



**CITY COUNCIL
MEETING AGENDA**

**February 3, 2026
6:00 PM**

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

WORKSHOP – 5:00 pm 2nd Floor Conference Room

- a. Contracts and Contingencies

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**

AMENDMENTS TO THE AGENDA

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

DECLARATION OF CONFLICT, EX-PARTE CONTACTS AND SITE VISITS

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

1. CONSENT CALENDAR

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

ACTION ITEMS:

- a. Minutes – January 20th, 2026, City Council Meeting
- b. Payables 01/21/2026 - 02/04/2026

- c. Painted Rock Subdivision Master Development Agreement (SUBD-25-3)

2. MEET AND GREET FOR PLANNING AND ZONING COMMISSION POSITION

ACTION ITEMS:

- a. Appointment of Brendon Anderson to the Planning and Zoning Commission

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:

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. Purchase of Asphalt Hot Box - Streets Dept.
- b. Repeal of Policy on City Proclamations
- c. City Boards and Commissions Code Update

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.(a) To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need.

RETURN TO REGULAR SESSION

ADJOURNMENT

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Mayor Randy Westlund

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

Mission
Building Community.

**CITY OF POST FALLS
AGENDA REPORT**
WORKSHOP – 5:00 pm 2nd Floor Conference Room
MEETING DATE: 2/3/2026

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: Andrew Arbini, Projects Division Manager, John Beacham, Public Works Director

SUBJECT: Contracts and Contingencies

ITEM AND RECOMMENDED ACTION:

Staff will give present on and discuss contracts for construction projects and how contingencies are utilized to minimize risk to the city.

DISCUSSION:

N/A

ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON:

APPROVED OR DIRECTION GIVEN:

FISCAL IMPACT OR OTHER SOURCE OF FUNDING:

N/A

BUDGET CODE:

ATTACHMENTS:

1. Contracts & Contingencies Presentation

City Council Workshop Contracts and Contingencies

John Beacham, Public Works Director
Andrew Arbini, Projects Division Manager

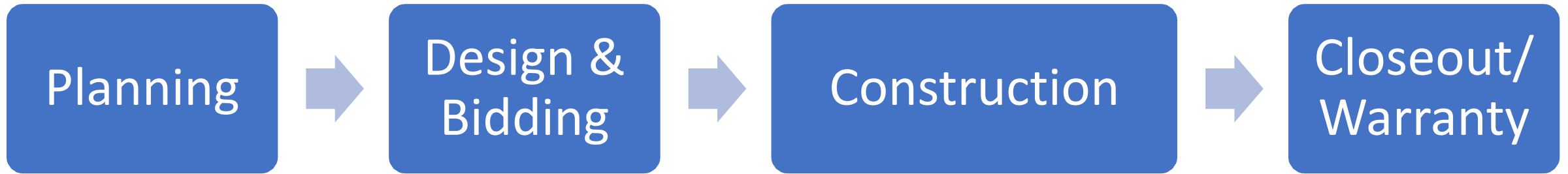
February 3, 2026



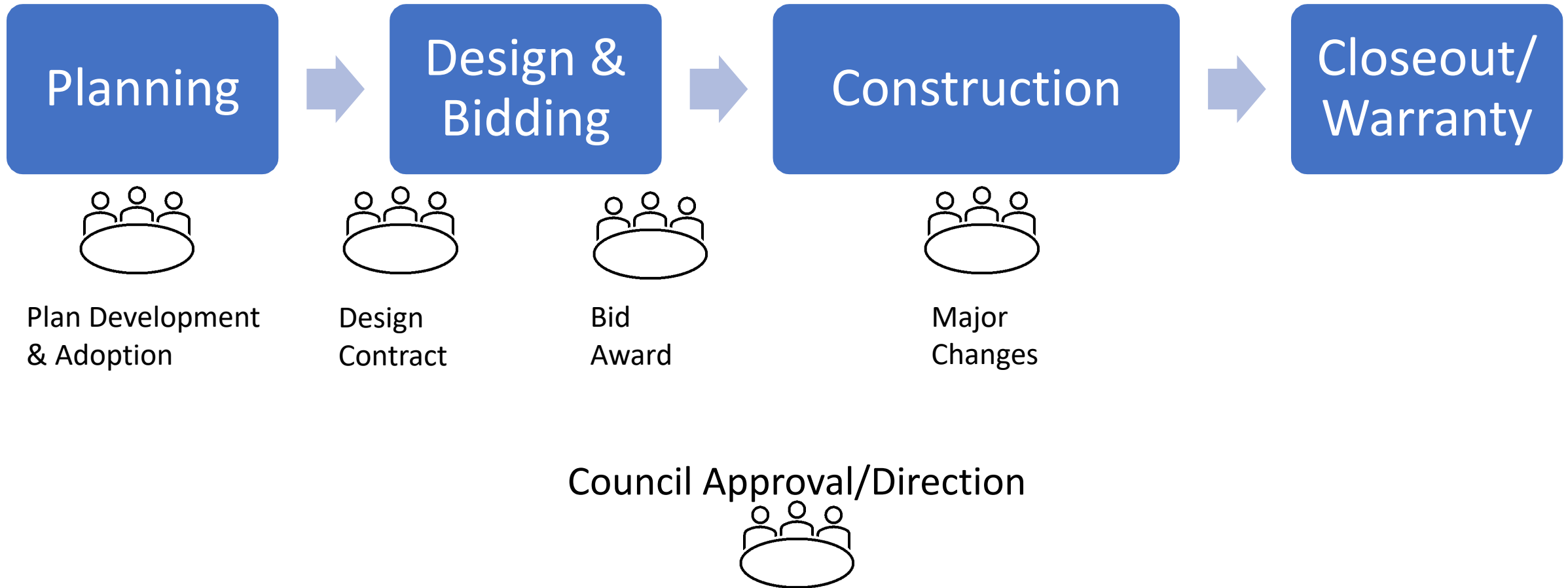
Presentation Outline

- Risk through the project life
- Project Phases
 - Planning
 - Design and Bidding
 - Construction
 - Contract roles
 - Managing changes
 - Closeout and Warranty
- Contingencies
 - Historical Construction Recap
- Alternative Delivery

Project Phases



Project Phases



Planning

- City Staff identifies a project
 - Master plan documents
 - Operational need
- Budget request
- Selection of design consultant
- Develop project scope and negotiate contract(s)

Planning

- Risks:
 - Bad Plan
 - Mitigate through use of highly qualified professionals and detailed review by staff and council
 - Incorrect Estimates
 - Mitigate through flexibility in financial planning, reserves, adjusting timing

Planning

- Example Project: Kitchen Remodel
- Financial Approach
 - Identify sufficient funding
 - Rough estimates to inform costs
 - Identifying optional improvements
- Contingencies:
 - Saving more money than you think you need



Design and Bidding

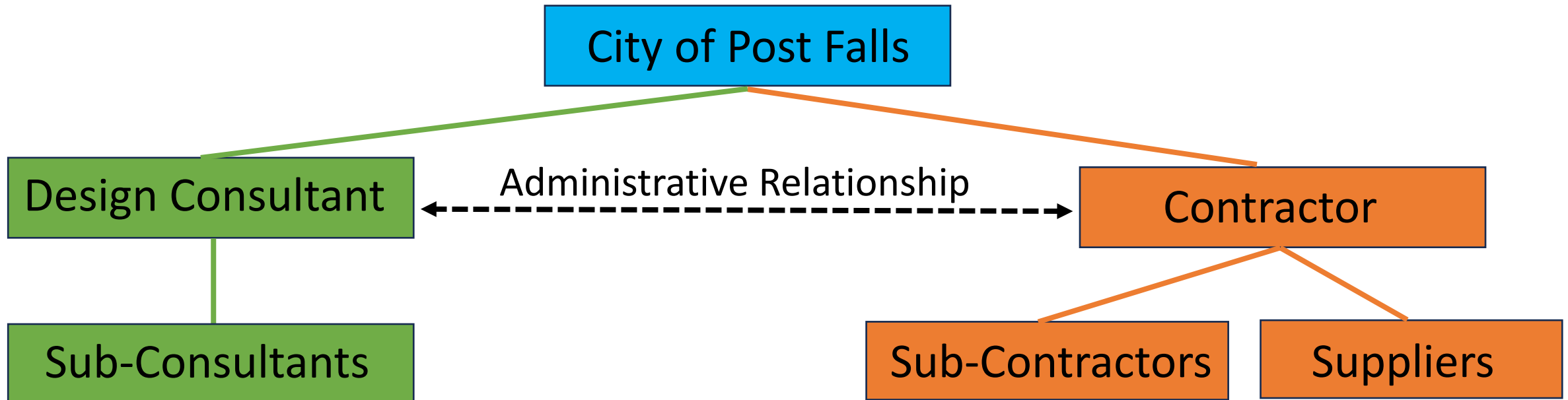
Design:

- Development of project design
- Review of historical information related the project
- Construction cost estimates at milestones (30% 60% and 100%)
- Constructability review

Bidding:

- Advertised for bid as Public Works Construction (Idaho State Code)
 - Informal bidding – Estimated contract <\$250,000
 - Formal bidding – Estimated contract >\$250,000
- Pre-bid meeting is hosted for interested bidders to preview the project
- Design consultant answers questions from bidders and issues clarification

Design-Bid-Build Delivery Method



Design and Bidding

Risks

Design:

- Over/under design
 - Mitigate through careful review by staff, qualified designers
- Time/cost of design
 - Mitigate through getting plans to desired quality, not perfect
 - We do not want to pay for perfect plans

Design and Bidding

Risks, continued

Bidding:

- Plans are unclear – bids price in uncertainty
- Plans are overly complicated – bids price in strict compliance
 - Mitigate through including reasonable detail, allowing for means and methods, contractor questions during bidding and addenda
- “Low-ball” or undesirable contractors
 - Mitigate through bid and performance bonds
 - Mitigate through alternative delivery, when appropriate
 - Prequalification

Design and Bid Quantities

- Estimate of bid quantities are developed in the design phase of the project using information from:
 - Past projects
 - Mathematical calculations
 - As-builts, etc.
 - Can include additional exploration during design

*Perfect plans versus diminishing returns

Estimating Bid Quantities

- Utility conflicts – Utilizes best available information for the design.
- Exploratory work can occur during design to better inform quantities
 - Often costly and involves a duplication of efforts

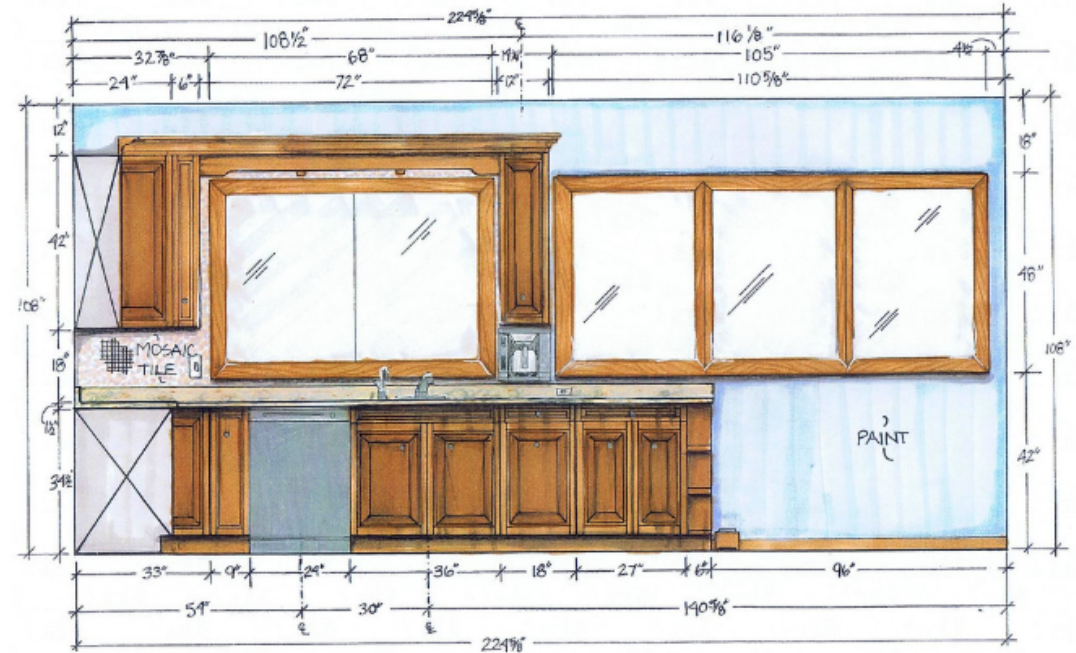
Versus:

- Negotiate a solution with the contractor

Design and Bidding

Example Project

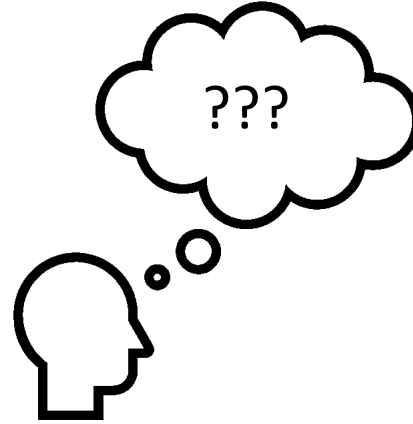
- Financial Approach
 - Identify sufficient funding
 - Manage costs of design
 - Refine scope to match funding
 - Refine estimates to inform costs
 - Identifying optional improvements
- Contingency:
 - Saving more money than you think you need



Design and Bidding

Bid Award

- Bids reasonable?
 - Funding available?
 - Cost to delay?
 - Project drivers?
-
- Go/Rethink/No-Go Decision
 - Sign Contract, Re-design, Abandon Project



Construction

- Plans and specifications form basis for all conversations
- Equipment and materials submittals
- Contractor's request for information (RFI)
- Progress pay applications from the contractor
- Start-up and commissioning of project (Substantial Completion)

Construction

- Change Orders – Not always a bad thing
 - A document that modifies the original contract
 - Deduct of the contract
 - Requested additions
 - Fair adjustment for new information
 - Balancing of bid quantities

Construction

Contractual Price/Time Adjustment

- Price:
 - Guaranteed to contractor under certain circumstances
 - Negotiated
 - Actual costs plus overhead plus delay costs
- Time
 - Guaranteed to contractor under certain circumstances
 - Calculated based on impact to ability to complete on time
 - Some impacts are less critical than others

Why guaranteed? Shared risk management → Lower bid prices

Construction

Risks

- New discovery/incorrect plans (city risk)
 - Mitigate through following process in contract for equitable adjustment to time and/or cost
- Price increases (contractor risk)
 - City risk mitigated through hard bids
 - Contractor risk mitigated through force majeure clauses, escalation allowances

Construction

Risks (continued)

- Construction delays (mutual risk)
 - Disputes cause further delays, support costs increase, project momentum erodes
 - Mitigated through proactively, mutually addressing issues
 - Mitigated through dispute resolution when appropriate

Construction

- Example Project
- Financial Management
 - Cash flow for payments
 - Ensure availability of funds for changes
- Contingencies
 - Allowances in contract
 - Funding in reserve (pre-discussed)



Construction

Example Project

- Case Study
 - Rotten floorboard found
 - On plans?
 - Allowance included?
 - Should contract be adjusted?



Project Closeout and Warranty

- Resolve any contract disputes
- Balancing Change Order
- Project deliverables
 - Operations and Maintenance Manuals (O&M)
 - Record Drawings (As-builts)
 - State requirements for project closeout
 - Release of contract retainage and make final payment to contractor
- Warranty coverage for installed work. Supported by contractor's bond

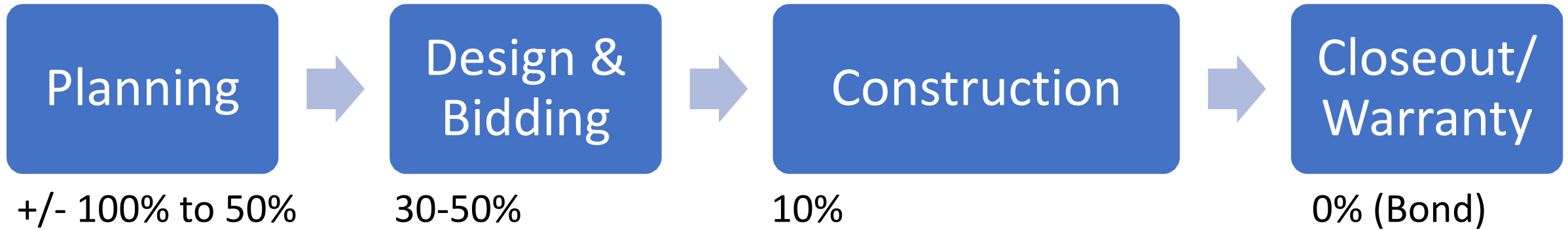
Project Closeout and Warranty

- Risk significantly diminished for owner and contractor
- Performance of system a risk to engineer*
- Financial picture clear

❖ Errors and Omissions



Project Phases

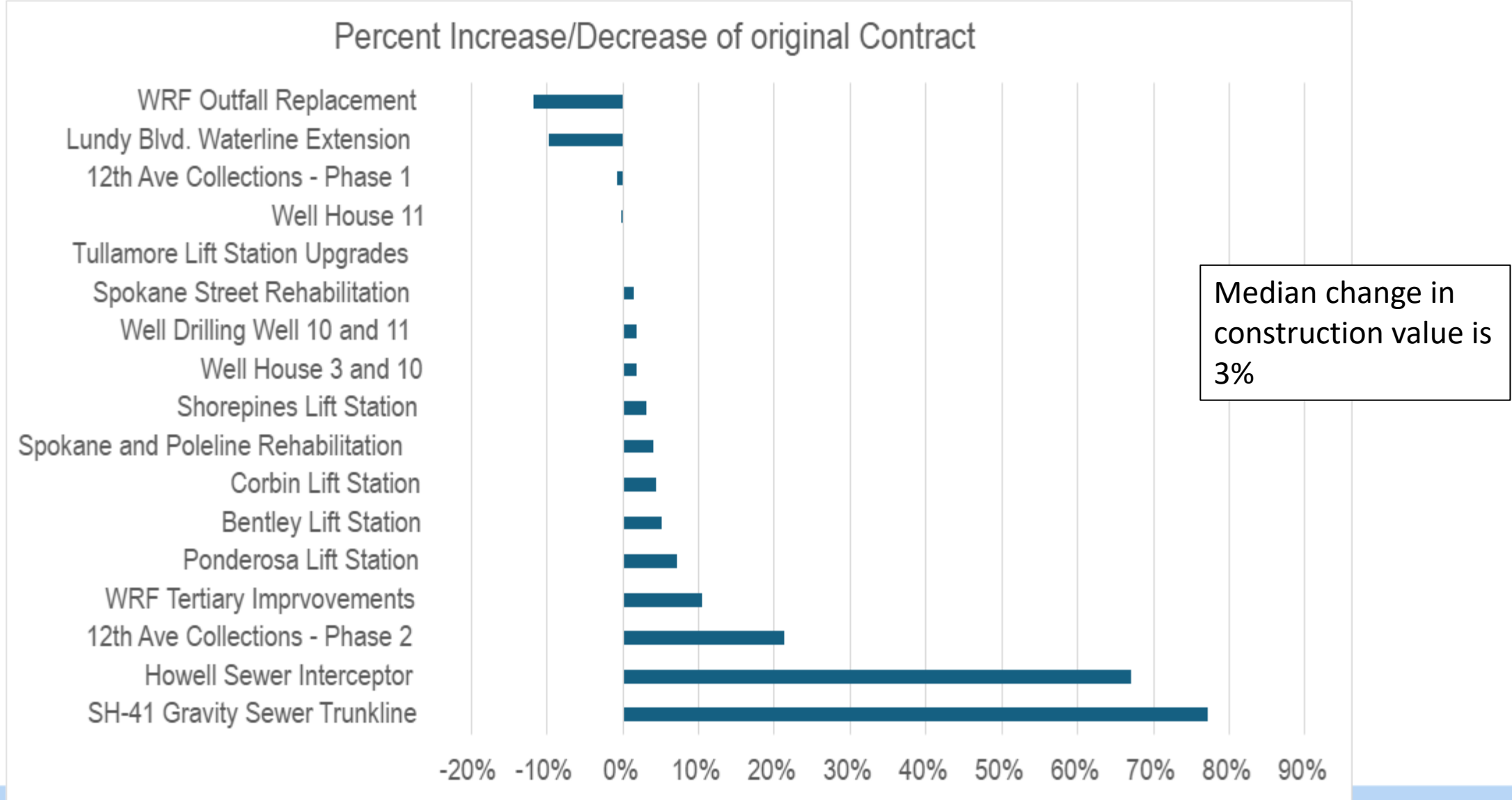


Contingency Carried

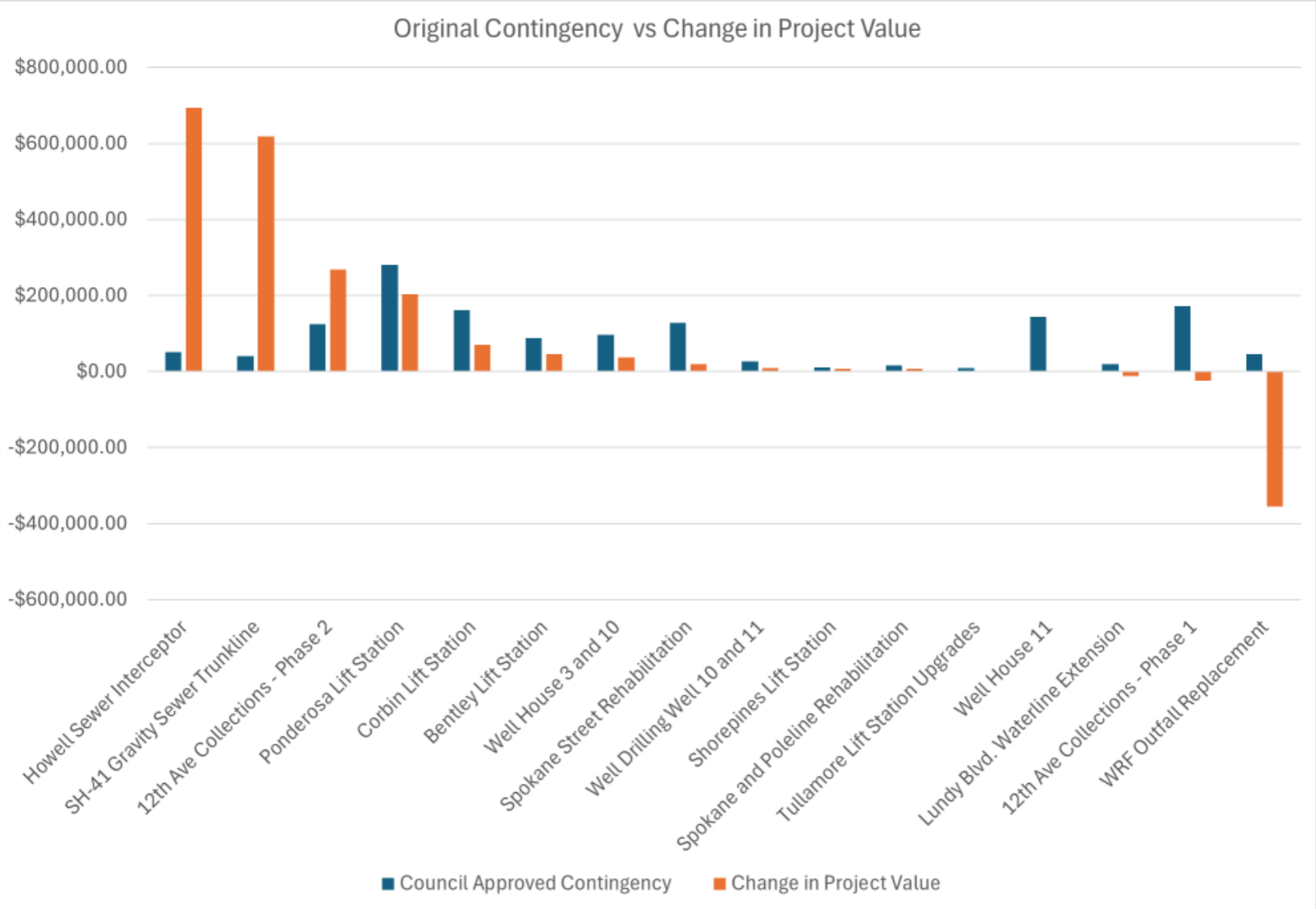
Construction Contract Contingencies

- Council authorization granted to Department Head (limitations)
- Used for City requested additions to the contract scope
- Used for changes in the project to address things like utility conflicts or design changes to a project
- Council authorization of contingency allows for more timely resolution of issues and less likelihood of “delay” related claims from the contracting party
- Requires Department Head approval
- Requested amount is based on a percent of contract value. 10% is typical

Construction Contract Contingencies



Construction Contract Contingencies



Assignment of Risk

Who carries risk at the various stages of a project?

