then export the material to a legal offsite dump location. Welch Comer would facilitate having

someone onsite to oversee the process and verify the quantities exported. This option would be based on a per yard basis billed on actual volume hauled off. Our Price per yard for this option would be \$23.31 or an estimated \$69,005.

Please let me know how you would like to proceed.



**CITY OF POST FALLS
AGENDA REPORT
NEW BUSINESS
MEETING DATE: 10/7/2025**

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: Robert Palus, City Engineer

SUBJECT: Transportation Master Plan - Contract Amendment #3

ITEM AND RECOMMENDED ACTION:

With approval, City Council Authorizes the Mayor to sign Contract Amendment Three (3) for the Transportation Master Plan.

DISCUSSION:

In April 2023, the City entered into a professional services agreement to update the Transportation Master Plan (2017). Work included the collection of traffic count data (2023), calibration of transportation model, updating growth projects, examining existing roadway conditions, projecting future roadway operations through 2045, identifying projects to address future capacity and facilitating public open houses and project meetings. The original scope of services was for a project cost of \$718,600 and included a "Management Reserve" line item to address potential changes during the project execution and additional analysis of selected roadway corridors or project alternatives. The "Management Reserve" has been expended through two (2) previous Contract Amendments. The first contract amendment (February 2025) was for additional costs from increased labor time in acquiring model data from outside sources and to reflect increased labor costs for the remainder of the project. The second contract amendment (June 2025) included additional services including two (2) days of public outreach at the Post Falls Festival.

Contract Amendment Three (3) is to cover costs associated with additional work in getting the future model to meet City growth projections and coordinate data with the Kootenai Metropolitan Planning Organization (KMPO) regional model. During initial modeling, staff discovered significant population and job placement discrepancies for future years between City projections and regional modeling efforts. City staff worked with the Consultants and KMPO to coordinate land uses in the local and regional model. Additional work efforts included several meetings between the Consultant, KMPO, City Staff and presentations to the Kootenai County Area Transportation Team (KCATT) and the KMPO Board. Contract Amendment Three (3) is for \$27,782. Staff recommends approval of the amendment as the work effort was necessary to provide a more accurate forecast of future impacts of growth on the transportation system at both a regional and local level. The work product will also be utilized in other modeling efforts by the City to verify future sewer capacities and updates to sewer modeling.

ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON:

April 18, 2023 - Professional Services Agreement (PSA) with JUB Engineer's Inc.

APPROVED OR DIRECTION GIVEN:

Authorized execution of agreement to proceed with the Transportation Master Plan

FISCAL IMPACT OR OTHER SOURCE OF FUNDING:

\$27,782.00

BUDGET CODE:

037-431.0000.80290 Steet Impact Fees

ATTACHMENTS:

1. PFTMP_Amend3_JUB_Scope_and_Fee_2025-09-04



Dated: 9/4/2025

City of Post Falls

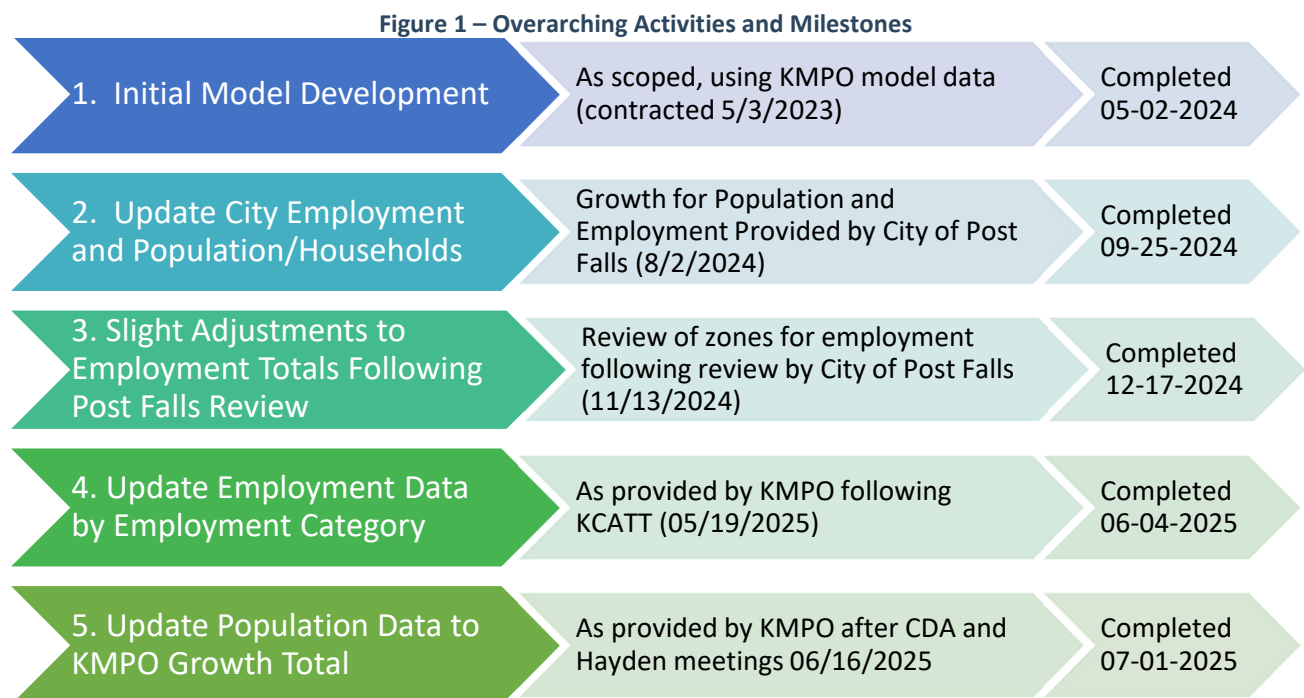
Transportation Master Plan Update – Future Year Land Use Background Conditions

The purpose of this letter is to document the additional scope of work that was required to develop interim and future year land use inputs, in coordination with the City of Post Falls. This is a summary letter describing the full scope of work for the model development that has been expended to date required to develop the final accepted land use inputs for the approved City of Post Falls travel demand model. This letter is to document the out-of-scope work that was required to complete the land use development activities, which were not in the original contract scope of work.

**As a note, the model inputs have been fully approved by KMPO and KCATT as of July 2025.*

ACTIVITIES AND MILESTONES

The overall activities are included in the figure below, and detailed discussion is included in the next section of this letter.



SCOPE

The following scope of work was completed in the months of July 2024 through Juen 2025 to support this proposed amendment.

Task 5. Future Year No-Build Model Scenarios

1. Future Year No Build Model scenarios were developed for 2035 and 2045 utilizing the land use from the KMPO model (disaggregated to the updated Post Falls Zone structure). Model outputs from these years were also developed and submitted to JUB in May 2024.
2. During the development of the Transportation Impact Fee, it was observed by the City of Post Falls that the growth in Population and Employment in the KMPO model (from set 1 of data) did not match their

expectations for future year (2035 and 2045) growths. Growth by zone was provided by Post Falls and incorporated into an updated model. This model dataset, including plots and results for the Transportation Master Plan, were redeveloped and provided to JUB.

