



**CITY COUNCIL
MEETING AGENDA**

**April 7, 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. Procurement and Surplus Property Policies

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

INVOCATION

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

PLEDGE OF ALLEGIANCE

ROLL CALL OF CITY COUNCIL MEMBERS

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

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

- a. Proclamation - Fair Housing Month

AMENDMENTS TO THE AGENDA

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

DECLARATION OF CONFLICT, EX-PARTE CONTACTS AND SITE VISITS

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

1. CONSENT CALENDAR

The consent calendar includes items which require formal Council action, but which are typically routine or not of great controversy. Individual Council members may ask that any specific item be removed from the consent calendar

in order that it be discussed in greater detail. Explanatory information is included in the Council agenda packet regarding these items and any contingencies are part of the approval.

ACTION ITEMS:

- a. Minutes – March 17th, 2026, City Council Meeting
- b. Payables 03/18/2026 - 04/08/2026
- c. Computer equipment disposal
- d. School Resource Officer Agreement Renewal with Post Falls School District
- e. City Vehicles/Equipment Disposal
- f. Public Hearing Notification

2. PUBLIC HEARINGS

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

ACTION ITEMS:

- a. Mullan Annexation (ANNX-25-7)
- b. Powderhorn Vacation (VAC-25-5)
- c. Millworx Vacation (VAC-26-1)

3. UNFINISHED BUSINESS/RETURNING ORDINANCES AND RESOLUTIONS

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

ACTION ITEMS:

- a. Westwood Water Distribution Replacement Phase 1 - Recommendation of Award
- b. Westwood Water Distribution Replacement Phase 1 - Construction Management Services Agreement

4. NEW BUSINESS

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

ACTION ITEMS:

- a. Contract with Matrix for an Americans with Disabilities Act Transition Plan
- b. Park Naming Policy
- c. Update to City Social Media Policy

5. CITIZEN ISSUES

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

6. ADMINISTRATIVE / STAFF REPORTS

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

- a. Post Falls Little League Report
- b. 2026 Post Falls Parade Update

7. MAYOR AND COUNCIL COMMENTS

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

8. EXECUTIVE SESSION

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

ACTION ITEMS:

- a. 74-206 (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. This paragraph does not apply to filling a vacancy in an elective office or deliberations about staffing needs in general.

RETURN TO REGULAR SESSION

ADJOURNMENT

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

Mayor 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: 4/7/2026

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM:

SUBJECT: Procurement and Surplus Property Policies

ITEM AND RECOMMENDED ACTION:

Procurement and Surplus Property Policies

DISCUSSION:

Staff will present updates to the city's procurement and surplus property policies

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:

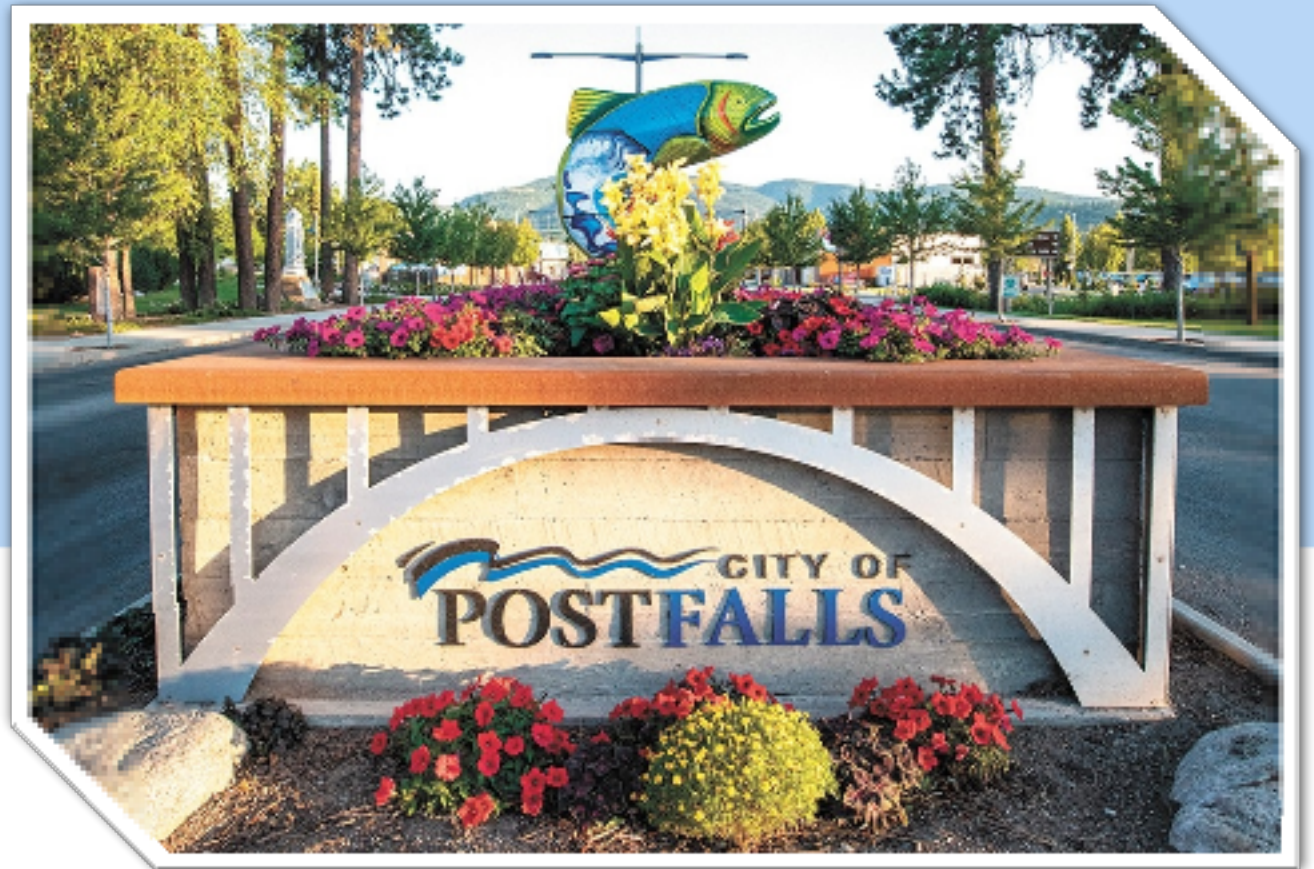
N/A

ATTACHMENTS:

1. 2026.03.23 Combined Procurement and Disposal
2. 2026.01.06 Surplus Property Disposal Policy
3. 2026.1.08 Draft Purchasing Policy

Procurement and Surplus Property Disposal Policies

April 7, 2026



Introduction

- Discuss updated procurement and surplus property disposal policies:
 - Procurement purposes:
 - Ensure responsible use of public funds
 - Promote fair and open competition
 - Maintain transparency & accountability
 - Achieve best value for residents
 - Surplus property disposal purposes:
 - Establish consistent procedure for disposing of surplus assets
 - Ensure transparency & accountability
 - Maximize value to residents
 - Maintain accurate city asset records

Surplus Property - Scope

- Applies to:
 - *All Surplus Personal Property* owned by city
 - *Fixtures* removed from city properties
- Does not apply to:
 - Disposal of real property owned by the city
 - Governed by Idaho Code Title 50, Chapter 14

Surplus: No longer needed or maintenance or other costs exceed economic or useful life of property.

Personal Prop.: Equipment, vehicles, computers, or other movable property

Fixture: Personal property attached to land or structure that is not readily removable. Example: HVAC system

Surplus Property – Ethical Considerations

- Employees & family members/representatives prohibited from:
 - Purchasing surplus property – includes auctions/sealed bids
 - Transferring property to an *Associated Entity*
- Violations can result in disciplinary action

Associated Entity: Entity where the employee/volunteer or household member is a director, officer, employee etc.

Surplus Property – Categories

- 4 main disposal categories:
 - *Nominal* value property;
 - Property valued at \$10,000 or less; and
 - Property valued over \$10,000
 - Fixtures

Nominal: Zero market value or disposal cost exceeds value

Surplus Property – Nominal Value

- Department:
 - Determines if asset is surplus & assesses value
 - Determines best disposal method
 - Discard, recycle, donate to gov't agency/non-profit
 - Disposes of asset
 - Completes Fixed Asset Disposal form and sends to Finance
- Finance:
 - Removes asset from tracking system
 - Retains form for 4 years

Surplus Property – Property ≤ \$10,000

- Department submits disposal form to Finance:
 - Reason for disposing of asset, est. value, proposed disposal method
- Finance:
 - Reviews/approves estimated value & disposal method
 - Removes from tracking system
- Department disposes of asset as approved
 - Auction, sale, trade-in, donation to gov't agency/non-profit with city admin. approval
- Finance retains disposal form and makes annual report to city council

Surplus Property – Property > \$10,000

- Department submits disposal form:
 - Reason for disposing of asset, est. value, proposed disposal method
- Finance seeks city council approval of disposal and disposal method:
 - Auction, sale, trade-in, donation to gov't agency/non-profit with council approval
- Finance removes asset from tracking system and retains form for 4 years
- Department disposes of asset as approved

Surplus Property – Public Works Projects/Fixtures

- Staff memo seeking approval of public works project outlines:
 - Anticipated fixture types to be removed during project
 - Proposed disposal methods
- Council authorization of project approves removing fixtures from asset tracking system
- At project conclusion, Department submits asset disposal form listing all disposed fixtures
- Finance removes listed fixtures from tracking system and retains form for 4 years

Surplus Property – Retired K-9s

- Chief request city council transfer ownership to current/former employee or employee of another PD who can care for dog
 - Preference given to current handler
- Council approves agreement transferring ownership of dog and kennel
 - New owner assumes liability and responsibility to care for dog

Surplus Property – Retiring Officer Recognition

- Police officers who *Retire in Good Standing* after 10 years service to city are given their badge and handgun, rendered inoperable, which are affixed to a commemorative plaque
- Based on I.C. 31-830 that authorizes sheriffs to award handgun to retiring deputies but does not address city police departments

Good Standing: Met PERSI retirement standard and not under investigation/subject to discipline for violation of any law, code of conduct, or policy

Procurement - Scope

- Applies to goods, services, and public works construction
- Includes both professional and general services
- Guided by Idaho Code and city policy
- Separate policies address real property and surplus disposals

Procurement – Guiding Principles

- Fair and open competition
- Transparency in all transactions
- Avoids favoritism and conflicts
- Support local and qualified vendors

Roles & Responsibilities

- Departments manage their own procurements
- Follow policy and seek guidance when needed
- Legal Services provides support
- Finance & Clerk ensure documentation and compliance

Before Any Purchase

- Identify expected cost
- Confirm budget approval
- Verify spending authority
- Clearly define need and scope
- Document justifications for expenditure

Spending Authority

- < \$100,000: Department Director authority
- > \$100,000: City Council approval required
- All contracts reviewed by Legal Services
- Ensures oversight on larger expenditures

Procurement Methods

- Competitive Bidding
- Request for Proposals (RFP)
- Request for Qualifications (RFQ)
- Method depends on type and complexity

Competitive Bidding

- For goods or services
- Used when price is primary factor
- Award to lowest responsive bidder
- Formal or informal depending on cost estimates
- Promotes fairness and cost control

Requests for Proposals (RFP)

- Used when solutions may vary
- Evaluates approach, experience, and cost
- Best overall value—not just lowest price
- Common for complex services

Requests for Qualifications (RFQ)

- Used for professional services
- Focus on qualifications and expertise
- Price negotiated after selection
- Common for engineering/architecture

Goods or Services - Process

- Identify what is being purchased
- Cost estimate determines level of formality
- Less than \$100K: no formal process required by state law (but in the best interest of the city)
- Generally get 3 estimates
- If expenditure is in budget, department director authorized to sign
- Documentation is retained

Goods or Services - Process

- \$100K – \$250K: city must either 1) solicit bids or 2) use RFP process
- Bids solicited from at least 3 vendors (Semi-formal process)
- Selection made of responsive bid proposing lowest price
- Contract approved by council, executed by Mayor
- RFP – provide instructions for proposals to address the city's need
- Invites solutions to complexities
- Award may not be based only on price
- Contract approved by council, executed by Mayor

Goods or Services - Process

- +\$250K: formal bidding process or RFP process
- Formal Bids solicited via advertisement
- Selection made of responsive bid proposing lowest price
- Contract approved by council, executed by Mayor

Professional Design Services* - Process

- City establishes a pre-approved list of providers (using published RFQ process) List is valid for maximum of 5 years
- Utilizing the pre-approved list is encouraged (saves time and resources)
- If list isn't preferred, under \$50K may solicit from 3 professionals
- Contract negotiated
- +\$50k solicit qualifications using published process
- Selection guided by best qualified response, not price-based

* - Engineering, architectural, landscape architecture, construction management and land surveying

Public Works Construction - Process

- <\$100K: no formal requirements. Guided by city's best interests
- \$100 - \$250K: provide written solicitations to 3 public works contractors
- Must award to lowest bidder, some flexibility in rejecting all bids and going to open market.
- +\$250K: formal sealed bidding process, including publication.
 - Option for city to utilize a prequalification round in formal bidding but more onerous.
- Award is to lowest responsive bidder.

Purchasing Thresholds

- < \$100,000: Flexible, best value
- \$100,000–\$250,000: Informal bids or RFP
- > \$250,000: Formal bidding or RFP
- Documentation increases with cost

Exceptions & Special Cases

- Emergency purchases
- Sole source vendors
- Cooperative purchasing agreements
- Must be justified and documented

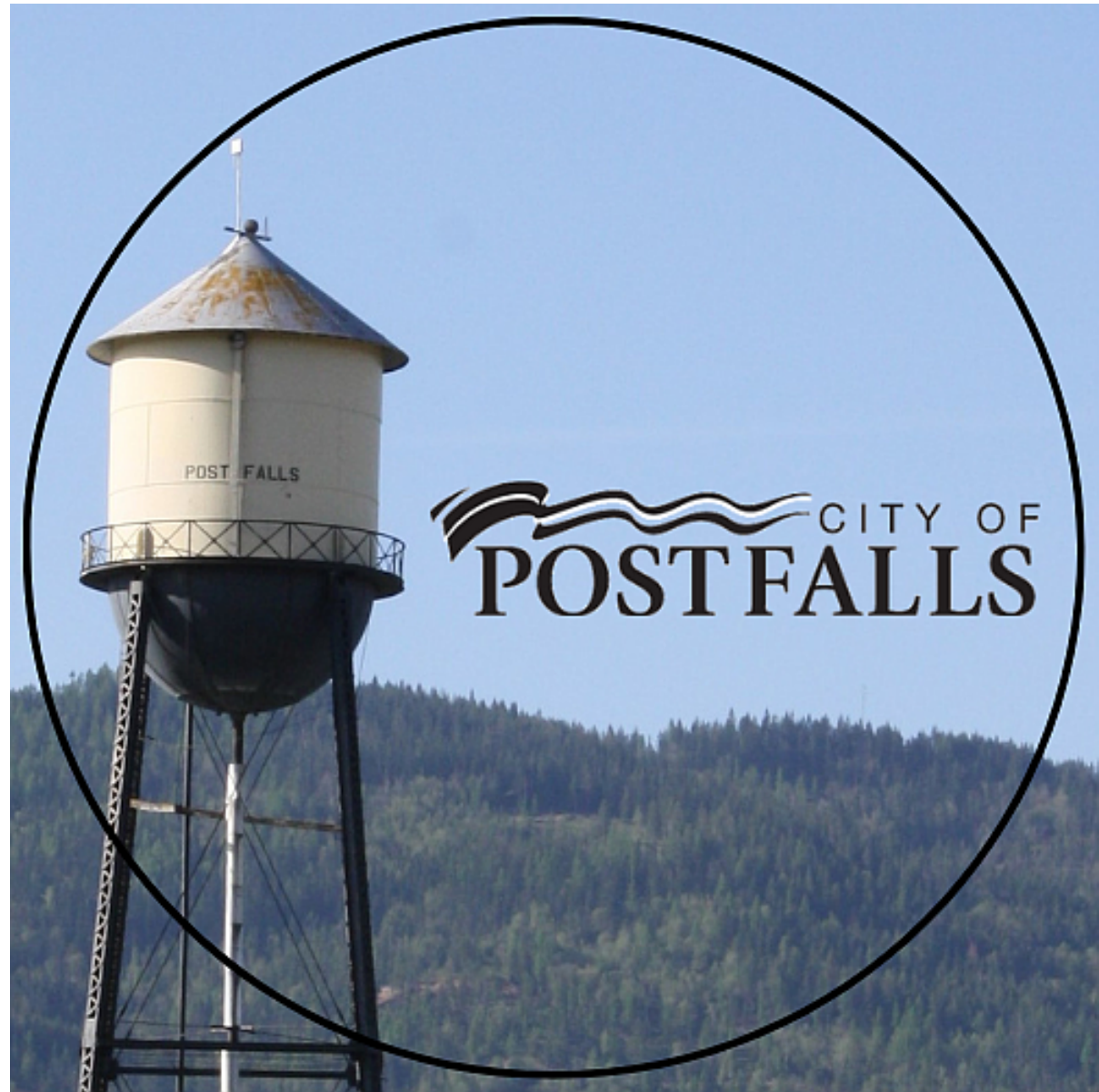
Transparency & Record Keeping

- All procurement is public record
- Departments document decisions
- Contracts and records retained
- Ensures accountability to the public

Policy Modifications

- Restructured existing policy to reduce redundancy and reorganize
- Updated to reflect statutory changes and limits
- Increased department head spending limits to coincide with higher limit statutory procurement requirements
- Cleaned up directions on which processes are utilized
- Updated licensing requirements on public works contracts

Questions?





City of Post Falls Surplus Property Disposal Policy

Version 2025.0

Approved by Post Falls City Council

Date: _____

1) PURPOSE AND SCOPE

This policy establishes guidelines for the disposition of *Surplus Personal Property* owned by the City of Post Falls, including items tracked in the city's fixed asset tracking system. The purposes of this policy are to efficiently dispose of *Surplus Property* in a transparent manner that maximizes value to the residents of Post Falls and to ensure that *Surplus Property* is timely removed from the city's fixed asset tracking system when disposed of.

This policy applies only to the disposal of *Surplus Personal Property* and *Fixtures* removed from city owned *Real Property*. Disposal of all other surplus *Real Property* is governed by Idaho Code Title 50, Chapter 14.

2) DEFINITIONS

For this policy, the following terms have the following meanings:

Associated Entity means a business or nonprofit agency which the employee, volunteer, or a member of their household is a director, officer, owner, partner, employee, or holder of stock over five thousand dollars (\$5,000) or more at fair market value.

Fixture means *Personal Property* that has been attached or affixed to land or a building in a manner that is not readily removable without damaging the structure or land. Examples include, HVAC system components, pumps, piping, lighting fixtures, gazebos, hardscaping, etc.

Nominal Value means either *Surplus Property* with zero market value or the current market value is less than the cost to dispose of the item as determined by the department head or their designee. Items like adding machines, staplers, office chairs, and similar small office equipment are included within this definition.

Personal Property means equipment, vehicles, computers, and other movable property.

Real Property means land and buildings, structures, and other improvements that are permanently affixed to the land.

Retires in Good Standing means a police officer who has met PERSI's requirements to retire and has separated from employment with the city and who, at the time of retirement, was not under investigation or subject to discipline for any violation of any laws, Idaho's law enforcement code of conduct, or any city policies.

Surplus Property means city owned *Personal Property* or *Fixtures* removed from city owned *Real Property* that is no longer needed or where the cost of maintenance, transportation, storage, or other costs related to the *Personal Property* or *Fixture* exceeds the economic or useful life of the property.

3) CITY EMPLOYEES/VOLUNTEERS PROHIBITED FROM PURCHASING OR RECEIVING SURPLUS PROPERTY

Except as otherwise provided in this policy, city employees, volunteers, their immediate family members, or persons acting on their behalf are prohibited from purchasing or receiving *Surplus Property* from the city, including from auction or sealed bid sales of city property. Further, employees and volunteer are prohibited from providing *Surplus Property* to any *Associated Entity*. Employees or volunteers who violate this provision are subject to discipline up to and including termination.

4) NOMINALLY VALUED SURPLUS PROPERTY

- a. Authority to Dispose of Nominally Valued Surplus Property.** Each city department is authorized to dispose of any *Nominally Valued Surplus Property* after determining that the item no longer has any functional value to the city. The department head of each department is authorized to establish protocols for evaluating the value of the *Surplus Property* and to authorize subordinate employees to make the evaluation and process the disposal.
- b. Removal from Asset Tracking System.** After disposing of any *Nominally Valued Surplus Property* with an asset tracking tag the department must submit a completed Fixed Asset Disposal Form to the city's Finance Department so that the *Surplus Property* can be removed from the fixed asset tracking system. The Finance Department will retain the Fixed Asset Disposal Form for the period required by the city's records retention schedule.
- c. Methods of Disposal.** *Nominally Valued Surplus Property* may be disposed of by discarding or recycling the item, donating the item to a charitable organization that qualifies under Section 501(c) or 501(c)(19) of the Internal Revenue Service Codes or to any state or local government agency.

5) SURPLUS PROPERTY VALUED AT \$10,000 OR LESS

- a. Authority to Dispose of Surplus Property Valued at \$10,000 or Less.** *Surplus Property* with more than a *Nominal Value* but with an estimated value of \$10,000 or less may be declared surplus and disposed of administratively.
- b. Approval of Disposition and Removal from Asset Tracking System.** Before disposing of the item, the Department Head responsible for the item must complete a Fixed Asset Disposal Form documenting the item's condition, the reason the city no longer needs it, the item's estimated value, and the proposed manner of disposing of the item. The completed form must be submitted to the Finance Department. The Finance Department will review the item's estimated value and proposed method of disposal to ensure that the

disposal method is consistent with this policy. If the Finance Department determines that the item's estimated value is higher than \$10,000, they will seek city council authorization to dispose of the item under Section 6 of this policy. If the Finance Department determines that the estimated value is \$10,000 or less, they will remove the item from the fixed asset tracking system. Upon confirmation that the item has been removed from the fixed asset tracking system, the Department Head may authorize the disposal of the item in the approved manner. If for any reason the Department Head determines that the item should be retained following being authorized to dispose of the property, the Department Head must notify the Finance Department so the records concerning that item can be updated.

- c. **Methods of Disposal.** The item must be disposed of in a manner that maximizes the value to the city. Disposal options include a public auction, sales, or using the item as a trade-in towards the purchase of a new item. With the approval of city administration, the item may be transferred to a state or local government agency or to a charitable organization that qualifies under Section 501(c) or 501(c)(19) of the Internal Revenue Service Codes that provides services to residents of the city without consideration.
- d. **Retention of Disposal Records and Reporting.** The completed Fixed Asset Disposal Form will be retained by the Finance Department for the period required by the city's records retention schedule. The Finance Department will provide an annual report summarizing the items disposed of during the previous year for the information of the city council.

6) SURPLUS PROPERTY VALUED AT MORE THAN \$10,000

- a. **Authority to Dispose of Surplus Property Valued More than \$10,000.** *Surplus Property* with an estimated value of more than \$10,000 must be declared surplus by the city council, who will also approve the disposal method.
- b. **Requesting Approval of Disposition.** Before requesting city council approval to dispose of the item, the Department Head responsible for the item must complete a Fixed Asset Disposal Form documenting the condition of the item, the reason the city no longer needs it, the item's estimated value, and the proposed manner of disposing of the item. The completed form must be submitted to the Finance Department, which will regularly submit requests to dispose of surplus assets to the city council.
- c. **City Council Authorization and Removal from Asset Tracking System.** Upon request, the city council may approve declaring the item surplus and directing the manner of its disposal. Upon city council approval, the Finance Department will remove the item from the fixed asset tracking system, and the department responsible for disposing of the item may dispose of it as directed by the city council.

- d. **Methods of Disposal.** The department responsible for the item should recommend a disposal method to the city council that maximizes value to the city. Disposal options include a public auction, sales, or using the item as a trade-in towards the purchase of a new item. With approval of the city council, the item may be transferred to a state or local government agency or to a charitable organization that qualifies under Section 501(c) or 501(c)(19) of the Internal Revenue Service Codes that provides services to residents of the city without consideration.
- e. **Retention of Disposal Records and Reporting.** The completed Fixed Asset Disposal Form will be retained by the Finance Department for the period contained in the city's records retention schedule.

7) **DISPOSAL OF FIXTURES REMOVED FROM CITY BUILDINGS AND FACILITIES**

- a. **Authority to Dispose of Removed Fixtures.** Disposal of a removed *Fixture* generally follows the other provisions of this policy based on the value of the fixture. However, when a city department undertakes a public works project that involves removing *Fixtures*, the council's authorization to undertake the project also authorizes removing any *Fixtures* from the asset tracking system and disposing of them. The staff memo seeking authorization for the project must generally indicate the types of *Fixtures* that are anticipated to be removed, based on the project documents, and how the removed *Fixtures* will be disposed of.
- b. **Removal of Fixtures from Asset Tracking System.** At the completion of the public works project, the responsible department must submit a completed Fixed Asset Disposal Form to the city's Finance Department listing the tracked fixed assets that were removed during the project to ensure that the *Fixtures* are removed from the system in a timely manner.

8) **DISPOSAL/RETIREMENT OF POLICE CANINES**

- a. **Request to Retire Police Canine.** When a police canine can no longer perform to a satisfactory standard, or when continuing service is a threat to the canine's health because of age, injury, or illness, the police chief may request the city council transfer ownership of the canine to a current or former employee who has the training to care for a retired police canine who agrees to accept the heightened risks associated with owning a retired police canine. Preference will be given to the canine's current handler. If there are no current or former employees willing to take ownership of the canine, the police chief may offer the canine to another law enforcement agency, or one of its employees, who have the training to care for a retired canine.
- b. **City Council Authorization and Agreement.** Upon request by the police chief, the city council may execute an agreement drafted by the City Attorney transferring ownership of the canine to the handler, another employee, or a former employee who has the training

necessary to care for a police canine. The transfer will include the canine's kennel. The new owner must assume all liability and financial responsibility for caring for the canine.

- c. **Transfer of Ownership.** Upon execution of the agreement by both parties, ownership of the canine will be transferred to the new owner, and the canine will be removed from the city's assets.

9) **AWARD OF HANDGUN AND BADGE TO RETIRING OFFICERS**

Consistent with I.C. 31-830, a police officer who *Retires in Good Standing* after ten (10) years of service with the city will be awarded their handgun and badge upon retirement. The badge and handgun, which will be rendered inoperable, will be affixed to a plaque commemorating the former officer's service to the city.

DRAFT



City of Post Falls Procurement Policy

Version 2026.1

DRAFT

Approved by Post Falls City Council

Date: _____

PERSONAL PROPERTY PROCUREMENT

1. INTRODUCTION AND PURPOSE

- 1.1 Purpose:** This policy outlines the rules and processes that city employees must follow when purchasing goods, services, and contracting for Public Works construction. The policy is based on the requirements of Idaho state law and best procurement practices, developed from the city's past experiences. By outlining clear responsibilities and procedures, this policy aims to maintain fiscal responsibility, promote fair competition, and ensure the city's interests are best served in every transaction.
- 1.2 Scope:** This policy applies to the procurement of all goods, services, and public works contracts. While the policy sets out minimum thresholds and procedures for various types of procurement, it also provides guidance for exceptions to general procurement and outlines alternative methods such as requests for proposals (RFPs) and qualifications (RFQs). The acquisition and disposal of Real Property and the disposal of Personal Property are addressed in separate policies.
- 1.3 Principles of Procurement:** Purchasing goods and services in the public sector directly impacts taxpayers. Every purchase made by city employees is subject to public oversight. To ensure transparency, the city upholds principles of fair and open competition in all procurement activities.

This policy is designed to encourage competitive bidding that delivers sound value, prevents favoritism and profiteering, and supports local economies by providing equal opportunities for businesses to compete for government contracts. While the city adheres to the purchasing requirements set forth in Idaho Code, this policy imposes stricter or more stringent standards where necessary. In such cases, the city will follow the provisions of this policy.

2. ADMINISTRATIVE PROVISIONS

- 2.1 Roles and Responsibilities:** The employee managing the procurement for the city has the responsibility to familiarize themselves with the requirements of this policy and to determine which process, if any, governs the procurement. Any questions as to which process is required should be directed to their department supervisor or Legal Services.
- 2.2 Procurement Process Overview:** The type of item or service being purchased and the anticipated cost guides the procurement process. Goods and services follow different procedures and there is a distinction between "Professional Services" and "General Services" in how they are acquired.

Before starting any procurement process, employees must:

- Review the current approved budget to verify that the purchase is included.
- Determine who has the authority to make the purchase.
- Clearly define the intended purchase to provide justification for the expenditure.

2.3 Administrative Exceptions: The City Administrator is authorized to make exceptions to this policy when the need arises to advance the best interest of the city, provided that such exceptions do not serve for convenience and do not contradict the minimum procurement requirements of Idaho Code. Any exceptions must be in writing and include a brief explanation.

2.4 Non-Budgeted Procurement: If the contemplated procurement is not in the department's current appropriated budget, the department must first seek the Finance Director's review and approval. The department must justify why the procurement is necessary within the current fiscal year. Additionally, the department needs to identify potential funding sources within its existing budget to cover the procurement, which may include reallocating funds from other budget lines. If the proposed purchase cannot be funded from the department's current budget but can be funded from other sources in the currently appropriated budget, the City Administrator may approve the purchase. If the proposed purchase cannot be funded from the currently appropriated budget, the City Council must address and amend the budget. Following approval, the department may proceed with the purchase as outlined in this policy.

3. SPENDING LIMIT AUTHORITY

3.1 Spending Limit Authority: For all expenditures (goods, services, professional design services and public works construction) anticipated at less than \$100,000.00, if the procurement has been approved in the department's currently appropriated budget, the department's Director is authorized to execute the agreement on behalf of the city following review by Legal Services. For all expenditures exceeding \$100,000, council approval is required.

4. GENERAL PROCUREMENT GUIDELINES

4.1 Procurement Methods: There are several different methods of procurement that may be available in considering the acquisition of goods or service. They include RFP's, RFQ's and Competitive Bidding.

4.1.1 Requests for Proposals (RFP). An RFP may be used when procuring goods or services that require flexibility or creative problem-solving, or when fixed specifications might limit cost-effective solutions. It is typically used where the lowest cost is not to be the sole determining factor in an award and is permitted under [Idaho Code § 67-2806A](#). RFP's are permitted as an alternative to the Competitive Bidding process and is most applicable when a specific problem invites multiple solutions.

4.1.2 Requests for Qualifications (RFQ). An RFQ is used to evaluate the qualifications of potential service providers, particularly for professional design services such as engineering, architecture and construction management. An award under an RFQ is based on the qualifications of the submitting parties and price is not considered in the initial evaluation.

4.1.3 Competitive Bidding. A process for soliciting bids for goods or services where the award is made to the lowest responsive bidder satisfying the bidding criteria. The level of formality for the Competitive Bidding process is based on the expected cost.

4.2 Budgeting and Approval Process: Before beginning, employees should review the current approved budget to confirm that the acquisition has been budgeted for and confirm who has the authority to execute the purchase. It is essential to have a clear description of the purchase and to provide support for the need of the expenditure. The employee should use best efforts to document the process utilized showing cost investigations and selection.

5. THRESHOLD-BASED PURCHASING RULES – GOODS OR GENERAL SERVICES

The city's purchasing processes are governed by the expected cost and the type of goods or services being procured. This section outlines the rules and procedures for each cost-threshold category.

5.1 Purchases Less than \$100,000: For goods or general services costing less than \$100,000 a formal procurement process is not required pursuant to [Idaho Code section 67-2803](#). The purchase may be made from any vendor that provides the best value to the city. Purchase documents, including Fixed Asset Acquisition Forms, Invoices and/or Purchase Orders (as applicable) must be provided to the Finance Department and the City Clerk and purchases on an open contract must include a reference to the original contract on the invoice. Purchase documents should be retained as outlined in Section 9 of this Policy.

5.2 Purchases Between \$100,000 and \$250,000: For purchases of goods or general services in this range, departments must either solicit bids pursuant to [Idaho Code section 67-2806\(1\)](#) or use the Request for Proposal ("RFP"), process outlined in [Idaho Code section 67-2806\(A\)](#).

When soliciting bids, a reasonably clear written solicitation for bids must be provided to at least three vendors. The solicitation must be delivered either electronically or in person. The vendors must be given at least three days to respond. The city must accept the responsive bid proposing the lowest price. In case of any uncertainty, all bids may be rejected after consultation with the Legal Services. If three bids cannot be obtained, the department must document steps taken to obtain three bids and the reasons why three responses could not be obtained. The bid results, including documentation of the efforts to obtain responsive bids, must be forwarded to the City Clerk for retention. The original

contract, signed by the vendor, or the purchase order request must be provided to the City Clerk with a staff memo explaining the reason for the procurement and the reason for the selection for consideration by the City Council. The contract must be approved by the City Council and be signed by the Mayor. The department's Director may execute purchase orders for Council-approved procurements.

Alternatively, a department may utilize a Request for Proposal which identifies the problem or need in general terms and requests a written response from vendors. Price may be considered when evaluating proposals but is generally not the predominant basis for a contract award. The RFP should be written so potential contractors understand the problem they are being asked to address. Any limits or conditions that apply to the proposal should also be included. The RFP must state any evaluation factors and their relative importance by which the proposal will be evaluated. The RFP must also provide instructions for the process of consideration, the scope or work for services contemplated, the selection criteria, contract terms, and the scoring methodology applying relative weights to factors considered. The RFP may be advertised or provided to selected contractors depending on the city's needs. The contractor providing the best solution to the problem at a reasonable cost should be selected. As with a contract derived from a written solicitation, the original contract, signed by the vendor, or the purchase order request must be provided to the city clerk with a staff memo explaining the reason for the procurement and the reason for the vendor's selection for consideration by the City Council. The contract must be approved by the City Council and be signed by the Mayor. The department's Director may execute purchase orders for Council-approved procurements.

5.3 Purchases Over \$250,000: For purchases of goods or general services expected to exceed \$250,000, departments must either use either the formal competitive bidding process under [Idaho Code section 67-2806\(2\)](#) or the RFP process (as described above).

The competitive sealed bid process requires the selection of the qualified bidder submitting the lowest bid in compliance with the bidding procedures. Bid security of 5% is required and the City Clerk must publish two notices of the bid in the newspaper. All bids may be rejected after consultation with Legal Services. Specific questions about the solicitation process should be discussed with Legal Services and coordinated with the City Clerk. The contract must be provided to the City Clerk along with a staff memo explaining the reason for the purchase and the vendor's selection for consideration by the City Council. The Mayor must sign the contract or purchase order following City Council approval. All bidding documents including correspondence, evaluation, awards and investigation of cost and performance data must be retained by the acquiring department in accordance with the city's record retention policy.

6. PERSONAL/PROFESSIONAL SERVICES

6.1 Personal/Professional Service Contracts: Personal and professional services are those which provide specialized professional or consultive expertise to the city. The

acquisition and award of such personal and professional service contracts should use the same processes as for design professional services contained in Section 9.

6.2 Publication Requirements for Personal Service Contracts: The city must publish the parties to the contract, the amount, and a summary purpose of all personal service contracts exceeding \$30,000.00 within fifteen (15) days of entering into an agreement. The department must coordinate with the City Clerk and/or Legal Services after a personal service agreement is executed to ensure compliance with [Idaho Code § 67-2810](#).

7. EXCLUSIONS

Idaho law provides several exceptions to ordinary purchasing rules. Generally, if an exception applies, the department may use the exception and make the purchase recognizing spending limit authority. If a department has a question about whether an exception applies, they should consult with Legal Services.

7.1 Emergency Expenditures: [Idaho Code section 67-2808](#) exempts “emergency expenditures” from formal purchasing requirements. In the event of an emergency that requires immediate expenditures, the department should immediately inform Administration and Legal Services so that an emergency meeting can be scheduled with City Council.

7.2 State Lists, “Piggy-Backing” and Cooperative Purchasing Agreements.: [Idaho Code section 67-2803](#) allows for the purchase of goods and services through existing bid contracts previously awarded to other local, state and federal political subdivisions. It also permits the city to participate in cooperative purchasing agreements. Use of cooperative purchasing agreements are restricted to contracts less than eighteen (18) months in age unless shown to be cost-effective to the city, to avoid continued reliance on outdated contracts. If the department wants to utilize existing awarded contracts, the department must coordinate with Legal Services and the City Clerk.

7.3 Sole Source: [Idaho Code section 67-2808](#) exempts “sole source” expenditures if a determination is made by City Council that there is only one (1) vendor for the public works construction, services or personal property reasonably available. The department should consult with Legal Services with questions as to the applicability

7.4 Additional exemptions: [Idaho Code section 67-2803](#) identifies additional exemptions from procurement requirements, including purchases of interests in real property, insurance, used personal property, travel and training, and repair of heavy equipment. The department should consult with Legal Services with questions as to the applicability of any exemptions.

8. SPECIAL PURCHASES

The following are several special circumstances/exceptions which require additional information or processes.

8.1 Leases: Leases of personal property are treated in the same manner as a purchase and are subject to the same procedures.

8.2 Vehicles: [Idaho Code section 49-1601](#) requires that vehicles, other than those titled in the name of the seller, be purchased from state licensed motor vehicle dealers. Fire trucks, fire engines, urban transit buses, ambulances, street sweepers and hazardous material response vehicles are exempt. Vehicle purchases remain subject to other procurement requirements.

8.3 Food Services and Vending Machines: [Idaho Code section 67-6903](#) requires that all food service facilities and vending machines that dispense food in city buildings must be first offered, in good faith, to non-profit organizations representing persons with disabilities. Prior to awarding a contract for a food service facility at a city-owned building, the department involved must work with Legal Services to develop a solicitation that ensures that the city complies with state law.

8.4. Purchasing Products from Rehabilitation Facilities: [Idaho Code section 67-2319](#) authorizes acquiring goods or services from rehabilitation facilities for people with disabilities without advertising or calling for bids. If the department determines that purchasing from a rehabilitation facility provides value to the city, it should consult with Legal Services to determine applicability.

8.5 Bulk Purchases: When purchasing bulk-use items such as fuel, chemicals, and office supplies, the department must comply with the provisions of this policy based on the anticipated price throughout the life of the contract. Bulk purchasing contracts should generally be awarded based on a competitive process every three to five years. The City Administrator may authorize extensions of existing bulk procurement contracts for longer if the department making the purchase shows that it is in the city's best interest to extend the contract and the potential extension was contemplated in the original solicitation. Invoices for ongoing purchases under an open contract must be submitted with bills to the City Council.

9. PROFESSIONAL DESIGN SERVICE CONTRACTS

This section addresses hiring specific professional design services (engineering, architectural, landscape architecture, construction management and land surveying services). The department should also consider if an alternative process is available and preferable for their specific procurement. Purchasing these services is governed by [Idaho Code section 67-2320](#) and an award is based on qualifications and demonstrated competence rather than cost. Department spending limit authority in Section 3 applies to professional service contract awards.

7.1. Pre-Approved List: The city regularly establishes a pre-approved list of qualified contractors providing services. Hiring from the pre-approved list is strongly encouraged as it saves time and resources while ensuring that the selected contractor is qualified. When hiring from the list, the employee managing the procurement may select any of the prequalified contractors based on the employee's evaluation of who is best qualified to timely complete the project. After negotiating a service agreement with the selected contractor and in consultation with Legal Services, the department may complete the procurement using the same approval process within the regular spending authority limits.

To establish the pre-approved contractor's list, a request for qualifications must be published by the City Clerk in the City's official newspaper at least twice with the first notice published at least two weeks before the submittal deadline as required by [Idaho Code Section 67-2320\(2\)\(h\)](#). The notice must indicate the areas of services for which qualification statements are desired and the term for which the pre-approved contractor's list will be in place. A committee of employees who regularly procure the services of engineering, architectural, landscape architecture, construction management and land surveying services will review the statements of qualifications and prepare a resolution for the City Council to approve the pre-approved contractor's list. A copy of the list will be kept on file in the City Clerk's office.

7.2. Professional Design Services less than \$50,000: If it is in the city's best interest to individually solicit specific professional services rather than select from a preapproved list, the department should first establish guidelines for the procurement based on the qualifications needed to complete the work (excluding price) successfully. Qualifications should be solicited from at least three qualified professionals. The solicitation should include a reasonably clear statement of the work, the basis of selection, and the deadline for submitting qualification responses. Requesting information regarding the person or firm's rates, overhead, or multipliers with the original solicitation is discouraged because that information cannot be considered when determining which design professional is best qualified to complete the work and may taint the selection process. The contacted professionals should be given a reasonable time to respond, given the complexity of the work.

If proposals cannot be obtained from three professionals, the city must document the steps taken to solicit three proposals and identify why they could not be obtained. The documentation of the efforts to obtain three proposals must be retained in the project file for the period specified in the city's record retention manual.

The person or firm that best meets the selection criteria should be selected to complete the work. If the contemplated procurement has been approved in the department's currently appropriated budget, the department's Director is authorized to execute the professional service agreement on behalf of the city following review by Legal Services. The original service agreement must be provided to the City Clerk, and a copy provided to the Finance

Department. Specific questions regarding the procurement should be discussed with Legal Services.

7.2. Professional Design Services between \$50,000 and \$100,000: If it is in the city's best interest to individually solicit for a professional (rather than hire from the city's prequalified professionals list), the department should first establish guidelines for the procurement based on the qualifications needed to successfully complete the work (excluding price) and develop scoring criteria for ranking professionals as required by [Idaho Code Section 67-2320\(2\)](#). Requesting information regarding the person or firm's rates, overhead, or multipliers with the original solicitation is discouraged because that information cannot be considered when determining which design professional is best qualified to complete the work and may taint the selection process. The solicitation should include a reasonably clear statement of the work, the basis of selection, scoring criteria, and the deadline for submitting qualification submittals. Design professionals should be given a reasonable time to respond given the complexity of the work, but in no event less than fourteen (14) days.

The solicitation of qualifications must be provided to the City Clerk, who will publish a notice in the newspaper. The notice inviting a statement of qualifications must be published in the newspaper at least twice, with the first notice being published at least two weeks before the submittal deadline as required by [Idaho Code Section 67-2320\(2\)\(h\)](#) and [Idaho Code Section 67-2805\(2\)\(a\)\(1\)](#).

After the submittal deadline, the qualification submittals must be reviewed, and the professionals must be ranked based on the scoring criteria in the request for qualifications. The review of qualifications may also include an interview process if the interview process was outlined in the request for qualifications. Numerical or objective rating systems are strongly encouraged. Once the evaluation/selection process is in progress, there should be no communication with the responding professionals regarding the selection outcome until the negotiation is completed and the contract signed. The responses to the request and the scoring sheets used to rank the responders are presumed to be public records once the contract is approved and should be treated accordingly and retained in accordance with the city's records retention policy.

Once the most qualified professional has been selected, the department should negotiate a professional service agreement at a price determined to be reasonable and fair to the public after considering the estimated value, the scope, the complexity, and the nature of the services. If unable to negotiate a contract with the highest-ranked design professional, the city may negotiate with other responding design professionals based on their ranking until an acceptable agreement is reached.

If the contemplated procurement has been approved in the department's currently appropriated budget, the department's Director is authorized to execute the service agreement on behalf of the city following review by Legal Services. The original professional service agreement must be provided to the City Clerk and a copy provided to

the Finance Department. Specific questions regarding the procurement should be discussed with Legal Services.

7.3. Professional Design Services over \$100,000: Procurement of professional services estimated to cost over \$100,000 follows the same process as above, except that the service agreement must be approved by the City Council. Once a service agreement has been reached and following review by Legal Services, the original contract must be provided to the City Clerk along with a staff memo explaining the reason for the procurement and the reason for the professional's selection for approval on the Consent Agenda. The agreement must be signed by the Mayor.

7.4. Associated or Phased Projects: When the city has previously awarded a professional design services agreement for an associated or phased project, the employee in charge of the project may elect to negotiate an extended or new professional services agreement when the employee determines it is in the best interest of the city to do so as authorized by [Idaho Code Section 67-2320\(4\)](#). The employee should consider the quality of services rendered by the professional contractor to date, the working relationship between the professional contractor and city staff, whether knowledge and experience gained by the professional contractor on the associated/phased project will add value to the new project, and the time and resources necessary to solicit a new professional contractor and to prepare the new professional contractor to provide the required services. If the employee determines it is in the city's best interest to retain the professional contractor for the associated/phased project the employee should negotiate a new or amended professional service agreement with the professional contractor and complete the procurement using the same contract approval process that would ordinarily be required based on the anticipated extended cost.

8. PUBLIC WORKS CONSTRUCTION

Public Works construction is defined in [Idaho Code section 54-1901](#) and generally encompasses anything that once constructed the public will go on, in, over, upon, through, or that is attached to or within the ground, regardless of cost. If there is any doubt as to whether a project falls under Public Works procurement requirements, departments should follow the stricter procedure and consult with Legal Services. There is no penalty for going through the process of public works procurement if it is not required, however problems can arise if the process is not followed when it should have been.

Department spending limit authority as identified in Section 3 applies to professional service contract awards.

8.1. Public Works Contracts Less Than \$100,000: For public works projects costing less than \$100,000, a formal bidding process is not required. Departments have flexibility in selecting contractors while ensuring that the purchase aligns with the city's best interests.