Design - City and design consultant develop the design scope of work.

Risks – Under/over design, decisions based on estimates

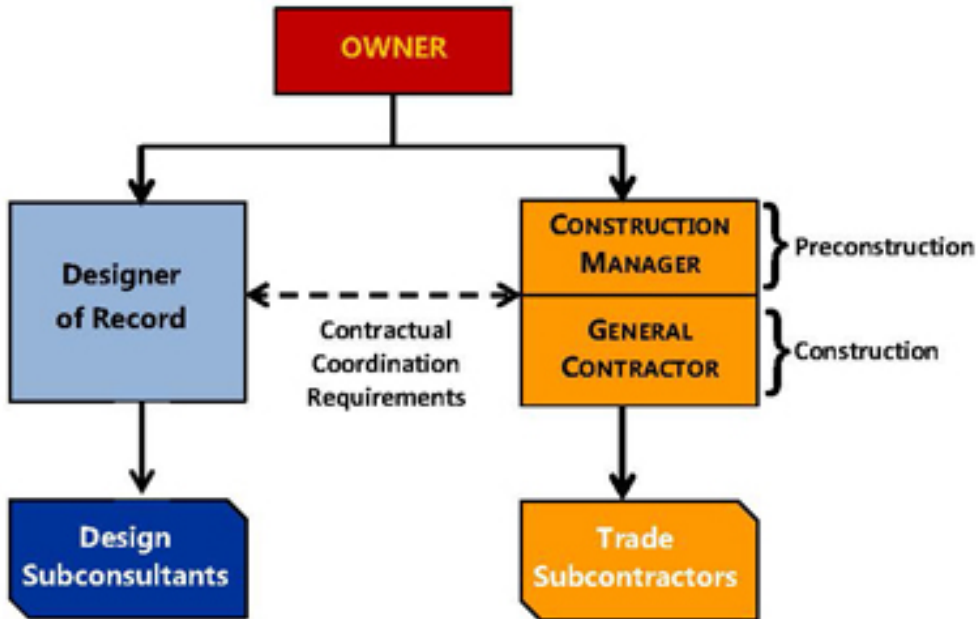
Construction – Design consultant, City and contractor.

- Design consultant is responsible to provide a constructable design
- Contractor is responsible to perform the work as contracted for
- City is responsible to the contractor and design consultant through separate contracts.

Alternative Delivery

Construction Manager and General Contractor (CMGC)

Design-Build



Questions and Discussion





**CITY COUNCIL
MEETING MINUTES**

**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

Roll Call: Mayor Westlund, Steigleder, Plew, Malloy, Ziegler, Mosby - **Present**
Lucca - **Absent**

Field Herrington, City Attorney, and Janet Best, Human Resources Director, spoke about some changes to the Personnel Policy that will be coming up. The discussion did not finish at the time allowed, so this will come back to a future Council Workshop for more discussion.

REGULAR MEETING – 6:00 pm City Council Chambers

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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
Steigleder, Plew, Malloy, Ziegler, Mosby, Lucca - Present

**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.

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

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

Motion by Malloy to accept the Consent Calendar as presented.

Second by Ziegler.

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

Motion Carried

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:

None

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

Jaxon Fleshman, Project Manager: The existing Fisher Ave. 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 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 Ave. 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 a gravity sewer in Fisher Ave. 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. This project is budgeted under the Fisher Lift Station Upgrade budget code, as a capital improvements project. The 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 collection 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.

Motion by Malloy to approve the Engineering and Design Services Agreement with Welch Comer Engineers for the Fisher Lift Station Project.

Second by Ziegler.

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

Motion Carried

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

Jason Mealer, Acting Police Chief: 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. 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.

Motion by Malloy to approve the K-9 Agreement for Det. Jason Cope and Electronic Storage Detection Dog Uno.

Second by Ziegler.

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

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.

Kim Brown spoke about the Historical Society.

7. ADMINISTRATIVE / STAFF REPORTS

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None

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.

Mayor Westlund spoke about the importance of researching your family's history.

Councilor Plew said it was his and his wife's 25th wedding anniversary, and he would be home soon.

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

Motion by Malloy to enter into Executive Session pursuant to Idaho Code 74-206(d) To consider records that are exempt from disclosure as provided in chapter 1, title 74, Idaho Code, further that no action will be taken during the session and that the session will last approximately 12 minutes.

Second by Ziegler.

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

Motion Carried

Entered into Executive Session at 6:42 pm.

Exited Executive Session at 7:36 pm.

RETURN TO REGULAR SESSION

7:36 pm.

10. CONTINUED NEW BUSINESS

ACTION ITEMS:

- a. Consideration of Adding Invocation to City Council Agendas

Motion by Malloy to table the discussion to another meeting.

Second by Steigleder.

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

Motion Carried

ADJOURNMENT

7:38 pm.

Randy Westlund, Mayor

Shannon Howard, City Clerk

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Mayor Randy Westlund

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

Mission
Building Community.

**CITY OF POST FALLS
AGENDA REPORT
CONSENT CALENDAR
MEETING DATE: 2/3/2026**

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM:

SUBJECT: Payables 01/21/2026 - 02/04/2026

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 2.04.26. 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 in the Check Run Accountability Report for ratification at the next council meeting. The attached Post Falls Check Approval reports checks totaling \$3,190,183.45 to be dated 2.04.26. The Hand Check Accountability is for Hand Checks issued 1.15.26-1.22.26 and total \$194,218.23.

ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON:

APPROVED OR DIRECTION GIVEN:

FISCAL IMPACT OR OTHER SOURCE OF FUNDING:

\$3,384,401.68

BUDGET CODE:

Various

ATTACHMENTS:

1. Check Run for Council 2.04.26
2. Hand Checks for Council 2.04.26

Post Falls Check Approval



City of Post Falls

Packet: APPKT21545 - Check Run for Council 2.04.26

Check Date: 1/27/2026

Vendor Set: 01 - Vendor Set 01

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
Fund: 001 - GENERAL FUND							
Balance Sheet Accounts							
VEN06558	ARCHITERRA HOMES						
APMWB	Check			BOND RELEASE -	BOND RELEASE - 5182 E. AQUILA	001-22115	2,000.00
				BOND RELEASE -	BOND RELEASE - 5016 E. DORADO	001-22115	2,000.00
				BOND RELEASE -	BOND RELEASE - 5104 E. DORADO	001-22115	2,000.00
				BOND RELEASE -	BOND RELEASE - 5294 E. NORMA	001-22115	2,000.00
				BOND RELEASE -	BOND RELEASE - 5282 E. NORMA	001-22115	2,000.00
				BOND RELEASE -	BOND RELEASE - 5264 E. NORMA	001-22115	2,000.00
				BOND RELEASE -	BOND RELEASE - 5222 E. ANTARES	001-22115	2,000.00
VEN15195	Spokane River Northshore, LLC						
APMWB	Check			PARTIAL BOND RE	PARTIAL BOND RELEASE FOR ESTATES	001-22115	178,730.59
Balance Sheet Accounts Total:							192,730.59
Dept: 411 Mayor & Council							
A600	Awards Etc.						
APMWB	Electronic Funds Transf			20241530	Name Badge Mosby, Seale, Ammerman	001-411.0000.63060	12.00
VEN15085	International Minute Press						
APMWB	Check			5691	Jack Mosby Business Cards	001-411.0000.63060	31.00
P220	Post Falls Area Chamber of Commerce						
APMWB	Check			72578	Connect4Lunch-January 2026 (Nathan Ziegl	001-411.0000.64010	25.00
Dept 411 Total:							68.00
Dept: 412 Information Systems							
A017	A-Tec, Inc.						
APMWB	Check			6655	White Pine OWS license pro-rated	001-412.0000.66014	133.22
Dept 412 Total:							133.22
Dept: 414 Finance							
B091	BDS						
APMWB	Check			104047	Utility Billing	001-414.1445.62170	6,877.22
				104046		001-414.1445.62190	153.25
				104047		001-414.1445.62190	3,825.74
I006	SOLV Business Solutions-Safeguard						
APMWB	Check			454039	Tax forms 1099s and W2s	001-414.0000.63050	264.05
Dept 414 Total:							11,120.26
Dept: 417 Media/Cable Franchise							
V040	ODP Business Solutions						
APMWB	Check			453711085001	Office Supplies-Media	001-417.0000.63060	6.18
				453709935001		001-417.0000.63060	145.68
				455168909001	NOTES,SS,2x2,POST-IT,8PK,ULTRA 9770	001-417.0000.63060	-6.18
Dept 417 Total:							145.68
Dept: 421 Police							
A0690	AccessData Corp						
APMWB	Check			11976748	PD Shredding Services	001-421.0000.62040	89.38
A236	Alexander Clark Graphics						
APMWB	Check			30989	PD Uniform Citations	001-421.0000.63290	191.29
VEN15205	Altitude Risk Mitigation, LLC						
APMWB	Check			C4GMPYKQ-0001	Becoming a Leader in LE - Registration, Gro	001-421.0000.64020	195.00
VEN14905	Car Wash Plaza						
APMWB	Check			1633	Car Wash Services - Dec	001-421.0000.67170	100.00
C140	CDW Government Inc.						

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
		APMWB	Electronic Funds Transf	AH6L93J	Absolute Secure (NetMotion) Renewal	001-421.0000.66043	15,120.00
C220	Coleman Oil Co						
		APMWB	Check	CP-0345771-A	PD Invoice Adjustment	001-421.0000.64030	29.63
				CP-0350255	PD Gasoline	001-421.0000.64030	4,404.08
C410	Country Lock & Key, Inc.						
		APMWB	Electronic Funds Transf	9378494233	Stairwell Door Keypad Replacement	001-421.0000.68010	1,824.56
VEN14874	Debra J Salish						
		APMWB	Check	26-07	Uniform Tailoring - Wereley	001-421.4000.72000	30.00
VEN13101	Desert Snow						
		APMWB	Check	17862	Criminal Interdiction Workshop - Ford, Essat	001-421.0000.64020	1,498.00
G020	Galls, LLC						
		APMWB	Electronic Funds Transf	033731799	New Hire Equipment - First Aid Kit, Angel	001-421.0000.67020	132.48
				033828577	New Hire Equipment - Mask Pouch, Fowles	001-421.0000.67020	47.99
				033745216	New Hire Equipment - Clipboard, Angel	001-421.0000.67020	47.84
				033731813	New Hire Equipment - Mag Holder, Angel	001-421.0000.67020	43.24
				033801850	New Hire Equipment - Fowles	001-421.0000.67020	56.99
				033801848	New Hire Equipment - Bigard	001-421.0000.67020	104.98
				033842986	New Hire Equipment - Fowles	001-421.0000.67020	22.99
				033770759	New Hire Equipment - First Aid Kit, Fowles	001-421.0000.67020	150.99
				033745177	Honor Guard Uniform - Harmon	001-421.4000.72000	978.13
				033828571	New Hire Equipment - Belt Keepers, Fowles	001-421.4000.72000	49.99
				033782030	Code Enforcement Uniform Pants	001-421.4000.72000	319.96
VEN02177	Idaho Chiefs of Police Association						
		APMWB	Check	10376	ICOPA Annual Membership Fee	001-421.0000.62060	500.00
I153	Idaho State Police						
		APMWB	Check	IN3877	ILETS Quarterly Fees, Jan-Mar	001-421.0000.67310	18,762.50
VEN15122	Interstate All Battery Spokane 9270						
		APMWB	Check	1927001000355	PD Batteries	001-421.0000.63130	289.70
VEN09941	Jacque Panza						
		APMWB	Check	012126	Chaplain Stipend - Dec	001-421.0000.62370	50.00
VEN07726	Jon Dekeles						
		APMWB	Check	012126	Chaplain Stipend - Dec	001-421.0000.62370	75.00
L0195	Language Line Services						
		APMWB	Electronic Funds Transf	11803666	911 Interpretation Services	001-421.0000.62040	90.00
M2005	Motorola Solutions						
		APMWB	Electronic Funds Transf	8282264159	L6Q w/Solar panels	001-421.0000.67140	13,977.84
N001	Napa Auto Parts						
		APMWB	Check	374283	PD Shop - 3.0AH Battery Pack	001-421.0000.67090	79.00
				374219	PFPD132 TPMS Sensor	001-421.0000.67100	95.82
				366769	Oil for PD & Fleet	001-421.0000.67100	6,300.00
				374218	PFPD132 TPMS Sensor	001-421.0000.67100	47.91
				374308	PD Stock - Oil Filters	001-421.0000.67100	51.84
				375843		001-421.0000.67100	58.44
				374341	PFPD92 Brake Pads & Rotors	001-421.0000.67100	266.94
				374162	PFPD142 Belt Pulleys & Tensioner	001-421.0000.67100	154.94
				374571	PFPD123 Brake Pad & Rotors	001-421.0000.67100	246.38
				374572		001-421.0000.67100	164.10
V040	ODP Business Solutions						
		APMWB	Check	454955899001	Office Supplies-GIS	001-421.0000.63060	12.21
VEN04390	Personnel Evaluation, Inc.						
		APMWB	Check	56813	Applicant Testing - Dec	001-421.0000.62040	50.00
VEN14817	Public Safety Psychological Services						
		APMWB	Check	6807	Applicant Testing	001-421.0000.62040	1,440.00
T118	TPI Embroidery						
		APMWB	Check	13046	PD Uniform Hat Embroidery	001-421.4000.72000	30.18
Dept 421 Total:							68,180.32
Dept: 423 Oasis							
VEN15077	Strong Family Law, PLLC						
		APMWB	Check	CV28-20-6177a	VSU Client Legal Services	001-423.1153.68400	1,495.00
VEN15187	Hagerty Law						

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
		APMWB	Check	CV28-25-7105a	VSU Client Legal Services	001-423.1153.68400	1,495.00
VEN14554	Kacey Wall, PLLC	APMWB	Check	9304	VSU Client Legal Services - CV13-6696	001-423.1153.68400	1,280.00
					Dept 423 Total:		4,270.00
Dept: 424 Legal							
T089	Thomson Reuters	APMWB	Check	853086640	SUBSCRIPTION- ID Trial Handbook	001-424.0000.63010	488.00
VEN14541	Washington State Bar Association	APMWB	Check	1016979399	Active Lawyer License	001-424.0000.62060	479.35
					Dept 424 Total:		967.35
Dept: 427 Animal Control							
C220	Coleman Oil Co	APMWB	Check	CP-0350255	PD Gasoline	001-427.0000.64030	159.65
					Dept 427 Total:		159.65
Dept: 431 Streets							
T096	3M	APMWB	Check	9437373120	Green vinyl - 18"	001-431.0000.63260	338.31
				9437373122	Black vinyl - 36"	001-431.0000.63260	1,240.47
VEN05261	CDA PAVING	APMWB	Check	112027	3/4" MINUS CRUSHED BASE	001-431.0000.68130	267.48
C410	Country Lock & Key, Inc.	APMWB	Electronic Funds Transf	20478 12.31.25	Credit Balance Distribution - Per Randi B.	001-431.0000.68010	4.49
VEN01373	Intermountain Sign & Safety	APMWB	Check	22015	Aluminum Sign Blanks	001-431.0000.63260	61.90
				22016	Aluminum Sign Blanks & hardware	001-431.0000.63260	760.00
				21994	2-1/2" X 12' Telespar Post (12GA)	001-431.0000.63260	108.00
VEN02593	J.J. Keller	APMWB	Check	9110862009	Equipment Inspection Booklets	001-431.0000.63000	409.08
N001	Napa Auto Parts	APMWB	Check	373695	Gasket Silicone	001-431.0000.63000	10.89
				374891	Gasket silicone from inv# 373695	001-431.0000.63000	-10.98
VEN05363	North 40 Outfitters	APMWB	Check	053828/E	Parts for Deicer system - S227	001-431.0000.63525	86.96
				053810/E	Diecer parts - S226	001-431.0000.63525	222.89
P410	Post Falls Highway District	APMWB	Check	2179	Oct, Nov, Dec 2025 Magnesium Chloride Us	001-431.0000.68080	20,740.99
R251	Serights Ace Hardware	APMWB	Check	372656/1	3.5" Zinc Spring	001-431.0000.63000	3.59
				372655/1	Pull Start Rope	001-431.0000.63000	4.26
				372884/1	Aerosal Duster	001-431.0000.63000	8.99
				372946/1	Small Engine Tune up parts	001-431.0000.63000	89.01
				372572/1	nuts bolts, valve seal, packing sheet	001-431.0000.63000	19.24
				372670/1	Spray nozzle for washing rigs	001-431.0000.63000	17.99
				J40019/1	Return of Packing sheet & Valve Seal from ii	001-431.0000.63000	-9.88
				372877/1	PAINT SCRAPERS	001-431.0000.63260	16.00
				373010/1	LUBRICANT & Catalyst penetrater	001-431.0000.63260	17.62
				372818/1	Cleaner & fixtrures for Signs	001-431.0000.63260	91.87
				372802/1	Gas can & Thread tape for plow	001-431.0000.63525	35.08
				372821/1	COBALT DRILL BIT 3/8"	001-431.0000.67090	41.38
				372761/1	TAPE MEASUR LEVRLOCK 12'	001-431.0000.67090	11.49
				372777/1	Light bulb & motor oil - small engine maint	001-431.0000.68150	51.98
				372817/1	Spark plugs & motor oil for small engine rep	001-431.0000.68150	160.00
U140	UpScale Mail	APMWB	Check	349292	Shipping RGA 50352233	001-431.0000.63070	18.16
Z026	Ziegler Lumber Co #017	APMWB	Check	1059173	Drill bits & Hole saw	001-431.0000.67090	37.46
				87731	Pallet Return Credit	001-431.0000.68130	-70.00

Packet: APPKT21545 - Check Run for Council 2.04.26

Check Date: 1/27/2026

Vendor Set: 01 - Vendor Set 01

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
Dept: 433 Facility Maintenance							
R251	Serights Ace Hardware						
APMWB	Check			372820/1	creeper seat	001-433.0000.63150	15.29
						001-433.0000.63730	53.99
				372894/1	dishwasher repair 1st floor PD	001-433.0000.68010	18.32
				372782/1	hvac repair supplies	001-433.0000.68030	18.65
W0226	Walter E Nelson Co						
APMWB	Electronic Funds Transf			564191	paper supplies CH and PD	001-433.0000.63140	640.87
				564192	cleaning supplies	001-433.0000.63150	344.36
Dept 433 Total:							1,091.48
Dept: 434 Fleet Maintenance							
A1395	Advanced Compressor & Hose Inc						
APMWB	Check			102099	Hydraulic hose assembly - S226	001-434.0000.63011	547.76
				102169	Suction hose - S226	001-434.0000.63011	86.60
VEN14736	Cintas Corporation No. 3						
APMWB	Check			4256699106	Fleet Laundry & rug service	001-434.0000.63160	133.98
				4255944169	Fleet Laundry & Rug Service	001-434.0000.63160	123.40
VEN09805	Continental Door Co. LLC						
APMWB	Check			90335149	Bay Door Repair	001-434.0000.68010	829.50
C3818	Cooper Fabrication, Inc.						
APMWB	Check			32070	Sublet Repair - S352	001-434.0000.67170	577.54
				32065	Sublet repair of plow - S351	001-434.0000.67170	566.63
				32025	Repair of Lock in Bar - S227	001-434.0000.67170	1,719.36
C410	Country Lock & Key, Inc.						
APMWB	Electronic Funds Transf			20478 12.31.25	Credit Balance Distribution - Per Randi B.	001-434.0000.63012	-185.00
VEN15186	CW Upfitters						
APMWB	Check			1346	Upfit of PFPD183	001-434.0000.90010	8,729.71
VEN01683	Goodyear Tire & Rubber Company						
APMWB	Check			197-1163182	Sublet tire replacement - S348	001-434.0000.67170	941.40
N001	Napa Auto Parts						
APMWB	Check			375057	OZZY JUICE - stock order	001-434.0000.63011	146.28
				375124	Filters - S306	001-434.0000.63011	39.13
				375183	Battery - S306	001-434.0000.63011	330.15
				375167	SERPENTINE BELT - S127	001-434.0000.63011	64.92
				375815	Batteries - S122	001-434.0000.63011	429.40
				375822	Core Deposit - S122	001-434.0000.63011	-36.00
				375817	Oval Amber Lenses - S348	001-434.0000.63011	134.22
				366769	Oil for PD & Fleet	001-434.0000.63011	1,400.70
				375122	Filter & belts - S306	001-434.0000.63011	71.20
				366769	Oil for PD & Fleet	001-434.0000.63011	1,243.82
				375057	OZZY JUICE - stock order	001-434.0000.63012	146.29
				366769	Oil for PD & Fleet	001-434.0000.63012	1,243.45
				374980	Mini Fuse Tap Circuit - Stock Order	001-434.0000.63012	25.82
				374896	Oil Filter - stock	001-434.0000.63012	4.55
				366769	Oil for PD & Fleet	001-434.0000.63012	1,399.65
				375219	Air Filter - P451	001-434.0000.63012	19.39
				375267		001-434.0000.63012	19.39
				375332	Belts - P451	001-434.0000.63012	11.61
				366769	Oil for PD & Fleet	001-434.0000.63013	2,643.10
				375057	OZZY JUICE - stock order	001-434.0000.63013	125.39
				374347	Windshield wipers - A120	001-434.0000.63013	5.14
				375816	Heavy Duty Nitrile Gloves	001-434.0000.63110	122.52
				375220	JET Tool Cart	001-434.0000.67020	258.51
				374894	Ratchet Wrench from inv# 373977	001-434.0000.67090	-45.84
				373977	Ratchet Wrench	001-434.0000.67090	45.84
P1001	Pape Machinery						
APMWB	Check			16620633	Filters - S348	001-434.0000.63011	466.44
				16605750	Filters - S307	001-434.0000.63011	176.74