- In order to stay consistent with regional (KMPO) growth control totals, Iteris simply “moved” regional employment and populations from outside of Post Falls into Post Falls. This “move” was evenly distributed across the remainder of the region.
- 3. Upon review by the City of Post Falls, there were a handful of zones which the model likely was misrepresenting employment. These zones were reviewed on a conference call and the adjustments were approved by the City prior to developing final model files. These were completed on December 17, 2024.
 - *These model files were used to provide model data sets to Welch Comer for the traffic impact fee study for their continued use on the traffic impact fee study.*
- 4. At the request of KMPO, the project team (Iteris) presented the model to the KCATT meeting on May 19, 2025, in which most agencies were of agreement that the model was acceptable as developed. There was a request that the City of Hayden and the City of Coeur d’Alene were offered the opportunity to provide input. Upon their review with KMPO, it was determined that the simple adjustment of employment from the region would need to be adjusted. KMPO accepted many of the adjustments without modification, thus increasing regional control totals, and provided guidance on several other adjustments. Model data including plots, turning movement, and trip data, was provided to both JUB and Welch Comer for their use on their respective projects.
 - *These model files were used to provide model data sets to JUB to complete project activities on the transportation master plan.*
 - *A significant amount of this effort was related to presenting at the KCATT meeting, along with delivering figures and supporting the TMP.*
- 5. The final dataset was reviewed with KMPO to ensure that the growth in households in the City of Post Falls remained at 39,001, which did reduce the originally proposed City household growth between 2020 and 2045 by 772 households. These models (2035 and 2045) were completed and provided to KMPO in July 2025. Additionally, updated model outputs were provided to JUB.
 - *KMPO noted no additional requests for model modifications were expected.*

SCHEDULE

The described out-of-scope of work was completed as requested during the months of July 2024 through July 2025. At this point in time there is no additional out-of-scope work related to this activity anticipated in future months.

OUT-OF-SCOPE FEE SUMMARY

The fee for this letter proposal is split into three sections:

- Table 1 – July 2024 through September 2024 – Added to Original scope of work as Amendment #1.
- Table 2 – October 2024 through December 2024 – Billed in full, bringing Iteris percent billed to 100%, with one remaining “Build Scenario” task to be completed.
- Table 3 – January 2025 through July 2025 – Not billed, and additional Out-of-Scope work bringing the No Build scenario task to completion.

The effort from July to September 2024 is summarized in **Table 1** and includes data for **Bullet #2**. This work has been completed and billed to the project, and an amendment for the total \$7,540 was added to the Iteris contract (as Amendment #1).

Table 1 – Iteris’ Cost Estimate (July 2024 through September 2024)

TASK		Jennifer Emerson- Martin, PE	Jin Eo	Cameron McKeague	Project Accounting	TOTAL HOURS	ODC	TOTAL COST
		\$230	\$145	\$130	\$100			
Task 5	Future Year No-Build Scenarios	24.0	0.0	14.0	2.0	40.0		\$ 7,540
TOTAL		24.0	0.0	14.0	2.0	40.0		\$ 7,540

The effort from October 2024 to December 2024 is summarized in **Table 2** and includes data for **Bullet #3**. This work has been completed and billed to the project, and a total of \$11,785 was billed to the project through December 2024, bringing the Iteris effort up to the total contract (original plus amendment value).

Table 2 – Iteris’ Cost Estimate (October 2024 through December 2024)

TASK		Jennifer Emerson- Martin, PE	Jin Eo	Cameron McKeague	Project Accounting	TOTAL HOURS	ODC	TOTAL COST
		\$230	\$145	\$130	\$100			
Task 5	Future Year No-Build Scenarios	18.0	9.00	48.0	1.0	76.0		\$11,785
TOTAL		18.0	9.00	48.0	1.0	76.0		\$11,785

The effort from January 2025 to July 2025 is summarized in **Table 3** and includes data for **Bullets #4 and #5**. This work has been completed but not billed to the project and totals an amount of \$14,298 unbilled and out-of-scope work.

Table 3 – Iteris’ Cost Estimate (January 2025 through July 2025)

TASK		Jennifer Emerson- Martin, PE	Jin Eo	Cameron McKeague	Project Accounting	TOTAL HOURS	ODC	TOTAL COST
		\$230	\$145	\$130	\$100			
Task 5	Future Year No-Build Scenarios							
	January-June	32.5	0.5	9.0	1.0	43.0		\$8,818
	June-July	8.0	0.0	28.0	0.0	36.0		\$5,480
TOTAL		40.5	0.5	37.0	1.0	79.0		\$14,298

COST TO COMPLETE

In addition to the detailed effort related to the development of the future year no-build scenarios, Iteris does have a remaining task related to future year Build scenarios. The original scope of work assumed that this task will include up to three (3) sensitivity test scenarios and one (1) final project set for each of the future years, with a total of 14 total build scenario model runs. This revised cost to complete estimate includes four new build scenarios, as provided to JUB by the City of Post Falls on August 15, 2025. These four scenarios include:

1. System buildout with Updated Data – New baseline (no proposed ITD I-90 or Huetter Bypass Alternative)
2. New System Buildout with Huetter Bypass Alternative
3. New System Buildout with ITD I-90 Alternative B
4. New System Buildout with ITD I-90 Alternative B and Huetter Bypass Alternative

The deliverables for the task Iteris include the following:

- Plots of AM and PM peak hour V/C ratios for the City of Post Falls for the four (4) build scenarios

Table 4 summarizes the cost estimate required to complete a single future-year build scenarios, which totals \$1,790 per scenario.

Table 4 – Iteris' Cost Estimate For A Single Future Year Build Scenario

TASK		Jennifer Emerson-Martin, PE	Jin Eo	Cameron McKeague	Project Accounting	TOTAL HOURS	ODC	TOTAL COST
		\$230	\$145	\$130	\$100			
Task 6	Future Year Build Scenarios	2.0	2.0	8.0		12.0		\$1,790
TOTAL PER SCENARIO		2.0	2.0	8.0		12.0		\$1,790
TOTAL FOR 4 SCENARIOS		8.0	8.0	32.0		48.0		\$7,160

In summary, the total cost to complete would be inclusive of the data in **Table 3** and **Table 4**. In summary, the total cost to complete is \$21,458 (\$14,298 + \$7,160).

This letter proposal, as proposed, is subject to the successful negotiation of a mutually agreeable contract between Iteris and JUB Engineers.

**CITY OF POST FALLS
AGENDA REPORT
NEW BUSINESS
MEETING DATE: 10/7/2025**

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: Chris Gabbert, Deputy City Attorney

SUBJECT: Acceptance of County Deed to Centennial Trail Property

ITEM AND RECOMMENDED ACTION:

Staff recommends that the City Council authorize the Mayor to execute the attached County Deed, which transfers ownership of a 6.2-acre trail corridor from Kootenai County to the City of Post Falls.

DISCUSSION:

Kootenai County has approved the conveyance of a parcel of land consisting of Centennial Trail property to the City of Post Falls. This corridor parcel is located adjacent to the City's existing trail ownership and consists of approximately 6.228 acres, extending the City's ownership to McGuire Road.

The transfer supports the City's goal of expanding recreational connectivity and trail access along McGuire Road and surrounding subdivisions and will ensure continuity of trail maintenance, and enable formal planning and future enhancements.

The deed has been approved by the Kootenai County Board of Commissioners, and staff recommends that the City accept the conveyance and authorize the Mayor to sign the deed on behalf of the City.

No additional conditions or easements are imposed through this transaction, and the deed includes all appurtenant rights associated with the parcel. The associated Board of County Commissioners resolution authorizing the conveyance is included for reference.

ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON:

This item has not been previously reviewed by Council.