8.1.1 Licensing Requirements: Idaho does not require a public works license for projects costing less than \$100,000.

8.2. Public Works Contracts between \$100,000 and \$250,000: For public works projects costing between \$100,000 and \$250,000, the city generally must follow an informal solicitation for bids process under [Idaho Code section 67-2805\(1\)](#). It requires:

- i. Written specifications in enough detail to allow an experienced public works contractor to understand the construction project;
- ii. The solicitation must be supplied to at least three (3) owner-designated licensed public works contractors;
- iii. The solicitation must describe the responding party's deadlines (not less than three days) and obligations;
- iv. The city is not required to award the bid to any contractor, however if the contract is awarded it must be awarded to the low bidder. The city may also reject all bids and start the process again.
- v. If the city finds it is impractical to obtain three bids, it may acquire the work in any manner deemed best from a qualified public works contractor quoting the lowest price. In such case, the city must describe the efforts used to obtain at least three bids and maintain such documentation for at least six months.
- vi. The original contract must be provided to the city clerk along with a staff memo explaining the reason for the procurement and the reason for the contractor's selection for approval. After receipt of this information the clerk will place the item on the City Council Agenda. The contract must be approved by the Council and signed by the Mayor.

8.2.1 Licensing Requirements: Idaho requires public works licenses for projects over \$100,000 with the appropriate licensure level determined by the amount of the contract.

8.3. Public Works Contracts Greater Than \$250,000: For public works projects exceeding \$250,000, the city must generally follow a formal competitive bidding process under [Idaho Code section 67-2805\(2\)](#). The formal bidding process requires most of the same steps as the informal process with the addition of a requirement that the notices be published in the city's official newspaper. There are two types of formal bidding options available. Category A is where specifications are prepared and then advertised in the paper and the lowest bidder is awarded the contract. Category B uses a two-step prequalification process which only allows pre-qualified contractors to submit bids, and the bid is awarded to the lowest bid from those prequalified contractors. For either category, Idaho requires public works license at the licensure level based on the amount of the contract.

8.3.1 Category “A”: Competitive bidding is open to any licensed public works contractor desiring to bid. In awarding a Category “A” bid, the city may only consider the amount bid, a bidder’s compliance with administrative requirements of the bidding process, and whether the bidder holds the requisite license. This process requires:

1. Written specifications (see above);
2. That the public works contractor be licensed at the time he/she submits a bid, subject to federal funding exception;
3. Licensed Subcontractors that must be listed in the bid are:
 - a) HVAC (heating, ventilation and air conditioning); and
 - b) Plumbing; and
 - c) Electrical.
4. Publishing two notices soliciting bids in the city’s official newspaper at least seven (7) and fourteen (14) days before the date for opening bids, setting forth the date and time for the public opening of bids. The notice must be submitted to the city clerk who will oversee the publication;
5. Providing of a bid bond of at least 5% of the amount bid. A bid shall not be considered unless one of the forms of bidder’s security is enclosed with it. The bid security may be any of the following:
 - a) cash
 - b) cashier’s check made payable to the city;
 - c) certified check made payable to the city;
 - d) bidder’s bond executed by a qualified surety company, made payable to the city.
6. Written objections to the specifications or bidding procedures must be received by the Clerk at least three (3) days before the date and time bids are scheduled to be opened;
7. The contract is awarded to the lowest responsive bidder.
 - a) A responsive bidder is one who has complied with the requirements set forth above (i.e. a licensed contractor who has listed all licensed subcontractors, posted applicable bonds, and responded to the solicitation in the manner requested).
 - b) The city may also reject all bids and go through the process again or may make a finding that it is more economical to purchase on the open market after consultation with Legal Services.

8. Bids cannot be withdrawn after the date and time set in the notice for the opening of the bids. Once received, the sealed bids shall be opened by the city clerk in public at a designated time and place and thereafter submitted to the department head for review. The original contract must be provided to the city clerk along with a staff memo explaining the reason for the procurement and the reason for the contractor's selection for approval. After receipt of this information the clerk will place the item on the City Council Agenda. The contract must be approved by the Council and signed by the Mayor.

9. If the successful bidder fails to execute the contract, the amount of the bidder's security may be forfeited to the city and the proceeds shall be deposited in a designated fund and used to procure alternative services from another bidder.

10. If the bid is awarded to the next lowest bidder, the bidder's security shall be applied to the difference between lowest bidder and next lowest bidder's prices, and any remaining shall be returned, less administrative costs.

11. If the city decides to award a competitively bid contract involving the procurement of Public Works construction to a bidder other than the apparent low bidder, then it must declare its reasons for doing so on the record and shall communicate such reasons in writing to all persons who have submitted a competing bid ([see Idaho Code section 67-2508\(2\)\(a\)\(ix\)](#));

12. After the bid is awarded, but before the contract is entered, payment and performance bonds of at least 85% each; i.e., payment bond must be 85% of bid and the performance bond must be 85% of the bid ([see Idaho Code section 54-1926](#)), must be provided to the city.

8.3.2 Category "B": Competitive bidding is open to only those licensed public works contractors which have met preliminary supplemental qualifications established by the City.

1. The solicitation for bids in category B procurement consists of two stages ([see Idaho Code section 67-2805\(2\)\(b\)](#)):

a) The first stage is where a determination is made as to whether interested licensed prime and/or specialty contractors meet the pre-qualifications established for the project, and

b) The second stage is where bids are accepted only from prequalified contractors.

2. Prequalification:

a) Notice of the prequalification stage must be given in the same manner that notice of competitive bidding is provided for a category A formal bid request.

- b) The notice must provide a specific date and time by which qualifications statements must be received and the standards for evaluating the qualifications of prospective bidders, including the review body.
- c) Prequalification standards may include:
 - (1) Demonstrated technical competence;
 - (2) Experience constructing similar facilities;
 - (3) Prior experience with the city;
 - (4) Available nonfinancial resources, equipment and personnel as they relate to the subject project; and
 - (5) Overall performance history based upon a contractor's entire body of work.
- d) Licensed contractors desiring to be prequalified must submit a written response to the city's request for qualifications.
- e) Written objections to pre-qualification procedures must be received at least three business days before the due date.
- f) After a review of qualification submittals, the City determines which licensed contractors meet the prequalification standards.
- g) If the City determines that a contractor has failed to meet the prequalification standards, the City must provide a written statement of the reasons for the determination.
- h) An appeal process is available to any licensed contractor that fails the prequalification stage.

3. Bidding:

- a) After the completion of the prequalification stage, the bidding stage proceeds in the same manner as in Category "A" procurement, except that bids may only be submitted by pre-qualified bidders and must be presented and delivered under sealed cover. Advertising in the paper is not required.
- b) The contract is awarded to the qualified bidder submitting the lowest responsive bid.
- c) The City may also reject all bids and go through the process again or may make a finding that it is more economical to purchase on the open market after consultation with Legal Services.
- d) If no bids are received the City may make the expenditure without further competitive bidding process.

8.4. Design-Build and Construction Manager/General Contractor ("CM/GC")

Contracts: Design-Build and CM/GC delivery methods are permitted and may be utilized by the city for Public Works construction in lieu of the typical Design, Bid, Build, method outlined above. If either a Design-Build or CM/GC solicitation is contemplated, the department must coordinate with Legal Services regarding the process.

9. RECORD KEEPING AND TRANSPARENCY

All procurement-related records are public records under Idaho law and must be maintained in accordance with the City's record retention policy. Each department initiating a purchase is responsible for documenting the process as it occurs, submitting copies of contracts, purchase orders and supporting memos to the City Clerk and Finance Department and retaining records for the required timeframes. Records to be retained include all correspondence and investigation of cost and performance data.

DRAFT



Proclamation

Fair Housing Month

Whereas, April 2026 marks the 58th anniversary of the passage of Title VIII of the Civil Rights Act of 1968, commonly known as the Federal Fair Housing Act; and

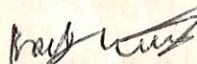
Whereas, the Idaho Human Rights Commission Act has prohibited discrimination in housing since 1969; and

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; and equal access to housing is an important component of this goal-as fundamental as the right to equal education and employment; and housing is a critical component of family and community health and stability; and

Whereas, housing choice impacts our children's access to education, our ability to seek and retain employment options, the cultural benefits we enjoy, the extent of our exposure to crime and drugs, and the quality of health care we receive in emergencies; and ongoing education, outreach and monitoring are key to raising awareness of fair housing principles, practices, rights and responsibilities; and only through continued cooperation, commitment and support of all Idahoans can barriers to fair housing be removed; and

Now, therefore, I, Randy Westlund, Mayor of the City of Post Falls, Idaho, do hereby proclaim April 2026 to be Fair Housing Month in the City of Post Falls.

Dated this 2nd of April, 2026.



Mayor City of Post Falls



**CITY COUNCIL
MEETING MINUTES**

**March 17, 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. City Center Parking LID and Pleasant View URD Discussion

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

Members of the Post Falls Urban Renewal Agency were also present for the discussion (there was not a quorum of commissioners).

Community Development Director Bob Seale presented on a possible City Center Parking Local Improvement District (LID) . The LID would be used to add parking and frontage improvements for specific streets in the downtown area. Council had concerns about any residential lots in the area that would be required to pay the LID fees. Another possibility for area improvements is to go to the voters for a bond. Back-in angled parking issues downtown were also discussed. The Pleasant View URD discussion was postponed due to time constraints.

Workshop adjourned at 5:51pm

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

INVOCATION

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

PLEDGE OF ALLEGIANCE

ROLL CALL OF CITY COUNCIL MEMBERS

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

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

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

Mayor Randy Westlund: There will be a trash pick-up day along I90 through a volunteer program on April 11th. That area is maintained by ITD, not the City. The city is accepting applications for the Parks and Recreation Commission. Post Falls Parks and Recreation is hosting a Job Fair on March 25th. Post Falls Police is hosting Coffee with A Cop on Tuesday March 31st. The Parks and Recreation is hosting the annual Easter Egg Hunt on April 4th.

a. Post Falls Urban Renewal Agency Annual Report

Urban Renewal Agency Director Joe Johns presented the 2025 report for the agency. The annual report and financial information are available in the city clerk's office and on the URA website. Previously closed district financial information was reviewed. Active district projects were then discussed.

b. Appointment of Planning and Zoning Commissioner - Michael Floch

Michael Floch was present for questions from council regarding his application to the Planning and Zoning Commission.

Motion by Malloy to Approve the Appointment of Planning and Zoning Commissioner - Michael Floch.

Second by Ziegler

Ayes: City Council Plew, City Council Malloy, City Council Ziegler, City Council Mosby, City Council Lucca

Nays: City Council Steigleder

Motion Carried

AMENDMENTS TO THE AGENDA

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

None

DECLARATION OF CONFLICT, EX-PARTE CONTACTS AND SITE VISITS

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

None

1. CONSENT CALENDAR

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

ACTION ITEMS:

- a. Minutes – March 3, 2026, City Council Meeting
- b. Payables 03/04/2026 - 03/18/2026
- c. January Cash and Investments Report
- d. Park Furnishing Surplus

Councilor Steigleder requested a quarterly report on auction information from the approved surplus items.

Motion by City Council Malloy to Approve the consent agenda as presented.

Second by City Council Ziegler.

Ayes: City Council Steigleder, City Council Plew, City Council Malloy, City Council Ziegler, City Council Mosby, City Council Lucca

Motion Carried

2. PUBLIC HEARINGS

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

ACTION ITEMS:

- a. APPEAL WITHDRAWN BY APPLICANT; HEARING CANCELED — River City Corners Special Use Permit Appeal (SUP-25-1 & APL-25-1)
- b. Prairie Avenue Annexation (ANNX-25-5)

Public Hearing Opened: 6:45pm

Planner Justin Sauder presented the staff report for the Prairie Avenue Annexation. The applicant is requesting to annex 20 acres into the city with a Single Family (R1) zoning designation. The location is on Prairie Avenue near Highway 41 and Greensferry Road. The surrounding zoning is mostly commercial and single-family homes. Zone change review criteria was presented. Planning Manager, Jon Manley, presented the history of this property and said that it had been denied annexation with different zoning twice before.

Councilor Ziegler had concerns about the buffer zone between the multi-family or commercial and the single-family zoning here. Planning Manager Manley explained the reasoning behind having the buffer zone in this case.

Steve White with Copper Basin Construction presented as the applicant. They have tried to annex this property twice in the past. They are open to other zoning besides single-family. They

own the property to the north and plan multi-family housing there.

Councilor Plew had concerns about R1 in this area, as the adjacent properties are higher density and commercial.

Mr. White responded that they would be open to higher density zoning like mixed commercial if Council thought that fit better.

Councilor Steigleder was concerned with any residential zoning in this area.

In Favor:

None

Neutral:

None

In Opposition:

Shirley Leonard (Post Falls): She would like more open space and more parks.

Public Hearing Closed: 7:11pm

Council deliberated on the question of annexation.

Public Hearing Re-opened: 7:22pm

Councilor Steigleder had questions about the surrounding road development for City Engineer Robert Palus.

David Leonard (Post Falls): Had a question about density if there were to be 60 residential units and the usage of city services.

Applicant Rebuttal: Cecil Road is a dedicated public right-of-way and will be the outlet for the multi-family site.

Councilor Lucca had questions for the applicant about development of the surrounding parcels and this one. Mr. White responded that their property to the north would not develop until the southern single-family zone was developed.

Public Hearing Closed: 7:34pm

Councilor Mosby asked if the annexation and requested zoning was approved, if the applicant could come back to ask for different zoning. City Attorney Field Herrington answered that the applicant would have to wait a period of time (likely a year) before they could do so.

Motion by City Council Malloy to Approve the Annexation.

Second by City Council Ziegler.

Ayes: City Council Plew, City Council Malloy, City Council Ziegler, City Council Mosby, City Council Lucca

Nays: City Council Steigleder

Motion Carried

Council deliberated on the review criteria for the zoning. They did not feel that the single-family zoning was the best fit for this parcel. City Attorney Herrington explained that if council was going to accept a different, more dense zoning designation that it would be best to continue the hearing so the public could have notice of the higher density possibility. There was also discussion about using development agreements to control the exits on Prairie Avenue.

Motion by City Council Malloy to continue the zoning decision and allow staff to explore options for development agreements with the assumption that they proceed with a residential mixed zone.

Second by City Council Plew.

Ayes: City Council Plew, City Council Malloy, City Council Ziegler, City Council Mosby, City Council Lucca, City Council Steigleder

Motion Carried

3. UNFINISHED BUSINESS/RETURNING ORDINANCES AND RESOLUTIONS

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

ACTION ITEMS:

- a. Update to the City Proclamation Policy

City Attorney Field Herrington explained that the requests from council from the last meeting were added to this update to the proclamation policy.

Motion by City Council Malloy to Approve the Update to the City Proclamation Policy.

Second by City Council Plew.

Ayes: City Council Steigleder, City Council Plew, City Council Malloy, City Council Ziegler, City Council Mosby, City Council Lucca

Motion Carried

4. NEW BUSINESS

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

ACTION ITEMS:

- a. Personnel Policy – Animals in the Workplace Exemption

City Attorney Field Herrington explained the changes to the personnel policy regarding animals in the workplace exemption.

Councilor Plew asked if there were specific situations that brought about these changes. City Attorney Herrington explained that yes, there have been some situations in the past that precipitated this change.

Councilor Steigleder expressed her concern that this exception should not be added as pets

should not be in the workplace.

Councilor Lucca expressed his support for exemptions especially in the Police Department.

Motion by City Council Malloy to Approve the Personnel Policy – Animals in the Workplace Exemption.

Second by City Council Ziegler.

Ayes: City Council Plew, City Council Malloy, City Council Ziegler, City Council Mosby, City Council Lucca

Nays: City Council Steigleder

Motion Carried

b. Standards for Public Works Construction

City Engineer Rob Palus presented the updated Standards for Public Works Construction. These standards and how they were updated collaboratively were explained to council.

Councilor Plew asked if there was a price tag associated with this update. City Engineer Palus respond that no, there is not a cost to the city for the updates that have been presented.

Motion by City Council Malloy to Approve the Standards for Public Works Construction.

Second by City Council Ziegler.

Ayes: City Council Steigleder, City Council Plew, City Council Malloy, City Council Ziegler, City Council Mosby, City Council Lucca

Motion Carried

5. CITIZEN ISSUES

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

Shirley Leonard (Post Falls): She expressed that we need more open space and to leave trails open. She's concerned about child safety and having enough play areas. She also wants more sidewalks.

Bill Carlson (Post Falls): He came as a representative of American Legion Baseball. The Little League pays \$12,000 a year to use the city fields. He doesn't think the league should pay this much as they are public fields.

Councilor Lucca asked what the \$12,000 equated to each participant for the year for the little league.

Mr. Carlson answered that it was a little over \$100 per kid.

Council Steigleder asked how many fields are being used by the league.

Pansy Baker: She explained that she is the Vice President of the Little League. This season, the league is using around seven to eight city fields. There are just under 420 registered players approximately. Fees range from \$90 to \$165 per child depending on age, per year. The league has made some improvements to the fields.

Councilor Steigleder asked of the League had asked the city to deduct the cost of the improvements from their bill.

Ms. Baker responded that yes, they have done that and that no, the league had not been denied any of these requests to reduce their bills.

Councilor Steigleder made the comment that if the American Legion Baseball is using the fields, the public can't use the public fields.

City Administrator Shelly Enderud: Staff will bring additional information to council about the field use fees and agreements.

Steven Suji (Post Falls): He is a Little League coach. He is concerned about the city-use fees because it doesn't leave enough money for scholarships for kids that can't afford the fees.

David Leonard (Post Falls): He was formally an engineer. He's concerned about rules not being enforced and roads failing.

Beth Vinamilam: In the years that they have been on the fields, they have not seen anyone wanting to use the fields at the same time. She is also concerned about the fees.

Nick Baums: He is running for the U.S. Senate race and wanted the council to know.

Joel Brown: He is here with American Legion Baseball. They are giving opportunities for kids that are from lower income families and can't afford travel teams. He thinks the fields are lacking in Post Falls. They also can't play at certain fields on Sundays, which is an issue for tournaments. They are also concerned that they compete with Spokane teams for use of the field.

Julie Hensley (Post Falls): She would like Little League to not have to pay for use of the fields.

Councilor Zielger had comments about how he loves baseball. This is something he wants to get more information on.

6. ADMINISTRATIVE / STAFF REPORTS

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

a. Harmony Place HOA Discussion

Community Development Director Bob Seale presented information on the Harmony Place Homeowners Association (HOA). The HOA has approached the city to dissolve their HOA and have the city take over their common areas (including outside swales). The city does not routinely take on private HOA maintenance responsibilities. Taking the responsibility for Harmony Place's HOA areas would set a precedent for other HOAs which is a concern for city staff. Staff does not recommend taking on the responsibilities.

Councilor Ziegler had questions about enforcement mechanisms. Bob Seale responded that through the maintenance statutes, code enforcement could cite violations. Mayor Westlund stated that before it's a code enforcement issue, it's an eyesore issue. So, it depends on if they want that in their neighborhood or not. Councilor Lucca really wants these codes to be enforced. Councilor Mosby asked if there's a mechanism for the city to enforce issues with the entity rather than the individual property owner. Councilor Steigleder would like to not have building

requirements to the extent that every development has an HOA. Mayor Westlund is not happy with the way these types of things are set up because it gets to where no one really wants to maintain the green spaces, but the reason we have these standards is that we want a beautiful city. The Mayor also asked if there was a way forward with something like a LID or a mechanism to charge the individual residences for the maintenance if the city were to take those on. Councilor Lucca asked staff to look into what enforcement options there are for these types of situations.

7. MAYOR AND COUNCIL COMMENTS

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

8. EXECUTIVE SESSION

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

ACTION ITEMS:

- a. 74-206(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. This paragraph does not apply to filling a vacancy in an elective office or deliberations about staffing needs in general.

Motion by City Council Malloy to enter into executive session pursuant to 74-206(a) and further that no action will be taken during the session that will alsat a reasonable period of time.

Second by City Council Ziegler.

Ayes: City Council Steigleder, City Council Plew, City Council Malloy, City Council Ziegler, City Council Mosby, City Council Lucca

Motion Carried

Executive Session Entered at 9:20pm

Executive Session Ended at 10:06pm

RETURN TO REGULAR SESSION

ADJOURNMENT

Meeting Adjourned at 10:07pm

Randy Westlund, Mayor

Shannon Howard, City Clerk

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

Mayor 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: 4/7/2026**

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: Grace Strickland, CSR/AP
SUBJECT: Payables 03/18/2026 - 04/08/2026

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 4.08.26. 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 \$766,631.11 to be dated 4.08.26. The Hand Check Accountability is for Hand Checks issued 3.13.26-3.27.26 and total \$634,219.61.

ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON:

APPROVED OR DIRECTION GIVEN:

FISCAL IMPACT OR OTHER SOURCE OF FUNDING:

\$1,400,850.72

BUDGET CODE:

Various

ATTACHMENTS:

1. Check Run for Council 4.08.26
2. Hand Checks for Council 4.08.26

Post Falls Check Approval



Packet: APPKT23403 - Check Run for Council 4.08.26
 Vendor Set: 01 - Vendor Set 01

Check Date: 3/31/2026

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
Fund: 001 - GENERAL FUND					
Dept: 411 Mayor & Council					
K098	Kootenai County				
APMWB	Check	FY26 POST FALLS	Kootenai County CityLink FY 2026	001-411.0000.63870	42,873.00
P220	Post Falls Area Chamber of Commerce				
APMWB	Check	72967	Connect4Lunch (Randy Westlund)	001-411.0000.64010	25.00
Dept 411 Total:					42,898.00
Dept: 412 Information Systems					
A0901	AT&T Mobility				
APMWB	Check	745158593	ELE ING 5G MOBILE R980 5GD CHS	001-412.0000.66030	499.99
		745209134	NONSTOCK DEVICES AND ACCESSORY	001-412.0000.66180	581.71
C140	CDW Government Inc.				
APMWB	Electronic Funds Transf	AI49T7R	Adobe Pro License Renewal	001-412.0000.66014	7,191.50
Dept 412 Total:					8,273.20
Dept: 414 Finance					
A4280	Alpine Summit CPAs				
APMWB	Check	15356	Auditing services for fiscal year 2025	001-414.0000.62091	2,268.75
B091	BDS				
APMWB	Electronic Funds Transf	104675	Delinquent Notices	001-414.1445.62170	385.30
		104966	Utility Billing	001-414.1445.62170	6,872.81
		105148	Delinquent Notices	001-414.1445.62170	351.07
		104675		001-414.1445.62190	179.85
		105148		001-414.1445.62190	166.49
		104966	Utility Billing	001-414.1445.62190	3,986.89
C239	CMRS-FP				
APMWB	Check	105000635877 03.1	Postage for Postage Machine	001-414.0000.63070	2,000.00
VEN15004	Forvis Mazars, LLP				
APMWB	Electronic Funds Transf	2847264	TRS Annual License Fee for 09/30/2025 FYI	001-414.0000.62040	4,000.00
V040	ODP Business Solutions				
APMWB	Check	460495081001	Office Supplies-Recreation	001-414.0000.63060	7.33
VEN02035	Staples, Inc				
APMWB	Check	6057014869	Office Supplies-Finance	001-414.0000.63060	104.64
Dept 414 Total:					20,323.13
Dept: 415 City Clerk					
C291	Coeur d' Alene Press				
APMWB	Check	0000046274-02242	Printing of Ord 1548	001-415.0000.62000	74.22
		00000046274-0224	Printing of Ordinance 1548	001-415.0000.62000	74.22
VEN03335	FrancoTyp-Postalia Inc				
APMWB	Check	RI107154113	POSTBASE VISION PSD COMMERCIAL	001-415.0000.66080	156.00
Dept 415 Total:					304.44
Dept: 417 Media/Cable Franchise					
VEN14766	CivicPlus, LLC				
APMWB	Check	365725	Annual Renewal	001-417.0000.66014	9,042.40
Dept 417 Total:					9,042.40
Dept: 421 Police					
A0690	AccessData Corp				
APMWB	Check	12074837	Monthly Shredding Services	001-421.0000.62040	90.92
A254	Allegra Print & Imaging				
APMWB	Electronic Funds Transf	215279	Impound Notice Forms	001-421.0000.63210	883.39

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
VEN14572	Axon Enterprise, Inc	APMWB	Electronic Funds Transf	INUS427678	New Hire Cradlepoints	001-421.0000.62040	2,266.56
				INUS430946	Axon Licenses	001-421.0000.67020	856.80
B160	Body By Scotty Towing	APMWB	Check	46719	Vehicle 141 Repairs	001-421.0000.67170	1,975.36
				46720	PFPD165 Front End Repairs	001-421.0000.67170	1,500.00
VEN14905	Car Wash Plaza	APMWB	Check	1727	Car Wash Services - Feb	001-421.0000.67170	100.00
C220	Coleman Oil Co	APMWB	Electronic Funds Transf	CP-0368912	PD Gasoline	001-421.0000.64030	6,911.43
C3090	Columbia Electric Supply	APMWB	Electronic Funds Transf	1120-1024385	Cable Ties for Evidence	001-421.0000.63920	242.08
C410	Country Lock & Key, Inc.	APMWB	Electronic Funds Transf	9378494521	Evidence Door Maintenance	001-421.0000.68010	140.00
VEN15186	CW Upfitters	APMWB	Electronic Funds Transf	1767	Push Bumper install - PFPD145	001-421.0000.67170	1,269.00
VEN14874	Debra J Salish	APMWB	Check	26-18	Uniform Tailoring - Flood	001-421.4000.72000	28.00
				26-19	Uniform Patches - Roach	001-421.4000.72000	12.00
VEN14737	DetectaChem, Inc	APMWB	Check	INV22683	MobileDetect Pouches	001-421.0000.63920	842.38
G020	Galls, LLC	APMWB	Electronic Funds Transf	034419362	New Hire Equipment - Gift, Green	001-421.0000.67020	40.80
				034389663	New Hire Equipment - Green, Gift	001-421.0000.67020	89.50
				034444654	New Hire Equipment - Gift, Green	001-421.0000.67020	208.93
				034419358	Uniform Belts - Gift, Green	001-421.4000.72000	268.14
				034423656	Class A Dress Hat Sample	001-421.4000.72000	96.24
				034419370	Uniform Belt Keepers - Gift, Green	001-421.4000.72000	42.50
				034470042	New Hire Belt Keeper	001-421.4000.72000	42.50
VEN01683	Goodyear Tire & Rubber Company	APMWB	Check	197-1163911	PFPD172 Tires	001-421.0000.67190	557.00
L140	Lynn Peavey Company	APMWB	Check	425520	Evidence Fentanyl Stickers & Handgun Boxes	001-421.0000.63920	154.99
VEN14015	Midway Hyundai	APMWB	Check	45849	PFPD137 Door Grip	001-421.0000.67100	230.40
				193686	PFPD134 Mount & Balance, Alignment	001-421.0000.67170	228.95
				193651	PFPD163 Mount & Balance, Alignment	001-421.0000.67170	228.95
VEN12699	Mike White Ford of Coeur d'Alene	APMWB	Check	110830	PFPD133 Gaskets	001-421.0000.67100	39.04
VEN08971	Mister Green	APMWB	Check	37369	Spring Weed Control	001-421.0000.68010	550.00
N001	Napa Auto Parts	APMWB	Check	384228	PD Stock - Batteries	001-421.0000.63130	43.71
				384018	PD Shop - Surface Discs	001-421.0000.67090	8.40
				382421	PFPD190 Battery & Core Deposit	001-421.0000.67100	214.70
				382960	PFPD121 Air Door Actuator	001-421.0000.67100	20.52
				383343	PD Stock - Silicone Brake Lube	001-421.0000.67100	17.05
				382988	PFPD121 HVAC Defrost Actuator	001-421.0000.67100	30.60
				383793	PFPD147 - Spark Plugs	001-421.0000.67100	58.32
				383782	PD Stock - Oil Filters	001-421.0000.67100	58.44
				382430	PFPD147 Water Pump	001-421.0000.67100	99.34
				383737	PFPD147 Fluid Reservoir & Manifold Gasket	001-421.0000.67100	115.53
				382990	PFPD158 Wiper Motor & Core Deposit	001-421.0000.67100	141.07
				383135	PFPD144 Battery & Core Deposit	001-421.0000.67100	144.55
				383332	PFPD92 Brake Pads & Rotors	001-421.0000.67100	238.97
				383879	PFPD172 Brake Pads & Rotors	001-421.0000.67100	236.97
				382946	PFPD108 Battery & Core Deposit	001-421.0000.67100	309.68
				382432	PFPD147 Oil Filter Adapter	001-421.0000.67100	274.97
				382926	PFPD108 Brake Fluid, Battery, Core Deposit	001-421.0000.67100	171.40
				384253	PFPD127 Spark Plugs	001-421.0000.67100	190.40
				384254	PFPD127, 155 Floor Liners	001-421.0000.67100	221.66

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
		APMWB	Check	383213	PD Battery, Core Deposit, Solenoid Returns	001-421.0000.67170	-404.55
VEN03694	Otis Elevator Company	APMWB	Check	100402269305	City Hall Elevator Maintenance 4/26 - 6/26	001-421.0000.68060	706.89
VEN04390	Personnel Evaluation, Inc.	APMWB	Check	57290	Applicant Testing - Feb	001-421.0000.62040	25.00
P4384	Proforce Law Enforcement	APMWB	Check	596499	Communication System for Gas Masks	001-421.0000.67020	7,407.70
VEN14817	Public Safety Psychological Services	APMWB	Check	7053	Applicant Testing	001-421.0000.62040	520.00
R251	Serights Ace Hardware	APMWB	Check	374461/1	Hardware for PD IT	001-421.0000.67030	12.35
VEN02035	Staples, Inc	APMWB	Check	6057014871	Office supplies-Police	001-421.0000.63060	100.02
VEN14902	The Bunker Tri-Cities LLC	APMWB	Electronic Funds Transf	INV/2026/00813	Jumpsuit Repairs - Scott	001-421.4000.72000	170.00
T118	TPI Embroidery	APMWB	Check	13206	Uniform Hat - DeKeles	001-421.4000.72000	38.66
Dept 421 Total:							31,068.21
Dept: 423 Oasis							
VEN15224	North Idaho Family Law, PLLC	APMWB	Check	123274	VSU Client Legal Services	001-423.1153.68400	780.00
Dept 423 Total:							780.00
Dept: 424 Legal							
C210	City of Post Falls	APMWB	Check	0196367	Legal - On-Site Record Destruction Lg	001-424.0000.63060	62.00
VEN02035	Staples, Inc	APMWB	Check	6057014870	Office Supplies-Legal	001-424.0000.63040	93.42
Dept 424 Total:							155.42
Dept: 427 Animal Control							
C220	Coleman Oil Co	APMWB	Electronic Funds Transf	CP-0368912	PD Gasoline	001-427.0000.64030	186.23
F070	Fire Safety Specialists	APMWB	Check	28140	AC Annual Fire Extinguisher Maintenance	001-427.0000.68010	62.85
Dept 427 Total:							249.08
Dept: 431 Streets							
A497	Arrow Construction Supply, Inc	APMWB	Check	S24191	ADA domes	001-431.0000.68150	732.18
VEN05261	CDA PAVING	APMWB	Check	112988	3/4" MINUS for pothole patching	001-431.0000.68130	76.32
C280	Coeur d'Alene Power Tool	APMWB	Check	2-303521	Miscellaneous Parts	001-431.0000.63260	7.99
VEN15012	Frost Solutions LLC	APMWB	Check	3217	Frost solutions lease subscription	001-431.0000.68080	8,700.00
VEN01373	Intermountain Sign & Safety	APMWB	Check	22256	Telspar posts, aluminum blanks cut	001-431.0000.63260	201.00
				22260	Aluminum Blanks	001-431.0000.63260	225.00
N001	Napa Auto Parts	APMWB	Check	383341	Starbrite Antifreeze for Deicer systems	001-431.0000.63525	61.94
VEN05363	North 40 Outfitters	APMWB	Check	054551/E	MEASURING WHEEL- - 3' STEEL	001-431.0000.63260	199.99
				54560/E	MEASURING WHEEL- 3' STEEL	001-431.0000.63260	-199.99
B100	Owen Equipment Company	APMWB	Check	00131813	6 rear brooms for sweeper	001-431.0000.63520	5,149.96
VEN02884	Rodda Paint	APMWB	Check	45265732	2026 Traffic paint reflective beads	001-431.0000.68100	7,956.00
R251	Serights Ace Hardware	APMWB	Check	373994/1	Wall Anchors to put workboard on the wall	001-431.0000.63000	4.95

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
		APMWB	Check	374029/1	PB Blaster	001-431.0000.63000	11.69
				374337/1	Odor control, damp rid	001-431.0000.63000	12.76
				374467/1	TRASH CAN	001-431.0000.63000	48.58
				374028/1	Repair of Blower	001-431.0000.63000	200.66
				374141/1	parts bins, cords, clamps	001-431.0000.63260	42.37
				374494/1	sign cleaning products	001-431.0000.63260	51.14
				373986/1	nuts & bolts , strap wrench set	001-431.0000.63260	75.19
				374047/1	QUIKRETE & Extension cords	001-431.0000.63260	463.61
				374191/1	Glue	001-431.0000.63260	13.49
				374447/1	WEDGE ANCHORS	001-431.0000.63260	37.99
				374247/1	5G bucket	001-431.0000.63260	5.03
				374169/1	PROPANE	001-431.0000.63260	39.06
				374481/1	COMPOSITE SHIMS	001-431.0000.63260	10.04
				374275/1	RV/MARINE ANTIFREEZE for Deicer tanks	001-431.0000.63525	17.95
				374455/1	Saw Blades, Engraver & paint markers	001-431.0000.67090	50.54
				374430/1	Dewalt Batteries, Hammer	001-431.0000.67090	219.64
				374176/1	CLAMP 5"TO 7" SS	001-431.0000.67090	12.39
				374195/1	Key cuts	001-431.0000.68010	35.92
				374175/1	ball joints, wrench, waste bin	001-431.0000.68100	85.46
				374296/1	TRASH CAN	001-431.0000.68130	24.29
				374495/1	5 GALLON BUCKET & LID	001-431.0000.68130	17.78
				374498/1	SAND MIX 60# QUIKRETE	001-431.0000.68150	40.45
				374361/1	Spray Bottle, scrapers, putty knives	001-431.0000.68150	25.85
				374502/1	HYDRAULIC CEMENT 5LB	001-431.0000.68150	11.69
				374407/1	Heater hose, adapters. Ball valves	001-431.0000.68150	16.95
VEN02035	Staples, Inc						
		APMWB	Check	6057014872	Office Supplies-Recreation	001-431.0000.63060	35.05
T1195	Traffic Safety Supply Co, Inc.						
		APMWB	Check	INV089468	Cone Signs and Tripod stands	001-431.0000.63260	454.71
Z026	Ziegler Lumber Co #017						
		APMWB	Check	1082698	Straight cut Iron Snips	001-431.0000.67090	14.99
Dept 431 Total:							25,190.61
Dept: 433 Facility Maintenance							
C410	Country Lock & Key, Inc.						
		APMWB	Electronic Funds Transf	9378494550	Re-Key Master Re-Key	001-433.0000.63730	51.25
						001-433.0000.68010	25.00
P310	Platt Electric Supply						
		APMWB	Check	20Z7867	EVE EN95 .5V D ALKALINE BATT 0020324	001-433.0000.63720	503.77
						001-433.0000.63730	90.97
S0760	Seltice Laundry						
		APMWB	Check	8/973	Drop Off Laundry 12 lbs	001-433.0000.63160	30.60
				8/972		001-433.0000.63160	30.60
				8/923	Drop Off Laundry 10 lbs	001-433.0000.63160	25.50
				8/914	Drop Off Laundry 22 lbs	001-433.0000.63160	56.10
				8/1005	Drop Off Laundry 14 lbs	001-433.0000.63160	35.70
				8/1004	Drop Off Laundry 19 lbs	001-433.0000.63160	48.45
				8/1003	Drop Off Laundry 18 lbs	001-433.0000.63160	45.90
				8/971	Drop Off Laundry 18 lbs	001-433.0000.63160	45.00
				8/952	Drop Off Laundry 17 lbs	001-433.0000.63160	43.35
				8/937	Drop Off Laundry 14.1 LBS	001-433.0000.63160	35.70
				8/922	Drop Off Laundry 15 lbs	001-433.0000.63160	38.25
				8/890		001-433.0000.63160	38.25
				8/913		001-433.0000.63160	38.25
W0226	Walter E Nelson Co						
		APMWB	Electronic Funds Transf	568435	cleaning supplies	001-433.0000.63150	584.46
Dept 433 Total:							1,767.10
Dept: 434 Fleet Maintenance							
A1395	Advanced Compressor & Hose Inc						
		APMWB	Check	102814	HYDRAULIC HOSE - P311	001-434.0000.63012	150.37

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
		APMWB	Check	102715	Soft Shackle straps	001-434.0000.67090	44.75
VEN15228	CAL-LINE Northwest, LLC						
		APMWB	Check	05300189	Chipper parts - UF400	001-434.0000.63012	333.17
VEN14736	Cintas Corporation No. 3						
		APMWB	Check	4261939486	Fleet laundry & rug service	001-434.0000.63160	123.40
				4262693228	Fleet Laundry & Rug Service	001-434.0000.63160	140.40
				4263441512		001-434.0000.63160	145.11
C0790	Cobalt Truck Equipment						
		APMWB	Check	S27439	Rope Ring W/Fitting - F101	001-434.0000.63011	114.03
VEN15186	CW Upfitters						
		APMWB	Electronic Funds Transf	1768	PFPD188 Up-fit parts and Labor	001-434.0000.90010	29,500.17
				1758	PFPD189 Up-fit parts and Labor	001-434.0000.90010	29,500.17
				1769	PFPD187 Up-fit parts and Labor	001-434.0000.90010	29,500.17
				1314	Rear Lights for Durago rear - Parts Only	001-434.0000.90010	16,265.30
				1313	Rear Lights for Durango- Labor Only	001-434.0000.90010	15,600.00
				1756	14- Black Out Modules	001-434.0000.90010	8,930.73
D975	Direct Automotive Distributing						
		APMWB	Check	07J11388	Shipping for inv# 07J11362	001-434.0000.63011	15.05
				07J11362	Filter Kit - F101	001-434.0000.63011	49.89
VEN06546	Findlay Chrysler Dodge Jeep Ram						
		APMWB	Check	261178	MIRROR - M111	001-434.0000.63013	422.40
VEN03826	FMI Equipment						
		APMWB	Check	SPK-1016412	Filters - P310/P311	001-434.0000.63012	432.72
F145	Freightliner Northwest- Spokane						
		APMWB	Check	SR001130166 01	Transmission Repair - S216	001-434.0000.67170	2,323.48
VEN10274	Jordan Sales & Service Inc						
		APMWB	Check	01-40058	Linch Pins - P474	001-434.0000.63012	7.84
VEN03517	Kenworth Sales Company						
		APMWB	Check	024P54901	REMAN SHOE KIT - S216	001-434.0000.63011	124.02
N001	Napa Auto Parts						
		APMWB	Check	381391	Fleet Stock Filters	001-434.0000.63011	139.65
				384059	CALIPER LUBE - Fleet Stock	001-434.0000.63011	16.26
				382512	LIGHT BULB FOR CAT LOADER	001-434.0000.63011	13.92
				383033	Core Deposit Credits	001-434.0000.63011	-108.00
				382284	Fleet Stock - Filters	001-434.0000.63011	27.07
				382809	Battery - S615	001-434.0000.63011	698.16
				382923	PROTECTIVE CAPS - UF115	001-434.0000.63012	8.93
				382774	TRAILER WIRE - UF115	001-434.0000.63012	229.00
				382209	BATTERY - R101	001-434.0000.63012	144.57
				382284	Fleet Stock - Filters	001-434.0000.63012	31.57
				381308	Tachmeter & Gauge - P475	001-434.0000.63012	72.78
				383344	Battery Connector - P619	001-434.0000.63012	6.51
				382297	FLEET STOCK - WIPERS	001-434.0000.63012	64.92
				384060	CALIPER LUBE	001-434.0000.63012	16.26
				384029	Brakes - P126	001-434.0000.63012	339.98
				382788	Core Deposit credit from inv 382209	001-434.0000.63012	-18.00
				381933	FILTERS - P479	001-434.0000.63012	20.53
				382165	Battery Cable Connector - UF105	001-434.0000.63012	14.36
				383000	Return of caps - purchase cable - UF115	001-434.0000.63012	-0.03
				382778	Battery Cable Connector - UF115	001-434.0000.63012	57.44
				381391	Fleet Stock Filters	001-434.0000.63012	162.93
				382779	FLEET STOCK - LIGHT BULBS	001-434.0000.63013	40.20
				382242	FLEET STOCK - WIPERS	001-434.0000.63013	56.35
				382284	Fleet Stock - Filters	001-434.0000.63013	31.58
				381391	Fleet Stock Filters	001-434.0000.63013	162.93
				384060	CALIPER LUBE	001-434.0000.63013	16.26
				383158	Paper Towel Dispenser	001-434.0000.63060	37.16
				382997	SHOP TOWELS	001-434.0000.63110	180.54
				384055	CLEANING DISC KIT	001-434.0000.67090	49.41
				382825	Sanding pads	001-434.0000.67090	67.60
				384130	BIT SET - F101	001-434.0000.67090	169.98

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
		APMWB	Check	368286-2	Battery Charger pack	001-434.0000.67090	399.00
B100	Owen Equipment Company	APMWB	Check	00131769	4M BROOM BEAR - S556	001-434.0000.63011	83.09
P1001	Pape Machinery	APMWB	Check	16657132	Filters - P312	001-434.0000.63012	346.57
P180	Perfection Tire	APMWB	Check	1103844	Oil Change	001-434.0000.67170	999.99
VEN04173	Post Falls Nissan	APMWB	Check	32271	SPEEDOMETER - B107	001-434.0000.63013	372.12
R251	Serights Ace Hardware	APMWB	Check	374267/1	MAGNETIC TRAY	001-434.0000.67090	11.99
				374386/1	Brushes & Rollers for painting trailer decks	001-434.0000.67090	27.50
S390	Spokane House of Hose Inc.	APMWB	Check	INV5221	Bolts - S222	001-434.0000.63011	54.24
				INV5785	Hydraulic Hoses & fittings - S227	001-434.0000.63011	165.98
T118	TPI Embroidery	APMWB	Check	13207	Uniform item - Fleet	001-434.4000.72000	63.57
W180	Western States Equipment	APMWB	Check	IN003532100	Battery - S350	001-434.0000.63011	561.63
Dept 434 Total:							139,559.67
Dept: 441 Urban Forestry							
VEN05363	North 40 Outfitters	APMWB	Check	054472/E	Replacement Strainer for Sprayer for UF	001-441.0000.67010	44.99
				054349/E	Accessory Carabiners & Digging Picks for U	001-441.0000.67090	56.97
R251	Serights Ace Hardware	APMWB	Check	373987/1	Drill/driver bits & chain saw chain for UF	001-441.0000.67010	42.82
				373722/1	2 stroke oil & tags for UF	001-441.0000.67010	36.40
Dept 441 Total:							181.18
Dept: 442 Cemetery							
L109	Lowe's Credit Services	APMWB	Check	78943	Bench drill press	001-442.0000.67090	189.05
R251	Serights Ace Hardware	APMWB	Check	374298/1	screws/oil	001-442.0000.67030	151.05
				374323/1	Concrete for stones	001-442.0000.68170	352.24
Z026	Ziegler Lumber Co #017	APMWB	Check	1087400	Portland Cement	001-442.0000.68170	18.54
Dept 442 Total:							710.88
Dept: 443 Parks							
VEN14551	Andy's Heating & Cooling	APMWB	Check	46977024	Repair paint room furnace	001-443.0000.62180	250.00
C410	Country Lock & Key, Inc.	APMWB	Electronic Funds Transf	9378494572	Keys for Parks Staff	001-443.0000.67030	135.94
F020	Fastenal Company	APMWB	Electronic Funds Transf	IDCOE232096	Hardware for South Parks	001-443.0000.67030	337.88
H003	H.D. Fowler Company	APMWB	Electronic Funds Transf	C663735	Valve box return	001-443.0000.68230	-113.82
H1957	Horizon Distributors Inc	APMWB	Electronic Funds Transf	2S250286	Trimmer line for trimmers	001-443.0000.66190	142.54
N001	Napa Auto Parts	APMWB	Check	384094	Floor Dry for spill clean-up	001-443.0000.63150	19.34
VEN14579	Planet Turf	APMWB	Check	3013763	Field striping paint for spring sports	001-443.0000.68240	1,110.00
R060	Ragan Equipment Co.	APMWB	Check	01-181246	Walker Dr64-3 Decks for our existing Walker	001-443.0000.90010	10,718.00
R1691	River City Paint & Decorating	APMWB	Check	G49D4	Graffiti Cover-up Paint for Treaty Rock & Co	001-443.0000.67050	277.95
S0760	Seltice Laundry	APMWB	Check	8/938	Car washes for parks	001-443.0000.63150	19.20