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
Bank Code	Payment Type				
P180	Perfection Tire				
APMWB	Check	1101418	Alignment check - P128	001-434.0000.67170	45.00
		1101393	Tires - E120	001-434.0000.67190	726.40
R190	Robideaux Motors Co., Inc.				
APMWB	Check	59498	Pump - S127	001-434.0000.63011	345.80
R251	Serights Ace Hardware				
APMWB	Check	372646/1	FLAT BAR for Sprayers	001-434.0000.63011	16.19
		372843/1	STEP LADDER for Fleet shop	001-434.0000.67020	49.99
T118	TPI Embroidery				
APMWB	Check	13030	Uniform items - Fleet	001-434.4000.72000	330.43
W180	Western States Equipment				
APMWB	Check	IN003468213	Filters & Battery - S346	001-434.0000.63011	338.05
Dept 434 Total:					26,414.55
Dept: 435 GIS					
V040	ODP Business Solutions				
APMWB	Check	454955899001	Office Supplies-GIS	001-435.0000.63060	227.01
Dept 435 Total:					227.01
Dept: 441 Urban Forestry					
C130	Coeur d'Alene Tractor				
APMWB	Check	CDA-132045	Equipment Maintenance	001-441.0000.67010	316.04
VEN15085	International Minute Press				
APMWB	Check	5612	Pruning Notice Door Hanger Pads	001-441.0000.63210	232.66
		5611	Door Hanger Pads	001-441.0000.63210	124.45
VEN05363	North 40 Outfitters				
APMWB	Check	053659/E	Urban Forestry Uniform Items	001-441.0000.63210	409.96
S050	Saturday Night Inc.				
APMWB	Electronic Funds Transf	108665	Uniforms for UF	001-441.4000.72000	1,026.93
R251	Serights Ace Hardware				
APMWB	Check	372735/1	Hardware for Safety	001-441.0000.63110	35.08
		372728/1	Safety parts	001-441.0000.63110	54.63
Z026	Ziegler Lumber Co #017				
APMWB	Check	1052706	Lumber for Equipment	001-441.0000.67010	122.00
Dept 441 Total:					2,321.75
Dept: 442 Cemetery					
C2961	Cold Spring Granite Company				
APMWB	Check	RI 2486685	Tate, C Match VA	001-442.0000.63760	335.00
V040	ODP Business Solutions				
APMWB	Check	454343407001	Office Supplies-Cemetery	001-442.0000.63060	351.27
Dept 442 Total:					686.27
Dept: 443 Parks					
VEN14551	Andy's Heating & Cooling				
APMWB	Check	45465192	HVAC Maintenance at Parks Shop	001-443.0000.62180	419.75
		45473771	HVAC maintenance at Kiwanis	001-443.0000.62180	267.38
		45473131	HVAC Maintenance at the Tree House	001-443.0000.62180	146.48
		45447672	HVAC maintenance at the Trailhead Event C	001-443.0000.62180	146.48
VEN14924	Angler Fencing and Construction, LLC				
APMWB	Check	R01-17012026	Temporary Fence Rental for Upper Corbin	001-443.0000.67070	1,930.62
VEN14808	Ardurra Group, Inc				
APMWB	Electronic Funds Transf	220689-20543	Q'emiln Well Improvements	001-443.1658.62330	2,997.50
VEN10155	Bill's Heating Air Appliance Repair, LLC				
APMWB	Check	121129430	Find Furnace Issue at Trailhead	001-443.0000.62180	125.00
VEN14100	Bulldog Seamless Rain Gutters LLC				
APMWB	Check	2025-1119	Gutter install at Falls Park	001-443.1658.62330	340.00
C280	Coeur d'Alene Power Tool				
APMWB	Check	2-299295	Tool Repair	001-443.0000.67050	60.49
F020	Fastenal Company				
APMWB	Electronic Funds Transf	IDCOE229783	Hardware for picnic tables and stock	001-443.0000.67030	38.50

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
G0240	Garrett & Company Inc.						
APMWB	Check		4632	Replacement slide & parts for Kiwanis Playg	001-443.0000.68013		7,739.00
G098	Grainger						
APMWB	Check		9773963120	Safety Goggles for Parks	001-443.0000.63110		81.25
			9759374672	N95 masks for Parks	001-443.0000.63110		89.58
VEN12660	Liri Tent US						
APMWB	Check		2963-1	Parts to Repair Large Event Tent	001-443.0000.63080		3,311.00
L109	Lowe's Credit Services						
APMWB	Check		78966	Tools for Parks	001-443.0000.67090		44.59
			82250	Sanding Belts for Parks	001-443.0000.67090		102.51
			816870	1500 Watt Oil Filled Space Heater	001-443.0000.67090		213.69
			96838	Lumber for Parks	001-443.0000.68160		83.22
R1691	River City Paint & Decorating						
APMWB	Check		UZV7M	Paint Supplies for Picnic Tables	001-443.0000.68160		35.40
			9ND3F	Paint for Brett James	001-443.0000.68160		77.07
			2VZKV	Stain for Picnic Tables	001-443.0000.68160		142.47
			KSGE9	Paint for Trailhead Floor	001-443.0000.68160		163.98
R251	Serights Ace Hardware						
APMWB	Check		372873/1	Propane for Construction Warehouse	001-443.0000.64030		68.08
			372968/1	Hardware for Corbin Bathroom	001-443.0000.67030		12.57
			372963/1	Hardware for Picnic Tables	001-443.0000.67030		19.70
			372901/1	Sand Discs for Sander	001-443.0000.67090		33.04
			372729/1	Drill bits for Construction	001-443.0000.67090		43.68
			372904/1	Tools for Picnic Tables	001-443.0000.67090		68.33
Z026	Ziegler Lumber Co #017						
APMWB	Check		1056495	Lumber for Picnic Tables	001-443.0000.68160		734.20
Dept 443 Total:							19,535.56
Dept: 444 Parks - Construction							
VEN14924	Angler Fencing and Construction, LLC						
APMWB	Check		R01-22012026	Temporary fencing for Falls Park	001-444.0000.67070		300.00
			R06-16012026	Temporary Fence for Chase Park Burned R	001-444.1665.93180		1,520.00
C180	Central Pre Mix Concrete						
APMWB	Check		4069138	Basalt for Black Bay	001-444.0000.68170		95.20
L109	Lowe's Credit Services						
APMWB	Check		86426	Hardware for Solar Lights	001-444.0000.67030		26.19
R251	Serights Ace Hardware						
APMWB	Check		372812/1	Hardware for Light Repair	001-444.0000.67030		10.85
			372971/1	Hardware for Safety Mirror	001-444.0000.67030		27.85
Dept 444 Total:							1,980.09
Dept: 445 Recreation							
A600	Awards Etc.						
APMWB	Electronic Funds Transf		20241530	Name Badge Mosby, Seale, Ammerman	001-445.0000.62080		12.00
VEN02320	BMI						
APMWB	Check		62826860	Music License	001-445.0000.62170		459.00
C175	Century Publishing Co, Inc.						
APMWB	Check		78848	Winter-Spring Activity Guide	001-445.0000.63210		5,087.60
S054	Schmidt, Sheila						
APMWB	Electronic Funds Transf		1.21.26	Contractual Services Gymnastics Jan Winte	001-445.0000.62040		1,676.80
Dept 445 Total:							7,235.40
Dept: 450 Economic & Comm. Dev. Rev							
VEN12657	BENWAY QUALITY HOMES						
APMWB	Check		INV0152590	Plan Check Fee BLDR-26-55 - Residential B	001-450.1753.38507		312.84
Dept 450 Total:							312.84
Dept: 452 Building Inspector							
B091	BDS						
APMWB	Check		104046	Utility Billing	001-452.0000.62040		50.00
K130	Kootenai County Reprographics						

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
		APMWB	Check	2026-00000027	Energy and Dryer labels	001-452.0000.63000	69.78
R251	Seights Ace Hardware						
		APMWB	Check	372836/1	Knee Pads-Flashlight - David Villa	001-452.0000.63000	53.98
						Dept 452 Total:	173.76
	Dept: 453 Engineering						
V040	ODP Business Solutions						
		APMWB	Check	454955899001	Office Supplies-GIS	001-453.1901.66050	174.53
						Dept 453 Total:	174.53
	Dept: 454 Community Development Admin						
A600	Awards Etc.						
		APMWB	Electronic Funds Transf	20241530	Name Badge Mosby, Seale, Ammerman	001-454.0000.63000	12.00
						Dept 454 Total:	12.00
						Fund 001 Total:	362,725.03
	Fund: 008 - 911 SUPPORT						
	Dept: 426 911 Support						
C1799	Cerium Networks						
		APMWB	Check	1111781	AVAYA COMMUNICATIONS R12 Upgrade	008-426.0000.67020	9,452.21
VEN01022	Kootenai County 911						
		APMWB	Check	2026-00000002	Annual KC 700MHz Radio Billing	008-426.0000.67040	4,601.80
VEN15146	RapidSOS, Inc						
		APMWB	Check	INV14908	RapidSOS Paid Modules	008-426.0000.62040	57,958.59
						Dept 426 Total:	72,012.60
						Fund 008 Total:	72,012.60
	Fund: 011 - FACILITY BUILDING RESERVE						
	Dept: 491 Facility Building Reserve						
VEN14808	Ardurra Group, Inc						
		APMWB	Electronic Funds Transf	230061-20686	Black Bay/Parks Shop Parking Lot	011-491.0000.95015	2,772.85
A017	A-Tec, Inc.						
		APMWB	Check	6644	Black Bay/Parks Shop Yard Knox Box Instal	011-491.0000.95015	230.00
VEN15200	Granite Mountain Seamless Gutters, LLC						
		APMWB	Check	0255	Gutters for Parks Shop	011-491.0000.95015	5,609.00
VEN14753	Integrus Architecture, P.S.						
		APMWB	Check	22418.00-10	PWOC Integrus Invoice December 2025	011-491.1801.93160	28,659.35
						Dept 491 Total:	37,271.20
						Fund 011 Total:	37,271.20
	Fund: 017 - ANNEXATION FEES						
	Dept: 410 General Government Services						
VEN05894	FCS Group						
		APMWB	Check	4137-22510142A	Long Range Financial Plan	017-410.0000.62040	3,135.00
						Dept 410 Total:	3,135.00
						Fund 017 Total:	3,135.00
	Fund: 037 - STREETS IMPACT FEES						
	Dept: 431 Streets						
VEN15202	GVD Partners, LP						
		APMWB	Check	Prairie Zorros Round	Prairie Zorros Roundabout Reimbursement	037-431.0000.95144	878,212.00
J105	J-U-B Engineers, Inc.						
		APMWB	Electronic Funds Transf	192267	Transportation Master Plan	037-431.0000.80290	29,638.98
						Dept 431 Total:	907,850.98
						Fund 037 Total:	907,850.98

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
Fund: 650 - RECLAIMED WATER OPERATING							
Dept: 463 Wastewater Operating							
A090	Accurate Testing Labs LLC						
APMWB	Check		151736	WRF Composite Testing	650-463.0000.68360		1,480.00
B220	Branom Instrument						
APMWB	Electronic Funds Transf		INV/2026/00264	Remote Access for MF Bldg	650-463.0000.66012		660.00
VEN14736	Cintas Corporation No. 3						
APMWB	Check		4256699426	WWTP Uniforms	650-463.4000.72000		178.61
			4255944416		650-463.4000.72000		178.61
VEN14063	Custom Salt Solutions LLC						
APMWB	Check		16052a	WRF Deicer	650-463.0000.68010		13.65
			16201a	WRF DE-ICER	650-463.0000.68010		55.82
			16052a	WRF Deicer	650-463.0000.68010		227.56
G098	Grainger						
APMWB	Check		9759374680	QUICK-CONNECTFILTER,1.5GPM,31/4INC	650-463.0000.68010		120.65
H030	Hach Company						
APMWB	Check		14813929	WRF Lab Sample Equipment	650-463.0000.63400		92.79
			14823685	WRF Lab Sample Supplies	650-463.0000.63400		183.90
VEN15176	Industrial Service Solutions, LLC						
APMWB	Check		0074010	RAS valve actuator repairs	650-463.0000.68025		28,002.00
I2731	Inland Environmental Resources						
APMWB	Electronic Funds Transf		2026-6048	Mag Deliveries to WRF	650-463.0000.63008		8,262.80
J105	J-U-B Engineers, Inc.						
APMWB	Electronic Funds Transf		192162	Solids Handling Upgrade JUB Invoice Dec 2	650-463.3125.95520		95,376.90
N001	Napa Auto Parts						
APMWB	Check		375390	WRF Automotive belt	650-463.0000.68025		27.00
VEN14930	National Safety Inc						
APMWB	Check		0777107-IN	WRF Safety Gloves and Gear	650-463.0000.63110		967.30
			0777284-IN	Safety Gloves	650-463.0000.63110		452.43
			0777758-IN	Winter Gloves	650-463.0000.63110		91.84
P180	Perfection Tire						
APMWB	Check		1101533	FULL SYNTHETIC OIL CHANGE WRF	650-463.0000.67170		107.89
R251	Serights Ace Hardware						
APMWB	Check		372950/1	PVC RATCHET PIPE CUTTER	650-463.0000.67090		17.09
			372974/1	WRF Supplies Tie Down	650-463.0000.68025		20.69
			372950/1	PVC RATCHET PIPE CUTTER	650-463.0000.68025		6.83
			372845/1	WRF Supplies METAL 4 WAY HOSE CONN	650-463.0000.68025		24.29
			372950/1	PVC RATCHET PIPE CUTTER	650-463.0000.68025		22.29
			372845/1	WRF Supplies METAL 4 WAY HOSE CONN	650-463.0000.68025		26.98
VEN06538	SGS AXYS Analytical Services Ltd						
APMWB	Electronic Funds Transf		11936301	PCB samples	650-463.0000.68360		3,078.00
VEN14980	Solid Rock Gate Supply						
APMWB	Check		26183	WRF SS Weld	650-463.0000.68025		75.00
U1006	Univar Solutions USA, LLC						
APMWB	Check		53618030	Caustic Soda Deliveris Tertiary Operations	650-463.0000.63008		4,411.58
			53616565	Aluminum Sulfate for Tertiary Operations	650-463.0000.63490		6,636.56
			53596415		650-463.0000.63490		6,894.96
U145	USABlue Book						
APMWB	Check		INV00927083	WRF Lab Sample Equipment	650-463.0000.63400		598.72
W180	Western States Equipment						
APMWB	Check		IN003470164	TROUBLESHOOT GENERATOR	650-463.0000.68025		376.80
Dept 463 Total:							158,669.54
Dept: 466 Wastewater - Collections							
A1395	Advanced Compressor & Hose Inc						
APMWB	Check		102121	Treatment Stock	650-466.0000.63330		88.30
			102110	Treatment Supplies	650-466.0000.63330		98.92
VEN14808	Ardurra Group, Inc						
APMWB	Electronic Funds Transf		240451-20644	SH41 Poleline Grav Sewer Ardurra Invoice	650-466.3221.68400		453.65
VEN14736	Cintas Corporation No. 3						
APMWB	Check		4256699426	WWTP Uniforms	650-466.4000.72000		178.62

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
		APMWB	Check	4255944416	WWTP Uniforms	650-466.4000.72000	178.62
G098	Grainger						
		APMWB	Check	9764307246	WWTP L/S Supplies	650-466.0000.67090	59.66
VEN14930	National Safety Inc						
		APMWB	Check	0777284-IN	Safety Gloves	650-466.0000.63110	452.43
				0777758-IN	Winter Gloves	650-466.0000.63110	32.80
P180	Perfection Tire						
		APMWB	Check	1101961	Collections Auto ALIGNMENT (THRUST)	650-466.0000.67170	99.95
				1101787	Collection Auto OIL CHANGE	650-466.0000.67170	107.89
P310	Platt Electric Supply						
		APMWB	Check	6X68156	3M 3+SUPER-3/4X76FT BLACK TAPE	650-466.0000.63330	267.51
R251	Serights Ace Hardware						
		APMWB	Check	372770/1	STORAGE BOX NAVY 10GL	650-466.0000.63006	33.81
				372725/1	WRF Supplies PRO GAS 14.1OZ ACE	650-466.0000.63330	52.17
VEN14987	SWS Equipment LLC						
		APMWB	Check	SP454-S21851IDA	CCTV Camera -ORION 3 HD/SD ADAPTIVE	650-466.0000.90010	24,351.25
VEN01248	United Crown Pump & Drilling						
		APMWB	Check	109183	30PCNO Sensor float control	650-466.0000.68021	520.80
VEN13163	Wapiti Consulting, LLC						
		APMWB	Electronic Funds Transf	597	Replace Lift Pump Wiring Modifications 2 ho	650-466.0000.68021	320.00
Dept 466 Total:							27,296.38

Dept: 468 Wastewater - Surface Water

N001	Napa Auto Parts						
		APMWB	Check	375056	WRF Auto Equipment	650-468.0000.67170	156.66
				375207	BACK UP CAMERA KIT (103,T08)	650-468.0000.67170	127.33
R251	Serights Ace Hardware						
		APMWB	Check	372858/1	WWTP Supplies	650-468.0000.68380	81.26
S460	Spray Center Electronics, Inc.						
		APMWB	Check	8330	WWTP Supplies	650-468.0000.68380	96.04
Dept 468 Total:							461.29
Fund 650 Total:							186,427.21

Fund: 651 - RECLAIMED WATER CAPITAL - WWTP

Dept: 463 Wastewater Operating

C360	Consolidated Supply Co.						
		APMWB	Electronic Funds Transf	S012733824.001	LL Wilkins 600XL 1-1/2" Water Pressure Red	651-463.6505.95520	-2,283.40
				S012732012.001	Outfall Upgrade Pressure Reducing Valves	651-463.6505.95520	1,927.13
VEN14753	Integrus Architecture, P.S.						
		APMWB	Check	22418.00-10	PWOC Integrus Invoice December 2025	651-463.3100.95520	4,094.19
J105	J-U-B Engineers, Inc.						
		APMWB	Electronic Funds Transf	192159	Tertiary Upgrade JUB Invoice Dec 2025	651-463.3213.90015	6,069.36
P050	Panhandle Area Council						
		APMWB	Check	68-PFLM-FINAL	Tertiary Upgrade	651-463.3213.90015	1,811.00
VEN14291	Sletten Construction Company						
		APMWB	Electronic Funds Transf	Tertiary Upgrade Pay	Tertiary Upgrade Pay App #52	651-463.3213.90015	1,279,103.55
Dept 463 Total:							1,290,721.83
Fund 651 Total:							1,290,721.83

Fund: 652 - RECLAIMED WATER CAPITAL - COLLECTOR

Dept: 463 Wastewater Operating

W090	Welch Comer & Associates, Inc.						
		APMWB	Electronic Funds Transf	41354160-023	Guy LS Fisher Grav Sewer Welch Invoice Dec	652-463.3129.95520	2,140.00
				41354140-013	Fisher LS PER December 2025	652-463.3232.95520	2,925.00
Dept 463 Total:							5,065.00
Fund 652 Total:							5,065.00

Fund: 700 - SANITATION

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
Dept: 461 Sanitation							
VEN07913	CANNON HILL						
APMWB	Check		44202	Wood waste disposal	700-461.0000.65050		262.00
K100	Kootenai County Solid Waste						
APMWB	Check		09-30289/13-75282	General Refuse Parks	700-461.0000.65050		324.44
			09-30289/13-75163		700-461.0000.65050		261.55
			09-30289/13-75519		700-461.0000.65050		181.01
Dept 461 Total:							1,029.00
Fund 700 Total:							1,029.00
Fund: 750 - WATER OPERATING							
Dept: 462 Water Operating							
VEN15185	1st Choice Welding & Fabrication LLC						
APMWB	Check		10205	1-1/2x1-1/2x1/8 Angle 20' for Fill Station	750-462.0000.63280		76.98
A090	Accurate Testing Labs LLC						
APMWB	Check		151827	BACT T PA Coliform Presence/Absence	750-462.0000.68360		200.00
			151752		750-462.0000.68360		200.00
C360	Consolidated Supply Co.						
APMWB	Electronic Funds Transf		S012733628.001	LL WILKINS 600XL 1" WATER PRESSURE	750-462.0000.63280		489.08
H215	Core & Main LP						
APMWB	Check		INV0024876	Wheeler-Rex Threadmaster Oil, 1 Quart	750-462.0000.63280		106.36
G098	Grainger						
APMWB	Check		9769862336	BARRICADE TAPE, YELLOW, 1,000 FT L, :	750-462.0000.63280		109.68
			9759906242	PRESSURE TRANSMITTER, 100 PSI MAN	750-462.0000.68025		224.21
H1957	Horizon Distributors Inc						
APMWB	Electronic Funds Transf		2S249301	2" Backflow Assembly	750-462.0000.63280		1,563.89
I129	Idaho Rural Water Assoc.						
APMWB	Check		E7872	Control Valves Training Chad & Justin	750-462.0000.64020		250.00
N001	Napa Auto Parts						
APMWB	Check		066953	NNO 1000A JUMP STARTER (T35)	750-462.0000.63280		32.57
					750-462.0000.67090		148.96
			374555	Water Shop Tools	750-462.0000.67090		46.91
			066843	NAPA SYN 5W30 QT (518)	750-462.0000.67170		140.64
					750-462.0000.68010		26.94
V040	ODP Business Solutions						
APMWB	Check		453530002001	Office Supplies-Water	750-462.0000.63060		18.39
			453529633001		750-462.0000.63060		40.89
P310	Platt Electric Supply						
APMWB	Check		14Z8641	MIL 48-22-8488 PACKOUT UNIVER 18359	750-462.0000.63280		943.66
			6X91182	Well Heater	750-462.0000.68025		272.26
R251	Serights Ace Hardware						
APMWB	Check		372844/1	HOLE SAW W/ARBOR 4-1/2"	750-462.0000.63280		114.75
			372796/1	DW DRILL BLKGLD SET 16PC	750-462.0000.63280		29.67
			372786/1	TAPE MEASUR LEVRLOCK 12'	750-462.0000.63280		16.18
			372796/1	DW DRILL BLKGLD SET 16PC	750-462.0000.63280		12.76
S580	Strata						
APMWB	Check		CD2600020-IN	Well #4 Rehab Strata Invoice December 202	750-462.3227.95550		692.50
VEN14544	Watts Regulator Company						
APMWB	Check		17552619	Syncta Water CCC 2026	750-462.0000.66012		13,151.25
VEN15055	WM Welch Corp						
APMWB	Electronic Funds Transf		Well #4 Pay App #1	Well House #4 Pay App #10	750-462.3227.95550		33,349.75
			Well #4 Pay App #1	Well #4 Pay App #11	750-462.3227.95550		245,952.39
Dept 462 Total:							298,210.67
Fund 750 Total:							298,210.67
Fund: 753 - WATER CAPITAL							
Dept: 462 Water Operating							
VEN14753	Integrus Architecture, P.S.						
APMWB	Check		22418.00-10	PWOC Integrus Invoice December 2025	753-462.3325.95520		25,734.93