APPROVED OR DIRECTION GIVEN:

N/A

FISCAL IMPACT OR OTHER SOURCE OF FUNDING:

There is no acquisition cost to the City for this parcel. However, staff anticipates that extending services approximately half a mile beyond the current trail system will result in ongoing maintenance costs. These future expenses would likely include surfacing, snow removal, and vegetation management. While specific costs will vary based on conditions and seasonal factors, staff expects annual costs to be consistent with other similarly maintained trail segments.

BUDGET CODE:

N/A

ATTACHMENTS:

1. BOCC Resolution - 9-12-2025 (002)
2. County Deed for Trail Parcel (revised)

RESOLUTION NO. 2025-76
Transfer of Centennial Trail Property to the City of Post Falls

WHEREAS, Kootenai County currently owns certain portions of the North Idaho Centennial Trail (“Centennial Trail”), which runs from the Washington state line to Higgins Point, southeast of Coeur d’Alene; and

WHEREAS, the Kootenai County Board of Commissioners has received a request from the City of Post Falls to transfer a portion of the Centennial Trail to the City which lies adjacent to real property which has been recently annexed into the City; and

WHEREAS, the portion of the Centennial Trail to be transferred is legally described in **Exhibit “A”** to this Resolution, and is depicted in **Exhibit “B”** to this Resolution; and

WHEREAS, this transfer would be in the public interest because it would enable the City of Post Falls to administer the subject property since it is adjacent to property recently annexed into the City; and

WHEREAS, the subject property will continue to be used as a portion of the Centennial Trail after this transfer occurs;

NOW THEREFORE, BE IT HEREBY RESOLVED that the Kootenai County Board of Commissioners hereby approves the transfer of the real property described in **Exhibit “A”** hereto, and depicted in **Exhibit “B”** hereto, to the City of Post Falls.

BE IT FURTHER RESOLVED that the quitclaim deed implementing this transfer be recorded upon execution by the Board and acceptance by the City of Post Falls.

Upon a motion to adopt the text of the foregoing Resolution made by Commissioner Duncan, and seconded by Commissioner Eberlein, the following vote was recorded:

Commissioner Eberlein:	Aye
Commissioner Duncan:	Aye
Chairman Mattare:	Aye

Upon said roll call, the text of the foregoing was duly enacted as a Resolution of the Board of County Commissioners of Kootenai County, Idaho, on the 23rd day of September, 2025.

[signature page follows]

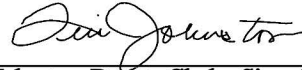
**KOOTENAI COUNTY
BOARD OF COMMISSIONERS**

**ATTEST:
JENNIFER LOCKE, CLERK**



Bruce E. Mattare, Commissioner - Signed 9/23/2025

By:



Teri Johnston, Deputy Clerk - Signed 9/23/2025



Leslie Duncan, Commissioner - Signed 9/23/2025



Marc Eberlein, Commissioner - Signed 9/23/2025



C: BOCC, Prosecuting Attorney (Civil Division), Resolution File

**RESOLUTION RE: TRANSFER OF CENTENNIAL TRAIL
PROPERTY TO THE CITY OF POST FALLS – 2**

Exhibit A

Legal Description of Subject Property

Kootenai County Parcel Number: 50N05W-04-4300 (AIN 162216)
No street address assigned

That portion of the abandoned Chicago Milwaukee St. Paul Railroad right of way lying in the Northwest quarter of Section 4, Township 50 North, Range 5 West, Boise Meridian, Kootenai County, Idaho, as shown on sheets 204B and 204C of that certain survey recorded as Book 30, Page 204, Records of Kootenai County, Idaho, and being more particularly described as follows:

Commencing at the North quarter corner of said section 4, from which the Northwest section corner bears N 88°56'57" West, a distance of 2644.28 feet;

Thence S 1°05'11" W along the East line of said Northwest quarter, a distance of 1703.07 feet, to a 5/8 inch rebar with no cap set for the Northeast corner of lot 15, Block 1 of McGuire Estates. Said point being on the South right of way of said abandoned railroad right of way, and being the TRUE POINT OF BEGINNING of the following described parcel;

Thence along said East line of the Northwest quarter, N 1°05'11" E, a distance of 105.91 feet, to a point on the Northern right of way of said abandoned railroad right of way;

Thence along said right of way, S 71°53'39" W, a distance of 1164.00 feet, to the point of curvature of a non-tangent curve concave to the North. Said curve having a radius of 5680.00 feet, a delta angle of 2°23'08", and a chord bearing S73°05'13"W, a distance of 236.48 feet;

Thence along said curve, a distance of 236.50 feet, to a point on the line common to Government lots 2 and 3 of said Section 4;

Thence along said Government lot line, N 1°20'02" E, a distance of 20.92 feet, to a point of curvature of a non-tangent curve concave to the North. Said curve having a radius of 5660.00, a delta of 7°10'23", and a chord bearing S 77°48'15" W, a distance of 708.14 feet;

Thence leaving said Government lot line and following said curve a distance of 708.60 feet, to a point of tangency;

Thence S 81°23'27" W, a distance of 609.19 feet, to a 5/8 inch rebar with a yellow plastic cap marked "PLS 12463", at the intersection of the North line of said Right of way, and the East right of way line of McGuire Road;

Thence along said East right of way of McGuire Road, S 0°56'59" W, a distance of 101.46, to a 5/8 inch rebar with a yellow plastic cap marked "PLS 12463", at the intersection of the South line of said abandoned railroad right of way and the North boundary of the Plat

of McGuire Estates, as recorded in Book E of plats, Page 217, Records of Kootenai County, Idaho;

Thence along said North boundary of the Plat of McGuire Estates the following six courses:

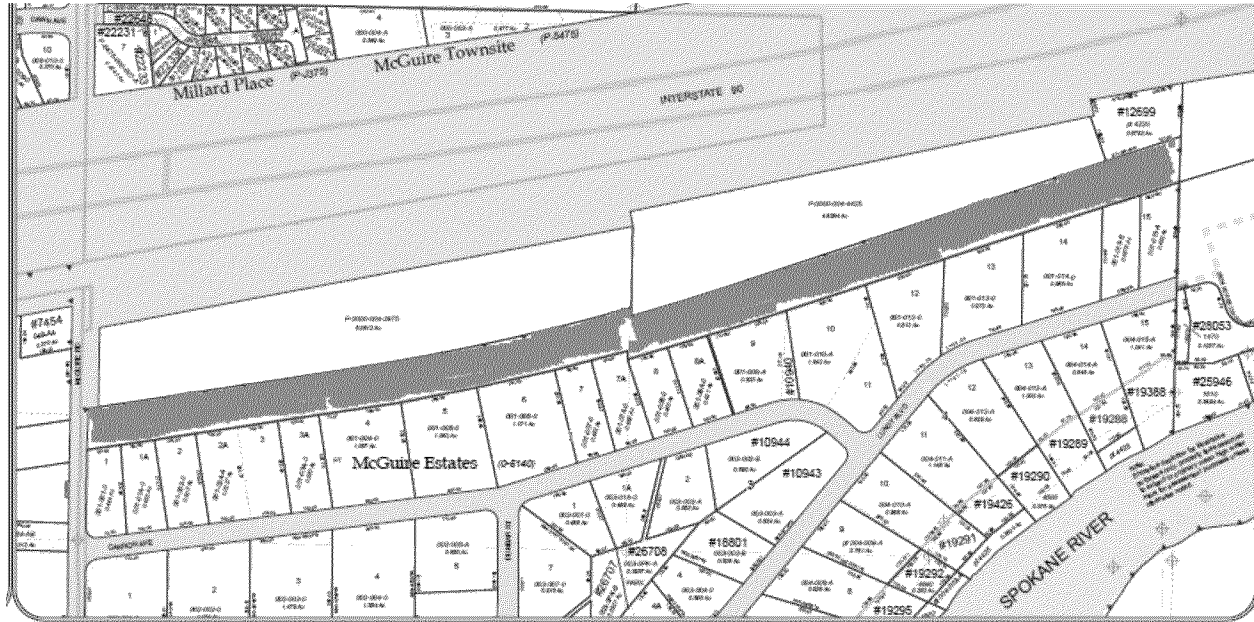
- 1) N81°23'27" E, a distance of 626.03 feet, to the point of curvature of a curve concave to the North. Said curve having a radius of 5760.00 feet, a delta angle of 6°52'01", and a chord bearing N 77°57'26" E, 689.94 feet;
- 2) Thence along said curve, a distance of 690.35, to a point intersecting said line common to Government lots 3 and 4;
- 3) Thence along said Government lot line, S 1°20'02" W, a distance of 20.91 feet;
- 4) Thence leaving said Government lot line, N 73°12'56" E, a distance of 274.21 feet;
- 5) Thence N 71°46'02" E, a distance of 126.37 feet;
- 6) Thence N 71°53'39" E, a distance of 999.82 feet, to the TRUE POINT OF BEGINNING, and the terminus of this described parcel.

