



**CITY COUNCIL
MEETING AGENDA**

**January 20, 2026
6:00 PM**

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

1. WORKSHOP – 5:00 pm 2nd Floor Conference Room

- a. Personnel Policy

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 WESTLUND

PLEDGE OF ALLEGIANCE

ROLL CALL OF CITY COUNCIL MEMBERS

Samantha Steigleder, Aaron Plew, Joe Malloy, Nathan Ziegler, Jack Mosby, Marc Lucca

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

- a. Proclamation - America 250-ID Celebrations in Post Falls, Idaho

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.

2. 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 – January 6, 2026, City Council Meeting
- b. Payables 01/07/2026 - 01/20/2026
- c. November Cash and Investments
- d. Westfork Townhomes Subdivision Final Plat Approval
- e. Killdeer Meadows Subdivision Final Plat Approval

3. 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:

4. UNFINISHED BUSINESS/RETURNING ORDINANCES AND RESOLUTIONS

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

ACTION ITEMS:

- a. Engineering and Design Services Agreement with Welch Comer Engineers for The Fisher Lift Station Project

5. 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. K-9 Agreement for Det. Jason Cope and Electronic Storage Detection Dog Uno

6. 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.

7. 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.

8. 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.

9. 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(d) To consider records that are exempt from disclosure as provided in chapter 1, title 74, Idaho Code

RETURN TO REGULAR SESSION

10. CONTINUED NEW BUSINESS

ACTION ITEMS:

- a. Consideration of Adding Invocation to City Council Agendas

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 Randy Westlund

Councilors: Samantha Steigleder, Aaron Plew, Joe Malloy, Nathan Ziegler, Jack Mosby, Marc Lucca

Mission
Building Community.

2026 Personnel Policy Update

Field Herrington
City Attorney – Legal Services Director
January 20, 2026

Purpose

- Continuous Improvement
- Employee Clarity and Consistency
- New Policies Added
- Provide clear expectations for consistency and accountability

For-Cause, Probation, & Due Process

- **Employment Standard:** The City's **for-cause employment** policy (post-probation) remains in effect.
- **Probationary Period = At-Will:** New hires “at-will” during their probation, meaning either the City or the employee may end employment at any time, with or without cause (except unlawful reasons). This initial period tests fit and performance.
- **Due Process in Terminations:** Policy provides that non-probationary employees are afforded due process before any termination. Employees will receive notice of the reasons and an opportunity to respond or be heard prior to a final termination decision. If an allegation is made that could damage the employee's reputation (e.g. claims of dishonesty or misconduct), the employee may request a name-clearing hearing to present their side and preserve their reputation.

Pay Scale Adjustments & Differentials

On-Call & Shift Pay Indexed: A noteworthy update is that any general **scale increase will also apply to** on-call rates and shift differentials. In other words, when the pay scales are adjusted for COLA, the hourly rates for on-call compensation and the additional pay for second/third shifts **increase by the same percentage.** This ensures that employees who take on extra duty (being on-call) or who work less desirable hours (night shifts) don't see their differential erode with inflation. It keeps those incentives aligned with overall wage growth, maintaining their value.

Level Progression & “Senior” Positions

- **Structured Advancement Paths**
- **Approval and Criteria**
- **Budgeting and Oversight**
- **Not for Regular Turnover**

Innovation Incentive Program

- **Encouraging Employee Innovation:** Tap into employee ideas for improving the City. Provides a structured way for employees to propose practical innovations and potentially be rewarded for successful ideas.
- **Submissions:** Employees or Small teams, up to two ideas a year.
- **Review:** Department head review then evaluation by Compensation Committee
- **Awards:** Up to \$1,500 or formal recognition (discretionary and subject to budget availability).

Holiday Schedule Change

- **Columbus Day Added:** Second Monday in October, an official paid holiday. City offices will be closed, and employees will have a holiday on that day.
- **Juneteenth Removed:** June 19th will no longer be observed as a city holiday. The total number of paid holidays remains the same; essentially, Columbus Day is replacing Juneteenth on the calendar.
- **Alignment with local practice:** Columbus Day has historically been observed by various agencies and local institutions in Idaho, whereas Juneteenth (a newer federal holiday) was a more recent addition

Personal Relationships

- **Definitions:** Policy now clearly covers relationships that were not technically “dating” but created the same conflicts.
- **Supervisor/Subordinate prohibition tightened and clarified**
- **Conflicts of interest expanded beyond supervision to participation in personnel actions**
- **New department-specific restriction for Police and Legal**
- **Assignment Control is now explicit**

Leave Policy Clarifications (Admin Leave & LWOP)

- **Admin Leave:** A tool for the City to temporarily relieve an employee of their duties for specific reasons (typically for investigations, safety concerns, or other administrative needs). It is explicitly not a disciplinary action; rather, a neutral step to remove the employee from the workplace while an issue is reviewed or a situation stabilizes.
- **Approval & Duration**
- **Paid vs Unpaid**
- **Paid Leave Exhaustion**

Code of Conduct Enhancements

- **Honesty & Integrity**
- **Duty to Perform**
- **Maintain Required Licenses and Certifications**

Animals in Workplace

- **No pets at work**
- **Brief Visits Allowed**
- **Service Animals Permitted when necessary**
- **City Working Animals Exempt**
- **Case-by-Case exemption:** Introduction of a new mechanism for **rare** exceptions. Must be approved by three officials, employee must sign Liability/Indemnity Agreement which may have strict conditions.

Generative AI Tools

- **Modern Tech, Cautious Use:** Tools like ChatGPT and Google Bard can boost efficiency, but they also carry risks.
- **Closed vs. Open AI Systems**
- **No Sensitive Data In**
- **Verify Data Out**
- **Usage Examples**



**CITY OF POST FALLS
AGENDA REPORT**
CEREMONIES, ANNOUNCEMENTS, APPOINTMENTS, PRESENTATION:
MEETING DATE: 1/20/2026

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM:

SUBJECT: Proclamation - America 250-ID Celebrations in Post Falls, Idaho

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:

1. 20260108121023666



Proclamation

America 250-ID Celebrations in Post Falls, Idaho

Whereas, the United States of America is celebrating its independence in 1776 and its rich history from that date forward,

Whereas, Post Falls citizens past and present have contributed to the history of the United States, from the American Revolution to the settling of the country from coast to coast,

Whereas, Post Falls citizens have served their country with military service and community service throughout the United States and world,

Whereas, Post Falls joins cities and towns throughout the State of Idaho in commemorating this 250th year celebration event with activities and events,

Now, therefore, be it resolved that I, Randy Westlund, Mayor of the City of Post Falls, Idaho, do hereby proclaim that Post Falls joins our Nation in the celebration of America's rich history and heritage throughout 2026.

Dated this 20 of Jan, 2026.

Mayor City of Post Falls



**CITY COUNCIL
MEETING MINUTES**

**January 6, 2026
6:00 PM**

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

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 COUNCIL PRESIDENT MALLOY

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
Mayor Jacobson, Davis - Excused

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 – December 16, 2025, City Council Meeting
- b. Accounts Payable 12/17/25 - 1/7/26
- c. Request to Surplus Ricoh Copier

Motion by Ziegler to accept the Consent Calendar as presented.

Second by Westlund.

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

Motion Carried

2. CEREMONIES, ANNOUNCEMENTS, APPOINTMENTS, PRESENTATION:

ACTION ITEMS:

- a. Swearing in of Randy Westlund as Mayor.

Mayor Westlund took his seat as Mayor.

- b. Swearing in of Aaron Plew, Nathan Ziegler, and Marc Lucca to the City Council
Councilor's Plew, Ziegler, and Lucca took their seats on the Council.

3. MEET AND GREET FOR COUNCIL SEAT #5 AND COUNCIL PRESIDENT ELECTION

ACTION ITEMS:

- a. Appointment of Jack Mosby to Council Seat #5 - **ACTION ITEM**

Jack Mosby went over his resume. Council asked interview questions.

Motion by Malloy to accept the appointment of Jack Mosby to Seat 5 on the City Council.

Second by Plew.

Vote: Plew-Aye, Malloy-Aye, Ziegler-Nay, Steigleder-Aye, Lucca-Aye

Motion Carried

- b. Swearing in of Jack Mosby to the City Council

Jack Mosby took his seat on the Council.

- c. Election of City Council President - **ACTION ITEM**

Motion by Ziegler to appoint Joe Malloy as Council President.

Second by Steigleder.

Vote: Ziegler-Aye, Steigleder-Aye, Lucca-Aye, Plew-Aye, Malloy-Aye, Mosby-Aye

Motion Carried

4. MEET AND GREET WITH URBAN RENEWAL AGENCY APPLICANTS

ACTION ITEMS:

- a. Appointment of Dominic Parmantier and Joe Rodriguez to Urban Renewal Agency - **ACTION ITEM**

Joe Rodriguez went over his resume. Council asked interview questions.

Motion by Steigleder to appoint Joe Rodriguez to the Urban Renewal Agency.

Second by Plew.

Vote: Steigleder-Aye, Lucca-Aye, Plew-Aye, Malloy-Aye, Mosby-Aye, Ziegler-Aye
Motion Carried

Dominic Parmantier was not able to attend the meeting for he was out of the country. Mayor Westlund went over his resume and stated why he was putting forth his name for the appointment.

Motion by Mosby to appoint Dominic Parmantier to the Urban Renewal Agency.
Second by Malloy.

Vote: Steigleder-Aye, Lucca-Aye, Plew-Aye, Malloy-Aye, Mosby-Aye, Ziegler-Aye
Motion Carried

5. CITIZEN ISSUES

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

Jazmine Reece spoke about the issues her HOA at Harmony Place is having and asked for any help the City could give.

Mayor Westlund asked staff to give Council a update on what is going on and to look into if there is anything the City can do to help.

6. MAYOR AND COUNCIL COMMENTS

ACTION ITEMS:

Mayor Westlund: Thank you for coming out for the meeting. It is nice seeing every seat filled.

Councilor Lucca: Spoke about the appointment process. The process followed the letter of the law and I was sad to see some local activists trying to color the process. I wanted to thank former Councilor Davis and former Mayor Jacobson for their service.

Councilor Malloy: Councilor Lucca, Councilor Mosby welcome. Councilor Plew, Councilor Ziegler welcome back. Mayor, congratulations. I am excited about the next four years.

Councilor Steigleder: Gave comments on a letter to the editor in the press in the January 2nd issue. There was a Council decision on the vacant spot on Council. We got to vote. As far as there was no public comment on the seat, that would be an election and not reasonable to do for every seat. It was stated that there was no transparency. We interviewed the candidates publicly and it was recorded. All the information i had prior to this meeting was available on the City's website at the same time it was available to me.

7. EXECUTIVE SESSION

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ACTION ITEMS:

None

ADJOURNMENT

7:34 pm

Randy Westlund, Mayor

Shannon Howard, City Clerk

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Mayor Randy Westlund

Councilors: Samantha Steigleder, Aaron Plew, Joe Malloy, Nathan Ziegler, Marc Lucca

Mission
Building Community.

**CITY OF POST FALLS
AGENDA REPORT
CONSENT CALENDAR
MEETING DATE: 1/20/2026**

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM:

SUBJECT: Payables 01/07/2026 - 01/20/2026

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 1.20.26. 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 \$433,917.18 to be dated 1.21.26. The Hand Check Accountability is for Hand Checks issued 12.31.25-01.08.26 and total \$18,145.61.

ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON:

APPROVED OR DIRECTION GIVEN:

FISCAL IMPACT OR OTHER SOURCE OF FUNDING:

\$452,062.79

BUDGET CODE:

Various

ATTACHMENTS:

1. Check Run for Council 1.20.26
2. Handchecks for Council 1.20.26

Post Falls Check Approval



Packet: APPKT21024 - Check Run for Council 1.21.26
 Vendor Set: 01 - Vendor Set 01

Check Date: 1/13/2026

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
Fund: 001 - GENERAL FUND					
Balance Sheet Accounts					
VEN06558	ARCHITERRA HOMES				
APMWB	Check		BOND RELEASE - BOND RELEASE - 5352 E. NORMA	001-22115	2,000.00
			BOND RELEASE - BOND RELEASE - 5314 E. NORMA	001-22115	2,000.00
			BOND RELEASE - BOND RELEASE - 5304 E. NORMA	001-22115	2,000.00
			BOND RELEASE - BOND RELEASE - 5272 E. NORMA	001-22115	2,000.00
			BOND RELEASE - BOND RELEASE - 5224 E. NORMA	001-22115	2,000.00
			BOND RELEASE - BOND RELEASE - 5214 E. NORMA	001-22115	2,000.00
			BOND RELEASE - BOND RELEASE - 5182 E. NORMA	001-22115	2,000.00
			BOND RELEASE - BOND RELEASE - 5212 E. AQUILA	001-22115	2,000.00
			BOND RELEASE - BOND RELEASE - 5114 E. NORMA	001-22115	2,000.00
			BOND RELEASE - BOND RELEASE - 5128 E. NORMA	001-22115	2,000.00
			BOND RELEASE - BOND RELEASE - 5150 E. NORMA	001-22115	2,000.00
			BOND RELEASE - BOND RELEASE - 5152 E. AQUILA	001-22115	2,000.00
			BOND RELEASE - BOND RELEASE - 5340 E. NORMA	001-22115	2,000.00
			BOND RELEASE - BOND RELEASE - 5172 E. NORMA	001-22115	2,000.00
			BOND RELEASE - BOND RELEASE - 5162 E. NORMA	001-22115	2,000.00
1150	Idaho State Tax Commission				
APMWB	Bank Draft	December 2025	December 2025 Monthly Sales Tax	001-22095	1,394.27
VEN15194	The Pointe Partners, LLC				
APMWB	Check	BOND RELEASE -	BOND RELEASE - BAUGH & EXPO	001-22115	10,800.00
Balance Sheet Accounts Total:					42,194.27
Dept: 412 Information Systems					
D070	Dell Marketing LP				
APMWB	Check	10857234709	5 Microsoft 365 licenses	001-412.0000.66014	512.00
VEN14584	Sylint, LLC				
APMWB	Electronic Funds Transf	20931	Monthly Sylint payments	001-412.0000.66043	2,557.42
Dept 412 Total:					3,069.42
Dept: 414 Finance					
A4280	Alpine Summit CPAs				
APMWB	Check	14965	Financial Auditor for FY 2025	001-414.0000.62091	14,383.75
VEN02035	Staples, Inc				
APMWB	Check	6051629878	Refund on Calculator Tape	001-414.0000.63060	-10.78
		6051629869	Office Supplies - Finance	001-414.0000.63060	122.86
		6051629873	Office supplies-Finance	001-414.0000.63060	290.57
Dept 414 Total:					14,786.40
Dept: 415 City Clerk					
A4761	APS Inc				
APMWB	Check	97929	FP mailing system 10lb scale USPS new rat	001-415.0000.66080	395.00
C291	Coeur d' Alene Press				
APMWB	Check	0000043948-12092	CDA#15569 Summary of Ordinance #1537	001-415.0000.62000	85.00
		0000044371-12302	CDA#15624 Summary of Ordinance #1547	001-415.0000.62000	31.10
		0000044365-12262	CDA#15621 Summary of Ordinance #1543	001-415.0000.62000	81.92
		0000044364-12262	CDA#15620 Summary of Ordinance No. 154	001-415.0000.62000	81.15
		0000044368-12302	CDA#15623 Summary of Ordinance #1545	001-415.0000.62000	78.07
		0000043960-12092	CDA#15571 Printing of Ordinance #1539	001-415.0000.62000	44.96
		0000044363-12242	CDA #15619 Summary of Ordinance No. 15	001-415.0000.62000	41.11
		0000044359-12202	CDA#15617 FY26 Amendment Ordinance 1	001-415.0000.62000	378.37
		0000044367-12272	Summary of Ordinance #1544	001-415.0000.62000	137.36
		0000043958-12092	CDA#15570 Summary of Ordinance #1538	001-415.0000.62000	111.95

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
		APMWB	Check	000044362-12202	CDA#15618 Summary of Ordinance No.	154 001-415.0000.62000	34.95
VEN03335	Francotyp-Postalia Inc	APMWB	Check	RI106900693	POSTBASE VISION PSD COMMERCIAL	001-415.0000.66080	156.00
						Dept 415 Total:	1,656.94
	Dept: 417 Media/Cable Franchise						
A0071	ASCAP	APMWB	Check	500579290-12.30.2	Annual Music License Fee	001-417.0000.62170	479.00
						Dept 417 Total:	479.00
	Dept: 418 Human Resources						
D09750	DeVries Info Management	APMWB	Check	0202768	- On-Site Record Destruction Lg	001-418.0000.63060	62.00
						Dept 418 Total:	62.00
	Dept: 421 Police						
B160	Body By Scotty Towing	APMWB	Check	4074a	PD Car102 Towing Charge	001-421.0000.67170	120.00
C220	Coleman Oil Co	APMWB	Check	CP-0345771	PD Gasoline	001-421.0000.64030	4,791.72
C440	Culligan LLC	APMWB	Check	0023223	Substation Water Unit - Jan	001-421.0000.68010	10.95
VEN13101	Desert Snow	APMWB	Check	17801	Criminal Interdiction Registration - Dalke	001-421.0000.64020	749.00
				17802	Criminal Interdiction Registration - Roach	001-421.0000.64020	749.00
				17702	Criminal Interdiction Registration - Sporleder	001-421.0000.64020	749.00
VEN09289	Emerald Services, Inc	APMWB	Check	98842394	PD Shop Used Antifreeze Pickup	001-421.0000.67100	68.75
VEN01195	Empire Insignias	APMWB	Check	2512104	PD Shoulder & Flag Patches	001-421.4000.72000	235.00
VEN15050	Enformion LLC	APMWB	Electronic Funds Transf	37695	Investigations Software	001-421.0000.63920	1,250.00
VEN06546	Findlay Chrysler Dodge Jeep Ram	APMWB	Check	260236	PFPD90 Indicator	001-421.0000.67100	23.68
F070	Fire Safety Specialists	APMWB	Check	27933	Annual Fire Extinguisher Maintenance	001-421.0000.68010	401.25
G020	Galls, LLC	APMWB	Electronic Funds Transf	033687739	New Hire Equipment	001-421.0000.67020	156.24
				033661289	New Hire Equipment & Jacket	001-421.0000.67020	161.97
				033661306	New Hire Equipment	001-421.0000.67020	498.64
				033661289	New Hire Equipment & Jacket	001-421.4000.72000	72.90
				033603371	Uniform Gloves for Patrol	001-421.4000.72000	99.36
				033567132	Uniform Polo Shirt - Wereley	001-421.4000.72000	66.56
VEN01683	Goodyear Tire & Rubber Company	APMWB	Check	197-1162996	PFPD42 Tires	001-421.0000.67190	573.00
K086	Kootenai County Sheriff	APMWB	Check	2026-00000018	Inmate Housing for City Ordinance Violation:	001-421.0000.62040	280.00
				2026-00000011	Inmate Housing for City Ordinance Violation:	001-421.0000.62040	595.00
L0195	Language Line Services	APMWB	Electronic Funds Transf	11789778	Interpretation Services	001-421.0000.62040	90.00
VEN03843	Lexipol LLC	APMWB	Check	INVLEX11264020	Annual Policy Updates	001-421.0000.62040	10,788.62
L070	LexisNexis Matthew Bender	APMWB	Check	47992085	PD ID Code Rules 2025 Supplement	001-421.0000.63010	81.08
VEN14015	Midway Hyundai	APMWB	Check	191619	PFPD90 Mount & Balance, Alignment	001-421.0000.67170	99.95
N001	Napa Auto Parts	APMWB	Check	373431	PD Stock - Bit Set, Booster	001-421.0000.67090	40.99
				373432	PD Stock - Power & Driver Bits	001-421.0000.67090	52.05
				371145	PD Stock - Air Filters	001-421.0000.67100	43.32
				372957	PFPD125 - Battery & Core Deposit	001-421.0000.67100	144.56

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
		APMWB	Check	374106	PFPD150 Battery & Core Deposit	001-421.0000.67100	144.56
				360476a	PFPD137 Brake Pad & Rotors	001-421.0000.67100	192.28
				371325	PD Stock - Air Filters	001-421.0000.67100	61.98
				371136	PD Stock - Wiper Blades	001-421.0000.67100	53.96
				372960	PD Stock - Oil Filters	001-421.0000.67100	21.60
				372959	PD Stock - Battery Brushes	001-421.0000.67100	18.69
				373461	PD Stock - Cut-Off Wheel	001-421.0000.67100	16.49
				374111	PD Shop - Core Deposits	001-421.0000.67100	-36.00
				371192	PD Stock - Oil Filters	001-421.0000.67100	58.44
				373356	PD Stock - Window Defog Adhesives	001-421.0000.67100	53.52
				372904	PD Stock - Wiper Blades, Air Filter	001-421.0000.67100	65.29
				372958	PFPD125 - Air Filters	001-421.0000.67100	28.61
				372906	PD Stock - Wiper Blades	001-421.0000.67100	26.98
V040	ODP Business Solutions						
		APMWB	Check	452041363001	Office supplies-PD	001-421.0000.63060	68.76
VEN03694	Otis Elevator Company						
		APMWB	Check	100402171180	Maintenance Service from 1/1/2026 to 3/31/2026	001-421.0000.68060	706.89
VEN14880	Public Safety Testing, Inc						
		APMWB	Check	PST25-1590	Quarterly PST Fees, Oct - Dec	001-421.0000.62040	702.00
S022	Salt Lake Wholesale Sports						
		APMWB	Check	108160	2026 Ammunition Order	001-421.0000.63300	10,152.95
VEN12647	Sawyer Plumbing						
		APMWB	Check	i3334	PD Server Room Vent Maintenance	001-421.0000.68010	263.30
VEN02035	Staples, Inc						
		APMWB	Check	6051629874	Office Supplies-PD	001-421.0000.63060	38.72
VEN14584	Sylint, LLC						
		APMWB	Electronic Funds Transf	20931	Monthly Sylint payments	001-421.0000.66043	838.50
T0030	T-Mobile USA						
		APMWB	Check	L2512270122	PD Investigative Services	001-421.0000.63920	50.00
U0010	ULINE						
		APMWB	Check	201978263	Substation File Cabinet	001-421.0000.63060	630.41
Dept 421 Total:							37,150.52
Dept: 424 Legal							
D09750	DeVries Info Management						
		APMWB	Check	0202768	- On-Site Record Destruction Lg	001-424.0000.63060	124.00
V040	ODP Business Solutions						
		APMWB	Check	449744418001	Office supplies-Legal	001-424.0000.63060	30.39
VEN02035	Staples, Inc						
		APMWB	Check	6051629872	Office supplies-Legal	001-424.0000.63060	40.38
VEN14541	Washington State Bar Association						
		APMWB	Check	1016979935	WSBA Dues-Lauren Lavigne	001-424.0000.62060	488.00
Dept 424 Total:							682.77
Dept: 427 Animal Control							
C220	Coleman Oil Co						
		APMWB	Check	CP-0345771	PD Gasoline	001-427.0000.64030	55.26
Dept 427 Total:							55.26
Dept: 431 Streets							
A1395	Advanced Compressor & Hose Inc						
		APMWB	Check	102091	2" suction hose	001-431.0000.63525	30.64
				102084	2" suction hose - S225	001-431.0000.63525	16.80
				102105	Hydraulic hoses for Deicer trucks	001-431.0000.63525	625.02
C38421	Coral Sales Company						
		APMWB	Check	INV-82540	Pedestrian Pushbutton for crosswalks	001-431.0000.68140	700.00
				INV-82539	RRFB knockdown replacement	001-431.0000.68140	4,422.00
VEN01373	Intermountain Sign & Safety						
		APMWB	Check	21998	Aluminum Sign Blanks	001-431.0000.63260	660.00
				21993		001-431.0000.63260	465.50
VEN01329	iWorQ Systems						

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
		APMWB	Check	214759	iWorQ Systems Internet Software Managem	001-431.0000.66016	2,115.00
N001	Napa Auto Parts	APMWB	Check	373240	Cleaning materials	001-431.0000.63000	130.38
VEN05363	North 40 Outfitters	APMWB	Check	053715/E	2" clamps for deicer truck	001-431.0000.63525	59.94
R251	Serights Ace Hardware	APMWB	Check	372441/1	MOISTURE ABSORBER 2LB	001-431.0000.63000	28.41
				372514/1	Pullstart string for blower	001-431.0000.63000	32.39
				372536/1	Cleaning supplies	001-431.0000.63000	4.49
				372489/1	XYLENE SOLVENT 1GAL	001-431.0000.63260	25.19
				372490/1	Heavy duty blades	001-431.0000.63260	4.49
				372616/1	Wrench, cutter & cutting wheels	001-431.0000.67090	72.87
VEN02035	Staples, Inc	APMWB	Check	6051629870	Office supplies-Streets	001-431.0000.63060	39.49
Dept 431 Total:							9,432.61
Dept: 433 Facility Maintenance							
G098	Grainger	APMWB	Check	9754960178	Hoist for HVAC	001-433.0000.68030	90.60
P310	Platt Electric Supply	APMWB	Check	02Z9345-a	completion of a previous partial payment	001-433.0000.63730	27.82
R251	Serights Ace Hardware	APMWB	Check	372294/1	SPACKLING LIGHT 32OZ	001-433.0000.63730	19.78
W0226	Walter E Nelson Co	APMWB	Electronic Funds Transf	562961	paper supplies CH and PD	001-433.0000.63140	923.17
Dept 433 Total:							1,061.37
Dept: 434 Fleet Maintenance							
VEN14736	Cintas Corporation No. 3	APMWB	Check	4255198096	Fleet Laundry & Rug Service	001-434.0000.63160	133.98
				4254479725		001-434.0000.63160	106.18
VEN04300	CW Wraps & Marketing, Inc	APMWB	Check	19623	Custom Wrap - PFPD183	001-434.0000.90010	1,650.00
				19518	Custom Wrap - PFPD182	001-434.0000.90010	1,650.00
VEN03826	FMI Equipment	APMWB	Check	SPK-1015858	Control knob - P471	001-434.0000.63012	43.80
VEN12162	Force America Distributing LLC	APMWB	Check	IN060-2005122	1035 gallon deicer	001-434.0000.90010	21,299.17
VEN01683	Goodyear Tire & Rubber Company	APMWB	Check	197-1163008	Tire Repair - S555	001-434.0000.67170	240.50
VEN01329	iWorQ Systems	APMWB	Check	214759	iWorQ Systems Internet Software Managem	001-434.0000.66016	2,115.00
N001	Napa Auto Parts	APMWB	Check	373263	Filter stock	001-434.0000.63011	22.98
						001-434.0000.63012	22.98
				374002	Oil Filter - stock	001-434.0000.63012	30.36
				373263	Filter stock	001-434.0000.63013	19.70
P180	Perfection Tire	APMWB	Check	1101117	Tires - P310	001-434.0000.67190	1,538.48
R060	Ragan Equipment Co.	APMWB	Check	01-177599	JDC FILTER KIT - fleet stock	001-434.0000.63012	170.72
R251	Serights Ace Hardware	APMWB	Check	372534/1	Power strip,nuts & bolts	001-434.0000.63007	48.57
VEN15091	Simpliverified, LLC	APMWB	Electronic Funds Transf	77999	Background checks 12/2025	001-434.0000.62080	96.87
S460	Spray Center Electronics, Inc.	APMWB	Check	8221	Pump & Starter - S215	001-434.0000.63011	1,655.77
T106	Titan Truck Equipment	APMWB	Check	C90898	Credit for returned LED light	001-434.0000.63011	-232.41
				1392856	Ram Assembly - Parks Plow	001-434.0000.63012	320.24
VEN13987	Western Peterbilt, LLC						