Dept 462 Total: 25,734.93

Fund 753 Total: 25,734.93

Report Total: 3,190,183.45



Fund	Account	Amount
001 - GENERAL FUND		
	001-22115	192,730.59
	001-411.0000.63060	43.00
	001-411.0000.64010	25.00
	001-412.0000.66014	133.22
	001-414.0000.63050	264.05
	001-414.1445.62170	6,877.22
	001-414.1445.62190	3,978.99
	001-417.0000.63060	145.68
	001-421.0000.62040	1,669.38
	001-421.0000.62060	500.00
	001-421.0000.62370	125.00
	001-421.0000.63060	12.21
	001-421.0000.63130	289.70
	001-421.0000.63290	191.29
	001-421.0000.64020	1,693.00
	001-421.0000.64030	4,433.71
	001-421.0000.66043	15,120.00
	001-421.0000.67020	607.50
	001-421.0000.67090	79.00
	001-421.0000.67100	7,386.37
	001-421.0000.67140	13,977.84
	001-421.0000.67170	100.00
	001-421.0000.67310	18,762.50
	001-421.0000.68010	1,824.56
	001-421.4000.72000	1,408.26
	001-423.1153.68400	4,270.00
	001-424.0000.62060	479.35
	001-424.0000.63010	488.00
	001-427.0000.64030	159.65
	001-431.0000.63000	542.19
	001-431.0000.63070	18.16
	001-431.0000.63260	2,634.17
	001-431.0000.63525	344.93
	001-431.0000.67090	90.33
	001-431.0000.68010	4.49
	001-431.0000.68080	20,740.99
	001-431.0000.68130	197.48
	001-431.0000.68150	211.98
	001-433.0000.63140	640.87
	001-433.0000.63150	359.65
	001-433.0000.63730	53.99
	001-433.0000.68010	18.32
	001-433.0000.68030	18.65
	001-434.0000.63011	5,801.40
	001-434.0000.63012	2,685.15
	001-434.0000.63013	2,773.63
	001-434.0000.63110	122.52
	001-434.0000.63160	257.38
	001-434.0000.67020	308.50
	001-434.0000.67090	0.00
	001-434.0000.67170	3,849.93
	001-434.0000.67190	726.40
	001-434.0000.68010	829.50
	001-434.0000.90010	8,729.71
	001-434.4000.72000	330.43
	001-435.0000.63060	227.01

001-441.0000.63110	89.71
001-441.0000.63210	767.07
001-441.0000.67010	438.04
001-441.4000.72000	1,026.93
001-442.0000.63060	351.27
001-442.0000.63760	335.00
001-443.0000.62180	1,105.09
001-443.0000.63080	3,311.00
001-443.0000.63110	170.83
001-443.0000.64030	68.08
001-443.0000.67030	70.77
001-443.0000.67050	60.49
001-443.0000.67070	1,930.62
001-443.0000.67090	505.84
001-443.0000.68013	7,739.00
001-443.0000.68160	1,236.34
001-443.1658.62330	3,337.50
001-444.0000.67030	64.89
001-444.0000.67070	300.00
001-444.0000.68170	95.20
001-444.1665.93180	1,520.00
001-445.0000.62040	1,676.80
001-445.0000.62080	12.00
001-445.0000.62170	459.00
001-445.0000.63210	5,087.60
001-450.1753.38507	312.84
001-452.0000.62040	50.00
001-452.0000.63000	123.76
001-453.1901.66050	174.53
001-454.0000.63000	12.00
Fund 001 Total:	362,725.03
008 - 911 SUPPORT	
008-426.0000.62040	57,958.59
008-426.0000.67020	9,452.21
008-426.0000.67040	4,601.80
Fund 008 Total:	72,012.60
011 - FACILITY BUILDING RESERVE	
011-491.0000.95015	8,611.85
011-491.1801.93160	28,659.35
Fund 011 Total:	37,271.20
017 - ANNEXATION FEES	
017-410.0000.62040	3,135.00
Fund 017 Total:	3,135.00
037 - STREETS IMPACT FEES	
037-431.0000.80290	29,638.98
037-431.0000.95144	878,212.00
Fund 037 Total:	907,850.98
650 - RECLAIMED WATER OPERATING	
650-463.0000.63008	12,674.38
650-463.0000.63110	1,511.57
650-463.0000.63400	875.41
650-463.0000.63490	13,531.52
650-463.0000.66012	660.00
650-463.0000.67090	17.09
650-463.0000.67170	107.89
650-463.0000.68010	417.68
650-463.0000.68025	28,581.88
650-463.0000.68360	4,558.00
650-463.3125.95520	95,376.90
650-463.4000.72000	357.22
650-466.0000.63006	33.81
650-466.0000.63110	485.23
650-466.0000.63330	506.90
650-466.0000.67090	59.66
650-466.0000.67170	207.84
650-466.0000.68021	840.80

650-466.0000.90010	24,351.25
650-466.3221.68400	453.65
650-466.4000.72000	357.24
650-468.0000.67170	283.99
650-468.0000.68380	177.30
Fund 650 Total:	186,427.21
651 - RECLAIMED WATER CAPITAL - WWTP	
651-463.3100.95520	4,094.19
651-463.3213.90015	1,286,983.91
651-463.6505.95520	-356.27
Fund 651 Total:	1,290,721.83
652 - RECLAIMED WATER CAPITAL - COLLECTOR	
652-463.3129.95520	2,140.00
652-463.3232.95520	2,925.00
Fund 652 Total:	5,065.00
700 - SANITATION	
700-461.0000.65050	1,029.00
Fund 700 Total:	1,029.00
750 - WATER OPERATING	
750-462.0000.63060	59.28
750-462.0000.63280	3,495.58
750-462.0000.64020	250.00
750-462.0000.66012	13,151.25
750-462.0000.67090	195.87
750-462.0000.67170	140.64
750-462.0000.68010	26.94
750-462.0000.68025	496.47
750-462.0000.68360	400.00
750-462.3227.95550	279,994.64
Fund 750 Total:	298,210.67
753 - WATER CAPITAL	
753-462.3325.95520	25,734.93
Fund 753 Total:	25,734.93
Report Total:	3,190,183.45

ACCOUNTS PAYABLE HANDCHECK ACCOUNTABILI

1/15/2026	\$47.01	APA002071 AT&T Long Distance
1/15/2026	\$42,386.86	APA002072 Avista Utilities
1/15/2026	\$164.98	APA002073 Charter Communications
1/15/2026	\$1,101.00	APA002074 East Greenacres Irrigation
1/15/2026	\$17.88	APA002075 FedEx
1/15/2026	\$1,107.20	APA002076 FedEx
1/15/2026	\$38,734.09	APA002077 Kootenai Electric
1/15/2026	\$195.02	APA002078 Ricoh USA Inc
1/15/2026	\$699.74	APA002079 Spectrasite Communications
1/22/2026	\$70.00	APA002289 AT&T Mobility
1/22/2026	\$106,347.59	APA002290 Avista Utilities
1/22/2026	\$155.00	APA002291 Charter Communications
1/22/2026	\$40.85	APA002292 H & H Business Systems
1/22/2026	\$2,513.63	APA002293 Kootenai County Solid Waste
1/22/2026	\$279.99	APA002294 Ricoh USA Inc
1/22/2026	\$357.39	APA002295 Verizon Wireless
	\$194,218.23	

TY FOR CHECK RUN 2/3/26

Pay Before Due Date	Various
Pay Before Due Date	001-465.0000.65102
Pay Before Due Date	001-443.0000.65030
Pay Before Due Date	Various
Pay Before Due Date	650-463.0000.68360
Pay Before Due Date	650-463.0000.68360
Pay Before Due Date	Various
Pay Before Due Date	Various
Pay Before Due Date	001-421.0000.62040
Pay Before Due Date	001-421.0000.63920
Pay Before Due Date	Various
Pay Before Due Date	001-442.0000.65030
Pay Before Due Date	001-431.0000.66050
Pay Before Due Date	Various
Pay Before Due Date	001-445.0000.66050
Pay Before Due Date	Various

**CITY OF POST FALLS
AGENDA REPORT
CONSENT CALENDAR
MEETING DATE: 2/3/2026**

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: Nancy Thurwachter, Planning Admin

SUBJECT: Painted Rock Subdivision Master Development Agreement (SUBD-25-3)

ITEM AND RECOMMENDED ACTION:

Staff is seeking approval of the Master Development Agreement for the Painted Rock Subdivision (SUBD-25-3). Approval will authorize the mayor to execute the agreement. A presentation is not planned on this item.

DISCUSSION:

On August 12, 2025, the Planning and Zoning Commission held a public hearing on the Painted Rock Subdivision and issued a reasoned decision approving the subdivision on September 9, 2025. The City Code requires a subdivision developer to enter into a development agreement with the city that requires the developer to comply with city subdivision requirements and the conditions of approval. The agreement is attached for the council's review.

ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON:

N/A

APPROVED OR DIRECTION GIVEN:

N/A

FISCAL IMPACT OR OTHER SOURCE OF FUNDING:

N/A

BUDGET CODE:

N/A

ATTACHMENTS:

1. MDA_Applicant Signed_Painted Rock SUBD-25-3

**MASTER DEVELOPMENT AGREEMENT
FOR
PAINTED ROCK SUBDIVISION
(File No. SUBD-25-3)**

THE CITY OF POST FALLS, hereinafter the "City", a municipal corporation of the state of Idaho, 408 North Spokane Street, Post Falls, Idaho 83854, and **Ryno Land LLC**, 16309 E Marietta Ave, Spokane Valley, WA 99216 and hereinafter the "Developer" enter into this Master Development Agreement, hereinafter the "Agreement", executed with reference to the following conditions and circumstances. It is agreed among the parties as follows:

The following provisions establish the context of this Agreement and constitute binding provisions hereof:

- A. Developer owns approximately **4.67** acres of real property in fee simple title located within the City of Post Falls. Said acreage is planned for a **Residential Subdivision**, which requires major investment in public facilities and front-end on-site and off-site improvements. The proposed development of said acreage has been commonly identified as **Painted Rock Subdivision** (hereinafter the "Project"). The Project is more specifically identified and described within the **Painted Rock Subdivision Narrative (Exhibit A-2, File # SUBD-25-3, Post Falls Community Development Department)** which is attached hereto and incorporated, as if fully set forth herein, and identified as **Exhibit 1**.
- B. In order to strengthen the public planning process and to encourage private planning of substantial tracts of land within the Post Falls community rather than engage in planning of numerous small tracts independent of their surroundings, the City is authorized to enter into agreements by Idaho Code § 50-301.
- C. Development of the Project in accordance with the terms and conditions of this Agreement and ordinances of the City of Post Falls will assure orderly growth and development of the Project area in accordance with the policies and goals set forth in the City's Comprehensive Land Use Plan, Post Falls Municipal Code (PFMC) Title 17, Subdivision Ordinance, and PFMC Title 18, Zoning Ordinance. City has determined the Project is appropriate for a development agreement in order to achieve the goals and objectives of the City's land use planning policies and relevant ordinances and to provide appropriate assurance to Developer regarding development of the Project as it progresses in accordance with this Agreement. This Agreement will eliminate uncertainty in planning during the orderly development of the Project, assure progressive and sequential installation of necessary improvements and provide for public services appropriate for the Project while assuring the maximum effective utilization of the City's resources with the least economic cost to its residents.

- D. The Project's overall density and general design are conditionally approved for a Three-year period and City and Developer agree to be bound by this Agreement for the duration of the Project subject to the terms and conditions contained herein. Nothing in this Agreement shall be deemed to compromise the governmental authority of the Mayor and City Council of the City of Post Falls, present or future.
- E. City acknowledges that the Developer, shall be allowed to develop **Painted Rock Subdivision** subject to the satisfaction of all terms and conditions contained herein, availability of utility capacity and compliance with legal requirements occasioned hereby.
- F. The Planning and Zoning Commission held a public hearing on **August 12, 2025** and approved the subdivision of the property contingent upon compliance with the conditions of approval contained in the Reasoned Decision (**Reasoned Decision of the Painted Rock Subdivision**), (hereinafter "Reasoned Decision") and the requirements of City Code. The Reasoned Decision is attached hereto and by this reference incorporated herein as **Exhibit 2**. Said conditions are hereby made an obligation of performance of the terms of this Agreement.
- G. During the course of development of the Project, Developer will make application to City for approval of final plat maps for the Project in accordance with Post Falls Municipal Code Section 17.16 Plat Review & Approval. During City's review process of final plat maps, the approvals memorialized hereby shall control conditions imposed by City for the Project and future final plat maps as noted herein, consistent with the terms and conditions of this Agreement.
- H. The Reasoned Decision was prepared as part of the City's review and approval of the Subdivision. Minor changes in the manner of implementation of the approval memorialized hereby can be made by mutual agreement of the Developer and the City's administrative staff.
- I. For the Project, City and Developer have agreed to enter into a Construction Improvement Agreement, which more particularly describes the duties and obligations of all parties for the development of the Project pursuant to a submittal by Developer to City for a final plat map. The Construction Improvement Agreement establishes specific construction details and guarantees necessary for the timely construction of public infrastructure improvements and such other essential improvements as may be necessary to complete the project as proposed and approved. Nothing in the Construction Improvement Agreement shall be inconsistent with the approvals accorded hereby unless otherwise required by law.
- J. City and Developer have taken all actions mandated by and fulfilled all requirements of the Post Falls Municipal Code and the relevant provisions of Idaho law. The City Council has reviewed and approved the terms of this Agreement. It further finds that this Agreement is consistent with the City's Comprehensive Plan, and its implementation is in the best interests of the City and the health, safety and welfare of its residents. The factual and logical basis for the decision to approve the Project is contained within the Reasoned Decision adopted by the Planning and Zoning Commission.

NOW, THEREFORE, It is agreed by the City and the Developer as follows:

1. Property and Term.

1.1 Property Subject to this Agreement

The land is generally described as:

THAT PORTION OF LAND LOCATED IN THE SOUTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 32, TOWNSHIP 51 NORTH, RANGE 5 WEST, BOISE MERIDIAN, KOOTENAI COUNTY, IDAHO MORE PARTICULARLY DESCRIBED AS FOLLOWS:

The South half of Tract 63 and the South half of Tract 64, Plat 5, Greenacres Irrigation Districts, according to the plat thereof, recorded in Book B of Plats at Page 70, records of Kootenai County, Idaho;

Beginning at the East Quarter Corner of said Section 32 marked by a 2" aluminum cap marked "LS 9030" per CP&F number 2496959000, from which the Center Quarter Corner of said Section 32 marked by a 1" outside diameter pipe Per CP&F number 2188926000 bears North 88°17'17" West a distance of 2641.32 feet;

Thence along the South line of the Northeast 1/4 of said Section 32, North 88°17'17" West a distance of 660.22 feet;

Thence leaving said South line, North 00°35'21" East a distance of 20.00 feet to a #4 rebar with a yellow plastic cap marked "RLS 4182" located on the North Right of Way line of Midway Avenue and the **Point of Beginning of this legal description**;

Thence leaving said North Right of Way line North 00°35'21" East a distance of 320.40 feet to found #4 rebar with a destroyed yellow plastic cap and the Northwest corner of the South half of said Tract 63;

Thence South 88°17'38" East a distance of 635.27 feet along the North line of the South half of said Tracts 63 and 64 to a found #4 rebar with a yellow plastic cap marked "LS 772" and the Northeast corner of the South half of said Tract 64;

Thence along the West Right of Way Line of McGuire Road South 00°35'52" West a distance of 320.46 feet to the intersection with the North Right of Way line of Midway Avenue;

Thence along the North Right of Way line of Midway Avenue North 88°17'17" West a distance of 635.22 feet to the **Point of Beginning of this legal description**.

1.2 Term

The term of this Agreement shall commence upon the execution of this Agreement by all parties to this Agreement and shall continue for three years thereafter or until all lands

described in Section 1.1 are subdivided or otherwise developed in accordance with the terms of this Agreement, unless earlier terminated as provided herein. If construction of the approved development is not commenced with sustained effort within one (1) year after approval, the city may give notice to the developer of the intent to terminate the agreement for non-performance. Upon such notice, the Developer shall be allowed a public hearing concerning the City's intent to terminate, if requested. After hearing from the Developer, in addition to any comments from the public, the City's governing board may finally decide the status of the Agreement. Section 9.2 shall continue in effect after the term of this Agreement and shall be an ongoing obligation of the property owners.

2. Project Regulations and Policies

2.1. Project Development

Developer shall have the right to develop the Project in accordance with the terms and conditions of this Agreement and City shall have the right to control development of the Project as set forth in this Agreement and consistent with applicable local and state laws. Except as otherwise specified in this Agreement, the approvals memorialized hereby shall control the overall design, development and construction of the Project, and all on-and off-site improvements and appurtenant improvements in connection therewith, in the manner specified in this Agreement. Nothing in this Agreement shall contravene any applicable provision of law, which is not subject to modification by the City.

2.1.1. Existing Approvals

Development of the Property shall be subject to all of the conditions and standards as set forth in the Reasoned Decision. The development of the Property shall be consistent with adopted rules, regulations and ordinances of the City except where such rules, regulations and ordinances are expressly modified by the approvals accorded the project.

2.1.2. Future Application

Sections 2.1 and 2.1.1 herein shall not preclude changes in City laws, regulations, plans or policies, the terms of which are specifically mandated and required by changes in State or Federal laws or regulations which may be otherwise applicable to the Project. In the event State or Federal laws or regulations enacted after the effective date of this Agreement or action by any governmental jurisdiction other than the City prevent or preclude compliance with one or more provisions of this Agreement or require changes in plans, maps or permits approved by the City, this Agreement shall be modified, extended or suspended as may be necessary to comply with such State or Federal laws or regulations or the regulations of such other governmental jurisdictions. Any such future changes shall be applied in a manner, which most closely approximates the intent of the parties as envisioned by this Agreement and the terms of the approvals memorialized hereby.

2.1.3 Fees

All applications for City approvals, permits and entitlements shall be subject to City's development and processing fees and charges at the time of consideration of the final plat map, development approval request, or building permit except as expressly superseded by Section 2.1.1 herein.

2.2. Project is a Private Undertaking

It is specifically understood and agreed by the parties that the Project contemplated by this Agreement is a private development; that the City has no interest in or responsibility for or duty to any third persons concerning any of said improvements; that Developer shall have full power over and exclusive control of the Project herein described subject only to the limitations and obligations of the Developer under this Agreement and applicable provisions of law. The only relationship between City and Developer is that of a governmental entity regulating the development of private property pursuant to its authority under the laws of the City and the State of Idaho.

2.3 Hold Harmless

Developer hereby agrees to and shall hold City harmless from any liability for damage or claims for damage for personal injury, including death, as well as from claims for property damage which may arise from the Developer's development of the Project, excepting claims and causes of actions brought by the Developer for default of this Agreement or those arising from the negligence or willful misconduct of the City.

3. City's Good Faith in Processing

3.1 Processing

City agrees that it will accept, process and review, in good faith, in accordance with the terms of this Agreement all applications for final plat map processing and approval, building permits or other authorizations needed for development of the Project.

3.2 Permits

City agrees that this Agreement shall permit Developer to develop the Project according to the terms and conditions agreed to herein and the official actions approving the Project, and that City agrees to issue such permits and approvals in a reasonable and timely manner to allow the Developer to develop the Project, subject to compliance with all provisions of applicable law.

4. Notices, Demands and Communications Among the Parties

4.1 Notice

Formal written notices, demands, correspondence and communications between the City and Developer shall be sufficiently given if dispatched by certified mail, postage prepaid, return receipt requested, to the offices of the City and the Developer indicated below. Such written notices, demands, correspondence and communications may be sent in the same manner to such other persons and addresses as either party may from time-to-time designate by mail as provided in this section. Notices may also be delivered by personal delivery to an officer of the Developer or to the Community Development Department of the City.

OWNER
Ryno Land LLC

CITY
Mayor

16309 E. Marietta Ave.
Spokane Valley, WA 99216

408 Spokane Street
Post Falls, Idaho 83854

5. Default, Remedies, Termination, and Review

5.1 General Provisions

Subject to extensions of time by mutual consent in writing, or as otherwise provided herein, failure by either party to perform any term or provision of this Agreement constitutes a default under this Agreement. In the event of default under this Agreement or any of its terms or conditions, the party alleging such default or breach shall give the alleged breaching party not less than thirty (30) days' notice in writing, measured from the date of certified mailing, specifying the nature of the alleged default and, when appropriate, the manner by which said default may be satisfactorily cured. During any such thirty (30) day period of curing, the party charged shall not be considered in default for purposes of termination or institution of legal proceeding. The parties agree to meet face-to-face in the event of any such notice of default. After proper notice, meeting and expiration of said thirty (30) day cure period without cure, or if such cure cannot be accomplished within such thirty (30) day period, or without commencement of cure within such period and diligent effort to effect cure thereafter, the other party to this Agreement, at its option, may institute legal proceedings to enforce this Agreement by specific performance or give notice of termination of this Agreement. Failure or delay in giving notice of default pursuant to this Section 5.1 shall not constitute a waiver of any default, nor shall it change the time of default. Except as otherwise expressly provided in this Agreement, any failure or delay by either party in asserting any of its rights or remedies as to any default shall not operate as a waiver of any default or of any such rights or remedies or deprive either such party of its right to institute and maintain any actions or proceedings which it may deem necessary to protect, assert or enforce any such rights or remedies. City is expressly allowed to withhold approval of issuance of building or construction permits when a material condition of default exists or a claim for default is pending.

5.2 Applicable Law/Attorneys' Fees

This Agreement shall be construed and enforced in accordance with the laws of the State of Idaho. Should any legal action be brought by either party because of breach of this Agreement or to enforce any provision of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees, court costs and such other costs as may be found by the Court.