LESS any portions having been conveyed as right of way.

Said parcel contains 271,280.23 square feet, or 6.228 acres, more or less.

Exhibit B

Depiction of Subject Property



County Deed

Parcel Number: 50N05W044300 AIN: 162216

Grantor, KOOTENAI COUNTY, a political subdivision of the State of Idaho, for good and valuable consideration received, does hereby grant, convey and transfer unto the CITY OF POST FALLS, a municipal corporation organized and existing pursuant to the laws of the State of Idaho, with a mailing address of 408 N. Spokane Street, Post Falls, ID 83854, (hereafter the “Grantee”), and to the Grantee’s successors and assigns forever, all right, title and interest in the real property described in **Exhibit A** attached and incorporated herein; together with all tenements, hereditaments and appurtenances belonging thereto.

Dated this ____ day of _____, 2025.

KOOTENAI COUNTY BOARD OF COMMISSIONERS

Bruce Mattare, Chair

ATTEST: Clerk of the District Court

Deputy Clerk

STATE OF IDAHO)
County of Kootenai)

On this ____ day of _____, 2025, before me the undersigned, a Notary Public for the State of Idaho, personally appeared **Bruce Mattare** known or identified to me to be the Chair of the Kootenai County Board of Commissioners and signed the foregoing instrument in his official capacity, and acknowledge to be that he executed the same. WITNESS my signature and official seal.

Notary Public for the State of Idaho
Residing in Kootenai County
Commission Expires: _____

Accepted by: CITY OF POST FALLS

By: _____

Ronald G. Jacobson, Mayor

Attest: _____

Shannon Howard, City Clerk

STATE OF IDAHO)

County of Kootenai)

On this _____ day of _____, 2025, before me, a Notary for the State of Idaho, personally appeared **Ronald G. Jacobson and Shannon Howard**, known or identified to me to be the **Mayor** and **City Clerk**, respectively of the City of Post Falls, Kootenai County, Idaho, executing the herein instrument, and acknowledged to me that such City of Post Falls executed the same.

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

Notary Public for the State of Idaho
Residing in Kootenai County
Commission Expires: _____

Exhibit A

Kootenai County Parcel Number: 50N05W044300

That portion of the abandoned Chicago Milwaukee St. Paul Railroad right of way lying in the Northwest quarter of Section 4, Township 50 North, Range 5 West, Boise Meridian, Kootenai County, Idaho, as shown on sheets 204B and 204C of that certain survey recorded as Book 30, Page 204, Records of Kootenai County, Idaho, and being more particularly described as follows;

Commencing at the North quarter corner of said section 4, from which the Northwest section corner bears N 88°56'57" West, a distance of 2644.28 feet;

Thence S 1°05'11" W along the East line of said Northwest quarter, a distance of 1703.07 feet, to a 5/8 inch rebar with no cap set for the Northeast corner of lot 15, Block 1 of McGuire Estates. Said point being on the South right of way of said abandoned railroad right of way, and being the **TRUE POINT OF BEGINNING** of the following described parcel;

Thence along said East line of the Northwest quarter, N 1°05'11" E, a distance of 105.91 feet, to a point on the Northern right of way of said abandoned railroad right of way;

Thence along said right of way, S 71°53'39" W, a distance of 1164.00 feet, to the point of curvature of a non tangent curve concave to the North. Said curve having a radius of 5680.00 feet, a delta angle of 2°23'08", and a chord bearing S73°05'13"W, a distance of 236.48 feet;

Thence along said curve, a distance of 236.50 feet, to a point on the line common to Government lots 2 and 3 of said Section 4;

Thence along said Government lot line, N 1°20'02" E, a distance of 20.92 feet, to a point of curvature of a non tangent curve concave to the North. Said curve having a radius of 5660.00, a delta of 7°10'23", and a chord bearing S 77°48'15" W, a distance of 708.14 feet;

Thence leaving said Government lot line and following said curve a distance of 708.60 feet, to a point of tangency;

Thence S 81°23'27" W, a distance of 609.19 feet, to a 5/8 inch rebar with a yellow plastic cap marked "PLS 12463", at the intersection of the North line of said Right of way, and the East right of way line of McGuire Road;

Thence along said East right of way of McGuire Road, S 0°56'59" W, a distance of 101.46, to a 5/8 inch rebar with a yellow plastic cap marked "PLS 12463", at the intersection of the South line of said abandoned railroad right of way and the North boundary of the Plat of McGuire Estates, as recorded in Book E of plats, Page 217, Records of Kootenai County, Idaho;

Thence along said North boundary of the Plat of McGuire Estates the following six courses:

- 1) N81°23'27" E, a distance of 626.03 feet, to the point of curvature of a curve concave to the North. Said curve having a radius of 5760.00 feet, a delta angle of 6°52'01", and a chord bearing N 77°57'26" E, 689.94 feet;
- 2) Thence along said curve, a distance of 690.35, to a point intersecting said line common to Government lots 3 and 4;
- 3) Thence along said Government lot line, S 1°20'02" W, a distance of 20.91 feet;
- 4) Thence leaving said Government lot line, N 73°12'56" E, a distance of 274.21 feet;
- 5) Thence N 71°46'02" E, a distance of 126.37 feet;
- 6) Thence N 71°53'39" E, a distance of 999.82 feet, to the **TRUE POINT OF BEGINNING**, and the terminus of this described parcel.

LESS any portions having been conveyed as right of way.

Said parcel contains 271,280.23 square feet, or 6.228 acres, more or less.

**CITY OF POST FALLS
AGENDA REPORT
ADMINISTRATIVE / STAFF REPORTS
MEETING DATE: 10/7/2025**

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: Bryan Myers, Park Manager

SUBJECT: Parks and Urban Forestry Asset Management and Computerized Maintenance Management Software Implementation Update

ITEM AND RECOMMENDED ACTION:

No action requested, information only.