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
		APMWB	Check	8/1008	Car washing for Parks	001-443.0000.63150	34.73
				8/974	Car washes for Parks	001-443.0000.63150	55.40
R251	Serights Ace Hardware						
		APMWB	Check	374106/1	Hardware for Parks	001-443.0000.67030	40.19
				374324/1	Brace for Chase Park	001-443.0000.67030	17.98
				374060/1	Hardware for Hastings	001-443.0000.67030	14.39
				374056/1	Box with terminals for Syringa Park	001-443.0000.67030	14.49
				374293/1	Paint Rollers for Graffiti	001-443.0000.67050	12.39
				374403/1	Socket Adaptor for Parks	001-443.0000.67090	5.93
				374054/1	Paint brush for Kiwanis	001-443.0000.68160	9.89
				374155/1	Paint and brush for horseshoe pit	001-443.0000.68160	15.28
				374277/1	Elements for water heaters	001-443.0000.68250	33.76
A565	SiteOne Landscape Supply, LLC						
		APMWB	Check	163552590-001	Fertilizer Spreader for Parks	001-443.0000.67020	698.00
				162820942-001	Fertilizer for Parks	001-443.0000.68200	7,318.40
				163228387-001	Irrigation box replacement lids	001-443.0000.68230	187.39
S800	Sybertech Waste Reduction Ltd						
		APMWB	Check	U11259	Big can replacement skirts and lifting platf	001-443.0000.67050	5,359.85
U0010	ULINE						
		APMWB	Check	205235457	Door stops for Depot & Trailhead	001-443.0000.63150	91.14
W0226	Walter E Nelson Co						
		APMWB	Electronic Funds Transf	568122	Graffiti scrubs	001-443.0000.63150	125.78
Dept 443 Total:							26,932.02
Dept: 444 Parks - Construction							
VEN05261	CDA PAVING						
		APMWB	Check	112986	Concrete dumping for Chase Site Work	001-444.1665.93180	425.00
				113072		001-444.1665.93180	420.00
				113017		001-444.1665.93180	392.50
				113039		001-444.1665.93180	960.00
C140	CDW Government Inc.						
		APMWB	Electronic Funds Transf	AI49T7R	Adobe Pro License Renewal	001-444.0000.80030	1,164.82
I340	Interstate Concrete & Asphalt						
		APMWB	Electronic Funds Transf	1114629	Sand for Chase Restroom Rebuild	001-444.1665.93180	280.50
VEN06705	Most Dependable Fountains INC						
		APMWB	Check	INV88048	Drinking Fountain for Chase Park	001-444.1665.93180	5,890.00
Dept 444 Total:							9,532.82
Dept: 445 Recreation							
VEN01020	Cindy Jacobs						
		APMWB	Check	03.17.26	Contractual Services Fitness Classes Feb 20	001-445.0000.62040	121.80
VEN14917	Follow My Lead Studio						
		APMWB	Check	03.25.26	Contractual Services Dance Classes Mar 20	001-445.0000.62040	367.50
VEN12628	Katy Shewmaker						
		APMWB	Check	03.25.26	Contractual Services Yoga March 2026	001-445.0000.62040	143.50
VEN01438	Northwest Martial Arts						
		APMWB	Check	03.17.26	Contractual Services-Martial Arts Feb 2026	001-445.0000.62040	233.80
V040	ODP Business Solutions						
		APMWB	Check	460495081001	Office Supplies-Recreation	001-445.0000.63060	205.69
P4322	Post Falls School Dist #273						
		APMWB	Check	000009	Spring Camp Building Rental	001-445.0000.63080	550.00
S050	Saturday Night Inc.						
		APMWB	Electronic Funds Transf	108901	Youth Soccer T-Shirts U8 Division	001-445.0000.63430	731.40
				108900	Youth Soccer T-shirts Micro5/Mini 6	001-445.0000.63430	1,160.00
				108901	Youth Soccer T-Shirts U8 Division	001-445.0000.63430	111.00
				108899	Soccer T-Shirts Tiny Kickers 3-4 yr olds	001-445.0000.63430	1,146.30
				108902	Youth Soccer T-Shirts U10 Division	001-445.0000.63430	897.00
				108900	Youth Soccer T-shirts Micro5/Mini 6	001-445.0000.63430	4.80
				108902	Youth Soccer T-Shirts U10 Division	001-445.0000.63430	244.30
				108903	Youth Soccer T-Shirts U14 Division	001-445.0000.63430	809.30
				108901	Youth Soccer T-Shirts U8 Division	001-445.0000.63430	2.50

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
		APMWB	Electronic Funds Transf	108903	Youth Soccer T-Shirts U14 Division	001-445.0000.63430	2.50
				108902	Youth Soccer T-Shirts U10 Division	001-445.0000.63430	4.80
				108903	Youth Soccer T-Shirts U14 Division	001-445.0000.63430	4.80
				108871	Outdoor Program Hats for Rec Staff	001-445.4000.72000	103.28
R251	Serights Ace Hardware						
		APMWB	Check	374434/1	Youth Soccer - Compressor Repair Kit	001-445.0000.63080	17.99
VEN02035	Staples, Inc						
		APMWB	Check	6057014873	Office supplies- Recreation	001-445.0000.63060	58.23
				6057014872	Office Supplies-Recreation	001-445.0000.63060	6.68
				6057014873	Office supplies- Recreation	001-445.0000.63060	8.76
Dept 445 Total:							6,935.93

Dept: 451 Planning & Zoning

C291	Coeur d' Alene Press						
		APMWB	Check	0000044472-12262	Public Hearing Notice Prairie Medical ZC-25-	001-451.0000.62000	599.79
				0000045293-01232	Public Notice Heaven View ANN-25-9 & St	001-451.0000.62000	424.20
				0000045296	Public Hearing Notice Mullan ANN-25-7	001-451.0000.62000	308.50
				0000044474-12262	Public Hearing Notice Prairie Annexation AN	001-451.0000.62000	277.69
				000045289-012320	Public Hearing Notice North Chase Place	001-451.0000.62000	419.60
V040	ODP Business Solutions						
		APMWB	Check	461560759001	Office Supplies-Planning	001-451.0000.63060	58.08
Dept 451 Total:							2,087.86

Dept: 452 Building Inspector

B091	BDS						
		APMWB	Electronic Funds Transf	104966	Utility Billing	001-452.0000.62040	50.00
Dept 452 Total:							50.00

Dept: 454 Community Development Admin

VEN13318	OpenGov, Inc						
		APMWB	Electronic Funds Transf	INV25461	OpenGov Renewal INV25461	001-454.0000.66016	50,137.48
Dept 454 Total:							50,137.48

Dept: 481 Capital Improvements/Contracts

VEN03694	Otis Elevator Company						
		APMWB	Check	100402269305	City Hall Elevator Maintenance 4/26 - 6/26	001-481.0000.68060	706.89
Dept 481 Total:							706.89
Fund 001 Total:							376,886.32

Fund: 003 - PERSONNEL BENEFIT POOL

Dept: 482 Personnel Pool

VEN15087	Alliant Insurance Services, Inc						
		APMWB	Electronic Funds Transf	3451643	March 2026	003-482.0000.62040	3,232.00
VEN04994	Gallagher Benefit Services Inc.						
		APMWB	Electronic Funds Transf	366704	March 2026 FSA Fees	003-482.4155.71210	15.00
Dept 482 Total:							3,247.00
Fund 003 Total:							3,247.00

Fund: 008 - 911 SUPPORT

Dept: 426 911 Support

VEN14815	Big Sky Communications Inc						
		APMWB	Check	87987	Dispatch Radio Communication Dock/PTT	008-426.0000.67020	3,150.00
Dept 426 Total:							3,150.00
Fund 008 Total:							3,150.00

Fund: 011 - FACILITY BUILDING RESERVE

Dept: 491 Facility Building Reserve

VEN14808	Ardurra Group, Inc						
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Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount	
		APMWB	Electronic Funds Transf	230061-20969	Parks Dept/Black Bay Parking Lot	011-491.0000.95015	810.00	
VEN14753	Integrus Architecture, P.S.	APMWB	Check	22418.00-12	PWOC Integrus Invoice Feb 2026	011-491.1801.93160	25,437.39	
							Dept 491 Total:	26,247.39
							Fund 011 Total:	26,247.39

Fund: 017 - ANNEXATION FEES

Dept: 410 General Government Services

VEN13951	SCJ Alliance	APMWB	Check	84378	SCJ Alliance Consulting Fees February 2026	017-410.0000.62040	1,244.75	
				84078	SCJ Alliance Consulting Fees - January 2026	017-410.0000.62040	1,631.25	
				84378	SCJ Alliance Consulting Fees February 2026	017-410.0000.62040	1,004.00	
				83823	SCJ Consutling Fee 11/29-12/31	017-410.0000.62040	3,150.34	
				84378	SCJ Alliance Consulting Fees February 2026	017-410.0000.62040	602.00	
							Dept 410 Total:	7,632.34
							Fund 017 Total:	7,632.34

Fund: 035 - PUBLIC SAFETY IMPACT FEES

Dept: 420 Public Safety Impact Fees

VEN14481	HMH Engineering	APMWB	Check	D25030-09	PD Parking Lot - HMH Invoice Feb 2026	035-420.0000.95015	11,515.50	
W090	Welch Comer & Associates, Inc.	APMWB	Electronic Funds Transf	41354180-013	Impact Fee Update	035-420.0000.80300	2,520.00	
							Dept 420 Total:	14,035.50
							Fund 035 Total:	14,035.50

Fund: 037 - STREETS IMPACT FEES

Dept: 431 Streets

W090	Welch Comer & Associates, Inc.	APMWB	Electronic Funds Transf	41354180-013	Impact Fee Update	037-431.0000.80300	2,520.00	
							Dept 431 Total:	2,520.00
							Fund 037 Total:	2,520.00

Fund: 038 - PARKS IMPACT FEES

Dept: 443 Parks

C210	City of Post Falls	APMWB	Check	347669	Sewer Cap Fees for The Quarry Sports Corr	038-443.0000.94165	7,681.00	
VEN14069	Michael Terrell- Landscape Architecture, PLLC	APMWB	Check	6696	Design & Engineering of The Quarry	038-443.0000.94165	4,611.75	
W090	Welch Comer & Associates, Inc.	APMWB	Electronic Funds Transf	41354180-013	Impact Fee Update	038-443.0000.80300	2,520.00	
							Dept 443 Total:	14,812.75
							Fund 038 Total:	14,812.75

Fund: 650 - RECLAIMED WATER OPERATING

Dept: 463 Wastewater Operating

A090	Accurate Testing Labs LLC	APMWB	Check	152907	WRF Monthly Samples	650-463.0000.68360	1,390.00
A1395	Advanced Compressor & Hose Inc	APMWB	Check	102649	Balcrank Diaphragm Pump Alum 1/2"	650-463.0000.68025	654.61
A424	Anatek Labs, Inc.	APMWB	Electronic Funds Transf	2606430	Surface Water Testing 2/2/2026	650-463.0000.68360	581.00
				2606429	Surface Water Testing	650-463.0000.68360	898.00
VEN14124	Badger Meter, Inc.	APMWB	Electronic Funds Transf	1792877	CL2 Membrane & CL2 Electrolyte	650-463.0000.66012	110.02
VEN03129	Barr Tech LLC						

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
		APMWB	Check	11081	Bio Solids Disposal Feb 2026	650-463.0000.62150	70,718.99
VEN14736	Cintas Corporation No. 3	APMWB	Check	4261939685	WWTP Uniforms	650-463.4000.72000	177.44
				4262693395	WWTP Uniforms	650-463.4000.72000	178.59
				4263441607	WWTP Uniforms	650-463.4000.72000	166.15
C3090	Columbia Electric Supply	APMWB	Electronic Funds Transf	1120-1024452	WRF Maintenance CONTACT BLOCK	650-463.0000.68025	336.19
				1120-1024458	WRF Maintenance CONTACTOR 600V 9A	650-463.0000.68025	128.49
G098	Grainger	APMWB	Check	9849114351	WRF Supplies Power Conditioner	650-463.0000.63000	440.64
H030	Hach Company	APMWB	Check	14907860	STRAINER,TEFLON/STAINLESS STEEL	650-463.0000.63400	864.65
K080	Knudtsen Chevrolet and GMAC	APMWB	Check	6299885/1	Oil Change & Tire Rotation W122	650-463.0000.67170	157.18
L01935	Landia, Inc.	APMWB	Check	16718	WRF Maintenance Wear Bush, POP Gear	650-463.0000.68010	1,185.00
				16712	Spare AX Pump for WRF	650-463.3122.68400	23,597.00
M113	Midpoint Bearing	APMWB	Check	97458152	Repairs/Maintenance on AO Mixers	650-463.0000.68025	935.90
				97458893	Maintenance on AO Mixer	650-463.0000.68025	270.96
N001	Napa Auto Parts	APMWB	Check	384034	WRF Maintenance NBH FHP BELT	650-463.0000.68010	27.72
				073553	WRF Maintenance TRUFLEX V-BELT	650-463.0000.68010	9.24
N040	NCL of Wisconsin, Inc.	APMWB	Check	532772	pk (15/pk) H-28118-15, m-tec agar plates, m	650-463.0000.63400	346.34
				532488	Lab Supplies WWTP	650-463.0000.63400	866.71
VEN04172	Northwest Scientific, Inc.	APMWB	Electronic Funds Transf	5200681	Lab Supplies	650-463.0000.63400	737.71
V040	ODP Business Solutions	APMWB	Check	462904450001	Office supplies-Wastewater	650-463.0000.63060	181.30
R1913	Rockhound Landscape Supply	APMWB	Check	301 3.3.26	Surface water Div 2 yards rock	650-463.0000.68380	84.00
R251	Serights Ace Hardware	APMWB	Check	374329/1	KNEELING MAT 14"X21" CLC	650-463.0000.63000	15.29
				374331/1	WRF Supplies PINCH CLAMP	650-463.0000.63000	3.86
				374329/1	KNEELING MAT 14"X21" CLC	650-463.0000.63000	7.01
				374278/1	WRF Supplies DUR BATT LTHM 2450 1PK	650-463.0000.63000	29.65
				374331/1	WRF Supplies PINCH CLAMP	650-463.0000.63000	13.49
				374329/1	KNEELING MAT 14"X21" CLC	650-463.0000.63000	75.58
				374279/1	WRF Supplies 20V MX ATMC 2K HMRDR II	650-463.0000.67090	312.55
				374002/1	WRF Tools RATCHET 72TEETH 1/2"	650-463.0000.67090	35.09
				374114/1	WRF Supplies	650-463.0000.68025	53.03
W0226	Walter E Nelson Co	APMWB	Electronic Funds Transf	567605	LOCTITE LONGNECK BOTTLE SUPER GL	650-463.0000.63400	15.64
Z026	Ziegler Lumber Co #017	APMWB	Check	1082218	WRF Supplies	650-463.0000.63000	71.62
Dept 463 Total:							105,676.64
Dept: 466 Wastewater - Collections							
A1395	Advanced Compressor & Hose Inc	APMWB	Check	102693	Anchor Shackle	650-466.0000.63330	64.92
VEN14808	Ardurra Group, Inc	APMWB	Electronic Funds Transf	240451-20982	41 & Poleline Sewer Ardurra Invoice Feb 20	650-466.3221.68400	928.75
B120	Big Country Communications	APMWB	Check	23159	WRF Collections Control Cable	650-466.0000.63006	107.55
VEN14736	Cintas Corporation No. 3	APMWB	Check	4262693395	WWTP Uniforms	650-466.4000.72000	178.58
				4261939685	WWTP Uniforms	650-466.4000.72000	177.44
				4263441607	WWTP Uniforms	650-466.4000.72000	166.14
I110	Idaho Fence Co, Inc.	APMWB	Check	0041993	Montrose fence	650-466.0000.90010	9,720.68

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
VEN05363	North 40 Outfitters						
	APMWB	Check	054611/E	Idaline LS Float Tree	650-466.0000.68021	59.98	
P180	Perfection Tire						
	APMWB	Check	1103924	Tires, mount & balance for T118	650-466.0000.67170	1,272.64	
P4900	Pumptech, Inc						
	APMWB	Electronic Funds Transf	19128	WRF Collections Air Pump	650-466.0000.63006	1,027.00	
R251	Serights Ace Hardware						
	APMWB	Check	374145/1	WRF Collections Supplies	650-466.0000.63000	5.93	
			374083/1	BATTERY 6V FOR FLOW METERS	650-466.0000.63330	25.16	
			374248/1	WRF Collections Supplies SCRATCH BRUS	650-466.0000.63330	7.73	
VEN14987	SWS Equipment LLC						
	APMWB	Check	P26225SPO	CCTV Panoramo 150 Wheel Adapter	650-466.0000.63330	559.07	
VEN01248	United Crown Pump & Drilling						
	APMWB	Check	109318	30PCNC 1002137 Sensor float control	650-466.0000.63006	340.00	
VEN15222	Valley Electric Inc						
	APMWB	Check	Montrose Highlands	Montrose Highlands - Valley Elect Pay App F	650-466.3104.68400	8,243.15	
						Dept 466 Total:	22,884.72

Dept: 468 Wastewater - Surface Water

A090	Accurate Testing Labs LLC						
	APMWB	Check	152971	WRF Stormwater Testing	650-468.0000.68360	450.00	
H1957	Horizon Distributors Inc						
	APMWB	Electronic Funds Transf	2S249980	List Station Grass & Spare Clocks	650-468.0000.68380	335.74	
N001	Napa Auto Parts						
	APMWB	Check	381695	Oil & Filter for Mower D404	650-468.0000.67170	84.07	
R251	Serights Ace Hardware						
	APMWB	Check	374023/1	Stormwater Supplies	650-468.0000.68380	28.93	
			374388/1	GARDEN SPADE AND LAWN FOOD	650-468.0000.68380	71.97	
			374135/1	WRF Swale Supplies	650-468.0000.68380	31.67	
S460	Spray Center Electronics, Inc.						
	APMWB	Check	8732	Stormwater Supplies PRES.RELIEF VALVE	650-468.0000.68380	107.60	
						Dept 468 Total:	1,109.98
						Fund 650 Total:	129,671.34

Fund: 651 - RECLAIMED WATER CAPITAL - WWTP

Dept: 463 Wastewater Operating

VEN14753	Integrus Architecture, P.S.						
	APMWB	Check	22418.00-12	PWOC Integrus Invoice Feb 2026	651-463.3100.95520	8,093.71	
VEN14291	Sletten Construction Company						
	APMWB	Electronic Funds Transf	AFP 53 FINAL	Tertiary Upgrade Sletten FINAL Pay APP	651-463.3213.90015	100,000.00	
						Dept 463 Total:	108,093.71
						Fund 651 Total:	108,093.71

Fund: 652 - RECLAIMED WATER CAPITAL - COLLECTOR

Dept: 463 Wastewater Operating

W090	Welch Comer & Associates, Inc.						
	APMWB	Electronic Funds Transf	41354160-025	Guy LS Decom Fisher Gravity Welch Invoice	652-463.3129.95520	120.00	
			41354141-001	Fisher LS - Welch Invoice #1 Feb 2026	652-463.3232.95520	13,036.25	
						Dept 463 Total:	13,156.25
						Fund 652 Total:	13,156.25

Fund: 700 - SANITATION

Dept: 461 Sanitation

VEN07913	CANNON HILL						
	APMWB	Check	44645	Wood waste	700-461.0000.65050	322.00	
			44869	Dumpster of wood waste	700-461.0000.65050	625.00	
						Dept 462 Total:	947.00

Packet: APPKT23403 - Check Run for Council 4.08.26
 Vendor Set: 01 - Vendor Set 01

Check Date: 3/31/2026

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount	
Fund: 750 - WATER OPERATING								
Dept: 462 Water Operating								
A090	Accurate Testing Labs LLC							
APMWB	Check			152521	IOC ID IOC ID Water Testing	750-462.0000.68360	350.00	
				152894	BACT T PA Coliform Presence/Absence	750-462.0000.68360	240.00	
				153202		750-462.0000.68360	200.00	
				153055		750-462.0000.68360	200.00	
				152981	Coliform Presence/Absence	750-462.0000.68360	200.00	
B025	Backflow Assembly Testing & Supply							
APMWB	Check			S3162601	Backflow Assembly Test Kit Calibration	750-462.0000.63280	1,134.05	
VEN14124	Badger Meter, Inc.							
APMWB	Electronic Funds Transf			80211709	Badger Meter Beacon Hosting Sep 2025	750-462.0000.66012	115.64	
				80227967	Badger Meter Beacon Hosting Feb 2026	750-462.0000.66012	147.04	
				80224796	Badger Meter Beacon Hosting Jan 2026	750-462.0000.66012	143.76	
				80221549	Badger Meter Hosting Unit Dec 2025	750-462.0000.66012	138.88	
				80218248	Badger Meter Beacon Hosting Server Unit N	750-462.0000.66012	138.48	
				80215026	BEACON HOSTING SERVER UNIT Oct 2025	750-462.0000.66012	119.42	
C3090	Columbia Electric Supply							
APMWB	Electronic Funds Transf			1120-1024313	25W, 3400 LUMEN LIGHTS FOR WATER S	750-462.0000.68010	750.00	
VEN14305	General Pacific, Inc							
APMWB	Electronic Funds Transf			1540147	USS US27844 18V Milwaukee Battery Utility	750-462.0000.63280	198.00	
VEN14482	Gunnerson Consulting and Communication Site Services, LLC							
APMWB	Check			6876	Consulting for Cell Tower Leases Feb 2026	750-462.0000.62040	1,605.50	
H003	H.D. Fowler Company							
APMWB	Electronic Funds Transf			I7211661	Water Shop Stock Supplies	750-462.0000.63280	2,403.17	
				I7249764	Curb Box, Bushing & Repair Lid	750-462.0000.63280	2,294.20	
				I7259400	Water Shop Stock Supplies	750-462.0000.63280	289.54	
VEN05270	Idaho Washington Aquifer Collaborative, Inc							
APMWB	Check			2025-12	IWAC 2026 Dues	750-462.0000.62060	1,000.00	
VEN14616	Inductive Automation LLC							
APMWB	Electronic Funds Transf			1424684	Water Scada Upgrade	750-462.0000.80030	23,592.77	
K080	Knudtsen Chevrolet and GMAC							
APMWB	Check			6298999/1	W119 Oil Change & Oil Leak Repair	750-462.0000.67170	1,417.40	
N0991	Norco Inc							
APMWB	Check			0046193329	PURELL ADVANCED INSTANT HAND SAN	750-462.0000.63110	34.56	
				0046193932	HEAVY DUTY VEHICLE BRACKET 5#	750-462.0000.63280	38.45	
VEN15221	Pro Cut Saw & Tool							
APMWB	Electronic Funds Transf			93574	Tapmate 4" & 6"	750-462.0000.67090	510.00	
							Dept 462 Total:	37,260.86
							Fund 750 Total:	37,260.86
Fund: 753 - WATER CAPITAL								
Dept: 462 Water Operating								
VEN14948	Century West Engineering Corp.							
APMWB	Check			251601	Westwood Century West Invoice Feb 2026	753-462.3225.95500	4,455.43	
C291	Coeur d' Alene Press							
APMWB	Check			0000045679	Westwood Bid Ad - CDA PRESS	753-462.3225.95500	234.08	
VEN14753	Integrus Architecture, P.S.							
APMWB	Check			22418.00-12	PWOC Integrus Invoice Feb 2026	753-462.3325.95520	24,281.14	
							Dept 462 Total:	28,970.65
							Fund 753 Total:	28,970.65
							Report Total:	766,631.11



Fund	Account	Amount
001 - GENERAL FUND		
	001-411.0000.63870	42,873.00
	001-411.0000.64010	25.00
	001-412.0000.66014	7,191.50
	001-412.0000.66030	499.99
	001-412.0000.66180	581.71
	001-414.0000.62040	4,000.00
	001-414.0000.62091	2,268.75
	001-414.0000.63060	111.97
	001-414.0000.63070	2,000.00
	001-414.1445.62170	7,609.18
	001-414.1445.62190	4,333.23
	001-415.0000.62000	148.44
	001-415.0000.66080	156.00
	001-417.0000.66014	9,042.40
	001-421.0000.62040	2,902.48
	001-421.0000.63060	100.02
	001-421.0000.63130	43.71
	001-421.0000.63210	883.39
	001-421.0000.63920	1,239.45
	001-421.0000.64030	6,911.43
	001-421.0000.67020	8,603.73
	001-421.0000.67030	12.35
	001-421.0000.67090	8.40
	001-421.0000.67100	2,813.61
	001-421.0000.67170	4,897.71
	001-421.0000.67190	557.00
	001-421.0000.68010	690.00
	001-421.0000.68060	706.89
	001-421.4000.72000	698.04
	001-423.1153.68400	780.00
	001-424.0000.63040	93.42
	001-424.0000.63060	62.00
	001-427.0000.64030	186.23
	001-427.0000.68010	62.85
	001-431.0000.63000	278.64
	001-431.0000.63060	35.05
	001-431.0000.63260	1,626.62
	001-431.0000.63520	5,149.96
	001-431.0000.63525	79.89
	001-431.0000.67090	297.56
	001-431.0000.68010	35.92
	001-431.0000.68080	8,700.00
	001-431.0000.68100	8,041.46
	001-431.0000.68130	118.39
	001-431.0000.68150	827.12
	001-433.0000.63150	584.46
	001-433.0000.63160	511.65
	001-433.0000.63720	503.77
	001-433.0000.63730	142.22
	001-433.0000.68010	25.00
	001-434.0000.63011	1,954.99
	001-434.0000.63012	2,422.42
	001-434.0000.63013	1,101.84
	001-434.0000.63060	37.16
	001-434.0000.63110	180.54
	001-434.0000.63160	408.91

001-434.0000.67090	770.23
001-434.0000.67170	3,323.47
001-434.0000.90010	129,296.54
001-434.4000.72000	63.57
001-441.0000.67010	124.21
001-441.0000.67090	56.97
001-442.0000.67030	151.05
001-442.0000.67090	189.05
001-442.0000.68170	370.78
001-443.0000.62180	250.00
001-443.0000.63150	345.59
001-443.0000.66190	142.54
001-443.0000.67020	698.00
001-443.0000.67030	560.87
001-443.0000.67050	5,650.19
001-443.0000.67090	5.93
001-443.0000.68160	25.17
001-443.0000.68200	7,318.40
001-443.0000.68230	73.57
001-443.0000.68240	1,110.00
001-443.0000.68250	33.76
001-443.0000.90010	10,718.00
001-444.0000.80030	1,164.82
001-444.1665.93180	8,368.00
001-445.0000.62040	866.60
001-445.0000.63060	279.36
001-445.0000.63080	567.99
001-445.0000.63430	5,118.70
001-445.4000.72000	103.28
001-451.0000.62000	2,029.78
001-451.0000.63060	58.08
001-452.0000.62040	50.00
001-454.0000.66016	50,137.48
001-481.0000.68060	706.89
Fund 001 Total:	376,886.32
003 - PERSONNEL BENEFIT POOL	
003-482.0000.62040	3,232.00
003-482.4155.71210	15.00
Fund 003 Total:	3,247.00
008 - 911 SUPPORT	
008-426.0000.67020	3,150.00
Fund 008 Total:	3,150.00
011 - FACILITY BUILDING RESERVE	
011-491.0000.95015	810.00
011-491.1801.93160	25,437.39
Fund 011 Total:	26,247.39
017 - ANNEXATION FEES	
017-410.0000.62040	7,632.34
Fund 017 Total:	7,632.34
035 - PUBLIC SAFETY IMPACT FEES	
035-420.0000.80300	2,520.00
035-420.0000.95015	11,515.50
Fund 035 Total:	14,035.50
037 - STREETS IMPACT FEES	
037-431.0000.80300	2,520.00
Fund 037 Total:	2,520.00
038 - PARKS IMPACT FEES	
038-443.0000.80300	2,520.00
038-443.0000.94165	12,292.75
Fund 038 Total:	14,812.75
650 - RECLAIMED WATER OPERATING	
650-463.0000.62150	70,718.99
650-463.0000.63000	657.14
650-463.0000.63060	181.30
650-463.0000.63400	2,831.05
650-463.0000.66012	110.02

650-463.0000.67090	347.64
650-463.0000.67170	157.18
650-463.0000.68010	1,221.96
650-463.0000.68025	2,379.18
650-463.0000.68360	2,869.00
650-463.0000.68380	84.00
650-463.3122.68400	23,597.00
650-463.4000.72000	522.18
650-466.0000.63000	5.93
650-466.0000.63006	1,474.55
650-466.0000.63330	656.88
650-466.0000.67170	1,272.64
650-466.0000.68021	59.98
650-466.0000.90010	9,720.68
650-466.3104.68400	8,243.15
650-466.3221.68400	928.75
650-466.4000.72000	522.16
650-468.0000.67170	84.07
650-468.0000.68360	450.00
650-468.0000.68380	575.91
Fund 650 Total:	129,671.34
651 - RECLAIMED WATER CAPITAL - WWTP	
651-463.3100.95520	8,093.71
651-463.3213.90015	100,000.00
Fund 651 Total:	108,093.71
652 - RECLAIMED WATER CAPITAL - COLLECTOR	
652-463.3129.95520	120.00
652-463.3232.95520	13,036.25
Fund 652 Total:	13,156.25
700 - SANITATION	
700-461.0000.65050	947.00
Fund 700 Total:	947.00
750 - WATER OPERATING	
750-462.0000.62040	1,605.50
750-462.0000.62060	1,000.00
750-462.0000.63110	34.56
750-462.0000.63280	6,357.41
750-462.0000.66012	803.22
750-462.0000.67090	510.00
750-462.0000.67170	1,417.40
750-462.0000.68010	750.00
750-462.0000.68360	1,190.00
750-462.0000.80030	23,592.77
Fund 750 Total:	37,260.86
753 - WATER CAPITAL	
753-462.3225.95500	4,689.51
753-462.3325.95520	24,281.14
Fund 753 Total:	28,970.65
Report Total:	766,631.11

ACCOUNTS PAYABLE HANDCHECK ACCOUNTABILITY

3/13/2026	\$	100.62	APA002692 AT&T Long Distance
3/13/2026	\$	1,355.74	APA002693 AT&T Mobility
3/13/2026	\$	1,721.03	APA002694 Avista Utilities
3/13/2026	\$	180.09	APA002695 Charter Communications
3/13/2026	\$	178.71	APA002696 Kootenai County Solid Waste
3/13/2026	\$	42,724.13	APA002697 Kootenai Electric
3/13/2026	\$	2,242.65	APA002698 Level 3 Communications
3/13/2026	\$	818.11	APA002699 Ricoh USA Inc
3/13/2026	\$	699.74	APA002700 SpectraSite Communications, LLC
3/18/2026	\$	6,086.75	ACH Robinson Nursery
3/18/2026	\$	106,371.88	APA002810 Avista Utilities
3/18/2026	\$	189.04	APA002811 Charter Communications
3/18/2026	\$	61.05	APA002812 Coeur d'Alene Garbage Service
3/18/2026	\$	25.56	APA002813 H & H Business Systems
3/18/2026	\$	2,262.38	APA002814 Kootenai County Solid Waste
3/18/2026	\$	120.90	APA002815 Kootenai Electric
3/18/2026	\$	414,732.80	APA002816 Northwest Waste and Recycling
3/18/2026	\$	52.09	APA002817 Ricoh USA Inc
3/18/2026	\$	7,876.00	APA002818 Ziplly Fiber
3/18/2026	\$	133.46	APA002819 Ziplly Fiber
3/18/2026	\$	103.69	APA002820 Ziplly Fiber
3/18/2026	\$	92.83	APA002821 Ziplly Fiber
3/27/2026	\$	87.37	APA002822 AT&T Long Distance
3/27/2026	\$	37,381.36	APA002823 Avista Utilities
3/27/2026	\$	165.30	APA002824 Charter Communications
3/27/2026	\$	35.58	APA002825 Kootenai County Solid Waste
3/27/2026	\$	628.49	APA002826 Level 3 Communications
3/27/2026	\$	907.34	APA002827 Level 3 Communications
3/27/2026	\$	357.39	APA002828 Verizon Wireless
3/27/2026	\$	6,197.55	APA002829 Ziplly Fiber
3/27/2026	\$	133.46	APA002830 Ziplly Fiber
3/27/2026	\$	92.83	APA002831 Ziplly Fiber
3/27/2026	\$	103.69	APA002832 Ziplly Fiber
	\$	634,219.61	

FOR CHECK RUN 4/07/26

Pay Before Due Date	Various
Pay Before Due Date	Various
Pay Before Due Date	Various
Pay Before Due Date	001-443.0000.65030
Pay Before Due Date	700-461.0000.65050
Pay Before Due Date	Various
Pay Before Due Date	Various
Pay Before Due Date	Various
Pay Before Due Date	001-421.0000.62040
Pay Before Due Date	Various
Pay Before Due Date	Various
Pay Before Due Date	001-443.0000.65030
Pay Before Due Date	700-461.0000.65050
Pay Before Due Date	001-431.0000.66050
Pay Before Due Date	Various
Pay Before Due Date	001-465.0000.65103
Pay Before Due Date	700-461.0000.62042
Pay Before Due Date	001-445.0000.66050
Pay Before Due Date	Various
Pay Before Due Date	650-463.0000.65030
Pay Before Due Date	650-463.0000.65030
Pay Before Due Date	650-463.0000.65030
Pay Before Due Date	001-431.0000.65030
Pay Before Due Date	Various
Pay Before Due Date	001-442.0000.65030
Pay Before Due Date	001-431.0000.68150
Pay Before Due Date	Various
Pay Before Due Date	Various
Pay Before Due Date	Various
Pay Before Due Date	Various
Pay Before Due Date	650-463.0000.65030
Pay Before Due Date	650-463.0000.65030
Pay Before Due Date	650-463.0000.65030

**CITY OF POST FALLS
AGENDA REPORT
CONSENT CALENDAR
MEETING DATE: 4/7/2026**

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: Mike Kirby, IT Director
SUBJECT: Computer equipment disposal

ITEM AND RECOMMENDED ACTION:

IT is requesting council approval to dispose of surplus IT property. Council approval will authorize disposal of the items as discussed.

DISCUSSION:

The equipment listed in the attached PDF is either non-functional, cannot be upgraded, or completely obsolete. The City Hall equipment listed consists mostly of old workstations that can not be upgraded to Windows 11 and tablets. Since Microsoft has ended support for Windows 10, it's important for us to get all of our machines up to Windows 11. That necessitates disposing of the old ones. The tablets are either non-functional or obsolete. We plan on sending this equipment to KTEC for their computer training program. Equipment will be dismantled for useful spare parts. All items will be wiped clean of City information before that donation.

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. 03-2026 Surplus list

Title	Disposal Reason	Asset Type	S/N	Model
4564 - NEC 42" TV V421	Obsolete - too dim	Monitor	11712521	42" TV V421
4565 - HP Thin Client T5540	Obsolete - Can't run Windows 11	Workstation	SMXL10623R9	Thin Client T5540
4576 - Acer V193	Obsolete - no modern connection	Monitor	ETLHW0D1711310DA578503	V193
4606 - Lenovo ThinkPad W530	Obsolete - Can't run Win11	Laptop	R9VPMBV	ThinkPad W530
4694 - Microsoft Surface Pro 2	Obsolete - Can't run Windows 11	Tablet	22229433753	5HX-00001
4712 - Dell Optiplex 3010	Obsolete - Can't run Win11	Workstation	H6BQCZ1	Optiplex 3010
4713 - Dell Optiplex 3010	Obsolete - Can't run Win11	Workstation	H69SCZ1	Optiplex 3010
4802 - Asus EB1007P-B001F	Obsolete - Can't run Windows 11	Workstation	E7ESCY005896	EB1007P-B001F
4897 - Dell Optiplex 7020 SFF	Obsolete - Can't run Win11	Workstation	4QCWDB2	Optiplex 7020 SFF
4901 - Dell Optiplex 9020	Obsolete - Can't run Win11	Workstation	6Y2FGB2	Optiplex 9020
4947 - Dell Optiplex 5050	Obsolete - Can't run Win11	Workstation	C0XQDH2	Optiplex 5050
4969 - Dell Optiplex 5050 SFF	Obsolete - Can't run Win11	Workstation	H186HK2	Optiplex 5050 SFF
5332 - E178FP E178FP	Obsolete - Small form factor, VGA or Monitor		CN-0G248H-74261-89L-240S	E178FP
5340 - Flatron 19" L1942S	Obsolete - Small form factor, VGA or Monitor		810NDEZ6H860	19" L1942S
5488 - Lenovo ThinkCentre M710	Obsolete - Can't run Win11	Workstation	MJ06C7H6	ThinkCentre M710q
5489 - Lenovo ThinkCentre M710	Obsolete - Can't run Win11	Workstation	MJ06C7H8	ThinkCentre M710q
5490 - Lenovo ThinkCentre M710	Obsolete - Can't run Win11	Workstation	MJ06C7H5	ThinkCentre M710q
5491 - Lenovo ThinkCentre M710	Obsolete - Can't run Win11	Workstation	MJ06C7H7	ThinkCentre M710q
5492 - Lenovo ThinkCentre M710	Obsolete - Can't run Win11	Workstation	MJ06C7H9	ThinkCentre M710q
5521 - Lenovo ThinkCentre M910	Obsolete - Can't run Win11	Workstation	MJO75MEE	ThinkCentre M910x
5589 - Dell Optiplex 3070 MFF	Obsolete - Can't run Win11	Workstation	JRS8MP2	Optiplex 3070 MFF
5631 - Dell Optiplex 5080	Non-Functional	Workstation	7H63X63	Optiplex 5080
5648 - Dell Latitude 5410	Non-Functional	Laptop	FBYMR73	Latitude 5410
5722 - Juniper Systems Mesa3	Obsolete - Can't run Windows 11	Tablet	2084464986	Mesa3
5723 - Juniper Systems Mesa3	Obsolete - Can't run Windows 11	Tablet	2084464988	Mesa3

**CITY OF POST FALLS
AGENDA REPORT
CONSENT CALENDAR
MEETING DATE: 4/7/2026**

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: Mark Brantl, Police Captain
SUBJECT: School Resource Officer Agreement Renewal with Post Falls School District

ITEM AND RECOMMENDED ACTION:

This item is to approve the renewal of the expiring agreement with Post Falls School District for School Resource Officers (SROs).

DISCUSSION:

The City has provided SROs to the Post Falls School District by contract for many years. The current contract is expiring and the proposed renewal will extend the agreement for three years. Under the agreement, the City will provide five SROs and the District will reimburse the City's personnel and equipment costs as outlined in the agreement.

ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON:

The last agreement was reviewed and approved on March 7th, 2023 by council.

APPROVED OR DIRECTION GIVEN:

Council approved the agreement.

FISCAL IMPACT OR OTHER SOURCE OF FUNDING:

No change to fiscal impact on the City of Post Falls.

BUDGET CODE:

001-421 Police budget for salaries and equipment.

ATTACHMENTS:

1. City of PF SRO agreement signed 3.9.26

AGREEMENT BETWEEN THE
POST FALLS SCHOOL DISTRICT #273

and

THE CITY OF POST FALLS

for

EMPLOYMENT OF SCHOOL RESOURCE OFFICERS
FOR SCHOOL YEARS 2026-2029

THIS AGREEMENT is entered into this 7th day of MARCH, 2026, between the Post Falls School District #273 (“DISTRICT”), with its principal business office at 206 West Mullan Avenue, Post Falls, Idaho, and the City of Post Falls (“CITY”), with its principal business office located at 408 North Spokane Street, Post Falls, Idaho.

WITNESSETH:

WHEREAS, safety and security on and around elementary, middle and high school campuses is an essential element for a positive educational environment and the DISTRICT lacks the specialized skills and resources to adequately meet those needs; and

WHEREAS, the City employs police officers who have the training and skills necessary to help secure the safety of students elementary, middle and high school campuses; and

WHEREAS, the safety and security of school students and staff is a concern shared by both the CITY and the DISTRICT, and a coordinated effort is deemed the most effective and efficient means to provide for campus security; and

WHEREAS, the presence of uniformed police officers on school campuses, in addition to basic law enforcement services, allows for an array of police services to be provided to both students and staff, such as the dissemination of information on the police department, the criminal justice system, gang intervention and prevention, and alcohol and drug abuse prevention.

NOW THEREFORE, the parties to this Agreement do mutually agree as follows:

I. RESPONSIBILITIES OF CITY

1. CITY agrees to provide School Resource Officers (“SROs”) to provide a visible uniformed presence on and around those public school campuses within the City of Post Falls listed on the attached Exhibit “A”, which by this reference is incorporated herein. Each SRO will be properly trained and certified as a law enforcement officer within the State of Idaho. Additionally, to the extent possible, each SRO will also possess SRO basic certification through the National Association of School Resource Officers (NASRO).

2. The CITY reserves the right to remove a SRO from any school at any time if Police Department staffing falls below acceptable levels or if police response is necessary elsewhere within the city. If a SRO is removed for more than a temporary or emergency basis, the compensation paid by the DISTRICT will be prorated to reflect the extent of the absence of the SRO.

3. If the regularly assigned SRO is absent for any reason, the CITY agrees to provide coverage for that school with another officer or officers if staffing allows and to notify the DISTRICT of such substitution in a timely manner.

4. Th CITY agrees to provide the DISTRICT with a single contact within the Police Department to facilitate communication regard the SRO program.

5. CITY agrees to furnish normal equipment for officers who perform this service, including use of Post Falls Police Department vehicles; and

6. CITY agrees the officers will facilitate classroom and faculty presentations related to the youth and the law. SROs will investigate youth-related criminal cases, continue to work with community agencies and parent/teacher groups, schedule security activities as needed, be the first responder in all law enforcement-related matters as they occur during regularly scheduled work hours for the officer; and

7. CITY agrees to have officers attend various sporting events and other extracurricular activities as needed for pro-active enforcement and interaction; and

8. CITY agrees to document and investigate all incidents of crime consistent with CITY police department policies and procedures; and

9. CITY agrees to work with the DISTRICT to ensure that all SROs comply with all use and disclosure requirements regarding “education records” and “personally identifiable information” imposed by the Family Educational Rights and Privacy Act (FERPA).

II. RESPONSIBILITIES OF DISTRICT

1. DISTRICT agrees to provide appropriate office space, furnishings and supplies for each School Resource Officer; and

2. DISTRICT agrees to furnish any special equipment or material necessary for the performance of this service as such equipment or material shall be identified and agreed to by the parties in writing; and

3. DISTRICT agrees each officer shall be responsible primarily to their Police Department Supervisor and secondarily to the principal of the school to which they are assigned.

4. DISTRICT agrees to pay all school-related overtime for the School Resource Officers for events outside the regular school day.
5. DISTRICT reserves the right to remove any SRO assigned by the City for good cause. If the school principal feels that the SRO is not effectively performing his or her duties and responsibilities, the principal will advise the CITY in writing about the issue. The parties agree to meet to discuss the matter and determine whether the matter can be resolved or whether a replacement SRO will be named.
6. DISTRICT will provide reasonable opportunity for the SRO to address students, teachers, school administrators, and parents about the SRO program, goals and objectives. School administrators will seek input from the SRO regarding criminal justice problems relating to students and site security issues.
7. When school personnel discover weapons, drugs, alcohol, or the illegal contraband on school property, the DISTRICT agrees that the SRO will be notified as soon as reasonably possible. If no juvenile or criminal charges are to be filed and no administrative action is to be taken by the Schools, the contraband will be confiscated by the SRO according to Police Department policy and properly disposed of consistent with CITY police policies.
8. School personnel will timely notify the SRO of the names of specific individuals who are not allowed on school property and will notify the SRO of any anticipated parental problems resulting from disciplinary action taken against a student.
9. Provide the SRO with updated copies of all laws, rules, regulations, and school board policies applicable to employees of the School, including but not limited to laws, rules, regulations and policies regarding access to confidential student records and/or the detention, investigation, and searching of students on school premises.

III. SCHOOL RESOURCE OFFICER DUTIES AND FUNCTIONS

1. SROs will enforce criminal law and protect the students, staff, and public at large against criminal activity.
2. School authorities and the parents of any child involved will be notified as quickly as possible when the SRO takes any school related law enforcement action involving a student, on campus or off campus, during school hours.
3. Complete reports and investigate crimes committed on campus.
4. Coordinate, whenever practical, investigative procedures between law enforcement and school administrators. The SRO will abide by all applicable legal requirements concerning interviews or searches should it become necessary to conduct formal law enforcement interviews or searches with students or staff on property or at school functions under the jurisdiction of the DISTRICT.

5. The SRO will not be involved in searches conducted by school personnel unless a criminal act is involved or unless school personnel require the assistance of the SRO because of exigent circumstances, such as the need for safety or to prevent flight. Formal investigations and arrests by law enforcement officials will be conducted in accordance with applicable legal requirements.
6. SROs will take appropriate enforcement action on criminal matters as necessary. The SRO will, whenever practical, advise the principal before requesting additional enforcement assistance on campus and inform the principal of any additional law enforcement responsibilities that may need to be undertaken.
7. SROs will confer with the school principal to develop plans and strategies to prevent and/or minimize dangerous situations on or near the campus or involving students at school related activities.
8. SROs will comply with DISTRICT policies regarding access to confidential student records and/or the detention, investigation, and searching of students on school premises, provided that under no circumstances will an SRO be required or expected to act or in a manner inconsistent with their duties as law enforcement officers and employees of the CITY. The use of confidential school records by the SRO will be done only with the school principal's approval and as allowed by law.
9. SROs will not participate in non-criminal student disciplinary matters. Enforcement of the code of student conduct is the responsibility of teachers and administrators.