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
		APMWB	Check	027P117099	MIRROR-S555	001-434.0000.63011	184.24
Dept 434 Total:							31,117.13
Dept: 441 Urban Forestry							
E054	Evan Ferguson Concrete, Inc.	APMWB	Check	1751	Footings & sonotubes for 140' slab for Urba	001-441.0000.62040	14,500.00
N1780	North Idaho Post & Pole	APMWB	Check	ID 48030	Post end for UF	001-441.0000.68170	19.70
R251	Serights Ace Hardware	APMWB	Check	372659/1	Chainsaw Maintenance	001-441.0000.67010	86.48
				372608/1	Equipment Maintenance for UF	001-441.0000.67010	35.92
Dept 441 Total:							14,642.10
Dept: 442 Cemetery							
W230	Wilbert Precast Inc.	APMWB	Check	377693-1	final dates- Onstott, Edridge	001-442.0000.63760	225.00
				381648-1	final dates for Hutchison, Arthur	001-442.0000.63760	225.00
Dept 442 Total:							450.00
Dept: 443 Parks							
VEN15174	Airgas USA, LLC	APMWB	Check	5521879866	Acetylene for welder	001-443.0000.64030	9.08
A365	American On-Site Services	APMWB	Check	I100149	Tullamore Portable Restroom	001-443.0000.65050	193.75
				I100150	White Pine Portable Restroom	001-443.0000.65050	193.75
				I100143	Skate Park Portable Restroom	001-443.0000.65050	213.75
				I100103	4th St. Trailhead Portable Restroom	001-443.0000.65050	213.75
				I100105	Corbin Park Portable Restrooms	001-443.0000.65050	322.50
				I100176	Q'emiln Portable Restrooms	001-443.0000.65050	641.25
				I100152	Kiwanis Park Portable Restroom	001-443.0000.65050	193.75
				I100104	Black Bay Portable Restroom	001-443.0000.65050	128.75
				I100151	Falls Park portable restroom	001-443.0000.65050	193.75
VEN14551	Andy's Heating & Cooling	APMWB	Check	45461097	HVAC maintenance at Black Bay Depot	001-443.0000.62180	236.90
				45459947	HVAC maintenance at Q'emiln Shop	001-443.0000.62180	146.48
VEN14423	Crazy Clean Carpet Cleaning LL	APMWB	Check	59679	Carpet cleaning at Trailhead	001-443.0000.62180	792.00
L109	Lowe's Credit Services	APMWB	Check	93892	Palm Sander for Parks	001-443.0000.67090	115.88
P180	Perfection Tire	APMWB	Check	1101154	Mower tire repair	001-443.0000.66190	154.20
R1691	River City Paint & Decorating	APMWB	Check	3SETK	Stain for picnic tables	001-443.0000.68160	176.67
R251	Serights Ace Hardware	APMWB	Check	372569/1	Hardware for White Pine	001-443.0000.67030	29.52
				372519/1	Sandbelts for Shop	001-443.0000.67090	15.28
Dept 443 Total:							3,971.01
Dept: 445 Recreation							
A0071	ASCAP	APMWB	Check	500579290-12.30.2	Annual Music License Fee	001-445.0000.62170	479.00
VEN01020	Cindy Jacobs	APMWB	Check	01.08.26	Contractual Services-Fitness Classes Nov&I	001-445.0000.62040	27.30
N2332	Collins, Tom	APMWB	Check	1.8.26	Contractual services-Martial Arts Dec2025	001-445.0000.62040	179.20
VEN14549	DaySmart Recreation	APMWB	Check	INV01600142	Dash Subscription 10.01.25 - 12.31.25	001-445.1445.62190	1,537.08
VEN15085	International Minute Press	APMWB	Check	5590	Business Cards - Kris Ammerman	001-445.0000.62080	31.00
V040	ODP Business Solutions	APMWB	Check	449744418001	Office supplies-Legal	001-445.0000.63060	64.19

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
		APMWB	Check	449748679001	Office supplies-Recreation	001-445.0000.63060	14.59
				449744418001	Office supplies-Legal	001-445.0000.63060	16.80
S050	Saturday Night Inc.						
		APMWB	Electronic Funds Transf	108645	River City Basketball League Shirts	001-445.0000.63080	447.49
				108633	Basketball Team Shirts (Youth)	001-445.0000.63430	1,379.00
				108632	Basketball Team Shirts	001-445.0000.63430	1,347.10
				108631		001-445.0000.63430	1,297.80
VEN15091	Simpliverified, LLC						
		APMWB	Electronic Funds Transf	77999	Background checks 12/2025	001-445.0000.62080	992.65
VEN14261	The JACC						
		APMWB	Check	01.05.26	Contractual Services Dec2025	001-445.0000.62040	2,002.00
						Dept 445 Total:	9,815.20
	Dept: 453 Engineering						
A477	APWA						
		APMWB	Check	913803	APWA Group Membership	001-453.0000.62060	1,546.00
VEN02035	Staples, Inc						
		APMWB	Check	6051629877	Office Supplies - Engineering	001-453.0000.63060	45.41
						Dept 453 Total:	1,591.41
	Dept: 481 Capital Improvements/Contracts						
VEN03694	Otis Elevator Company						
		APMWB	Check	100402171180	Maintenance Service from 1/1/2026 to 3/31/2026	001-481.0000.68060	706.89
						Dept 481 Total:	706.89
						Fund 001 Total:	172,924.30
	Fund: 003 - PERSONNEL BENEFIT POOL						
	Dept: 482 Personnel Pool						
VEN15087	Alliant Insurance Services, Inc						
		APMWB	Electronic Funds Transf	3385233	January Benefits Contract Fee	003-482.0000.62040	3,232.00
VEN15121	BPA Health, Inc						
		APMWB	Check	610714	EAP January 2025	003-482.4155.71070	852.00
A6000	Rehn & Associates, Inc.						
		APMWB	Check	INV-00211046	COBRA Notices 12/2025	003-482.0000.62160	84.00
VEN14901	Wellable LLC						
		APMWB	Check	43232	Wellable contract for 2026	003-482.4000.73000	7,200.00
						Dept 482 Total:	11,368.00
						Fund 003 Total:	11,368.00
	Fund: 007 - DRUG SEIZURE PROGRAM						
	Dept: 425 Drug Seizure Program						
VEN02822	Emergency Pet Care						
		APMWB	Check	117127	K9 Loki Emergency Exam	007-425.0000.62040	36.00
						Dept 425 Total:	36.00
						Fund 007 Total:	36.00
	Fund: 008 - 911 SUPPORT						
	Dept: 426 911 Support						
VEN14584	Sylint, LLC						
		APMWB	Electronic Funds Transf	20931	Monthly Sylint payments	008-426.0000.66043	3,591.58
						Dept 426 Total:	3,591.58
						Fund 008 Total:	3,591.58
	Fund: 017 - ANNEXATION FEES						
	Dept: 410 General Government Services						
VEN05894	FCS Group						
		APMWB	Check	4137-22512029	Long Range Financial Plan and Analysis	017-410.0000.62040	5,180.00

Dept 410 Total: 5,180.00

Fund 017 Total: 5,180.00

Packet: APPKT21024 - Check Run for Council 1.21.26
Vendor Set: 01 - Vendor Set 01

Check Date: 1/13/2026

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
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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	December 2025 Imp	December 2025 Impact Fees	034-428.0000.33117	-330.00
						034-428.0000.62040	5,067.00

VEN06795	Kootenai County Fire & Rescue	APMWB	Electronic Funds Transf	December 2025 Imp	December 2025 Impact Fees	034-428.0000.33117	-660.00
						034-428.0000.62040	44,924.50

Dept 428 Total: 49,001.50

Fund 034 Total: 49,001.50

Fund: 037 - STREETS IMPACT FEES

Dept: 431 Streets

W090	Welch Comer & Associates, Inc.	APMWB	Electronic Funds Transf	41354200-008	Chase Rd - Wheatland to Grange	037-431.0000.95142	6,150.00
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Dept 431 Total: 6,150.00

Fund 037 Total: 6,150.00

Fund: 038 - PARKS IMPACT FEES

Dept: 443 Parks

VEN14069	Michael Terrell- Landscape Architecture, PLLC	APMWB	Check	6596	Quarry/Sports Complex Phase 1	038-443.0000.94165	2,433.75
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Dept 443 Total: 2,433.75

Fund 038 Total: 2,433.75

Fund: 650 - RECLAIMED WATER OPERATING

Dept: 463 Wastewater Operating

VEN15174	Airgas USA, LLC	APMWB	Check	5521880030	Rent Cyl Ind Large Argon WWTP	650-463.0000.68025	9.08
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VEN03129	Barr Tech LLC	APMWB	Check	11008	Bio Solids Disposal Dec 2025	650-463.0000.62150	81,731.57
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VEN14736	Cintas Corporation No. 3	APMWB	Check	4254480197	WWTP Uniforms	650-463.4000.72000	178.61
				4255198399	WWTP Uniforms	650-463.4000.72000	250.61

C3090	Columbia Electric Supply	APMWB	Check	1120-1023377	LMP for WWTP -Don't pay tax	650-463.0000.68010	212.50
				1120-1023739	VINYL ELEC TAPE	650-463.0000.68025	70.22

C360	Consolidated Supply Co.	APMWB	Electronic Funds Transf	S012673730.001	Treatment Plant Repairs	650-463.0000.68025	1,210.92
				S012673730.002	4", 6", 8" FLG BOLT, NUT & FULL FACE G.	650-463.0000.68025	375.10

G098	Grainger	APMWB	Check	9756343399	PORTABLE ELCT HEAT FLR MAT,35" LX3	650-463.0000.68025	192.13
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H030	Hach Company	APMWB	Check	14809702	STP Lab Supplies	650-463.0000.63400	1,249.09
				14815289	WRF Lab Supplies NITRITE GLOVES	650-463.0000.63400	64.35

VEN14753	Integrus Architecture, P.S.	APMWB	Check	22260.00 4	Per Contract for WRF Gen Design	650-463.0000.62040	16,991.58
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VEN15180	McGuire Estate Water Users Association	APMWB	Check	10825	WRF Outfall Parcel Water Service	650-463.0000.65081	37.00
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V040	ODP Business Solutions	APMWB	Check	452024233001	Office supplies-Water/WW	650-463.0000.63060	187.20
				450897663001	Office Suppllies-Wastewater	650-463.0000.63060	71.81
				452024233001	Office supplies-Water/WW	650-463.0000.63060	22.72

O050	Oxarc Inc.						
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Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
		APMWB	Electronic Funds Transf	0032483066	Sodium Bisulfite Tertiary Treatment Chemic	650-463.0000.63008	4,014.25
				0032483624	Sodium Hypochlorite (Chlorine Bleach)	650-463.0000.68820	2,569.00
P180	Perfection Tire	APMWB	Check	1101496	VALVE STEM	650-463.0000.68025	20.00
R251	Serights Ace Hardware	APMWB	Check	372629/1	WRF field supplies	650-463.0000.63000	18.32
				372649/1	WWTP Supplies	650-463.0000.63400	112.58
				372624/1	WWTP Shop Supplies	650-463.0000.68010	18.83
				372545/1	WWTP Supplies	650-463.0000.68010	16.52
				372624/1	WWTP Shop Supplies	650-463.0000.68010	6.83
				372484/1	WRF PVC CHCK VLV 3/4"	650-463.0000.68025	12.57
VEN14980	Solid Rock Gate Supply	APMWB	Check	26174	WRF ID Tags	650-463.0000.68025	200.00
S460	Spray Center Electronics, Inc.	APMWB	Check	8285	WWTP Supplies	650-463.0000.68010	286.19
VEN02035	Staples, Inc	APMWB	Check	6051629876	Office supplies-Water/WW	650-463.0000.63060	24.58
				6051629875		650-463.0000.63060	73.96
U1006	Univar Solutions USA, LLC	APMWB	Check	53574815	Aluminum Sulfate for Tertiary Operations	650-463.0000.63490	6,851.44
Dept 463 Total:							117,079.56

Dept: 466 Wastewater - Collections

VEN14736	Cintas Corporation No. 3	APMWB	Check	4255198399	WWTP Uniforms	650-466.4000.72000	250.61
				4254480197	WWTP Uniforms	650-466.4000.72000	178.62
G098	Grainger	APMWB	Check	9754960160	MARKINGFLAG, GREEN, VINYL, 2-1/2INH, P	650-466.0000.62320	38.64
N001	Napa Auto Parts	APMWB	Check	373137	WRF Collections BK ATM FUSE KIT	650-466.0000.67170	5.57
VEN14559	One Call Concepts, Inc	APMWB	Check	5125025	Tickets:	650-466.0000.62320	357.17
O050	Oxarc Inc.	APMWB	Electronic Funds Transf	0032480641	GAS DETECTOR CALIBRATION	650-466.0000.63110	35.00
VEN15147	Red Valve Company, Inc.	APMWB	Check	INV243361	replacement pinch valve sleeve for 12th Ave	650-466.3104.68400	3,971.79
R251	Serights Ace Hardware	APMWB	Check	372698/1	PARACORD PLYSTR CMO 100'	650-466.0000.63330	71.06
VEN13163	Wapiti Consulting, LLC	APMWB	Electronic Funds Transf	588	Troubleshoot Pump 1 Fault. Error Code on v	650-466.0000.68021	320.00
				577	Replace PLC chassis. Download Program. v	650-466.0000.68021	560.00
Dept 466 Total:							5,788.46
Fund 650 Total:							122,868.02

Fund: 651 - RECLAIMED WATER CAPITAL - WWTP

Dept: 463 Wastewater Operating

C360	Consolidated Supply Co.	APMWB	Electronic Funds Transf	S012732012.003	1-1/2"X1" COUPLING	651-463.6505.95520	38.44
				S012732012.002	LL WILKINS 600XL 1-1/2" WATER PRESSU	651-463.6505.95520	1,141.70
				S012732012.003	1-1/2"X1" COUPLING	651-463.6505.95520	18.68
Dept 463 Total:							1,198.82
Fund 651 Total:							1,198.82

Fund: 700 - SANITATION

Balance Sheet Accounts

I150	Idaho State Tax Commission	APMWB	Bank Draft	December 2025	December 2025 Monthly Sales Tax	700-22095	26,667.60
Balance Sheet Accounts Total:							26,667.60

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount	
Dept: 461 Sanitation								
K100	Kootenai County Solid Waste	APMWB	Check	09-30289/13-61306	Fall Clean-up	700-461.0000.65050	52.92	
							Dept 461 Total:	52.92
							Fund 700 Total:	26,720.52
Fund: 750 - WATER OPERATING								
Dept: 462 Water Operating								
A424	Anatek Labs, Inc.	APMWB	Check	2533495	PFAS Water Testing at Wells	750-462.0000.68360	3,375.00	
VEN04268	Coeur d'Alene Garbage Service	APMWB	Check	3196187	Recycle 1Y Pull-Recycling	750-462.0000.65050	26.50	
C360	Consolidated Supply Co.	APMWB	Electronic Funds Transf	S012696231.001	TALL HORIZONTAL METER RESETTER	750-462.0000.63280	490.77	
VEN09744	Controlfreak Inc	APMWB	Check	7135	12/09/25 SERVICE CALL-PROGRAMMING	750-462.0000.68025	436.30	
C3814	Co-op Supply. INC.	APMWB	Check	395592	Propane	750-462.0000.63280	8.78	
H215	Core & Main LP	APMWB	Check	Y156678	Hydrant Adaptors w/Cap	750-462.0000.80090	5,260.00	
VEN14305	General Pacific, Inc	APMWB	Electronic Funds Transf	1533993	3/4" Replacement Meters	750-462.0000.68235	19,435.00	
H003	H.D. Fowler Company	APMWB	Check	I7182728	8" X 6" SST TAPPING SLEEVE STAINLES	750-462.0000.63280 750-462.0000.67090	917.68 500.00	
I129	Idaho Rural Water Assoc.	APMWB	Check	E7838 E7837	IRWA Certification Math Review Justin W Drinking Water Treatment I/II Cert Justin W	750-462.0000.64020 750-462.0000.64020	125.00 125.00	
N001	Napa Auto Parts	APMWB	Check	373053	RX SILICONE 22IN (d11i,T12 Above Item or	750-462.0000.63280	44.98	
V040	ODP Business Solutions	APMWB	Check	452024233001	Office supplies-Water/WW	750-462.0000.63060	15.79	
VEN14559	One Call Concepts, Inc	APMWB	Check	5125025	Tickets:	750-462.0000.62320	220.68	
VEN08557	Pollardwater	APMWB	Check	0300604	DW line Marker Tape	750-462.0000.63280	1,080.19	
R251	Serights Ace Hardware	APMWB	Check	372500/1 372529/1	Water Div Supplies Water Shop Supplies	750-462.0000.63060 750-462.0000.63280 750-462.0000.63280	13.47 10.06 85.47	
VEN02035	Staples, Inc	APMWB	Check	6051629871	Office supplies-Water/WW	750-462.0000.63060	11.77	
VEN10057	USC Foundation	APMWB	Check	22140	CCC RENEWAL MEMBERSHIP	750-462.0000.64020	262.25	
							Dept 462 Total:	32,444.69
							Fund 750 Total:	32,444.69
							Report Total:	433,917.18



Fund	Account	Amount
001 - GENERAL FUND		
	001-22095	1,394.27
	001-22115	40,800.00
	001-412.0000.66014	512.00
	001-412.0000.66043	2,557.42
	001-414.0000.62091	14,383.75
	001-414.0000.63060	402.65
	001-415.0000.62000	1,105.94
	001-415.0000.66080	551.00
	001-417.0000.62170	479.00
	001-418.0000.63060	62.00
	001-421.0000.62040	12,455.62
	001-421.0000.63010	81.08
	001-421.0000.63060	737.89
	001-421.0000.63300	10,152.95
	001-421.0000.63920	1,300.00
	001-421.0000.64020	2,247.00
	001-421.0000.64030	4,791.72
	001-421.0000.66043	838.50
	001-421.0000.67020	816.85
	001-421.0000.67090	93.04
	001-421.0000.67100	986.71
	001-421.0000.67170	219.95
	001-421.0000.67190	573.00
	001-421.0000.68010	675.50
	001-421.0000.68060	706.89
	001-421.4000.72000	473.82
	001-424.0000.62060	488.00
	001-424.0000.63060	194.77
	001-427.0000.64030	55.26
	001-431.0000.63000	195.67
	001-431.0000.63060	39.49
	001-431.0000.63260	1,155.18
	001-431.0000.63525	732.40
	001-431.0000.66016	2,115.00
	001-431.0000.67090	72.87
	001-431.0000.68140	5,122.00
	001-433.0000.63140	923.17
	001-433.0000.63730	47.60
	001-433.0000.68030	90.60
	001-434.0000.62080	96.87
	001-434.0000.63007	48.57
	001-434.0000.63011	1,630.58
	001-434.0000.63012	588.10
	001-434.0000.63013	19.70
	001-434.0000.63160	240.16
	001-434.0000.66016	2,115.00
	001-434.0000.67170	240.50
	001-434.0000.67190	1,538.48
	001-434.0000.90010	24,599.17
	001-441.0000.62040	14,500.00
	001-441.0000.67010	122.40
	001-441.0000.68170	19.70
	001-442.0000.63760	450.00
	001-443.0000.62180	1,175.38
	001-443.0000.64030	9.08
	001-443.0000.65050	2,295.00

001-443.0000.66190	154.20
001-443.0000.67030	29.52
001-443.0000.67090	131.16
001-443.0000.68160	176.67
001-445.0000.62040	2,208.50
001-445.0000.62080	1,023.65
001-445.0000.62170	479.00
001-445.0000.63060	95.58
001-445.0000.63080	447.49
001-445.0000.63430	4,023.90
001-445.1445.62190	1,537.08
001-453.0000.62060	1,546.00
001-453.0000.63060	45.41
001-481.0000.68060	706.89
Fund 001 Total:	172,924.30
003 - PERSONNEL BENEFIT POOL	
003-482.0000.62040	3,232.00
003-482.0000.62160	84.00
003-482.4000.73000	7,200.00
003-482.4155.71070	852.00
Fund 003 Total:	11,368.00
007 - DRUG SEIZURE PROGRAM	
007-425.0000.62040	36.00
Fund 007 Total:	36.00
008 - 911 SUPPORT	
008-426.0000.66043	3,591.58
Fund 008 Total:	3,591.58
017 - ANNEXATION FEES	
017-410.0000.62040	5,180.00
Fund 017 Total:	5,180.00
034 - KOOTENAI FIRE/EMS IMPACT FEES	
034-428.0000.33117	-990.00
034-428.0000.62040	49,991.50
Fund 034 Total:	49,001.50
037 - STREETS IMPACT FEES	
037-431.0000.95142	6,150.00
Fund 037 Total:	6,150.00
038 - PARKS IMPACT FEES	
038-443.0000.94165	2,433.75
Fund 038 Total:	2,433.75
650 - RECLAIMED WATER OPERATING	
650-463.0000.62040	16,991.58
650-463.0000.62150	81,731.57
650-463.0000.63000	18.32
650-463.0000.63008	4,014.25
650-463.0000.63060	380.27
650-463.0000.63400	1,426.02
650-463.0000.63490	6,851.44
650-463.0000.65081	37.00
650-463.0000.68010	540.87
650-463.0000.68025	2,090.02
650-463.0000.68820	2,569.00
650-463.4000.72000	429.22
650-466.0000.62320	395.81
650-466.0000.63110	35.00
650-466.0000.63330	71.06
650-466.0000.67170	5.57
650-466.0000.68021	880.00
650-466.3104.68400	3,971.79
650-466.4000.72000	429.23
Fund 650 Total:	122,868.02
651 - RECLAIMED WATER CAPITAL - WWTP	
651-463.6505.95520	1,198.82
Fund 651 Total:	1,198.82
700 - SANITATION	
700-22095	26,667.60

700-461.0000.65050	52.92
Fund 700 Total:	<u>26,720.52</u>
750 - WATER OPERATING	
750-462.0000.62320	220.68
750-462.0000.63060	41.03
750-462.0000.63280	2,637.93
750-462.0000.64020	512.25
750-462.0000.65050	26.50
750-462.0000.67090	500.00
750-462.0000.68025	436.30
750-462.0000.68235	19,435.00
750-462.0000.68360	3,375.00
750-462.0000.80090	5,260.00
Fund 750 Total:	<u>32,444.69</u>
Report Total:	<u>433,917.18</u>

ACCOUNTS PAYABLE HANDCHECK ACCOUNTABILITY FOR

12/31/2025	\$48.98	APA0001885 AT&T Mobility
12/31/2025	\$85.33	APA0001886 Avista
12/31/2025	\$139.99	APA0001887 Charter Communications
12/31/2025	\$169.99	APA0001888 Charter Communications
12/31/2025	\$155.00	APA0001889 Charter Communications
12/31/2025	\$15.98	APA0001890 Charter Communications
12/31/2025	\$500.00	APA0001891 East Greenacres Irrigation Water Shut Offs
12/31/2025	\$1,988.15	APA001892 Level 3 Communications
12/31/2025	\$629.65	APA001893 Level 3 Communications
12/31/2025	\$250.00	APA001894 Ross Point Water
12/31/2025	\$402.96	APA001895 TDS
12/31/2025	\$1,876.80	APA001896 T-Mobile USA
12/31/2025	\$720.86	APA001897 T-Mobile USA
12/31/2025	\$332.75	APA001898 Ziplly Fiber
1/8/2026	\$53.96	APA002057 AT&T Long Distance
1/8/2026	\$1,212.91	APA002058 AT&T Mobility
1/8/2026	\$1,785.43	APA002059 Avista
1/8/2026	\$70.00	APA002060 CW Upfitters
1/8/2026	\$529.21	APA002061 H & H Business Systems
1/8/2026	\$1,723.16	APA002062 Kootenai Electric
1/8/2026	\$2,242.65	APA002063 Level 3 Communications
1/8/2026	\$552.97	APA002064 Post Falls Food Bank
1/8/2026	\$164.98	APA002065 Spectrum
1/8/2026	\$1,480.50	APA002066 Tetiri, LLC
1/8/2026	\$683.08	APA002067 Verizon Wireless
1/8/2026	\$92.98	APA002068 Ziplly Fiber
1/8/2026	\$103.76	APA002069 Ziplly Fiber
1/8/2026	\$133.58	APA002070 Ziplly Fiber
	\$18,145.61	

CHECK RUN 1/20/26

Pay Before Due Date	Various
Pay Before Due Date	Various
Pay Before Due Date	001-412.0000.65040
Pay Before Due Date	001-443.000.065030
Pay Before Due Date	001-443.0000.65030
Pay Before Due Date	001-417.0000.63080
Pay Before Due Date	750-462.0000.62040
Pay Before Due Date	Various
Pay Before Due Date	Various
Pay Before Due Date	750-462.0000.62040
Pay Before Due Date	001-443.0000.65030
Pay Before Due Date	001-421.0000.65030
Pay Before Due Date	001-421.0000.65030
Pay Before Due Date	001-445.0000.65030
Pay Before Due Date	Various
Pay Before Due Date	001-445.0000.65030
Pay Before Due Date	Various
Pay Before Due Date	001-421.0000.90020
Pay Before Due Date	Various
Pay Before Due Date	Various
Pay Before Due Date	Various
Pay Before Due Date	001-22110
Pay Before Due Date	001-443.0000.65030
Pay Before Due Date	001-421.0000.62040
Pay Before Due Date	Various
Pay Before Due Date	650-463.0000.65030
Pay Before Due Date	650-463.0000.65030
Pay Before Due Date	650-463.0000.65030

**CITY OF POST FALLS
AGENDA REPORT
CONSENT CALENDAR
MEETING DATE: 1/20/2026**

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: Victoria Howell, Purchasing/CSR
SUBJECT: November Cash and Investments

ITEM AND RECOMMENDED ACTION:

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

DISCUSSION:

Each month the Finance Department provides a report detailing the expenditures, to date, under the adopted budget (per Idaho Code 50-208) and a report on the cash and investments for that month (per Idaho Code 50-135) to ensure that the council, and the public is aware of the city's financial position. Idaho Code 50-708 requires at least quarterly during the year council review a treasurer's report that includes the accounts and doings of the chief finance officer of the city. The attached reports are for November 2025. The budget summary report details the budgeted amount by expenditure type and the amount expended through the end of November in both dollars and by percentage. The Cash and Investments Report shows the amounts the city has on deposit with the noted institutions as well as cash on hand. At the end of November, the total of investments and cash on hand was \$236,105,923.11. Finally, the Treasurer's Report of Cash and Investment Transactions details the receipts and disbursements to each fund during the month of November.

ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON:

None

APPROVED OR DIRECTION GIVEN:

None

FISCAL IMPACT OR OTHER SOURCE OF FUNDING:

\$236,105,923.11

BUDGET CODE:

Various

ATTACHMENTS:

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

CITY OF POST FALLS
BUDGET STATUS REPORT
FOR MONTH ENDED November 30, 2025

FUND OR DEPARTMENT	TYPE OF EXPENDITURE	TOTAL BUDGET	YTD EXPENDITURE	PERCENT EXPENDED
411 - MAYOR COUNCIL	Operating	\$ 132,684.60	\$ 54,152.99	40.8%
	Personnel	127,020.93	17,620.63	13.9%
		<u>259,705.53</u>	<u>71,773.62</u>	27.6%
412 - INFORMATION SYSTEMS	Operating	148,410.00	36,588.63	24.7%
	Capital	2,000.00	-	0.0%
	Personnel	658,143.66	94,869.80	14.4%
		<u>808,553.66</u>	<u>131,458.43</u>	16.3%
413 - GENERAL SERVICES	Operating	27,000.00	1,896.93	7.0%
	Personnel	575,111.36	84,620.47	14.7%
		<u>602,111.36</u>	<u>86,517.40</u>	14.4%
414 - FINANCE	Operating	649,868.75	286,843.71	44.1%
	Personnel	705,291.14	105,805.89	15.0%
		<u>1,355,159.89</u>	<u>392,649.60</u>	29.0%
415 - CITY CLERK	Operating	37,150.00	25,299.70	68.1%
	Capital	-	-	0.0%
	Personnel	93,419.25	13,984.80	15.0%
		<u>130,569.25</u>	<u>39,284.50</u>	30.1%
417 - MEDIA/CABLE FRANCHISE	Operating	46,100.00	200.05	0.4%
	Capital	-	-	0.0%
	Personnel	161,845.81	23,982.89	14.8%
		<u>207,945.81</u>	<u>24,182.94</u>	11.6%
418 - HUMAN RESOURCES	Operating	6,700.00	689.05	10.3%
	Personnel	249,991.12	37,221.02	14.9%
		<u>256,691.12</u>	<u>37,910.07</u>	14.8%
421 - POLICE	Operating	1,004,243.54	163,313.73	16.3%
	Capital	-	2,420.21	#DIV/0!
	Personnel	8,833,495.21	1,246,180.60	14.1%
		<u>9,837,738.75</u>	<u>1,411,914.54</u>	14.4%
423 - OASIS	Operating	500.00	8,323.94	1664.8%
	Capital	-	-	0.0%
	Personnel	133,544.76	23,734.80	17.8%
		<u>134,044.76</u>	<u>32,058.74</u>	23.9%
424 - LEGAL (PROSECUTING)	Operating	88,496.00	7,749.41	8.8%
	Capital	-	-	0.0%
	Personnel	1,019,314.70	142,761.37	14.0%
		<u>1,107,810.70</u>	<u>150,510.78</u>	13.6%
427 - ANIMAL CONTROL	Operating	13,325.00	1,702.13	12.8%
	Personnel	208,715.89	30,717.80	14.7%
		<u>222,040.89</u>	<u>32,419.93</u>	14.6%
431 - STREETS	Operating	1,993,650.00	54,881.32	2.8%
	Capital	5,600,000.00	1,320.50	0.0%
	Personnel	1,632,132.62	223,057.25	13.7%
		<u>9,225,782.62</u>	<u>279,259.07</u>	3.0%

CITY OF POST FALLS
BUDGET STATUS REPORT
FOR MONTH ENDED November 30, 2025

FUND OR DEPARTMENT	TYPE OF EXPENDITURE	TOTAL BUDGET	YTD EXPENDITURE	PERCENT EXPENDED
432 - PUBLIC WORKS ADMIN.	Operating	14,330.00	1,465.45	10.2%
	Personnel	<u>87,639.61</u>	<u>-</u>	0.0%
		101,969.61	1,465.45	1.4%
433 - FACILITY MAINTENANCE	Operating	42,380.00	6,990.09	16.5%
	Capital	40,000.00	-	0.0%
	Personnel	<u>348,882.63</u>	<u>48,983.69</u>	14.0%
		431,262.63	55,973.78	13.0%
434 - FLEET MAINTENANCE	Operating	240,752.00	35,199.16	14.6%
	Capital	1,753,011.00	8,600.55	0.5%
	Personnel	<u>508,012.22</u>	<u>60,904.86</u>	12.0%
		2,501,775.22	104,704.57	4.2%
435 - -GIS	Operating	63,550.00	7,330.69	11.5%
	Personnel	<u>205,163.73</u>	<u>30,195.92</u>	14.7%
		268,713.73	37,526.61	14.0%
441 - URBAN FORESTRY	Operating	46,100.00	13,076.62	28.4%
	Capital	-	-	0.0%
	Personnel	<u>297,460.01</u>	<u>43,688.65</u>	14.7%
		343,560.01	56,765.27	16.5%
442 - CEMETERY	Operating	107,050.00	11,121.43	10.4%
	Capital	-	-	0.0%
	Personnel	<u>256,391.79</u>	<u>34,840.05</u>	13.6%
		363,441.79	45,961.48	12.6%
443 - PARKS	Operating	908,013.46	141,483.12	15.6%
	Capital	-	7,672.17	#DIV/O!
	Personnel	<u>1,550,224.34</u>	<u>216,808.02</u>	14.0%
		2,458,237.80	365,963.31	14.9%
444 - PARKS CONSTRUCTION	Operating	63,825.00	2,750.60	0.0%
	Capital	-	200.00	#DIV/O!
		<u>63,825.00</u>	<u>2,950.60</u>	4.6%
445 - RECREATION	Operating	251,749.00	16,262.98	6.5%
	Capital	-	-	0.0%
	Personnel	<u>988,317.89</u>	<u>120,360.60</u>	12.2%
		1,240,066.89	136,623.58	11.0%
451 - PLANNING & ZONING	Operating	30,799.95	2,324.49	7.5%
	Capital	-	-	100.0%
	Personnel	<u>388,766.10</u>	<u>51,768.43</u>	13.3%
		419,566.05	54,092.92	12.9%
452 - BUILDING INSPECTOR	Operating	24,200.00	5,798.24	24.0%
	Personnel	802,807.89	116,525.86	14.5%
	Capital	-	-	
		<u>827,007.89</u>	<u>122,324.10</u>	14.8%
453 - ENGINEERING	Operating	31,450.00	6,434.92	20.5%
	Capital	-	-	#DIV/O!
	Personnel	<u>790,763.69</u>	<u>117,722.78</u>	14.9%
		822,213.69	124,157.70	15.1%

CITY OF POST FALLS
 BUDGET STATUS REPORT
 FOR MONTH ENDED November 30, 2025

FUND OR DEPARTMENT	TYPE OF EXPENDITURE	TOTAL BUDGET	YTD EXPENDITURE	PERCENT EXPENDED
454 - Community Development Admin	Operating	101,152.00	66,867.34	66.1%
	Capital	-	-	0.0%
	Personnel	<u>243,835.96</u>	<u>36,651.94</u>	15.0%
		344,987.96	103,519.28	30.0%
465 - STREET LIGHTS	Operating	<u>805,000.00</u>	<u>135,697.23</u>	16.9%
		805,000.00	135,697.23	16.9%
481 - CAPITAL IMPROVMENTS/CONTRACTS	Operating	5,535,000.00	690,878.06	12.5%
	Capital	-	-	0.0%
		<u>5,535,000.00</u>	<u>690,878.06</u>	12.5%
482 - PERSONNEL POOL	Operating	5,265,200.00	877,533.34	16.7%
	Personnel	<u>1,027,550.00</u>	<u>20,047.06</u>	2.0%
		6,292,750.00	897,580.40	14.3%
497 - TRANSFERS OUT	Operating	-	-	0.0%
		-	-	0.0%
TOTAL GENERAL FUND		<u>46,967,532.61</u>	<u>5,626,123.96</u>	12.0%
002 - INSURANCE FUND	Operating	<u>470,343.00</u>	<u>459,343.00</u>	97.7%
		470,343.00	459,343.00	97.7%
003 - PERSONNEL FUND	Operating	57,200.00	5,870.66	10.3%
	Capital	-	-	0.0%
	Personnel	<u>5,363,000.00</u>	<u>571,825.12</u>	10.7%
		5,420,200.00	577,695.78	10.7%
004-Street Lights	Operating	<u>-</u>	<u>-</u>	0.0%
		-	-	
007 - DRUG SEIZURE FUND	Operating	130,000.00	755.92	0.6%
	Capital	-	-	
		<u>130,000.00</u>	<u>755.92</u>	0.6%
008 - 911 FUND	Operating	569,997.00	231,999.88	40.7%
	Capital	-	-	0.0%
	Personnel	<u>416,821.42</u>	<u>31,559.87</u>	7.6%
		986,818.42	263,559.75	26.7%
011 - FACILITY BUILDING RESERVE FUND	Operating	10,320,000.00	-	0.0%
	Capital	<u>6,000,000.00</u>	<u>285,486.75</u>	0.0%
		16,320,000.00	285,486.75	0.0%
017 - ANNEXATION FUND	Operating	1,720,000.00	13,432.49	0.8%
	Capital	-	-	
		<u>1,720,000.00</u>	<u>13,432.49</u>	0.8%
023 - SPECIAL EVENTS FUND	Operating	<u>137,989.00</u>	<u>39,193.18</u>	28.4%
		137,989.00	39,193.18	28.4%
029 - CEMETERY IMPROVEMENTS FUND	Operating	451,000.00	-	0.0%
	Capital	<u>99,000.00</u>	<u>-</u>	
		550,000.00	-	0.0%
034- KOOTENAI FIRE/EMS IMPACT FEES	Operating	<u>1,000,000.00</u>	<u>109,990.44</u>	11.0%
		1,000,000.00	109,990.44	11.0%

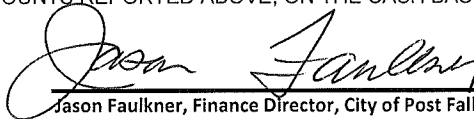
CITY OF POST FALLS
 BUDGET STATUS REPORT
 FOR MONTH ENDED November 30, 2025

FUND OR DEPARTMENT	TYPE OF EXPENDITURE	TOTAL BUDGET	YTD EXPENDITURE	PERCENT EXPENDED
035 - PUBLIC SAFETY IMPACT FEES FUND	Operating	1,426,000.00	5,743.46	0.4%
	Capital	<u>1,800,000.00</u>	<u>13,650.00</u>	0.0%
		<u>3,226,000.00</u>	<u>19,393.46</u>	0.6%

CITY OF POST FALLS
BUDGET STATUS REPORT
FOR MONTH ENDED November 30, 2025

FUND OR DEPARTMENT	TYPE OF EXPENDITURE	TOTAL BUDGET	YTD EXPENDITURE	PERCENT EXPENDED
037 - STREET IMPACT FEE FUND	Operating	2,603,420.00	-	0.0%
	Capital	<u>2,496,580.00</u>	<u>151,949.86</u>	
		5,100,000.00	151,949.86	0.0%
038 - PARK IMPACT FEE FUND	Operating	1,785,000.00	-	0.0%
	Capital	<u>2,975,000.00</u>	<u>239,213.10</u>	8.0%
		4,760,000.00	239,213.10	5.0%
039 - STREET CAPITAL PROJECTS	Operating	<u>-</u>	<u>-</u>	0.0%
		-	-	0.0%
402 - LID 99-1 FUND	Operating	<u>-</u>	<u>-</u>	0.0%
		-	-	0.0%
410 - LID 2004	Operating	<u>-</u>	<u>-</u>	0.0%
		-	-	0.0%
450 - LID GUARANTEE FUND	Operating	<u>-</u>	<u>-</u>	0.0%
		-	-	0.0%
650 - RECLAIMED WATER OPERATING FUND incl: wwo, collections, recycled, surface	Operating	7,658,577.25	641,636.53	8.4%
	Capital	15,248,000.00	186,342.61	1.2%
	Personnel	<u>3,065,059.75</u>	<u>344,681.91</u>	11.2%
		25,971,637.00	1,172,661.05	4.5%
651 - RECLAIMED WATER - CAPITAL WWTP FUND	Operating	855,324.00	(35,372.00)	-4.1%
	Capital	<u>4,940,000.00</u>	<u>124,110.30</u>	2.5%
		5,795,324.00	88,738.30	1.5%
652 - RECLAIMED WATER CAPITAL - COLLECTOR FUND	Capital	19,970,000.00	136,063.03	0.7%
	Operating	<u>6,455,000.00</u>	<u>-</u>	
		26,425,000.00	136,063.03	0.5%
700 - SANITATION FUND	Operating	<u>4,711,427.00</u>	<u>507,931.11</u>	10.8%
		4,711,427.00	507,931.11	10.8%
750 - WATER OPERATING FUND	Operating	2,304,902.70	167,721.02	7.3%
	Capital	2,774,000.00	356,483.17	
	Personnel	<u>1,026,454.96</u>	<u>142,248.88</u>	13.9%
		6,105,357.66	666,453.07	10.9%
753 - WATER CAPITAL FUND	Operating	-	-	0.0%
	Capital	<u>9,635,000.00</u>	<u>19,537.76</u>	0.2%
		9,635,000.00	19,537.76	0.2%
GRAND TOTAL		<u>\$ 165,432,628.69</u>	<u>\$ 10,377,522.01</u>	6.3%

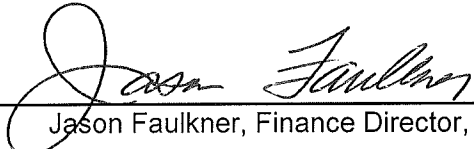
I HEREBY SWEAR UNDER OATH THAT THE AMOUNTS REPORTED ABOVE, ON THE CASH BASIS, ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.


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

City of Post Falls
Cash and Investments
11/30/2025

Description	City's Balance
<u>Idaho State Investment Pool</u>	
LGIP Acct 1399	101,540,260.57
LGIP Acct 1441	304,065.82
<u>First Financial Equity Corporation</u>	
General Accts Investments	20,779,902.92
Contingency Accts	8,998,160.54
Replacement & Reserve Accts	65,771,422.05
<u>Moreton Capital Investments</u>	
Moreton Securities	21,570,211.84
<u>Mountain West bank</u>	
Repurchase Sweep Account	17,046,087.41
Checking Account	94,561.96
<u>Cash on Hand</u>	
Finance	300.00
Animal Control	150.00
Police	525.00
Recreation	125.00
Park	-
Planning and Zoning	150.00
Total	<u><u>\$ 236,105,923.11</u></u>

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

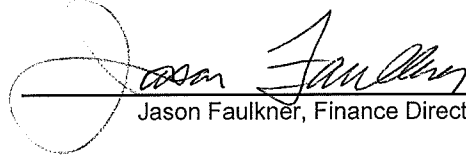


 Jason Faulkner, Finance Director, City of Post Falls, Idaho

City of Post Falls
Treasurer's Report of Cash and Investment Transactions
11/30/2025

FUND	BALANCE 10/31/2025	RECEIPTS	DISBURSEMENTS	BALANCE 11/30/2025
001 - GENERAL FUND	\$31,062,757.86	\$1,323,969.10	\$3,064,505.67	\$ 29,322,221.29
002 - COMPREHENSIVE LIABILITY	185,788.07	\$16,993.21	-	202,781.28
003 - PERSONNEL BENEFIT POOL	17,021.23	\$440,020.22	\$383,086.58	73,954.87
004 - STREET LIGHTS	-	\$ -	-	-
007 - DRUG SEIZURE PROGRAM	211,541.58	\$774.95	\$ 255.92	212,060.61
008 - 911 SUPPORT	2,912,985.87	\$85,123.67	\$70,297.25	2,927,812.29
011 - FACILITY BUILDING RESERVE	12,172,294.21	\$378,814.43	\$48,576.42	12,502,532.22
017 - ANNEXATION FEES	1,803,835.50	\$39,782.77	\$8,874.25	1,834,744.02
023 - SPECIAL EVENTS	444,509.33	\$13,696.84	\$772.21	457,433.96
029 - CEMETERY CAPITAL IMPROVEMENT	589,389.19	\$9,387.23	-	598,776.42
034 - KOOTENAI FIRE/EMS IMPACT FEES	83,121.10	\$90,814.20	\$61,982.44	111,952.86
035 - PUBLIC SAFETY IMPACT FEES	3,538,429.89	\$74,812.34	\$16,521.73	3,596,720.50
037 - STREETS IMPACT FEES	9,328,756.99	\$284,736.73	\$0.00	9,613,493.72
038 - PARKS IMPACT FEES	6,379,459.35	\$337,805.08	\$0.00	6,717,264.43
039 - STREETS CAPITAL PROJECTS	-	\$ -	-	-
402 - LID 99-1	(30,979.88)	\$ -	-	(30,979.88)
410 - LID 2004	14,510.28	\$1,087.93	-	15,598.21
450 - LID GUARANTEE	19,158.05	\$60.57	-	19,218.62
650 - RECLAIMED WATER OPERATING	78,614,126.10	\$1,974,302.24	\$633,018.55	79,955,409.79
651 - RECLAIMED WATER CAPITAL - WWTP	30,242,535.39	\$630,173.74	\$162,124.55	30,710,584.58
652 - RECLAIMED WATER CAPITAL - COLLECTOR	21,534,273.43	\$257,951.00	\$0.00	21,792,224.43
653-WASTEWATER STORM WATER	-	\$ -	-	-
700 - SANITATION	1,622,165.59	\$465,976.97	\$80,330.65	2,007,811.91
750 - WATER OPERATING	27,787,167.57	\$765,607.75	\$587,194.84	27,965,580.48
753 - WATER CAPITAL	5,275,499.24	\$250,122.87	\$ 26,895.61	5,498,726.50
GRAND TOTAL:	\$ 233,808,345.94	\$ 7,442,013.84	\$ 5,144,436.67	\$ 236,105,923.11

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



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

**CITY OF POST FALLS
AGENDA REPORT
CONSENT CALENDAR
MEETING DATE: 1/20/2026**

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: Robert Palus, City Engineer
SUBJECT: Westfork Townhomes Subdivision Final Plat Approval

ITEM AND RECOMMENDED ACTION:

With approval of the Consent Agenda, City Council authorizes the Mayor's signature of the final plat of the Westfork Townhomes Subdivision.

DISCUSSION:

This 6-lot subdivision is located on the northwest corner of E. Mullan and N. Frederick St. The plat has been reviewed by staff and found to be in conformance with City Standards and the requirements of the Master Development Agreement that was completed in February 2025. Construction plans were approved, and the Construction Improvement Agreement was executed on July 15, 2025 (SUBD-24-6).

Under the Subdivision Ordinance, the plat is returned to the City Council for authorization of the Mayor's signature. Certification is required from the Engineering Division that infrastructure improvements have been completed, or that surety has been provided to guarantee the completion of the improvements. As the developer is platting the subdivision prior to construction of all improvements, they have provided surety for the public improvements associated with the subdivision.

***Copy of plat attached. Original Mylars to clerk prior to meeting.

ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON:

July 15, 2025 - Construction Improvement Agreement

APPROVED OR DIRECTION GIVEN:

Approved

FISCAL IMPACT OR OTHER SOURCE OF FUNDING:

Acceptance of operations and maintenance costs for public roadway, sanitary sewer and water infrastructure with completion of improvements.

BUDGET CODE:

N/A

ATTACHMENTS:

1. Westfork Townhomes Final Plat
2. Location Map

WESTFORK TOWNHOMES

A REPLAT OF LOTS 10, 11 & 12, BLOCK 13 OF THE PLAT OF DRUMHELLERS ADDITION AND THE ADJACENT FREDERICK STREET VACATED RIGHT-OF-WAY LYING IN THE SOUTHEAST QUARTER OF SECTION 34, TOWNSHIP 51 NORTH, RANGE 5 WEST, BOISE MERIDIAN, CITY OF POST FALLS, KOOTENAI COUNTY, IDAHO

BOOK: _____ PAGE: _____
INSTRUMENT No. _____

BASIS OF BEARING

THE BASIS OF BEARING FOR THIS SURVEY IS THE IDAHO STATE PLANE COORDINATE SYSTEM, WEST ZONE (1103)-US SURVEY FEET. BEARINGS SHOWN ARE GRID BEARINGS AND DISTANCES SHOWN ARE GROUND DISTANCES. A CONVERGENCE ANGLE OF -00°53'01" AND A CAF OF 1.00006932.

SURVEYOR'S NARRATIVE

1. THE PURPOSE OF THIS PLAT IS TO CREATE LOTS MEETING THE REQUIREMENTS OF THE CITY OF POST FALLS SUBDIVISION ORDINANCE.
2. THIS SURVEY WAS PERFORMED WITH THE BENEFIT OF A TITLE COMMITMENT POLICY PREPARED BY OLD REPUBLIC NATIONAL TITLE INSURANCE COMPANY, DATED MAY 13, 2024, POLICY NUMBER OX-15320936.
3. THIS SURVEY WAS PERFORMED USING A COMBINATION OF FIELD TRAVERSING USING A TOPCON GT-503 ROBOTIC TOTAL STATION AND TOPCON GR-5 GNSS BASE UNIT AND RTK ROVER UNIT.
4. THERE WAS NO ATTEMPT MADE TO SHOW ALL OF THE PHYSICAL FEATURES OF THIS PROPERTY, NOR ANY EASEMENTS OF RECORD, EXCEPT FOR THOSE SHOWN HEREON.
5. THE PLAT BOUNDARY WAS CALCULATED AS FOLLOWS:

THE GEOMETRY OF RECORD OF SURVEY, BOOK 1, PAGE 249 WAS USED TO CALCULATE THE NORTHWEST, NORTHEAST AND SOUTHWEST CORNERS OF BLOCK 13. THE BRASS CAP AT THE NORTHEAST CORNER LOT 1, BLOCK 14 AS HELD AND THEN ROTATED TO THE FOUND MONUMENTS AT THE SOUTHEAST CORNER OF LOT 3, BLOCK 13.

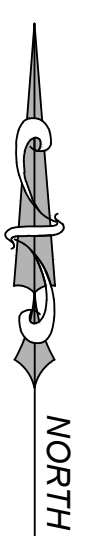
THE SOUTH LINE OF BLOCK 13 WAS CALCULATED BY HOLDING THE FOUND MONUMENTS ALONG THE SOUTH LINE OF BLOCK 14 AND THE CALCULATED POSITION AT THE SOUTHWEST CORNER OF BLOCK 13. THEN THE SOUTHEAST CORNER OF BLOCK 13 WAS PROPORTIONED ALONG THE SOUTH LINE OF BLOCK 13 AND THEN EXTENDED 10 FEET EAST PER THE RIGHT OF WAY VACATION.

THE SOUTH LINE OF THE ALLEY WITHIN LOT 13 WAS CALCULATED BY ESTABLISHING THE MIDPOINT OF THE WEST LINE OF BLOCK AND THE MIDPOINT OF THE EAST LINE OF BLOCK 14 AND OFFSETTING THAT LINE 8 FEET SOUTH.