DISCUSSION:

Staff will provide an update on our Parks Asset Management and Brightly Asset Essentials Computerized Maintenance Management System (CMMS), as we conclude our second year of use. This presentation outlines how the system improves operational efficiency and asset management by streamlining work orders, tasks, and preventive maintenance scheduling. Building on this foundation, Strategic Asset Management (SAM) and the software's built-in Predictor tool will help the department analyze budget impacts, treatments, and current conditions to optimize outcomes. As we move into the next phase of implementation, we hope to leverage this data to communicate the required funding for exceptional service delivery, anticipated asset conditions when priorities shift, and budget projections over 5, 10, and 20 years based on specific level of service expectations and prioritized budget. Aligned with our mission to deliver exceptional parks and services, the report explores service level consistency, asset aging, and the maintenance-capital cycle. It highlights the initial benefits of the CMMS, advancing toward deeper reporting and analytics to support data-informed budgeting for future park services in Post Falls.

ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON:

N/A

APPROVED OR DIRECTION GIVEN:

N/A

FISCAL IMPACT OR OTHER SOURCE OF FUNDING:

N/A

BUDGET CODE:

N/A

ATTACHMENTS:

1. Parks Asset Management Software Staff Report 10072025.1

Parks Asset Management & Computerized Maintenance Management System Staff Report

Bryan Myers, Parks Manager
Parks & Recreation Department
10/7/2025



**Asset Management
Overview**

**Asset Essentials
CMMS**

**Reporting and
Capital Predictor**

Asset Management

establishes the ability to track, manage and maintain assets associated with facilities or infrastructure to keep them operational.

Strategic Asset Management

helps us understand where labor and budget resources are being spent to optimize operations.



Asset Management Overview

Asset Tracking and
Condition Reporting

Asset Essentials CMMS

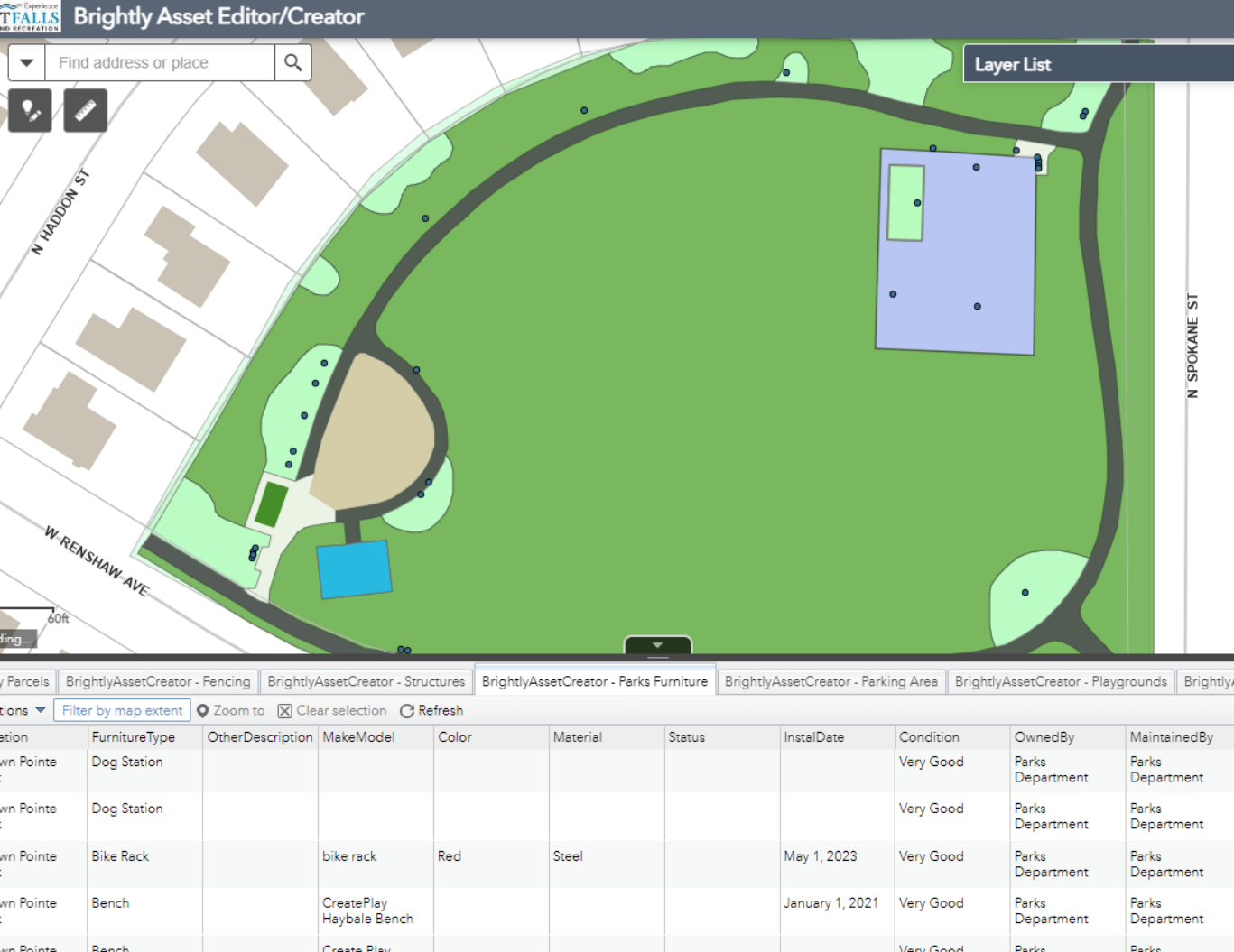
Streamline work orders and tasks

Plan and schedule preventive
maintenance

Reporting and Capital Predictor

360-degree view of
operations

Data Informed Budget
Decision that protect your
assets for the long-term



Asset Inventory

What assets do we own/maintain?

Where are those items located?

What condition are they in?

What is the current replacement value of these assets?

What is the life expectancy of the asset?