IV. CONTROL AND JURISDICTION

1. The School Resource Officers will remain under the employment, direction, and control of the CITY at all times. The SROs are employees of the CITY as "employee" is defined under Idaho Code § 6-902(4). The DISTRICT acknowledges that each SRO will receive salary and benefit increases at the discretion of the CITY that may impact the cost to the DISTRICT under this Agreement.
2. The CITY is responsible for the actions of the SROs and will maintain liability insurance for any claims under the Idaho Tort Claims Act, Idaho Code § 6-901 *et seq.*, or any other alleged act or omission of the SROs, including, but not limited to, bodily injury or death, property damage, or alleged Civil Rights violations.
3. The DISTRICT will maintain liability insurance for any claims under the Idaho Tort Claims Act, or any other claim, arising out of the negligent acts or omissions of DISTRICT, its employees, agents, and students, including but not limited to bodily injury or death,

property damage, or alleged Civil Rights violations.

4. The DISTRICT will endeavor to provide the CITY with requests for additional officers or for work assignments occurring outside regular school hours (that are not usual police duties) prior to the beginning of the school year. DISTRICT will update the CITY at reasonable intervals in order to assist the CITY in scheduling officers. Any requests for services by the DISTRICT outside the scope of this Agreement will be negotiated in writing between the parties prior to such services being performed.

V. CONSIDERATION

1. In consideration of the services described in this Agreement, the DISTRICT agrees to pay 50% of the annual fully loaded wages and benefits for each assigned SRO, which will be paid quarterly. The CITY will send the DISTRICT a quarterly invoice denoting the current salary and benefit rates for each SRO as well as any overtime as contemplated by this Agreement. The DISTRICT will pay each invoice within sixty (60) days of receipt.

2. In addition to the salary and benefit costs provided under this Agreement, the DISTRICT also agrees to reimburse to the CITY 50% of the costs to provide a SRO with a fully equipped vehicle, uniform, and gun. The parties agree that the outfitting costs will be based on the costs to the CITY to provide and replace the equipment and that the equipment will be replaced based on the schedule attached to this Agreement as Exhibit "B". The District agrees that Outfitting costs incurred by the CITY under this Agreement will be added to the next quarterly invoice for services sent to the DISTRICT.

VI. TERM, RENEWAL, AND TERMINATION OF AGREEMENT

1. This Agreement will remain in effect for the DISTRICT's 2025-2026 through 2026-2029 public school years.

2. This Agreement may be amended or renewed in writing by consent of CITY and DISTRICT as permitted by law.

3. This Agreement may be terminated at any time by either party by providing One Hundred and Eighty Day's (180) days written notice to the other.

4. The parties shall make reasonable efforts to meet from time-to-time during the term of this Agreement to evaluate the program prior to deciding whether to continue.

VII. MISCELLANEOUS

1. Choice of Law and Venue: It is expressly understood and agreed by CITY and DISTRICT that the laws of the State of Idaho shall govern them and the venue for any litigation disputes regarding, or interpretation of, this Agreement shall be initiated exclusively in Kootenai County, State of Idaho.

2. Successor and Assigns. All terms, conditions and provisions hereof shall inure to

and shall bind the parties hereto, their respective successors in interest and assigns. Neither party will assign its interest in this Agreement without the written consent of the other Party.

3. No Third Party Beneficiaries. This Agreement is for the sole benefit of the Parties and the Agreement will not be interpreted to benefit third parties.
4. Entire Agreement. This Agreement constitutes the entire agreement between the Parties and all other agreements, oral or written, are included and merged into this Agreement.
5. Amendment. This Agreement may only be modified in a writing executed by each party.
6. Notice Addresses. Any and all notices to be given under this Agreement will be in writing and will be delivered to the following:

CITY
Chief of Police
Post Falls Police Department
1717 E. Polston Ave.
Post Falls, ID 83854

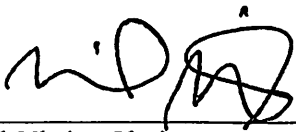
DISTRICT
Superintendent
Post Falls School District
206 W Mullan Ave
Post Falls, ID 83854

IN WITNESS THEREOF, CITY and DISTRICT have caused the Agreement to be executed by duly authorized representatives effective on the last signature date below.

CITY OF POST FALLS

POST FALLS SCHOOL DISTRICT 273

By: _____
Randy Westlund, Mayor

By: 
Neil Uhrig, Chairperson

Date: _____

Date: 3/9/26

Attest:

Attest:

Shannon Howard, City Clerk

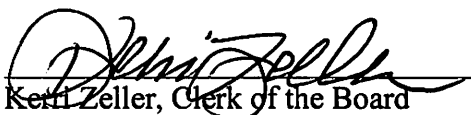

Ketti Zeller, Clerk of the Board

EXHIBIT A
POST FALLS SCHOOLS WITH
ASSIGNED SCHOOL RESOURCE OFFICERS

- **One Full Time Officer- Post Falls High School**
- **One Full Time Officer- Post Falls Middle School**
- **One Full time Officer- River City Middle School**
- **One shared Full Time Officer:**
 - **GreensFerry Elementary**
 - **Prairie View Elementary**
 - **Treaty Rock Elementary**
 - **Ponderosa Elementary**
- **One Shared Full Time Officer:**
 - **New Visions High School**
 - **Westridge Elementary**
 - **Seltice Elementary**
 - **Mullan Trail Elementary**

EXHIBIT B
SRO EQUIPMENT REIMBURSEMENT
AND REPLACEMENT SCHEDULE

- **Gun and Uniform:**
 - **Current Cost: \$13,000 (50% of current cost: \$6,500).**
 - **Replacement Schedule: 5 years**

- **Vehicle:**
 - **Current Cost: \$45,000 (50% of current cost: \$22,500).**
 - **Replacement Schedule: 7 years.**

- **Vehicle Technology:**
 - **Current Cost: \$45,000 (50% of current cost: \$22,500).**
 - **Replacement Schedule: 5 years**

**CITY OF POST FALLS
AGENDA REPORT
CONSENT CALENDAR
MEETING DATE: 4/7/2026**

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: Ross Junkin, Maintenance Manager
SUBJECT: City Vehicles/Equipment Disposal

ITEM AND RECOMMENDED ACTION:

Staff requests that Council declare the (16) City vehicles/equipment listed in this agenda item as surplus (see attached list).

DISCUSSION:

The City manages our fleet assets using a system of planned replacements. An asset can be deemed surplus based on the condition of the vehicle/equipment, its age, usage, and maintenance history. To dispose of an asset, Council must first declare it as surplus. Once declared by the Council as surplus, the asset can then be disposed of per city policy. If approved, the items will be sold at auction.

ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON:

N/A

APPROVED OR DIRECTION GIVEN:

N/A

FISCAL IMPACT OR OTHER SOURCE OF FUNDING:

Dollars received from surplus items sold at auction will return to city vehicle replacement fund.

BUDGET CODE:

001-410.1432.39410 Equipment Auction Revenue

ATTACHMENTS:

1. Asset Disposal Explanations

Explanations for disposal of City Assets

04/07/2026 Council Meeting

Department/Number	Asset Description	Explanation for disposal
Streets/S219 Sander	Asset# 4177 2016 Snow Dog Spreader	This sander was purchased in 2015 and is 11 years old. Sanders operate in very harsh, corrosive environments. This sander has reached the end of its useful life. A replacement sander has already been purchased and placed into service earlier in FY26.
Streets/S121	Asset# 4150 2015 Ford F250	The replacement funds for this truck were approved in the FY26 budget. This truck is 11 years old and has 5,831 engine hours on it (equivalent to 175k+ miles on vehicle). This truck has front suspension repairs needed (estimated \$2,500) and has reached the end of its useful life. It has replacement funding in the FY26 budget and its replacement is currently on order.
Recreation/R208	Asset# 4087 2005 Ford E350 Econoline Van	The replacement for this van was approved by Council on December 2, 2025. This van is 21 years old and was purchased used in 2011 for \$22k. The vehicle has numerous issues which are cost-prohibitive to repair, decreasing its usefulness to the recreation division. Council approved the purchase of a replacement van on 12/2/25 which is currently on order.
Parks / P116	Asset# 4061 2010 Ford F250 Crew Cab	The replacement funds for this truck were approved in the FY26 budget. This truck is 16 years old. It was originally scheduled for replacement in 2020, but replacement has been deferred until now. It does have lower mileage (60K), however it is suspected that the actual engine hours are high (there is no hour meter on this particular truck). P116 has damage to its flatbed as well as a broken window. It is also a 2WD truck, replacement trucks like this are ordered with 4WD to better support operations.
Parks / P128	Asset# 4064 2010 Ford F250	This truck was not originally planned for replacement in the FY26 budget and its replacement is six years beyond its anticipated

		useful life. However, this truck has developed issues over the past year that necessitate replacing it earlier than anticipated. Staff recommends replacing P128 now and deferring P119 (originally scheduled for replacement in FY26). P128 is 16 years old and has developed front suspension issues that make repairs cost prohibitive. P128 has 104K miles, however it is suspected that the actual engine hours are high (there is no hour meter on this particular truck).
Police / PFPD93	Asset# 4043 2009 Chevy Tahoe	Estimated 15 years old, which is significantly beyond the anticipated useful life of seven years for a patrol car. Car was purchased in 2009 for \$31.5K. It has over 170K miles. This vehicle has reached the end of its useful life. Its replacement was funded in FY26 and its replacement has been purchased and is currently being upfitted.
Police / PFPD109	Asset# 5449 2013 Chevy Impala	Estimated 13 years old, which is significantly beyond the anticipated useful life of seven years for a patrol car. Car was purchased in 2013 for \$21K. It has over 90K miles. This vehicle has reached the end of its useful life. Its replacement was funded in FY26 and its replacement has been purchased and is currently being upfitted.
Police / PFPD110	Asset# 5450 2013 Chevy Impala	Estimated 13 years old, which is significantly beyond the anticipated useful life of seven years for a patrol car. Car was purchased in 2013 for \$21K. It has over 100K miles. This vehicle has reached the end of its useful life. Its replacement was funded in FY26 and its replacement has been purchased and is currently being upfitted.
Police / PFPD084	Asset# 4480 2006 Ford 500	Estimated 20 years old, which is significantly beyond the anticipated useful life of 10 years for a detective vehicle. Car was purchased in 2015 for \$19K. It has over 100K miles. This vehicle has reached the end of its useful life. Its replacement was funded in FY26 and its replacement has been purchased and is currently being upfitted.
Police / PFPD117	Asset# 4148 2014 Chevy Impala	Estimated 12 years old, which is significantly beyond the anticipated useful life of seven years for a patrol car. Car was

		purchased in 2014 for \$21.5K. It has over 95K miles. This vehicle has reached the end of its useful life. Its replacement was funded in FY26 and its replacement has been purchased and is currently being upfitted.
Police / PFPD114	Asset# 4137 2014 Chevy Impala	Estimated 12 years old, which is significantly beyond the anticipated useful life of seven years for a patrol car. Car was purchased in 2014 for \$21.5K. It has over 90K miles. This vehicle has reached the end of its useful life. Its replacement was funded in FY26 and its replacement has been purchased and is currently being upfitted.
Police / PFPD115	Asset# 4136 2014 Chevy Impala	Estimated 12 years old, which is significantly beyond the anticipated useful life of seven years for a patrol car. Car was purchased in 2014. It has over 90K miles. Its replacement was funded in FY26 and its replacement has been purchased and is currently being upfitted.
Police / PFPD001	Asset# 4067 2012 Chevy Impala	Estimated 14 years old, which is significantly beyond the anticipated useful life of seven years for a patrol car. Car was purchased in 2012 for \$19K. It has over 80K miles. Its replacement was funded in FY26 and its replacement has been purchased and is currently being upfitted.
Police / PFPD111	Asset# 5451 2013 Chevy Impala	Estimated 13 years old, which is significantly beyond the anticipated useful life of seven years for a patrol car. Car was purchased in 2013 for \$21K. It has over 100K miles. Its replacement was funded in FY26 and its replacement has been purchased and is currently being upfitted.
Police / PFPD091	Asset# 4042 2009 Chevy Tahoe	Estimated 17 years old, which is significantly beyond the anticipated useful life of 10 years for a community services vehicle. Car was purchased in 2009 for \$31.5K. It has over 120K miles. Its replacement was funded in FY26 and its replacement has been purchased and is currently being upfitted.
Police / PFPD078	Asset# 3963 2007 Chevy Impala	Estimated 19 years old, which is significantly beyond the anticipated useful life of 10 years for a detective vehicle. Car was purchased in 2007 for \$19.5K. It has over 145K miles. Its

		replacement was funded in FY26 and its replacement has been purchased and is currently being upfitted.
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**CITY OF POST FALLS
AGENDA REPORT
CONSENT CALENDAR
MEETING DATE: 4/7/2026**

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: Jason Faulkner, Finance Director
SUBJECT: Public Hearing Notification

ITEM AND RECOMMENDED ACTION:

Authorize staff to notify the county of the August 18, 2026, budget hearing.

DISCUSSION:

Each year, staff has to notify the county of the budget hearing date by April 30th. This year, the proposed fiscal year 2027 budget hearing date of August 18, 2026. This is the last date the council meets without holding a special meeting to approve the proposed budget, which includes the amount for property taxes, forgone, new construction, and annexation.

ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON:

No. However, this is a reoccurring item each year.

APPROVED OR DIRECTION GIVEN:

Authorize staff to notify the county of August 18, 2026.

FISCAL IMPACT OR OTHER SOURCE OF FUNDING:

N/A

BUDGET CODE:

N/A

ATTACHMENTS:

1. Finance Department - FY2027 Tax Dist Budget Hearing Notification Form.pdf - All Documents



Kootenai County Auditor

Jennifer Locke · Clerk

451 Government Way · P.O. Box 9000 · Coeur d'Alene, ID 83816-9000
<http://www.kcgov.us/departments/auditor>

FY2027 BUDGET HEARING NOTIFICATION

March 18, 2026

Taxing District Name :	City of Post Falls
Date of FY2027 Budget Hearing :	August 18, 2026
Time :	6:00 PM
Location of Hearing :	Post Fall City Hall
(Street Address)	408 N Spokane Street
(City)	Post Falls
(Zip Code)	83854
Contact Phone Number :	(208) 773-3511
Contact Name :	Jason Faulkner
Contact E-mail Address :	jfaulkner@postfalls.gov

Return this form no later than April 30, 2026 to :

Kootenai County Auditor
Attn : Kathleen Clancy
P.O. Box 9000
Coeur d'Alene, ID 83816-9000



**CITY OF POST FALLS
AGENDA REPORT
PUBLIC HEARINGS
MEETING DATE: 4/7/2026**

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: Justin Sauder, Associate Planner
SUBJECT: Mullan Annexation (ANNX-25-7)

ITEM AND RECOMMENDED ACTION:

This agenda item is a public hearing on a request to annex approximately 4.39-acres located at 1609 East Mullan Avenue and 1641 East Mullan Avenue and the related annexation agreement. The hearing also addresses a request to zone the parcel as Community Commercial Services (CCS). Staff requests that the City Council evaluate the testimony and evidence submitted during the public hearing process and determine if the Council desires to annex the property and if the adopted zone change criteria have been met for the requested zoning designation.

DISCUSSION:

The applicant, Angie McPhee, on behalf of North Idaho Surgical Hospital Building Land Holdings LLC, is requesting the City Council annex approximately 4.39 acres, located at 1609 East Mullan Avenue and 1641 East Mullan Avenue, and zone the property as Community Commercial Services (CCS). Annexation is a legislative process where the City Council determines whether annexing the property is in the best interest of the city. Determining the appropriate zone is a quasi-judicial decision, meaning that the City Council can only consider whether the adopted zone change criteria have been met based only on the evidence received during the hearing process. The adopted criteria are:

Annexation (Legislative):

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

Zone Change (Quasi-Judicial):

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

On March 10, 2026, the Planning and Zoning Commission recommended assigning the CCS zoning designation if City Council decides to approve the proposed annexation.

Next Steps:

After the hearing, staff will draft a final written decision based on the council's motion to approve or deny. The final decision will be returned to council in approximately 1.5 months for review and approval. If the annexation is approved, staff will direct the applicant to finalize the grants of easements and rights of way along with any changes to the annexation agreement. Those items will typically be returned to the council, along with the annexation ordinance, within 3–6 months. However, under our code, the applicant has one year to complete

this process.

ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON:

N/A

APPROVED OR DIRECTION GIVEN:

On March 10, the Planning and Zoning Commission recommended assigning the Community Commercial Services (CCS) zoning designation if City Council decides to approve the proposed annexation.

FISCAL IMPACT OR OTHER SOURCE OF FUNDING:

N/A

BUDGET CODE:

N/A

ATTACHMENTS:

1. Mullan Avenue Annexation CC Staff Report (ANNX-25-7)
2. Exhibit PA-7 PFHD Comments_Mullan ANNX-25-7
3. Exhibit PA-8 Phillips 66 Comments_Mullan ANNX-25-7
4. Exhibit PC-1 Smithson Comments_Mullan ANNX-25-7
5. Exhibit PC-2 Poole Comments
6. Exhibit PC-3 Smithson Comments_Mullan ANNX-25-7
7. Mullan Avenue Annexation CC Presentation

**CITY OF POST FALLS
STAFF REPORT**

DATE: MARCH 20, 2026
TO: POST FALLS MAYOR AND CITY COUNCIL
FROM: JUSTIN SAUDER, ASSOCIATE PLANNER • jsauder@postfalls.gov / 208-457-3336
SUBJECT: STAFF REPORT FOR THE APRIL 7, CITY COUNCIL MEETING
MULLAN ANNEXATION ANNX-25-7

INTRODUCTION:

The applicant is requesting approval to annex two parcels totaling approximately 4.39-acres into the City of Post Falls with a zoning request of Community Commercial Services (CCS) per Exhibit A-2. The City Council must conduct a public hearing to review the proposed zoning as part of the annexation proposal per the Legislative review criteria for annexations and the Quasi-Judicial Zone Change review criteria contained in Post Falls Municipal Code Section 18.20.100.

Annexation is a legislative process where the City Council determines whether annexing property is in the best interest of the city. Determining the appropriate zone is a quasi-judicial decision, meaning that the City Council can only consider whether the adopted zone change criteria have been met based only on the evidence received during the hearing process. The adopted criteria are:

Annexation (Legislative)

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

Zone Change (Quasi-Judicial)

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

The Planning and Zoning Commission forwarded a recommendation of CCS on March 10, 2026.

PROJECT INFORMATION:

Project Name / File Number: Mullan Avenue Annexation File No. ANNX-25-7

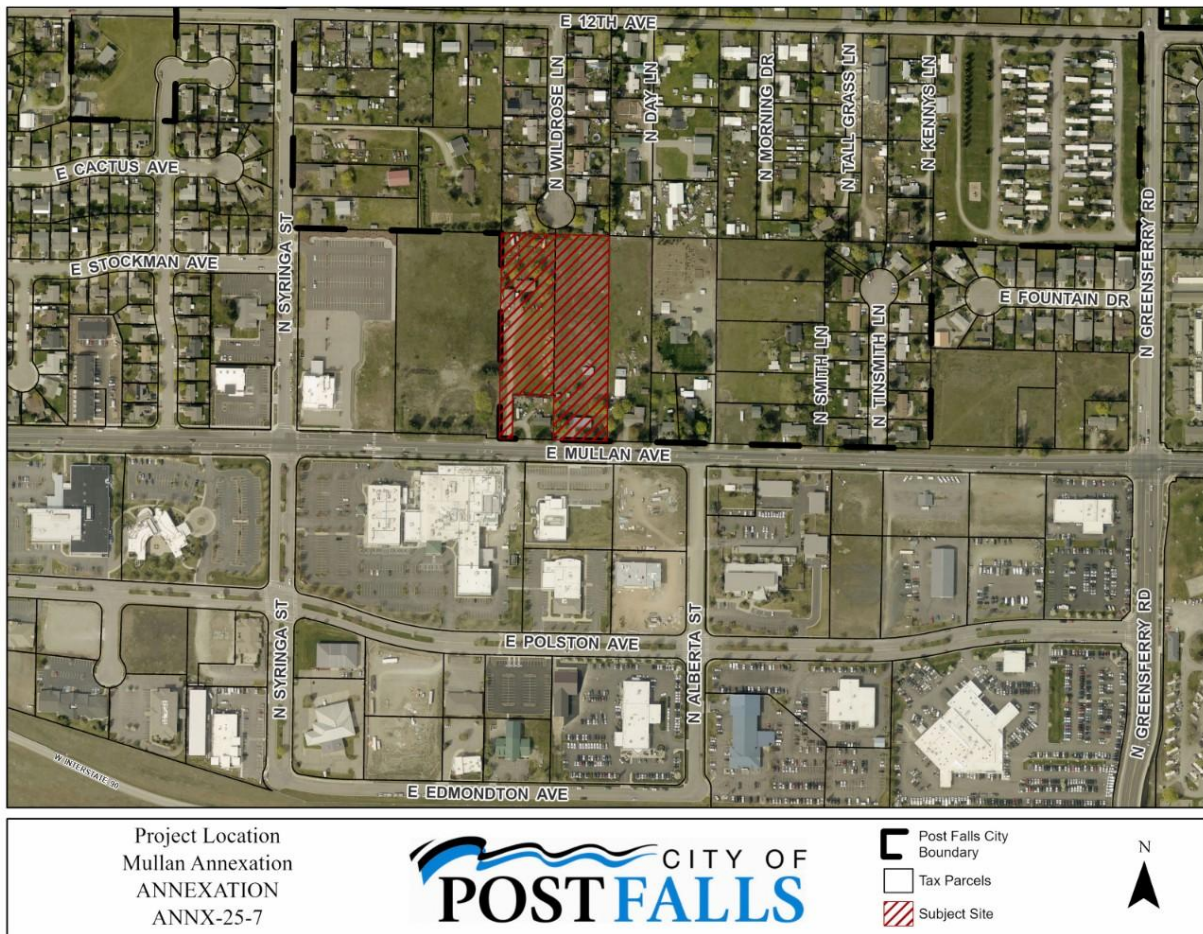
Project Description: Annex approximately 4.39-acres within the City of Post Falls with a zoning request of Community Commercial Services (CCS).

Project Location: The property is located north of East Mullan Avenue approximately 675 feet east of the intersection of North Syringa Street and East Mullan Avenue at 1609 East Mullan Avenue and 1641 East Mullan Avenue.

AREA CONTEXT (proposed site hatched red below):

Surrounding Land Uses: To the north and east are single-family homes within the County. To the south across East Mullan Avenue, there are medical buildings. To the west is an undeveloped parcel that is also owned by the North Idaho Surgical Hospital Building Land Holdings LLC, and a medical building.

Area Context Vicinity Map:



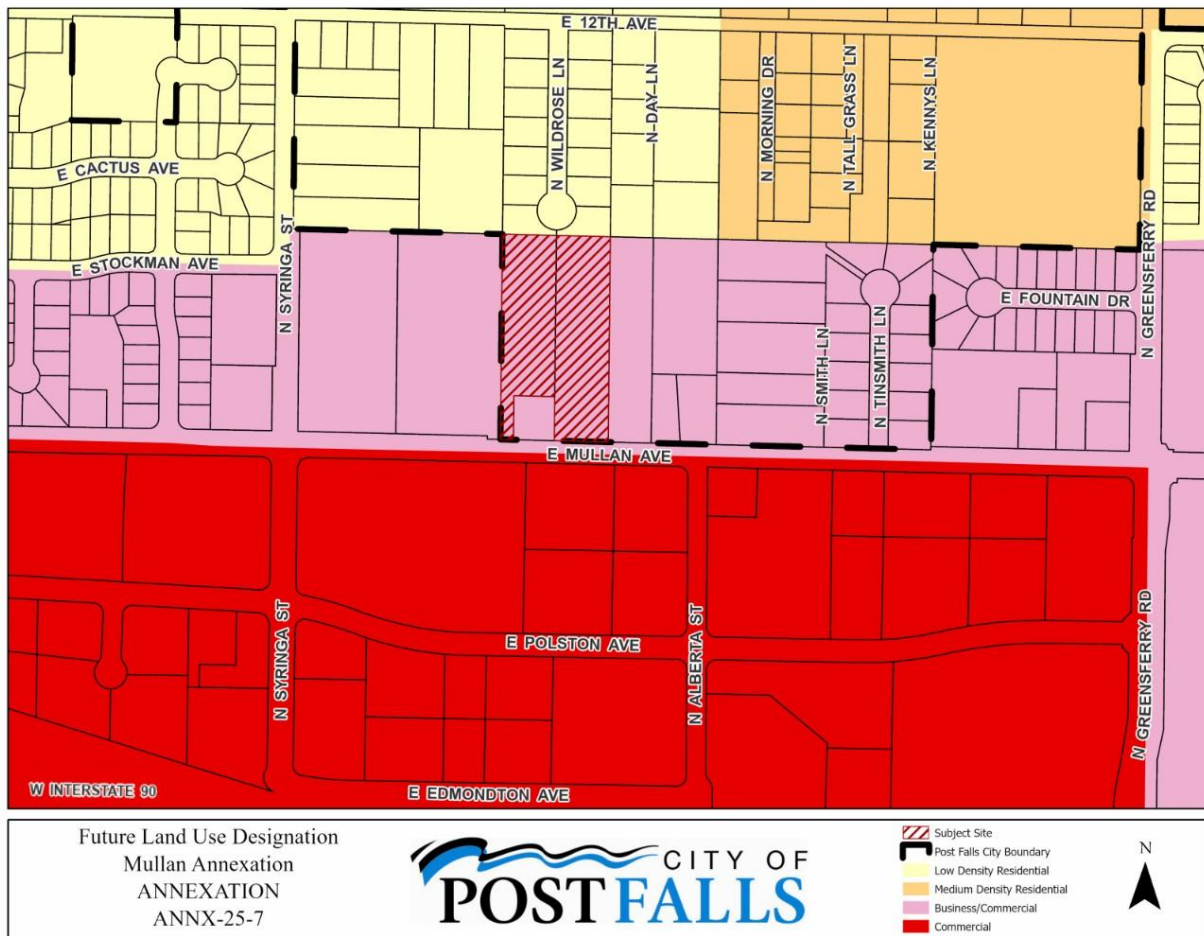
EVALUATION OF ZONING APPROVAL CRITERIA:

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

ZONE CHANGE REVIEW CRITERIA

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

The Future Land Use Map classifies this property with the land use designation of **Business/Commercial** (See Following Image). This designation provides a wide variety of general service, retail, professional office, light industrial, artisan manufacturing and mixed-uses that serve local and regional residents as well as the traveling public. This category promotes a mixture of moderate/high density housing types within walking distance of the city center, neighborhood center and corridor commercial uses, as well as civic uses and other amenities within Post Falls. The implementing zoning district details the breadth and types of uses that would be permitted within the Business/Commercial area. The subject site is adjacent to properties with a land use designation of business/commercial to the east and west with low density residential to the north, and commercial to the south across East Mullan Avenue as depicted in the Future Land Use Map below. The **CCS** zone is an implementing zoning district within the Business/Commercial land use designation.



The proposed annexation is located within the Central Island Focus Area, which states the following:

A particular challenge for Post Falls has been the incorporation of "county islands" into City Limits, particularly in this portion of town. A mix of agricultural uses and large-lot single-family uses has remained in place for decades, resistant to surrounding development pressures. As it transforms over time, challenges will include struggles to match and blend street network design and connections, ensure land use compatibility, and orchestrating improvements to utility systems.

Successful development of this area and incorporation into City Limits will likely rely on incentives rewarding developers with higher density or modified design standards in exchange for forward-thinking integration of the land into its surrounding context. This area could benefit from a sub-area transition plan to ease the incorporation of these "county islands" into City Limits.

The Central Island also includes key policies to help guide development in this area such as promote infill development in this context area, prioritize annexation opportunities, support development patterns that are interconnected, and that provide pedestrian connectivity to all multi-use paths and trails, and focus provisions for commercial uses along arterial/collector streets where traffic volumes exceed 4,000 vehicles per day.

Staff Comment: Upon approval of annexation and zoning request to CCS, the applicant intends to market the property for sale as commercially zoned to create opportunities for future commercial or mixed-use development.

The proposed Community Commercial Services (CCS) zone may be compatible with properties in the immediate vicinity to the west and south which are within the CCS zone and contain commercial uses such as medical office buildings, as well as the other commercial services along Mullan Avenue further east and west. The CCS zone could support a mixed-use development which may also be consistent with the residential uses to the north and east of the site, depending on the proposed uses within a future development. The request may also be consistent with the focus area as it talks about promoting infill development and prioritizing annexation opportunities in this area. The subject site is on East Mullan Avenue which is an arterial that already supports a variety of commercial uses and has traffic volumes exceeding 11,000 vehicles per day.

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

Goals and Policies (listed by policy number) that may be relevant to this annexation request are shown below, followed by staff comments. The following goals may or may not assist with this zone change request.

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

In seeking long-term prosperity, residents understand the need to build economic diversity – capitalizing on access to neighboring job centers as well as developing a strong business base within City limits. The annexation may contribute to a resilient economy in Post Falls by providing the opportunity for a new employment center to be developed at this location which may contribute to the economic diversity and long-term prosperity of the City. Annexation into the CCS zone would expand the inventory of commercially zoned land within the City that is able to support business activity and job creation.

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

The requested annexation may support community needs and the City's long-term sustainability by providing an area for additional businesses that may support community needs that would benefit to the City as it continues to grow.

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

Policy 1: Support land use patterns that:

- Maintain or enhance community levels of service.

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

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

Staff Comment: The annexation may contribute to the long-term fiscal health of the community by providing an opportunity for a new employment center. In addition, expanding the employment base in Post Falls may also attract additional growth as businesses are attracted to areas with an educated, skilled, and available workforce.

- Maintain and enhance resident quality of life.

Staff Comment: The annexation may enhance the quality of life for residents by providing an area that can be developed with businesses that are needed within the community.

- Promote compatible, well-designed development.

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

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

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

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

- Future land use mapping.

Staff Comment: This has been addressed in Criteria 1.

- Compatibility with surrounding land uses.

Staff Comment: The site is adjacent to properties within the Business/Commercial and Commercial land use designations which is consistent with the requested CCS zone. The request of CCS zoning would also be compatible with the surrounding properties because the site is adjacent to property that is zoned CCS to the south and west.

- Infrastructure and service plans.

Staff Comment: Sanitary sewer would need to be extended to the site from the intersection of Syringa Street and Mullan Avenue at the time of site development. The proposed land use is in conformance with land use projections in the City's Water Reclamation Master Plan. The existing sewer infrastructure has the capacity to service the site with the requested zoning. Existing sewer capacity is not a guarantee of future service or capacity.

Water service for the property would be provided by Ross Point Water District, which has an existing water main along the northern side of Mullan Avenue.

- Existing and future traffic patterns.

Staff Comment: The Site is adjacent to Mullan Avenue, a classified Minor Arterial Roadway, with existing traffic volumes estimated at 11,500 vehicles per day. The traffic projects for 2035 for Mullan Avenue (2017 TMP) indicate peak hour traffic volumes at 56% of design capacity. Site development, along with surrounding growth is anticipated to trigger installation of traffic control systems (roundabout or traffic signal) at the intersection of Mullan Avenue and Syringa Street. The Mullan Avenue and Syringa Street traffic control is identified for construction with funding from Transportation Impact Fee accounts and timing to occur when the intersection meets established warrants.

With Annexation, the site should dedicate needed rights-of-way and easements for Mullan Avenue to conform to the Transportation Master Plan.

Mullan Avenue: Minor Arterial, northern rights-of-way line at 80 feet from the existing southern rights-of-way line; together with a 15-foot sidewalk, drainage and utility easement.

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

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

Policy 8: Encourage compatible infill development and redevelopment of under-utilized properties within City limits.

Staff Comment: The annexation would encourage development of an under-utilized property within City limits that is also considered an infill development. The property is surrounded by development to the north, south, east and west. The zone designation of CCS would help ensure that infill development is consistent with current uses on Mullan Avenue in the immediate vicinity.

Policy 24: Plan for and protect transportation corridors from encroachment and preserve adequate rights-of-way for future corridors including utility facilities.

Staff Comment: The annexation may allow the site to be developed more expeditiously because it would be zoned CCS, which would assist in securing rights-of-way for adjacent street improvements to be developed along Mullan Avenue.

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

Staff Comment: The annexation would allow site development, which would include the extensions of sidewalks to improve pedestrian connectivity in the area.

Policy 27: Work to improve street connectivity in all areas of Post Falls, improving walkability, public health and safety, and transportation efficiency.

Staff Comment: This policy is addressed in the staff comments for Policy 24 and Policy 26.

Policy 71: Promote the planting and protection of trees citywide, helping.

Staff Comment: Frontage improvements associated with future development, including the planting of street trees and adequate irrigation, are required. Policy 71 may be met through these plans as existing trees are assessed and any new proposed trees to help identify the below bulleted items.

- Beautify and enhance community value.
- Provide shade and comfort.
- Affirm the city’s association with the outdoors and its historic origins.
- Provide wildlife habitat.

Policy 84: Expand the number of local living-wage jobs, enabling more residents to live and work in Post Falls.

Staff Comment: The proposed annexation may expand the number of local living-wage jobs by providing an opportunity for new businesses.

Policy 86: With the local businesses community, work to enhance, sustain and diversify the local economic base by:

- Supporting opportunities related to business “campus” and mixed-use models.
- Attracting new businesses and clean industry.

Staff Comment: The annexation would allow for the opportunity for the property to be developed with new businesses in a mixed-use development.

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

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

Agencies Notified:

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

PLANNING AND ZONING PUBLIC AGENCY COMMENTS:

- Exhibit PA-1 Post Falls School District – Remains Neutral
- Exhibit PA-2 Kootenai County Fire and Rescue – Will coordinate at the time of development
- Exhibit PA-3 Idaho Transportation Department – No comments
- Exhibit PA-4 Yellowstone Pipeline Company – No facilities within the area
- Exhibit PA-5 Post Falls Highway District – No comments
- Exhibit PA-6 Department of Environmental Quality – No environmental impact comments

PUBLIC PROCESS: Notice of the proposed zone change was mailed to property owners within 300 feet of the proposed project on March 18, 2026, and notice was sent to appropriate jurisdictions and published in the Coeur d’Alene Press on March 20, 2026. The property will be posted by March 27, 2026.

MOTION OPTIONS: The City Council must evaluate the testimony and evidence submitted during the public hearing process and determine if the Council desires to annex the proposed 4.39-acres and if the adopted zone change criteria have been met for the zoning designation of Community Commercial Services (CCS). If the City Council has heard sufficient testimony but needs additional time to deliberate before the final action, it may close the public hearing and move the deliberations to a date certain.

ITEMS TO BE CONSIDERED FOR INCLUSION IN AN ANNEXATION AGREEMENT:

- 1) Dedication of Rights-of-way and easements along Mullan Avenue
 - a. 40-foot ½ road rights-of-way (80 feet measured from the existing southern rights-of-way line)
 - b. 15-foot sidewalk, drainage, and utility easement

ATTACHMENTS:

Applicant Exhibits:

- Exhibit A-1 Annexation Application
- Exhibit A-2 Narrative
- Exhibit A-3 Vicinity Map
- Exhibit A-4 Authorization Letter

Staff Exhibits:

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

Planning and Zoning Commission Agency Testimony

- Exhibit PA-1 PFSD Comments
- Exhibit PA-2 KCFR Comments
- Exhibit PA-3 KCCD Comments
- Exhibit PA-4 Phillips 66 Comments
- Exhibit PA-5 PFHD Comments
- Exhibit PA-6 DEQ Comments

Record No: ANNX-25-7

Applicant

Annexation

Status: Active

Submitted On: 10/14/2025



Application Information

Did an Annexation Pre-app take place?*

Applicant Type*

No

Other

Description of Project/Reason for Request*

Current zoning is Res Rural Sub and we would like to annex this property into the city from the county and change zoning to CCS

Existing Zoning*

Adjacent Zoning*

Res Rural Sub

CCS one side and Res Rural Sub on the other. We are applying for annexation for the Res Rural Sub lot (1609 E Mullan) as well

Current Land Use*

Adjacent Land Use*

Residential

Residential

Proposed Zone*

CCS

Owner Information

Name*

[REDACTED]

Company

Phone*

[REDACTED]

Email*

[REDACTED]

Address*

[REDACTED]

City, State, Zip Code

[REDACTED]

Application Certification

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



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



[Redacted Signature]

Oct 14, 2025

From: [REDACTED]
Subject: Annexation Narrative
Date: November 24, 2025 at 11:56 AM
To: [REDACTED]

Annexation Narrative

Properties: 1609 E. Mullen Ave. and 1641 E. Mullen Ave., Post Falls, Idaho

Owner: [REDACTED]

Request: Annexation into the City of Post Falls with **CCS (Community Commercial Services)** zoning

1. Background and Purpose of Request

The two subject parcels located at **1609 E. Mullen Avenue** and **1641 E. Mullen Avenue** are currently situated within **Kootenai County jurisdiction** and operate under county zoning regulations. These properties are positioned along the Mullen Avenue corridor—an area experiencing steady transition toward more cohesive, urbanized development consistent with nearby Post Falls city limits.

[REDACTED] the property owner, is requesting annexation into the **City of Post Falls** followed by rezoning to **CCS (Community Commercial Services)**. The intent behind this request is to align these parcels with the surrounding incorporated development pattern, increase development potential under city standards, and prepare the sites for future commercial listing and disposition.

Annexation and rezoning will:

- Bring the parcels into coordinated municipal planning oversight
- Increase the properties' market viability
- Improve utility access and development predictability
- Support the City's long-range land use goals for this corridor

Upon annexation and rezoning to CCS, **the owner intends to market the parcels for sale as commercially zoned property**, creating opportunities for future commercial or mixed-use development consistent with city standards.

2. Zoning Request

The applicant is requesting annexation into the City of Post Falls with a **specific zoning designation of CCS (Community Commercial Services)**.

This zoning district:

- Is consistent with the **City of Post Falls Comprehensive Plan**
- Aligns with existing and planned commercial uses along the Mullen Avenue corridor
- Supports a broad range of commercial, service, office, and retail uses
- Provides flexibility for future buyers or developers while maintaining strong compatibility with adjacent neighborhoods

The previous narrative reference to "CCS or equivalent" is hereby clarified: **the sole zoning request is CCS.**

3. Relationship to Annexation Goals and Comprehensive Plan Policies

This annexation supports the City's long-range vision and annexation policies by:

• **Promoting orderly and coordinated growth**

Bringing these parcels into city jurisdiction aligns them with nearby incorporated properties and enables cohesive land use, infrastructure improvements, and predictable development standards.

• **Expanding economic opportunities**

Annexation and CCS zoning expand the inventory of commercially zoned land within city limits, supporting business activity, job creation, and long-term economic development objectives.

• **Ensuring compatible land uses**

CCS zoning is compatible with existing nearby commercial and service-oriented uses along Mullen Avenue, while also providing an appropriate transition to surrounding residential neighborhoods.

• **Strengthening the tax base**

Annexation positions these parcels for future commercial development, increasing assessed value and contributing property tax revenue to support municipal operations and community investments.

4. Impact on City Services

Annexation of the subject parcels is expected to result in manageable and predictable impacts on city services:

- **Water and Sewer**

The properties can be served by existing **City of Post Falls municipal water and sewer systems**. Annexation allows extension and connection to city utilities under city design and safety standards.

- **Police and Fire Protection**

Upon annexation, the parcels will fall under the jurisdiction of the **Post Falls Police Department** and **Kootenai County Fire & Rescue**. Annexation supports consistent service levels and emergency response coverage.

- **Transportation and Streets**

Annexation allows the City to manage access, frontage improvements, and traffic planning along the Mullen Avenue corridor, promoting consistent roadway standards and coordinated transportation planning.

- **Parks, Recreation, and General Government Services**

As commercial parcels, the properties will place **minimal direct demand** on parks or community recreation resources while contributing positively to the City's general fund.

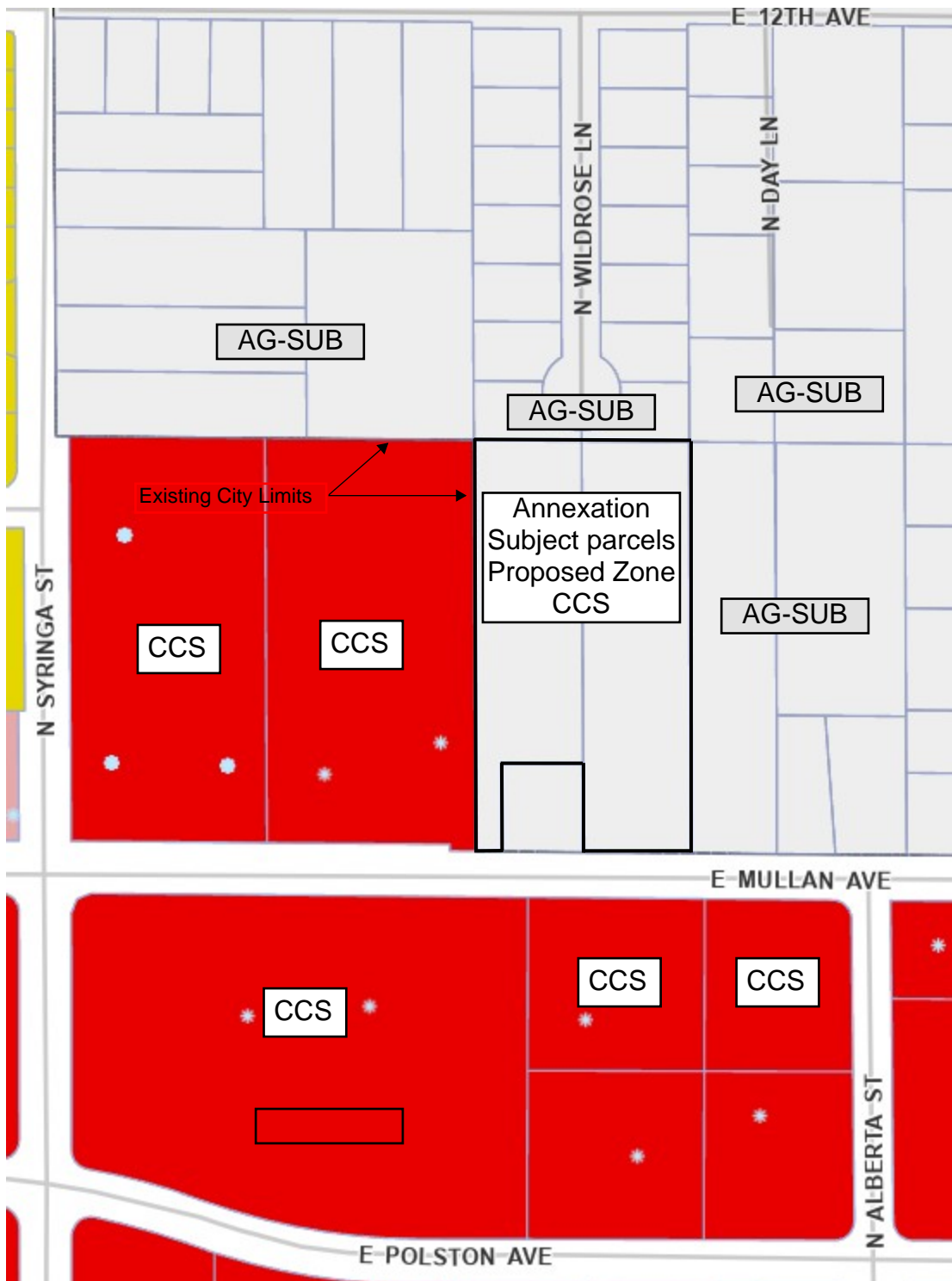
5. Conclusion

The proposed annexation and CCS rezoning of 1609 and 1641 E. Mullen Avenue represent a logical and beneficial extension of the City of Post Falls boundary. This action supports the City's long-range land use planning goals, promotes orderly growth, enhances economic opportunities, expands the tax base, and ensures consistent development standards within the Mullen Avenue corridor.

██████████ intent to rezone the properties to CCS and bring them to market as commercially zoned parcels aligns with the City's strategic objectives and allows for future development that benefits the greater Post Falls community.