LEGEND

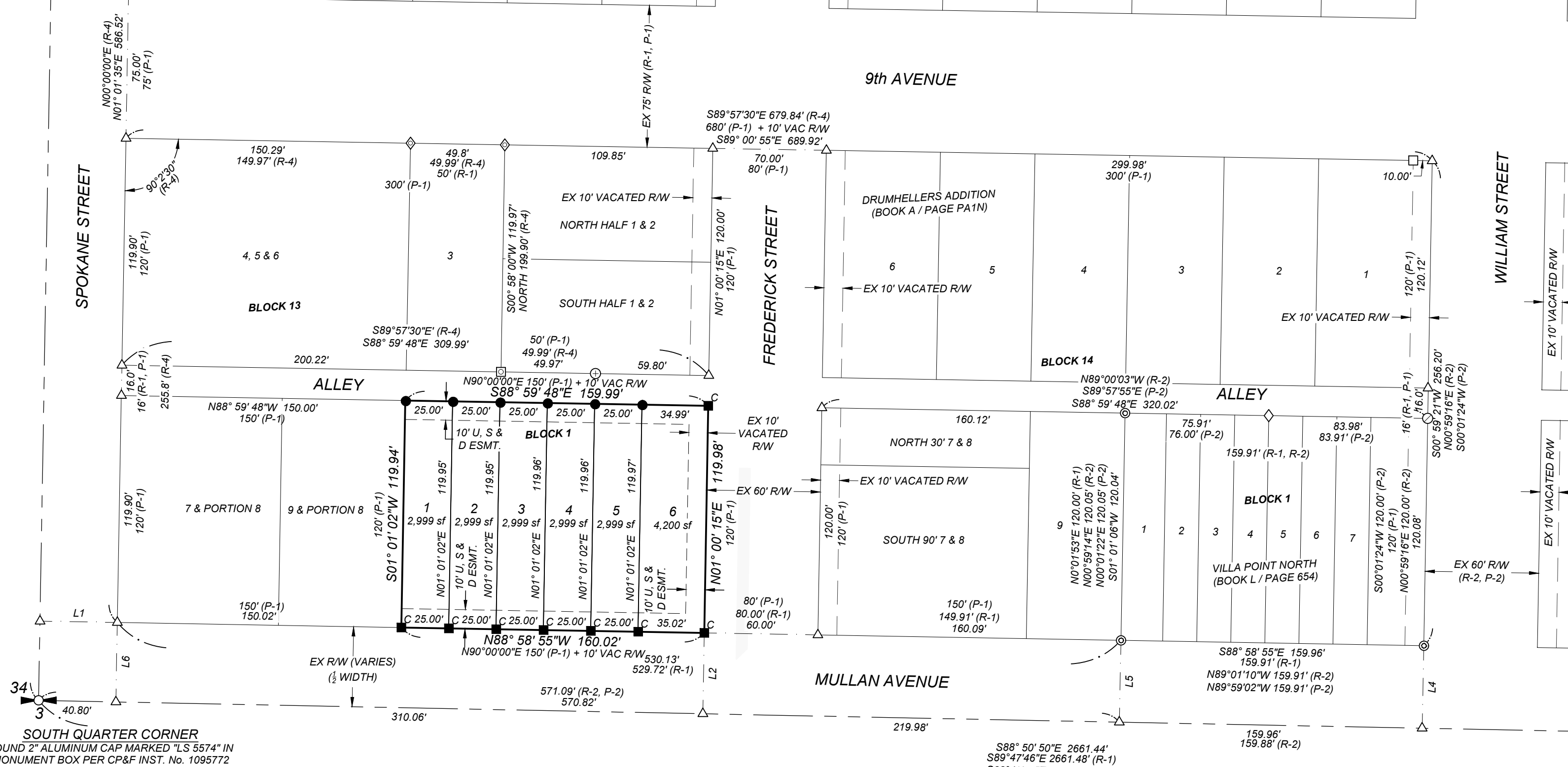
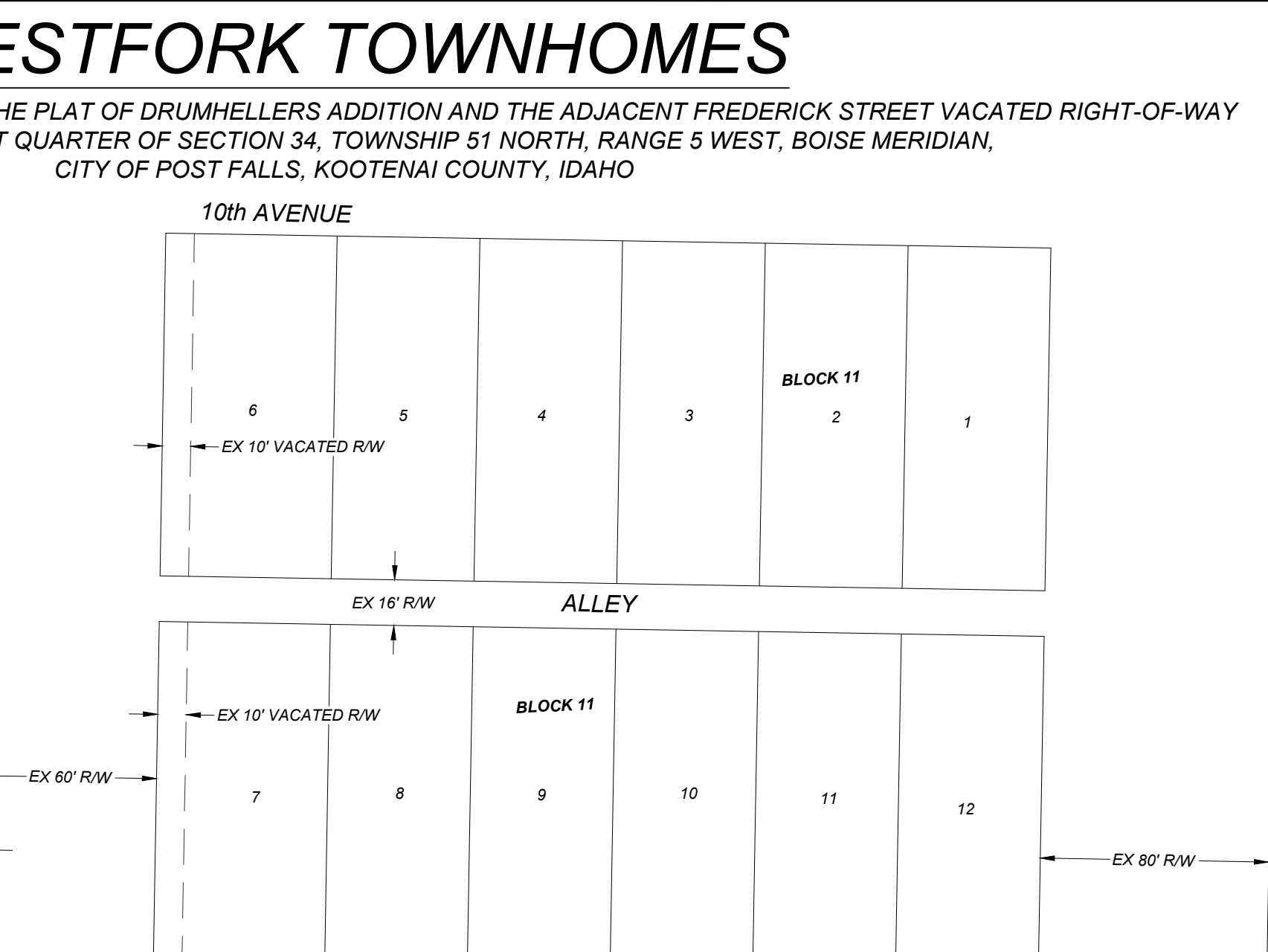
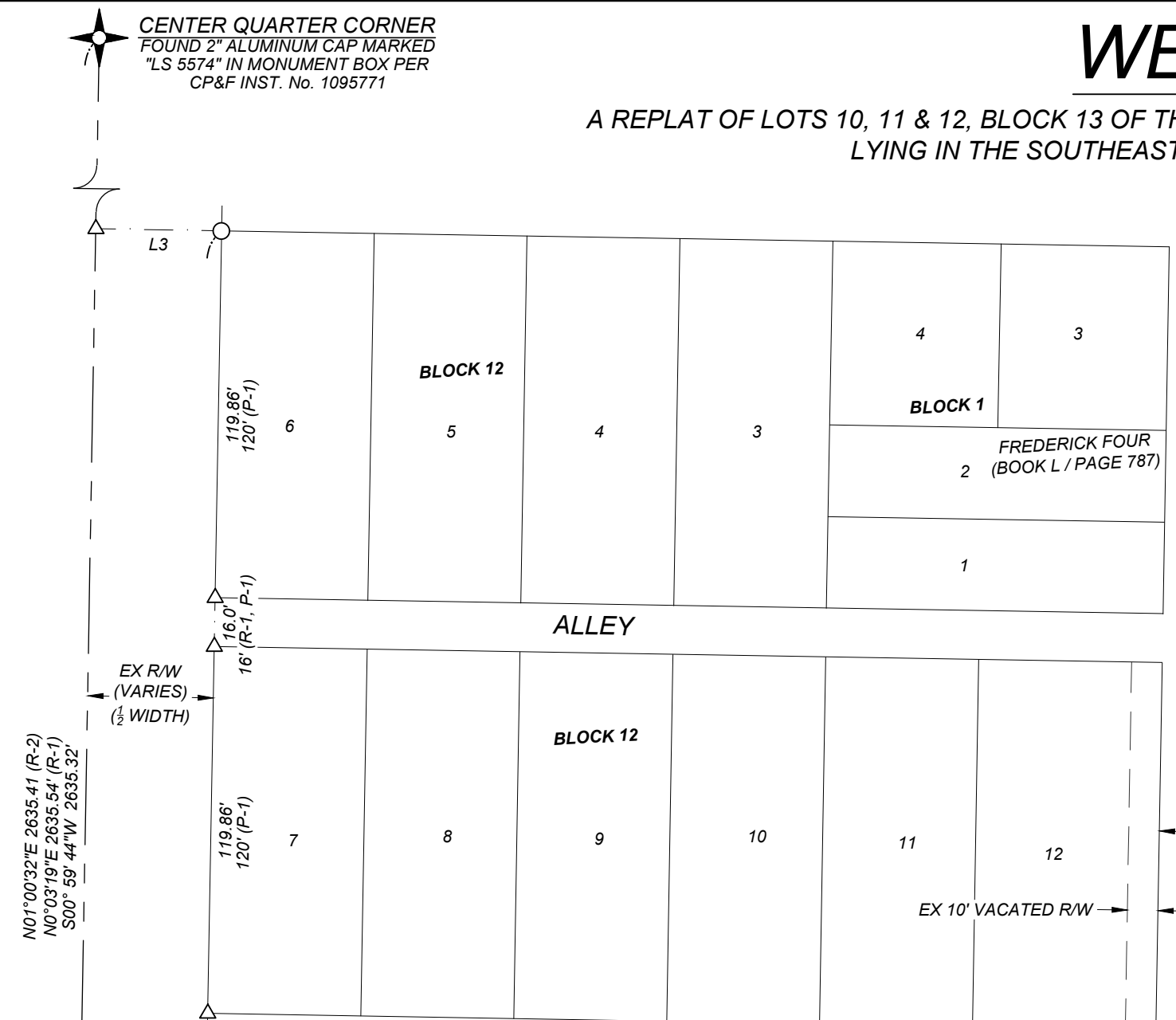
- SET 5/8" x 24" REBAR WITH YELLOW PLASTIC CAP MARKED "PLS 12110"
- SET 1" COPPER DISK MARKED "PLS 12110"
- FOUND 5/8" REBAR WITH YELLOW PLASTIC CAP MARKED "PLS 4194"
- ⊙ FOUND 5/8" REBAR WITH YELLOW PLASTIC CAP MARKED "PLS 4182"
- FOUND 5/8" REBAR WITH ILLEGIBLE PLASTIC CAP
- ⊕ FOUND 5/8" REBAR WITH NO I.D.
- FOUND 2" BRASS DISK WITH ILLEGIBLE MARKINGS
- ⊠ FOUND DRILL STEEL
- ◇ FOUND 1/2" REBAR WITH YELLOW PLASTIC CAP MARKED "PLS 4182"
- ◇ FOUND 1/2" REBAR WITH NO I.D.
- △ CALCULATED POINT, NOTHING FOUND OR SET
- U, S & D ESMT. UTILITY, SIDEWALK & DRAINAGE EASEMENT

- BOUNDARY LINE
- LOT LINE
- ADJACENT LOT LINE
- - - EASEMENT LINE
- - - SECTION LINE
- - - TIE LINE



SOUTHEAST CORNER
FOUND 3" ALUMINUM CAP MARKED "PLS 8398" IN MONUMENT BOX PER CP&F INST. No. 1921460

SCALE: 1" = 50'



SOUTH QUARTER CORNER
FOUND 2" ALUMINUM CAP MARKED "LS 5574" IN MONUMENT BOX PER CP&F INST. No. 1095772

Line #	Bearing	Length	Record Data
L1	N89°01'39"W	40.83'	41.34' (R-1)
L2	S01°00'15"W	42.73'	
L3	N89°00'16"W	41.14'	40.92' (R-1)
L4	S01°09'10"W	43.62'	43.64' (R-1) 43.71' (R-2)
L5	S01°09'10"W	43.25'	43.17' (R-1) 43.18' (R-2) N00°12'14"E 43.17' (P-2)
L6	S01°01'35"W	42.00'	41.60' (R-1)

REFERENCE DOCUMENTS

- (R-1) RECORD OF SURVEY PREPARED BY KOOTENAI COUNTY SURVEYORS AND FILED AT BOOK 20 OF SURVEYS, PAGE 57, RECORDS OF KOOTENAI COUNTY, IDAHO.
- (R-2) RECORD OF SURVEY PREPARED BY JAMAR ASSOCIATES, INC. AND FILED AT BOOK 23 OF SURVEYS, PAGE 43, RECORDS OF KOOTENAI COUNTY, IDAHO.
- (R-3) RECORD OF SURVEY PREPARED BY K.A. DURTSCHI & ASSOC., INC. AND FILED AT BOOK 16 OF SURVEYS, PAGE 188, RECORDS OF KOOTENAI COUNTY, IDAHO.
- (R-4) RECORD OF SURVEY PREPARED BY SMITH, SMITH & ASSOCIATES, P.A. AND FILED AT BOOK 1 OF SURVEYS, PAGE 249, RECORDS OF KOOTENAI COUNTY, IDAHO.
- (P-1) PLAT OF DRUMHELLERS ADDITION FILED AT BOOK E OF DEEDS, PAGE 244, RECORDS OF KOOTENAI COUNTY, IDAHO.
- (P-2) PLAT OF VILLA POINT NORTH PREPARED BY LAKE CITY ENGINEERING, INC. AND FILED AT BOOK L OF PLATS, PAGE 654, RECORDS OF KOOTENAI COUNTY, IDAHO.
- (P-3) PLAT OF FREDERICK FOUR PREPARED BY FRAME & SMETANA ENGINEERING & SURVEYING AND FILED AT BOOK L OF PLATS, PAGE 787, RECORDS OF KOOTENAI COUNTY, IDAHO.



CHECKED BY:	JAB
DRAFTED BY:	SMA
SCALE:	1" = 50'
DATE:	01/05/2026
JOB NO:	LCE 24-014 / H2 2025-231

WESTFORK TOWNHOMES

A REPLAT OF LOTS 10, 11 & 12, BLOCK 13 OF THE PLAT OF DRUMHELLERS ADDITION AND THE ADJACENT FREDERICK STREET VACATED RIGHT-OF-WAY LYING IN THE SOUTHEAST QUARTER OF SECTION 34, TOWNSHIP 51 NORTH, RANGE 5 WEST, BOISE MERIDIAN, CITY OF POST FALLS, KOOTENAI COUNTY, IDAHO

BOOK: _____ PAGE: _____
INSTRUMENT No. _____

KOOTENAI COUNTY RECORDER

THIS PLAT WAS RECORDED AT THE REQUEST OF ROBERT EUGENE KING FOR RECORD IN THE OFFICE OF THE RECORDER OF KOOTENAI COUNTY, IDAHO, THIS _____ DAY OF _____, 20____, AT _____:____:____M. IN BOOK _____ OF PLATS, PAGE(S) _____, AS INSTRUMENT NUMBER _____.

FEE \$ _____

DEPUTY CLERK

JENNIFER LOCKE, KOOTENAI COUNTY CLERK

COUNTY TREASURER'S CERTIFICATE

I HEREBY CERTIFY THAT THE TAXES DUE FOR THE PROPERTY DESCRIBED IN THE OWNERS CERTIFICATE AND DEDICATION HAVE BEEN PAID THROUGH _____, 20____.

DATED THIS _____ DAY OF _____, 20____.

KOOTENAI COUNTY TREASURER

CITY COUNCIL CERTIFICATE

THIS PLAT HAS BEEN ACCEPTED AND APPROVED BY CITY COUNCIL OF THE CITY OF POST FALLS, IDAHO.

DATED THIS _____ DAY OF _____, 20____.

RANDY WESTLUND - MAYOR

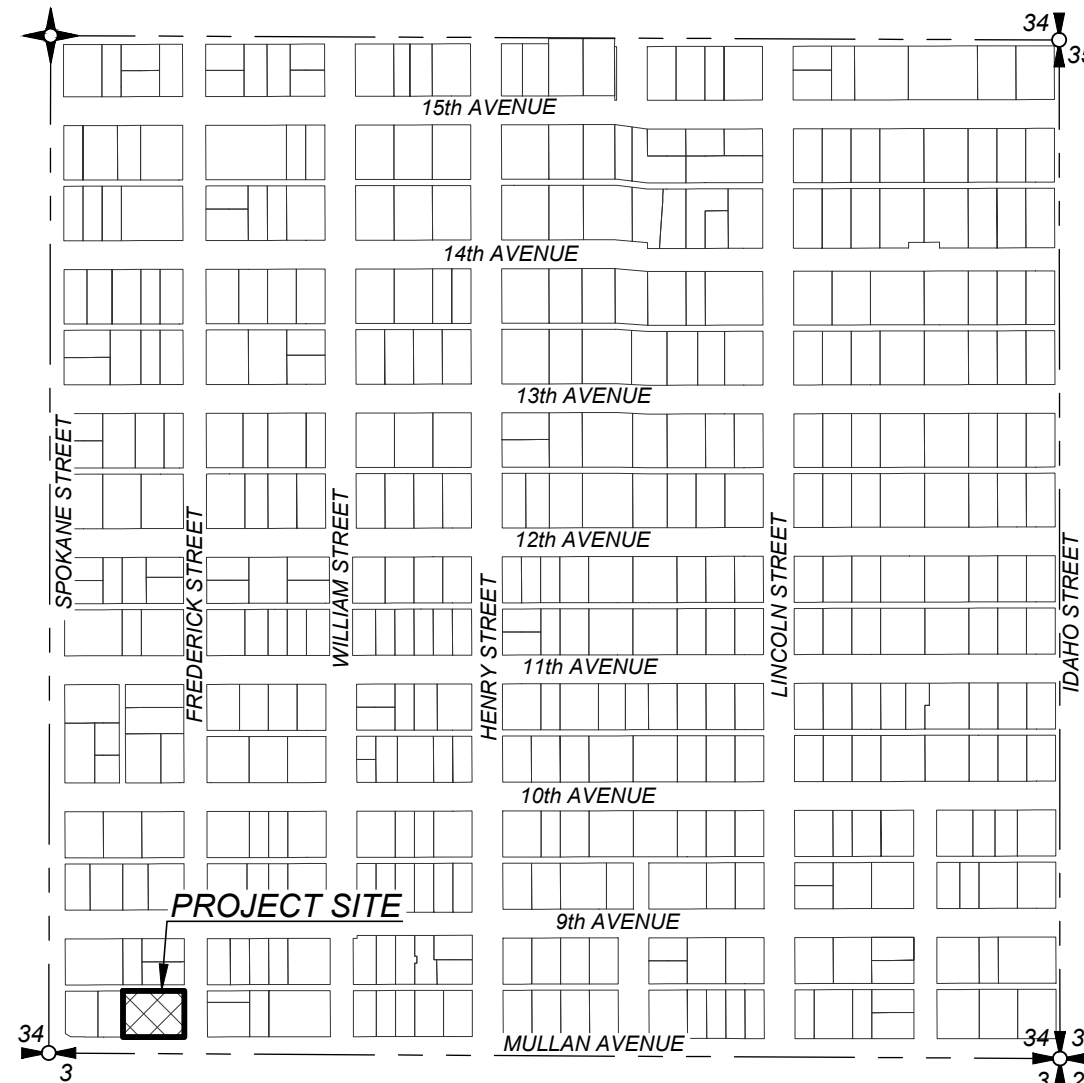
SHANNON HOWARD - CLERK

CITY ENGINEER APPROVAL

I, THE UNDERSIGNED CITY ENGINEER FOR THE CITY OF POST FALLS, CERTIFY THAT THIS PLAT IS IN CONFORMANCE WITH CITY CODE AND THE REQUIREMENTS IMPOSED BEFORE THE CITY COUNCIL AND HEREBY APPROVED FOR RECORDING.

ON THIS _____ DAY OF _____, 20____.

ROBERT S. PALUS, PE - CITY ENGINEER, PE #10039



SOUTHEAST QUARTER OF SECTION 34, TOWNSHIP 51 NORTH, RANGE 5 WEST
VICINITY MAP

SCALE 1" = 500'

HEALTH DISTRICT APPROVAL

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

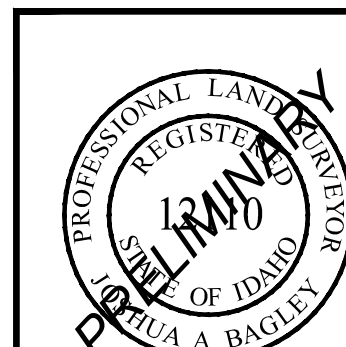
DATED THIS _____ DAY OF _____, 20____.

PANHANDLE HEALTH DISTRICT 1

COUNTY SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT I HAVE EXAMINED THE HEREIN PLAT AND CHECKED THE PLAT COMPUTATIONS AND HAVE DETERMINED THAT THE REQUIREMENTS OF THE STATE CODE PERTAINING TO PLATS AND SURVEYS HAVE BEEN MET.

DATED THIS _____ DAY OF _____, 20____.



OWNER'S CERTIFICATE AND DEDICATION

BE IT KNOWN BY THESE PRESENTS THAT ROBERT EUGENE KING LIVING TRUST DATED JUNE 18, 2025, DOES HEREBY CERTIFY THAT IT OWNS AND HAS LAID OUT THE LAND EMBRACED WITHIN THIS PLAT TO BE KNOWN AS WESTFORK TOWNHOMES, BEING A REPLAT OF LOTS 10, 11 AND 12, BLOCK 13 OF DRUMHELLER'S ADDITION TO POST FALLS FILED IN BOOK E OF DEEDS AT PAGE 244, RECORDS OF KOOTENAI COUNTY, TOGETHER WITH THAT PORTION OF FREDERICK STREET THAT ATTACHES BY OPERATION OF LAW VACATED PER ORDINANCE NUMBER 452 RECORDED AT BOOK 125, PAGE 857, RECORDS OF KOOTENAI COUNTY, LYING IN THE SOUTHEAST QUARTER OF SECTION 34, TOWNSHIP 51 NORTH, RANGE 5 WEST, BOISE MERIDIAN, CITY OF POST FALLS, KOOTENAI COUNTY, IDAHO.

SAID PARCEL CONTAINING 0.441 ACRES, MORE OR LESS.

BE IT FURTHER KNOWN THAT:

SANITARY SEWER DISPOSAL IS PROVIDED BY THE CITY OF POST FALLS;

DOMESTIC WATER FOR THIS PLAT IS SUPPLIED BY THE CITY OF POST FALLS;

10 FOOT UTILITY, SIDEWALK AND DRAINAGE EASEMENTS (U, S & D ESMT.), AS SHOWN HEREON, ADJACENT TO ALL RIGHTS-OF-WAY, ARE HEREBY GRANTED TO THE PUBLIC IN THE NAME OF CITY OF POST FALLS;

NO DIRECT ACCESS TO/FROM LOTS 1 THROUGH 6, BLOCK 1 TO MULLAN AVENUE OR FREDERICK STREET;

LOTS WITHIN THIS PLAT ARE SUBJECT TO THE COVENANTS, CODES AND RESTRICTIONS RECORDED UNDER INSTRUMENT No. _____, RECORDS OF KOOTENAI COUNTY, REQUIREMENTS OF THE WESTFORK TOWNHOMES HOMEOWNERS ASSOCIATION, TOGETHER WITH ANY AND ALL AMENDMENTS MADE THEREAFTER;

ROBERT EUGENE KING, TRUSTEE _____ DATE _____
ROBERT EUGENE KING LIVING TRUST DATED JUNE 18, 2025

NOTARY CERTIFICATE

STATE OF IDAHO _____)
COUNTY OF KOOTENAI _____)

THIS RECORD WAS ACKNOWLEDGED BEFORE ME ON THIS _____ DAY OF _____ IN THE YEAR 20____, BY ROBERT EUGENE KING AS THE TRUSTEE OF THE ROBERT EUGENE KING LIVING TRUST DATED JUNE 18, 2025.

NOTARY PUBLIC

MY COMMISSION EXPIRES ON _____

SURVEYOR'S CERTIFICATE

I, JOSHUA A. BAGLEY, PROFESSIONAL LAND SURVEYOR #12110, STATE OF IDAHO, DO HEREBY CERTIFY THAT THE PLAT OF WESTFORK TOWNHOMES IS BASED UPON AN ACTUAL FIELD SURVEY OF THE LAND DESCRIBED HEREON, UNDER MY DIRECT SUPERVISION, AND ACCURATELY REPRESENTS THE POINTS PLATTED THEREON, ARE IN CONFORMANCE WITH THE STATE OF IDAHO CODE RELATING TO PLATS AND SURVEYS. ALL INTERIOR CORNERS WILL BE SET, AS SHOWN ON THIS PLAT, ON OR BEFORE ONE YEAR FROM RECORDING OF THIS PLAT, IN ACCORDANCE WITH IDAHO CODE 50-1331 & 50-1303.

CHECKED BY:	JAB
DRAFTED BY:	SMA
SCALE:	N.T.S.
DATE:	01/05/2026
JOB NO:	LCE 24-014 / H2 2025-231

2

2



WESTFORK TOWNHOMES LOCATION MAP

**CITY OF POST FALLS
AGENDA REPORT
CONSENT CALENDAR
MEETING DATE: 1/20/2026**

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: Robert Palus, City Engineer
SUBJECT: Killdeer Meadows Subdivision Final Plat Approval

ITEM AND RECOMMENDED ACTION:

With approval of the Consent Agenda, City Council authorizes the Mayor's signature on the final plat of the Killdeer Meadows Subdivision.

DISCUSSION:

This 18-lot subdivision is located on the south side of E. Killdeer Ave. just east of Greensferry Road. The plat has been reviewed by staff and found to be in conformance with City Standards and the requirements of the Master Development Agreement that was completed in May 2025. Construction plans were approved, and the Construction Improvement Agreement was executed on June 17, 2025 (SUBD-24-8).

Under the Subdivision Ordinance, the plat is returned to the City Council for authorization of the Mayor's signature. Certification is required from the Engineering Division that infrastructure improvements have been completed, or that surety has been provided to guarantee the completion of the improvements. As the developer is platting the subdivision prior to construction of all improvements, they have provided surety for the public improvements associated with the subdivision.

***Copy of plat attached. Original Mylars to clerk prior to meeting.

ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON:

June 17, 2025 - Construction Improvement Agreement

APPROVED OR DIRECTION GIVEN:

Approved

FISCAL IMPACT OR OTHER SOURCE OF FUNDING:

Acceptance of operations and maintenance costs for public roadway and sanitary sewer infrastructure with completion of improvements.

BUDGET CODE:

N/A

ATTACHMENTS:

1. Killdeer Meadows Final Plat
2. Killdeer Meadows Location Map

KILLDEER MEADOWS

A PORTION OF THE WEST HALF OF TRACT 23, BLOCK 25 OF THE PLAT OF POST FALLS IRRIGATED TRACTS LOCATED IN THE NORTHWEST QUARTER OF SECTION 25, TOWNSHIP 51 NORTH, RANGE 5 WEST, BOISE MERIDIAN, CITY OF POST FALLS, KOOTENAI COUNTY, IDAHO

BOOK _____, PAGE _____
INSTRUMENT # _____

OWNER'S CERTIFICATE

KNOWN ALL MEN BY THESE PRESENTS: THAT NORTHERN LIGHTS DEVELOPMENT LLC, AN IDAHO LIMITED LIABILITY COMPANY, IS THE RECORD OWNER OF THE REAL PROPERTY ON THIS CERTIFICATION AND HAVE CAUSED THE SAME TO BE SURVEYED AND DIVIDED INTO LOTS AS HEREIN PLATTED, TO BE KNOWN AS KILLDEER MEADOWS.