Asset Management Overview

Asset Tracking and
Condition Reporting

Asset Essentials CMMS

Streamline Work
Orders and Tasks

Plan and Schedule
Preventive
Maintenance

Reporting and Capital Predictor

360-degree view of
operations

Data Informed Budget
Decision that protect your
assets for the long-term

Work Order Summary

Total # of Work Orders

5,352

Total # of Reactive Orders

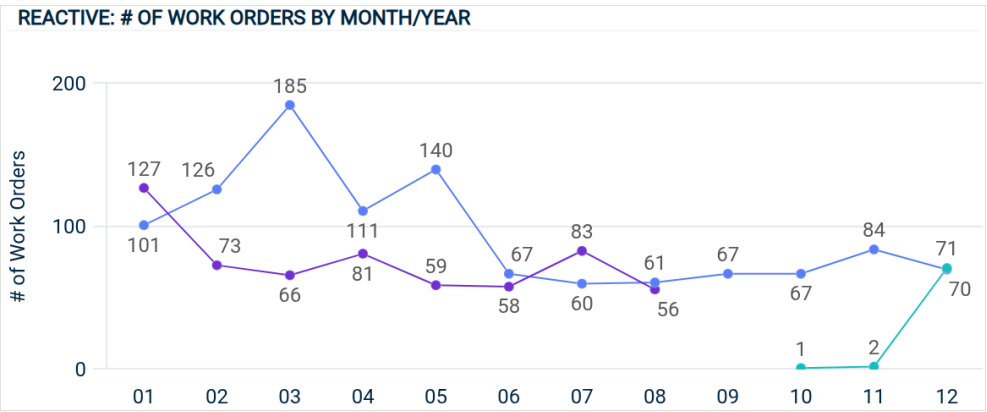
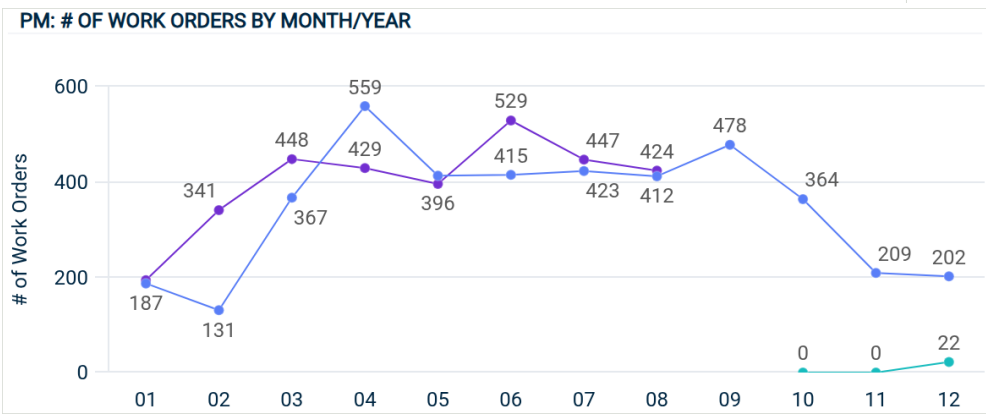
891

of PMs

4,461

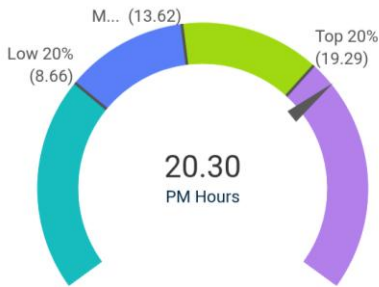
Ratio of PM to Reactive

82.0%

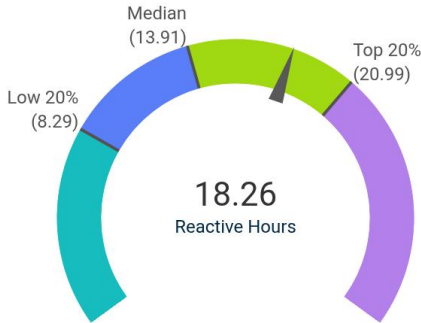


Work Order Summary

PM: # OF WORK ORDER HOURS PER WEEK: YEAR/MONTH
AVG # of Work Order Hours Per Week and Maintenance User



REACTIVE: # OF WORK ORDER HOURS PER WEEK: YEAR/MONTH
AVG # of Work Order Hours Per Week and Maintenance User



WORK ORDER COSTS BY WORK CATEGORY

2024 Calendar Year



Chart only displays data where Work Category is not missing.