ZONING MAP

Subject Parcels: P-0636-035-062-AD/ P-0636-035-062-AC
In a portion of Post Falls Irrigated Tracts/ West Half Tract 62, Block 35



Legend:


AG-SUB = existing zoning, Kootenai County AG-SUBURBAN

= existing zoning, City of Post Falls CCS (Community Commercial Services)

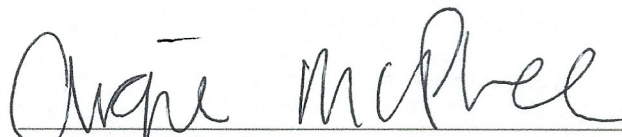
This is the verbiage used on the annexation Portal tool to give authority to myself [REDACTED] to submit for annexation for 1609 E Mullan Post Falls, ID and 1641 E Mullan Post Falls, ID lots owned by [REDACTED]

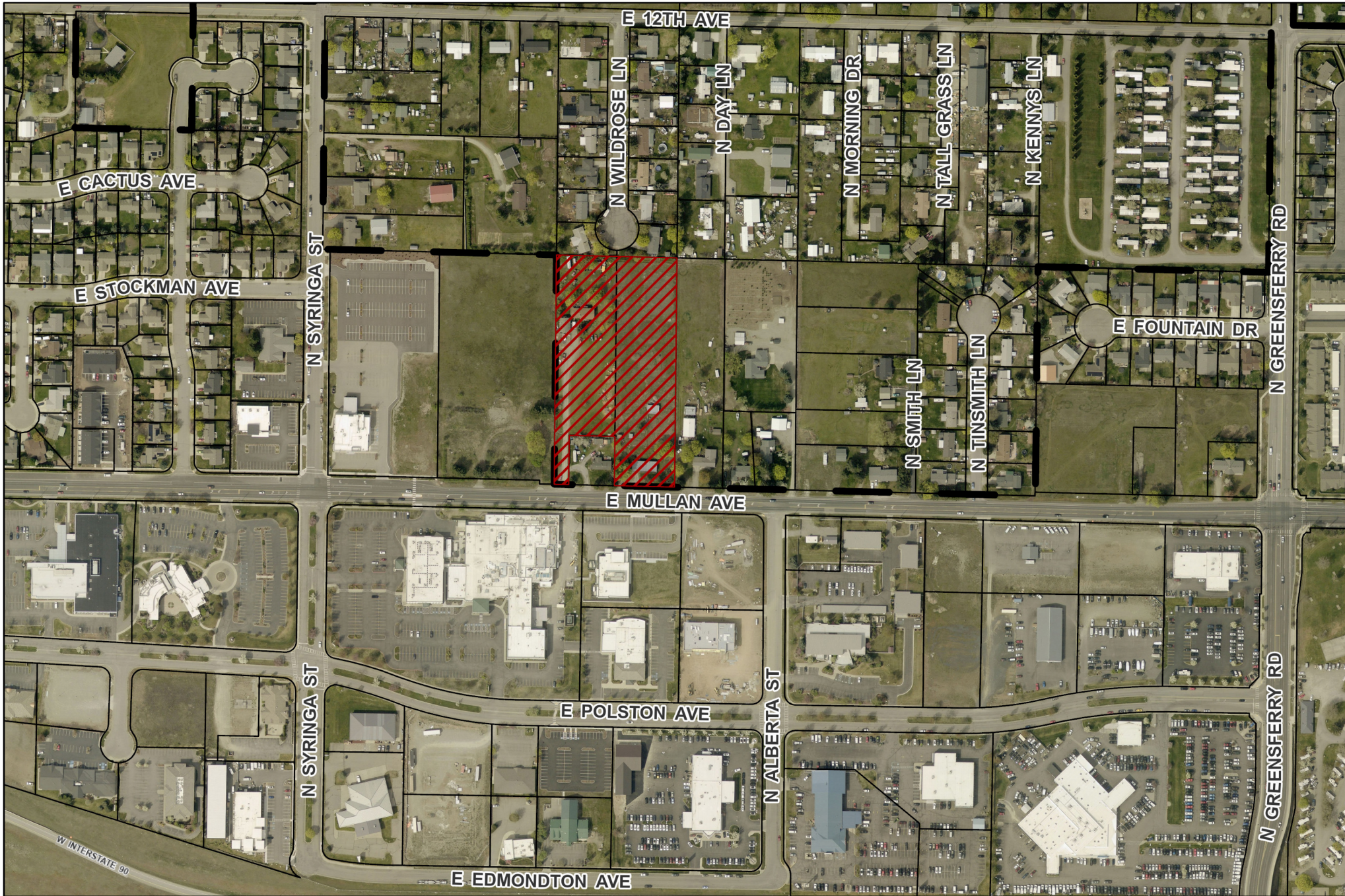
I have highlighted and separated the verbiage located at the end that pertains to myself representing you.

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

 Oct 10, 2025
[REDACTED]




Thank you,


 Oct 11, 2025
[REDACTED]

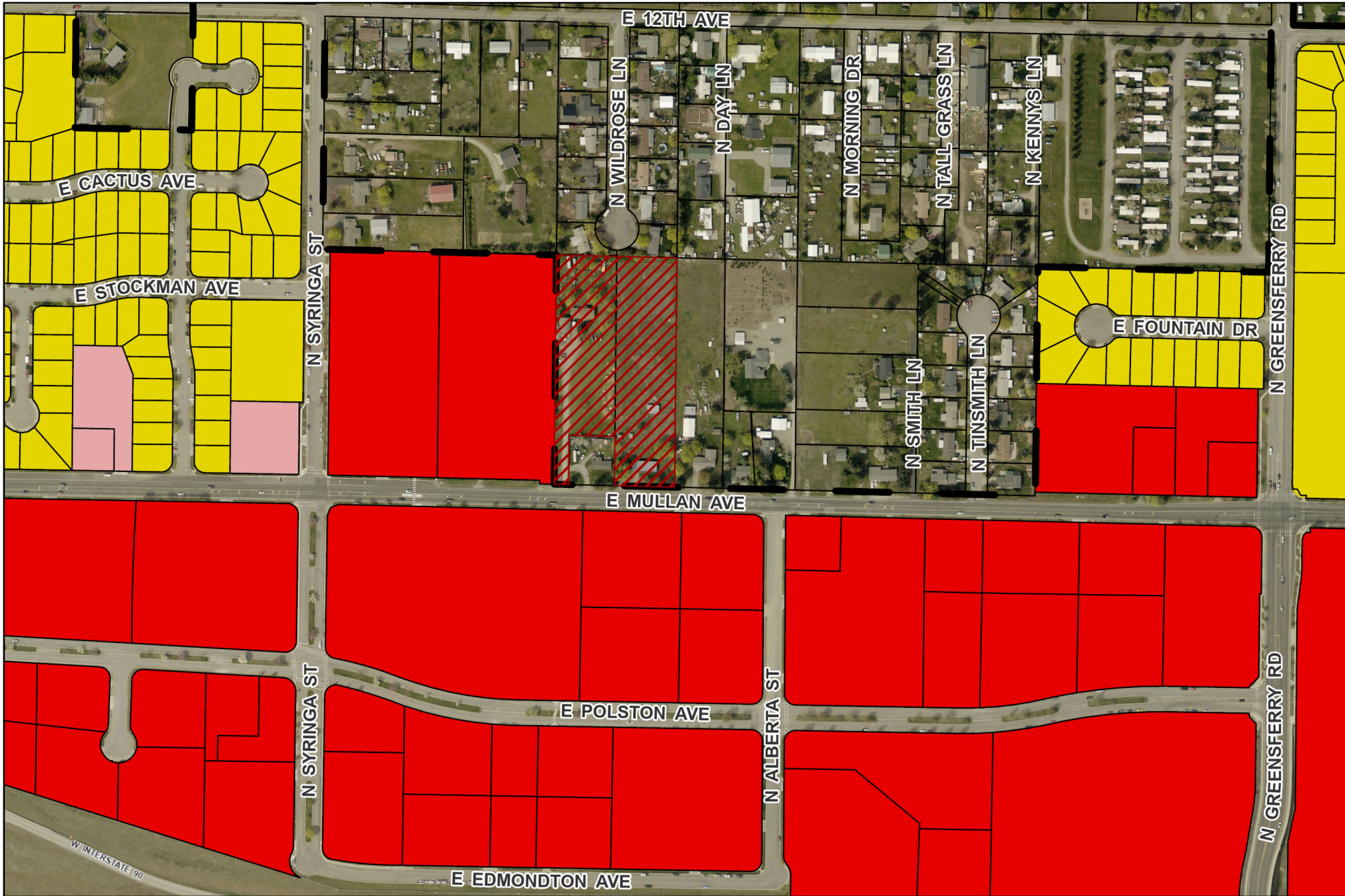


Project Location
 Mullan Annexation
ANNEXATION
 ANN-25-7








-  Post Falls City Boundary
-  Tax Parcels
-  Subject Site


Exhibit S-1
 Page 121 of 390

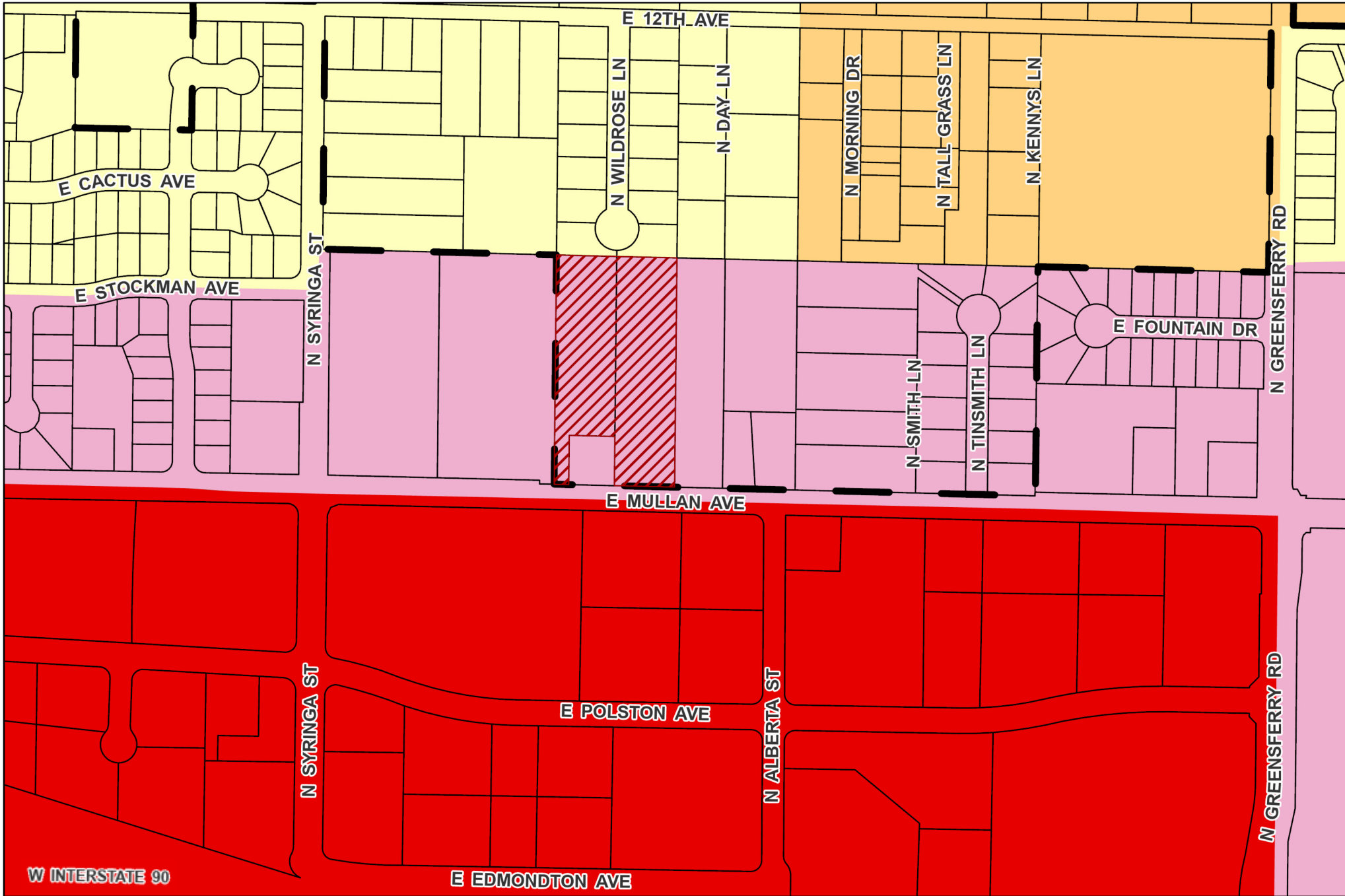


Zoning Map
 Mullan Annexation
ANNEXATION
 ANN-25-7



-  Subject Site
-  Post Falls City Boundary
-  CCS
-  LC
-  R-1





Future Land Use Designation
 Mullan Annexation
 ANNEXATION
 ANNEX-25-7



-  Subject Site
-  Post Falls City Boundary
-  Low Density Residential
-  Medium Density Residential
-  Business/Commercial
-  Commercial





**PLANNING AND ZONING COMMISSION
MEETING MINUTES**

**February 10, 2026
5:30 PM**

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

REGULAR MEETING – 5:30 PM

CALL TO ORDER

5:30 PM

PLEDGE OF ALLEGIANCE

ROLL CALL OF PLANNING & ZONING COMMISSION MEMBERS

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

Carey - Present, Steffensen - Present, Schlotthauer - Present, Schreiber - Present, Wilhelm - Present

CEREMONIES, ANNOUNCEMENTS, APPOINTMENTS, PRESENTATION:

ACTION ITEM

None

- a. National Cream Cheese Brownie Day!

AMENDMENTS TO THE AGENDA

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

None

DECLARATION OF CONFLICT, EX-PARTE CONTACTS AND SITE VISITS

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

None

1. CONSENT CALENDAR

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

ACTION ITEMS:

- a. Meeting Minutes 1/13/2026

- ~~b. Gaul Annexation Zoning Recommendation File No. ANNX 25-1~~
- ~~c. Prairie Medical Zoning Recommendation File No. ZC 25-2~~

~~Motion by Commissioner Kimball to approve the consent calendar as presented.
Second by Commissioner Schlotthauer~~

~~Vote:~~

~~Carey Yes, Steffensen Yes, Schlotthauer Yes, Schreiber Yes, Wilhelm Yes~~

~~Motion Carried~~

~~2. CITIZEN ISSUES~~

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

~~None~~

~~3. UNFINISHED / OLD BUSINESS~~

~~This section of the agenda is to continue consideration of items that have been previously discussed by the Planning and Zoning Commission.~~

~~ACTION ITEMS:~~

~~None~~

~~4. PUBLIC HEARINGS~~

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

~~ACTION ITEMS:~~

- ~~a. North Chase Place Annexation & Subdivision File Nos. ANNX 25-8 & SUBD 25-8~~

~~Public Hearing Opened: 5:34 PM~~

~~Staff Report~~

~~Justin Sauder, Associate Planner: Presented the request for annexation of approximately 4.9 acres located at the southwest corner of Chase Road and Fiser Avenue with a zoning recommendation of R1 (Single Family Residential), along with a 20-lot subdivision. The proposal is consistent with the Low Density Residential designation on the Future Land Use Map. Water service will be provided by East Green Acres Irrigation District and sewer by the City of Post Falls. Right-of-way dedication along Chase and Fiser will be required.~~

~~Robert Palus, City Engineer: Discussed sewer service elevation considerations, stormwater mitigation requirements, intersection visibility, and frontage improvement obligations. He clarified that emergency access between Coleman Street and Chase Road would be temporary and replaced by a pedestrian pathway per existing easement.~~

~~**Applicant:** Merl Van Houten, Van Houten Consulting and Design, LLC: On behalf of Blackwell Homes, LLC requested annexation and R1 zoning consistent with surrounding development and the Future Land Use Map. Described the 20-lot subdivision extending Coleman Street through to Fisher Avenue. Confirmed lot sizes meet or exceed R1 minimum standards and density is approximately four units per acre, below the maximum allowed. Confirmed commitment to frontage improvements, sidewalk installation, stormwater management, and payment of required impact fees. Stated the development aligns with infill and annexation policies of the Comprehensive Plan.~~

Testimony

In Favor:

~~Donald Smock Jr., Coeur d'Alene, ID (not wishing to speak): Mr. Smock stated the development provides needed housing options.~~

Neutral:

~~Frank Pratt, Post Falls, ID HOA President: Mr. Pratt expressed concerns regarding extending Coleman Street and potential stormwater impacts.~~

~~Douglas Williams expressed concerns about traffic at Coleman and Grange intersections and suggested stop signs.~~

In Opposition:

~~Deb Saunders, Post Falls, ID HOA President (The Meadows): Ms Saunders expressed concerns regarding increased traffic and requested traffic impacts be forwarded to City Council.~~

Rebuttal

~~Merl Van Houten responded to concerns regarding stormwater and traffic, stating development will comply with City standards and that traffic impacts from 20 lots are minimal. Confirmed HOA would maintain frontage landscaping and irrigation improvements.~~

Public Hearing Closed: 6:33 PM

Diliberation:

~~Commissioners discussed consistency with the Future Land Use Map, compatibility with surrounding single-family uses, annexation of a county island, and absence of adverse impacts to public services.~~

Annexation Review Criteria:

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

~~Commissioners found the proposed R1 zoning consistent with the Low Density Residential designation and compatible with surrounding single-family development.~~

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

~~Commissioners found the request consistent with annexation and infill policies supporting orderly growth within city limits.~~

~~3. Does the proposed zoning district create a demonstrable adverse impact upon the delivery of services by any political subdivision providing public services within the City?~~

~~Commissioners found no demonstrable adverse impacts to public services. Water and sewer services are available, and impact fees will be required.~~

~~Motion by Commissioner Schreiber to approve the North Place Chase Annexation File No. ANN-25-8 with Single Family Residential (R1) zoning and direct staff to forward a zoning recommendation to City Council, including required right-of-way dedication and easements.~~

~~Second by Commissioner Kimball~~

~~Vote:~~

~~Schlotthauer Yes, Wilhelm Yes, Carey Yes, Kimball Yes, Schreiber Yes, Steffensen Yes~~

~~Motion Carried~~

~~Subdivision Review Criteria~~

~~1. 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.~~

~~Water service will be provided by East Green Acres Irrigation District and was found adequate.~~

~~2. Adequate provisions have been made for a public sewage system and that the existing municipal system can accommodate the proposed sewer flows.~~

~~City sewer service will be provided and elevation challenges addressed through design solutions.~~

~~3. Proposed streets are consistent with the transportation element of the comprehensive plan.~~

~~Required frontage improvements and right-of-way dedication were discussed and found consistent with planning standards.~~

~~4. 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.~~

~~No hazardous soil or topographical concerns were identified in the transcript.~~

~~5. The area proposed for subdivision is zoned for the proposed uses and the uses conform to other requirements found in this code.~~

~~The proposed lots meet R1 zoning standards.~~

~~6. 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.~~

~~Impact fees, frontage improvements, and required infrastructure improvements will be provided by the developer.~~

~~Subdivision Diliberation:~~

~~The Commission reviewed subdivision criteria including water supply, sewer capacity, transportation consistency, zoning compliance, and mitigation of off-site impacts.~~

~~Motion by Commissioner Schreiber to approve North Chase Place Subdivision File No. SUBD-25-8 subject to Conditions 1-14 in the staff report, with an amendment to Condition 12 requiring the HOA to establish a reserve account for capital repairs and replacements, and directing staff to prepare a written decision.~~

~~Second by Commissioner Kimball~~

~~Vote:~~

~~Steffensen - Yes, Schreiber - Yes, Kimball - Yes, Carey - Yes, Wilhelm - Yes, Schlotthauer - Yes~~

~~Motion Carried~~

b. Mullan Annexation File No. ANNX-25-7

Public Hearing Opened: 7:07 PM

Staff Report:

Justin Sauder, Associate Planner: presented the request for annexation of approximately 4.39 acres at 1609 and 1641 East Mullan Avenue with a zoning recommendation of Community Commercial Services (CCS). The site is designated Business Commercial on the Future Land Use Map. Sewer service will be provided by the City and water by Ross Point Water District. The proposal is consistent with Comprehensive Plan goals.

Applicant: [REDACTED]

stated the property will be marketed for commercial development consistent with surrounding uses.

Public Testimony - None

Rebuttal: None

Public Hearing Closed: 7:20 PM

Diliberation:

Commissioners found the request consistent with the Future Land Use Map and Comprehensive Plan and identified no adverse impacts.

Review Criteria:

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

The CCS zoning matches the Business Commercial designation.

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

Commissioners found the proposal consistent with commercial growth policies.

3. Does the proposed zoning district create a demonstrable adverse impact upon the delivery of services by any political subdivision providing public services within the City?

No adverse impacts were identified. Sewer and water services are available.

Motion by Commissioner Schreiber to approve

Second by Commissioner Kimball

Vote:

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

Motion Carried

~~e. Heaven View Annexation & Subdivision File Nos. ANNX 25-9 & SUBD 25-9~~

~~**Public Hearing Opened: 7:24 PM**~~

~~**Staff Report:**~~

~~Jon Manley, Planning Manager: Presented the request for annexation of approximately 41.12 acres with proposed R1 and R2 zoning and a 209-lot subdivision. The site is designated Transitional on the Future Land Use Map and located near the future Fennecus and Prairie intersection.~~

~~Robert Palus, City Engineer, discussed sewer capacity constraints in the Highway 41 corridor and recommended a condition requiring confirmation of adequate sewer capacity prior to site development. Roadway improvements, impact fees, and sewer surcharges were discussed.~~

~~Applicant: Brad Marshall, J-U-B Engineers, INC., appeared on behalf of the applicant team, representing Pro-Made Homes and the property owner, and requested approval of the Heaven View Annexation and Zoning and the associated preliminary subdivision. He testified that the applicant reviewed and agreed with the staff report, staff analysis, and recommended conditions of approval, including confirmation of adequate sewer capacity prior to development. He acknowledged the City's rationale for an updated sewer capacity review and agreed to a condition tying approval of certain lots to the successful vacation of a portion of the Fennecus right-of-way. Mr. Marshall described the project as approximately 41 acres with 209 residential lots, including 92 lots in R1 zoning and 117 lots in R2 zoning, with lot sizes exceeding minimum zoning requirements. He stated development would occur in phases over five to six years, depending on market conditions. He noted the property is within the City's Area of Impact and adjacent to existing development, including the Foxtail subdivision. Water service would be provided by Ross Point Water District, with the applicant pursuing annexation and transfer of water rights to ensure capacity. He explained that although on-site green space is limited, residents would join the Foxtail HOA and have access to HOA park facilities. He also stated the applicant is coordinating with adjacent developers on shared infrastructure, including extension of Fennicus Road. Mr. Marshall testified that the project would help address a shortage of affordable housing for local industries seeking to expand or relocate and outlined the types of housing proposed.~~

~~Paul Lavrentiev, Vice President Pro-Made Homes, provided background on the company and stated that Pro-Made focuses on quality and attainable housing, has been in business for over 25 years, and is establishing a presence in the Post Falls and North Idaho market.~~

~~Cole Henderson, J-U-B Engineers, Inc., testified regarding transportation and infrastructure elements, stating the project would construct internal street connections consistent with planned roadway connectivity, would improve the segment of Hope Avenue adjacent to the school with curb, gutter, and sidewalk to improve safety and circulation, and would loop and connect water distribution with neighboring development. The applicant team acknowledged the sewer capacity condition and indicated willingness to proceed consistent with the City's confirmation requirements.~~

Testimony

~~In-Favor: None~~

~~Neutral: None~~

~~Opposed: None~~

~~Rebuttal: None~~

~~Public Hearing Closed: 8:25 PM~~

Dilliberation:

~~Commissioners discussed sewer capacity verification, right-of-way vacation contingency, park access coordination, and zoning consistency.~~

Annexation Review Criteria:

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

~~The Commission finds the zoning consistent with the 41 North Focus Area. Higher density R2 zoning is located near Prairie Avenue (a major corridor), with lower density R1 zoning transitioning to existing nearby development, aligning with planned density transitions and neighborhood compatibility.~~

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

~~The proposal supports Comprehensive Plan goals for balanced growth, infrastructure coordination, diverse housing options, and pedestrian connectivity. The zoning layout considers surrounding land uses, infrastructure capacity, and long-term sustainability, and aligns with planned road improvements.~~

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

~~No adverse impacts on public services were identified. Water will be provided by Ross Point Water District, sewer capacity will be confirmed before development, and transportation improvements are coordinated with City plans. No agencies reported service deficiencies.~~

~~**Motion by Commissioner Carey to approve Heaven View Annexation SUBD-25-9 subject to staff conditions, including confirmation of adequate sewer capacity, contingency of specific lots upon right-of-way vacation, and compliance with applicable impact fees and frontage improvements. Second by Commissioner Schreiber**~~

~~**Vote:**~~

~~Schreiber — Yes, Kimball — Yes, Wilhelm — Yes, Schlotthauer — Yes, Steffensen — Yes, Carey — Yes.
Motion Carried~~

~~**Subdivision Review Criteria:**~~

~~**1. 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.**~~

~~Water service will be provided consistent with City requirements.~~

~~**2. Adequate provisions have been made for a public sewage system and that the existing municipal system can accommodate the proposed sewer flows.**~~

~~Approval conditioned upon confirmation of adequate sewer capacity.~~

~~**3. Proposed streets are consistent with the transportation element of the comprehensive plan.**~~

~~Prairie widening, Fennecus extension, and required improvements align with transportation planning.~~

~~**4. 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.**~~

~~No hazardous conditions were identified in the transcript.~~

~~**5. The area proposed for subdivision is zoned for the proposed uses and the uses conform to other requirements found in this code.**~~

~~The proposed R1 and R2 zoning aligns with the Transitional designation.~~

~~**6. The developer has made adequate plans to ensure that the community will bear no more than its fair share of costs to provide services.**~~

~~Impact fees, frontage improvements, and sewer surcharges apply.~~

~~**Motion by Commissioner Kimball to approve Heaven View Annexation SUBD-25-9 subject to staff conditions, including confirmation of adequate sewer capacity, contingency of specific lots upon right-of-way vacation, and compliance with applicable impact fees and frontage improvements.**~~

~~**Second by Commissioner Carey**~~

~~**Second by Commissioner**~~

~~**Vote:**~~

~~Carey — Yes, Steffensen — Yes, Schlotthauer — Yes, Wilhelm — Yes, Kimball — Yes, Schreiber — Yes~~

5. ADMINISTRATIVE / STAFF REPORTS

None

6. COMMISSION COMMENT

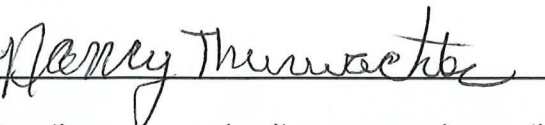
None

7. ADJOURNMENT

8:45 PM

Date: 3/10/26

Chair: 

Attest: 

Questions concerning items appearing on this Agenda should be addressed to the Community Development Department – Planning Division at 408 N. Spokane Street or call 208-773-8708.

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

Chair: James Steffensen Vice Chair: Ray Kimball
Members: Vicky Jo Carey, Chris Schreiber, Ross Schlotthauer, Bobby Wilhelm

**Mullan Annexation
File No. ANNEX-25-7**

**Planning and Zoning Commission
Zoning Recommendation**

A. INTRODUCTION:

APPLICANT: [REDACTED]

OWNER: [REDACTED]

LOCATION: 1609 and 1641 East Mullan Avenue, approximately 675 feet east of the intersection of Mullan Avenue and Syringa Street

REQUEST: Zoning recommendation of Community Commercial Services (CCS) on two parcels totaling approximately 4.39-acres.

B. RECORD CREATED:

1. A-1 Application
2. A-2 Narrative
3. A-3 Vicinity Map
4. A-4 Authorization Letter
5. S-1 Vicinity Map
6. S-2 Zoning Map
7. S-3 Future Land Use Map
8. PA-1 PFSD Comments
9. PA-2 KCFR Comments
10. PA-3 ITD Comments
11. PA-4 Phillips 66 Comments
12. PA-5 PFHD Comments
13. PA-6 DEQ Comments
14. PZ Staff Report
15. Testimony at the February 10, 2026, Planning and Zoning Commission ("Commission") hearing including:

Planning and Zoning Commission (hereinafter "Commission") heard the request at the February 10, 2026, public hearing, and the meeting was in-person and live-streamed on the City of Post Falls YouTube Channel. The public hearing was properly noticed and conducted per the requirements of Idaho Code Sections 67-6511 and 67-6509, and City Code section 18.20.060. The purpose of the hearing was to afford the applicant and the public the opportunity to supply testimony and documentation to be taken by the Commission in their application of City Code 18.20.100 when making the Commission's recommendation on zoning to the City Council.

Justin Sauder, Associate Planner

Mr. Sauder presented the staff report and the annexation request. He testified that the applicant was seeing a zoning designation of Community Commercial Services (CCS) on approximately 4.39 acres, comprising of two parcels in common ownership, each currently improved with a single-family residence. The subject properties are located at 1609 and 1641 East Mullan Avenue, approximately 675 feet east of the intersection of Mullan Avenue and Syringa Street. Properties to

the north and east lie outside city limits and are developed with single-family homes. Properties to the south across Mullan Avenue are within the Community Commercial Services (CCS) designation and contain businesses providing medical services. The property directly west is undeveloped and within the CCS zone. The subject parcels surround an existing residential parcel in the county adjacent to Mullan Avenue which is not included in the requested action.

The Future Land Use Map identifies the subject property as Business Commercial and CCS is an implementing zone district within the Business Commercial designation. The properties lie within the Central Island Focus Area which promotes infill development, prioritizes annexations, supports interconnected development patterns, and focuses commercial uses along arterial or collector streets with more than 4,000 vehicle trips per day. The subject parcels front on Mullan Avenue which is classified as a minor arterial with traffic volumes exceeding 11,000 vehicle trips per day.

Water service would be provided by Ross Point Water District and wastewater would be provided by the city. Sanitary sewer is located at the intersection of Syringa and Mullan and would be extended at the time of development. The existing infrastructure has capacity for the requested zoning and conforms with the City's Water Reclamation Master Plan. Additional right-of-way and easement dedications will be required as part of the annexation agreement.

Mr. Sauder testified that the request for zoning could be supported by and in accordance with Goals 1, and 7, and Policies 8, 9 and 86 and of the Comprehensive Plan by allowing the property to be developed with new businesses in that underutilized area. He also stated that no demonstrable adverse impacts had been identified at the time of the noticing of the jurisdictions.

[REDACTED] Applicant

[REDACTED] confirmed representation of [REDACTED] and supported the annexation request. She stated that staff covered the necessary details. She acknowledged discussion regarding a surrounding parcel and indicated the adjacent property owner was waiting to determine future actions pending this process.

Public Testimony: There was no public testimony

Deliberations:

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

C. EVALUATION OF APPROVAL CRITERIA FOR INITIAL ZONING:

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

The applicant has requested initial zoning of CCS on approximately 4.39-acres. The Future Land Use map designates this area as Business Commercial and CCS is an implementing zoning district for that future land use designation, supporting a range of commercial and mixed-use development types. The Central Island Focus Area promotes commercial development along arterial corridors and encourages infill and annexation of county islands.

The Commission finds that the proposed CCS zone is consistent with the Future Land Use Map and Focus Area.

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

consideration?

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

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

The proposed zone and resulting development would expand the inventory of commercially zoned land capable of supporting business activity and job creation.

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

The zone request would provide additional areas for business opportunities supporting community needs such as medical facilities.

Policy 8: Encourage compatible infill development and redevelopment of under-utilized properties within City limits.

The subject property is under-utilized as large lot residential and considered infill and the requested zoning designation of CCS will ensure consistency with nearby commercial developments.

Policy 86: With local business community, work to enhance, sustain and diversify the local economic base by: Supporting opportunities related to business "campus" and mixed-use models and attracting new businesses and clean industry.

Annexation and zoning to CCS will allow and promote the opportunity for the property to be developed with new businesses in a mixed-use development.

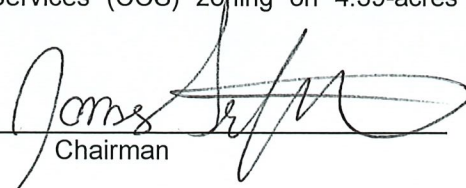
C3. Does the proposed zoning district create a Demonstrable Adverse Impact upon the delivery of services by any political subdivision providing public services within the city?

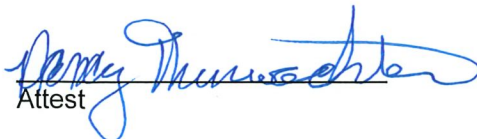
The Commission finds that political subdivisions were notified and the city received no adverse written comments. Because no evidence of a demonstrable adverse impact upon the delivery of services were identified and as such, the Commission finds this criterion satisfied.

D. CONCLUSIONS AND RECOMMENDATIONS OF THE COMMISSION:

ANNX-25-7, INITIAL ZONING: Following the public hearing and deliberations, the Planning and Zoning Commission considered the evidence presented in the staff report, applicant testimony, and agency comments, and a motion to recommend approval of the recommended zoning upon annexation was made, the motion passed unanimously. The Planning and Zoning Commission hereby recommends that the City Council approve the proposal, finding that it conforms to the general purpose of the comprehensive plan and meets the applicable approval criteria for the applicant's request for Community Commercial Services (CCS) zoning on 4.39-acres upon successful annexation of the property.

3/10/26
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.

ANNEXATION AND ZONING DEVELOPMENT AGREEMENT
Mullan Avenue Annexation
(File No. ANNX-25-7)

THIS AGREEMENT is made this Click or tap to enter a date., by and between the **City of Post Falls**, a municipal corporation organized and existing pursuant to the laws of the State of Idaho, with its principal place of business at 408 N. Spokane Street, Post Falls, ID, and [REDACTED] an Idaho Limited Liability Company organized and existing pursuant to the laws of the State of Idaho, with its principal place of business at [REDACTED], [REDACTED]

WHEREAS, [REDACTED], (hereinafter the “Owner”) owns a tract of land (hereinafter the “Property”) adjacent to the city limits of the City of Post Falls (hereinafter the “City”), which the Owner wishes to annex and develop within the City; and

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

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

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

ARTICLE I: PURPOSE AND DESCRIPTION OF PROPERTY

- 1.1. Purpose: Owner enters into this Agreement to obtain annexation of the Property while the City seeks to obtain partial mitigation of the impacts of annexation of the Property on the City. Owner acknowledges that City has no duty to annex the Property and that the promises of Owner contained in this Agreement are an inducement for City to do so. The term “Owner” includes any successor in interest in the Property.
- 1.2. Description of the Property: The Property is generally located at 1609 and 1641 E. Mullan Avenue and is more particularly described in Exhibit “A”.

ARTICLE II: STANDARDS

- 2.1. Construct to City Standards: Owner agrees that all improvements required by this Agreement or by City codes will be built to City standards or to the standards of any public agency providing service to the Property. Owner agrees to adhere to all City policies and procedures; including, but not limited to sanitary sewer improvements, water lines, fire hydrants, parks, flood works, storm water management, curbs, sidewalks, street trees, streetlights, pedestrian/bicycle facilities and roads. Such policies include extending utility lines in a manner acceptable to the City to make service available to adjoining lands and limitations on gaining site access from arterial and collector roadways (including the KMPO Critical Access Corridor Policy).

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

ARTICLE III. UTILITIES AND PUBLIC SERVICES

- 3.1. Water: Owner agrees to use a public water supply system for any development of the Property and to pay all required fees and charges including all connection and/or capitalization charges generally applicable at the time service is requested. If water service cannot be obtained from a public water supply system that has the legal authority to provide service to the Property, the Owner may seek to obtain water service from any lawful source whether public or private beginning 90 days after the date that the Owner requested water service from each public water supply system that has legal authority to serve the Property. Upon public water service becoming available to the Property, Owner will disconnect from the temporary service and connect to the public water service.

- 3.1.1. Water Rights: Prior to commencement of development of the Property, Owner agrees to grant, in a form acceptable to the grantee, to the public water supply system agreeing to provide water service to the Property all water rights associated with the Property in order to assure that the public water supply system has adequate water rights to supply domestic water to the Property.
- 3.2. Wastewater Reclamation: The Owner agrees to use the Post Falls Sanitary Sewer system for all development of the Property and to be responsible for all required fees and charges including all connection and/or capitalization charges generally applicable at the time service is requested. Sanitary sewer service will be provided in accordance with rules and regulations of the City. The City does not warrant that sanitary sewer capacity will be available at the time Owner requests connection to the sanitary sewer system. If sanitary sewer capacity cannot be assured within 180 days of the date that service is requested by the Owner, the Owner is temporarily authorized to provide service by resorting to any lawful public or private alternative so long as legal requirements can be met. Upon the availability of treatment capacity, the owner shall disconnect from the temporary service and connect to and divert flows to the public system. Any proposed alternative must not frustrate the progression and continuity of the City's wastewater collection system.
 - 3.2.1. Connection of Existing Structure to Sanitary Sewer Infrastructure: Any existing structures located on the Property at the time of this Agreement that are serviced by a septic system must be connected to the Post Falls Sanitary Sewer system or removed from the Property at the time of any development on the Property and the existing septic system abandoned in compliance with all legal requirements. Owner is solely responsible for the costs of connecting to the sanitary sewer and abandoning the septic system.
- 3.3. Maintenance of Private Sanitary Sewer and Water Lines: The Owner acknowledges that the City is not responsible for maintenance of any private sanitary sewer lines or water lines, including appurtenances, within the Property.
- 3.4. Size of Water and Sewer Mains: The Owner agrees on-site water and sewer mains will be adequately sized to provide service to the Property as determined by the entity providing water or sewer service to the Property. For water and sewer lines to be dedicated to the City, Owner agrees that the City will determine the appropriate main size based on adopted City master plans and may require the Owner to oversize the mains or to construct the mains with increased depth beyond the size/depth needed to serve the Property. If required to oversize water or sewer mains (including additional depth), the Owner may request reimbursement for oversizing costs during the subdivision or other development approval process.
- 3.5. Garbage Collection: The Owner agrees that upon the expiration of the term of any contract to provide garbage collection services to the Property, that the Owner will begin using the garbage collection service in effect with the City of Post Falls.

ARTICLE IV. PUBLIC PROPERTY DEDICATIONS

- 4.1. Rights of Way and Easements: As partial consideration for this Agreement, Owner agrees to dedicate the following grants of rights of way and easements to the City at the time of execution of this Agreement:
 - 4.1.1. By grant of easement in a form acceptable to the City, Owner will grant a 10-foot wide easement along Mullan Avenue to include utilities, sidewalks, and storm drainage.
 - 4.1.2. By grant of right-of-way in a form acceptable to the City, Owner will dedicate additional rights-of-way along Mullan Avenue for a total right of way width of 80 feet measured from the existing southern rights-of-way line for Mullan Avenue.
- 4.2. No Impact Fee for Dedication: Owner agrees that it is not entitled to any credit towards the payment of the City's then currently adopted Impact Fees as a result of its dedication of street right way and easements. As such, Owner waives, on behalf of itself and its successors in interest, any and all claims it may have against the City for not granting an Impact Fee credit relating to the dedication of rights of way and easements as provided in this article. The parties agree that this agreement is entered into in good faith by both parties and is intended to comply with Idaho Code 67-8209(4).

ARTICLE V. CONSIDERATION/FEES

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

agree that until the date of publication of the annexation ordinance, no final annexation of Owners' property will occur.

ARTICLE VI. MISCELLANEOUS

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

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

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

[Signature Page Follows]

CITY OF POST FALLS

By: _____
Randy Westlund, Mayor

[Redacted]
By: [Signature]
[Redacted]

Attest:

Shannon Howard, City Clerk

ACKNOWLEDGEMENTS

State of Idaho)
: ss
County of Kootenai)

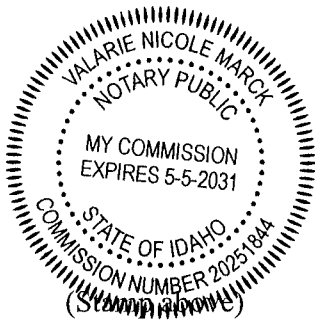
This instrument was acknowledged before me on _____ by **Randy Westlund** and **Shannon Howard** as the **Mayor** and **City Clerk**, respectively, of the **City of Post Falls**, Kootenai County, Idaho, on behalf of whom the instrument was executed.

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

(Stamp above)

State of Idaho)
: ss
County of Kootenai)

This instrument was acknowledged before me on 3-20-26 by [Redacted] as the **Manager** of [Redacted] on behalf of whom the instrument was executed.



Valarie Nicole Marck
Notary Public for the State of ID
Residing at: Kootenai County
Commission Expires: 5-5-31

EXHIBIT A

LEGAL DESCRIPTION COMBINED

THE WEST HALF OF TRACT 62, BLOCK 35, POST FALLS IRRIGATED TRACTS, ACCORDING TO THE PLAT RECORDED IN BOOK "C" OF PLATS AT PAGE 78, RECORDS OF KOOTENAI COUNTY, IDAHO;

EXCEPT THAT PORTION BEGINNING AT THE SOUTHWEST CORNER OF TRACT 62, BLOCK 35, BEING A POINT ON THE NORTH LINE OF THE ROAD RIGHT OF WAY AS DELINEATED ON THE RECORDED PLAT;

THENCE EAST ALONG SAID RIGHT OF WAY LINE A DISTANCE OF 40 FEET TO THE REAL POINT OF BEGINNING FOR THIS DESCRIPTION;

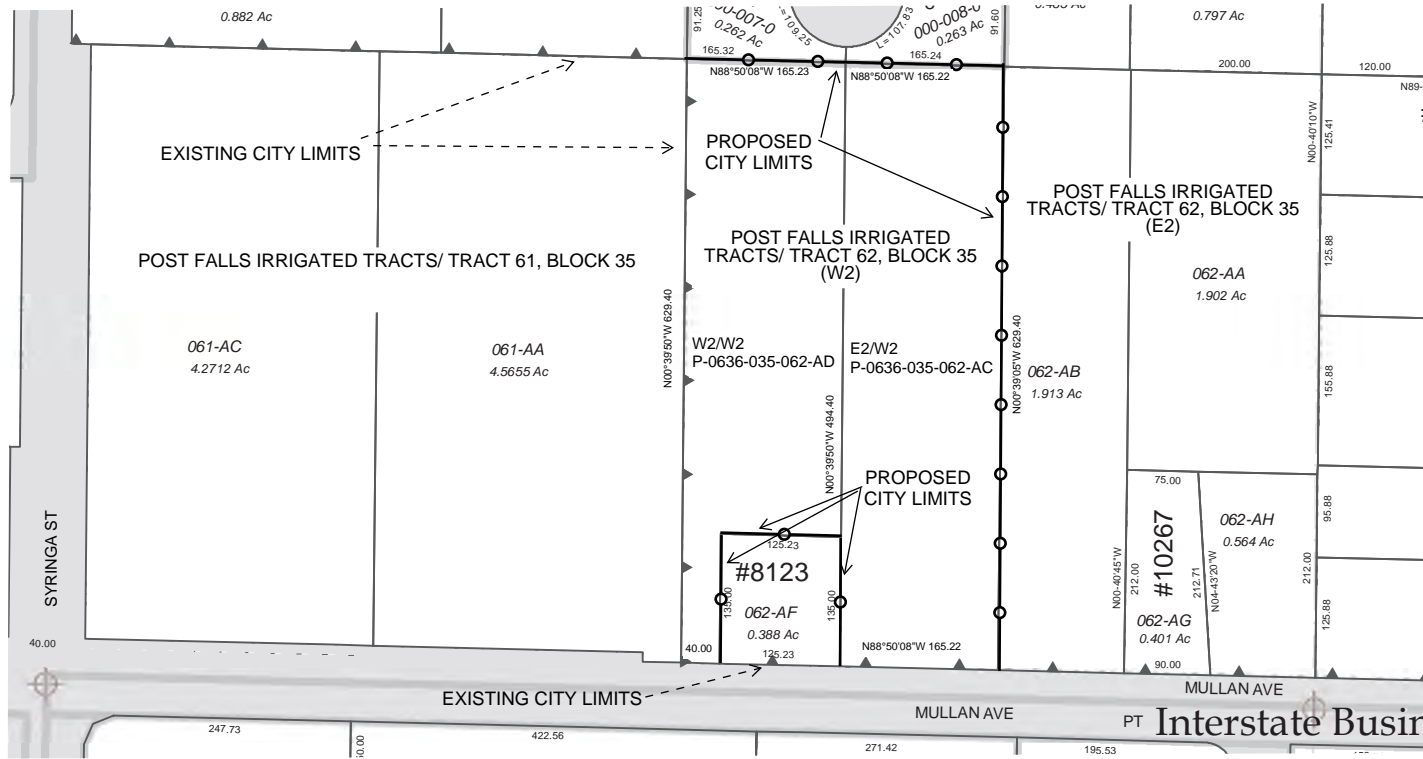
THENCE NORTH PARALLEL TO THE WEST LINE OF TRACT 62, A DISTANCE OF 135 FEET;

THENCE EAST PARALLEL TO THE SOUTH LINE OF TRACT 62, A DISTANCE OF 125.23 FEET TO A POINT ON THE EAST LINE OF THE WEST HALF OF THE WEST HALF OF TRACT 62;

THENCE SOUTH PARALLEL TO THE WEST LINE OF TRACT 62, A DISTANCE OF 135 FEET TO A POINT ON THE SOUTH LINE OF TRACT 62, BEING ALSO ON THE NORTH RIGHT OF WAY LINE OF SAID ROAD;



THENCE WEST ALONG SAID LINE, A DISTANCE OF 125.23 FEET TO THE REAL POINT OF BEGINNING.

ANNEXATION MAP
 POST FALLS IRRIGATED TRACTS
 WEST HALF TRACT 62, BLOCK 35
 IN A PORTION OF THE
 SE 1/4 SEC. 35, T.51N., R.5W., B.M.
 CITY OF POST FALLS, KOOTENAI COUNTY,
 IDAHO



(IN FEET)
 1 inch = 200 ft.