5.3 Termination for Unforeseen Circumstances

These provisions provide a mechanism for the identification of those circumstances which justify the modification, termination, or suspension of this Agreement. If, as a result of facts, events or circumstances presently unknown, unforeseeable and which could not have been known to the parties to this Agreement, the City determines that the health, safety and general welfare of the City or its residents requires the modification, suspension or termination of this Agreement, the City shall (1) notify Developer in writing of the City's determination that such circumstances exist, the reasons for the City's determination and all facts upon which such reasons are based, and forward to Developer (a minimum of ten (10) days prior to the hearing) all documents relating to such determination and reasons

therefore; (2) notify Developer, in writing, at least fourteen (14) days prior to the date, the time and place of the hearing; and (3) hold a hearing on the determination at which Developer shall have the right to offer evidence to the contrary. City shall have the obligation, based upon clear and convincing evidence, of establishing that (1) the circumstances were unknown, unforeseeable and could not have been known; (2) the health, safety and general welfare of the community require the suspension, modification or termination of the Agreement as opposed to any other alternative; and (3) the City, to the extent feasible, has provided Developer with an equitable program to reimburse to Developer unused fees, and provided equitable reimbursement for dedications or improvements not required by the extent of the existing development as of the date of such suspension, modification or termination. In the event the City Council should fail to make such findings, then this Agreement shall not be so terminated, modified or suspended. The unforeseen circumstances, which shall cause the operation of this provision, shall not be the result of changes in state or federal law. The procedures described herein shall apply to circumstances, which threaten the health, safety and welfare of the public. If such threat is immediate and substantial, the City may suspend project development immediately in order to protect the public interest.

6. Subsequent Laws as Superseding Terms

6.1. Supersedure by Subsequent Laws

If any agency other than City imposes any law or regulation ("Law") after the date of this Agreement, which prevents or precludes compliance with one or more provisions of this Agreement, then the provisions of this Agreement shall, to the extent feasible, be modified or suspended as may be necessary to comply with such new Law. Immediately after enactment of any such new Law, the parties shall meet and confer in good faith to determine the feasibility of any such modification or suspension based on the effect such modification or suspension would have on the purposes and intent of this Agreement. In addition, Developer shall have the right to challenge the new Law preventing compliance with the terms of this Agreement, and, in the event such challenge is successful, this Agreement shall remain unmodified and in full force and effect.

7. Mortgagee Protection; Certain Rights of Cure

7.1 Mortgagee Protection

This Agreement shall be superior and senior to any lien placed upon the Property or any portion thereof after the date of recording this Agreement, including the lien of any deed of trust or mortgage ("Mortgage"). Notwithstanding the foregoing, no breach hereof shall defeat, render invalid, diminish or impair the lien of any Mortgage made in good faith and for value, but all of the terms and conditions contained in this Agreement shall be binding upon and effective against any person or entity including any deed of trust beneficiary or mortgagee ("Mortgagee") who acquires title to the Property, or any portion thereof, by foreclosure, trustee's sale, deed in lieu of foreclosure, or otherwise.

7.2 Mortgagee Not Obligated

Notwithstanding the provisions of Section 7.1 above, no Mortgagee shall have any obligation or duty under this Agreement to construct or complete the construction of improvements, or to guarantee such construction or completion; provided, however, that a Mortgagee shall not be entitled to devote the Property to any uses or to construct any improvements thereon other than those uses or improvements provided for or authorized by this Agreement.

7.3 Notice of Default to Mortgagee

If City receives notice from a Mortgagee requesting a copy of any notice of default given to Developer hereunder and specifying the address for service thereof, then City shall deliver to such Mortgagee, concurrently with service thereon to Developer, any notice given to Developer with respect to any claim by City that Developer has committed an event of default, and if City makes a determination of noncompliance hereunder, City shall likewise serve notice of such noncompliance on such Mortgagee concurrently with service thereof on Developer. Each Mortgagee shall have the right during the same period available to Developer to cure or remedy, or to commence to cure or remedy, the event of default claimed or the areas of noncompliance set forth in the City's notice. Developer is obliged hereby to notify the City of any Mortgagee with an interest in the Project.

8. Transfers and Assignments

8.1 Right to Assign

Developer shall have the right to sell, assign or transfer this Agreement, and all of its rights, duties and obligations hereunder, to any entity during the Term of this Agreement; provided, however, in no event shall such rights, duties and obligations be transferred or assigned except through a transfer of Developer's interest in the Property, or portion thereof. This right to assign or transfer shall not compromise the rights of the City to require any surety to assure completion of Developer's obligations established hereby or by law.

8.2 Release Upon Transfer

Upon the sale, transfer or assignment of Developer's rights and interests under this Agreement under Section 8.1 above, Developer shall be released from its obligations under this Agreement with respect to the Property, or portion thereof, arising subsequent to the effective date of such transfer if; (1) Developer is not then in default under this Agreement; (2) Developer has provided to City written notice of such transfer, and (3) the transferee executes and delivers to City a written agreement which (a) provides the name and address of the transferee, (b) the transferee expressly and unconditionally, upon provision of sufficient surety or other assurance of performance, assumes all obligations of Developer under this Agreement with respect to the Property, or portion thereof, transferred, and, (c) the City approves the transferee, which approval City will not unreasonably withhold if such transferee is financially capable of performing the obligations of Developer pursuant to Section 5. Failure to deliver a written assumption agreement hereunder shall not affect the running of any covenants herein with the land, as provided in Section 9 below, nor shall such failure negate, modify or otherwise affect the liability of any transferee pursuant to the provisions of this Agreement.

9. Covenants Run with The Land

9.1 Binding upon Land

All of the provisions, agreements, rights, powers, standards, terms, covenants and obligations contained in this Agreement shall be binding upon the parties and their respective heirs, successors (by merger, consolidation, or otherwise) and assigns, devisees, administrators, representatives, lessees and all other persons or entity acquiring the Project real Property, or any portion thereof, or any interest therein, whether by operation of law or in any manner whatsoever, and shall inure to the benefit of the parties and their respective heirs, successors (by merger, consolidation or otherwise) and assigns. All of the provisions of this Agreement shall be enforceable as equitable servitudes and constitute covenants running with the land pursuant to applicable laws.

9.2 Maintenance of Common Area Landscaping and Private Infrastructure

The Developer shall establish a Homeowner's Association to provide for the maintenance of the common area landscaping, including any common areas fronting the roads (as identified within the Reasoned Decision and or upon the face of the recorded plat) and annual and long-term maintenance of all private streets, alleys and sidewalks. The Homeowner's Association shall be solely responsible for all landscaping maintenance including routine weeding, mowing, watering, trimming, planting and all normal activities required to sustain attractive healthy plants and plantings in a landscaped environment. This responsibility includes the costs for snow removal along sidewalks and asphalt trails; along with maintenance of the irrigation system, providing water, replacing shrubs, sod, trees and other plants as required to keep the landscaped areas attractive and healthy. Developer agrees that in the event that the Homeowner's Association fails to meet its obligation under this provision that the City is authorized to contract to provide the maintenance services and to assess the cost of such infrastructure maintenance and water fees to the property owners within the subdivision. This obligation shall be ongoing and constitute a consensual perpetual lien upon the property within the subdivision.

10. General Provisions

10.1 No Joint Venture or Partnership

City and Developer agree that nothing contained in this Agreement or in any document executed in connection with this Agreement shall be construed as making City and Developer a joint venture or partners.

10.2 Severability

City and Developer agree that if any provision of this Agreement is held invalid, the remainder of this Agreement shall not be affected and shall remain in full force and effect unless amended or modified by mutual consent of the parties.

10.3. Entire Agreement

This Agreement is executed in one original and consists of twenty-four (24) pages, including the Recitals and 2 Exhibits, which constitute the entire understanding and

agreement of the parties. A list of exhibits to this Agreement, all of which are found in the Reference Document are as follows:

- Exhibit 1: General Description and Plan of Record (Painted Rock Subdivision Narrative, Exhibit A-2, File # SUBD-25-3, Post Falls Community Development Department)**
- Exhibit 2: Reasoned Decision, Painted Rock Subdivision**

10.4 Completion of Performance

Upon completion of performance by the parties or revocation of this Agreement, a written statement acknowledging such completion or revocation, signed by the appropriate agents of the City and Developer shall be recorded in the Official Records of Kootenai County, Idaho. Any such release shall not signal completion or release of any provision which confers a public benefit, and which is intended to run with the land unless expressly approved by the governing board of the City.

10.5 Force Majeure

Neither party shall be deemed to be in default where failure or delay in performance of any of its obligations under this Agreement is caused by floods, earthquakes, other Acts of God, fires, wars, riots or similar hostilities, strikes and other labor difficulties beyond such party's control, government regulations, court actions (such as restraining orders or injunctions) or other causes beyond such party's control. If any such events shall occur, the term of this Agreement and the time for performance by either party of any of its obligations hereunder shall be extended by the period of time that such events prevented such performance, provided that the term of this Agreement shall not be extended under any circumstances for more than three (3) years.

10.6 Estoppel Certificate

Either party may, at any time, and from time to time, deliver written notice to the other party requesting such party to certify in writing that, to the knowledge of the certifying party (1) this Agreement is in full force and effect and a binding obligation of the parties; (2) this Agreement has not been amended or modified either orally or in writing, and if so amended, identifying the amendments; and (3) the requesting party is not in default in the performance of its obligations under this Agreement, or if in default, to describe therein the nature and amount of such defaults. A party receiving a request hereunder shall execute and return such certificate or give a written detailed response explaining why it will not do so within thirty (30) days following the receipt thereof. City's Mayor or City Administrator shall have the right to execute any certificate requested by Developer hereunder. City acknowledges that a certificate hereunder may be relied upon by transferees and Mortgagees.

10.7 Duty to Record

This Agreement or a Memorandum referencing the existence of this Agreement shall be recorded by City.

Executed this ____ day of _____, 20__.

By: CITY OF POST FALLS, a Municipal Corporation

Randy Westlund, Mayor

Shannon Howard, City Clerk

By: Ryno Land LLC



Ryan Olson, Managing Member

ACKNOWLEDGMENT

STATE OF IDAHO)
:SS
County of Kootenai)

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

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

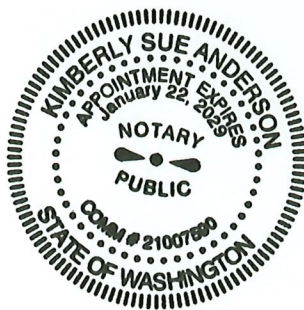
Notary Public for the state of Idaho
Residing at: _____
Commission Expires: _____

(Stamp Above)

OWNER/DEVELOPER

STATE OF WA)
:SS
County of Spokane)

This record was acknowledged before me on 1/13/2026 by **Ryan Olson** as Member of Ryno Land, LLC.



(Stamp Above)

Kimberly Sue Anderson
Notary Public for the state of ~~Idaho~~ Washington
Residing at: Spokane Valley, WA
Commission Expires: 1/22/2029

Painted Rock Annexation/Subdivision

The site of the proposed annexation is located in the Southeast $\frac{1}{4}$ of Section 32, T51N, R5W at 2555 W. Midway Ave. The property consists of one parcel with an existing home and several outbuildings. The applicant is requesting a City R-2 zoning and subdivision into 21 detached single family lots. See below for a Vicinity Map.

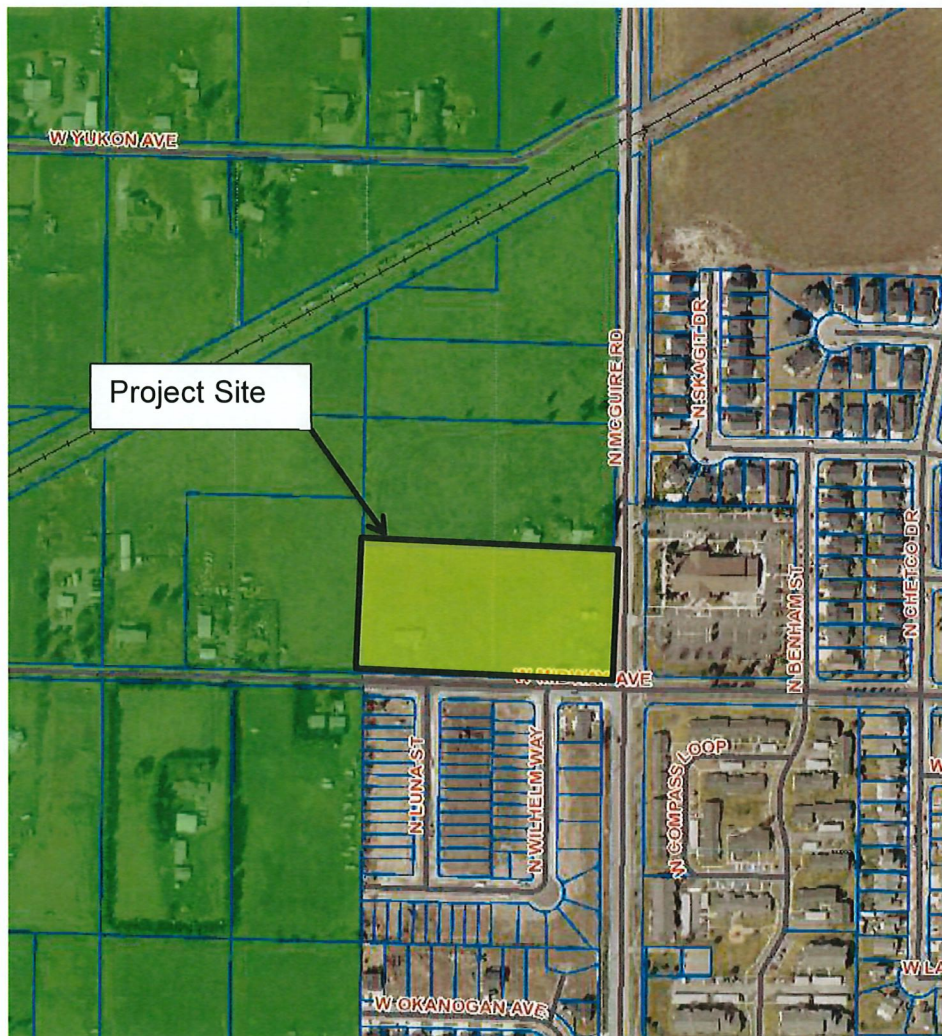


Figure 1: Vicinity Map

The subject property consists of a 4.67 acre parcel located at the northwest corner of Midway Avenue and McGuire Road. The Blue Spruce Estates and Wildflower Estates subdivisions are located directly to the south, and the Montrose subdivision is located across McGuire to the

east. Large lot residential properties adjoin on the North and West.

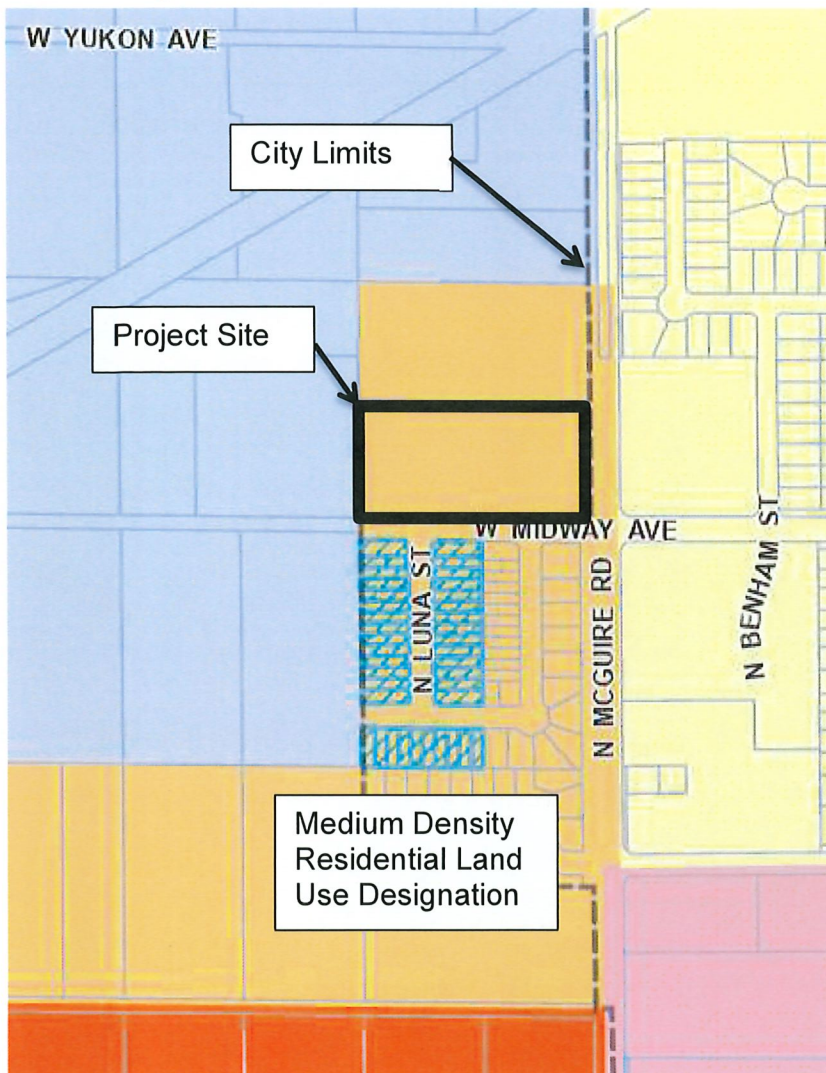
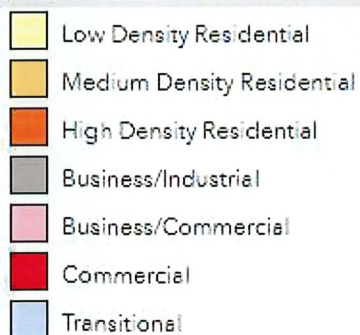


Figure 2: Future Land Use Map



Zoning:

As shown on the future land use map, the property has a medium density residential land use designation. This is consistent with the surrounding development patterns and annexation into the City with an R-2 Zoning is consistent with both the surrounding zoning as well as the future land use map. It is the intent of the developer to construct single family homes on small lots within this zone.



Figure 3: Zoning Map

When residential zoning is considered, it's important to consider both the existing and future

surrounding environment. The existing twin home residential subdivision to the south of the property has lot sizes in conformance with the R-2 zoning and the county property to the west of the subject site will likely follow suit at some time in the future. The single family subdivision to the east is compatible as well.

Utilities and Access:

Primary access to this property will be from Wilhelm Way which tees into Midway Ave. Connectivity to the north and west is provided with the extension of Wilhelm Way and Leahy Ave. Both streets are considered local access streets. There is one existing home on the site that currently gets access from Midway Avenue. It is the intent of this application for the access to remain as is and for the driveway for this home will be modified such that vehicles will not have to back out onto the street when leaving the property. Midway Avenue is considered collector streets within the City's Transportation Master Plan and will be widened accordingly. McGuire Road will be widened to Minor Arterial standards.

Both water and sewer mains are located in Midway Avenue. The Sewer will be extended into the project via Wilhelm Way. A water main is also located in Midway Avenue and will provide domestic water to the property. Water and sewer extensions will be stubbed to the north and west for future development. Dry utilities are also located on the property and available to serve any future development on site.

Subdivision:

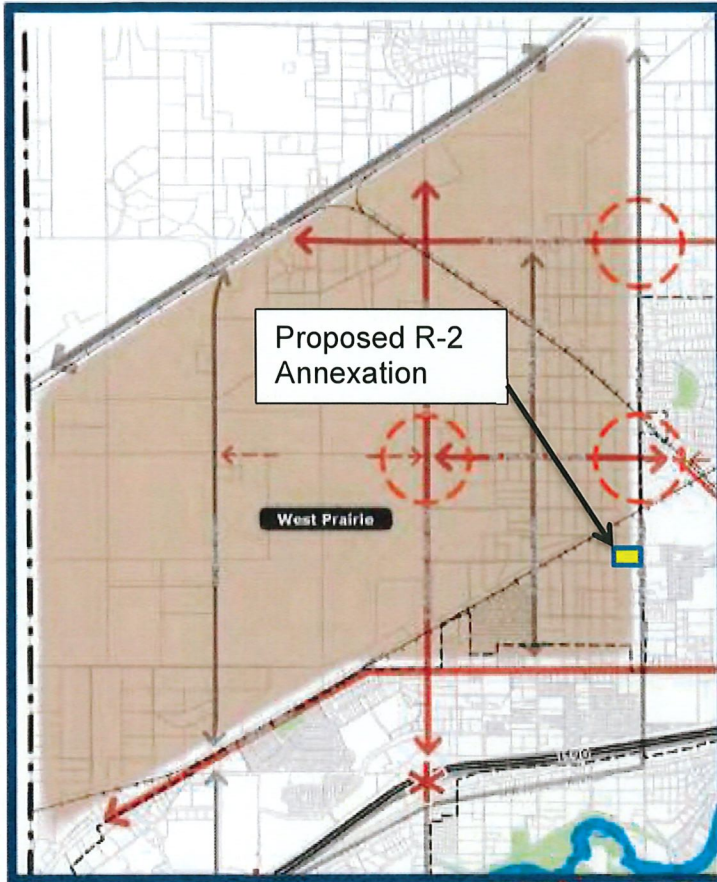
As shown on the attached subdivision plan, the proposed subdivision will result in 21 single family residential lots. The lots range in size from a minimum of 4,696 sf to a maximum of 9,825 sf with the average size in the neighborhood of 6,358 sf, and all lots meet the dimensional requirements of the R-2 zoning for single family development. Leahy Ave will extend west and Wilhelm Way will extend to the north. This will provide important connectivity to the adjacent undeveloped parcels and will allow for them to develop in the future should the land owners decide to do so. Right of way for the widening of Midway Avenue and McGuire Road will be dedicated and either improved or cashed out at the City's discretion.

As mentioned above, water and sewer are both immediately available and of adequate capacity to serve the proposed subdivision. There is approximately 3 feet of relief across the site, which will yield relatively flat lots for single family construction.

Comprehensive Plan Analysis:

This property is located within the West Prairie focus area, which is a "County Peninsula" and nearly surrounded by the City. This area is considered a priority for annexation and is

considered infill. The future land use map designates this area to be Medium Density Residential which encompasses all types of single family residential uses. The requested R-2 zone is an implementing zoning district in Medium Density Residential.



The proposed annexation and subdivision complies with the City's adopted comprehensive plan as follows (*policy goal in italics*):

Land Use:

G.05. *Keep Post Falls' neighborhoods safe, vital, and attractive.*

The proposed R-2 single family zoning and subdivision is intended to provide a safe and vibrant neighborhood ideal for the residents of Post Falls. Sidewalks will provide a safe pedestrian environment, and the connection of the streets to adjoining properties will allow for this neighborhood to grow in an orderly manner. Impact fees collected at building permit will provide for acquisition and construction of parks, off site transportation infrastructure, and public safety needs.

G.06. *Maintain and improve Post Falls' transportation network, on pace an in concert*

with need and plan objectives.

The proposed annexation and subdivision are located at the intersection of a minor collector (Midway Ave) and a minor arterial (McGuire Road). Annexation will provide for the dedication of the right of way for both of these streets along their respective frontages. The following subdivision will provide for the widening of those streets and an expansion of the pedestrian network in that area. As such, approval of this application will improve the capacity of the adjoining street network. The street layout contained in the subdivision application provides for connectivity to the adjoining properties to allow for orderly expansion of the residential street network, thus allowing for the orderly expansion of utilities as well as the transportation network without adding an undue number of approaches onto McGuire.