Asset Management Overview

Asset Tracking and
Condition Reporting

Asset Essentials CMMS

Streamline Work
Orders and Tasks

Plan and Schedule
Preventive
Maintenance

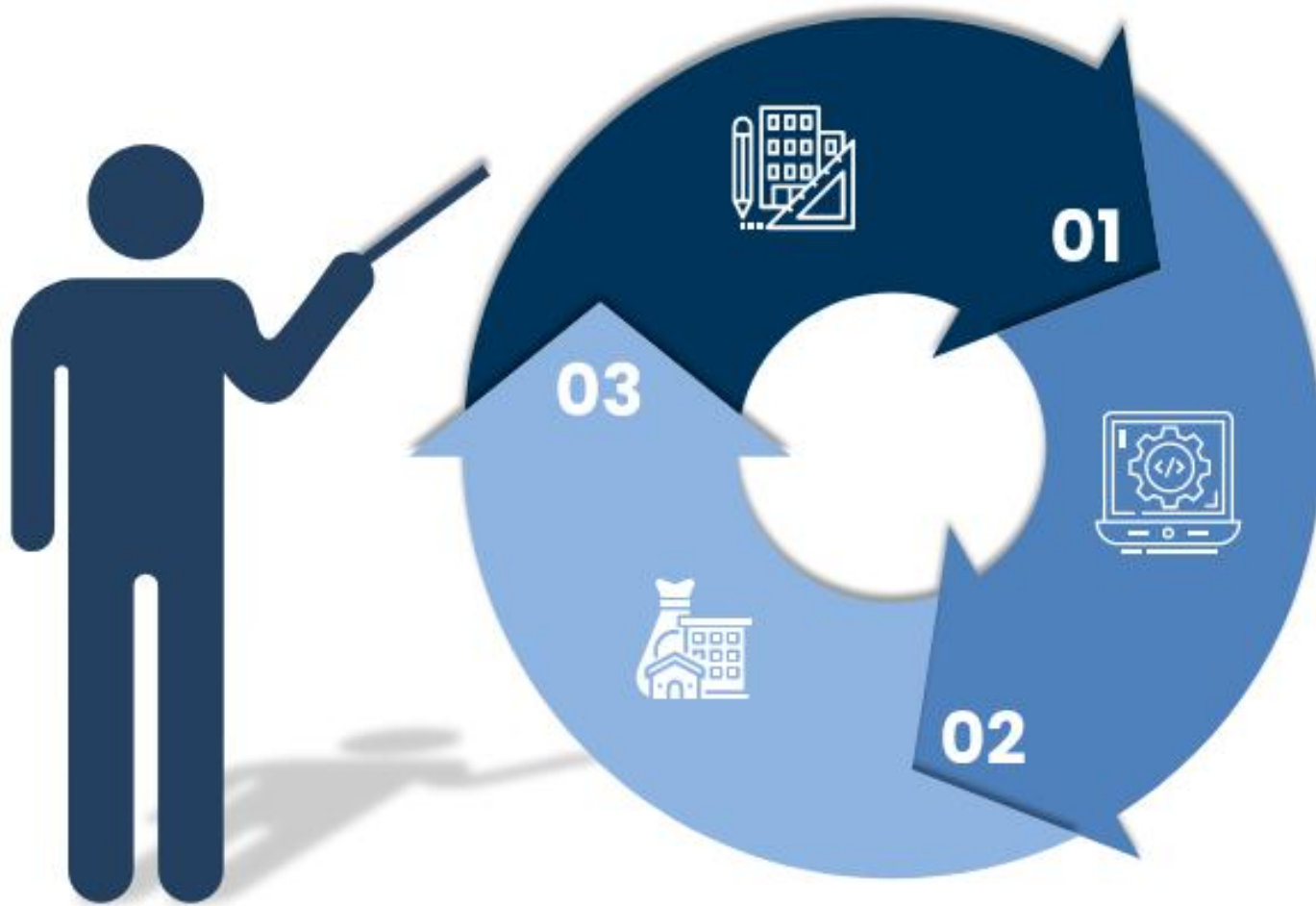
Reporting and Capital Predictor

360-degree view of
operations

Data Informed
Decisions that
protect our assets for
the long-term

MAINTENANCE & CAPITAL INTERRELATIONSHIP

CRITICAL FOR THE LONG-TERM VIABILITY AND PRESERVATION OF OUR PHYSICAL INFRASTRUCTURE

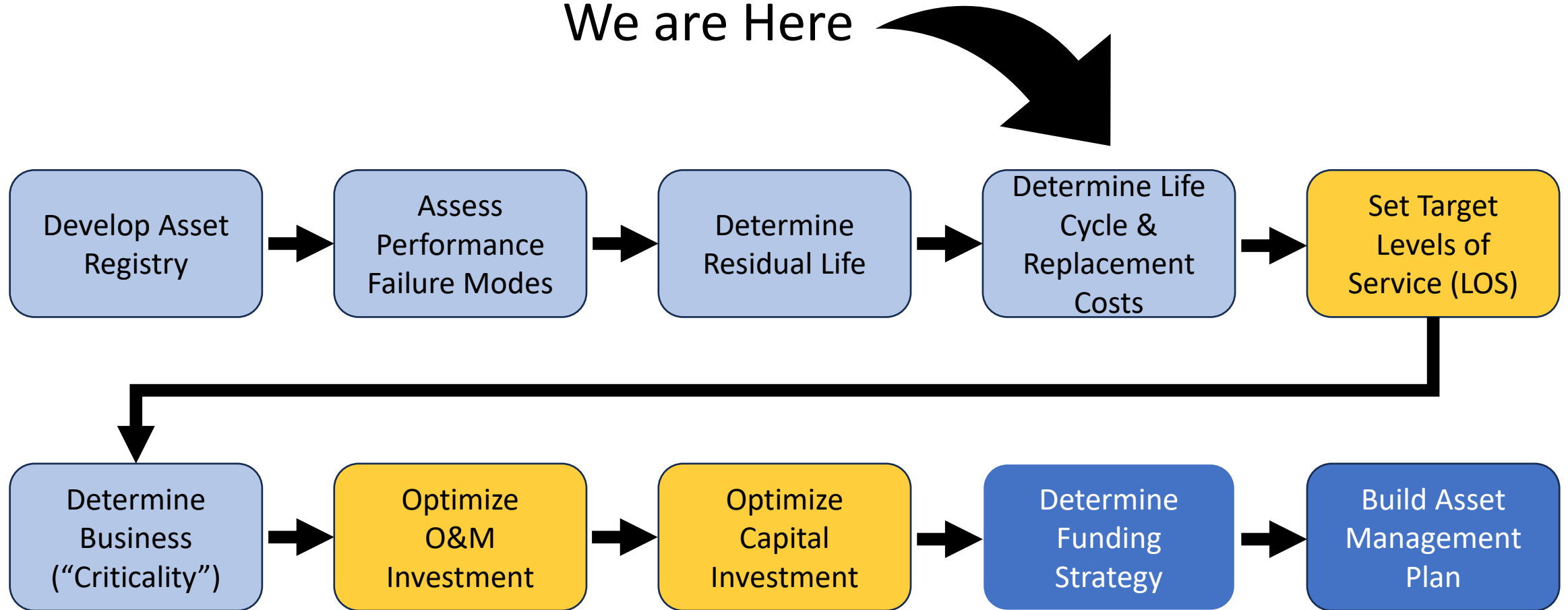


01 Capital Project

02 Maintenance Program

03 Capital Renewal

We are Here



Adapted from U.S.EPA 2002 Ten-Step Asset Management Process Utilized in SIMPLE

Service Level

- When does something in a park fall below exceptional?
- Is that the same definition within every park?
- How does this expectation change as things get older?

Mission Statement

To provide exceptional parks, services, facilities and recreational opportunities to our customers and the citizens of Post Falls.

Outputs of Strategic Asset Management (SAM)

Based on our budget, treatments and current condition-Strategic Asset Management aims to achieve the optimal outcome based on the given constraints.

Questions we aim to answer with SAM

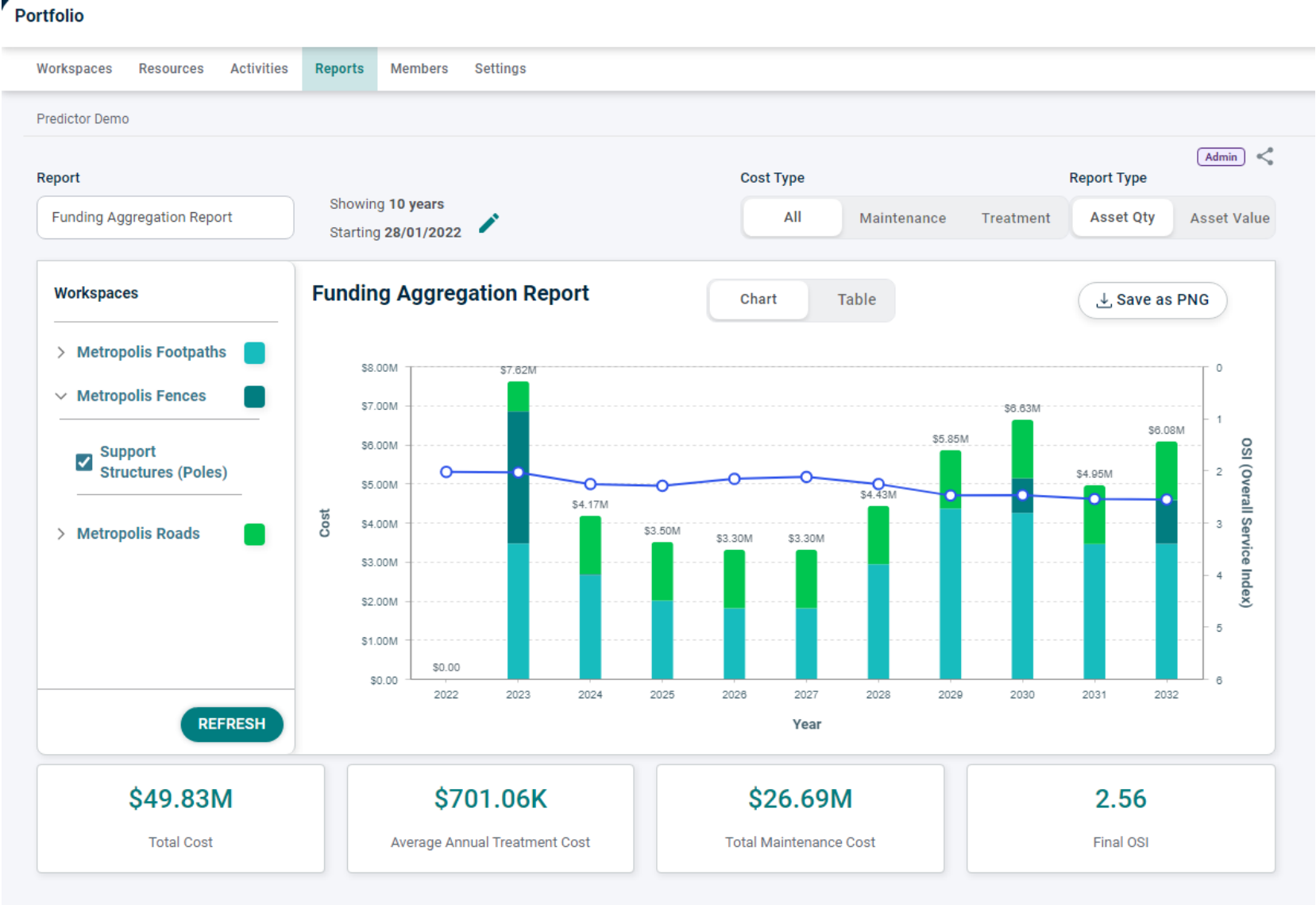
What is the LEAST amount of money I can expend to keep this facility at desired service level?