BEING A PORTION OF THE WEST HALF OF TRACT 23 OF THE PLAT OF POST FALLS IRRIGATED TRACTS FILED AT BOOK C, PAGE 78, RECORDS OF KOOTENAI COUNTY, LOCATED IN THE NORTHWEST QUARTER OF SECTION 25, TOWNSHIP 51 NORTH, RANGE 5 WEST, BOISE MERIDIAN, CITY OF POST FALLS, KOOTENAI COUNTY, IDAHO, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE WEST QUARTER CORNER OF SAID SECTION 25, TOWNSHIP 51 NORTH, RANGE 5 WEST, FROM WHICH THE CENTER QUARTER CORNER OF SAID SECTION 25 BEARS SOUTH 88°31'36" EAST, A DISTANCE OF 2647.44 FEET;

THENCE NORTH 00°36'45" EAST ALONG THE WEST LINE OF THE NORTHWEST QUARTER OF SAID SECTION 25, A DISTANCE OF 1324.72 FEET TO A 5/8 INCH REBAR WITH ILLEGIBLE PLASTIC CAP AT THE INTERSECTION OF SAID WEST LINE AND THE CENTERLINE OF KILLDEER AVENUE;

THENCE SOUTH 88°44'36" EAST ALONG SAID CENTERLINE OF KILLDEER AVENUE, A DISTANCE OF 662.28 FEET;

THENCE SOUTH 00°35'37" WEST LEAVING SAID CENTERLINE, A DISTANCE OF 40.00 FEET TO A 5/8 INCH REBAR WITH PLASTIC CAP MARKED "ESC PLS 4194" AT THE NORTHEAST CORNER OF BLOCK 4 OF THE PLAT OF GREEN MEADOWS FILED AT BOOK L, PAGE 456, RECORDS OF KOOTENAI COUNTY, ON THE SOUTH RIGHT-OF-WAY OF KILLDEER AVENUE, AND THE POINT OF BEGINNING;

THENCE SOUTH 88°44'36" EAST ALONG SAID SOUTH RIGHT-OF-WAY OF KILLDEER AVENUE, A DISTANCE OF 331.14 FEET TO A POINT ON THE EAST LINE OF SAID WEST HALF OF TRACT 23 OF THE PLAT OF POST FALLS IRRIGATED TRACTS;

THENCE SOUTH 00°37'25" WEST ALONG SAID EAST LINE OF THE WEST HALF OF TRACT 23, A DISTANCE OF 624.23 FEET TO THE SOUTHEAST CORNER OF SAID WEST HALF OF TRACT 23;

THENCE NORTH 88°38'06" WEST ALONG THE SOUTH LINE OF SAID WEST HALF OF TRACT 23, A DISTANCE OF 330.82 FEET TO A 5/8 INCH REBAR WITH PLASTIC CAP MARKED "ESC PLS 4194" AT THE SOUTHWEST CORNER OF SAID WEST HALF OF TRACT 23 AT THE SOUTHEAST CORNER OF THE RIGHT-OF-WAY OF LUVERNE LANE;

THENCE NORTH 00°35'37" EAST ALONG THE WEST LINE OF SAID WEST HALF OF TRACT 23, A DISTANCE OF 623.61 FEET TO SAID SOUTH RIGHT-OF-WAY OF KILLDEER AVENUE AND THE POINT OF BEGINNING;

CONTAINING 206,491 SQUARE FEET, OR 4.740 ACRES

TOGETHER WITH AND SUBJECT TO:

EXISTING RIGHTS-OF-WAY AND EASEMENTS OF RECORD AND OR APPEARING ON SAID ABOVE DESCRIBED PARCEL.

LOTS WITHIN THIS PLAT SUBJECT TO THE COVENANTS, CODES AND RESTRICTIONS RECORDED UNDER INSTRUMENT NUMBER _____ RECORDS OF KOOTENAI COUNTY, REQUIREMENTS OF THE KILLDEER MEADOWS HOMEOWNERS ASSOCIATION. TOGETHER WITH ANY AND ALL AMENDMENTS MADE THEREAFTER.

EASEMENTS, DEDICATIONS, CONDITIONS, RESTRICTIONS, NOTES AND PROVISIONS CREATED BY OR DELINEATED, DESCRIBED OR OTHERWISE SET FORTH IN THE PLAT OF POST FALLS IRRIGATED TRACTS, AS RECORDED IN BOOK C OF PLATS AT PAGES 78, 79 & 80, RECORDS OF KOOTENAI COUNTY.

ACCESS TO/FROM LOT 1, BLOCK 1 AND LOT 1, BLOCK 2 TO KILLDEER AVENUE WILL NOT BE ALLOWED.

GRANTING:

10 FOOT UTILITY, SIDEWALK & DRAINAGE EASEMENT, AS SHOWN HEREON AND ADJACENT TO THE DEDICATED RIGHTS-OF-WAY, TO THE PUBLIC IN THE NAME OF THE CITY OF POST FALLS.

DEDICATING:

65 FEET OF RIGHTS-OF-WAY, AS SHOWN HEREON, KNOWN AS MAY ELLA LOOP AND LUVERNE LANE, DEDICATED TO THE PUBLIC IN THE NAME OF THE CITY OF POST FALLS.

BE IT FURTHER KNOWN THAT:

WATER SERVICE WILL BE PROVIDED BY ROSS POINT WATER DISTRICT PER IDAHO CODE 50-1334(2).

SANITARY SEWER SERVICE PROVIDED BY CITY OF POST FALLS.

KILLDEER MEADOWS HOMEOWNERS ASSOCIATION WILL BE RESPONSIBLE FOR THE MAINTENANCE, IRRIGATION OF THE ROADSIDE SWALES AND SNOW REMOVAL FROM THE SIDEWALKS ALONG THE SOUTH SIDE OF LUVERNE LANE AND ALONG KILLDEER AVENUE.

MICHAEL FITZGERALD II, MANAGER
NORTHERN LIGHTS DEVELOPMENT LLC

DATE _____

PANHANDLE HEALTH DISTRICT APPROVAL

SANITARY RESTRICTIONS AS REQUIRED BY IDAHO CODE, TITLE 50, CHAPTER 13 HAVE BEEN SATISFIED BASED ON A REVIEW BY A QUALIFIED LICENSED PROFESSIONAL ENGINEER (QIPE) REPRESENTING ROSS POINT WATER DISTRICT AND A QIPE REPRESENTING THE CITY OF POST FALLS AND THE QIPE APPROVAL OF THE DESIGN PLANS AND SPECIFICATIONS AND THE CONDITIONS IMPOSED ON THE DEVELOPER FOR CONTINUED SATISFACTION OF THE SANITARY RESTRICTIONS. BUYER IS CAUTIONED THAT AT THE TIME OF THIS APPROVAL, NO SEWER EXTENSIONS WERE CONSTRUCTED, AND WATER PURVEYOR REQUIREMENTS WERE NOT COMPLETED. BUILDING CONSTRUCTION CAN BE ALLOWED WITH APPROPRIATE BUILDING PERMITS IF DRINKING WATER SYSTEM IMPROVEMENTS HAVE SINCE BEEN COMPLETED AND SEWER EXTENSIONS HAVE SINCE BEEN CONSTRUCTED OR IF THE DEVELOPER IS SIMULTANEOUSLY CONSTRUCTING THOSE FACILITIES. IF THE DEVELOPER FAILS TO CONSTRUCT FACILITIES, THEN SANITARY RESTRICTIONS MAY BE RE-IMPOSED, IN ACCORDANCE WITH SECTION 50-1326, IDAHO CODE, BY THE ISSUANCE OF A CERTIFICATE OF DISAPPROVAL, AND NO CONSTRUCTION OF ANY BUILDING OR SHELTER REQUIRING DRINKING WATER OR SEWER/SEPTIC FACILITIES SHALL BE ALLOWED.

HEALTH DISTRICT SIGNATURE _____

DATE: _____

ACKNOWLEDGMENT

STATE OF _____)

{SS.

COUNTY OF _____)

THIS RECORD WAS ACKNOWLEDGED BEFORE ME,

_____ ON THE

_____ DAY OF _____, 20____.

BY: MICHAEL FITZGERALD II, MANAGER
NORTHERN LIGHTS DEVELOPMENT LLC, AN IDAHO
LIMITED LIABILITY COMPANY

(SIGNATURE OF NOTARY PUBLIC)

RESIDING AT _____

MY COMMISSION EXPIRES _____

CITY COUNCIL APPROVAL

THIS PLAT HAS BEEN ACCEPTED AND APPROVED BY CITY COUNCIL OF THE CITY OF POST FALLS, IDAHO.

DATED THIS _____ DAY OF _____, 20____.

_____ RANDY WESTLUND, MAYOR

_____ SHANNON HOWARD, CLERK

CITY ENGINEER APPROVAL

I, THE UNDERSIGNED CITY ENGINEER FOR THE CITY OF POST FALLS, CERTIFY THAT THIS PLAT IS IN CONFORMANCE WITH CITY CODE AND THE REQUIREMENTS IMPOSED BEFORE THE CITY COUNCIL AND HEREBY APPROVED FOR RECORDING.

ON THIS _____ DAY OF _____, 20____.

_____ ROBERT S. PALUS, CITY ENGINEER, PE #10039

SURVEYOR'S NARRATIVE

1. THE PURPOSE OF THIS PROJECT WAS TO CREATE LOTS PER CITY OF POST FALLS CITY CODE.

2. THE COORDINATES FOR THIS PROJECT WERE TRANSLATED TO THE IDAHO STATE PLANE COORDINATE SYSTEM, WEST ZONE (1103 ID W), NAD 83(2011) (EPOCH: 2010.0000) AND THE VERTICAL DATUM USED ON THIS PROJECT IS NAVD88 (COMPUTED USING GEOID18). THE STATIC GNSS OBSERVATIONS WERE COLLECTED ON LCE SURVEYING CONTROL POINT 100 (N: 2216776.442, E: 2338597.124, Z: 2234.47, US SURVEY FEET, 5/8 INCH REBAR WITH PLASTIC CAP MARKED "ATS PLS 8962" ON THE NORTH RIGHT-OF-WAY OF KILLDEER AVENUE AT THE SOUTHEAST CORNER OF LOT 1, BLOCK 11 OF THE PLAT OF GREEN MEADOWS FIRST ADDITION, AS SHOWN ON SHEET 2). THESE OBSERVATIONS WERE PROCESSED THROUGH THE NGS OPUS SOFTWARE.

ALL BEARINGS SHOWN HEREON ARE STATE PLANE BEARINGS AND ALL DISTANCES SHOWN HEREON ARE GROUND DISTANCES (US SURVEY FEET), WITH A GROUND TO GRID COMBINED SCALE FACTOR OF 0.99992276, AND THE CONVERGENCE ANGLE USED WAS -0.86055555 PER THE OPUS SOLUTION. ALL INFORMATION WAS APPLIED AT SAID CONTROL POINT 100.

3. THE FIELDWORK FOR THIS PROJECT WAS STARTED ON MAY 22, 2024.
4. SEE RECORD INFORMATION FOR DOCUMENTS USED ON THIS PROJECT TO ASSIST IN BOUNDARY DETERMINATION. THE RECORD INFORMATION SHOWN HEREON WAS VERIFIED AND THERE WERE NO SIGNIFICANT DISCREPANCIES FROM OUR FIELD OBSERVATIONS.

KOOTENAI COUNTY RECORDER

I HEREBY CERTIFY THAT THIS PLAT WAS FILED FOR RECORD IN THE OFFICE OF THE RECORDER OF KOOTENAI COUNTY, IDAHO AT THE REQUEST OF MICHAEL FITZGERALD II.

THIS _____ DAY OF _____, 20____, AT _____ M. AND DULY RECORDED IN

BOOK _____ OF PLATS AT PAGE(S) _____ AS INSTRUMENT

NUMBER _____

FEE: \$ _____

BY DEPUTY: _____

KOOTENAI COUNTY CLERK: JENNIFER LOCKE

KOOTENAI COUNTY TREASURER

I HEREBY CERTIFY THAT THE TAXES DUE FOR THE PROPERTY DESCRIBED IN THE OWNERS

CERTIFICATE HAVE BEEN PAID THROUGH _____

THIS _____ DAY OF _____, 20____.

_____ KOOTENAI COUNTY TREASURER

KOOTENAI COUNTY SURVEYOR

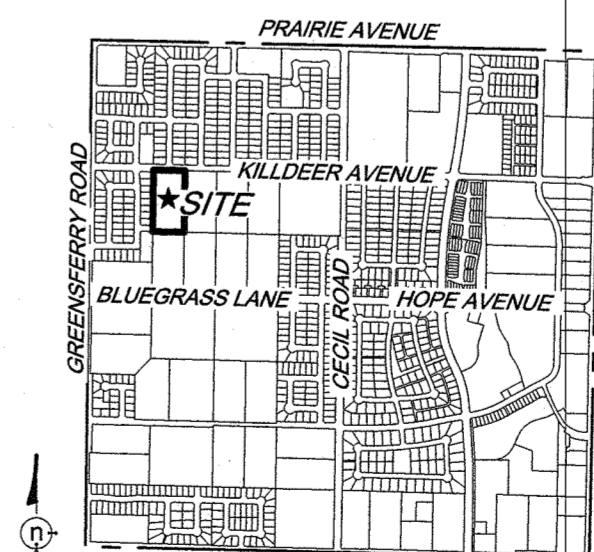
I HEREBY CERTIFY THAT I HAVE EXAMINED THE HEREIN PLAT AND CHECKED THE PLAT COMPUTATIONS AND HAVE DETERMINED THAT THE REQUIREMENTS OF THE STATE CODE PERTAINING TO PLATS AND SURVEYS HAVE BEEN MET

DATED THIS _____ DAY OF _____, 20____.

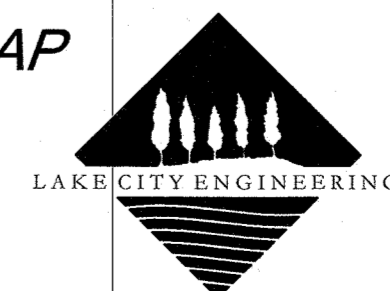


SURVEYOR'S CERTIFICATE

I, JOSHUA A. BAGLEY, DO HEREBY CERTIFY THAT I AM A REGISTERED LAND SURVEYOR, LICENSED BY THE STATE OF IDAHO, AND THAT THIS PLAT, AS DESCRIBED IN THE CERTIFICATE OF OWNERS CERTIFICATE AND THE ATTACHED PLAT, WAS DRAWN FROM AN ACTUAL SURVEY MADE ON THE GROUND UNDER MY DIRECT SUPERVISION AND ACCURATELY REPRESENTS THE POINTS PLATTED THEREON, AND IS IN CONFORMITY WITH THE STATE OF IDAHO CODE RELATING TO PLATS, SURVEYS, AND THE CORNER PERPETUATION AND FILING ACT.



VICINITY MAP
NOT TO SCALE



126 E. POPLAR AVENUE
COEUR D'ALENE, IDAHO 83814
PHONE: 208.676.0230

DATE: DECEMBER 22, 2025
PROJECT NUMBER: 2025-142
PROJECT NUMBER: LCE 24-027.1

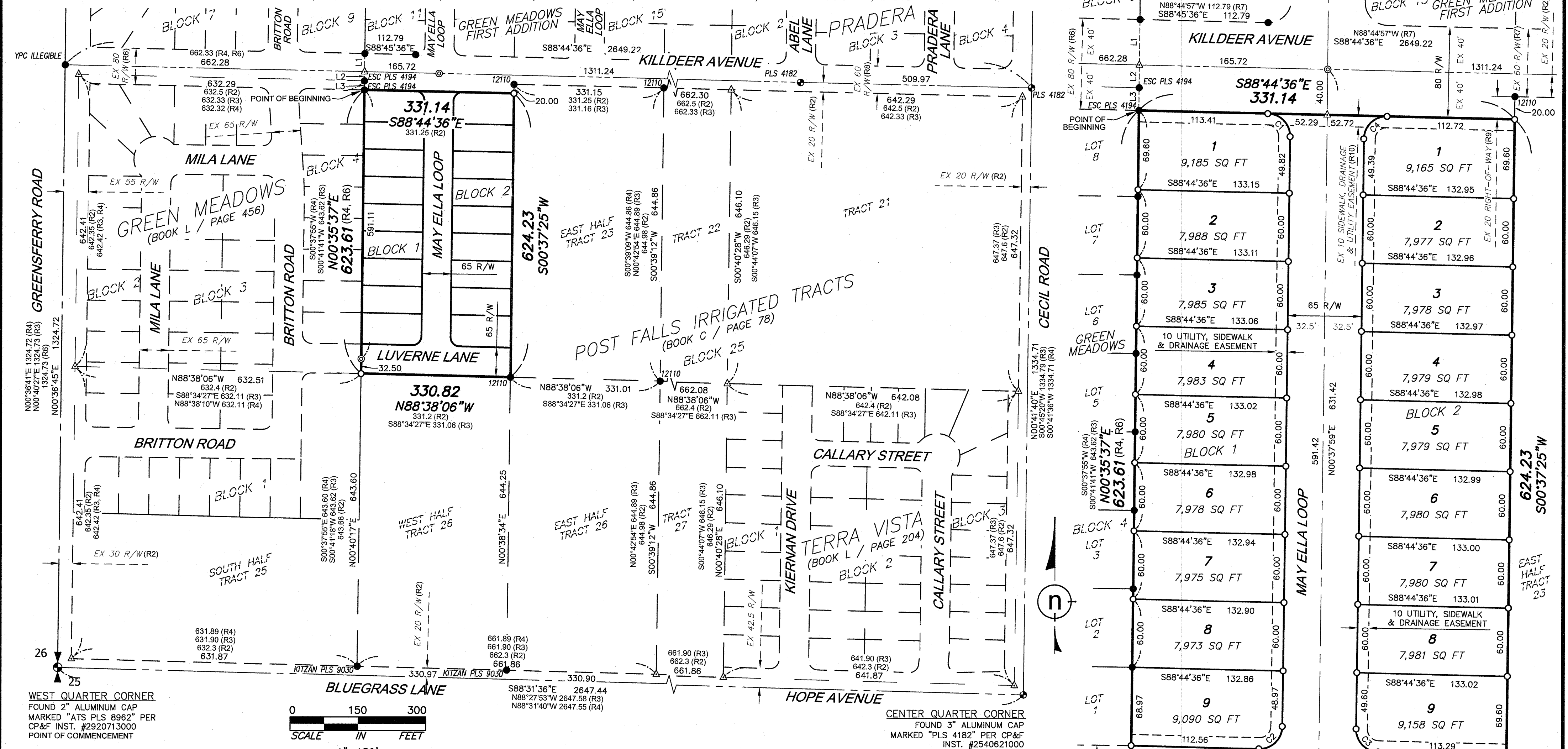
7600 N. MINERAL DR., STE. 900 • COEUR D'ALENE, ID 83815
PHONE: (208) 772-6600 • FAX: (208) 772-6619
WWW.H2SURVEY.COM



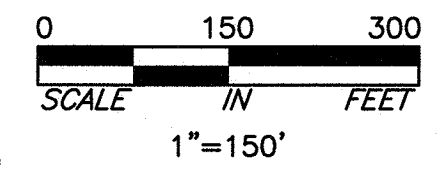
KILLDEER MEADOWS

A PORTION OF THE WEST HALF OF TRACT 23, BLOCK 25 OF THE PLAT OF POST FALLS IRRIGATED TRACTS LOCATED IN THE NORTHWEST QUARTER OF SECTION 25, TOWNSHIP 51 NORTH, RANGE 5 WEST, BOISE MERIDIAN, CITY OF POST FALLS, KOOTENAI COUNTY, IDAHO

BOOK _____, PAGE _____
INSTRUMENT # _____



WEST QUARTER CORNER
FOUND 2" ALUMINUM CAP
MARKED "ATS PLS 8962" PER
CP&F INST. #2920713000
POINT OF COMMENCEMENT



CENTER QUARTER CORNER
FOUND 3" ALUMINUM CAP
MARKED "PLS 4182" PER CP&F
INST. #2540621000

LINE TABLE

LINE	BEARING	DISTANCE
L1	S00°46'26"W	40.10
L2	S00°35'37"W	20.00
L3	S00°35'37"W	20.00

- LEGEND**
- △ = CALCULATED POINT (NOTHING FOUND OR SET)
 - ### ● = FOUND 2.5" ALUMINUM CAP "PLS 8962" (UNLESS OTHERWISE NOTED)
 - ### ● = FOUND 5/8" REBAR WITH PLASTIC CAP MARKED "ATS PLS 8962" (UNLESS OTHERWISE NOTED)
 - ⊙ = FOUND 5/8" REBAR WITH PLASTIC CAP REPLACED WITH 5/8"x30" REBAR WITH 2" ALUMINUM CAP MARKED "H2 PLS 12110"
 - 12110 ● = FOUND 5/8" REBAR WITH PLASTIC CAP MARKED "H2 PLS 12110"
 - ◆ = FOUND 1/2" REBAR WITH NO CAP (UNLESS OTHERWISE NOTED)
 - = SET 5/8"x30" REBAR WITH PLASTIC CAP MARKED "H2 PLS 12110"
 - ⊕ = SET 5/8"x30" REBAR WITH 2" ALUMINUM CAP MARKED "H2 PLS 12110"
 - = BOUNDARY LINE
 - - - = LOT LINE
 - - - = ADJACENT PROPERTY LINE
 - - - = ADJACENT RIGHT-OF-WAY LINE
 - - - = EASEMENT LINE
 - - - = CENTER LINE
 - - - = SECTION LINE
 - - - = QUARTER SECTION LINE
 - - - = SIXTEENTH SECTION LINE

CURVE TABLE

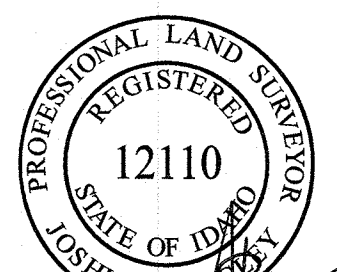
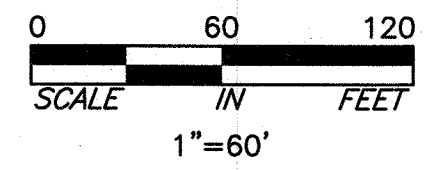
CURVE	LENGTH	RADIUS	CENTRAL ANGLE	CHORD BEARING	CHORD DISTANCE
C1	31.20	20.00	89°22'35"	N44°03'18"W	28.13
C2	31.67	20.00	90°43'55"	N45°59'56"E	28.46
C3	31.16	20.00	89°16'05"	S44°00'04"E	28.10
C4	31.63	20.00	90°37'25"	S45°56'42"W	28.44

BASIS OF BEARINGS

THE IDAHO STATE PLANE COORDINATE SYSTEM, WEST ZONE (1103 IDW)-US SURVEY FEET. BEARINGS SHOWN ARE GRID BEARINGS AND DISTANCES SHOWN ARE GROUND DISTANCES. A CONVERGENCE ANGLE OF -00°51'38" AND A CAF OF 0.99992276 WAS CALCULATED AT THE 5/8 INCH REBAR WITH PLASTIC CAP MARKED "ATS PLS 8962" AT THE SOUTHEAST CORNER OF LOT 1, BLOCK 11 OF THE PLAT OF GREEN MEADOWS FIRST ADDITION, AS SHOWN HEREON.

RECORD INFORMATION

- R1 - GLO TOWNSHIP SURVEY, DATED JULY 1881.
- R2 - POST FALLS IRRIGATED TRACTS, BOOK C, PAGE 78, RECORDS OF KOOTENAI COUNTY, IDAHO.
- R3 - RECORD OF SURVEY, BOOK 22, PAGE 449, INSTRUMENT #1893121, RECORDS OF KOOTENAI COUNTY, IDAHO.
- R4 - RECORD OF SURVEY, BOOK 27, PAGE 301, INSTRUMENT #2372609000, RECORDS OF KOOTENAI COUNTY, IDAHO.
- R5 - TERRA VISTA, BOOK L, PAGE 204, INSTRUMENT #2621855000, RECORDS OF KOOTENAI COUNTY, IDAHO.
- R6 - GREEN MEADOWS, BOOK L, PAGE 456, INSTRUMENT #2752795000, RECORDS OF KOOTENAI COUNTY, IDAHO.
- R7 - GREEN MEADOWS FIRST ADDITION, BOOK L, PAGE 532, INSTRUMENT #2795289000, RECORDS OF KOOTENAI COUNTY, IDAHO.
- R8 - PRADERA, BOOK L, PAGE 546, INSTRUMENT #2805907000, RECORDS OF KOOTENAI COUNTY, IDAHO.
- R9 - GRANT OF RIGHT-OF-WAY, INSTRUMENT #3001732000, RECORDS OF KOOTENAI COUNTY, IDAHO.
- R10 - GRANT OF EASEMENT, INSTRUMENT #3001731000, RECORDS OF KOOTENAI COUNTY, IDAHO.
- R11 - RECORD OF SURVEY, BOOK _____, PAGE _____, INSTRUMENT # _____, RECORDS OF KOOTENAI COUNTY, IDAHO.



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PHONE: (208) 772-6600 • FAX: (208) 772-6619
WWW.H2SURVEY.COM

DATE: DECEMBER 2, 2025
PROJECT NUMBER: 2025-142
PROJECT NUMBER: LCE 24-027.1



Killdeer Meadows Location Map

CITY OF POST FALLS
AGENDA REPORT
UNFINISHED BUSINESS/RETURNING ORDINANCES AND RESOLUTIONS
MEETING DATE: 1/20/2026

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: Jaxon Fleshman, Project Manager

SUBJECT: Engineering and Design Services Agreement with Welch Comer Engineers for The Fisher Lift Station Project

ITEM AND RECOMMENDED ACTION:

This item is an agreement with Welch Comer Engineers for the design of the Fisher Ave. Lift Station. Staff requests City Council approval of the agreement, which authorizes the Mayor to sign the agreement. Staff will provide a brief presentation to City Council.

DISCUSSION:

The existing Fisher Avenue Lift Station was identified in the 2019 Collections System Master Plan for medium and high priority improvements which include safety and operational enhancements. In 2021, the Prairie and Idaho Sewer Study supplemented these recommendations by identifying the need to increase wastewater pumping capacity and recommended the replacement of this lift station. The Fisher Lift Station project will include increased capacity and will incorporate the medium and high priority improvements from the 2019 Collections System Master Plan. In March 2023, the City contracted with Welch Comer Engineers for a preliminary engineering report to inform the negotiation and purchase of property for the new lift station. The site is adjacent to the existing site along Fisher Avenue. The City's oversight of the design and construction of this project ensures the improvements are consistent with the City's wastewater collection system and planned improvements.