P.06 Encourage residential development patterns typically featuring:

- *Housing that faces the street edge;*
- *An interconnected grid or small-block streets network;*
- *Street sections designed for safety, traffic calming and aesthetic appeal, including narrower lanes, sidewalks, landscaping and lighting;*

The street network is designed for safety and will provide for an interconnected grid and small block street network. The streets are designed such that all homes will face the street. The existing home on the property has an existing driveway off of Midway which will be modified so that it is possible for the occupant of that home to exit the property without backing into traffic.

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

The residential housing mix in Post Falls is very diverse, but currently extremely limited in availability. A shortage in available and developable land coupled with an increase in demand has resulted in a sharp increase in home prices. High prices and limited availability make it difficult for the City to attract high paying employers to our community. Development of this property will increase the supply of available lots/homes which in turn supports the community need for mid-range housing.

This application meets the key policies of the West Prairie Focus Area as follows:

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

This application allows for the beginning of a horizontal mix of residential uses where the higher density provided by the R-2 next to the arterial (McGuire Road), thus allowing for a transition to lower density as properties closer to Corbin Road annex.

Conclusion:

The proposed annexation and subdivision are both supported by the comprehensive plan as outlined in this narrative and the proposed subdivision meets the requirements of the City's subdivision ordinance, therefore we are requesting approval of the annexation and subdivision of the property as presented.

Exhibit 2

**Painted Rock Subdivision
File No. SUBD-25-3**

**Planning and Zoning Commission
Reasoned Decision**

A. INTRODUCTION:

APPLICANT: Austin Fuller, Whipple Consulting Engineers
OWNER: Ryno Land, LLC
LOCATION: The northwest corner of McGuire Road and Midway Avenue.
REQUEST: To subdivide approximately 4.67-acres into 21 detached single-family lots within the Medium Density Residential (R2) zone.

B. RECORD CREATED:

1. A-1 Application
2. A-2 Narrative.
3. A-3 Subdivision Plan
4. A-4 Authorization Letter
5. A-5 East Green Acres Irrigation District Will Serve
6. S-1 Vicinity Map
7. S-2 Zoning Map
8. S-3 Future Land Use Map
9. PA-1 PFSD Comments
10. PA-2 KCFR Comments
11. PA-3 DEQ Comments
12. PA-4 ITD Comments
13. P&Z Staff Report
14. Testimony at the August 12, 2025, Planning and Zoning public hearing:

The Planning and Zoning Commission (hereinafter "Commission") heard the request at the August 12, 2025, public hearing, the meeting was in-person and live-streamed on the city of Post Falls YouTube Channel. The request was for the Commission to review the request to subdivide 4.67-acres into 21 single family lots within the Medium Density Residential (R-2) zone. The request is evaluated under the standards of PFMC § 17.12.060.

Staff Presenter: Justin Sauder, Planner 1

Mr. Sauder presented the staff report for the requested subdivision of 4.67 acres into 21 single-family detached residential lots. The property is located at the northwest corner of the intersection of Midway Avenue and McGuire Road. The property is zoned as R2 and abuts unincorporated county land to the north and west.

The site is currently improved with a single-family residence Lot 16, which will remain. The lots will be accessed via internal streets and direct access to both Midway and McGuire for individual lots would be prohibited. He reviewed each of the six subdivision approval criteria, noting that East Greenacres Water District issued a will-serve letter, and the City confirmed adequate sewer capacity and conformance with the transportation master plan through the additional rights of way and

connections for future adjacent lot development. All on-site septic systems will be decommissioned. Mr. Sauder also explained that the proposed subdivision conforms with Post Falls Municipal Code Titles 17 and 18, with impact fees to be assessed at the time of building permits. Specific conditions of approval included the re-addressing of Lot 16 from Leahy Avenue and the designation of the Leahy frontage as the front yard to ensure emergency accessibility.

Austin Fuller, Whipple Consulting Engineers, Applicant

Mr. Fuller presented the applicant's rationale for the subdivision, noting the proposed density of 4.5 units per acre conforms with the R2 zone and is consistent with surrounding land use patterns. He affirmed the site is served by existing infrastructure and described the layout and serviceability of the lots. He addressed each of the six subdivision criteria, confirming compliance with water, sewer, transportation, hazard identification, zoning, and fiscal responsibility. Mr. Fuller expressed willingness to coordinate readdressing Lot 16 with city staff and emergency services.

The hearing was opened for public comment.

Public Testimony

In Favor: None

Neutral: None

Opposed: Debi Vocca, Post Falls: Submitted written testimony in opposition, expressing concern over the loss of rural character by development, increased traffic, and diminishing aesthetics due to the development of smaller lots. She described the area as peaceful and self-sufficient and criticized the pace of development in Post Falls, warning of increased rental properties and degraded neighborhood quality.

Deliberations: After the public hearing was complete, the hearing was closed and the Commission moved to deliberations to discuss their interpretation of the information presented both orally and in the written record and to apply that information to the approval criteria contained in Post Falls Municipal Code ("PFMC") § 17.12.060.H.

C. SUBDIVISION REVIEW CRITERIA: (Post Falls Municipal Code Title 17.12.060, Subsection H): No subdivision shall receive approval unless findings and conclusions are made that:

C1. Definite provision has been made for a water supply system that is adequate in terms of quantity, and quality for the type of subdivision proposed.

Based on the testimony supplied and the staff report, East Green Acres Irrigation District provided a will-serve letter confirming the adequacy of water supply in terms of quantity and quality for the proposed subdivision.

C2. Adequate provisions have been made for a public sewage system and that the existing municipal system can accommodate the proposed sewer flows.

The Commission determines that the city confirmed sufficient sewer capacity via the Montrose Lift Station service area. On-site septic systems will be abandoned, and connections to the municipal system will be made with capacity fees assessed.

C3. Proposed streets are consistent with the transportation element of the comprehensive plan.

The Commission determines that the internal street layout are consistent with the Transportation Master Plan. Midway Avenue and Meguire Road will be improved to city standards and no direct access from lots to these roads is allowed. A turnaround is included for fire access on Leahy Avenue.

- C4. All areas of the proposed subdivision which may involve soil or topographical conditions presenting hazards have been identified and that the proposed uses of these areas are compatible with such conditions.**

The Commission determines that no hazardous conditions have been identified.

- C5. The area proposed for subdivision is zoned for the proposed uses and the uses conforms to other requirements found in this code.**

The Commission determines that the subject property at RS zoning allows for the single-family detached home usage and the proposed density of 4.5 units per acre conforms to zoning and Title 17/18 standards.

- C6. The developer has made adequate plans to ensure that the community will bear no more than its fair share of costs to provide services by paying fees, furnishing land, or providing other mitigation measures for off-site impacts to streets, parks, and other public facilities within the community. It is the expectation that, in most cases, off site mitigation will be dealt with through the obligation to pay development impact fees.**

The Commission determines that impact fees will be assessed on individual building permits at the time of issuance to mitigate the off-site impacts to parks, public safety and streets. The Commission determines that impact fees will be collected on a per-lot basis.

- C7. Additional Recommended Conditions necessary to ensure compliance with the adopted standards:**

The Commission decides that the requested subdivision can meet the city's standards. However, certain conditions will need to be completed to meet the criteria. Those conditions, 1-14 listed below, when imposed, will ensure that the six criteria found in PFMC 17.12.060.H are met. Based upon the presentations made to the Commission at a properly noticed public hearing, the record compiled in this matter, the applicant must meet the following conditions:

1. Corrections and additions, if any, to the Subdivision requested by staff and/or Planning and Zoning Commission should be completed by the applicant and reviewed by staff prior to approval by the City Council.
2. A Master Development Agreement shall be prepared by staff, reviewed, and approved by the City Council, and signed by the parties prior to commencement of any construction.
3. The proposed subdivision must be completed in a single phase.
4. A Construction Improvement Agreement will be prepared and executed prior to commencement of construction for the subdivision.
5. Midway Avenue shall be designed and constructed as a 44-foot wide Minor Collector Roadway.
6. McGuire Avenue shall be designed and constructed as a Minor Arterial Roadway, matching the roadway configuration that exists to the south of Midway Avenue.
7. Submitted Preliminary Plans were reviewed from a conceptual basis only and reflect the general ability to provide service. Final construction plans of the streets and utilities shall be reviewed and approved by the Engineering Division prior to any street or utility construction. Such plans shall also include driveway approaches and location of proposed mailboxes. Construction limits shall correspond with the improvements indicated on the Preliminary Plat.

8. Except where an exception is granted, all streetlights, roadways and City owned utilities shall be designed and constructed in accordance with City standards. No exceptions were requested with the application.
9. Direct access to or from residential lots with Midway Avenue or McGuire Road shall be prohibited on the face of the plat.
10. The existing residential structure on Lot 16 shall be connected to the City's sewer system with construction of the project. Existing septic systems shall be decommissioned in accordance with Panhandle Health requirements and connection fees paid, to the City, as part of the Construction Improvement Agreement.
11. A Homeowners Association shall be formed and responsible for landscaping, irrigation and maintenance of the common rights-of-way frontages along Midway Avenue and McGuire Road. Maintenance includes the removal of snow from sidewalks, paths and trails.
12. Final landscaping plans for the street trees will be submitted for review and approval as part of the construction plans. Street trees shall be planted by the developer in the spring and fall following construction of homes. The Urban Forester shall be notified prior to planting.
13. The existing residence on Lot 16 must be addressed from Leahy Avenue. The applicant must coordinate with staff and emergency services for acceptable egress and access into residence prior to platting.
14. Subdivision approval is contingent upon approval of the annexation and R2 zoning by the City Council.

D. ACTIONS THAT THE APPLICANT CAN TAKE TO GAIN APPROVAL.

Not applicable.

E. CONCLUSION

SUBD-25-3: Based on the evidence in the record placed before the Commission, the testimony received at the properly noticed public hearing, and with the imposition of the above conditions, it is the conclusion of the Commission that the requested Subdivision meets the standards of City Code, and the Idaho Local Land Use Planning Act, and is hereby approved with the conditions contained herein.

Approved by the Planning and Zoning Commission on _____

9/9/25
Date


Chairman


Attest

NOTICE OF RIGHTS:

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

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

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

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



408 N SPOKANE STREET
POST FALLS, ID 83854
208-773-3511 Fax 208-773-8362

APPLICATION FOR CITY BOARDS AND COMMISSIONS

NAME: Brendon Anderson

RESIDENCE ADDRESS 1476 N Nooksack Dr. Post Falls, ID 83854 _____

MAILING ADDRESS " " _____

HOME PHONE N/A _____ CELL PHONE 252.414.4847 _____

EMAIL brendonanderson86@gmail.com _____

CURRENT EMPLOYER Liberty Mutual Insurance _____

POSITION Claims Team Manager APD _____

WORK PHONE 509-892-3385 _____ WORK EMAIL

brendon.anderson@libertymutual.com _____

I WOULD BE WILLING TO SERVE IN THE FOLLOWING APPOINTED POSITION(S)
(Check all that apply):

- ☐ PARKS & RECREATION COMMISSION (4 year term)
- ☒ PLANNING & ZONING COMMISSION (4 year term; 2-year County Residency Required)
- ☐ URBAN RENEWAL AGENCY COMMISSION (5 year term)
- ☐ ARTS COMMISSION

RESIDENT OF THE CITY OF POST FALLS: 7 YEARS

RESIDENT OF KOOTENAI COUNTY: 7 YEARS

CURRENT GOVERNMENT OR ASSOCIATED GOVERNMENT POSITIONS YOU HOLD OR HAVE HELD:

N/A _____

LIST ALL CURRENT OR PAST POST FALLS COMMUNITY INVOLVEMENT (i.e., Food Bank, Kiwanis, Chamber of Commerce):

I have coached and volunteered to assist coaches for youth sports teams with Post Falls Parks and Recreation _____

WHAT DIRECTION OR EXPERIENCE WOULD YOU BE ABLE TO CONTRIBUTE TO THIS BOARD?

Over the course of my life, I have acquired a variety of valuable experience and skills from my time as a small business owner (State Farm Insurance, Goosehead Insurance, JJ&A Instruments), as a real estate investor, as a small acreage farmer, as an accomplished leader in the insurance claims industry, and as a student of architecture, history and philosophy.

My diverse background as a small business owner across various industries has taught me that a thriving community is built upon the liberty of the individual proprietor, while my experience as a small-acreage farmer has instilled in me a healthy reverence for the land as a productive resource rather than a mere commodity. Furthermore, my professional history in insurance claims and real estate investment provides me with the technical rigor to navigate complex regulatory frameworks, ensuring that planning decisions remain grounded in practical reality. By blending these professional skills with a lifelong study of architecture and history, I aim to advocate for planning where zoning ordinances protect the independence of the family home while encouraging the growth of local shops, small holders, and independent proprietors — those who form the backbone of a stable and free society..

I have been recognized in my fields as one bringing thoughtful perspective to projects, collaborating well with others in a team environment, impacting results by developing and executing on strategies, and seeking to understand all sides of complicated situations.

DO YOU ANTICIPATE ANY CONFLICT OF INTEREST IN ANY FINDING WHICH YOU MIGHT BE REQUIRED TO MAKE AS A MEMBER OF THIS BOARD?

No

WHY DO YOU WANT TO BE CONSIDERED FOR THIS BOARD PLACEMENT?

I believe that Post Falls is at a critical junction where prudence, intentionality, and principled judgment must be exercised in the conversation around how to balance traditional values with necessary growth. Having spent the last seven years living in Post Falls, I have witnessed the velocity and excitement of change across multiple sectors. However, growth is only "necessary" if it enhances the life of the community; otherwise, it is merely expansion. My desire to serve on this board is driven by the conviction that we must transition from a model of "mechanical development" to one of "organic growth."

Drawing from intentional and principled thinking, I believe a city is a living system rather than a machine. My diverse background allows me to see the "patterns" that make a community thrive. As a member of this board, my advocacy would encompass some of the following visions:

- **Fostering Wholeness:** I aim to ensure that new developments are not isolated pods, but are integrated into the existing fabric of Post Falls. Every planning decision should ask: "Does this make the surrounding neighborhood more alive?"
- **The Human Scale:** Using my studies in architecture and history, I will advocate for a city of "centers"—places where people naturally gather, work, and live. This means protecting the small holder and the local entrepreneur, ensuring that our zoning allows for the "work-community" and the productive home.

- **Incremental Prudence:** My experience in real estate and claims has taught me the value of technical rigor. I believe in Alexander's "Rule of Smallness," where we prioritize thousands of small, high-quality improvements over massive, characterless projects that overwhelm our infrastructure and identity.
- **The Productive Landscape:** Following agrarian ideals grounded in reality and natural law, I believe zoning should treat land not just as a "building site," but as a source of life. I will advocate for policies that preserve small-acreage farming and "homestead" patterns already in existence, ensuring that Post Falls remains a place where the family can be productive—not just consumptive—on its own soil.

I believe it is my civic duty to become involved at this critical junction. I look forward to assisting with decisions that shape our future by nurturing a process that allows Post Falls to grow into its most vibrant, resilient, and beautiful self.

THIS APPLICATION WILL BE HELD FOR ONE YEAR.

SIGNATURE

A handwritten signature in black ink, appearing to be 'DA', is written over a horizontal line.

DATE 01/17/2026

Brendon Anderson

1476 N Nooksack Dr

Post Falls, ID 83854

252.414.4847

brendonanderson86@gmail.com

CAREER PROFILE

Experienced insurance professional with a track record of customer-centric results. Impactful leader with a high degree of initiative and big-picture claim philosophy. Solid history of mentorship and cross-departmental collaboration with an emphasis on critical, outcome-based claim resolution strategy.

AREA OF STRENGTH AND EXPERTISE

- Effective and discerning leadership
- Strong investigative mindset combined with multi-tasking and time management skills
- Ability to engage and motivate others in a fast-paced work environment
- Understanding of complex, state specific insurance and legal principles

PROFESSIONAL EXPERIENCE

Liberty Mutual Insurance

Jan 2019 - Present

APD Claims Team Manager (Feb 2022 - present)

Key Accomplishments:

- 5X Team of the Quarter winner, developed 10+ different IC Quarterly Award Winners
- Drove Team performance and achieved results exceeding KPI goals
- Achieved best in class eNPS measuring team/leader engagement
- Developed *Touch it Text* it unit promotion, directly improving unit customer service results
- Developed *Race to the Phone* process resulting in best-in-class agent escalation results
- Developed and implemented Unit Lichterman SIU Office Hours, drove performance gains

SIU Investigator I (Sept 2021 – Feb 2022)

- Efficiently completed quality claim investigations on variety of loss types
- Actively participated in team investigation strategy discussions
- Effectively managed outside field vendors to achieve timely results
- Exceeded goal on all cycle time expectations through proactive handling

Key Accomplishments:

- Customer Experience Champion Contender Q4 2021 – SIU
- Achieved performance KPIs well above goals
- Provided coaching and direction in SIU Office Hours
- Mentor for SIU new hires
- Mentored APD and BI adjusters for future SIU roles

Claims Resolution Specialist – Flex Team (Feb. 2020 – Sept. 2021)

- Successfully negotiated vehicle values with customers and attorneys
- Maintained fast paced desktop coded for both repairable and total loss
- Cross department collaboration with shared services and 3rd party vendors
- Exceeded goal on all cycle time expectations through proactive handling

Key Accomplishments:

- Customer Survey Text Team Champion 4th Quarter 2020
- Participated in the Copart Release pilot project
- Participated in BI mentorship focused on evaluation and negotiations
- Presented at Flex Unit Enrichment on Texting Best Practices for Customer Service
- Mentored APD new hires

Claims Resolution Representative (Jan. 2019 – Feb. 2020)

- Multitasked between various systems while providing exceptional customer service
- Completed thorough liability investigations involving recorded statements and diagrams
- Actively participated in team huddles and personal development meetings
- Consistently assisted with team inventory
- Mentored APD hires transitioning from Express to Core

Key Accomplishments:

- Earned Rookie of the Quarter Quarterly Award
- Earned One Team Quarterly Award
- Developed unit-wide Text4TD Texting promotion to drive unit texting results
- Developed TripleTry 1st call pilot program to drive first contact and provided data to TMs
- Presented in unit-wide Texting Teachback Presentation to drive texting stats

Goosehead Insurance – Franchise Owner

July 2017 – Jan 2019

- Owned and operated insurance brokerage contracted with 20+ insurance carriers
- Produced an average of \$30,000 in new business commissions per month
- Performed 60+ in-person referral partner visits per month
- Developed a network of 30+ active referral partners

State Farm Insurance – Agency Owner

Sept 2010 – July 2017

- Managed an insurance agency serving 800+ households totaling 1.4 million in annual premiums
- Hired, trained and managed team members to achieve sales and service goals
- Achieved Legion of Honor and Top 100

EDUCATION

The University of North Carolina at Chapel Hill

09/2005– 05/2007

Bachelors Degree in Journalism & Mass Communication

Pitt Community College - Associates Degree in Liberal Arts

09/2003– 05/2005

AIC, AINS Professional Designations

CPCU EST 2028

**CITY OF POST FALLS
AGENDA REPORT
NEW BUSINESS
MEETING DATE: 2/3/2026**

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM:

SUBJECT: Purchase of Asphalt Hot Box - Streets Dept.

ITEM AND RECOMMENDED ACTION:

City staff requests that Council approve the Sourcwell purchase of (1) new KM 8000TEDD-18' C3M3 - 4 ton asphalt hotbox/reclaimer dump trailer from KM International, Inc. The total amount is \$63,488.75.

DISCUSSION:

City Staff requests that the Mayor and Council approve the purchase of (1) new KM 8000TEDD-18' C3M3 - 4 ton asphalt hotbox/reclaimer dump trailer using the Sourcwell cooperative purchasing pricing. As part of the FY26 budget, funding was made available to purchase this equipment. Staff identified an acceptable unit at a competitive price through the Sourcwell cooperative purchasing agreement available to Idaho public entities.

An asphalt hot box is an essential tool for keeping asphalt at the optimal temperature during transport and application. A hot box is designed to prevent asphalt from cooling too quickly, thus keeping it workable throughout the day. This minimizes material waste by allowing crews to maintain (and reuse) asphalt that would otherwise cool and harden. This can lead to savings in material and labor as fewer trips (and purchases) are needed to complete repairs.

The \$63,488.75 price is less than the FY26 approved amended budget of \$85,000 for this equipment.

If approved and ordered now, we expect that this equipment will be delivered in time for this coming maintenance season.

ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON:

N/A

APPROVED OR DIRECTION GIVEN:

N/A

FISCAL IMPACT OR OTHER SOURCE OF FUNDING:

\$63,488.75

BUDGET CODE:

001-431.0000.90050

ATTACHMENTS:

1. Legal Memo - Cooperative Purchasing Hotbox Reclaimer
2. Hot box Sourcewell quote
3. 2026 Hot Box Purchase



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

Memorandum of Legal Counsel

To: Ross Junkin, Public Works Maintenance Manager
From: Christopher Gabbert, Deputy City Attorney
Date: January 22, 2026
Re: January 22, 2026, Cooperative Purchasing – Asphalt Hotbox Reclaimer

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

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

On or about 1/13/2026, I received copies of quotation materials that were received by Public Works utilizing Sourcewell.

I have reviewed the submittal and researched the competitive solicitation process that Sourcewell utilized. Sourcewell published a request for proposals (“RFP”) on 3/18/2025, opened the proposals on 5/6/2025 and awarded the contract to Keiser Morris International, Inc. (“KMII”) on July 7, 2025. KMII provided its Quote to the city on 10/13/2025. The Quote has been attached for your review.

My review of the competitive solicitation process leads me to conclude, on a purely legal level, that KMII is offering the goods or services as a result of a competitive solicitation process and is in accordance with the requirements of Idaho Code and the City of Post Falls’ procurement standards.

Therefore, the City of Post Falls may go ahead with the procurement of the Asphalt Hotbox Reclaimer Trailer and associated equipment as indicated on the quote from KMII.