City of Post Falls Annexation Ordinance # _____

	SHEET 1 OF 1
ENGINEERING AND SURVEYING 	
P.O. Box 1118, Hayden, ID 83835 Ph. (208) 664-2121 Email: info@frameandsmetana.com	
ANNEXATION MAP WEST HALF, TRACT 62, BLOCK 35 POST FALLS IRRIGATED TRACTS	FILE: 26-003 DATE: 11/10/2025
SCALE: 1:200	



POST FALLS
SCHOOL DISTRICT #273

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

September 15, 2025

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

Dear Bob,

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

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

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

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

The enrollment status and capacity of each school for the 2025-2026 school year are listed below.

The district will review/revise the current long-range facility plan during the 2027-2028 school year. A copy of the current plan is included with this letter.

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

School	2025-2026 Enrollment	Building Capacity
Greensferry Elementary	392	525
Mullan Trail Elementary	321	500
Ponderosa Elementry	440	570
Prairie View Elementary	376	525
Seltice Elementary	372	560
Treaty Rock Elementary	366	525
West Ridge Elementary	428	525
Post Falls Middle School	775	920
River City Middle School	554	750
Post Falls High School	1663	1800
New Vision High School	124	225

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

Sincerely,



Dena Naccarato
Superintendent

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

Kootenai County Fire & Rescue

Fire Marshal's Office

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

January 23, 2025

Nancy Thurwatcher
Planning Administrative Specialist
nthurwatcher@postfalls.gov

RE: Notice to Jurisdiction Response

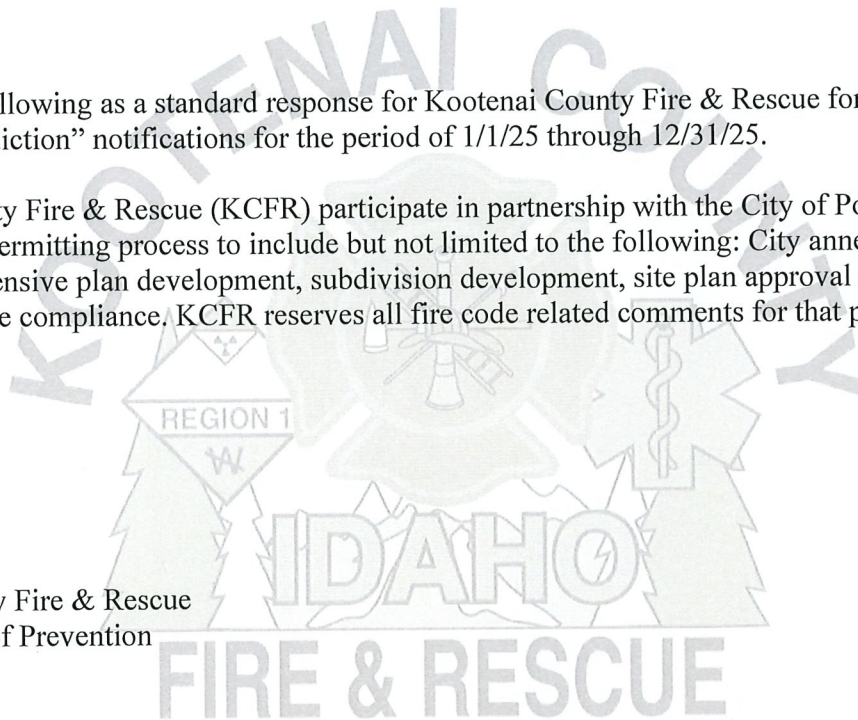
Dear Nancy,

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

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

Respectfully,

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



Nancy Thurwachter

From: Robert Beachler <Robert.Beachler@itd.idaho.gov>
Sent: Monday, January 26, 2026 2:42 PM
To: Nancy Thurwachter
Subject: RE: Notice to Jurisdictions - Mullan Annexation File No. ANNX-25-7

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No Comment from the Idaho Transportation Department.

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

From: Nancy Thurwachter <nthurwachter@postfalls.gov>
Sent: Friday, January 23, 2026 4:29 PM
To: Ali Marenau <AMarienau@kmpo.net>; Alynette Farley <abfarley@BPA.Gov>; Amanda Raymond <arraymond@bpa.gov>; Avista <c01_Real_Estate@avistacorp.com>; Ben Tarbutton <btarbutton@kcgov.us>; Carey Borchardt <carey.borchardt@charter.com>; Carolyn Bostick <cbostick@cdapress.com>; Carrie Ann Hewitt <CarrieAnn.Hewitt@itd.idaho.gov>; cdaconst@avistacorp.com; cingle@kcgov.us; Chris Way <cway@kootenaifire.com>; christina@postfallschamber.com; Christine Harmon <christine.harmon@deq.idaho.gov>; cschneider@kec.com <cschneider@kec.com>; Dan Rest <drest@hbkengineering.com>; Dan Ryan <danr@kootenaifire.com>; Dan Selden <danselden@hotmail.com>; Dan Zeck <dan@eastgreenacres.org>; Daniel Mavrinac <Daniel.Mavrinac@BNSF.com>; David Callahan <dcallahan@kcgov.us>; David Haggerty <David.Haggerty@tdstelecom.com>; dena.naccarato@sd273.com; DEQ <deqcomments@deq.idaho.gov>; Devin Weeks <dweeks@cdapress.com>; Gina Dillman <gdillman@republicservices.com>; Glen Miles <Gmiles@kmpo.net>; Gregory Ashley <gregory.Ashley@williams.com>; Jame Davis <jame.davis@intermaxteam.com>; Jeff Boren <Jeffrey.Boren@charter.com>; Jeremy Hofer <jhofer@kec.com>; Jeryl Archer <jeryla@kootenaifire.com>; Jessie Holderman <JHolderman@kec.com>; Jordan Wirth <Jordan.T.Wirth@usps.gov>; Karen Philips <Karen.Phillips@avistacorp.com>; Kevin Linville <kevin.linville@tdstelecom.com>; Kevin Teo <kevin.teo@ziply.com>; Kris Faver (kris.faver@tdstelecom.com) <kris.faver@tdstelecom.com>; Kristen Rondo <krondo@phd1.idaho.gov>; Kurt Larson <klarson@kec.com>; Lance Kippen <lkippen@olsson.com>; Lee Barns <lee.barns@tdstelecom.com>; Leo Martinez <leo.martinez@p66.com>; Lori Cogley <lcogley@kec.com>; Lynn Sandsor <lynn.sandsor@aecom.com>; Mary Ann Mondaldi <MaryAnn.Monaldi@BNSF.com>; Mike Patton <Michael.m.patton@p66.com>; Owens, Dylan <Dylan.Owens@tdstelecom.com>; Panhandle Health General <ehapplications@phd1.idaho.gov>; Patricia M. Corrigan <pcorrigan@hbkengineering.com>; contactus@postfallshd.com; Robert Beachler <Robert.Beachler@itd.idaho.gov>; Ron Wilson <Ron@eastgreenacres.org>; Ross Point Water <rosspointwater@yahoo.com>; Scott Morton <smorton@republicservices.com>; Serena <serena@carlsonstratcomm.com>; Shawn Magat <Shawn.Magat@tdstelecom.com>; Tom kearns <tkearns@idl.idaho.gov>; Tom Murn <Tom.Murn@ZiPLY.com>; URA <postfallsura@gmail.com>; ZiPLY <ID-EWA.SFU.MDU.Engineering@ziPLY.com>

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

Subject: Notice to Jurisdictions - Mullan Annexation File No. ANNX-25-7

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

Good afternoon –

Please find attached the Notice to Jurisdictions for the Mullan Annexation File No. ANNX-25-7 that is scheduled for the Planning and Zoning meeting on February 10, 2026. The draft staff report will be on the city’s website shortly.

Nancy Thurwachter
Planning Administrative Specialist
408 N. Spokane Street
Post Falls, ID 83854
(208) 457-3338



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Nancy Thurwachter

From: Martinez, Leo <Leo.Martinez@p66.com>
Sent: Wednesday, January 28, 2026 10:28 AM
To: Nancy Thurwachter
Subject: Notice to Jurisdictions - Mullan Annexation File No. ANNX-25-7
Attachments: Exhibit PH-2 NTJ_Mullan Annexation ANNX-25-7..pdf

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

Nancy,

Phillips 66 does not have any utilities within the attached project vicinity.
(Response 13231)

Leo Martinez

Associate, Operations Support • Real Estate Services

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



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From: Nancy Thurwachter <nthurwachter@postfalls.gov>
Sent: Friday, January 23, 2026 4:29 PM
To: Ali Marenau <AMarienu@kmpo.net>; Alynette Farley <abfarley@BPA.Gov>; Amanda Raymond <arraymond@bpa.gov>; Avista <c01_Real_Estate@avistacorp.com>; Ben Tarbutton <btarbutton@kcgov.us>; Carey Borchardt <carey.borchardt@charter.com>; Carolyn Bostick <cbostick@cdapress.com>; Carrie Ann Hewitt <carrieann.hewitt@itd.idaho.gov>; cdaconst@avistacorp.com; cingle@kcgov.us; Chris Way <cway@kootenaifire.com>; christina@postfallschamber.com; Christine Harmon <christine.harmon@deq.idaho.gov>; cschneider@kec.com <cschneider@kec.com>; Dan Rest <drest@hbkengineering.com>; Dan Ryan <danr@kootenaifire.com>; Dan Selden <danselden@hotmail.com>; Dan Zeck <dan@eastgreenacres.org>; Daniel Mavrinac <Daniel.Mavrinac@BNSF.com>; David Callahan <dcallahan@kcgov.us>; David Haggerty <David.Haggerty@tdstelecom.com>; dena.naccarato@sd273.com; DEQ <deqcomments@deq.idaho.gov>; Devin Weeks <dweeks@cdapress.com>; Gina Dillman <gdillman@republicservices.com>; Glen Miles <Gmiles@kmpo.net>; Gregory Ashley <gregory.Ashley@williams.com>; Jame Davis <jame.davis@intermaxteam.com>; Jeff Boren <Jeffrey.Boren@charter.com>; Jeremy Hofer <jhofer@kec.com>; Jeryl Archer <jeryla@kootenaifire.com>; Jessie Holderman <JHolderman@kec.com>; Jordan Wirth <Jordan.T.Wirth@usps.gov>; Karen Philips <Karen.Phillips@avistacorp.com>; Kevin Linville <kevin.linville@tdstelecom.com>; Kevin Teo <kevin.teo@ziply.com>; Kris Faver (kris.faver@tdstelecom.com) <kris.faver@tdstelecom.com>; Kristen Rondo <krondo@phd1.idaho.gov>; Kurt Larson <klarson@kec.com>; Lance Kippen <lkippen@olsson.com>; Lee Barns <lee.barnes@tdstelecom.com>; Martinez,

Nancy Thurwachter

From: Jonie Anderson <Jonie@postfallshd.com>
Sent: Wednesday, January 28, 2026 11:50 AM
To: Nancy Thurwachter
Subject: RE: Notice to Jurisdictions - Mullan Annexation File No. ANNX-25-7

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

The Post Falls Highway District has no concerns regarding this proposed annexation.

Kind regards,
Jonie

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

p 208.765.3717
contactus@postfallshd.com



From: 'Nancy Thurwachter' via Contact Us <contactus@postfallshd.com>
Sent: Friday, January 23, 2026 4:29 PM
To: Ali Marenau <AMarienau@kmpo.net>; Alynette Farley <abfarley@BPA.Gov>; Amanda Raymond <arraymond@bpa.gov>; Avista <c01_Real_Estate@avistacorp.com>; Ben Tarbutton <btarbutton@kcgov.us>; Carey Borchardt <carey.borchardt@charter.com>; Carolyn Bostick <cbostick@cdapress.com>; Carrie Ann Hewitt <carrieann.hewitt@itd.idaho.gov>; cdaconst@avistacorp.com; cingle@kcgov.us; Chris Way <cway@kootenaifire.com>; christina@postfallschamber.com; Christine Harmon <christine.harmon@deq.idaho.gov>; cschneider@kec.com <cschneider@kec.com>; Dan Rest <drest@hbkengineering.com>; Dan Ryan <danr@kootenaifire.com>; Dan Selden <danselden@hotmail.com>; Dan Zeck <dan@eastgreenacres.org>; Daniel Mavrinac <Daniel.Mavrinac@BNSF.com>; David Callahan <dcallahan@kcgov.us>; David Haggerty <David.Haggerty@tdstelecom.com>; dena.naccarato@sd273.com; DEQ <deqcomments@deq.idaho.gov>; Devin Weeks <dweeks@cdapress.com>; Gina Dillman <gdillman@republicservices.com>; Glen Miles <Gmiles@kmpo.net>; Gregory Ashley <gregory.Ashley@williams.com>; Jame Davis <jame.davis@intermaxteam.com>; Jeff Boren <Jeffrey.Boren@charter.com>; Jeremy Hofer <jhofer@kec.com>; Jeryl Archer <jeryla@kootenaifire.com>; Jessie Holderman <JHolderman@kec.com>; Jordan Wirth <Jordan.T.Wirth@usps.gov>; Karen Philips <Karen.Phillips@avistacorp.com>; Kevin Linville <kevin.linville@tdstelecom.com>; Kevin Teo <kevin.teo@ziply.com>; Kris Faver (kris.faver@tdstelecom.com) <kris.faver@tdstelecom.com>; Kristen Rondo <krondo@phd1.idaho.gov>; Kurt Larson <klarson@kec.com>; Lance Kippen <lkippen@olsson.com>; Lee Barnes <lee.barnes@tdstelecom.com>; Leo Martinez <leo.martinez@p66.com>; Lori Cogley <lcogley@kec.com>; Lynn Sandsor <lynn.sandsor@aecom.com>; Mary Ann Mondaldi <MaryAnn.Monaldi@BNSF.com>; Mike Patton <Michael.m.patton@p66.com>; Owens, Dylan <Dylan.Owens@tdstelecom.com>; Panhandle Health General <ehapplications@phd1.idaho.gov>; Patricia M. Corrigan

<pcorrigan@hbkengineering.com>; contactus@postfallshd.com; Robert Beachler <Robert.Beachler@itd.idaho.gov>; Ron Wilson <Ron@eastgreenacres.org>; Ross Point Water <rosspointwater@yahoo.com>; Scott Morton <smorton@republicservices.com>; Serena <serena@carlsonstratcomm.com>; Shawn Magat <Shawn.Magat@tdstelecom.com>; Tom kearns <tkearns@idl.idaho.gov>; Tom Murn <Tom.Murn@ZiPLY.com>; URA <postfallsura@gmail.com>; ZiPLY <ID-EWA.SFU.MDU.Engineering@ziPLY.com>

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

Subject: Notice to Jurisdictions - Mullan Annexation File No. ANNX-25-7

Good afternoon –

Please find attached the Notice to Jurisdictions for the Mullan Annexation File No. ANNX-25-7 that is scheduled for the Planning and Zoning meeting on February 10, 2026. The draft staff report will be on the city’s website shortly.

Nancy Thurwachter

Planning Administrative Specialist

408 N. Spokane Street

Post Falls, ID 83854

(208) 457-3338



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Nancy Thurwachter

From: DEQ Comments <deqcomments@deq.idaho.gov>
Sent: Thursday, January 29, 2026 2:02 PM
To: Nancy Thurwachter
Subject: RE: Notice to Jurisdictions - Mullan Annexation File No. ANNX-25-7

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Good Afternoon,

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

Thank you,

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

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

From: Nancy Thurwachter <nthurwachter@postfalls.gov>
Sent: Friday, January 23, 2026 4:29 PM
To: Ali Marenau <AMarienu@kmpo.net>; Alynette Farley <abfarley@BPA.Gov>; Amanda Raymond <arraymond@bpa.gov>; Avista <c01_Real_Estate@avistacorp.com>; Ben Tarbutton <btarbutton@kcgov.us>; Carey Borchardt <carey.borchardt@charter.com>; Carolyn Bostick <cbostick@cdapress.com>; Carrie Ann Hewitt <carriann.hewitt@itd.idaho.gov>; cdaconst@avistacorp.com; cingle@kcgov.us; Chris Way <cway@kootenaifire.com>; Christina Petit <christina@postfallschamber.com>; Christine Harmon <Christine.Harmon@deq.idaho.gov>; cschneider@kec.com <cschneider@kec.com>; Dan Rest <drest@hbkengineering.com>; Dan Ryan <danr@kootenaifire.com>; Dan Selden <danselden@hotmail.com>; Dan Zeck <dan@eastgreenacres.org>; Daniel Mavrinac <Daniel.Mavrinac@BNSF.com>; David Callahan <dcallahan@kcgov.us>; David Haggerty <David.Haggerty@tdstelecom.com>; dena.naccarato@sd273.com; DEQ Comments <deqcomments@deq.idaho.gov>; Devin Weeks <dweeks@cdapress.com>; Gina Dillman <gdillman@republicservices.com>; Glen Miles <Gmiles@kmpo.net>; Gregory Ashley <gregory.Ashley@williams.com>; Jame Davis <jame.davis@intermaxteam.com>; Jeff Boren <Jeffrey.Boren@charter.com>; Jeremy Hofer <jhofer@kec.com>; Jeryl Archer <jeryla@kootenaifire.com>; Jessie Holderman <JHolderman@kec.com>; Jordan Wirth <Jordan.T.Wirth@usps.gov>; Karen Phillips <Karen.Phillips@avistacorp.com>; Kevin Linville <kevin.linville@tdstelecom.com>; Kevin Teo <kevin.teo@zply.com>; Kris Faver (kris.faver@tdstelecom.com) <kris.faver@tdstelecom.com>; Kristen Rondo <krondo@phd1.idaho.gov>; Kurt Larson <klarson@kec.com>; Lance Kippen <lkippen@olsson.com>; Lee Barns <lee.barnes@tdstelecom.com>; Leo Martinez <leo.martinez@p66.com>; Lori Cogley <lcogley@kec.com>; Lynn Sandsor <lynn.sandsor@aecom.com>; Mary Ann Mondaldi <MaryAnn.Monaldi@BNSF.com>; Mike Patton <Michael.m.patton@p66.com>; Owens, Dylan <Dylan.Owens@tdstelecom.com>; Panhandle Health General <ehapplications@phd1.idaho.gov>; Patricia M. Corrigan

Nancy Thurwachter

From: Jonie Anderson <Jonie@postfallshd.com>
Sent: Tuesday, March 24, 2026 8:47 AM
To: Nancy Thurwachter
Subject: RE: Notice to Jurisdictions for the Mullan Annexation File No. ANNX-25-7

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

Good morning,
The PFHD has no comments regarding this Annexation.

Kind regards,
Jonie

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

p 208.765.3717
contactus@postfallshd.com



From: 'Nancy Thurwachter' via Contact Us <contactus@postfallshd.com>
Sent: Friday, March 20, 2026 1:57 PM
To: Ali Marenau <AMarienau@kmpo.net>; Alynette Farley <abfarley@BPA.Gov>; Amanda Raymond <arraymond@bpa.gov>; Avista <c01_Real_Estate@avistacorp.com>; Ben Tarbutton <btarbutton@kcgov.us>; Carey Borchardt <carey.borchardt@charter.com>; Carolyn Bostick <cbostick@cdapress.com>; Carrie Ann Hewitt <carriann.hewitt@itd.idaho.gov>; cdaconst@avistacorp.com; cingle@kcgov.us; Chris Way <cway@kootenaifire.com>; christina@postfallschamber.com; Christine Harmon <christine.harmon@deq.idaho.gov>; cschneider@kec.com <cschneider@kec.com>; Dan Rest <drest@hbkengeering.com>; Dan Ryan <danr@kootenaifire.com>; Dan Selden <danselden@hotmail.com>; Dan Zeck <dan@eastgreenacres.org>; Daniel Mavrincac <Daniel.Mavrincac@BNSF.com>; David Haggerty <David.Haggerty@tdstelecom.com>; dena.naccarato@sd273.com; DEQ <deqcomments@deq.idaho.gov>; Devin Weeks <dweeks@cdapress.com>; Gina Dillman <gdillman@republicservices.com>; Glen Miles <Gmiles@kmpo.net>; Gregory Ashley <gregory.Ashley@williams.com>; Jame Davis <jame.davis@intermaxteam.com>; Jeff Boren <Jeffrey.Boren@charter.com>; Jeremy Hofer <jhofer@kec.com>; Jeryl Archer <jeryla@kootenaifire.com>; Jessie Holderman <JHolderman@kec.com>; Jordan Wirth <Jordan.T.Wirth@usps.gov>; Karen Phillips <Karen.Phillips@avistacorp.com>; Kate Williams <kwilliams@kmpo.net>; Kevin Linville <kevin.linville@tdstelecom.com>; Kevin Teo <kevin.teo@ziply.com>; Kris Faver <kris.faver@tdstelecom.com>; Kristen Rondo <krondo@phd1.idaho.gov>; Kurt Larson <klarson@kec.com>; Kyle Leatham <kyle.leatham@bnsf.com>; Lance Kippen <lkippen@olsson.com>; Lee Barnes <lee.barnes@tdstelecom.com>; Leo Martinez <leo.martinez@p66.com>; Lori Cogley <lcogley@kec.com>; Lynn Sandsor <lynn.sandsor@aecom.com>; Mike Behary <Mbehary@kcgov.us>; Mike Patton <Michael.m.patton@p66.com>; Owens,

Nancy Thurwachter

From: Martinez, Leo <Leo.Martinez@p66.com>
Sent: Monday, March 23, 2026 10:13 AM
To: Nancy Thurwachter
Subject: Notice to Jurisdictions for the Mullan Annexation File No. ANNX-25-7
Attachments: Exhibit PH-7 NTJ_Mullan ANNX-25-7..pdf

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

Phillips 66 does not have any utilities within the attached project vicinity.

(Response 13299)

Leo Martinez

Associate, Operations Support • Real Estate Services

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



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From: Nancy Thurwachter <nthurwachter@postfalls.gov>

Sent: Friday, March 20, 2026 1:57 PM

To: Ali Marenau <AMarienau@kmpo.net>; Alynnette Farley <abfarley@BPA.Gov>; Amanda Raymond <arraymond@bpa.gov>; Avista <c01_Real_Estate@avistacorp.com>; Ben Tarbutton <btarbutton@kcgov.us>; Carey Borchardt <carey.borchardt@charter.com>; Carolyn Bostick <cbostick@cdapress.com>; Carrie Ann Hewitt <carrieann.hewitt@itd.idaho.gov>; cdaconst@avistacorp.com; cingle@kcgov.us; Chris Way <cway@kootenaifire.com>; christina@postfallschamber.com; Christine Harmon <christine.harmon@deq.idaho.gov>; cschneider@kec.com <cschneider@kec.com>; Dan Rest <drest@hbkengineering.com>; Dan Ryan <danr@kootenaifire.com>; Dan Selden <danselden@hotmail.com>; Dan Zeck <dan@eastgreenacres.org>; Daniel Mavrinac <Daniel.Mavrinac@BNSF.com>; David Haggerty <David.Haggerty@tdstelecom.com>; dena.naccarato@sd273.com; DEQ <deqcomments@deq.idaho.gov>; Devin Weeks <dweeks@cdapress.com>; Gina Dillman <gdillman@republicservices.com>; Glen Miles <Gmiles@kmpo.net>; Gregory Ashley <gregory.Ashley@williams.com>; Jame Davis <jame.davis@intermaxteam.com>; Jeff Boren <Jeffrey.Boren@charter.com>; Jeremy Hofer <jhofer@kec.com>; Jeryl Archer <jeryla@kootenaifire.com>; Jessie Holderman <JHolderman@kec.com>; Jordan Wirth <Jordan.T.Wirth@usps.gov>; Karen Philips <Karen.Phillips@avistacorp.com>; Kate Williams <kwilliams@kmpo.net>; Kevin Linville <kevin.linville@tdstelecom.com>; Kevin Teo <kevin.teo@ziply.com>; Kris Faver <kris.faver@tdstelecom.com> <kris.faver@tdstelecom.com>; Kristen Rondo <krondo@phd1.idaho.gov>; Kurt Larson <klarson@kec.com>; Kyle Leatham <kyle.leatham@bnsf.com>; Lance Kippen <lkippen@olsson.com>; Lee Barnes <lee.barnes@tdstelecom.com>; Martinez, Leo <Leo.Martinez@p66.com>; Lori Cogley <lcogley@kec.com>; Lynn Sandsor <lynn.sandsor@aecom.com>; Mike Behary <Mbehary@kcgov.us>; Patton, Michael M <Michael.M.Patton@p66.com>;

Nancy Thurwachter

From: sed@smithson1.com
Sent: Monday, March 23, 2026 10:19 AM
To: Nancy Thurwachter
Subject: Mullan Annexation (File No. ANNX-25-7) - Request for complete file - and- Museum

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

Dear Ms. Thurwachter,

Your name and contact information were provided in regards to the notice for public hearing regarding the Mullan Annexation. I am a local Civil Engineer and am helping gather information to try and address concerns in the neighborhood behind the lot being proposed for annexation. The parcel development could significantly impact the neighborhood and adjoining properties to the lot.

I request:

- A "complete file in this matter" as stated in the public notice
- A place on the agenda of the hearing on April 7th for comment

I am preparing a written comment letter and will submit it by the April 1 request date.

On another note, I have seen some interest in the newspaper from the City Council regarding the Post Falls Historical Society and potential changes to the Museum. I tried contacting the Historical Society, but don't have any word back yet. Is there someone in the City or a specific council member that I can talk to about some ideas I have for fresh life in some adjusted and compatible uses with possible revenue streams? Is there another agenda item scheduled for that topic in an upcoming council meeting?

Please call me with any questions.

Kind regards,

Tyler Smithson P.E.
Smithson Engineering & Design
1076 Wildwood Ave, Post falls ID 85834
909-496-0786
www.Smithson1.com

We are submitting our comments in regards to File No. ANNX-25-7.

We have lived in Post Falls for 49 years in three different locations; having moved from Coeur d'Alene where we grew up. We have seen many changes over those years and sometimes have disagreed with the choices made; i.e., building multi-story apartment complexes next to single level residential homes. This, of course, devalues the homes due to lack of privacy and a neighborhood that has the appearance of poor planning.

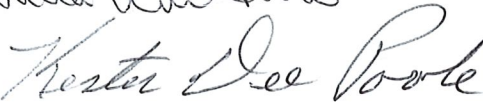
We understand that Mullan Avenue will likely have annexations and don't disagree with the zone Community Commercial Services EXCEPT in that High-Density Multi-Family Residential zoning may be allowed. So far, there are about 3 apartment complexes on Mullan Avenue, none of which have playgrounds or yard space for children to play. We are concerned about the overbuilding of apartments opposed to single family homes., Our grandchildren are hoping to purchase, not rent, now that they are having families and want their children to have yards. What we are seeing is an overabundance of apartments and our city catering to the developers, not the needs of the citizens. And, more concerns are in watching our aquifer being "burned up" and the sewer plant overload, which make us wonder about the city's future plans for those things.

In the lots now in question, it seems the best use is parking space for the hospital in order to get the cars off the street. So many cars parked along the street is causing sightline problems for traffic and pedestrians.

So, in light of ALL the above, we would strongly urge that the CCS zone, in this instance, not allow the High-Density Multi-Family option.



Kester Dee Poole and Patricia Ann Poole
PO Box 1124 (1717 E. Mullan Ave.)
Post Falls, ID 83877





SMITHSON ENGINEERING & DESIGN

TYLER SMITHSON S.E. UT, P.E. CA ID WA OR MT AZ MI
(909) 496-0786, sed@Smithson1.com
9121 Atlanta Ave #1095, Huntington Beach CA 92646
4591 W 4715 S, Salt Lake City, UT 84118
1026 Wildrose Lane, Post Falls ID 83854
www.Smithson1.com

Date: March 30, 2026

Project: Wildrose Lane – Neighborhood Preservation & Protection through Zoning Recommendations
Post Falls City File No ANN-25-7: Mullan Annexation
1609, 1621 & 1641 East Mullan Ave, Post Falls Idaho 83854

Resident: Sherry Cornett
1026 N Wildrose Lane, Post Falls ID 83854

*Public Hearing
Post Falls City Hall
April 7th, 6 pm*

Community Hearing Comments

On behalf of Sherry Cornett, and others as added by signature, we request the CCS zoning of the Mullan Annexation being discussed consider enforceable transition zones of **Landscaping**, as well as restrictions on **Building Height, Setback & Parking** to preserve and protect the Wildrose Lane neighborhood and minimize the adverse impact such an annexation might encourage.

We present a few cases where similar developments have been made to show how commercial developments have affected neighborhood properties and the look & feel of Post Falls. Although **Wildrose Lane** is not currently part of the city, it is part of a wholly city surrounded area and is referred to as Post Falls in all practical living respects including school attendance, postal zip code, mailing label name, real estate listing, etc., and shares in the representation, reputation and outlook of Post Falls to the general public. Protecting and preserving this neighborhood is preserving Post Falls in its current form and in possible future annexations. Treatment of this case provides continued precedence for and powerful marketing opportunities toward future city growth in tangible ways such as overall economic growth and also in less tangible ways such as the look and feel of happy living.

We specifically request the following be considered in the zoning of the annexation proposed:

Landscaping – We propose a landscape buffer zone equal to 20’ feet, essentially a small multiple of the existing side yards and similar to other locations annexed and developed as CCS Zoning against residential neighborhoods. The wide buffer area allows for the recommendation of evergreen trees that can grow to maturity and help maintain sound and privacy throughout the winter. Leaves from other tree types would pour into the neighborhood due to the prevailing wind direction in the fall.

Building Height, Setback & Parking – We propose a setback and height limit to maintain a consistent look to the area. We recommend any drive or parking be limited to small personal vehicles (employee parking) and not delivery trucks or frequent customer commerce. We request the building height be limited to single story of no more than 15 feet for at least 30 feet beyond the setback (twice the distance for the height).

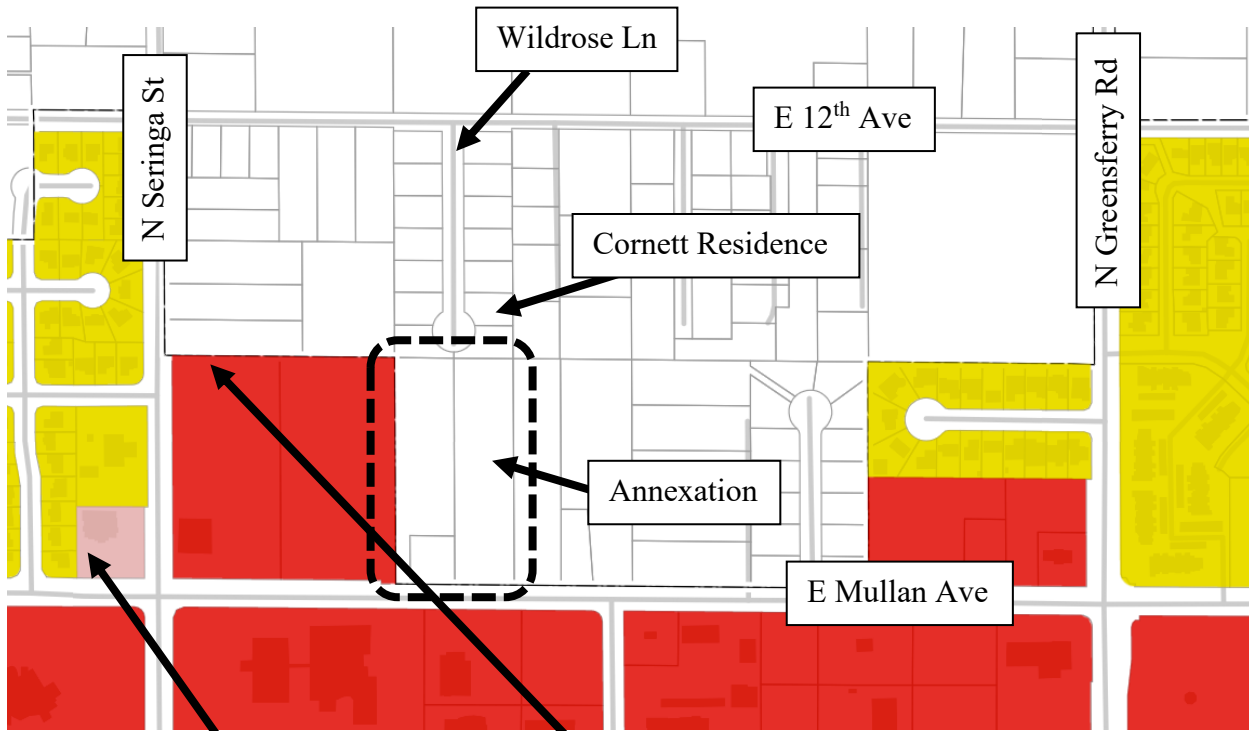
As seen in the examples provided in the following pages, the neighborhood Adverse Impacts are minimized better with landscape and setback buffer zones rather than fences, equipment and lack of landscaping.

We, of course, would prefer the best rules from the existing county zoning be preserved and request a review of the options evaluated by the planning department and their recommendations prior to any further comments on our part.

Example A and B show use of landscaping, setbacks, parking and height to balance and mitigate adverse impacts. Examples C and D show relatively high adverse impacts.

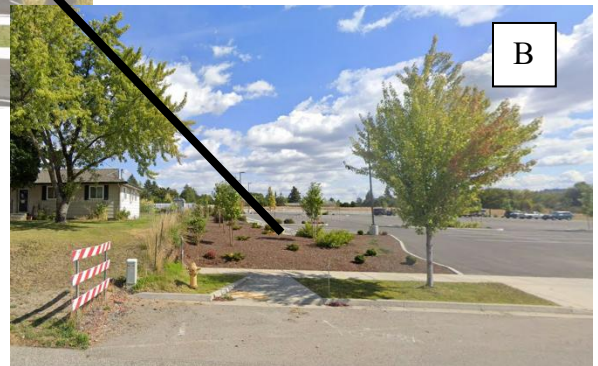
As seen in the examples, zoning has the opportunity to significantly lower adverse impacts.

Areas of similar development in and around the Annexation Proposal

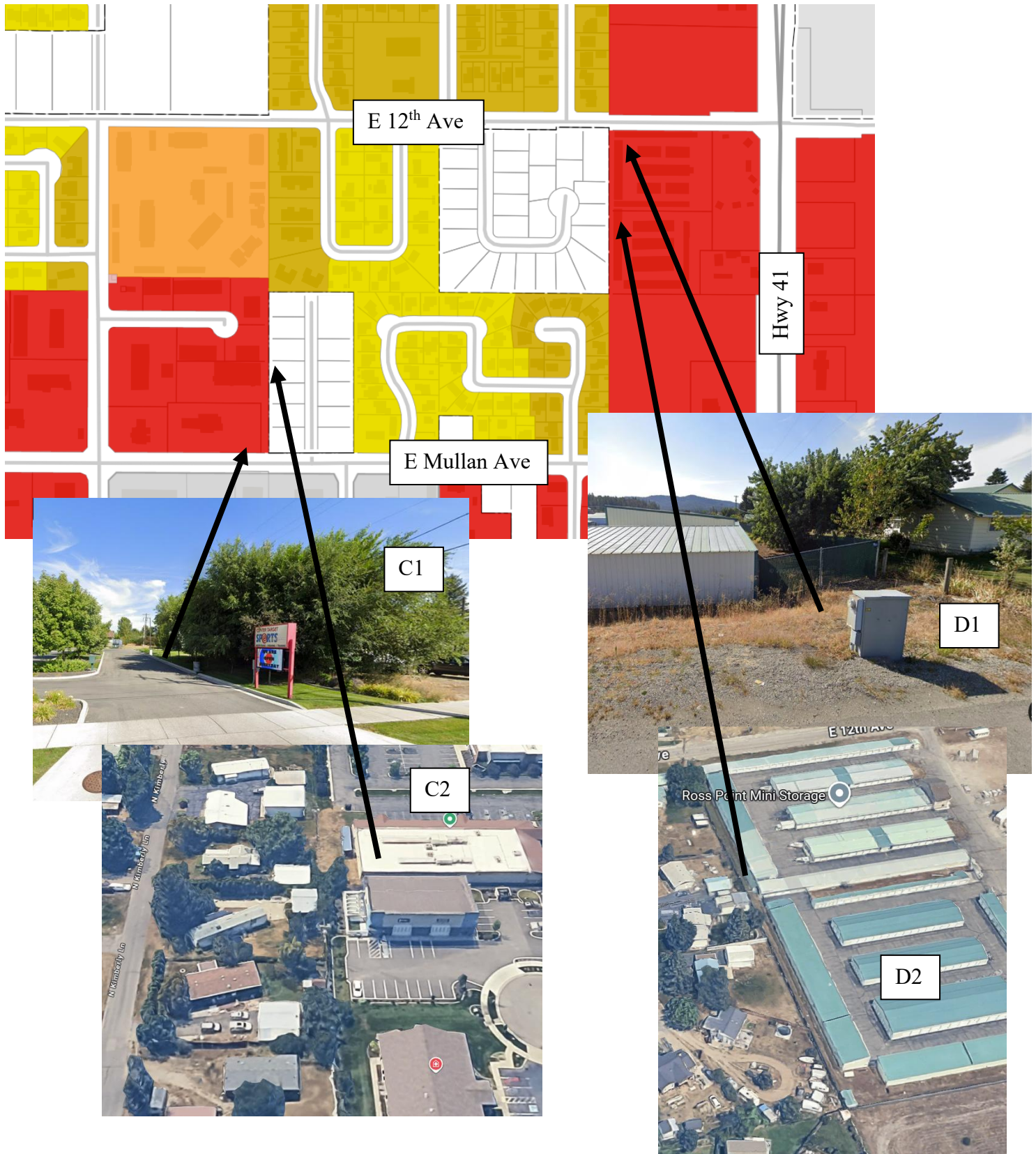


A: Example of landscaping, setback and building height

B: Example of landscaping, setback and parking



Less effective areas of development of similar conditions



- C1: Example of landscaping, setback and building height with traffic
- C2: Example of lack of continuity of landscaping setback and height with adverse impact in neighborhood due to height towering over residences, industrial storage and development on property lines
- D1 & D2: Example of no landscaping and poor setback buffer with neighborhood adverse impact

This E Mullan Ave area is currently densely developed with medical facilities and in researching this project, we note that the two parcels in the annexation belong to a holding company (NISHB LAND HOLDINGS LLC) which is owned by a local plastic surgeon, Mark Owsley, currently operating at the nearby Northwest Specialty Hospital (perhaps also called the North Idaho Surgical Hospital Building) on E Mullan Ave.

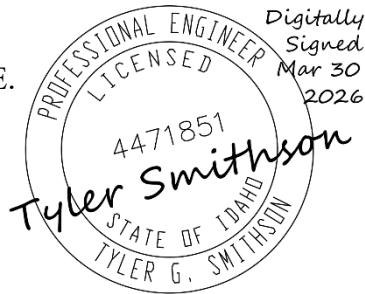
<https://cdapress.com/news/2015/apr/01/what-procedures-and-services-are-offered-at-5/>
<https://www.yelp.com/biz/reflections-medical-spa-post-falls>



If he is to be planning a new commercial project here, it will hopefully take similar approaches to other well developed medical facilities in the area. He has good press and this could be a net positive to the neighborhood and city. However, CCS zoning allows for many types of uses and does not guarantee the current pattern of small medical offices – thus our request for the more strict zoning controls.

As concerned area citizens, we request any annexation and related zoning changes be carefully considered to minimize adverse affects for any future developer of the site. We also request careful consideration of these recommendations prior to any future construction proposal consideration.

Kind Regards,
Tyler Smtihson, P.E.

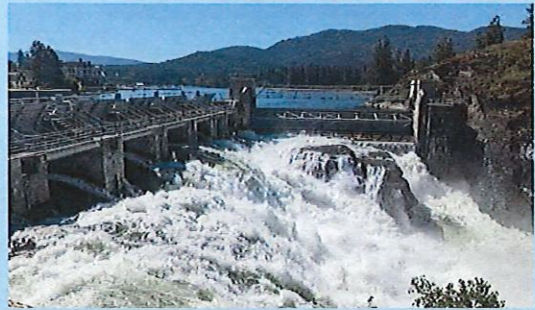


Expires March 31 2027

Mullan Avenue Annexation

ANNX-25-7

April 7, 2026



Justin Sauder – Associate Planner

1

OWNERS: North Idaho Surgical Hospital Building Land Holdings LLC

APPLICANT: Angie McPhee

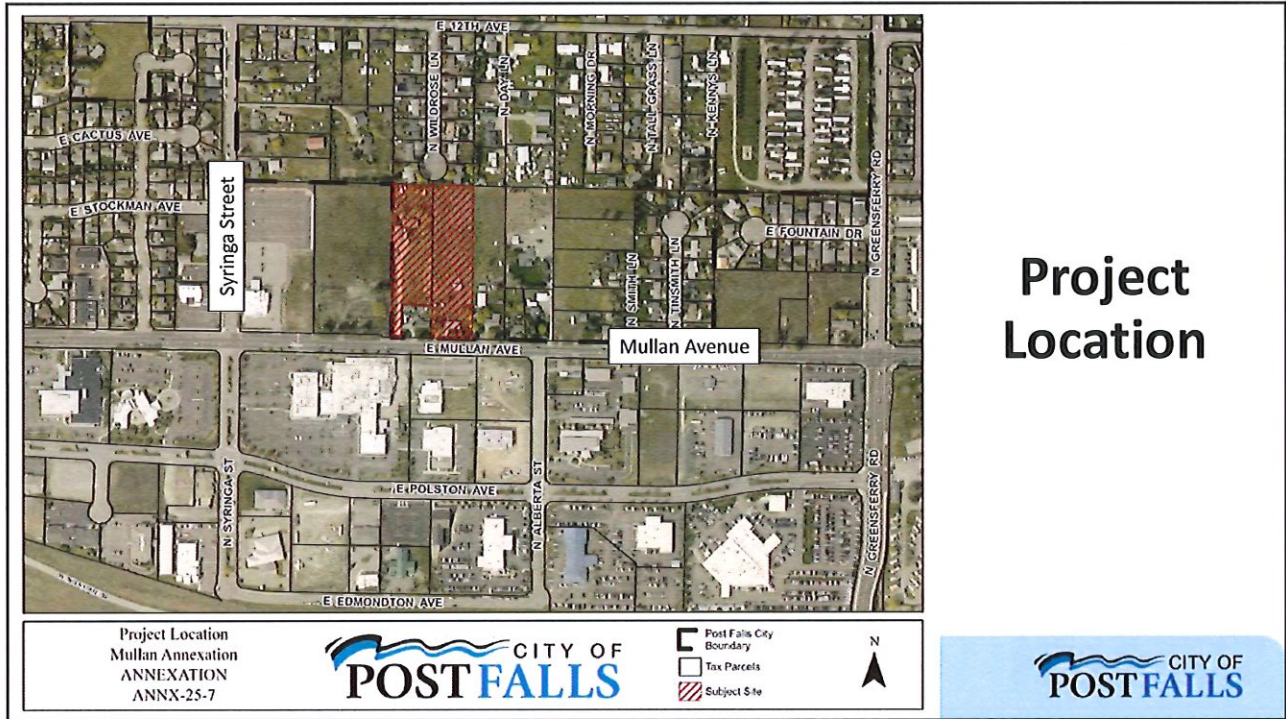
REQUESTED ACTIONS:

- **Annexation:** Applicant is requesting the City Council to approve a request to annex approximately 4.39-acres with Community Commercial Services (CCS) zoning into the City of Post Falls

Mullan Avenue

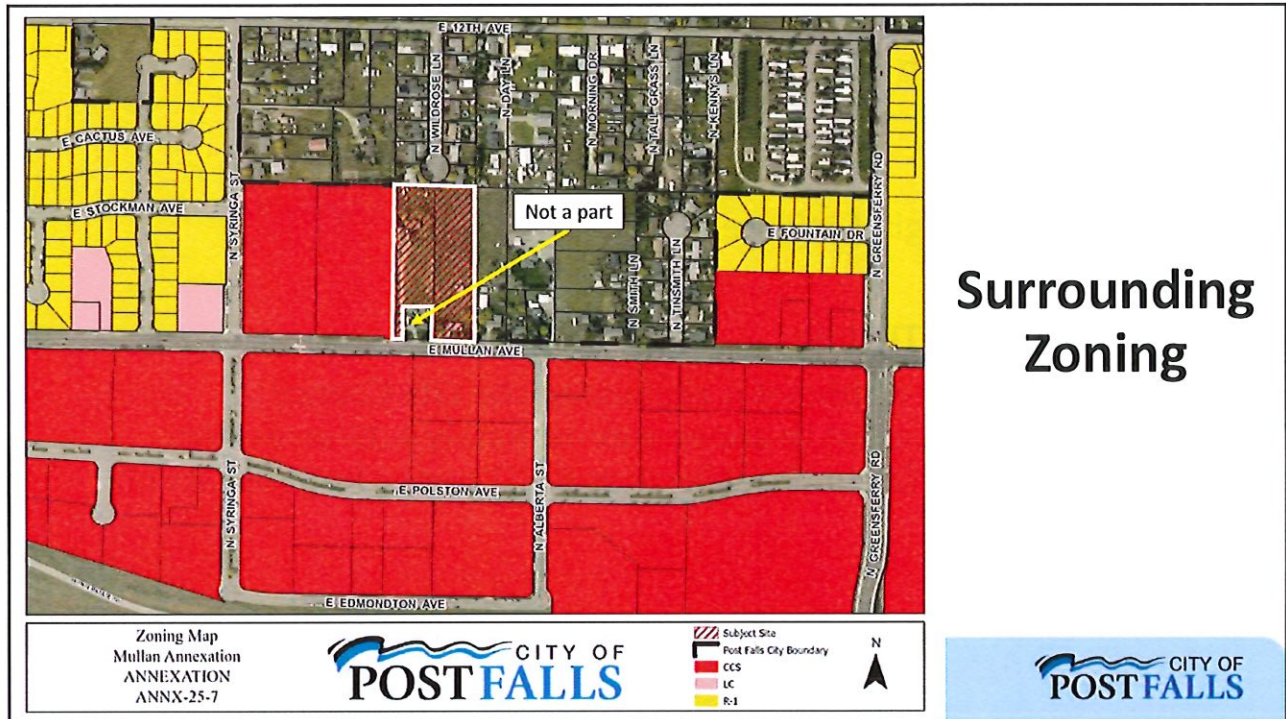


2



Project Location


3



Surrounding Zoning


4

<p style="text-align: center;">Land Use & Site</p> <ul style="list-style-type: none"> • Both parcels contain a single-family home • Over the Rathdrum Prairie Aquifer 	<p style="text-align: center;">Water</p> <ul style="list-style-type: none"> • Ross Point Water District
<p style="text-align: center;">Wastewater</p> <ul style="list-style-type: none"> • City of Post Falls • The City has the capacity to provide service and is willing to serve to the property at the requested density 	<p style="text-align: center;">Traffic</p> <ul style="list-style-type: none"> • Mullan Avenue is a Minor Arterial • Additional rights-of-way and easement would need to be provided as part of annexation

Additional Information


5

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

Zone Change Review Criteria


6

Future Land Use Designation

Business/Commercial

Implementing Zoning District - Per Focus Area

Central Island

Project Site

Polston Avenue

Mullan Avenue

Future Land Use Designation/Focus Area

7

Project Site

Syringa Street

Mullan Avenue

Greensferry Road

R-1

R-2

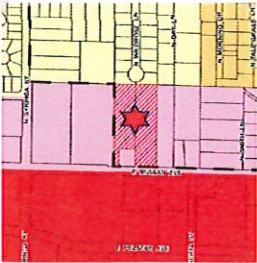
CCS

I

Zoning/Surrounding Area

8

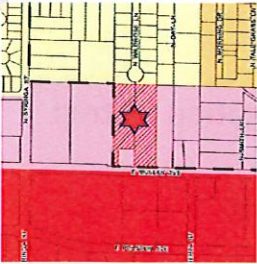
Zone Change Comprehensive Compatibility

Future Land Use Designation	Focus Area	Comprehensive Goals	Comprehensive Policies
 <p>Business/Commercial</p> <p><i>Provides a variety of general service, retail, professional office, light industrial, manufacturing and mixed-uses to serve both local and regional residents.</i></p>	<p>Central Island</p> <p>A particular challenge for Post Falls has been the incorporation of “county islands” into City limits, particularly in this part of town.</p> <p>The focus area includes key policies to help guide development in the area such as promote infill, prioritize annexations, support development patterns that are interconnected, provide pedestrian connectivity, and focus provisions for commercial along arterial and collector streets.</p>	<p>[G.01]: Grow and sustain a balanced, resilient economy for Post Falls, providing community prosperity and fiscal health</p>	<p>[P.02]: Apply or revise zoning designations with careful consideration of factors including:</p> <ul style="list-style-type: none"> Future land use mapping; Compatibility with surrounding land uses; Infrastructure and service plans; Existing and future traffic patterns; Goals and policies of the comprehensive plan, related master plan and/or facility plans.