The Fisher lift station replacement is the second of three capital improvement projects within the Fisher Sewer basin planned over the next 5-10 years. Construction of the first project in this basin will begin in 2026 with the installation of gravity sewer in Fisher Avenue and will eventually connect to the new Fisher lift station. The third project is a gravity interceptor line running north to Prairie Ave and east to an existing, unused sewer line. That project is tentatively scheduled for the year after the Fisher Lift Station is upgraded.

This Agreement with Welch Comer will authorize the design, engineering and bid phase services for the project. Anticipated completion of the design phase with bid ready contract documents is early 2027. The addition of Construction phase services may be negotiated with Welch Comer at a future date.

ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON:

Purchase and Sale Agreement for New Lift Station Site – 9/5/2023
Engineering Report and Lift Station Survey Contract for Fisher Lift Station – 4/4/2023

APPROVED OR DIRECTION GIVEN:

Items listed above were reviewed and approved as applicable.

FISCAL IMPACT OR OTHER SOURCE OF FUNDING:

This project is budgeted under the Fisher Lift Station Upgrade budget code, as a capital improvements project. Total cost of this Agreement is \$318,900. City Staff requests a 10% contingency of \$31,890 for potential change orders for unforeseen conditions and/or changes that would benefit the wastewater collections system. Contract changes utilizing contingency funds will require authorization of the Public Works Director or his designee. City Council approval is for the requested amount of \$350,790.

The project is currently funded with capacity fees. Analysis of whether maintenance funds should be utilized for the condition driven portions of the project will occur during design.

BUDGET CODE:

652-463.3232.95520

ATTACHMENTS:

1. PPT - Fisher LS Engineering and Design Agreement with Welch Comer PPT
2. Agreement - Fisher LS Design Agreement

Fisher Lift Station Project Engineering and Design Services Agreement with Welch Comer Engineers

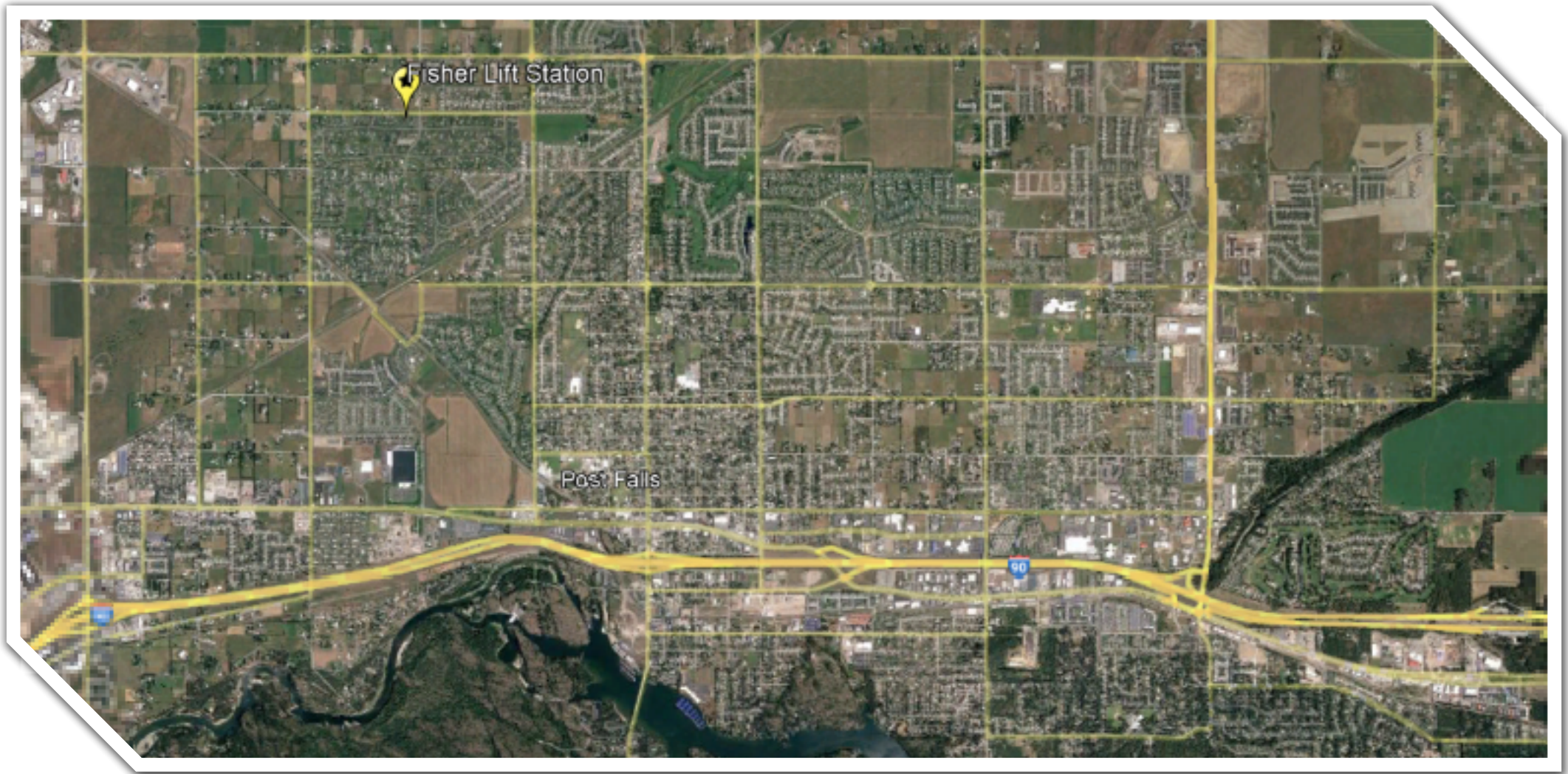
Jaxon Fleshman

Project Manager, Public Works

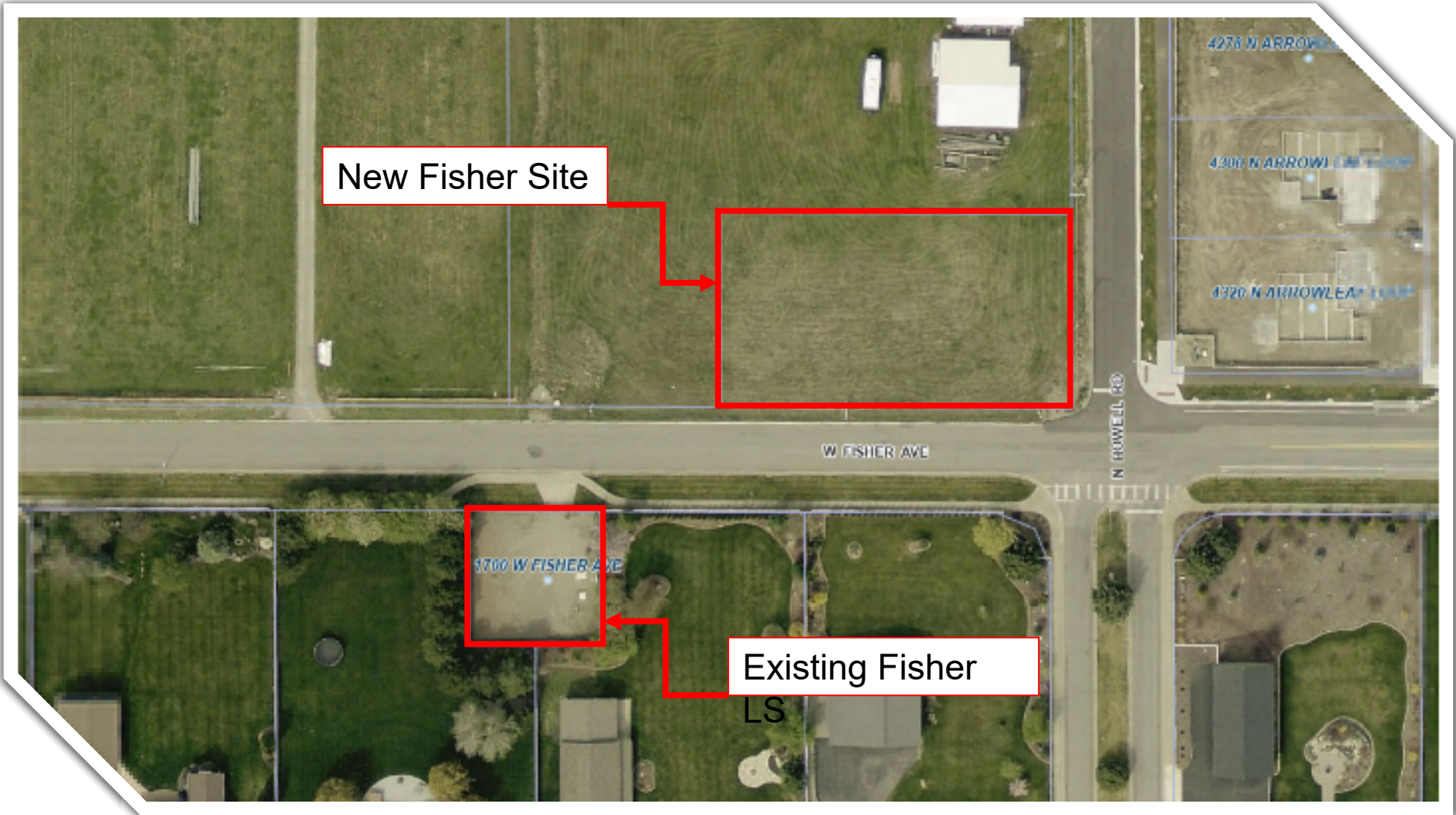
January 20, 2026



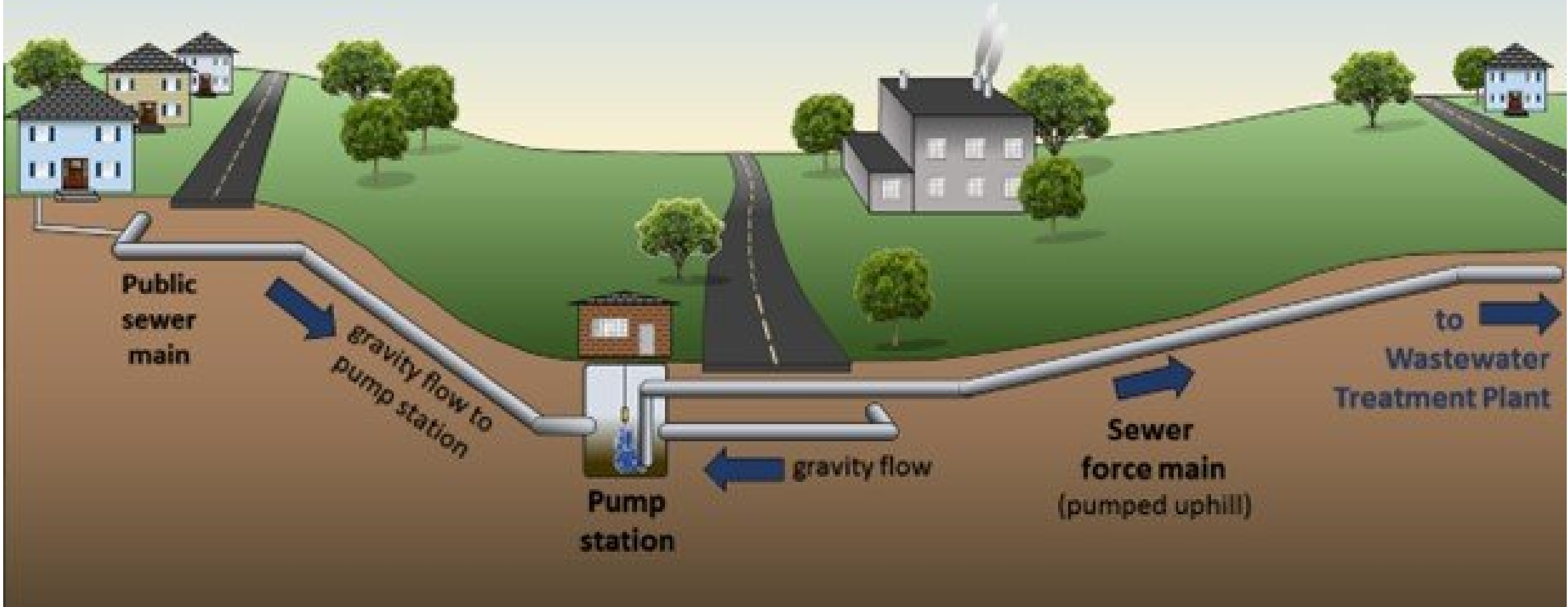
Fisher Lift Station



Fisher Lift Station



How the Sewer Works



Project Background

- 2019 Collections System Master Plan
 - Identified Priority medium and high priority improvements to Fisher Lift Station
- 2021 Prairie and Idaho Sewer Study
 - Identified phased improvements in the Fisher Sewer Basin (5-10 yrs) through three separate projects
 - Identified a plan to accommodate future flows at Fisher Lift Station
- 2023 Preliminary Engineering Report
 - Informed decision for property purchase for Fisher Lift Station

Pre-design Contract (2023)

- Preliminary Engineering Report:
 - Developed the basis of design for the future lift station.
 - Confirms existing conditions, design flows, cost estimates.
 - Informed size of property needed
- Site Survey:
 - Survey of parcel and development of legal description for land purchase.

Existing Fisher Lift Station

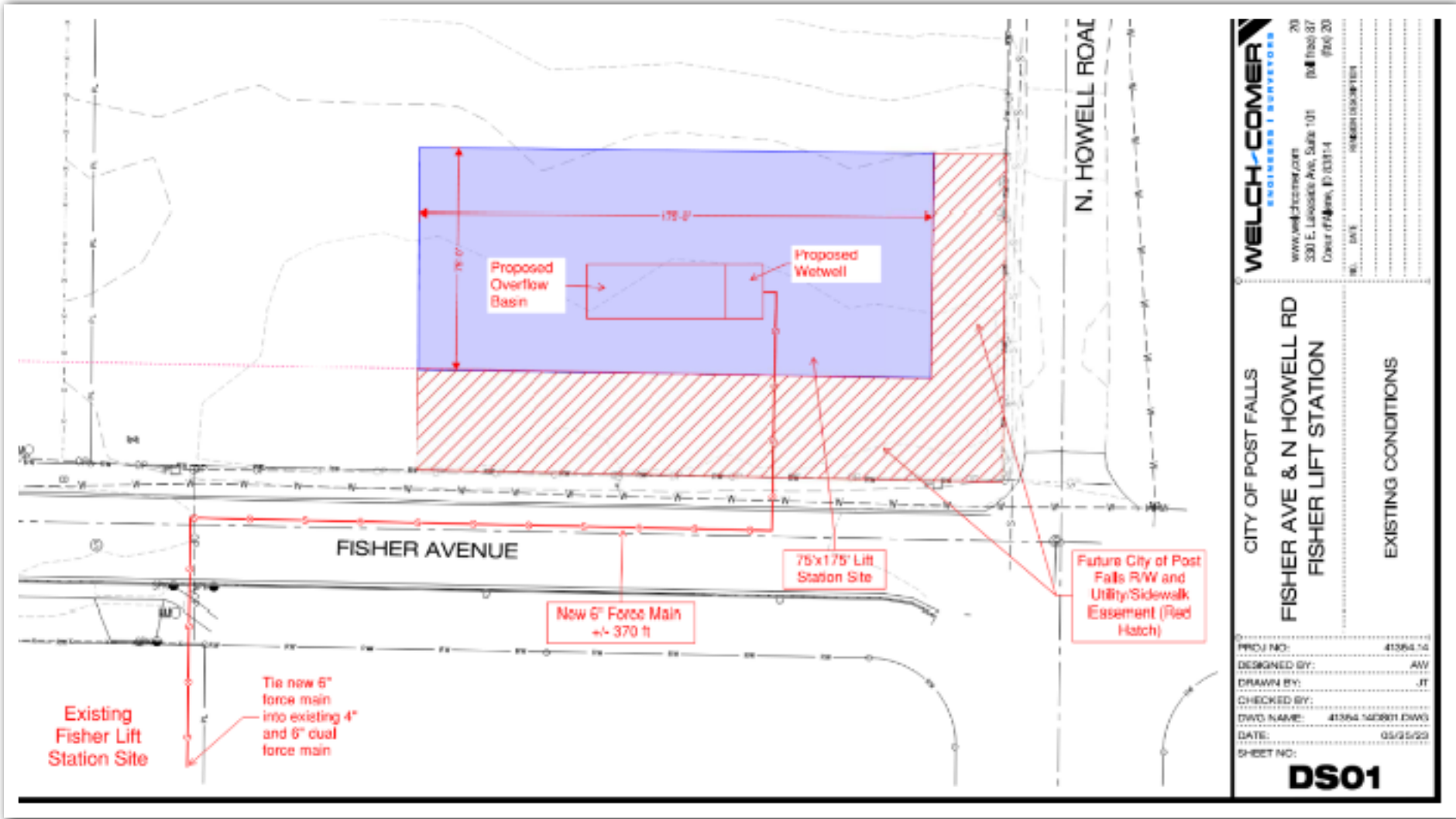
- Constructed in 2002
- Identified in 2019 study for High & Medium Priority Improvements:
 - Back Up Power
 - Fall Protection
 - Equipment Upgrades
 - Overflow Capacity
- Local Lift Station (<500 gal/min)



New Fisher Lift Station

- Design contract with Welch Comer and Associates
- Incorporates the condition driven improvements identified in the 2019 Collections System Master Plan
- Designed as a regional lift station to accommodate increased flows
- Funded through Capacity Fees.
 - Analysis of whether maintenance funds should be utilized for the condition driven improvements during the design phase

Fisher Lift Station



WELCH-COMER
ENGINEERS | SURVEYORS

www.welch-comer.com
330 E. Lakeside Ave., Suite 101
Coeur d'Alene, ID 83814

20
POM 11/28/87
POM 20

NO. DATE REVISION DESCRIPTION

CITY OF POST FALLS
FISHER AVE & N HOWELL RD
FISHER LIFT STATION

EXISTING CONDITIONS

PROJ NO: 413564.54
DESIGNED BY: AW
DRAWN BY: JT
CHECKED BY:
DWG NAME: 413564 1428911 DWG
DATE: 05/25/23
SHEET NO:
DS01

Financials

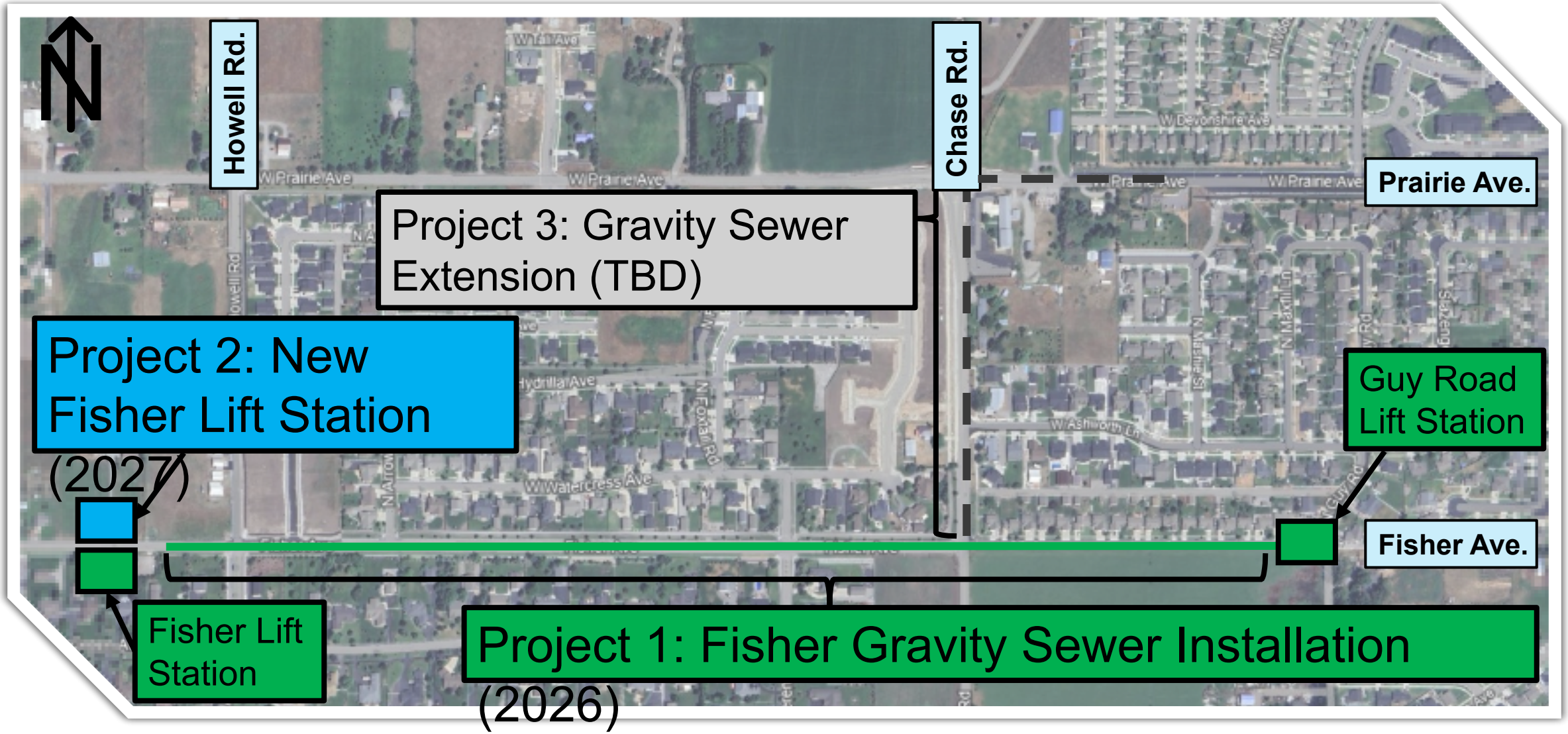
Engineering and Design Services:	\$ 318,900.00
Contingency (10% of contract value):	<u>\$ 31,890.00</u>
Total Request:	\$ 350,790.00

- Funded through Fisher Lift Station Upgrade Budget: 652-463.3232.95520
- Construction phase services may be added with Welch Comer

Preliminary Estimate

- Estimated project cost of Lift Station is 3.5 Million Dollars
 - *This project may include some of the gravity sewer work in Project 1

Fisher Sewer Basin



Next Steps

- Annexation process concurrent with design phase
- Project design through 2026
- Construction in 2027



Questions?

CITY OF POST FALLS:

City of Post Falls Idaho
C/O City of Post Falls [Public Works Department]
408 N. Spokane Street
Post Falls, ID 83854

City Contract Administrator: John Beacham, City Public Works Director. Phone: (208) 457-3374.
Email: jbeacham@postfalls.gov

City Project Manager: Jaxon Fleshman, Project Manager. Phone: (208) 262-7357.
Email: jfleshman@postfalls.gov

CONSULTANT:

Welch Comer & Associates, Inc
330 E Lakeside Ave, Ste 101, Coeur d’Alene, ID 83814
Firm Project Manager: Ashley Williams, Sr. Project Manager. Phone: (208) 664-9382
Email: awilliams@welchcomer.com

THIS AGREEMENT made and entered into by and between the City of Post Falls, a political subdivision of the State of Idaho, having offices for the transaction of business at 408 N. Spokane Street, Post Falls, Idaho 83854, hereinafter referred to as the “**City**,” and Welch Comer & Associates, Inc having offices for the transaction of business at 330 E Lakeside Ave, Ste 101, Coeur d’Alene, ID 83814 hereinafter referred to as the “**Consultant**” jointly, hereinafter referred to along with the City as the “Parties.”

WITNESSETH:

WHEREAS, the City wishes to construct a regional lift station to replace the existing Fisher Lift Station at City-owned property on the northwest corner of Howell and Fisher.

WHEREAS, the Consultant has been selected by the City to prepare such.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions set forth herein, the Parties mutually agree as follows:

ARTICLE 1. SUBJECT AND PURPOSE

1.1. **PURPOSE:** The City hereby agrees to engage the Consultant, and the Consultant hereby agrees to perform the services hereinafter set forth, which are generally described within **Exhibit “A”**, which is incorporated herein by this reference.

ARTICLE 2. SCOPE OF WORK AND PERSONNEL

2.1. **PROJECT LOCATION:** This project will be in the City of Post Falls.

2.2. **SCOPE/STATEMENT OF WORK:** The Consultant will provide the professional services described in the Scope of Services attached hereto as **Exhibit "A"**, which is incorporated herein by reference. All services required hereunder will be performed by the Consultant or under the Consultant's direct supervision, and all personnel engaged in the work shall be fully qualified and authorized under state and local law to perform such services. The Consultant must coordinate work with the City Project Manager or their representative.

2.3. **PERSONNEL:** The Consultant represents that it has or will secure all personnel required to perform its services at its own expense under this Agreement. Such personnel shall not be employees of or have any contractual relationship with the City. It is expected that the Project Manager and other key employee(s) upon which the Consultant based its qualifications to perform the work will be the ones who perform the services on behalf of the Consultant. The Consultant may not replace the Project Manager or other key employee(s) without obtaining the City's approval, which the City will not unreasonably withhold. The written request for substitution must describe why the action is being requested and be accompanied by the documentation for the person(s) as called for in the Request for Qualification's criteria section dealing with the competence of personnel and any relevant specialized experience. Based upon the City's review of the Consultant's documentation, and any supplemental information that the City may request, the City may, at its sole option: (1) approve the Consultant's request in writing; or (2) deny the Consultant's request and call for other substitute(s) or replacement(s) to be submitted for review; or (3) terminate this Agreement for cause and remove the Consultant from the project.

2.4. **ASSIGNABILITY:** The Consultant may not assign or transfer any interest in this Agreement without the prior written consent of the City thereto. However, claims for money due or to become due to the Consultant from the City under this Agreement may be assigned to a bank, trust company, or other financial institution without such approval. The Consultant must provide notice of any such assignment or transfer promptly to the City. Likewise, the Consultant may not delegate duties or otherwise subcontract work or services under this Agreement without the prior written approval of the City.

2.5. **RELATIONSHIP OF THE PARTIES:** The Consultant shall perform its obligations hereunder as an independent contractor of the City. The City may administer this Agreement and monitor the Consultant's compliance with this Agreement but shall not supervise or otherwise direct the Consultant except to provide recommendations and approvals according to this Agreement.