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

Sincerely,

Chris Gabbert

Christopher Gabbert
Deputy City Attorney

Enclosures

Date	Estimate #
10/13/2025	2796

Name / Address
POST FALLS, CITY OF (ID) JAMES METTLER 408 NORTH SPOKANE ST POST FALLS, ID 83854

Ship To
POST FALLS, CITY OF (ID) JAMES METTLER 800 N PUBLIC WORKS WAY POST FALLS, ID 83854

P.O. No.	Terms	Rep	Delivery		
	Net 30 Days	DPT	45 DAYS		
Item	Description	Qty	Cost	Total	
KM 8000TEDD-18' C3M3	KM 8000TEDD-18' C3M3- 4 TON ASPHALT HOTBOX/RECLAIMER DIESEL FIRED HYDRAULIC DUMP TRAILER WITH ELECTRIC BRAKES	1	32,188.50	32,188.50	
EXTENDED TRAILER (8000)	KM 8000 EXTENDED TRAILER; ADDS 2 FEET (18 FT. TO 20 FT.)TO OVERALL LENGTH (TO ACCOMMODATE 2-18X DECK/TACK TANK/ETC.)	1	643.50	643.50	
TACK TANK; HEATED M2 - OPTI...	DELETE: 18 FT TRAILER KIT, CONDUIT KIT, TRAILER CABLE 30 GAL HEATED TACK TANK M2 - OPTION, THERMOSTAT CONTROLLED (55 - 175°F) LP BURNER, GRAVITY OUTLET 1-1/2" BALL VALVE, 30 LB LP CYLINDER NOT INCLUDED (ADD TEE AND FITTINGS WHEN BUILT WITH TORCH OPTION)	1	4,698.00	4,698.00	
30 LB CYLINDER	** OPTION ** 30 LB CYLINDER-LP	1	125.00	125.00	
SPRAY TACK UNIT	SPRAY TACK UNIT WITH WAND, INCLUDES HOSE REEL (REQUIRES TACK TANK OPTION)(REQUIRES REMOVAL OF STANDARD PLUMBING FROM THE TACK TANK OPTION)	1	4,603.50	4,603.50	

Tax Indemnification. Buyer shall pay, and indemnify and hold Seller, and its Affiliates, and all officers, directors, employees and agents harmless from and against, any taxes that may at any time be asserted in respect of the transactions described in this purchase order, or the Buyer's use or possession of the equipment that is the subject of this purchase order (including any sales, use, receipts, value added, occupation, excise, personal property, privilege or license taxes, or any withholdings, but not including taxes imposed upon Seller with respect to its overall net income) and costs, expenses and reasonable counsel fees in defending against the same, whether arising by reason of the Buyer's purchase, use or possession of the equipment or otherwise. Prices subject to change based on CPI

Total

Phone #	Fax #
(810) 688-1234	(810) 688-8765

Quoted By: _____

Accepted

Date	Estimate #
10/13/2025	2796

Name / Address
POST FALLS, CITY OF (ID) JAMES METTLER 408 NORTH SPOKANE ST POST FALLS, ID 83854

Ship To
POST FALLS, CITY OF (ID) JAMES METTLER 800 N PUBLIC WORKS WAY POST FALLS, ID 83854

P.O. No.	Terms	Rep	Delivery		
	Net 30 Days	DPT	45 DAYS		
Item	Description	Qty	Cost	Total	
HOIST (ELEC 12V W/DIESEL)	LOADING HOIST/WINCH & DAVIT 12V OPERATION, 4000/8000 DIESEL UNITS ONLY	1	3,537.00	3,537.00	
WATER TANK 20 GAL (8000)	WATER TANK 20 GAL, KM8000 T	1	675.00	675.00	
LITHIUM BATTERY OPTION	LITHIUM- 100 AH 12V LIFEPO4 BATTERY OPTION	1	1,188.00	1,188.00	
TOOL RACK (8000) - 4 HOLE	DIESEL HOTBOX (REPLACES STANDARD 12V AGM BATTERY)				
	TOOL RACK - FOUR POSITION RACK, MOUNTED ON KM8000 TRAILER	1	373.50	373.50	
SOLVENT TANK	SOLVENT TANK OPTION, 7 GAL, LATCHED HINGED LID, 3/4" BOTTOM		477.00	477.00	
TORCH WITH HOSE REEL (DIESEL)	UTILITY HAND TORCH WITH RETRACTABLE HOSE REEL; USE WITH DIESEL SUPPLIED HOTBOX 4000/8000	1	1,899.00	1,899.00	
ELECTRIC BACK UP HEATER	ELECTRIC BACK UP HEATER; 1 PH 240V 5000W, 4000/8000	1	4,036.50	4,036.50	
CONE HOLDER HOTBOX T OPTION	CONE HOLDER HOTBOX TRAILER OPTION	2	250.00	500.00	
LIGHT BAR (8000)	KM 8000 LIGHT BAR OPTION; DIRECTIONAL ARROW BOARD & CONTROLLER INCLUDES HARDWARE, BRACKETS, ENCLOSURE	1	1,827.00	1,827.00	
LIGHT, STROBE - REAR FENDER	KM STROBE; 6" OVAL AMBER STROBE LIGHTS, MOUNTED SWITCHED	1	832.50	832.50	
	MOUNTED ON REAR OF FENDERS (8000T ONLY)				

Tax Indemnification. Buyer shall pay, and indemnify and hold Seller, and its Affiliates, and all officers, directors, employees and agents harmless from and against, any taxes that may at any time be asserted in respect of the transactions described in this purchase order, or the Buyer's use or possession of the equipment that is the subject of this purchase order (including any sales, use, receipts, value added, occupation, excise, personal property, privilege or license taxes, or any withholdings, but not including taxes imposed upon Seller with respect to its overall net income) and costs, expenses and reasonable counsel fees in defending against the same, whether arising by reason of the Buyer's purchase, use or possession of the equipment or otherwise. Prices subject to change based on CPI

Total

Phone #	Fax #
(810) 688-1234	(810) 688-8765

Quoted By: _____

Accepted

Date	Estimate #
10/13/2025	2796

Name / Address
POST FALLS, CITY OF (ID) JAMES METTLER 408 NORTH SPOKANE ST POST FALLS, ID 83854

Ship To
POST FALLS, CITY OF (ID) JAMES METTLER 800 N PUBLIC WORKS WAY POST FALLS, ID 83854

P.O. No.	Terms	Rep	Delivery		
	Net 30 Days	DPT	45 DAYS		
Item	Description	Qty	Cost	Total	
LIGHT, STROBE (8000)	KM 8000 STROBE; AMBER STROBE LIGHT, 6" DOME, MOUNTED SWITCHED (FORMERLY 3000 SERIES - NOW 4200 SERIES)	1	378.25	378.25	
WORK LIGHT OPTION (8000)	WORK LIGHT OPTION (8000); C3M3 FOUR REAR MOUNTED, TWO FRONT MOUNTED AND SWITCHED WORK LIGHTS	1	445.50	445.50	
	SUBTOTAL			58,427.75	
HANDLING	HANDLING/PACKAGING AND/OR CRATE CHARGES		150.00	150.00	
FREIGHT - NORTH BRANCH	FOB - DOOR NORTH BRANCH, MI 48461 TO DOOR 83854 CUSTOMER TO UNLOAD		4,911.00	4,911.00	
	PRICE PER SOURCEWELL CONTRACT #050625-KMI				

Tax Indemnification. Buyer shall pay, and indemnify and hold Seller, and its Affiliates, and all officers, directors, employees and agents harmless from and against, any taxes that may at any time be asserted in respect of the transactions described in this purchase order, or the Buyer's use or possession of the equipment that is the subject of this purchase order (including any sales, use, receipts, value added, occupation, excise, personal property, privilege or license taxes, or any withholdings, but not including taxes imposed upon Seller with respect to its overall net income) and costs, expenses and reasonable counsel fees in defending against the same, whether arising by reason of the Buyer's purchase, use or possession of the equipment or otherwise. Prices subject to change based on CPI

Total **\$63,488.75**

Phone #	Fax #
(810) 688-1234	(810) 688-8765

Quoted By: _____

Accepted _____

SOURCEWELL PRICE GUIDE- ASPHALT HOTBOX RECLAIMERS & OPTIONS

PRICING IS SUBJECT TO CHANGE WITHOUT NOTICE

PRICES EFFECTIVE AUGUST 22, 2025

F.O.B. NORTH BRANCH, MICHIGAN - PREPAID & ADDED

SOURCEWELL CONTRACT # 050625-KMI



MODEL	DESCRIPTION	MSRP	SOURCEWELL
SKID MOUNTED ASPHALT HOTBOX RECLAIMERS			
KM 4000SXPX	2 Ton Skid Mount - Propane	\$ 12,790.00	\$ 11,511.00
KM 4000SXD	2 Ton Skid Mount - Diesel	\$17,825.00	\$ 16,042.00
KM 8000SXPX	4 Ton Mount - Propane	\$ 19,500.00	\$ 17,550.00
KM 8000SXD	4 Ton Skid Mount - Diesel	\$ 23,885.00	\$ 21,496.50
KM 1000SXPX	½ Ton Skid Mount- Propane	\$ 8,915.00	\$ 8,023.50

2 TON TRAILER MOUNTED ASPHALT HOTBOX RECLAIMER			
KM 4000TEPX	2 Ton Trailer Mount - Electric Brake - Propane	\$ 19,500.00	\$ 17,550.00
KM 4000TEPD	2 Ton Trailer Mount - Electric Brake - Propane - Dump	\$ 24,795.00	\$ 22,315.00
KM 4000TEDX	2 Ton Trailer Mount - Electric Brake - Diesel	\$ 22,665.00	\$ 20,398.50
KM 4000TEDD	2 Ton Trailer Mount - Electric Brake - Diesel - Dump	\$ 28,405.00	\$ 25,564.50
KM 4000THPX	2 Ton Trailer Mount - Hydraulic Brake - Propane	\$ 21,175.00	\$ 19,057.50
KM 4000THPD	2 Ton Trailer Mount - Hydraulic Brake - Propane - Dump	\$ 29,180.00	\$ 26,262.00
KM 4000THDX	2 Ton Trailer Mount - Hydraulic Brake - Diesel	\$ 24,275.00	\$ 21,847.50
KM 4000THDD	2 Ton Trailer Mount - Hydraulic Brake - Diesel - Dump	\$ 30,085.00	\$ 27,076.50

4 TON TRAILER MOUNTED ASPHALT HOTBOX RECLAIMER			
KM 8000TEPX	4 Ton Trailer Mount - Electric Brake - Propane	\$ 25,955.00	\$ 23,359.50
KM 8000TEPD	4 Ton Trailer Mount - Electric Brake - Propane - Dump	\$ 32,540.00	\$ 29,286.00
KM 8000TEDX	4 Ton Trailer Mount - Electric Brake - Diesel	\$ 29,695.00	\$ 26,725.50
KM 8000TEDD	4 Ton Trailer Mount - Electric Brake - Diesel - Dump	\$35,765.00	\$ 32,188.50
KM 8000THPX	4 Ton Trailer Mount - Hydraulic Brake - Propane	\$ 28,405.00	\$ 25,605.00
KM 8000THPD	4 Ton Trailer Mount - Hydraulic Brake - Propane - Dump	\$ 34,990.00	\$ 31,491.00
KM 8000THDX	4 Ton Trailer Mount - Hydraulic Brake - Diesel	\$ 31,895.00	\$ 28,705.50
KM 8000THDD	4 Ton Trailer Mount - Hydraulic Brake - Diesel - Dump	\$ 38,610.00	\$ 34,749.00

Click on the Model Number to View Picture of the Unit

Note: KM International no longer includes 30lb propane cylinders as a standard. Propane cylinders may be purchased for an additional fee.



Sourcewell Contract #050625-KMI

Maturity Date: 7/7/2029

[Click Here to Become a Sourcewell Member Today!](#)



Sourcewell

OPTION NAME	DESCRIPTION	MSRP	SOURCEWELL
MISC. HOTBOX TRAILER OPTIONS			
<u>Solvent Tank</u>	7 Gallon Utility Solvent Tank - Mounted on Trailer	\$ 530.00	\$ 477.00
<u>Tool Rack</u>	4 Hole Tool Rack - Mounted on Trailer	\$ 415.00	\$ 373.50
Spare Tire, Loose	ST235/80R16 Tire & Rim - Not Mounted on Trailer	\$ 375.00	\$ 337.50
<u>Spare Tire, Mounted</u>	ST235/80R16 Tire & Rim - Mounted on Trailer	\$ 740.00	\$ 666.00
30 Lb. Cylinders	30 lb. Propane Cylinders	\$ 135.00	\$ 120.15
<u>60 Lb. Cylinders</u>	60 lb. Propane Cylinders	\$ 460.00	\$ 414.00
Hoist - Manual	Loading Hoist/ Winch & Davit - Manual Operation	\$ 2,245.00	\$ 2,020.50
<u>Hoist - 12 V</u>	Loading Hoist / Winch & Davit - 12 V Powered - Remote	\$ 3,930.00	\$ 3,537.00
<u>Torch (LP Unit)</u>	Utility Hand Torch With 25FT Hose Reel	\$ 2,110.00	\$ 1,899.00
<u>Torch (Diesel Unit)</u>	Utility Hand Torch With 25FT Hose Reel	\$ 2,110.00	\$ 1,899.00
<u>Low Temp Thermostat</u>	Allows Heating of Cold Patch 60-250* F-Propane units only- Standard on Diesel	\$ 2,110.00	\$ 1,899.00
<u>Wash Down Spray System</u>	12V On Demand Pump, 5.3 GPM, 7 PSI, 1 Gallon Tank, Rear Mounted Hose Wrap with Spray Wand	\$ 2,670.00	\$ 2,435.00
<u>Extended KM 8000 Trailer</u>	Adds 2 Ft. to overall length (20 Ft total) to accommodate Options	\$ 715.00	\$ 643.50
<u>Extended KM 4000 Trailer</u>	Adds 2 Ft. to overall length (16 Ft total) to accommodate Options <i>Adds Additional 7K Torflex Axle</i>	\$ 2,045.00	\$ 1,840.50
<u>Mounted Deck for 2- 18x</u>	Deck Mounted to fit KM 2-18x on Front of Hotbox Trailers. <i>Requires Extended Trailer Option</i>	\$ 400.00	\$ 360.00
<u>24 Hour Timer</u>	24 Hour Timer, 110 Volt Powered- <i>Propane units only-Standard on Diesel</i>	\$ 1,715.00	\$ 1,543.50
<u>Heated Shovel Deck</u>	Heated Shovel Deck	\$ 840.00	\$ 756.00
<u>5 Gallon Bucket Holder</u>	5 Gallon Bucket Holder	\$ 425.00	\$ 378.25
Compactor Mount	24" x 28" Mounting Basket for Plate Compactor	\$ 425.00	\$ 378.25
<u>Roller Cradle Mount</u>	Roller Cradle for BOMAG BW55E Roller or Similar Model	\$ 425.00	\$ 378.25
20 Gallon Water Tank	20 Gallon Top Fill Water Tank With 3/4" NPT Bottom Outlet	\$ 745.00	\$ 675.00
<u>Electric Overnight Heat</u>	Electric Back Up Heater- 1 Phase 240V, 5000W	\$ 4,485.00	\$ 4,036.50
C2 Control Panel	Replaces C3 Control Panel with C2 Control Panel.	\$ 4,205.00	\$ 3,820.00
Custom Paint	Any Paint Color Other Than the Standard KM Chrome Yellow.	\$ 580.00	\$ 520.00
<u>Cone Holder</u>	Cone Holder Mounted to Hotbox Trailer	\$ 275.00	\$ 250.00
<u>Lithium Iron Battery</u>	Upgrade from standard AGM battery to Lithium Iron Battery. Required for Any Unit w/12V Options	\$ 1,320.00	\$ 1,188.00
TACK TANK OPTIONS			
<u>30-Gal Tack Tank</u>	30 Gallon Heated Tack Tank 10,000 Btu Propane Burner <i>Extended Trailer Option Recommended</i>	\$ 5,220.00	\$ 4,698.00
<u>Spray Tack Unit W/Hose Reel</u>	3/4 Roper Pump, Spray Wand and 5.5 HP Honda Engine 25 Ft Retractable Hose Reel for Spray Tack System. <i>Requires Extended Trailer Option KM 8000T ONLY</i>	\$ 5,115.00	\$ 4,603.50
<u>Tack Tank Skid</u>	Tack Tank Skid Deck. Requires Extended Trailer, 2-18X Deck, Tack Tank Options	\$ 700.00	\$ 630.00
LIGHTING OPTIONS			
<u>Work Lights</u>	2 Work Lights Mounted and Switched	\$ 495.00	\$ 445.50
<u>Strobe Light</u>	Amber Strobe Light, Mounted and Switched	\$ 425.00	\$ 378.25
<u>Light Bar</u>	Directional Arrow Board & Controller - Mounted on Unit	\$ 2,030.00	\$ 1,827.00
<u>Rear Fender Strobes</u>	4" Amber Strobe Lights Mounted in Rear Fenders.	\$ 925.00	\$ 832.50
SKID MOUNTED UNIT OPTIONS			
<u>Bottle Rack</u>	Bottle rack to fit two 30lb Propane Cylinders (Skid Unit Only)	\$ 890.00	\$ 801.00
Extended Pigtails	8' Pigtails for Skid Mounted Hotbox Units	\$ 115.00	\$ 100.05

DELIVERING INNOVATIVE ASPHALT MAINTENANCE SOLUTIONS



Request to Purchase Asphalt Hot Box

Ross Junkin/Maintenance Manager
Public Works
2/3/2026



Overview:

- Our Street Maintenance program maintains over 500 miles of asphalt streets for Post Falls
- Current tools we utilize:
 - Crack sealer
 - Dura Patcher - “mobile, micro chip sealer”
 - Large asphalt paver (larger overlay projects)
- For a number of years there has been a need for an Asphalt Hot Box. Think of it as a ‘mini, mobile asphalt plant’

Hot Box overview:

- 4-ton trailered unit, designed to keep asphalt “hot” throughout operations and warm overnight.
- Will minimize waste due to asphalt becoming unusable after cooling. Can reheat/reuse solidified asphalt chunks as well.
- Would reduce trips to the asphalt plant, allowing crews to stay at worksites getting potholes/patches filled.





Reclaim Bulk Stored Asphalt Chunks Overnight

Costs:

- Utilize Sourcewell Cooperative Purchasing
- \$63,488.75 (\$85K was budgeted as an estimated cost)
- Funding was approved as part of the FY26 amended budget

This request is for authorization from Council to purchase this Hot Box from KM International Inc. at the Sourcewell price.

Questions?

**CITY OF POST FALLS
AGENDA REPORT
NEW BUSINESS
MEETING DATE: 2/3/2026**

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: Warren Wilson, Deputy City Administrator

SUBJECT: Repeal of Policy on City Proclamations

ITEM AND RECOMMENDED ACTION:

Mayor Westlund is seeking the repeal of the City Policy regulating proclamations issued by the mayor at city council meetings. Repeal of the policy will allow the mayor to determine which policies to issue on a case-by-case basis. No presentation is planned on this item. If approved, a resolution to repeal the policy will be placed on the next agenda.

DISCUSSION:

In 2001, the City Council adopted a policy regulating the types of proclamations that the mayor would issue. The policy was requested by Mayor Jacobson. The policy limited proclamations to issues related to residents of the City of Post Falls and explicitly prohibited certain types of policies, including those attempting to influence government policy, and matters of a political or religious nature. The policy also provided an evaluation process for requested proclamations.

Mayor Westlund is requesting that this policy be repealed to allow him to determine which policies he would like to issue on a case-by-case basis. He has indicated that he would like to be able to issue proclamations regarding the right to life, traditional family values month, and Columbus Day and other issues related to residents of the City.

ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON:

N/A

APPROVED OR DIRECTION GIVEN:

N/A

FISCAL IMPACT OR OTHER SOURCE OF FUNDING:

It is unclear if repealing the policy will have any fiscal impact.

BUDGET CODE:

N/A

ATTACHMENTS:

1. Proclamation Policy - 1-19-2021 (2)

RESOLUTION NO. 21-03

RESOLUTION ADOPTING PROCLAMATION POLICY

WHEREAS, The City of Post Falls makes proclamations to the public; and

WHEREAS, The City of Post Falls desires to provide a process for receiving, evaluating and issuing proclamations in recognition of individuals, events, organizations, or community groups of significance in the City; and

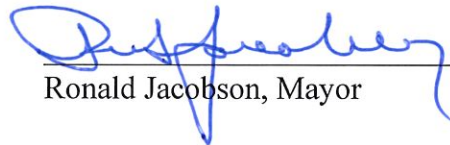
WHEREAS, the City Council finds that it is desirable to implement a policy to establish best practices.

NOW THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Post Falls that the Proclamation Policy attached hereto as **Exhibit A** is adopted to guide the process for receiving, evaluating, and issuing proclamations.

APPROVED by the City Council on this 19th day of January, 2021.



CITY OF POST FALLS



Ronald Jacobson, Mayor

ATTEST:



Shannon Howard, City Clerk

Upon a motion made by a council member, seconded by a council member, the following vote was recorded:

AYES: Wilhelm, Borders, Anthony, Wolfe, Mallon, Thorsen
NAYES: none
ABSENT: none

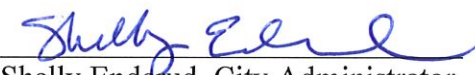


ADMINISTRATIVE POLICY 2021-[Category]

Source Department: Administration	Policy Title: Proclamation Policy
Subject/Description: Process for receiving, evaluating, and issuing proclamations.	Replaces Policy:
Requires Council Approval: ☒ Yes ☐ No	If yes, Council Meeting Date Approved: January 19, 2021

DATE ISSUED: January 15, 2021

DATE EFFECTIVE: January 19, 2021

APPROVED BY: 
Shelly Enderud, City Administrator

SECTION 1. POLICY PURPOSE

The purpose of this policy is to provide a process for receiving, evaluating, and issuing proclamations in recognition of individuals, events, organizations, or community groups of significance in the City.

SECTION 2. POLICY PRINCIPLES

Proclamations are issued by Mayor to honor, celebrate, or create awareness of an event or a significant issue of importance to the City. A proclamation may recognize a day, week, or month.

SECTION 3. SCOPE

This policy applies to all proclamation requests received by the City.

SECTION 4. PROCLAMATION CRITERIA

Proclamations must demonstrate an interest in, or relationship with, the City and demonstrate respect for the residents of the City. Only one proclamation annually per topic and/or organization will be allowed. Eligible topics for a proclamation include:

- Civic promotions.
- Public awareness campaigns.
- Charitable fundraising campaigns.
- Arts and cultural celebrations.
- Special honors for individuals or organizations for special achievements.

Proclamations will not be issued for:

- Matters of a political or religious nature.
- Organizations or events with no direct relationship to Post Falls.
- Celebrations, campaigns, or events contrary to law or City policies.
- Celebrations, campaigns, or events intended for profit making purposes.
- Attempting to influence government policy.
- National, Independence or Republic Days.
- Recognizing personal birthdays, anniversaries, or other personal celebrations.

SECTION 5. APPLICATION PROCESS

Any resident of Post Falls or person employed in Post Falls may request a proclamation. The request must be made in writing and be delivered to the City Clerk at least 30 days in advance of the date when the proclamation is needed. The request must contain a contact person's first and last name, phone number, home address and email address and provide a brief summary of the event or organization and indicate whether the proclamation will be picked up in person or should be returned to the provided address. The request should provide a specific name and date for the day, week or month or event to be proclaimed. Each request must include a draft text of the proclamation, including four to five "whereas" clauses¹. The proclamation must fit on a single page and be in 12-point font, with room remaining for the Mayor's signature.

SECTION 6. EVALUATION

The City Clerk will evaluate the requested proclamation against this Policy. If the request complies with this Policy, the Clerk will recommend the request to the Mayor who will finally approve the request prior to placing it on the next available City Council agenda. Proclamations are issued at the discretion of the Mayor and the City reserves the right to reject requested proclamations or to edit the requested text of the proclamation. The person or organization requesting the proclamation does not have exclusive rights to the day, week, or month of their proclamation. The City Clerk will advise the contact person if the request has been denied or of the scheduled date for issuing the proclamation.