When my priorities or constraints change, how do we anticipate this changing the future condition of the assets?

What condition do I expect my assets to be in 5 years if my budget is X ?

Smarter Reporting & Analytics

Example Long Range Planning Model



A stylized map background with various colored regions: a large green area, a grey area in the top left, a brown area in the bottom left, and a blue area in the top right. There are also several small black dots scattered across the map.

Thank You Questions

CITY OF POST FALLS
AGENDA REPORT
ADMINISTRATIVE / STAFF REPORTS
MEETING DATE: 10/7/2025

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: Field Herrington, City Attorney

SUBJECT: Recovery of Withheld Taxpayer Funds

ITEM AND RECOMMENDED ACTION:

Staff requests that the City Council receive this report on the recovery of withheld penalties and interest from delinquent property tax payments.

DISCUSSION:

In July 2022, the Kootenai County Treasurer announced that, beginning October 2022, the County would withhold late charges and interest on delinquent property taxes instead of distributing them to taxing districts as required by Idaho law. This marked a departure from long-standing practice across most Idaho counties.

As a result, cities, schools, fire districts, and highway districts throughout Kootenai County were negatively affected. For Post Falls, this withholding deprived the City of access to funds lawfully owed to it.

Impact of County's Decision:

The County's withholding amounted to nearly \$2 million across all taxing districts. Cities and school districts bore the most significant portion of this loss, while fire and highway districts were also significantly impacted.

For Post Falls specifically, the withheld amount totaled \$126,590 in principal.

Judicial Action:

The Cities of Post Falls and Coeur d'Alene led a legal challenge joined by other affected districts. District Court and subsequent rulings affirmed that:

- Idaho Code requires penalties, interest, and costs to be apportioned to taxing districts, not retained by the County.
- Judge Christensen (2023) stated: "The County is required to distribute to the taxing districts their proportionate share of interest, costs, and fees collected with delinquent taxes levied on behalf of the taxing districts."
- The Supreme Court Stated: "The County argues that section 63-1015 is ambiguous ... We disagree." and "The County spends much of its brief discussing collection costs ... To the extent the County and amici ask this Court to effectively rewrite the operative statutes to reflect their preferred public policy positions, we decline this invitation."

Recovery for Post Falls:

Principal recovered: \$126,590

With accrued interest, costs, and attorney fees, approximately \$179,700 in total to the City.

Monthly payments from the County have resumed, consistent with pre-October 2022 practices.

Looking Forward:

While the courts upheld the City's position, forthcoming legislation is anticipated that could alter the statutory framework. If adopted, this would permanently redirect these revenues away from cities, schools, and other districts into county coffers.

Staff anticipates that continued partnership with neighboring cities, schools, and special districts will be necessary to defend against these legislative changes.

Message to the Public:

Post Falls defended its taxpayers' dollars against an unlawful county policy.

Nearly \$179,700 has been recovered.

The City remains vigilant and ready to protect residents from future legislative attempts to divert these revenues.

ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON:

This issue has been reported through prior legal updates and intergovernmental discussions.

APPROVED OR DIRECTION GIVEN:

The Council previously directed staff to pursue legal remedies and coordinate with other governments.

FISCAL IMPACT OR OTHER SOURCE OF FUNDING:

The City has recovered approximately \$126,590 in taxpayer funds. Ongoing distribution of penalties and interest payments has resumed. Future legislative action could impact these revenues.

BUDGET CODE:**ATTACHMENTS:**

1. Staff Report PPT to Council

Recovery of Withheld Taxpayer Funds

Field Herrington
City Attorney
October 7, 2025



Background

- In July 2022, the Kootenai County Treasurer announced that beginning October 2022, the County would withhold late charges and interest on delinquent property taxes instead of distributing them to the taxing districts as required by law.
- This unilateral action contradicted long-standing practice across most Idaho counties.
- Cities, schools, fire districts, and highway districts across Kootenai County were affected, losing access to funds lawfully owed to them.

Impact of County's Decision

- Kootenai County's withholding amounted to about \$500,000 annually across all taxing districts.
- For Post Falls specifically, the County withheld nearly \$126,590 in principal from our taxpayers delinquent payments.
- The cities and other taxing districts attempted to explain the state of the law and sought to have the county withdraw the change and resolve this matter without judicial intervention.
- The County did not change course leaving no choice but for the taxing districts to pursue judicial action.

Judicial Action

- The Cities of Post Falls and Coeur d'Alene filed a judicial challenge, along with several highway districts. The two cases were combined into one.
- The District Court found in favor of the Cities and Taxing Districts finding it clear that, **Idaho Code requires penalties, interest, and costs to be apportioned to taxing districts, not kept by the County.**
- **Judge Christensen (2023):** *“The County is required to distribute to the taxing districts their proportionate share of interest, costs, and fees collected with delinquent taxes levied on behalf of the taxing districts.”*

The Supreme Court

- The County, undeterred from a loss at the district court, decided to expend more taxpayer funds seeking an appeal to the Supreme Court.
- The Court **unanimously affirmed the district court's decision** that Kootenai County must distribute penalties and interest from delinquent property taxes to cities, school districts, and other taxing districts in proportion to their levies, not retain the funds itself.

Key Points from the Supreme Court

- **Plain Language of the Statutes:** Emphasized that Idaho Code §§ 63-1007 and 63-1015 *clearly* require all amounts paid to redeem a delinquency, including late charges and interest, to be apportioned just like property taxes. The County's attempt to argue ambiguity was rejected: "The amount paid includes interest and late charges ... [which] are to be apportioned in the same manner as property taxes."
- **Counties Are Agents, Not Beneficiaries:** Reiterated long-standing precedent that counties act only as agents when collecting taxes for other districts. The funds belong to the taxing entities, not the county.
- **Collection Costs Carve-Out:** Agreed that counties may recover their actual, documented costs of collection under I.C. § 63-1314. But beyond that, they may not keep penalties and interest simply to "make themselves whole." If the law is thought inadequate, the remedy lies with the Legislature.
- **Attorney Fees and Costs:** The County was ordered to pay attorney fees and costs at both the district and appellate levels under I.C. § 12-117(4), which mandates fee-shifting in disputes between governmental entities. The Court declined to graft in any "reasonableness" exception, signaling a clear deterrent against counties pursuing similar retention schemes.

Implications for Post Falls

- **Validation:** The Supreme Court vindicated the City's position, confirming that Post Falls (and others) were always entitled to their proportionate share. Post Falls defended its taxpayers' dollars against an unlawful county policy.
- **Financial Relief:** With the judgment affirmed, the City has recovered \$126,590 in principal and \$20,924 in interest for a total of about **\$147,500**. Monthly distributions have also resumed.
- **Legislative Warning:** The opinion explicitly noted that if counties feel disadvantaged, their remedy is to pursue legislation, which foreshadows a renewed push in the 2026 legislative session.

Questions?

**CITY OF POST FALLS
AGENDA REPORT
ADMINISTRATIVE / STAFF REPORTS
MEETING DATE: 10/7/2025**

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM:
SUBJECT: Parks and Recreation Director Recruitment Update

ITEM AND RECOMMENDED ACTION:

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DISCUSSION:

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ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON:

APPROVED OR DIRECTION GIVEN:

FISCAL IMPACT OR OTHER SOURCE OF FUNDING:

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BUDGET CODE:

ATTACHMENTS:

None