2.6. **TERM:** Services shall be performed as expeditiously as is consistent with professional skill and care and the orderly progress of the work. Upon request of the City, and subject to the City's approval, a schedule for the performance of the services, which may be adjusted as the project proceeds, shall be submitted for review and approval. The schedule shall include allowances for periods required for the City's review and the receipt of submissions by authorities having jurisdiction over the project. If period of service for the currently scoped design tasks (Items A-J in Exhibit A) are extended beyond 15 months or if the project has start and stop iterations, parties will negotiate an equitable adjustment in compensation to the consultant for the remaining services. In the event the parties are unable to negotiate an adjustment, the compensation for remaining services shall increase by 3%.

ARTICLE 3. COMPENSATION

3.1. **BASIS OF COMPENSATION:** Consultant will be paid at an hourly and lump sum rate based on the rates listed in the budget section of **Exhibit “C”**. Total reimbursement to the Consultant, including reimbursable expenses, will not exceed \$318,900 without an amendment to the agreement approved in writing by both parties. Prices shall remain firm for the duration of this Agreement unless formally amended or changed by Amendment to the Agreement.

The Standard Hourly Rates Schedule may be adjusted annually to reflect equitable changes in the compensation payable to Engineer as provided in Exhibit C; however, such adjustments shall not modify the City’s total financial obligation under this Agreement.

3.2. **REIMBURSABLE EXPENSES:** Reimbursable expenses must have the prior written approval of the City. The amounts payable to Consultant for reimbursement of expenses will be the Project-related internal expenses actually incurred or allocated by Consultant, plus all invoiced external expenses allocable to the Project, including Consultant's subcontractor and subconsultant charges, with the external expenses multiplied by a factor of 1.15.

3.3. **EXCLUSIONS FROM COMPENSATION:** Except as otherwise provided in this Agreement, the City shall not offer any additional compensation, payment, use of facilities, service, or other value to the Consultant in connection with the performance of this Agreement. The parties understand and agree that except as otherwise provided in this Article, administrative overhead, and other indirect or direct costs the Consultant may incur in the performance of its obligations under this Agreement, including but not limited to fees, licenses, and permits, have already been included in the computation of the Consultant’s price and may not be charged to the City.

3.4. **TIME OF PAYMENT:** Payments will be made monthly based on an invoice for services rendered and costs incurred during the previous month. Each invoice will contain the project or contract number and be sequentially numbered beginning with “Pay Request 1”. The invoice will be addressed to the Project Manager at the above address. The invoice will be paid within thirty (30) days of receipt by the City, contingent upon review and authorization by the City’s Contract Administrator and Project Manager. Each monthly invoice must reflect the total work performed and approved to date. Past due amounts may bear a finance charge as stipulated by law not to exceed 1% of the past due amount per month.

3.5. **METHOD OF PAYMENT:** The City, in its sole discretion, may elect to make payment by warrant (check) or Automated Clearing House (ACH). The pricing submitted by the Consultant and accepted by the City includes applicable payment terms and any fees incurred by the Consultant through their financial institutions in taking any of the above-referenced payment methods. No additional fees or charges to the City shall apply unless otherwise pre-approved by the City.

3.6. **FINAL INVOICE:** For the Parties to close their books and records, the Consultant will state “final invoice” or other words to that effect on its final or last billing to the City for the work of the Agreement. Since this Agreement will be closed and any budget balances deleted, the Consultant agrees that any further charges not adequately included on this or previous billings will be waived in their entirety.

ARTICLE 4. INSURANCE

4.1. **INSURANCE:** The Consultant will maintain, at a minimum, the insurance coverages outlined in this Article. Any exclusions must be pre-approved by the City of Post Falls Finance Department. Work under this Agreement may not commence until evidence of all required insurance is provided to, and approved by, the City's Legal Department. The Consultant's insurer must have a minimum A.M. Best's rating of A-VII and must be licensed to do business in the State of Idaho. Evidence of such insurance shall consist of a completed copy of the certificate of insurance, signed by the insurance agent for the Consultant. The insurance policy or policies will not be canceled, materially changed, or altered without forty-five (45) days prior notice submitted to the City. The policy must be endorsed, and the certificate must reflect that the City of Post Falls is named as an additional insured on the Consultant's general liability policy concerning activities under this Agreement. The policy must provide, and the certificate must reflect that the insurance afforded applies separately to each insured against whom a claim is made, or suit is brought except with respect to the limits of the company's liability. Additionally, the policy must be endorsed, and the certificate must reflect that the insurance afforded therein shall be primary insurance for the Consultant. The certificate holder shall be City of Post Falls C/O City of Post Falls [Engineering], 408 N. Spokane Street, Post Falls, Idaho 83954. Any insurance or self-insurance carried by the City shall be excess and not contributory insurance to that provided by the Consultant.

4.2. **GENERAL LIABILITY INSURANCE:** The Consultant must have Commercial General Liability Insurance with limits of \$1,000,000.00 per occurrence, which includes general aggregate, products, completed operation, personal injury, and fire damage. The General Liability Insurance must state that the City of Post Falls, its officers, agents and employees, and any other entity required explicitly by the provisions of this Agreement will be specifically named additional insured(s) for all coverage provided by this policy of insurance and shall be fully and completely protected by this policy from all claims.

4.3. **AUTOMOBILE INSURANCE:** The Consultant must carry, for the duration of this Agreement, comprehensive automobile liability coverage of \$1,000,000.00 for any vehicle used in conjunction with the provision of services under the terms of this Agreement. The policy must provide that it will not be canceled, materially changed, or renewed without forty-five (45) days prior written notice to the City of Post Falls.

4.4. **WORKERS COMPENSATION:** The Consultant agrees to maintain Workmen's Compensation coverage on all employees, including employees of subcontractors, during the term of this Agreement as required by Idaho Code and to provide proof of Worker's Compensation coverage by providing its State Industrial Account Identification Number to the City. Should the Consultant fail to maintain such insurance during the entire term hereof, the Consultant will indemnify the City against any loss resulting from such failure, either by compensation or additional premium liability.

4.5. **PROFESSIONAL LIABILITY INSURANCE:** The Consultant will carry Professional Liability insurance coverage in the minimum amount of this Agreement or \$1,000,000.00, whichever is more.

4.6. **FAILURE TO COMPLY:** Failure of the Consultant to fully comply with the above insurance requirements during the term of this Agreement will be considered a material breach of this Agreement and could be cause for immediate termination of the Agreement at the City's sole discretion. Alternatively, the City may procure and maintain, at the Consultant's sole expense, insurance up to the amount of the required coverage(s). The City may offset the cost of such insurance against any payment due to the Consultant for work performed under this Agreement.

ARTICLE 5. CONTRACT TERMINATION

5.1. TERMINATION BY CONSULTANT: This Agreement may be terminated by the Consultant upon thirty (30) days prior written notice to the City in the event of substantial failure by the City to perform under the terms of this Agreement through no fault of the Consultant.

5.2. TERMINATION BY CITY: The City may terminate this Agreement with or without cause immediately upon written notice to the Consultant. In the event of termination of a Contract through no fault of the Consultant, the City agrees to pay the Consultant for services rendered to the City's satisfaction up to the date of termination based upon actual costs and expenses incurred according to this Agreement. Payment will be based upon the Consultant's itemized breakdown and documentation that services have been performed to the date of termination and acceptance of said documentation by the City. In the event of termination for cause, the Consultant must reimburse the City for all reasonable costs associated with the replacement of the Consultant with a different entity to complete the work that is the subject of this Agreement.

5.3. CLOSE-OUT OF WORK: Immediately after sending a Termination Notice to the City or receiving a Termination Notice from the City, and except as otherwise directed by the City, the Consultant must:

- (1) Stop work on the date and to the extent specified; and
- (2) Terminate and settle all orders and subcontracts relating to the performance of the terminated work; and
- (3) Transfer all work in process, completed work, and other material related to the terminated work to the City; and
- (4) Continue and complete all parts of the work that have not been terminated.

ARTICLE 6. INDEMNIFICATION

6.1. CONSULTANT TO INDEMNIFY CITY: The Consultant agrees to indemnify, and hold the City harmless from any and all claims, including but not limited to reasonable attorney fees, demands, losses and liabilities to or by third parties to the extent arising from, resulting from, a negligent act, error or omission of the Consultant performed under this Agreement by the Consultant, its agents or employees to the fullest extent permitted by law. The Consultant's duty to indemnify the City shall not apply to liability for damages arising from bodily injury to persons or damage to property caused by or resulting from the negligence of the City, its agents, or employees. The Consultant's duty to indemnify the City for liability for damages arising out of bodily injury to persons or damage to property caused by or resulting from the concurrent negligence or (a) the City, its agents or employees, and (b) Consultant, its agents or employees shall apply only to the extent of negligence of the Consultant or its agents or employees. Consultant's duty to defend (at the City's sole option), indemnify, and hold the City harmless shall include, as to all claims, demands, losses, and liability to which it applies, the City's personnel-related costs, reasonable attorney's fees, court costs, and all other claim-related expenses. The Consultant's defense obligation under the indemnity paragraph shall include only the reimbursement of reasonable defense costs to the extent of the Consultant's actual, proportional indemnity obligation as determined by a court of law.

6.2. PROFESSIONAL LIABILITY: The Consultant's professional liability to the City (including Consultant's officers, directors, employees, and agents) is limited to the amount payable under this Agreement or one million dollars (\$1,000,000), whichever is more. In no case will the Consultant's professional liability to third parties be limited in any way. This limitation applies to all lawsuits, claims, or actions identified under any legal theory related to the Consultant's services under this Agreement and any continuation or extension of such services.

6.3. **U.C.C., LIENS, ETC.** The Consultant’s indemnification shall expressly include all claims for loss or liability because of wrongful payments under the Uniform Commercial Code or other statutory or contractual liens or rights of third parties, including taxes accrued or accruing as a result of this Agreement or work performed or materials furnished directly or indirectly because of this Agreement.

ARTICLE 7. INSTRUMENTS OF SERVICE/RECORDS

7.1. **CITY OWNS INSTRUMENTS OF SERVICE:** Drawings and other documents, including those in electronic form, prepared by the Consultant and Consultant’s subcontractors are Instruments of Service. The City shall own all rights, title, and interest in all of the Instruments of Service and all of the other materials conceived or created by the Consultant or its employees or subcontractors, either individually or jointly with others, which arise out of the performance of this Agreement, including any inventions, reports, studies, designs, drawings, specifications, notes, documents, software and documentation, computer-based training modules, electronically, magnetically or digitally recorded material, and other work in whatever form (hereafter “Materials”). All finished or unfinished Materials prepared by the Consultant under this Agreement shall be the property of the City whether or not the project is completed or this Agreement is canceled before expiration.

7.2. **CONSULTANT TO ASSIGN RIGHTS:** The Consultant hereby assigns to the City all rights, titles, and interests to the Materials. Upon request of the City, the Consultant will execute all papers and perform all other acts necessary to assist the City in obtaining and registering copyrights, patents, or other forms of protection provided by law for the Materials, such work being at additional expense to the City. The Materials created under this Agreement by the Consultant, its employees, or subcontractors, individually or jointly with others, shall be considered “works made for hire” as defined by the United States Copyright Act. All of the Materials, whether in a paper, electronic, or another form, shall be remitted to the City by the Consultant, its employees, and any subcontractors, and the Consultant shall not copy, reproduce, allow, or cause to have the Materials copied, imitated or used for any purpose other than the performance of the Consultant’s obligations under this Agreement without the prior written consent of the City except that the Consultant may retain copies necessary for record-keeping, documentation and other such business purposes related to the Agreement.

7.3. **STANDARD ELEMENTS:** The preceding shall not be construed to mean that the City shall acquire an exclusive possessory right, by copyright or otherwise, to the exclusion of the Consultant, in standard elements found in the Materials (such as standard details) generated and authored by the Consultant for its regular, repeated and ongoing use in designs, plans and drawings for its customers in the ordinary course of its business. The City further waives any claim against the Consultant for errors or omissions arising specifically from changes made by the City or others to the Materials after completing the work provided by this Agreement. This waiver does not extend to errors or omissions in the Materials unrelated to any such changes by the City or others.

7.4. **INFRINGING ON OTHERS INTELLECTUAL PROPERTY:** The Consultant represents and believes that Materials produced or used under this Agreement do not and will not infringe upon any intellectual property rights of another, including but not limited to patents, copyrights, trade secrets, trade names, and service marks and names. The Consultant shall indemnify and defend (at the City’s sole option) the City at the Consultant’s expense from any action or claim brought against the City to the extent that it is based on a claim that all or part of the Materials infringes upon the intellectual property rights of another. The Consultant shall be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages, including, but not limited to, reasonable attorney fees arising out of this

Agreement, amendments, and supplements thereto, which are attributed to such claims or actions. This paragraph shall not apply to claims that arise from Materials specifically required by the City or to portions of the Materials which the City directed the Consultant to include within said Materials. If such a claim or action arises, or in the Consultant's or the City's opinion is likely to arise. In that case, the Consultant will, at the City's discretion, either procure for the City the right or license to continue using the Materials at issue or replace or modify the allegedly infringing Materials. This remedy shall be in addition to and shall not be exclusive to other remedies provided by law.

7.5. FINDINGS CONFIDENTIAL: Any reports, information, data, etc., given to or prepared or assembled by the Consultant under this Agreement which the City requests to be kept confidential shall not be made available to any individual or organization by the Consultant without the prior written approval of the City.

7.6. MAINTENANCE OF RECORDS: The Consultant will maintain, for at least three (3) years after completion of this Agreement, all relevant records concerning this Agreement. The Consultant shall make available to the City, at any time during their regular operating hours, all records, books, or pertinent information which the Consultant shall have kept in conjunction with this Agreement and which the City may be required by law to include or make part of its auditing procedures, an audit trail or which may be necessary for funding the services contracted for herein.

7.7. APPROVAL OF DOCUMENTS: The City's approval of documents resulting from the services provided by the Consultant does not relieve the Consultant from its responsibility to comply with the standard of care for the performance of its services outlined in this Agreement.

7.8. ARTICLE APPLICABLE TO SUBCONTRACTORS: The Consultant shall ensure that the substance of the preceding subsections is included in each subcontract for the work under this Agreement.

ARTICLE 8. GENERAL CONDITIONS

8.1. PAYMENT OF TAXES: This Agreement is for the employment of the Consultant as an independent contractor. The Consultant acknowledges that they are an independent contractor doing business as listed above and is solely responsible for paying any and all taxes associated with the work of this Agreement, including but not necessarily limited to income and social security taxes.

8.2. ENFORCEMENT COSTS: If any legal action or other proceeding is brought for the enforcement of this Agreement, or because of an alleged dispute, breach, default, or misrepresentation in connection with any provisions of this Agreement, the successful or prevailing Party or Parties shall be entitled to recover reasonable attorney's fees, court costs, and all expenses (including taxes) even if not taxable as court costs (including, without limitation, all such fees, costs, and expenses incident to appeals), incurred in that action or proceeding, in addition to any other relief to which such Party or Parties may be entitled.

8.3. COMPLIANCE WITH LAWS: The Parties hereto expressly agree to observe federal, state, and local laws, ordinances, and regulations to the extent that they may have any bearing on either providing any money under the terms of this Agreement or the services provided under the terms of this Agreement.

8.4. MODIFICATION: No modification or amendment to this Agreement will be valid until the same is reduced to writing, in the form of a change order, and executed with the same formalities as this present Agreement.

8.5. **VENUE STIPULATION:** This Agreement has and shall be construed as having been made and delivered in the State of Idaho, and the laws of the State of Idaho shall apply to the construction and enforcement of this Agreement or any provision hereto. Any civil action arising from this Agreement shall be brought in the District Court for the First Judicial District of the State of Idaho at Coeur d'Alene, Kootenai County, Idaho, and may not thereafter be removed to any other state or federal court.

8.6. **WAIVER:** No officer, employee, agent, or otherwise of the City has the power, right, or authority to waive any of the conditions or provisions of this Agreement. No waiver of any breach of this Agreement shall be held to be a waiver of any other or subsequent breach. All remedies afforded in this Agreement or law shall be taken and construed as cumulative, in addition to every other remedy provided herein or by law. Failure of the City to enforce at any time any of the provisions of this Agreement or to require at any time performance by the Consultant of any provision hereof shall in no way be construed to be a waiver of such provisions, nor in any way affect the validity of this Agreement or any part thereof, or the right of the City to enforce every such provision hereafter.

8.7. **HEADINGS:** This Agreement's Article and Section headings have been inserted solely for convenience and ready reference. In no way do they purport to, and shall not be deemed to, define, limit, or extend the scope or intent of the Articles or Sections they appertain.

8.8. **OTHER EMPLOYMENT:** This Agreement is not an exclusive services agreement. The Consultant may take on other professional assignments while completing work under this Agreement.

8.9. **RECOVERY OF FUNDS:** Whenever, under this Agreement, any sum of money shall be recoverable from or payable by the Consultant to the City, the same amount may be deducted from any sum due to the Consultant under this Agreement or any other contract between the Consultant and the City including reasonable attorney fees and or any additional collection costs. The rights of the City are in addition and without prejudice to any other right the City may have to claim the amount of any loss or damage suffered by the City on account of the acts or omissions of the Consultant.

8.10. **SEVERABILITY:** In the event any term or condition of this Agreement or application thereof to any person or circumstances is held invalid, such invalidity shall not affect other terms, conditions, or applications of this Agreement, which can be given effect without the invalid term, condition, or application. To this end, the terms and conditions of this Agreement are declared severable.

8.11. **NOTIFICATION:** All notices called for or provided for in this Agreement shall be in writing and must be served on any of the Parties either personally or by United States Mail to their respective addresses set forth above. All notices or other communications given hereunder and sent or delivered to the Party at the address set forth for such shall be deemed received: (1) when certified mail is deposited in the United States mail, postage prepaid; or (2) on the third day following the day on which the same have been mailed by first class delivery, postage prepaid; or (3) on the day such notices or other communications are received when sent by personal delivery, prepaid.

8.12. **INTEREST OF MEMBERS OF CITY AND OTHERS:** No officer, member, or employee of the City and no member of its governing body, and no other public official of the governing body shall participate in any decision relating to this Agreement which affects their interest or the interest of any corporation, partnership, or association in which they are, directly or indirectly, interested or has any personal or financial interest, direct or indirect, in this Agreement or the proceeds thereof.

8.13. **INTEREST OF CONSULTANT:** The Consultant covenants that they presently have no interest and shall not acquire any direct or indirect interest that would conflict in any manner or degree with the services required to be performed under this Agreement. The Consultant further covenants that in the performance of this Agreement, the Consultant shall employ no person having any such interest.

8.14. **PERMITS:** The Consultant shall acquire and maintain in good standing all permits, licenses, and other documents necessary to its performance under this Agreement.

8.15. **INTEGRATION:** This instrument and all appendices and amendments hereto embody the parties' entire Agreement. There are no promises, terms, conditions, or obligations other than those contained herein, and this Agreement shall supersede all previous communications, representations, or agreements, either oral or written, between the parties.

8.16 **NONDISCRIMINATION:** The Consultant will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Consultant shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such actions shall include, but not be limited to, the following: employment, upgrading, demotions, or transfers; recruitment or recruitment advertising; layoffs or terminations; rates of pay or other forms of compensation; selection for training, including apprenticeship; and participation in recreational and educational activities. The Consultant agrees to post in conspicuous places available for employees and applicants for employment notices to be provided, setting forth the provisions of this nondiscrimination clause. The Consultant shall keep such records and submit such reports concerning the racial and ethnic origin of applicants for employment and employees as the City may require. The Consultant further agrees to comply with all the Nondiscrimination Requirements contained in Exhibit "B", which is incorporated herein by this reference.

8.17. **ADDITIONAL REQUIREMENTS OF THE STATE OF IDAHO:** The clauses in this Section are required by the State of Idaho. The inclusion of these clauses in this Agreement by the City does not indicate the City's support or opposition to these clauses nor acknowledgment by the City that these clauses are relevant to the subject matter of this Agreement. Instead, these clauses are included solely to comply with Idaho state law.

- a. **Boycotting Israel:** If payments under this Agreement exceed one hundred thousand dollars (\$100,000) and the Consultant employs ten (10) or more persons, then the Consultant certifies that it is not currently engaged in and will not, for the duration of this Agreement, engage in a boycott of the goods or services of the state of Israel or territories under its control as those terms are defined in the "Anti-Boycott Against Israel Act" (Idaho Code 67-2346).
- b. **Boycotting Certain Sectors:** If payments under this Agreement exceed one hundred thousand dollars (\$100,000) and the Consultant employs ten (10) or more persons, then the Consultant certifies that it is not currently engaged in and will not, for the duration of this Agreement, engage in a boycott of the goods or services of companies engaged in or supporting the exploration, production, utilization, transportation, sale, or manufacture of fossil fuel-based energy, timber, minerals, hydroelectric power, nuclear energy, or agriculture; or the manufacture, distribution, sale, or use of firearms as those terms are defined in Idaho Code 67-2347A.
- c. **Government of China:** Consultant certifies that it is not and will not, for the duration of this Agreement, be owned or operated by the government of China as those terms are defined in Idaho Code Title 67, Chapter 23.

- d. **Contract with Abortion Providers:** To the extent this Agreement is subject to the use of public funds, Consultant certifies that it is not, and will not, for the duration of this Agreement, become an abortion provider or an affiliate of an abortion provider as those terms are defined in the “No Public Funds for Abortions Act” (Idaho Code Title 18, Chapter 87).

ARTICLE 9. CONTRACT DOCUMENTS

9.1. **CONTRACT DOCUMENTS:** The Contract Documents consist of this Agreement, the other documents listed below, and all modifications and change orders issued subsequent thereto. These form a contract; all are as entirely a part of the contract as if attached to this Agreement or repeated herein. In the event of any inconsistency between the provisions of this Agreement and the documents listed below, the provisions of this Agreement will control, and the order of precedence will be in the order listed. An enumeration of the contract documents is set forth below:

1. This Agreement; and
2. Exhibit “A” Scope of Work; and
3. Appendix 1 to Exhibit “A” Schedule
4. Exhibit “B” Nondiscrimination Requirements; and
5. Exhibit “C” Payment
6. Appendix 1 to Exhibit “C” Standard Hourly Rates Schedule
7. Appendix 2 to Exhibit “C” Reimbursable Expenses Schedule

END OF ARTICLES

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed on the day and year set forth herein above.

MAYOR OF POST FALLS, IDAHO

ATTEST:

Randy Westlund, Mayor

BY:

Shannon Howard
City Clerk

Date: January ____, 2026

CONSULTANT

Necia Maiani

Necia Maiani, P.E., Vice President
Welch Comer & Associates, Inc

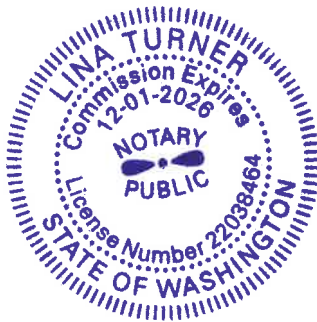
Date: December 22, 2025

State of Washington)

County of Spokane) : ss

On this 22ND day of December, 2025 before me, a notary for the State of Washington, personally appeared Necia Maiani who, being by me first duly sworn, declared that they is a Vice President of Welch Comer & Associates, Inc that they signed the foregoing document as the authorized officer of the corporation, and that all statements therein contained are true.

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



Lina Turner

Notary Public for the State of Washington
Residing at: Kootenai County, Idaho
My Commission Expires: 12/1/2026

Exhibit A

City of Post Falls

Fisher Lift Station - Design

Scope of Work

1. Project Description

- A. OWNER: City of Post Falls
- B. ENGINEER: Welch Comer & Associates, Inc.
- C. PROJECT: Fisher Lift Station
- D. DESCRIPTION: The project involves replacing the existing Fisher Lift Station with a new regional facility to accommodate current deficiencies and meet future wastewater flow projections. The new lift station will be constructed on a separate parcel northeast of the existing site and sized to meet buildout peak flows. The project supports long-term growth by converting Fisher to a regional facility and providing connection points for future trunk lines, including those from the Guy Road basin. The project also includes completing two separate preliminary engineering reports; one for the future force main connecting the Fisher Lift Station directly to the wastewater treatment plant, and the other recommending interim pump size upgrades at the Montrose Lift Station as it receives the wastewater flows from the proposed Fisher Lift Station.

2. Scope of Services

- A. Preliminary Engineering Phase Services (Fisher LS):
 - a. Review the updated flow projections included in the Preliminary Engineering Report for the Guy Road Lift Station Abandonment and Gravity Main.
 - b. Evaluate design alternatives (e.g., precast vs. cast-in-place construction).
 - c. Meet with City staff to visit existing site.
 - d. Prepare an update to the existing Preliminary Engineering Report (PER) in accordance with IDEQ requirements, addressing:
 - i. Updated flow projections and hydraulic capacity analysis
 - ii. Pump, wet well, and overflow basin sizing
 - iii. Phasing for current and future regionalization.
 - iv. Emergency power and redundancy provisions
 - v. Site layout, traffic-rated access, and safety features
 - e. Submit the revised PER to the City and address comments.
 - f. Submit the revised PER to IDEQ and address one (1) round of agency comments.
 - g. Prepare schematic design for the lift station, including:
 - i. Site layout
 - ii. Major component sizing and orientation
 - iii. Electrical components
 - iv. Initial SCADA schematic

- h. Retain a geotechnical subconsultant (Strata, Inc.) to prepare a soils report for the site.
 - i. Field investigation will consist of two (2) exploratory borings 50 feet deep.
 - ii. Geotechnical report will include soil conditions, recommendations for trench excavation, site excavation and backfill. Report will be used for structural design, as needed.
- B. Preliminary Engineering Phase Services (Future Fisher Force Main):
 - a. System Modeling
 - i. Create and model Lift Station performance using WaterCAD 2024 to determine recommended force main size.
 - 1. Alignment, length, and vertical profile of force main used to model performance to be estimated using Google Earth elevations in conjunction with record drawings / available information supplied from City for pipe size, elevation, and fittings.
 - b. Develop new Preliminary Engineering Report (PER) in accordance with IDEQ requirements, addressing:
 - i. Updated flow projections and hydraulic capacity analysis
 - ii. Phasing for current and future regionalization.
 - c. Submit the Revised PER to the City and address comments.
 - d. Submit the Revised PER to IDEQ and address one (1) round of agency comments.
- C. Preliminary Engineering Phase Services (Montrose LS Pump Sizing):
 - a. Review updated flows for the Montrose Lift Station.
 - b. Develop new Preliminary Engineering Report (PER) in accordance with IDEQ requirements, addressing:
 - i. Updated flow projections and hydraulic capacity analysis
 - ii. Montrose Lift Station; Pump sizing and verify overflow basin and wet well capacity.
 - iii. Establish demands and estimated date when Fisher force main is required for operations.
 - c. Submit the Revised PER to the City and address comments.
 - d. Submit the Revised PER to IDEQ and address one (1) round of agency comments.
- D. Preliminary Design Phase Services:
 - a. Meet with the City to review preliminary (30%) design and verify assumptions.
 - b. Retain an electrical engineering subconsultant (AEI Engineering, Inc/JUB Engineers, Inc.) to design electrical and control elements of the project, including standby generator.
 - c. Retain a programming subconsultant (Control Freek, Inc.) for SCADA programming and provide input on electrical design.