SECTION 7. ISSUANCE OF THE PROCLAMATION

The proclamation will be read aloud during the ceremonial portion of the City Council meeting and the person requesting the proclamation may be allowed up to 4 minutes to address the City Council about the topic of the proclamation at the discretion of the Mayor. If the person requesting the proclamation is not present at the City Council meeting, the proclamation will be mailed to the provided address.

¹ Example: "Whereas, equal opportunity for all, regardless of race, color, religion, sex, disability, familial status or national origin, is a fundamental goal of our nation, state and city;"

**CITY OF POST FALLS
AGENDA REPORT
NEW BUSINESS
MEETING DATE: 2/3/2026**

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: Warren Wilson, Deputy City Administrator

SUBJECT: City Boards and Commissions Code Update

ITEM AND RECOMMENDED ACTION:

Staff is requesting city council input on a draft ordinance updating city code regulations concerning city boards and commissions. Staff will gather any council input and update the draft, which will be presented for adoption at the next council meeting.

DISCUSSION:

In 2025, the city folded members from unofficial Urban Forestry Commission into the Parks and Recreation Commission. The goal was to make urban forestry an official role of the Parks and Recreation Commission. To formalize that change, staff reviewed the ordinance creating the Parks and Recreation Commission and updated it to reflect the new broader mission of the commission. While doing that, staff also reviewed the remainder of the chapter concerning city boards and commissions and found outdated language as well as areas where the current language didn't fully match state statutes. Particularly concerning appointment and removal of board/commission members. Staff revised the language to clean up these issues. The ordinance has been reviewed by each of the relevant departments to ensure that the language will work for the appropriate departments.

ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON:

N/A

APPROVED OR DIRECTION GIVEN:

N/A

FISCAL IMPACT OR OTHER SOURCE OF FUNDING:

N/A

BUDGET CODE:

N/A

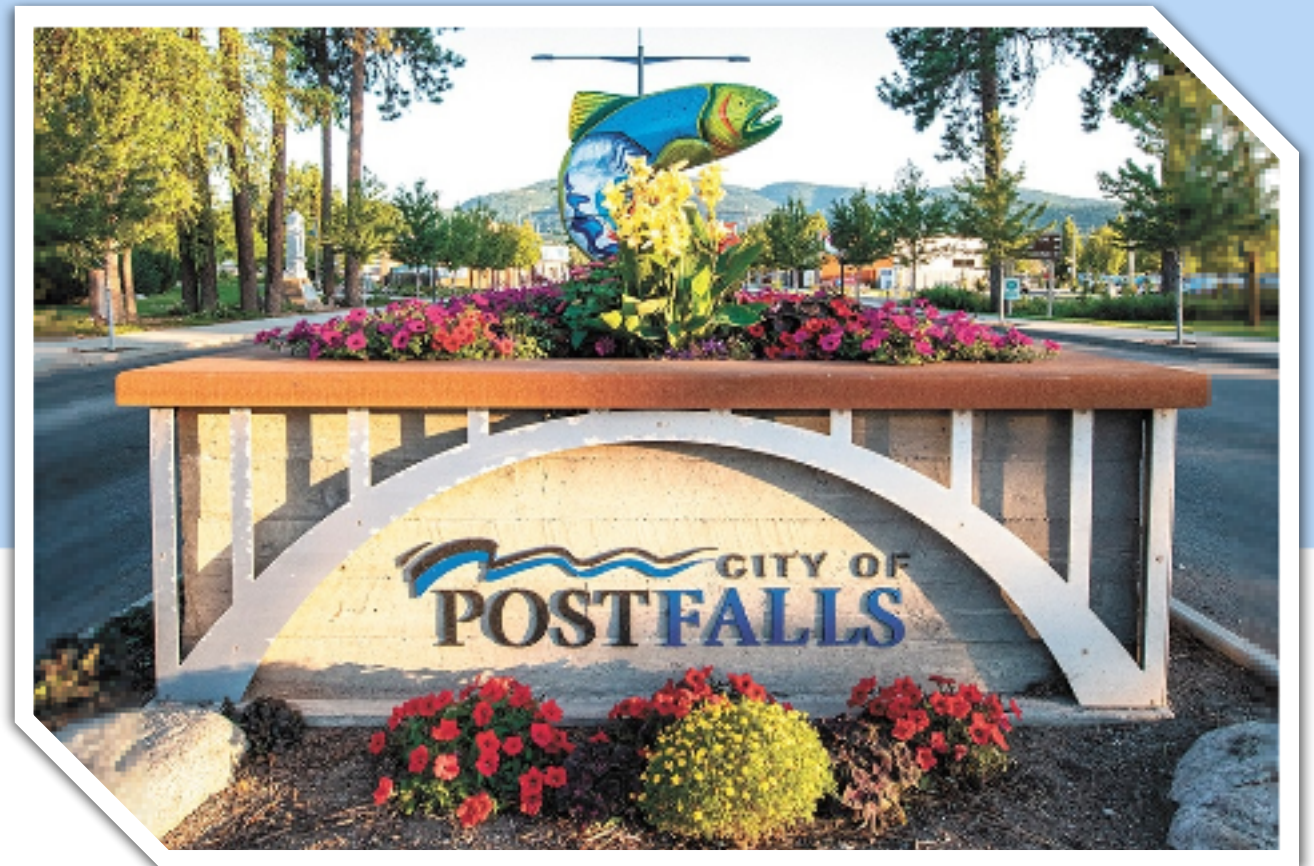
ATTACHMENTS:

1. 2026.01.22 Boards an Commissions Presentation
2. 2026.01.07 City Boards and Commissions Ord

City Boards and Commissions Update

Warren Wilson

February 3, 2026



Introduction

- Integrate unofficial Urban Forestry Commission into Parks and Recreation Commission
- Reviewed the full Boards and Commission Code Chapter
- Found outdated language and inconsistencies with state law
 - Particularly removal sections
- So, we updated full chapter

Planning Commission

- P & Z Comm. and Impact Fee Advisory Comm.
- 7 members / 4-year terms / Quorum: 4
- Residency and Makeup:
 - County resident for at least 2 years
 - Representation for Area of Impact
 - 2 + members active in development/real estate
- Removal for cause only – state law

Parks, Rec. & Urban Forestry

- Parks & Rec. and Urban Forestry
- 7 members / 4-year terms / Quorum: 4
- Residency and Makeup:
 - City resident for at least 2 years
- Removal by mayor/council – cause not necessary

Urban Renewal Agency

- Urban Renewal Agency
 - Separate body corporate/politic
- 7 members / 4-year terms / Quorum: 4
- Residency and Makeup:
 - County resident
- Removal for cause only with specific statutory hearing requirements

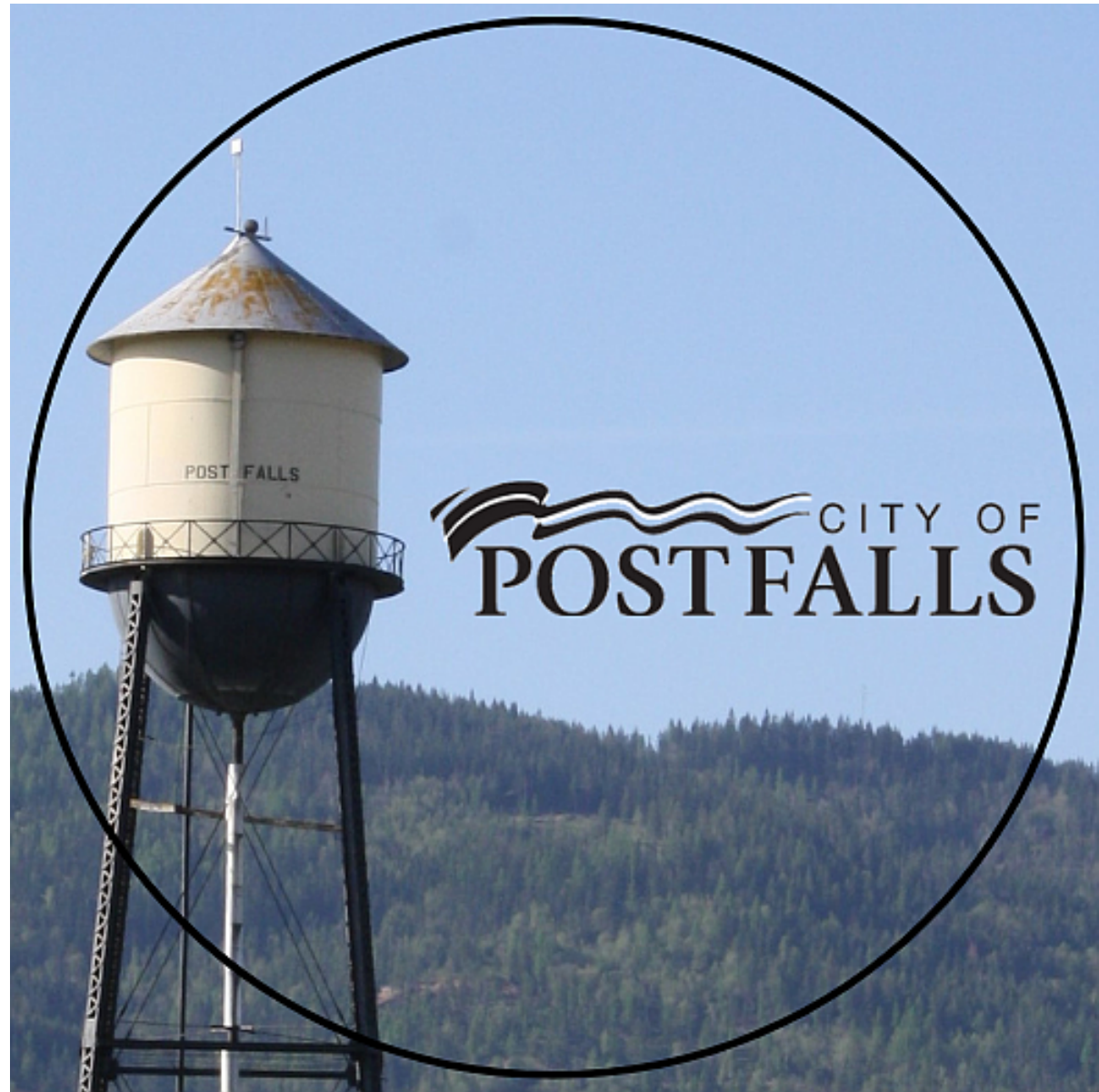
Building Code Appeals Board

- Building Code Appeals
- 7 members / 4-year terms / Quorum: 5
- Residency and Makeup:
 - County resident
 - Not City Employee
 - Experience in building trades
- Removal by mayor/council – cause not necessary
- Appeal Process – Driven by IBC (Appendix B)

Next Steps

- If approved, Ordinance will return for adoption at next meeting

Questions?



ORDINANCE NO. [Category]

AN ORDINANCE OF THE CITY OF POST FALLS, KOOTENAI COUNTY, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, REPEALING MUNICIPAL CODE CHAPTER 2.12 AND ADOPTING A NEW CHAPTER 2.12 REGULATING THE APPOINTMENT OF MEMBERS OF THE POST FALLS PLANNING AND ZONING COMMISSION, PARKS, RECREATION, AND URBAN FORESTRY COMMISSION, URBAN RENEWAL AGENCY, AND THE POST FALLS BUILDING CODE BOARD OF APPEALS; PROVIDING THAT REMAINING SECTIONS OF POST FALLS CITY CODE SHALL REMAIN IN EFFECT; PROVIDING FOR SEVERABILITY; PROVIDING FOR THIS ORDINANCE TO BE IN FULL FORCE AND EFFECT FROM AND AFTER ITS PASSAGE, APPROVAL, AND PUBLICATION ACCORDING TO LAW

WHEREAS, the Mayor and City Council find that it is in the public interest to revise, from time to time, city code requirements to ensure that they are consistent with state law and existing practice; and

WHEREAS, after recommendation of the departments responsible for staffing the cities boards and commissions it to be in the best interests of the citizens of the City of Post Falls that the following ordinance that updates the codes applicable to appointing city boards and commissions be adopted.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the City of Post Falls as follows:

SECTION 1. That Post Falls Municipal Code Chapter 2.12 is repealed and a new Chapter 2.12, entitled Boards and Commissions is adopted to read as follows:

Chapter 2.12 - Boards and Commissions

2.12.010. – Planning and Zoning Commission.

A. **Establishment and Duties.** The Post Falls Planning and Zoning Commission is established to perform the planning and zoning duties assigned to the Commission by the Idaho Local Land Use Planning Act (Title 67, Chapter 65, Idaho Code) and by the city's zoning and subdivision regulations (Post Falls Municipal Code Titles 17, 18, and 18A) Additionally, the Commission serves as the city's Development Impact Fee Advisory Committee and performs the duties

assigned by the Idaho Development Impact Fee Act (Title 67, Chapter 82, Idaho Code) and by the city's development impact fee regulations (Post Falls Municipal Code Title 19). The Commission also performs such other duties as may be assigned by the mayor, city council, and city administration relating to land use planning and development. The city clerk will designate an employee to serve as a deputy clerk to make and maintain records of Commission meetings.

B. Membership, Quorum, and Organization. The Planning and Zoning Commission consists of seven (7) members. Commissioners are appointed by the Mayor and confirmed by vote of the City Council consistent with the provisions of I.C. 50-210. A quorum of four (4) members is required to conduct business. At the first Commission meeting of each year, the Commission must elect a Chairperson and such other officers as necessary.

C. Term. Planning and Zoning Commissioners will be appointed to four (4) year terms. Terms expire on the last day of February of the final year of the term; however, members may continue to serve until the appointment of a successor is confirmed by the City Council. Vacancies occurring other than by expiration of a term will be filled for the remainder of the unexpired term.

D. Residency and Makeup of Commission. Commissioners must be residents of Kootenai County and must have resided in the county for at least two (2) years prior to appointment. Consistent with I.C. 67-6504, members will be selected without respect to political affiliation. A sufficient number of members who reside within the Post Falls Area of Impact will be appointed to meet the proportional representation requirement contained in I.C. 67-6526(4)(k). Additionally, to meet the requirements of I.C. 67-8205, at least two (2) members of the Commission must be active in the business of development, building, or real estate.

E. Removal of Members.

Consistent with I.C. 67-6504, Commissioners may only be removed for cause following a majority vote of the City Council. Cause includes, but is not limited to, three (3) or more unexcused absences from regular meetings during a twelve-month period, lack of preparation or diligence, and disrupting meetings or being discourteous to the public, staff, or other Commissioners.

2.12.020. – Parks, Recreation, and Urban Forestry Commission.

A. Establishment and Duties. The Post Falls Parks, Recreation, and Urban Forestry Commission is established to recommend regulations for the administration of city recreation programs and to advise city staff and the mayor and city council about the operation of publicly operated parks. Additionally, the Commission advises the city council on expenditures of park and recreation impact fees and funds from the Parks and Recreation Capital Development Fund. The Commission also advises the city on urban forestry practices and conducts administrative appeals under the city's Street Tree and Urban Forestry regulations (Post Falls Municipal Code Chapter 12.32). The Commission will also perform such other duties as may be assigned by the mayor, city council, and city administration relating to parks, recreation, and urban forestry. The city clerk will designate an employee to serve as a deputy clerk to make and maintain records of Commission meetings.

B. Membership, Quorum, and Organization. The Parks, Recreation, and Urban Forestry Commission consists of seven (7) members. Commissioners are appointed by the Mayor and confirmed by vote of the City Council consistent with the provisions of I.C. 50-210. A quorum of four (4) members is required to conduct business. At the first Commission meeting of each year, the Commission must elect a Chairperson and such other officers as necessary.

C. Term. Parks, Recreation, and Urban Forestry Commissioners will be appointed to four (4) year terms. Terms expire on the last day of February of the final year of the term; however, members may continue to serve until the appointment of a successor is confirmed by the City Council. Vacancies occurring other than by expiration of a term will be filled for the remainder of the unexpired term.

D. Residency and Makeup of Commission. Commissioners must be residents of the City of Post Falls and must have resided in the city for at least two (2) years prior to appointment.

E. Removal of Members.

Consistent with I.C. 50-210, Commissioners may be removed by the Mayor subject to a majority vote of the City Council.

2.12.030. - Post Falls Urban Renewal Agency.

A. Establishment and Duties. The Post Falls Urban Renewal Agency was established by I.C. 50-2006 and Post Falls Resolution 91-11 as an independent public body corporate and politic within the City of Post Falls to perform the urban renewal and economic development functions assigned to the Agency under the Idaho Urban Renewal Law of 1965 (Title 50, Chapter 20, Idaho Code) and the Local Economic Development Act (Title 50, Chapter 29, Idaho Code).

B. Membership, Quorum, and Organization. The Urban Renewal Agency Commission consists of seven (7) members. Members are appointed by the Mayor and confirmed by vote of the City Council consistent with the provisions of I.C. 50-210. A quorum of four (4) members is required to conduct business.

C. Term. Urban Renewal Commissioners will be appointed to four (4) year terms. Terms expire on the last day of December of the final year of the term; however, members may continue to serve until the appointment of a successor is confirmed by the City Council. Vacancies occurring other than by expiration of a term will be filled for the remainder of the unexpired term.

D. Residency and Makeup of Commission. Commissioners must be residents of Kootenai County.

E. Removal of Members.

Commissioners may be removed for inefficiency or neglect of duty or misconduct in office by following the hearing procedures contained in I.C. 50-2006(2)(b). Causes for removal include, but are not limited to, three (3) or more unexcused absences from regular meetings during a twelve-month period, lack of preparation or diligence, and disrupting meetings or being discourteous to the public, staff, or other Commissioners.

2.12.040. – Building Code Board of Appeals.

A. Establishment and Duties. The Post Falls Building Code Board of Appeals is established to hear appeals of orders, decisions, or determinations made by the Post Falls building official consistent with the requirements contained in the adopted International Building Code,

International Residential Code, International Mechanical Code, International Fuel Gas Code, International Property Maintenance Code, International Existing Building Code, International Energy Conservation Code, and any other building or construction codes adopted by the City of Post Falls. The city clerk will designate an employee to serve as a deputy clerk to make and maintain records of Board meetings.

B. Membership, Quorum, and Organization. The Building Code Board of Appeals consists of seven (7) members. Members are appointed by the Mayor and confirmed by vote of the City Council consistent with the provisions of I.C. 50-210. A quorum of five (5) members is required to conduct business. At the first Board meeting of each year, the Board must elect a Chairperson and such other officers as necessary.

C. Term. Members will be appointed to four (4) year terms. Terms expire on the last day of February of the final year of the term; however, members may continue to serve until the appointment of a successor is confirmed by the City Council. Vacancies occurring other than by expiration of a term will be filled for the remainder of the unexpired term.

D. Residency and Makeup of Board. Board members must be residents of Kootenai County and may not be employees of the city. Each member must be qualified by education, training, or experience to evaluate matters pertaining to building construction.

E. Hearings Before the Board. The procedures for appeals to the Board are:

1. Appeals must be filed on a form obtained from the building official and be received within twenty (20) days after the notice, order, or decision appealed from was emailed, hand delivered, posted, or deposited in the United States mail postage prepaid. Appeals must be based on a claim that the intent of the adopted building code have been incorrectly interpreted, the provisions of the code do not fully apply, or an equally good or better form of construction is proposed. The appeal hearing will be heard within forty (40) days of receipt of the appeal.
2. The Board must allow both the appellant and the building official to be heard and present relevant information without regard to formal rules of evidence.

3. The Board may only overrule or reverse the decision of the building official by a vote of two-thirds ($\frac{2}{3}$) of its members participating in the hearing. Members may not participate in an appeal in which that member has a personal, professional, or financial interest.
4. The Board will issue all decisions in writing with copies provided to the appellant and the building official.
5. The Board is not authorized to interpret the administrative provisions or waive any requirements of any adopted building code.
6. The Board may adopt additional rules and procedures for conducting its business consistent with the rules contained in this section.

F. Removal of Members.

Consistent with I.C. 50-210, members may be removed by the Mayor subject to a majority vote of the City Council.

SECTION 2. Neither the adoption of this Ordinance nor the repeal of any ordinance shall, in any manner, affect the prosecution for violation of such ordinance committed before the effective date of this Ordinance or be construed as a waiver of any license or penalty due under any such ordinance or in any manner affect the validity of any action previously taken by the City of Post Falls City Council or the validity of any such action to be taken upon matters pending before the City Council on the effective date of this ordinance.

SECTION 3. The city clerk shall cause the Post Falls Municipal Code to be amended as provided by this Ordinance and may renumber, re-letter, and rearrange the codified parts of this Ordinance if necessary to facilitate the finding of the law.

SECTION 4. The city attorney may correct scrivener's errors in this Ordinance by filing a corrected copy with the city clerk.

SECTION 5. The provisions of this Ordinance are severable, and if any provision, clause, sentence, subsection, word, or part thereof is held illegal, invalid, unconstitutional, or inapplicable

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

SECTION 6. After its passage and adoption, a summary of this Ordinance, under the provisions of the Idaho Code, shall be published once in the official newspaper of the City of Post Falls, and upon such publication shall be in full force and effect.

Passed under suspension of rules upon which a roll call vote was duly taken and duly enacted an Ordinance of the City of Post Falls at a regular session of the City Council on January ____ 2026.

APPROVED, ADOPTED, and SIGNED this _____ day of January, 2026.

Randy Westlund, Mayor

ATTEST:

Shannon Howard, City Clerk

SUMMARY OF POST FALLS ORDINANCE NO. [Category]

AN ORDINANCE OF THE CITY OF POST FALLS, KOOTENAI COUNTY, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, REPEALING MUNICIPAL CODE CHAPTER 2.12 AND ADOPTING A NEW CHAPTER 2.12 REGULATING THE APPOINTMENT OF MEMBERS OF THE POST FALLS PLANNING AND ZONING COMMISSION, PARKS, RECREATION, AND URBAN FORESTRY COMMISSION, URBAN RENEWAL AGENCY, AND THE POST FALLS BUILDING CODE BOARD OF APPEALS; PROVIDING THAT REMAINING SECTIONS OF POST FALLS CITY CODE SHALL REMAIN IN EFFECT; PROVIDING FOR SEVERABILITY; PROVIDING FOR THIS ORDINANCE TO BE IN FULL FORCE AND EFFECT FROM AND AFTER ITS PASSAGE, APPROVAL, AND PUBLICATION ACCORDING TO LAW

The City of Post Falls, Kootenai County, Idaho, hereby gives notice of the adoption of Post Falls Ordinance No. [Category], which [DESCRIPTION]; providing repeal of conflicting ordinances and providing severability. The ordinance is effective upon publication of this summary. The full text of Ordinance No. [Category] is available at Post Falls City Hall, 408 N. Spokane Street, Post Falls, ID 83854, in the office of the City Clerk. Dated this ____ day of January, 2026.

/s/

Shannon Howard, City Clerk

STATEMENT OF LEGAL ADVISOR

I, Field K. Herrington, the legal advisor for the City of Post Falls, I have examined the attached summary of Ordinance No. [Category], which [DESCRIPTION], and find it to be a true and complete summary of said ordinance and provides adequate notice of the contents to the public.

Dated this ____ day of January, 2026.

Field K. Herrington, City Attorney