9

Zone Change Comprehensive Compatibility

Future Land Use Designation	Focus Area	Comprehensive Goals	Comprehensive Policies
 <p>Business/Commercial</p> <p><i>Provides a variety of general service, retail, professional office, light industrial, manufacturing and mixed-uses to serve both local and regional residents.</i></p>	<p>Central Island</p> <p>A particular challenge for Post Falls has been the incorporation of “county islands” into City limits, particularly in this part of town.</p> <p>The focus area includes key policies to help guide development in the area such as promote infill, prioritize annexations, support development patterns that are interconnected, provide pedestrian connectivity, and focus provisions for commercial along arterial and collector streets.</p>	<p>[G.07]: Plan for and establish types and quantities of land uses in Post Falls supporting community needs and the City’s long-term sustainability.</p>	<p>[P.8]: Encourage compatible infill development and redevelopment of under-utilized properties within City limits.</p> <p>[P.86]: With the local business community, work to enhance, sustain and diversify the local economies base by supporting opportunities related to business “campus” and mixed-use models, and attracting new businesses and clean industry.</p>



10

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

Zone Change Review Criteria



11

- Kootenai County Fire
- PF Highway District
- PF School District
- Avista (WWP-3)
- Dept. of Environmental Quality
- Conoco Inc. (Pipeline company)
- Yellowstone (Pipeline company)
- TransCanada GTN
- PF Parks & Rec
- Kootenai Electric
- Ross Point Water
- TDS
- Verizon
- Idaho Department of Lands
- Panhandle Health
- NW Pipeline Corp.
- PF Post Office
- East Greenacres Irrigation District
- Time Warner Cable
- PF Police Department
- Utilities
- Urban Renewal Agency
- Kootenai County Planning
- KMPO

Agencies Notified



12

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

[PA-2] Kootenai County Fire and Rescue – To coordinate at the time of development

[PA-3] Idaho Transportation Department – No comment

[PA-4 & PA-8] Yellowstone Pipeline – No facilities within project site

[PA-5 & PA-7] Post Falls Highway District – No comment

[PA-6] Department of Environmental Quality – No impacts

Agency Comments



13

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

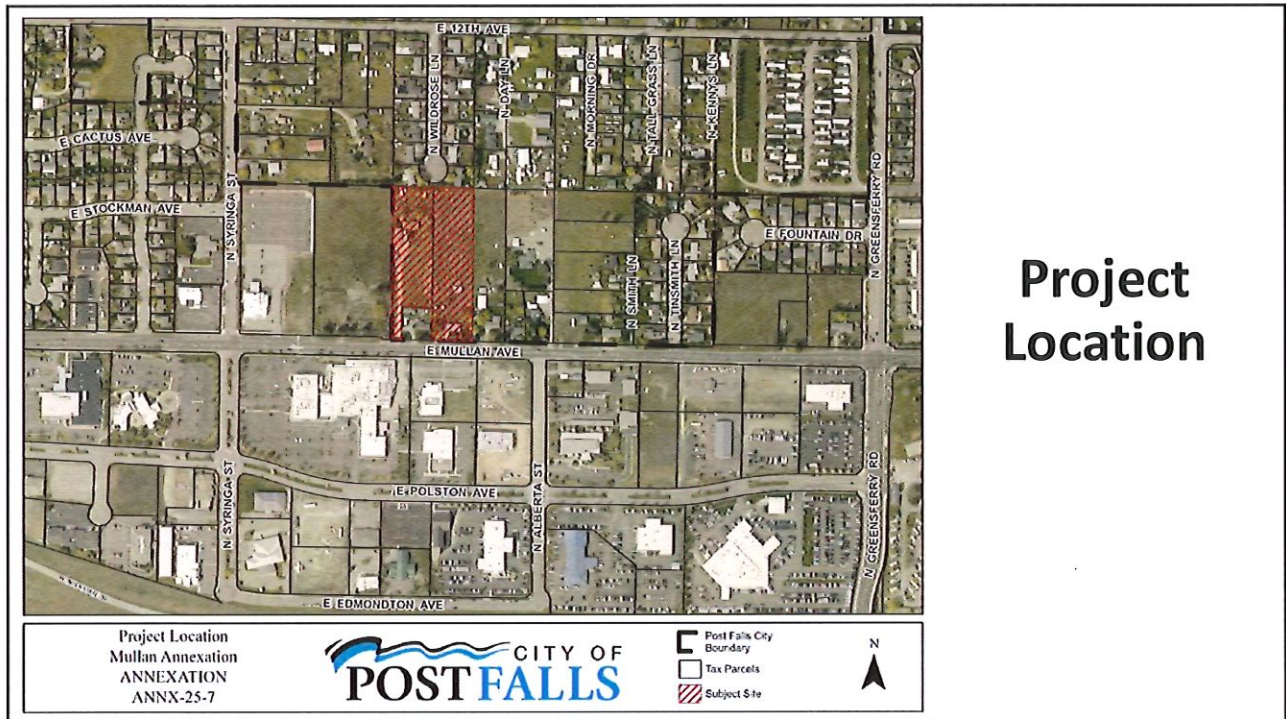
2. Is the proposed zoning district consistent with the goals and policies contained in the currently adopted Post Falls Comprehensive Plan that are relevant to the area under consideration?

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

Zone Change Review Criteria



14



15

**CITY OF POST FALLS
AGENDA REPORT
PUBLIC HEARINGS
MEETING DATE: 4/7/2026**

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: Justin Sauder, Associate Planner
SUBJECT: Powderhorn Vacation (VAC-25-5)

ITEM AND RECOMMENDED ACTION:

This agenda item is a public hearing on a request to vacate the existing 10-foot wide utilities easement lying adjacent to south interior side lot line for the purpose of building a garage located at 2503 North Powderhorn Street.

DISCUSSION:

City staff has reviewed this proposed vacation and do not see issues with the proposal. The property is within the Pioneer Ridge subdivision. There are no known or planned utilities present within the utility easement. The vacation would allow the owner to construct a garage on the property. No other property would be affected by the proposed vacation as they have established utilities and are accessible from the street. Staff supports the vacation request subject to no objections from other utility providers.

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. CC_VAC-25-5 Powderhorn Vacation Staff Report
2. CC VAC-25-5 Powderhorn Presentation
3. Exhibit PA-1 PFSD Comments
4. Exhibit PA-2 KCFR Comments
5. Exhibit PA-3 Phillips 66 Comments_Powderhorn VAC-25-5
6. Exhibit PA-4 PFHD Comments_Powderhorn VAC-25-5
7. Exhibit PA-5 Avista Comments_Powderhorn VAC-25-5
8. Exhibit PA-6 ITD Comments_Powderhorn VAC-25-5

**CITY OF POST FALLS
STAFF REPORT**

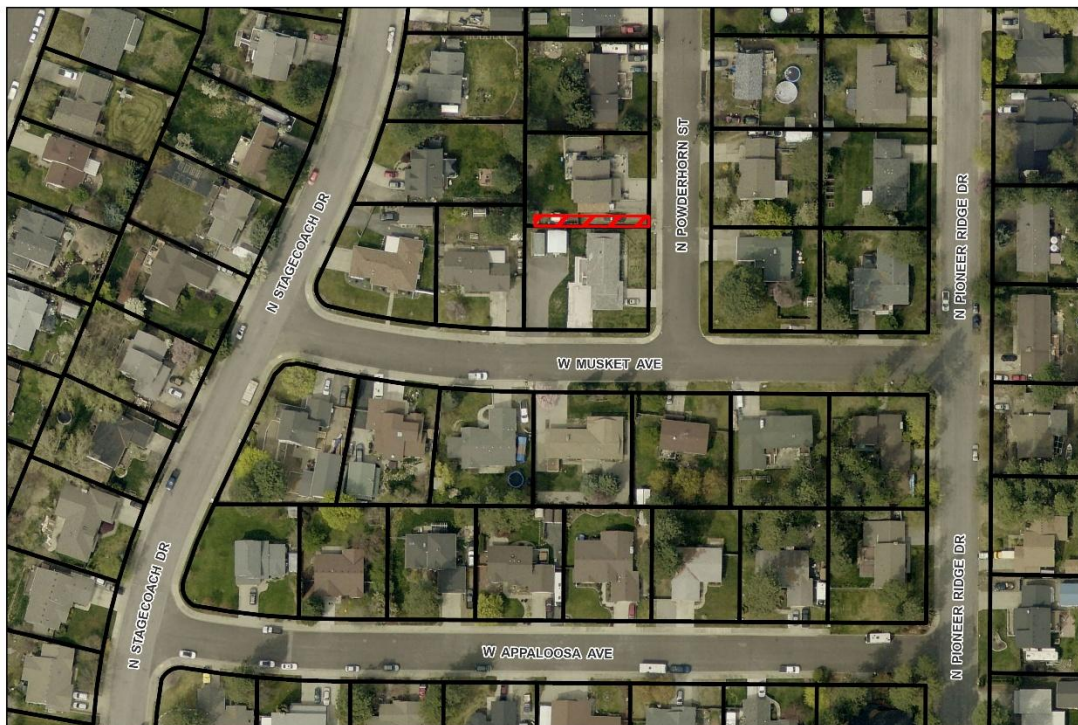
DATE: MARCH 20, 2026
TO: POST FALLS MAYOR AND CITY COUNCIL
FROM: JUSTIN SAUDER, ASSOCIATE PLANNER • jsauder@postfalls.gov • 208-457-3336
SUBJECT: STAFF REPORT FOR THE APRIL 7, 2026, CITY COUNCIL MEETING
POWDERHORN VACATION VAC-25-5

Project Name / File Number: Powderhorn Vacation File No. VAC-25-5

Project Description: The property owner is requesting the vacation of the 10-foot utility easement lying adjacent to south interior side lot line for the purpose of building a garage.

Project Location: The requested vacation is located along the southerly property line of the property at 2503 North Powderhorn Street.

AREA CONTEXT (proposed site hatched below):



Project Location
Powderhorn Vacation
VACATION
VAC-25-5



■ Subject Site
■ Post Falls City Boundary
■ Tax Parcels



Staff Comments: City staff has reviewed this proposed vacation and do not see issues with the proposal. The property is within the Pioneer Ridge subdivision. There are no known or planned utilities present within the utility easement. The vacation would allow the owner to construct a garage on the property. No other property would be affected by the proposed vacation as they have established utilities and are accessible from the street. Staff supports the vacation request subject to no objections from other utility providers.

OTHER AGENCY RESPONSE & RECEIVED WRITTEN COMMENTS:

Agencies Notified:

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

PUBLIC PROCESS: Notice of the proposed annexation mailed to property owners within 300 feet of the proposed project on March 20, 2026, and was sent to appropriate jurisdictions and published in the Coeur d’Alene Press on March 20, 2026. The property will be posted by March 27, 2026.

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

ATTACHMENTS:

Applicant Exhibits:

- Exhibit A-1 Vacation Application
- Exhibit A-2 Narrative
- Exhibit A-3 Utilities Locate

Staff Exhibits:

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

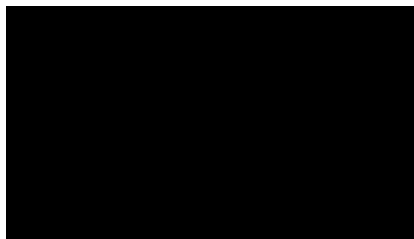
Record No: VAC-25-5

Applicant

Vacation

Status: Active

Submitted On: 11/19/2025



Option For Redaction

Would You Like to Submit Redacted Documents* 

—

Applicant Information

Applicant Type*



Applicant Name*



Phone*



Email*



Address*



City, State & Zip Code



Vacation Information

New Field

I am asking for the 10 foot wide utilities easement lying adjacent to south interior side lot line to be vacated for the purpose of building a garage to be built in accordance with set back table 18.20.040

Application Certification

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



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



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



[Redacted signature area]

VACATION EASEMENT
WRITTEN NARRATIVE

NAME: [REDACTED]

ADDR: 2503 N. POWDERHORN ST.
POST FALLS, ID 83854

PROPOSAL: - I AM REQUESTING THE 10 FOOT WIDE UTILITIES EASEMENT LYING ADJACENT TO THE SOUTH INTERIOR SIDE LOT LINE BE VACATED, FOR THE PURPOSE OF BUILDING A GARAGE IN ACCORDANCE WITH THE SET BACK TABLE 18.20.040.

- NO KNOWN OR LOCATED UTILITIES ARE PRESENT IN THE CONSTRUCTION AREA OF THE FORMENTIONED EASEMENT.
- THE SURROUNDING PROPERTIES HAVE ESTABLISHED UTILITIES FOR THE PAST 40 YEARS, AND ARE ACCESSABLE FROM THE STREET.

NO AUT 212
NO AVAGAS
2101 NO SC
NO KEC

Exhibit A-3



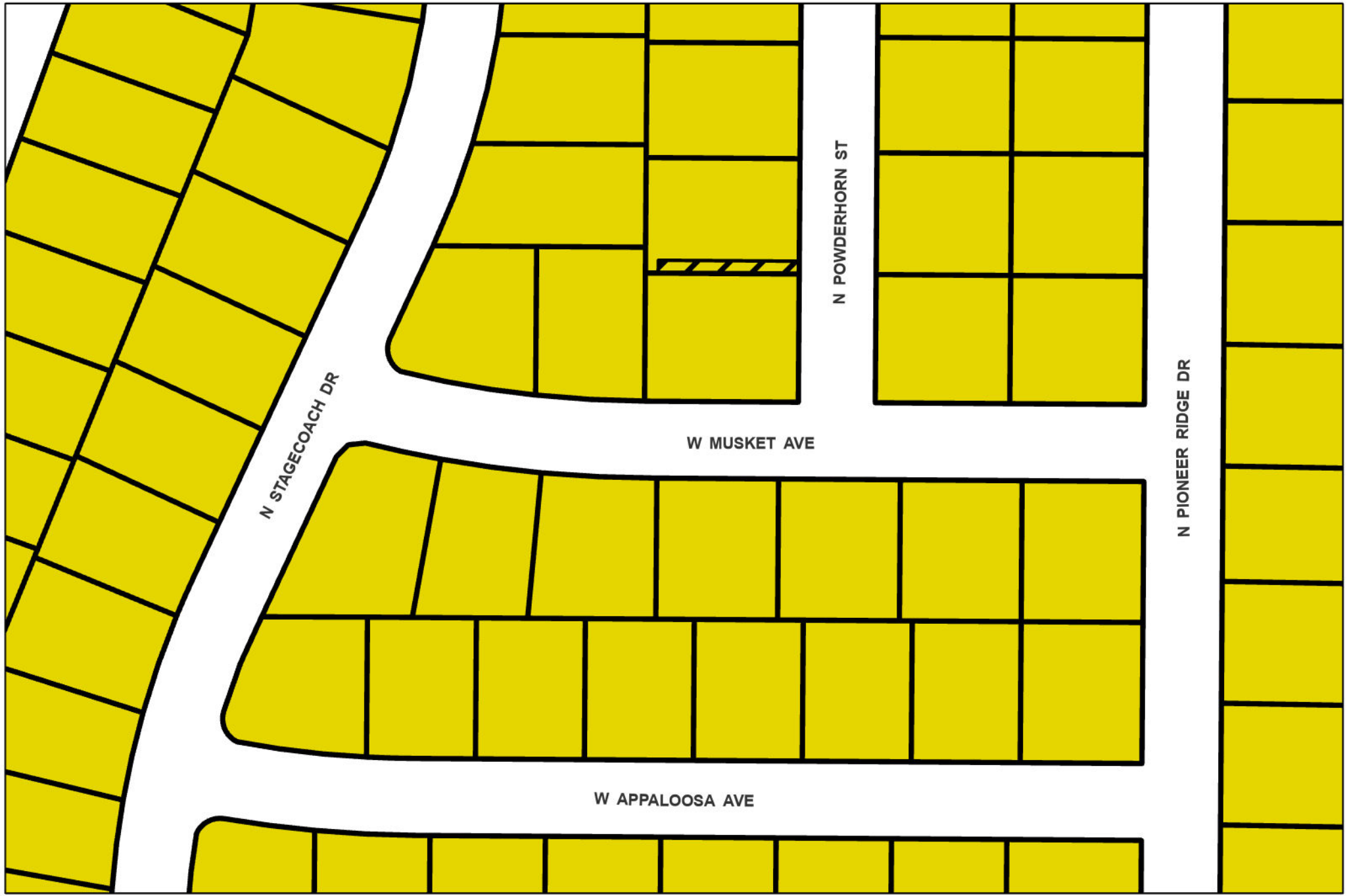


Project Location
Powderhorn Vacation
VACATION
VAC-25-5



-  Subject Site
-  Post Falls City Boundary
-  Tax Parcels





Zoning Map
 Powderhorn Vacation
VACATION
 VAC-25-5

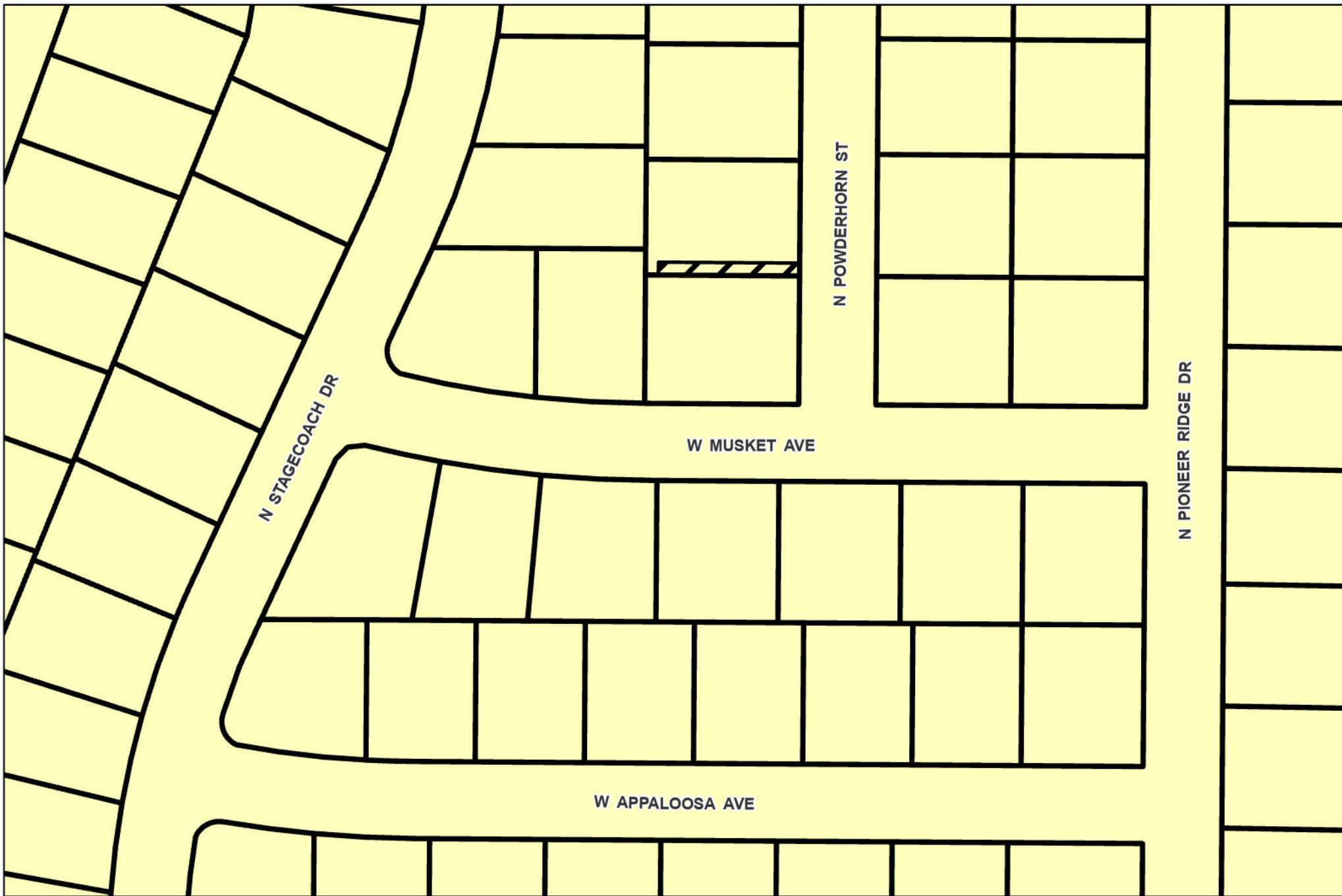


-  Subject Site
-  Post Falls City Boundary
-  Tax Parcels
-  R-1

N



Exhibit S-2
 Page 180 of 390



Future Land Use Map
 Powderhorn Vacation
VACATION
 VAC-25-5

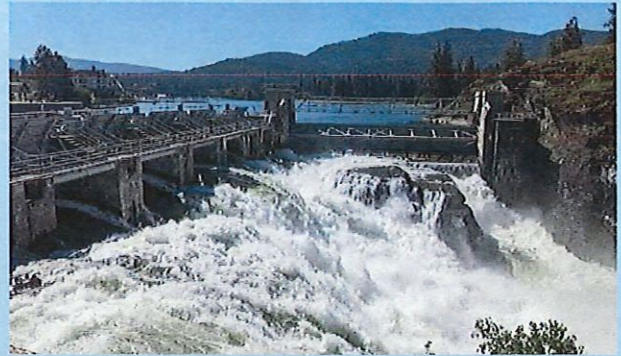


-  Subject Site
-  Post Falls City Boundary
-  Tax Parcels
-  Low Density Residential



Powderhorn Vacation VAC-25-5

April 7, 2026



Justin Sauder –Associate Planner

1

OWNER: Logan Dyckhoff

APPLICANT: Logan Dyckhoff

REQUESTED ACTIONS:

Owner requests the vacation of the 10-foot utility easement that runs along the southerly property line of 2503 North Powderhorn Street, to construct a garage.

Powderhorn Vacation



2



Project Location

3

- There are no utilities within the easement and Avista has provided a comment confirming they are agreeable to vacate the utility easement.
- Staff has no concerns with the proposed Vacation of the easement on the plat.
- No other properties would be affected by the proposed vacation.

Staff Comment



4

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

Agencies Notified



5

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

[PA-2] Kootenai County Fire and Rescue – Coordinate at time of development

[PA-3] Phillips 66 – No facilities within project site

[PA-4] Post Falls Highway District – No comment

[PA-5] Avista – Agreeable to vacate the easement

Agency Comments



6



Project Location

7



POST FALLS
SCHOOL DISTRICT #273

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

September 15, 2025

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

Dear Bob,

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

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

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

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

The enrollment status and capacity of each school for the 2025-2026 school year are listed below.

The district will review/revise the current long-range facility plan during the 2027-2028 school year. A copy of the current plan is included with this letter.

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

School	2025-2026 Enrollment	Building Capacity
Greensferry Elementary	392	525
Mullan Trail Elementary	321	500
Ponderosa Elementry	440	570
Prairie View Elementary	376	525
Seltice Elementary	372	560
Treaty Rock Elementary	366	525
West Ridge Elementary	428	525
Post Falls Middle School	775	920
River City Middle School	554	750
Post Falls High School	1663	1800
New Vision High School	124	225

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

Sincerely,



Dena Naccarato
Superintendent

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

Kootenai County Fire & Rescue

Fire Marshal's Office

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

February 24, 2026

Nancy Thurwachter
Planning Administrative Specialist
City of Post Falls
408 N Spokane Street
Post Falls, ID 83854

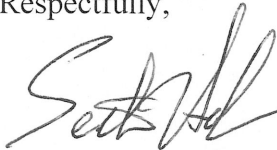
RE: Notice to Jurisdiction Response

Dear Nancy,

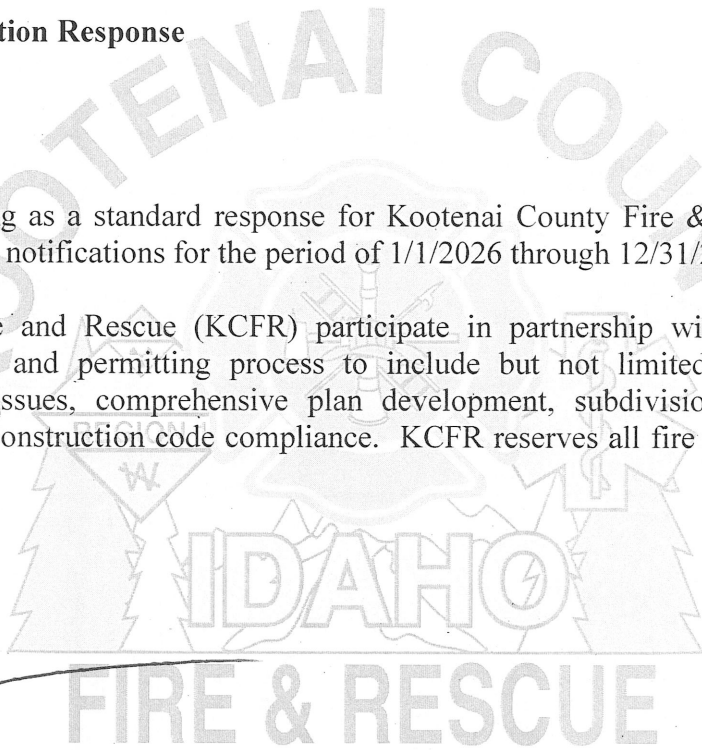
Please use the following as a standard response for Kootenai County Fire & Rescue for all applicable "Notice of Jurisdiction" notifications for the period of 1/1/2026 through 12/31/2026.

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

Respectfully,



Seth Hohenstreet
Kootenai County Fire & Rescue
Deputy Fire Marshal



Nancy Thurwachter

From: Martinez, Leo <Leo.Martinez@p66.com>
Sent: Monday, March 23, 2026 9:58 AM
To: Nancy Thurwachter
Subject: Notice to Jurisdictions - Powderhorn Vacation File No. VAC-25-5
Attachments: Exhibit PH-2 NTJ FORM_CC.pdf

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

Nancy,

Phillips 66 does not have any utilities within the attached project vicinity.
(Response 13297)

Regards,


Leo Martinez

Associate, Operations Support • Real Estate Services

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



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

From: Nancy Thurwachter <nthurwachter@postfalls.gov>
Sent: Friday, March 20, 2026 1:45 PM
To: Ali Marenau <AMarienau@kmpo.net>; Alynnette Farley <abfarley@BPA.Gov>; Amanda Raymond <arraymond@bpa.gov>; Avista <c01_Real_Estate@avistacorp.com>; Ben Tarbutton <btarbutton@kcgov.us>; Carey Borchardt <carey.borchardt@charter.com>; Carolyn Bostick <cbostick@cdapress.com>; Carrie Ann Hewitt <carrieann.hewitt@itd.idaho.gov>; cdaconst@avistacorp.com; cingle@kcgov.us; Chris Way <cway@kootenaifire.com>; christina@postfallschamber.com; Christine Harmon <christine.harmon@deq.idaho.gov>; cschneider@kec.com <cschneider@kec.com>; Dan Rest <drest@hbkengineering.com>; Dan Ryan <danr@kootenaifire.com>; Dan Selden <danselden@hotmail.com>; Dan Zeck <dan@eastgreenacres.org>; Daniel Mavrincac <Daniel.Mavrincac@BNSF.com>; David Haggerty <David.Haggerty@tdstelecom.com>; dena.naccarato@sd273.com; DEQ <deqcomments@deq.idaho.gov>; Devin Weeks <dweeks@cdapress.com>; Gina Dillman <gdillman@republicservices.com>; Glen Miles <Gmiles@kmpo.net>; Gregory Ashley <gregory.Ashley@williams.com>; Jame Davis <jame.davis@intermaxteam.com>; Jeff Boren <Jeffrey.Boren@charter.com>; Jeremy Hofer <jhofer@kec.com>; Jeryl Archer <jeryla@kootenaifire.com>; Jessie Holderman <JHolderman@kec.com>; Jordan Wirth <Jordan.T.Wirth@usps.gov>; Karen Philips <Karen.Phillips@avistacorp.com>; Kate Williams <kwilliams@kmpo.net>; Kevin Linville <kevin.linville@tdstelecom.com>; Kevin Teo <kevin.teo@ziply.com>; Kris Faver

Nancy Thurwachter

From: Jonie Anderson <Jonie@postfallshd.com>
Sent: Tuesday, March 24, 2026 8:38 AM
To: Nancy Thurwachter
Subject: RE: Notice to Jurisdictions - Powderhorn Vacation File No. VAC-25-5 City Council Meeting 4/7/26

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

Good morning,
The PFHD has no comments for this vacation.

Kind regards,
Jonie

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

p 208.765.3717
contactus@postfallshd.com



From: 'Nancy Thurwachter' via Contact Us <contactus@postfallshd.com>
Sent: Friday, March 20, 2026 1:51 PM
To: Ali Marenau <AMarienu@kmpo.net>; Alynnette Farley <abfarley@BPA.Gov>; Amanda Raymond <arraymond@bpa.gov>; Avista <c01.RealEstate@avistacorp.com>; Ben Tarbutton <btarbutton@kcgov.us>; Carey Borchardt <carey.borchardt@charter.com>; Carolyn Bostick <cbostick@cdapress.com>; Carrie Ann Hewitt <carrieann.hewitt@itd.idaho.gov>; cdaconst@avistacorp.com; cingle@kcgov.us; Chris Way <cway@kootenaifire.com>; christina@postfallschamber.com; Christine Harmon <christine.harmon@deq.idaho.gov>; cschneider@kec.com <cschneider@kec.com>; Dan Rest <drest@hbkengeering.com>; Dan Ryan <danr@kootenaifire.com>; Dan Selden <danselden@hotmail.com>; Dan Zeck <dan@eastgreenacres.org>; Daniel Mavrinac <Daniel.Mavrinac@BNSF.com>; David Haggerty <David.Haggerty@tdstelecom.com>; dena.naccarato@sd273.com; DEQ <deqcomments@deq.idaho.gov>; Devin Weeks <dweeks@cdapress.com>; Gina Dillman <gdillman@republicservices.com>; Glen Miles <Gmiles@kmpo.net>; Gregory Ashley <gregory.Ashley@williams.com>; Jame Davis <jame.davis@intermaxteam.com>; Jeff Boren <Jeffrey.Boren@charter.com>; Jeremy Hofer <jhofer@kec.com>; Jeryl Archer <jeryla@kootenaifire.com>; Jessie Holderman <JHolderman@kec.com>; Jordan Wirth <Jordan.T.Wirth@usps.gov>; Karen Philips <Karen.Phillips@avistacorp.com>; Kate Williams <kwilliams@kmpo.net>; Kevin Linville <kevin.linville@tdstelecom.com>; Kevin Teo <kevin.teo@ziply.com>; Kris Faver <kris.faver@tdstelecom.com>; Kristen Rondo <krondo@phd1.idaho.gov>; Kurt Larson <klarson@kec.com>; Kyle Leatham <kyle.leatham@bnsf.com>; Lance Kippen <lkippen@olsson.com>; Lee Barnes <lee.barnes@tdstelecom.com>; Leo Martinez <leo.martinez@p66.com>; Lori Cogley <lcogley@kec.com>; Lynn Sanders

Nancy Thurwachter

From: noreply@civicplus.com
Sent: Monday, March 23, 2026 9:13 AM
To: Public Hearing Notice
Subject: Online Form Submittal: Submit Written Public Testimony

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

Submit Written Public Testimony

To submit written testimony for the Planning and Zoning Commission or City Council, please ensure your testimony is submitted at least 4 business days before the hearing. It will be entered into the public record and reviewed like in-person testimony.

For land use hearings, the Planning and Zoning Commission and City Council can only consider comments related to the adopted review criteria. In your testimony, please focus solely on the criteria below:

Review Criteria

1. [Annexation Review Criteria \(PDF\)](#)
2. [Planned Unit Development \(PUD\) Review Criteria \(PDF\)](#)
3. [Special Use Permit \(SUP\) Review Criteria \(PDF\)](#)
4. [Subdivision Review Criteria \(PDF\)](#)
5. [Variance Review Criteria \(PDF\)](#)
6. [Zone Change Review Criteria \(PDF\)](#)

First Name	LuAnn
Last Name	Weingart
Address	1735 N 15th St-Avista
Email Address	luann.weingart@avistacorp.com
City	Coeur d Alene
State	id
Zip Code	83815
Public Hearing	Powderhorn Vacation

Select Hearing Body	Field not completed.
Please Provide Your Position on the Public Hearing	In Favor
Comments	Avista serves Pioneer Ridge with gas only and is agreeable to vacate the utility easement area indicated on Lot 2 Block 4, Pioneer Ridge. The subject parcel and adjoining parcel at the south have existing gas service located outside the requested vacation area.

Email not displaying correctly? [View it in your browser.](#)



Nancy Thurwachter

From: Robert Beachler <Robert.Beachler@itd.idaho.gov>
Sent: Monday, March 30, 2026 6:16 AM
To: Nancy Thurwachter
Subject: RE: Notice to Jurisdictions - Powderhorn Vacation File No. VAC-25-5

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

No Comment from the Idaho Transportation Department.

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

From: Nancy Thurwachter <nthurwachter@postfalls.gov>
Sent: Friday, March 20, 2026 1:45 PM
To: Ali Marenau <AMarienau@kmpo.net>; Alynnette Farley <abfarley@BPA.Gov>; Amanda Raymond <arraymond@bpa.gov>; Avista <c01_Real_Estate@avistacorp.com>; Ben Tarbutton <btarbutton@kcgov.us>; Carey Borchardt <carey.borchardt@charter.com>; Carolyn Bostick <cbostick@cdapress.com>; Carrie Ann Hewitt <CarrieAnn.Hewitt@itd.idaho.gov>; cdaconst@avistacorp.com; cingle@kcgov.us; Chris Way <cway@kootenaifire.com>; christina@postfallschamber.com; Christine Harmon <christine.harmon@deq.idaho.gov>; cschneider@kec.com; cschneider@kec.com; Dan Rest <drest@hbkengineering.com>; Dan Ryan <danr@kootenaifire.com>; Dan Selden <danselden@hotmail.com>; Dan Zeck <dan@eastgreenacres.org>; Daniel Mavrinac <Daniel.Mavrinac@BNSF.com>; David Haggerty <David.Haggerty@tdstelecom.com>; dena.naccarato@sd273.com; DEQ <deqcomments@deq.idaho.gov>; Devin Weeks <dweeks@cdapress.com>; Gina Dillman <gdillman@republicservices.com>; Glen Miles <Gmiles@kmpo.net>; Gregory Ashley <gregory.Ashley@williams.com>; Jame Davis <jame.davis@intermaxteam.com>; Jeff Boren <Jeffrey.Boren@charter.com>; Jeremy Hofer <jhofer@kec.com>; Jeryl Archer <jeryla@kootenaifire.com>; Jessie Holderman <JHolderman@kec.com>; Jordan Wirth <Jordan.T.Wirth@usps.gov>; Karen Philips <Karen.Phillips@avistacorp.com>; Kate Williams <kwilliams@kmpo.net>; Kevin Linville <kevin.linville@tdstelecom.com>; Kevin Teo <kevin.teo@ziply.com>; Kris Faver (kris.faver@tdstelecom.com) <kris.faver@tdstelecom.com>; Kristen Rondo <krondo@phd1.idaho.gov>; Kurt Larson <klarson@kec.com>; Kyle Leatham <kyle.leatham@bnsf.com>; Ikippen <lkippen@olsson.com>; Lee Barnes <lee.barnes@tdstelecom.com>; Leo Martinez <leo.martinez@p66.com>; Lori Cogley <lcogley@kec.com>; Lynn Sanders <lynn.sandsor@aecom.com>; Mike Behary <Mbehary@kcgov.us>; Mike Patton <Michael.m.patton@p66.com>; Owens, Dylan <Dylan.Owens@tdstelecom.com>; Panhandle Health General <ehapplications@phd1.idaho.gov>; Patricia M. Corrigan <pcorrigan@hbkengineering.com>; contactus@postfallshd.com; Robert Beachler <Robert.Beachler@itd.idaho.gov>; Ron Wilson <Ron@eastgreenacres.org>; Ross Point Water <rosspointwater@yahoo.com>; Scott Morton <smorton@republicservices.com>; Serena <serena@carlsonstratcomm.com>; Shawn Magat <Shawn.Magat@tdstelecom.com>; Tom kearns <tkearns@idl.idaho.gov>; Tom Murn <Tom.Murn@ZiPLY.com>; URA <postfallsura@gmail.com>; ZiPLY <[1](mailto:ID-</p></div><div data-bbox=)

**CITY OF POST FALLS
AGENDA REPORT
PUBLIC HEARINGS
MEETING DATE: 4/7/2026**

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: Jonathon Manley, Planning Manager
SUBJECT: Millworx Vacation (VAC-26-1)

ITEM AND RECOMMENDED ACTION:

This item is a public hearing on a request to vacate 3 different rights-of-way areas. These areas would be a portion of N. Lincoln Street south of E. Railroad Avenue, the remaining alley portion east of N. Lincoln Street, and a portion of the south side of E. 4th Avenue being east of N. Lincoln Street. The property is generally located south of East 4th Avenue, east of North Lincoln Street, and west of North Idaho Street.

DISCUSSION:

Staff reviewed the proposed vacation and has no objections to the areas cited within this staff report for vacation. City sanitary sewer mains and water mains do exist within the vacation area. With vacation, an easement should be retained by the City for the identified utilities. These utilities would be removed from service with site development, which would allow for vacation of the easements at that time.

Future phases of the project will provide the necessary utility extensions and dedicate the appropriate rights-of-way needed to support the planned transportation network, rather than relying on existing rights-of-way that do not align with planned project or do not exist.

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. CC Millworx Vacation Staff Report with Redactions
2. Exhibit PA-1 PFSD Comments
3. Exhibit PA-2 KCFR Comments
4. Exhibit PA-3 Phillips 66 Comments_Millworx VAC-26-1
5. Exhibit PA-4 PFHD Comments_Millworx VAC-26-1
6. Exhibit PA-5 Urban Renewal_VAC-26-1
7. PC-1 Immaculate Conception Church Comments_Millworx VAC-26-1
8. Powerpoint Presentation - Millworx

**CITY OF POST FALLS
STAFF REPORT**

DATE: March 19, 2026

TO: POST FALLS MAYOR AND CITY COUNCIL

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

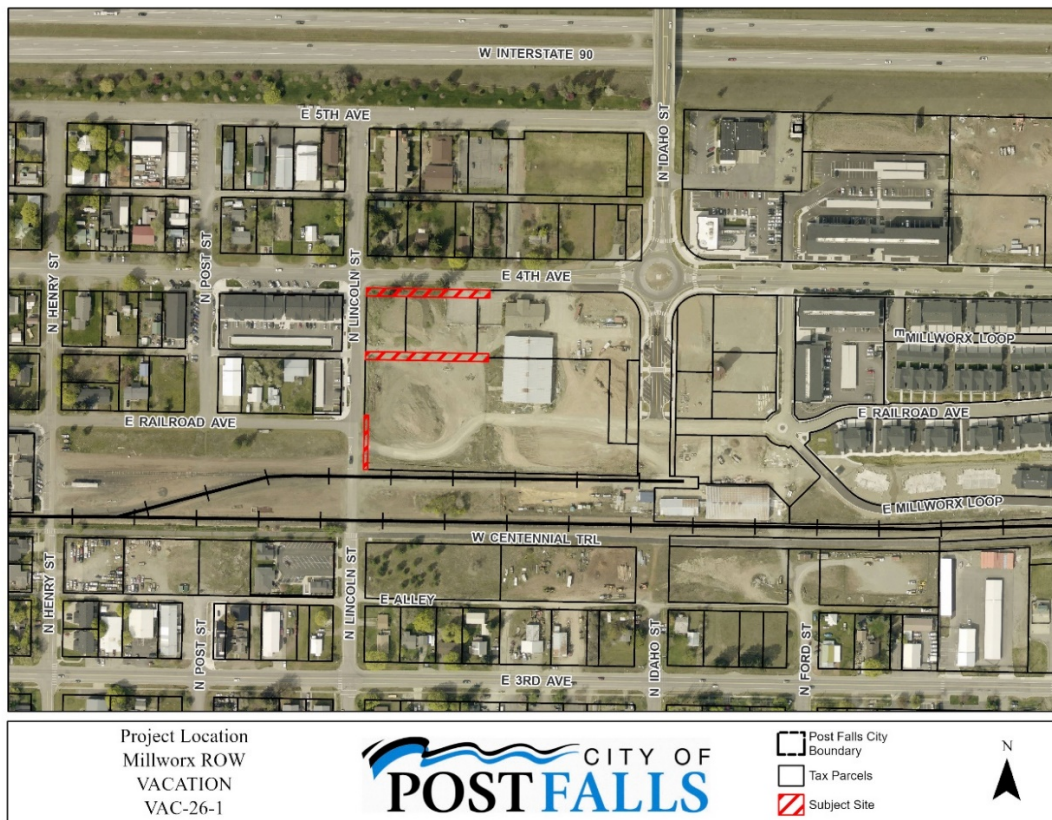
SUBJECT: STAFF REPORT FOR THE APRIL 7, 2026, CITY COUNCIL MEETING
MILLWORX ROW VACATION VAC-26-1

Project Name / File Number: Millworx ROW Vacation File No. VAC-26-1

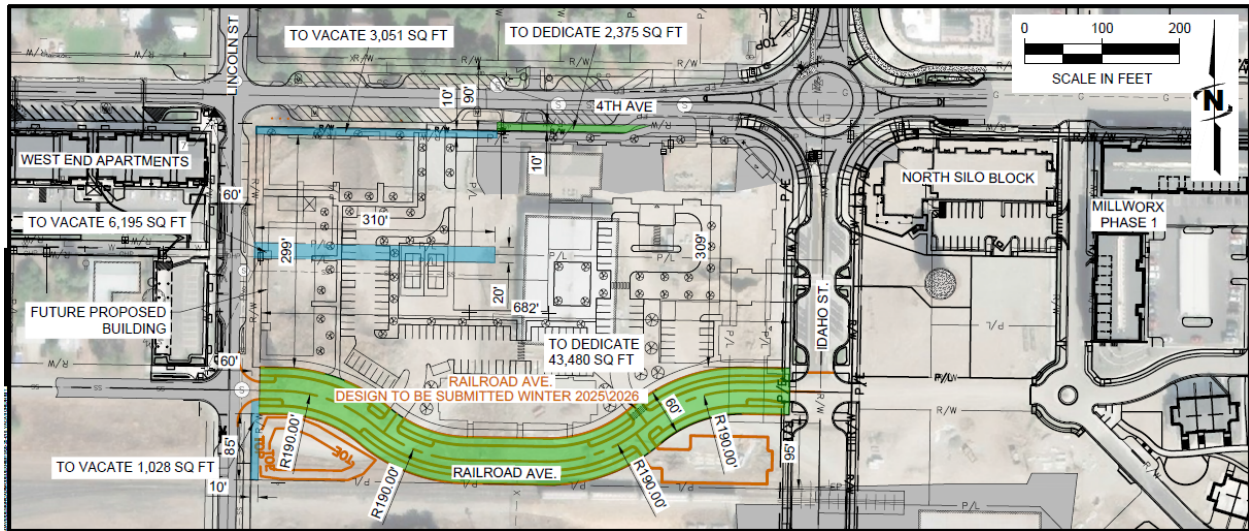
Project Description: The owner/applicant requests the vacation of three (3) different rights-of-way areas (See following Maps). These areas would be a portion of the N. Lincoln Street being south of E. Railroad Avenue, the remaining alley portion east of N. Lincoln Street, and a portion of the south side of E. 4th Avenue being east of N. Lincoln Street.