- d. Retain a structural engineer (LSB Consulting Engineers) to design the control building and structural elements of the control building, wet well and overflow basin as needed.
 - e. Prepare preliminary design documents, including:
 - i. Site layout
 - ii. Structural and civil plans
 - iii. Electrical and standby generator design
 - iv. Initial SCADA/telemetry integration approach
 - v. Demolition plans for existing lift station
 - f. Prepare bid documents and technical specifications. Front-end bidding and contract forms will consist of 2018 EJCDC standard; they will reflect City standards and will be coordinated with City legal department. Technical specifications will follow the CSI format.
 - g. Prepare Engineer's Opinion of Cost for 60% and 90% design packages.
 - h. Conduct 60% design review with City. Include constructability review including work phasing, work sequencing, and decommissioning of the lift station.
 - i. Conduct a 90% design review meeting with City.
- E. Final Design Phase Services:
- a. Finalize site plan and bid documents (including structural and electrical). Review bid documents and specifications internally (Quality Assurance/Quality Control). Include remaining scope previously removed from Guy Road Lift Station Abandonment and Gravity Sewerline project (Guy Road Lift Station decommissioning and approximately 700 lineal feet of sewerline).
 - b. Conduct 100% design review with City.
 - c. Prepare Engineer's Opinion of Cost for final bid documents and specifications.
 - d. Submit documents to IDEQ and incorporate agency comments.
 - e. Provide one (1) electronic set of bid documents to the City. Provide up to two (2) paper copies of the drawings to the City.
- F. Bid Phase Services:
- a. Prepare an advertisement for bid that will be submitted for advertisement in the City's official newspaper.
 - b. Conduct a Pre-bid Conference/Presentation at the City with prospective bidders, followed by a site visit with the bidders.
 - c. Respond to bidders' questions and issue necessary addenda.
 - d. Participate in bid opening.
 - e. Evaluate the bids with the City and make a recommendation.
- G. Easement Assistance:
- a. Prepare legal descriptions and exhibits for temporary construction easements needed on new lift station site.

H. Utility Coordination:

- a. Coordinate with outside utilities for existing utility alignments and elevation information. Anticipated utilities consist of Avista (gas and electric), Ziplly Fiber, East Greenacres Irrigation District, City of Rathdrum (force main).
- b. Conduct a preliminary design meeting with relevant utility providers.

I. Permitting Phase:

- a. Assist City with encroachment permit for City jurisdiction.

J. Assumptions:

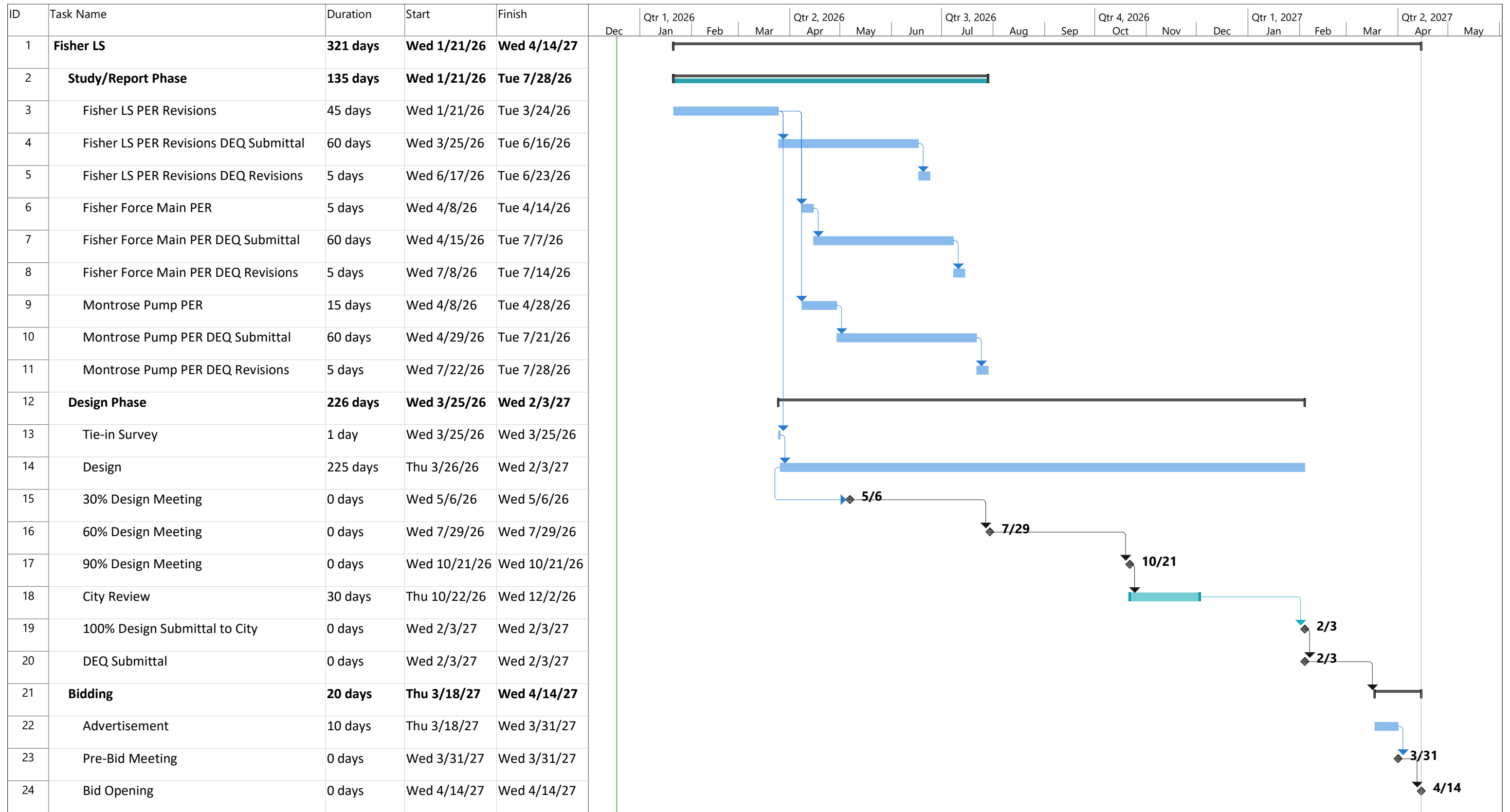
- a. Preliminary Engineering Report for the Fisher Lift Station was prepared under a previous agreement. It was approved by IDEQ on December 10, 2024.
- b. Design and bidding services for the Fisher Force Main are excluded but may be added by amendment.
- c. Design and bidding services for the Montrose Lift Station pump upsize are excluded but may be added by amendment.
- d. Topographic Survey and Boundary Survey were accomplished under a previous agreement.
- e. Easement forms and language will be prepared by the City.
- f. Easement negotiations and execution will be conducted by the City.
- g. Lift Station parcel is not located within City Limits and is within Kootenai County jurisdiction.
 - i. It is assumed that the future Fisher Lift Station parcel will be annexed into the City of Post Falls and will not require Kootenai County permitting, review, or inspections.
 - ii. If annexation is delayed, additional services related to impacts caused by this delay may be added by amendment.
- h. Design will follow City design standards for lift stations.
- i. Pumps will be submersible Flygt.
- j. Existing lift station will need to remain in service until new station is fully tested and operational.
- k. Forced air activated carbon air scrubber will be included in design.
- l. Control building will be CMU block or metal sided.
- m. An architect will not be retained for the design and City will accept non-architectural design based on previous lift station project designs.
- n. Design will include provisions for emergency bypass pumping.
- o. Design includes structural design for cast in place. A deductive fee is shown if pre-cast design is selected during PER phase.
- p. One (1) round of comments from IDEQ is assumed. If needed, addressing additional comment cycles by IDEQ may be added by amendment.
- q. No state or federal funds are being utilized to fund the project.

- r. Structure will be designed for a traffic rating. If the City elects to not make the structure traffic rated, the design fee will be reduced.
- s. If Precast Concrete Structure is selected vs Cast in Place, the design fee will be reduced.
- t. SCADA system will communicate via cellular modem.
- u. Development of a SWPPP (stormwater pollution prevention plan) is excluded and determined not to be necessary for this project. Engineer will provide stamped memorandum providing outline of this determination to the City as part of the Preliminary Design Phase. If SWPPP is later determined to be required by IDEQ, it may be added by amendment.
- v. Construction Phase Services may be added under a separate Amendment.

3. Schedule of Services

- A. Engineer will promptly begin work once authorized by City.
- B. Preliminary design phase (and 90% design documents) will be completed and submitted to the City for review within ten (10) months of NTP.
- C. Final design document to be ready for bid within two (2) months after City comments received on preliminary design.
- D. Construction anticipated to begin 2027.
- E. Preliminary schedule in accordance with the above is provided in Appendix 1 to Exhibit A.

Appendix 1 to Exhibit A



Project: Post Falls Fisher Lift Station Date: Thu 12/18/25	Task		Project Summary		Manual Task		Start-only		Finish-only		Manual Progress		Deadline
	Split		Inactive Task		Duration-only		External Tasks		External Milestone			Progress	
	Milestone		Inactive Milestone		Manual Summary Rollup			External Milestone			Manual Progress		
	Summary		Inactive Summary		Manual Summary			External Milestone			Manual Progress		

Exhibit B Nondiscrimination Requirements

This Attachment is to be inserted in every contract subject to Title VI of the Civil Rights Act of 1964 and associated Regulations.

During the performance of this contract, the contractor/consultant, for itself, its assignees and successors in interest (hereinafter referred to as the “contractor”) agrees as follows:

1. Compliance with Regulations

The Contractor shall comply with the Regulations relative to non-discrimination in federally assisted programs of United States Department of Transportation (USDOT), Title 49, Code of Federal Regulations, part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

2. Non-discrimination

The Contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection and retention of sub-contractors, including procurement of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

3. Solicitations for Sub-contracts, Including Procurement of Materials and Equipment

In all solicitations either by competitive bidding or negotiations made by the Contractor for work to be performed under a sub-contract, including procurement of materials or leases of equipment, each potential sub-contractor or supplier shall be notified by the Contractor of the Contractor’s obligations under this contract and the Regulations relative to non-discrimination on the grounds of race, color, sex, or national origin.

4. Information and Reports

The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the contracting agency or the appropriate federal agency to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the Contractor shall so certify to ITD or the USDOT as appropriate, and shall set forth what efforts it has made to obtain the information.

5. Sanctions for Non-compliance

In the event of the Contractor’s non-compliance with the non-discrimination provisions of this contract, the contracting agency shall impose such contract sanctions as it or the USDOT may determine to be appropriate, including, but not limited to:

- Withholding of payments to the Contractor under the contract until the Contractor complies, and/or;
- Cancellation, termination, or suspension of the contract, in whole or in part.

Incorporation of Provisions

The Contractor shall include the provisions of paragraphs (1) through (5) in every sub-contract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any sub-contractor or procurement as the contracting agency or USDOT may direct as a means of enforcing such provisions including sanctions for non-compliance.

Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a sub-contractor or supplier as a result of such direction, the Contractor may request ITD enter into such litigation to protect the interests of the state and, in addition, the Contractor may request the USDOT enter into such litigation to protect the interests of the United States.

Exhibit C

City of Post Falls

Fisher Lift Station Design

Payment

A. Basis of Payment

Payment for consulting services for the project shall be on the Lump Sum and Hourly basis as listed below:

Phase	Basis of Payment	Amount
Preliminary Engineering Phase (Fisher LS)	Lump Sum	\$ 34,800
Preliminary Engineering Phase (Future Fisher Force Main)	Lump Sum	\$ 9,800
Preliminary Engineering Phase (Montrose LS)	Lump Sum	\$ 14,000
Geotechnical Investigation and Report	Hourly	\$ 20,500
Preliminary Design Phase	Lump Sum	\$ 165,000
Final Design Phase	Lump Sum	\$ 41,500
Bidding Phase	Lump Sum	\$ 23,200
Utility Coordination	Hourly	\$ 3,500
Permitting	Hourly	\$ 5,100
Easement Preparation	Hourly	\$ 1,500
TOTAL		\$318,900

**Preliminary Design Credit if cast-in-place is not used for wet well and overflow for lift station: \$16,000*

Lump Sum: The Lump Sum includes appropriate amounts to account for labor, overhead, profit, and Reimbursable Expenses. Subconsultants are INCLUDED in the above.

The portion of the Lump Sum amount billed for ENGINEER's services will be based upon ENGINEER's estimate of the proportion of the total services actually completed during the billing period to the Lump Sum.

Hourly: An amount equal to the cumulative hours charged to the Project by Engineer's employees times standard hourly rates for each applicable billing class, plus reimbursement of expenses incurred in connection with providing the Services.

Engineer may alter the distribution of compensation between individual hourly phases of the work to be consistent with services actually rendered but shall not exceed the total estimated hourly compensation amount unless approved by an Amendment to the Agreement.

With Owners permission, Engineer may alter the distribution of compensation between individual lump sum phases of the work to be consistent with services actually rendered but shall not exceed the total estimated lump sum compensation amount unless approved by an Amendment to the Agreement.

Standard Hourly Rates Schedule

A. *Standard Hourly Rates:*

Standard Hourly Rates are set forth in this Appendix 1 to this Exhibit C and include salaries and wages paid to personnel in each billing class plus the cost of customary and statutory benefits, general and administrative overhead, non-project operating costs, and operating margin or profit. The Standard Hourly Rates Schedule will be adjusted annually in accordance with Article 3.1 of the Agreement.

B. *Schedule:*

Hourly rates for services performed on or after the date of the Agreement are:

Special Services	\$283.25/hour
Special Services – Accounting	\$187.46/hour
Expert Witness	309.00/hour
Public Involvement Specialist	128.75/hour
Principal Engineer III	309.00/hour
Principal Engineer II	303.85/hour
Principal Engineer I	298.70/hour
Construction Services Manager	252.35/hour
Sr. Project Manager	236.90/hour
Project Manager	211.15/hour
Engineer VII	278.10/hour
Engineer VI	211.15/hour
Engineer V	200.85/hour
Engineer IV	185.40/hour
Engineer III	164.80/hour
Engineer II	154.50/hour
Engineer I	144.20/hour
Engineering Assistant	82.40/hour
Sr. Engineer Tech III	149.35/hour
Sr. Engineer Tech II	144.20/hour
Sr. Engineer Tech I	128.75/hour
Engineering Technician	118.45/hour
Environmental Scientist	133.90/hour
Survey Manager	257.50/hour
Professional Land Surveyor II	206.00/hour
Professional Land Surveyor I	200.85/hour
Crew Chief II	139.05/hour
Crew Chief I	133.90/hour
Crew Member	118.45/hour
Survey Technician II	133.90/hour
Survey Technician I	128.75/hour
GIS Manager	164.80/hour
GIS Technician II	128.75/hour
GIS Technician I	113.30/hour
Engineering Designer I	154.50/hour
Cad Technician IV	144.20/hour
Cad Technician III	123.60/hour
Cad Technician II	118.45/hour
Cad Technician I	113.30/hour
Sr. Project Administrator	128.75/hour
Project Administrator	108.15/hour
Sr. Administrative Assistant	87.55/hour
Administrative Assistant	75.19/hour
No Charge Services	0.00/hour

Reimbursable Expenses Schedule

Reimbursable Expenses will be adjusted annually in accordance with Article 3.1 of the Agreement. Rates and charges for Reimbursable Expenses as of the date of the Agreement are:

Letter/Legal Size Copies/Impressions (B/W)	\$0.10/page
Double Sided Letter & Legal Size Copies/Impressions (B/W)	\$0.13/page
Double Sided Letter & Legal Size Copies/Impressions (Color)	\$0.99/page
Ledger Size Copies/Impressions (B/W)	\$0.20/page
Double Sided Ledger Size Copies/Impressions (B/W)	\$0.25/page
Double Sided Ledger Size Copies/Impressions (Color)	\$1.98/page
Cardstock Copies/Impressions (B/W)	\$0.31/page
Letter/Legal Cardstock Copies/Impressions (Color)	\$0.99/page
Ledger Size Copies/Impressions (Color)	\$1.03/page
Color Transparency	\$2.49/page
Plot on Paper B&W (18" x 24")	\$0.90/sheet
Plot on Paper Color (18" x 24")	\$4.50/sheet
Plot on Paper B&W (18" x 27 ")	\$0.90/sheet
Plot on Paper Color (18" x 27 ")	\$4.50/sheet
Plot on Photo Paper/Mylar (18" x 27")	\$8.25/sheet
Plot on Paper B&W (22" x 34")	\$1.80/sheet
Plot on Paper Color (22" x 34")	\$9.00/sheet
Plot on Paper B&W (22" x 36")	\$1.80/sheet
Plot on Paper Color (22" x 36")	\$9.00/sheet
Plot on Paper B&W (24" x 36")	\$1.80/sheet
Plot on Paper Color (24" x 36")	\$9.00/sheet
Plot on Paper B&W (30" x 42")	\$2.70/sheet
Plot on Paper Color (30" x 42")	\$13.50/Sheet
Plot on Paper B&W (34" x 44")	\$3.30/sheet
Plot on Paper Color (34" x 44")	\$16.50/sheet
Plot on Paper B&W (36" x 48")	\$3.60/sheet
Plot on Paper Color (36" x 48")	\$18.00/sheet
Plot on Paper B&W (36" x 120")	\$9.00/sheet
Plot on Paper Color (36" x 120")	\$45.00/sheet
Mileage (auto)	Per Federal Rate
Mobile Lidar Scanner	\$1,500/hr
Navvis Ivion Cloud Processing	\$0.50/foot
UAV Flight	\$75/each
GPS Per Hour Billing	\$35.00/hour
GPS Per Hour Billing – Base and Rover	\$70.00/hour
Robotics Hourly Billing – 1 Man	\$70.00/hour
Digital Level	\$15.00/hour
Water Pressure Recorder	\$35.00/day
Meals and Lodging	Per Diem Rate
Pix4D Survey Software	\$450.00/each
Topo Feature Extraction Software	\$30.00/hour

**CITY OF POST FALLS
AGENDA REPORT
NEW BUSINESS
MEETING DATE: 1/20/2026**

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: Mark Brantl, Police Captain, Jason Mealer, Police Patrol
SUBJECT: K-9 Agreement for Det. Jason Cope and Electronic Storage Detection Dog Uno

ITEM AND RECOMMENDED ACTION:

This item is an agreement for the maintenance and care of a city-owned police K-9 (Uno). Police Department staff requests city council approval of the agreement with Detective Jason Cope, the assigned handler. Approve the K-9 agreement between the City of Post Falls and Detective Jason Cope in regard to being the handler for Electronic Storage Detection (ESD) K-9 Uno

DISCUSSION:

The US Secret Service awarded an Electronic Storage Detection Dog to the City of Post Falls, without cost, named Uno. Generally, a K-9 like this costs between \$8,000-\$10,000, which doesn't include the cost of the training for the handler. This type of K-9 is used to detect hidden electronic storage devices during investigations, typically based on a search warrant. Detective Jason Cope was selected by the Police Department to be Uno's handler. The city enters into an agreement with the handler to address the additional costs and time associated with being a K-9 handler. Under the agreement, the city will equip the officer's home with the necessary equipment to humanely house and care for the dog. Additionally, the officer is reimbursed for 4 hours a week for caring for the dog.

ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON:

N/A

APPROVED OR DIRECTION GIVEN:

N/A

FISCAL IMPACT OR OTHER SOURCE OF FUNDING:

Uno was provided to the city without cost. However, there will be costs to the city to install the necessary equipment at the handler's home to care for the dog and there will be additional costs associated with caring for the dog.

BUDGET CODE:

N/A

ATTACHMENTS:

1. k-9 unit assignment agreement update 2025

K-9 UNIT ASSIGNMENT AGREEMENT

This Agreement is entered into on the 20 day of January, 2026, by and between the city of Post Falls, (“City”) a political subdivision of the State of Idaho, and Jason Cope, “Officer”.

WHEREAS, City has formed a K-9 Unit as part of the Post Falls Police Department; and

WHEREAS, Officer has applied for, and has been accepted the assigned to the K-9 Unit to perform the duties associated with a K-9 Handler; and

WHEREAS, this agreement is being entered into in order to establish the duties and expectations of both parties with relation to the Officer’s assignment to the K-9 Unit.

NOW THEREFORE, it is agreed by the parties that the following terms and conditions will apply during the term that the Officer is assigned to the K-9 Unit.

1. Both parties agree that the dog assigned to the Officer is owned by the City, but that the City does not have a facility for boarding the dog overnight or during non-working hours.
2. City agrees to provide Officer training regarding the use of the dog for law enforcement purposes, as well as training in the care of the dog during work duty and non-work duty hours.
3. City agrees to purchase and install equipment to properly house the dog at Officer’s residence during non-work duty hours when needed. The equipment shall be the property of the City and will be removed from the Officer’s residence when the Officer’s assignment to the K-9 Unit is concluded. Officer will keep the dog secure while the dog is at Officer’s residence and not presently being monitored by the Officer, to prevent injury to the dog, the Officer’s family, and to the public.
4. Officer agrees to care for the dog as needed during both on-duty and off-duty hours during the time period that the Officer is assigned to the K-9 Unit. Routine off-duty care shall include, but not be limited to feeding, grooming, and socializing the dog. The parties recognize that the time that it takes to provide such routine off-duty care is considered work hours, but also recognize that it is difficult to record the actual time that is spent caring for the dog each day since it will be intermittent throughout a day. Both parties have had an opportunity to review and analyze the time that will be involved in providing routine care (feeding, grooming, socializing, as well as any other routine care) to the dog during off-duty hours and have mutually determined that it will take 4 hours per work week to provide that routine care. Taking the dog for veterinarian care and training with the dog is not considered routine care.

5. The parties agree the assigned work duty hours, plus the 4 hours a week to provide routine care for the dog, shall be a total of 40 hours per week. Taking the dog to the veterinarian or training with the dog may be done during the Officer's assigned work shift. In the event that non-routine care is required to be done during hours other than the assigned work shift, the Officer will report those hours and will be compensated for those additional hours. Officer shall not be eligible for overtime until the total amount of work hours, which includes the 4 hour a week to provide routine care for the dog, exceeds 80 hours in a two-week pay period as outlined in the City of Post Falls Personnel policy.
6. In addition to Officer's assigned work duty shift and the 4 hours a week to provide routine care for the dog, Officer agrees to be available to be called out if the officer and K9 are assigned to a position requiring call out availability. If Officer is assigned a position that requires call out availability and is not going to be available for call out, Officer shall notify the shift commander that Officer will not be available and the time period for which Officer is unavailable. When the Officer is on call, the Officer will be compensated for being on call and for call out time in accordance with the City's personnel policy.
7. Officer understands and agrees that if Officer is assigned to a position on patrol utilizing a Narcotic Detection dog or a Multi-Purpose dog, Officer must be able to pass the Peace Officers Standards and Training (POST) physical fitness test on a quarterly basis during the period which the Officer is assigned to the K-9 Unit. Failure to pass the test may result in a re-assignment of the Officer.
8. Officer understands that when Officer is no longer assigned to the K-9 Unit Officer will no longer be responsible for the care of the dog on behalf of the City and will turn the dog over to any person that the Chief of Police designates to take over the care of the dog.
9. In the event that the dog becomes ill or injured, and is no longer able to perform law enforcement duties, the decision regarding the future ownership and care of the dog shall be at the sole discretion of the City.
10. Officer agrees to perform the duties of a K-9 Handler in accordance with the attached assignment description and in accordance with the standard operational and procedures for K-9 Handlers.

11. The parties recognize that the time and training associated with being a K-9 Handler is a significant financial and career investment on the part of both the Officer and the City. However, the parties also understand and agree that Officer's assignment to the K-9 Unit is contingent upon the Officer's continued employment, appropriations to fund the K-9 Unit and the Officer's performance. The decision to reassign the Officer is at the sole discretion of Chief of Police.
12. Nothing in the Agreement is intended to be, or to be interpreted as an employment contract for a specified term.

CITY OF POST FALLS

OFFICER

Randy Westlund, Mayor

Jason Cope, Detective

Shannon Howard, City Clerk

Jason Mealer, Interim Chief of Police

**CITY OF POST FALLS
AGENDA REPORT
CONTINUED NEW BUSINESS
MEETING DATE: 1/20/2026**

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: Randy Westlund, Mayor
SUBJECT: Consideration of Adding Invocation to City Council Agendas

ITEM AND RECOMMENDED ACTION:

The Mayor is requesting City Council's consideration of adding a brief, non-sectarian invocation at the beginning of regular council meetings. Staff is seeking direction only and is not making a recommendation.

DISCUSSION:

The proposed invocation would be delivered by the Mayor at the start of each regular City Council meeting. Its stated purpose is to solemnize the Council's proceedings. Attendance and participation would be voluntary, and the invocation would not be intended to advocate or proselytize for any specific religion or belief system. The City Council is being asked to consider whether to begin each regular council meeting with an invocation. If approved, the invocation would be included as a standing agenda item.

The proposed agenda item language is as follows:

INVOCATION

The Mayor will offer a brief invocation intended to solemnize the Council's proceedings. Attendance and participation are voluntary. The invocation is not intended to require or encourage participation by members of the public, nor to advocate or proselytize for any particular religion or belief. No Council action is influenced by participation or non-participation.

The invocation, as currently envisioned by the Mayor, is non-sectarian and intended to reflect a tone of general goodwill and inclusivity. If the Council decides to move forward, staff will incorporate the agenda item into future agendas. If not, agendas will remain unchanged. Alternatively, Council may wish to further study the item or refer it to a workshop for broader discussion.

ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON:

This item has not been previously reviewed by the City Council.

APPROVED OR DIRECTION GIVEN:

N/A

FISCAL IMPACT OR OTHER SOURCE OF FUNDING:

There is no fiscal impact associated with adding or declining to add items to the agenda.

BUDGET CODE:

N/A

ATTACHMENTS:

None