Project Location: Generally located south of East 4th Avenue, east of North Lincoln Street, and west of North Idaho Street.

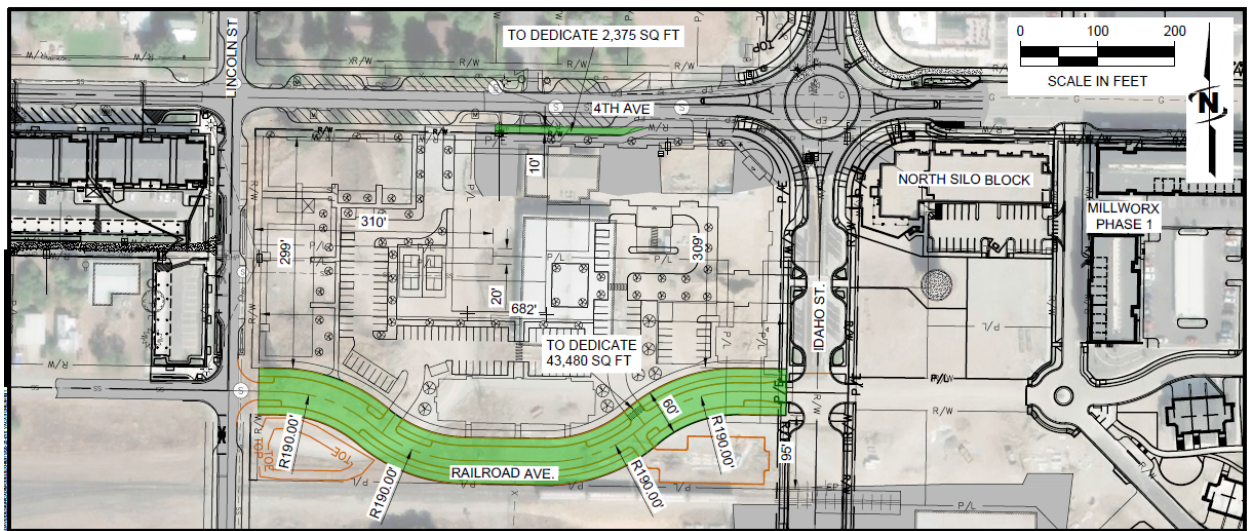
AREA CONTEXT (proposed site hatched below):



AREA CONTEXT FOR MILLWORX (proposed vacation areas below in blue):



Staff Comments: The blue areas above detail the rights-of-ways areas requested for vacation to assist the development of the Millworx site west of Idaho Street. The green areas would be future areas to be dedicated to the City for rights-of-way. As can be seen in the following image, the desire is to create a developable block bound by the extension of Railroad Avenue, Idaho Street, 4th Avenue, and Lincoln Street:



Staff reviewed the proposed vacation and has no objections to the areas cited within this staff report for vacation. City sanitary sewer mains and water mains do exist within the vacation area. With vacation, an easement should be retained by the City for the identified utilities. These utilities would be removed from service with site development, which would allow for vacation of the easements at that time. Future phases of the project will provide the necessary utility extensions and dedicate the appropriate rights-of-way needed to support the planned transportation network, rather than relying on existing rights-of-way that do not align with planned project or do not exist.

OTHER AGENCY NOTIFIED:

Agencies Notified:

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

PUBLIC PROCESS: Notice of the proposed annexation mailed to property owners within 300 feet of the proposed project on March 20, 2026 and was sent to appropriate jurisdictions on March 20, 2025. Notice has been published in the Coeur d’Alene Press on March 20, 2026, and will be again on March 27, 2025. The property will be posted by March 27, 2027.

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

ATTACHMENTS:

Applicant Exhibits:

- Exhibit A-1 Vacation Application
- Exhibit A-2 Narrative

Staff Exhibits:

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

Record No: VAC-26-1

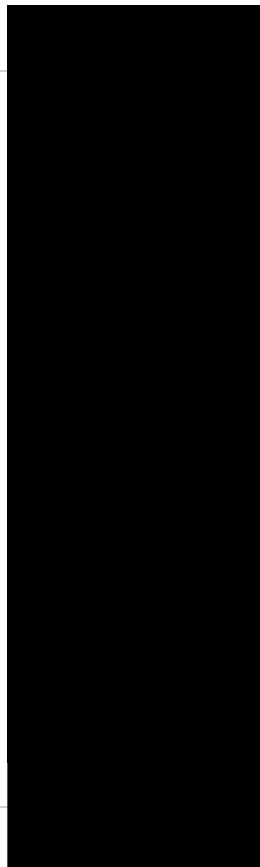
Vacation

Status: Active

Submitted On: 1/16/2026

Option For Redaction

Would You Like to Submit Redacted Documents* 



01

Exhibit A-1

Vacation Information

New Field

- A **10-foot by 85-foot** right-of-way (approximately **1,028 square feet**) located in the southwest corner of the property, running north-south along the east side of North Lincoln Street;
- The **20-foot-wide eastward extension of East Alley**, extending approximately **310 feet** east from North Lincoln Street into the property (approximately **6,195 square feet**);
- A **10-foot by 305-foot utility easement** located along the south side of East 4th Avenue, extending east-west from the northwest corner of the property (approximately **3,051 square feet**).

Application Certification

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



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





[Redacted]

NARRATIVE

[Redacted]

MILLWORX MIXED-USE DEVELOPMENT

PROPOSED RIGHT-OF-WAY VACATION

January, 2026

Introduction and Request

Applicant is seeking to continue development of the Millworx mixed-use project located in Post Falls, Idaho. The next phase of the project consists of an infill redevelopment of the former Veneer site, known as [Redacted] west of the existing Millworx Phase 1 development.

The subject property is generally located south of East 4th Avenue, east of North Lincoln Street, and west of North Idaho Street. The site is comprised of several parcels with addresses including **602 E. 4th Avenue, 704 E. 4th Avenue, and 354 N. Lincoln Street**, totaling approximately **6.7 acres**.

This phase of redevelopment will include a mix of senior housing, two- and three-story mixed-use buildings with ground-floor commercial uses and residential units above, as well as traditional apartment buildings.

As part of this redevelopment, **Applicant** is requesting the vacation of limited portions of historic rights-of-way within the project area (see areas shown in blue on the Vacation Exhibit Map). Through redevelopment, the south side of East 4th Avenue and the east side of North Lincoln Street will be reconstructed with frontage improvements including infill paving, curb, gutter, swale, and sidewalk. In addition, Railroad Avenue will be extended from North Idaho Street to North Lincoln Street, constructed to City standards, and dedicated to the City (see areas shown in green on the Vacation Exhibit Map).

[Redacted]

Exhibit A-2

[Redacted]

Any existing City or private utilities (water, sewer, electric, etc.) located within the rights-of-way [REDACTED] will be removed, relocated, or replaced as necessary, and new utilities will be constructed within the newly dedicated rights-of-way.

[REDACTED]

History of the Site

Idaho Veneer Company was founded in 1953 by Leonard Malloy, initially operating as “a slicer in the middle of a field.” As Post Falls developed, the surrounding area grew around the mill. Idaho Veneer became a long-standing independent producer of white pine veneer and other lumber products.

[REDACTED] In 2020, after 67 years in business, the Malloy family elected to sell the property, recognizing that the site had become a prime commercial corridor location between Spokane and Coeur d’Alene and was suitable for higher-value redevelopment. Production ceased in mid-2020, and an online auction was conducted to liquidate equipment and buildings.

The site was subsequently acquired by [REDACTED] **Applicant** [REDACTED] of Spokane, Washington, with plans for a large-scale mixed-use redevelopment known as **Millworx**. This multi-million-dollar, multi-year project is intended to create a new urban neighborhood within the downtown core of Post Falls while honoring the site’s industrial and logging heritage.

One of the original structures, the **Hog Silo**, formerly used to store sawdust for fuel, has been preserved and incorporated [REDACTED] open space and amphitheater. A clock tower was installed in the roundabout at East 4th Avenue and North Idaho Street, incorporating mill artifacts and design elements reflective of the area’s logging history. The architectural character of the development blends modern and industrial styles with historic references.

[REDACTED]



Current Status of Site Redevelopment

[REDACTED]
The Millworx redevelopment follows the City's Smart Code zoning, which promotes higher-density, mixed-use development within the downtown core. Phase 1 construction is well underway and includes townhomes, apartment buildings, condominiums, commercial spaces (including Kindred & Co. bookstore and bistro), and publicly accessible open spaces.

Phase 1 and the Hog Silo property are located east of the subject site, with North Idaho Street serving as the boundary between phases. Existing improvements along Idaho Street south of the 4th Avenue/Idaho Street roundabout will be extended further south as part of future development.

[REDACTED] property is currently comprised of three parcels containing lots of record and several existing transportation and utility rights-of-way. To implement the Smart Code [REDACTED] an efficient site layout, [REDACTED] **Applicant** [REDACTED] is requesting the vacation and relocation of certain existing rights-of-way that conflict with the proposed development.

Specifically, the request includes vacation of the following:

- A **10-foot by 85-foot** right-of-way ([REDACTED] feet) located in the southwest corner of the property, running north-south along the east side of North Lincoln Street;
- The [REDACTED] **eastward extension of East Alley**, extending approximately **310 feet** east from North Lincoln Street into the property (approximately **6,195 square feet**);
- A **10-foot by 305-foot utility easement** located along the south side of East 4th Avenue, extending east-west from the northwest corner of the property [REDACTED] (approximately **3,051 square feet**).

Any utilities located within these areas will be relocated, rerouted, replaced, or upgraded to current City standards as necessary to maintain continuity of service to off-site properties and to serve the proposed development (see Vacation Exhibit Map).

Following vacation, [REDACTED] **Applicant** [REDACTED] will dedicate new rights-of-way and construct new public improvements, including the realignment and extension of Railroad Avenue through



[REDACTED] the site from North Idaho Street to North Lincoln Street. This alignment will provide a buffer [REDACTED] ng rail spur along the south edge of the property and planned residential uses while maximizing developable area and maintaining public connectivity.

[REDACTED]

City of Post Falls Vacation Process

The City of Post Falls processes right-of-way vacations pursuant to **Idaho Code § 50-1306A**.

Subsection 1 – Petition Requirements

Idaho Code § 50-1306A(1) requires any party seeking to vacate a plat or portion thereof [REDACTED] petition the City Council, including a description of the area to be vacated, circumstances of the request, and identification of affected parties.

Applicant Response:

[REDACTED] The subject property is fully within the City of Post Falls and consists of three parcels containing existing utility and transportation rights-of-way. Three of these rights-of-way interfere with the proposed redevelopment and are requested for vacation. No county or state roads connect to East Alley, the only transportation right-of-way [REDACTED] proposed for vacation. The East Alley right-of-way terminates approximately 310 feet east of North Lincoln Street and does not extend beyond that point. Utilities located within the rights-of-way will be [REDACTED] ired.

Subsection 2 – Public Notice

Idaho Code § 50-1306A(2) outlines public hearing and notice requirements.

Applicant Response:

[REDACTED] will comply with all public notice and hearing requirements as directed by the City of Post Falls.

Subsection 3 – Council Authority

Idaho Code § 50-1306A(3) authorizes the City Council to grant vacations with conditions deemed necessary in [REDACTED] st.



Applicant Response:

[REDACTED] has submitted the required materials through the City's application portal and will comply with all procedural and fee requirements upon determination of completion [REDACTED]

Subsections 4-10

Subsections 4, 6, 8, and 9 are not applicable to this request. Subsections 5, 7, and 10 relating to utility easements, publication costs, and proof of notice will be complied with as directed by the City.

Summary

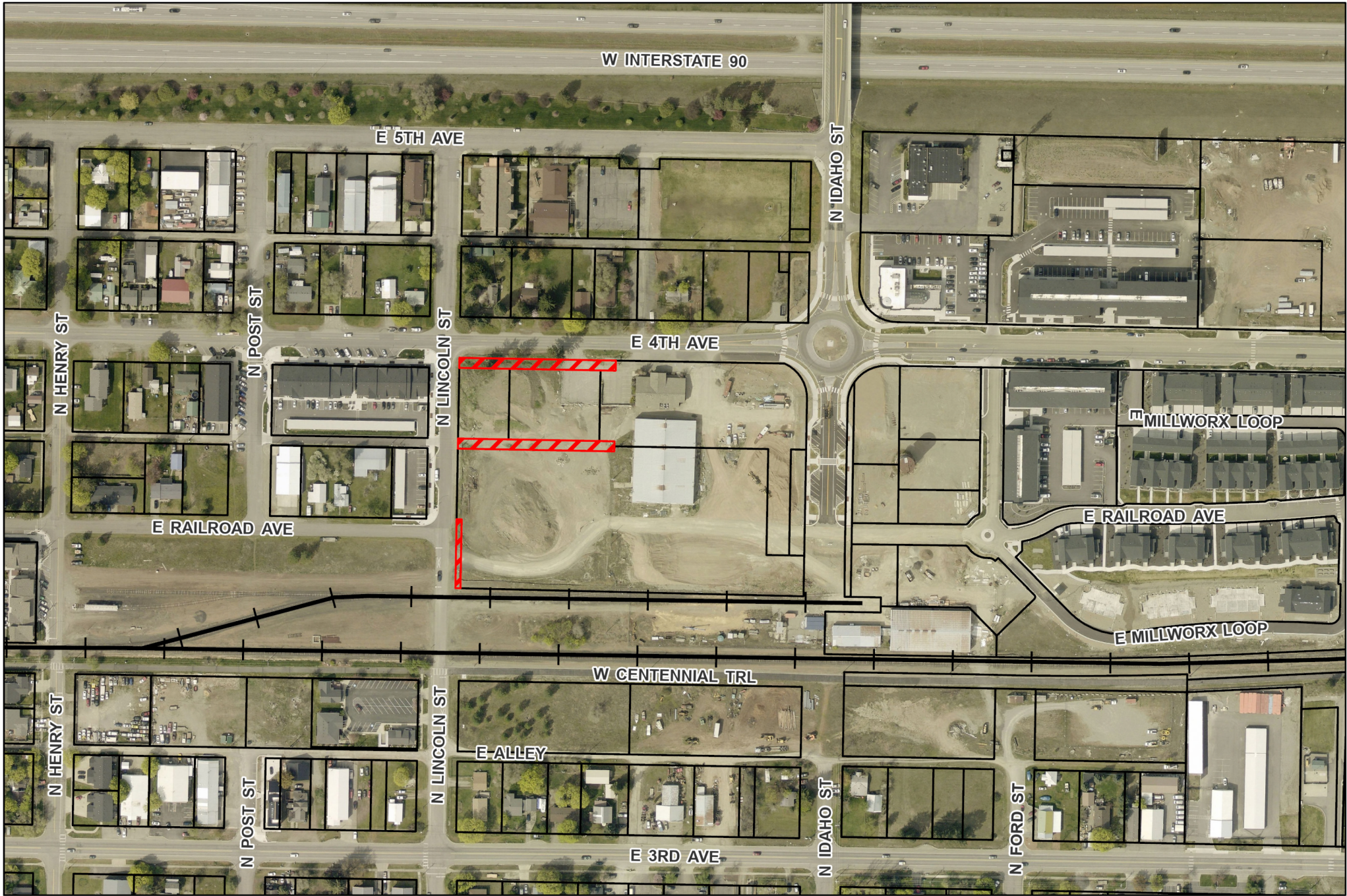
[REDACTED] **Applicant** is requesting approval of [REDACTED] right-of-way vacations to facilitate the next phase of the Millworx mixed-use redevelopment, known as Terrace West. The project will provide senior housing, mixed-use buildings, and apartment structures on approximately **6.7 acres** south of East 4th Avenue and between North Lincoln Street and North Idaho Street. [REDACTED]

The proposed vacations affect small, isolated portions of historic rights-of-way that no longer serve public connectivity or utility purposes in their current configuration. In exchange, [REDACTED] **Applicant** will dedicate new rights-of-way, construct Railroad Avenue to City standards, upgrade utilities, and complete frontage improvements that enhance public infrastructure, safety, and connectivity.

Based on the information provided and compliance with applicable provisions of Idaho Code § 50-1306A, approval of the requested right-of-way vacations is respectfully requested [REDACTED] development of the property.




[REDACTED]

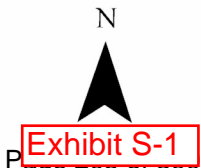
[REDACTED]

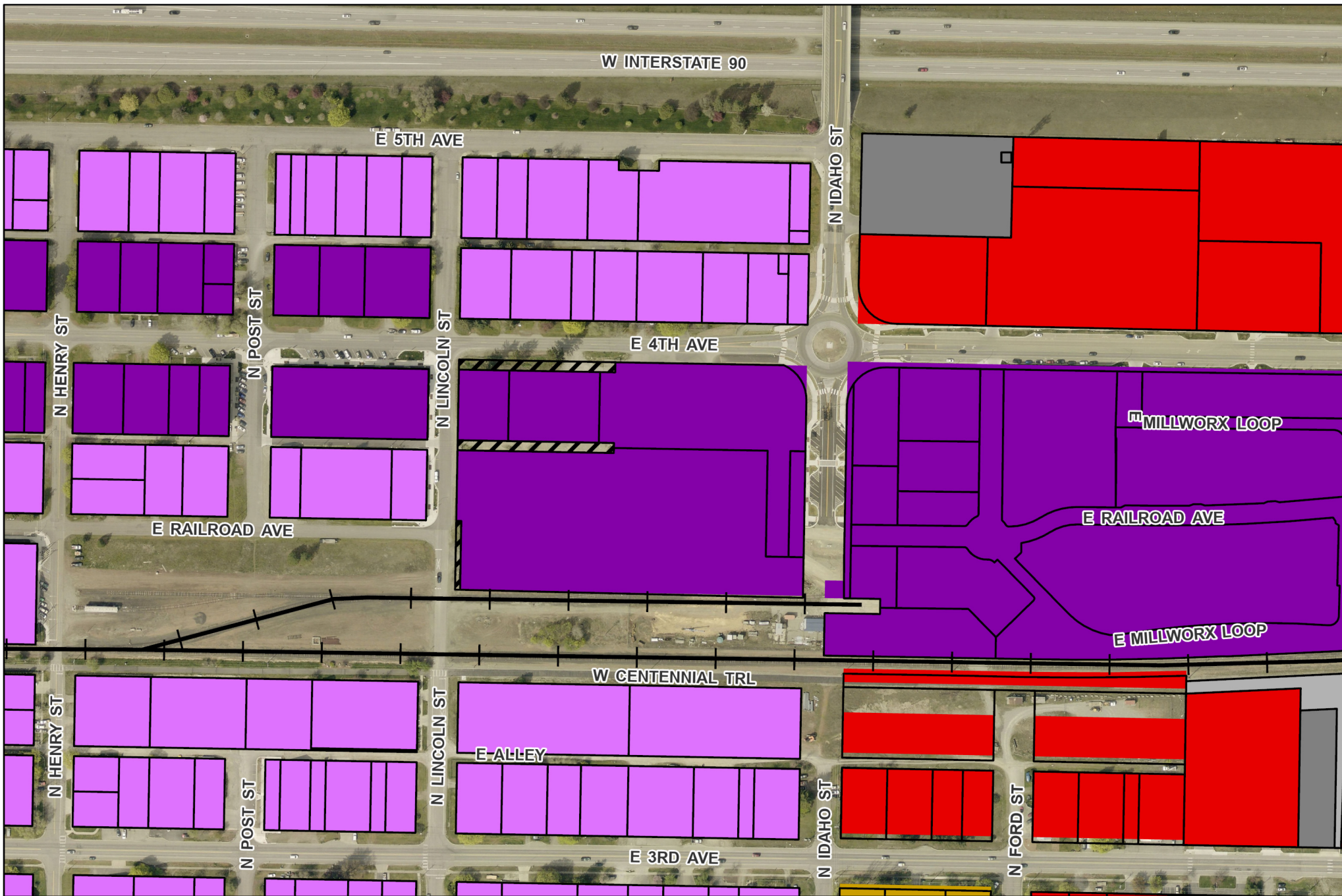


Project Location
 Millworex ROW
 VACATION
 VAC-26-1









-  Post Falls City Boundary
-  Tax Parcels
-  Subject Site

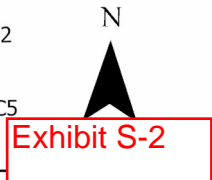


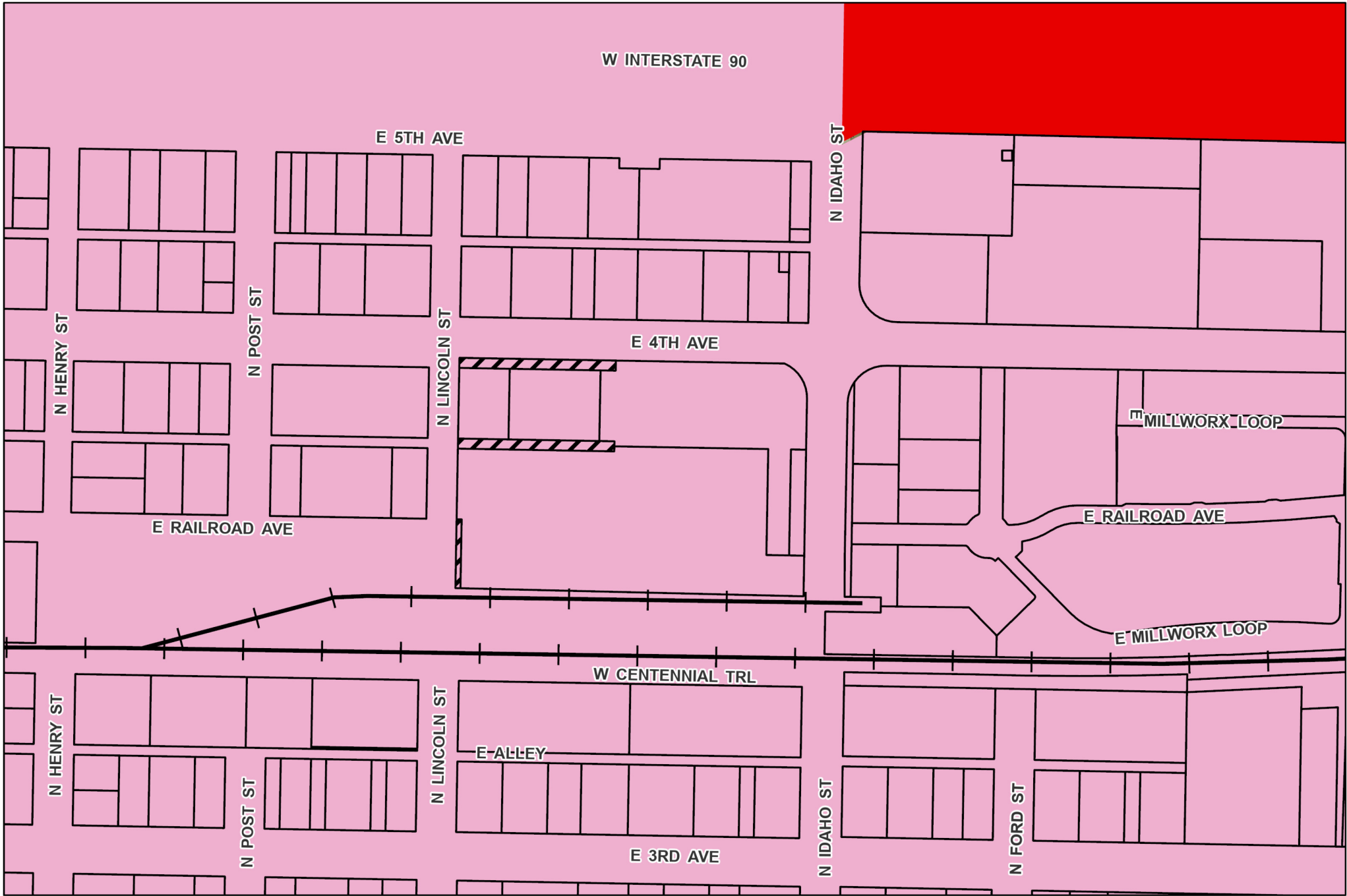


Zoning Map
 Millworex ROW
 VACATION
 VAC-26-1



-  Subject Site
-  Post Falls City Boundary
-  HI
-  I
-  SC5
-  R-2





Future Land Use Designation
 Millworx ROW
 VACATION
 VAC-26-1



-  Subject Site
-  Post Falls City Boundary
-  Tax Parcels
-  Business/Commercial
-  Commercial





POST FALLS

SCHOOL DISTRICT #273

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

September 15, 2025

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

Dear Bob,

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

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

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

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

The enrollment status and capacity of each school for the 2025-2026 school year are listed below.

The district will review/revise the current long-range facility plan during the 2027-2028 school year. A copy of the current plan is included with this letter.

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

School	2025-2026 Enrollment	Building Capacity
Greensferry Elementary	392	525
Mullan Trail Elementary	321	500
Ponderosa Elementry	440	570
Prairie View Elementary	376	525
Seltice Elementary	372	560
Treaty Rock Elementary	366	525
West Ridge Elementary	428	525
Post Falls Middle School	775	920
River City Middle School	554	750
Post Falls High School	1663	1800
New Vision High School	124	225

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

Sincerely,



Dena Naccarato
Superintendent

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

Kootenai County Fire & Rescue

Fire Marshal's Office

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

February 24, 2026

Nancy Thurwachter
Planning Administrative Specialist
City of Post Falls
408 N Spokane Street
Post Falls, ID 83854

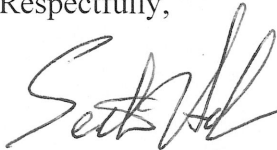
RE: Notice to Jurisdiction Response

Dear Nancy,

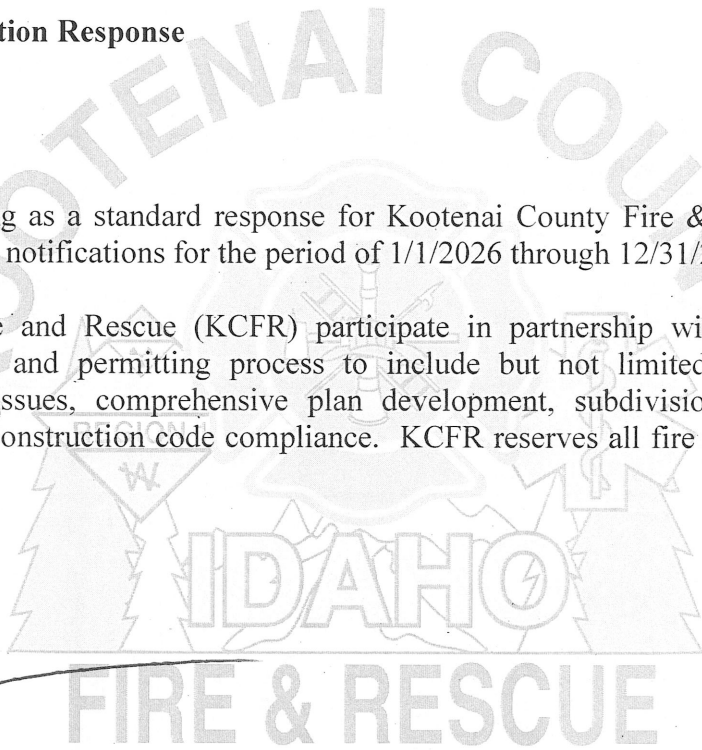
Please use the following as a standard response for Kootenai County Fire & Rescue for all applicable "Notice of Jurisdiction" notifications for the period of 1/1/2026 through 12/31/2026.

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

Respectfully,



Seth Hohenstreet
Kootenai County Fire & Rescue
Deputy Fire Marshal



Nancy Thurwachter

From: Martinez, Leo <Leo.Martinez@p66.com>
Sent: Monday, March 23, 2026 10:09 AM
To: Nancy Thurwachter
Subject: Notice to Jurisdictions for the Millworx Vacation File No. VAC-26-1
Attachments: Exhibit PH-2 NTJ FORM_CC (002).pdf

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

Nancy,

Phillips 66 does not have any utilities within the attached project vicinity.
(Response 13298)

Leo Martinez

Associate, Operations Support • Real Estate Services

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



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From: Nancy Thurwachter <nthurwachter@postfalls.gov>
Sent: Friday, March 20, 2026 2:21 PM
To: Ali Marenau <AMarienau@kmpo.net>; Alynnette Farley <abfarley@BPA.Gov>; Amanda Raymond <arraymond@bpa.gov>; Avista <c01_Real_Estate@avistacorp.com>; Ben Tarbutton <btarbutton@kcgov.us>; Carey Borchardt <carey.borchardt@charter.com>; Carolyn Bostick <cbostick@cdapress.com>; Carrie Ann Hewitt <carrieann.hewitt@itd.idaho.gov>; cdaconst@avistacorp.com; cingle@kcgov.us; Chris Way <cway@kootenaifire.com>; christina@postfallschamber.com; Christine Harmon <christine.harmon@deq.idaho.gov>; cschneider@kec.com <cschneider@kec.com>; Dan Rest <drest@hbkengineering.com>; Dan Ryan <danr@kootenaifire.com>; Dan Selden <danselden@hotmail.com>; Dan Zeck <dan@eastgreenacres.org>; Daniel Mavrinac <Daniel.Mavrinac@BNSF.com>; David Haggerty <David.Haggerty@tdstelecom.com>; dena.naccarato@sd273.com; DEQ <deqcomments@deq.idaho.gov>; Devin Weeks <dweeks@cdapress.com>; Gina Dillman <gdillman@republicservices.com>; Glen Miles <Gmiles@kmpo.net>; Gregory Ashley <gregory.Ashley@williams.com>; Jame Davis <jame.davis@intermaxteam.com>; Jeff Boren <Jeffrey.Boren@charter.com>; Jeremy Hofer <jhofer@kec.com>; Jeryl Archer <jeryla@kootenaifire.com>; Jessie Holderman <JHolderman@kec.com>; Jordan Wirth <Jordan.T.Wirth@usps.gov>; Karen Philips <Karen.Phillips@avistacorp.com>; Kate Williams <kwilliams@kmpo.net>; Kevin Linville <kevin.linville@tdstelecom.com>; Kevin Teo <kevin.teo@ziply.com>; Kris Faver <kris.faver@tdstelecom.com> <kris.faver@tdstelecom.com>; Kristen Rondo <krondo@phd1.idaho.gov>; Kurt Larson <klarson@kec.com>; Kyle Leatham <kyle.leatham@bnsf.com>; Lance Kippen <lkippen@olsson.com>; Lee Barns

Nancy Thurwachter

From: Jonie Anderson <Jonie@postfallshd.com>
Sent: Tuesday, March 24, 2026 8:18 AM
To: Nancy Thurwachter
Subject: RE: Notice to Jurisdictions for the Millworx Vacation File No. VAC-26-1

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

The PFHD has no comments for this vacation.

Kind regards,
Jonie

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

p 208.765.3717
contactus@postfallshd.com



From: 'Nancy Thurwachter' via Contact Us <contactus@postfallshd.com>
Sent: Friday, March 20, 2026 2:21 PM
To: Ali Marenau <AMarienu@kmpo.net>; Alynnette Farley <abfarley@BPA.Gov>; Amanda Raymond <arraymond@bpa.gov>; Avista <c01_Real_Estate@avistacorp.com>; Ben Tarbutton <btarbutton@kcgov.us>; Carey Borchardt <carey.borchardt@charter.com>; Carolyn Bostick <cbostick@cdapress.com>; Carrie Ann Hewitt <carriann.hewitt@itd.idaho.gov>; cdaconst@avistacorp.com; cingle@kcgov.us; Chris Way <cway@kootenaifire.com>; christina@postfallschamber.com; Christine Harmon <christine.harmon@deq.idaho.gov>; cschneider@kec.com; cschneider@kec.com; Dan Rest <drest@hbkengineering.com>; Dan Ryan <danr@kootenaifire.com>; Dan Selden <danselden@hotmail.com>; Dan Zeck <dan@eastgreenacres.org>; Daniel Mavrinac <Daniel.Mavrinac@BNSF.com>; David Haggerty <David.Haggerty@tdstelecom.com>; dena.naccarato@sd273.com; DEQ <deqcomments@deq.idaho.gov>; Devin Weeks <dweeks@cdapress.com>; Gina Dillman <gdillman@republicservices.com>; Glen Miles <Gmiles@kmpo.net>; Gregory Ashley <gregory.Ashley@williams.com>; Jame Davis <jame.davis@intermaxteam.com>; Jeff Boren <Jeffrey.Boren@charter.com>; Jeremy Hofer <jhofer@kec.com>; Jeryl Archer <jeryla@kootenaifire.com>; Jessie Holderman <JHolderman@kec.com>; Jordan Wirth <Jordan.T.Wirth@usps.gov>; Karen Phillips <Karen.Phillips@avistacorp.com>; Kate Williams <kwilliams@kmpo.net>; Kevin Linville <kevin.linville@tdstelecom.com>; Kevin Teo <kevin.teo@ziply.com>; Kris Faver <kris.faver@tdstelecom.com>; Kristen Rondo <krondo@phd1.idaho.gov>; Kurt Larson <klarson@kec.com>; Kyle Leatham <kyle.leatham@bnsf.com>; Lance Kippen <lkippen@olsson.com>; Lee Barns <lee.barns@tdstelecom.com>; Leo Martinez <leo.martinez@p66.com>; Lori Cogley <lcogley@kec.com>; Lynn Sandsor <lynn.sandsor@aecom.com>; Mike Behary <Mbehary@kcgov.us>; Mike Patton <Michael.m.patton@p66.com>; Owens, Dylan <Dylan.Owens@tdstelecom.com>; Panhandle Health General <ehapplications@phd1.idaho.gov>; Patricia M.

POST FALLS
Urban Renewal



March 30, 2026

City of Post Falls Planning Division
Jon Manley, Planning Manager
408 N Spokane Street
Post Falls, ID 83854

Re: File No. VAC-26-01

Mr. Manley,

The mission of the Post Falls Urban Renewal Agency is to foster sound economic and community improvement that enhances the overall quality of life in Post Falls by providing and improving infrastructure, attracting jobs and enhancing citizen safety and health. We are proud to play an active role in the region's economic growth through strong partnerships with project proponents and community stakeholders.

We appreciate the opportunity to provide this letter of support for the proposed vacation of three rights-of-way associated with the Millworx Development project within the Downtown Urban Renewal District. The Millworx site has been identified as a key development "node" in the Downtown District Plan, and the proposed right-of-way vacations are essential to maintaining project momentum and realizing the broader vision for the Downtown URD.

Respectfully,



Joseph Johns
Executive Director

Immaculate Conception Church
495 N. Lincoln St.,
Post Falls, ID 83854
Father Vincent Griego – Prior

City of Post Falls
Planning Division
408 N. Spokane Street
Post Falls, ID 83854

RE: Written Testimony – Millworx Vacation, File No. VAC-26-1

Immaculate Conception Church (ICC) owns the property on the north side of 4th Avenue – bounded by N Lincoln, 5th Avenue, Idaho Street, and 4th Avenue.

CURRENT ISSUE

Per the proposed vacation being considered by the Post Falls City Council on 4/7/26, the full twenty feet of the to-be-vacated right-of-way on the south side of 4th Avenue is being allotted to the Millworx property. ICC contends that to-be-vacated property benefits should be equally apportioned between the adjacent property owners by the City of Post Falls. Specifically, ten feet on the north of 4th Avenue should be apportioned to ICC and ten feet on the south of 4th Avenue to Millworx. This will result in equal public roadway offset for each property owner along 4th Avenue.

RELATED ISSUE

Similarly, ICC raises issue with how the street ROW vacation (VAC ORD #705 INST #1302194) was executed by the City of Post Falls. The full twenty-foot vacated property running along the south side of 4th Avenue (mid-block east to Idaho Street) was allocated to Millworx. This vacated property should be equally apportioned (10 feet each) between Millworx and ICC.

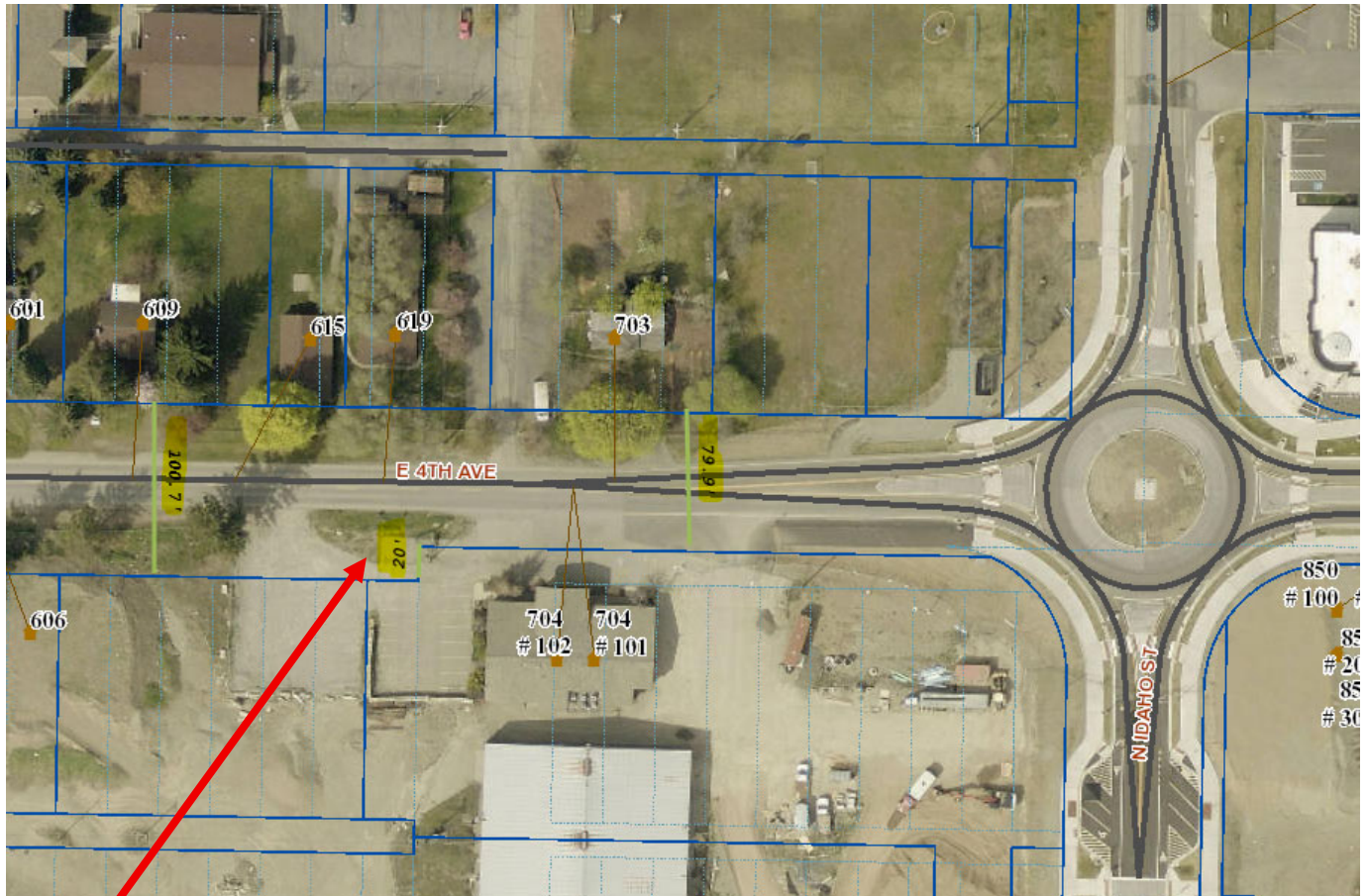
These actions will make the ICC and Millworx property equivalent along 4th Avenue from N Lincoln to Idaho Street – identical public roadway offsets.

We appreciate the City of Post Falls' attention to these matters and look to discuss in the upcoming City Council Meeting.

Respectfully,
Father Vincent Griego – Prior ICC

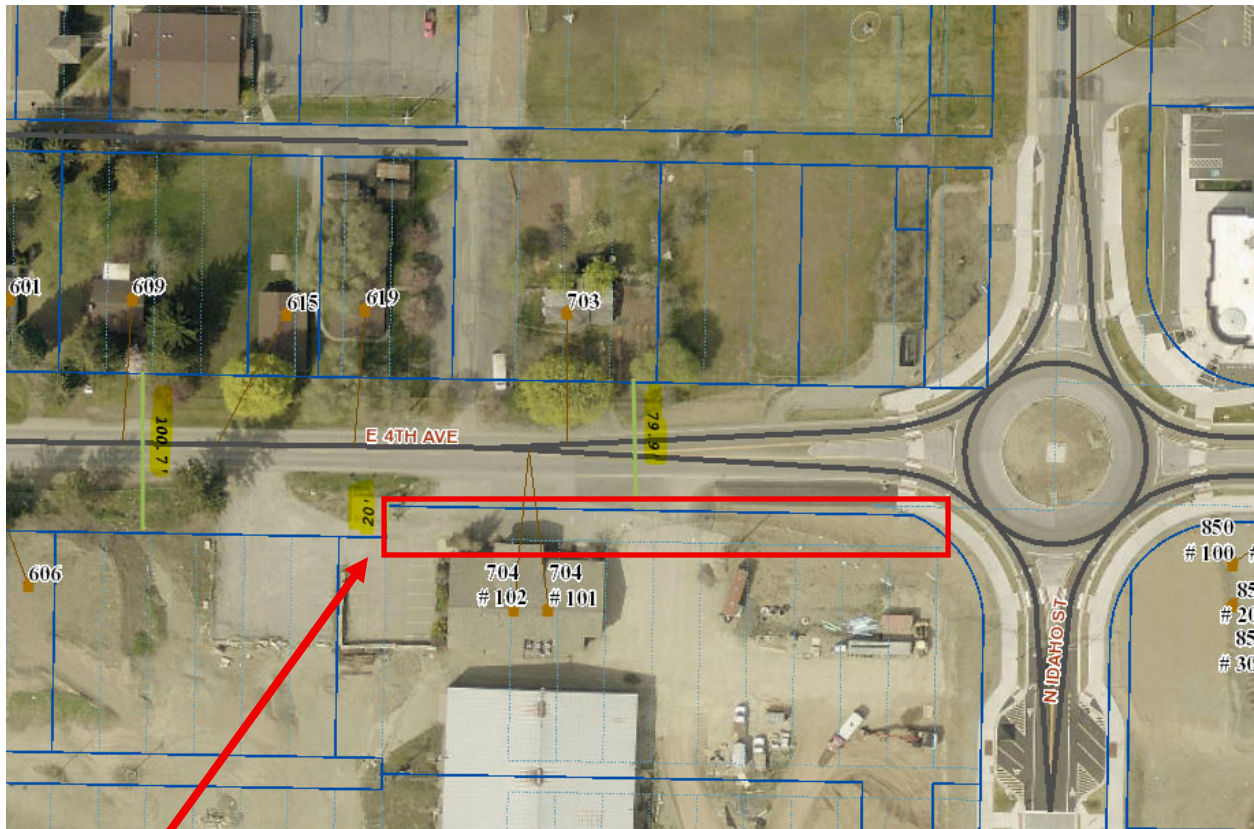
cc: Elizabeth Tellesen, Winston & Cashatt

CURRENT ISSUE



The 20 feet of to-be-vacated street ROW should be apportioned equally to the property owners on the north (ICC) and south (Millworx) sides of 4th Avenue.

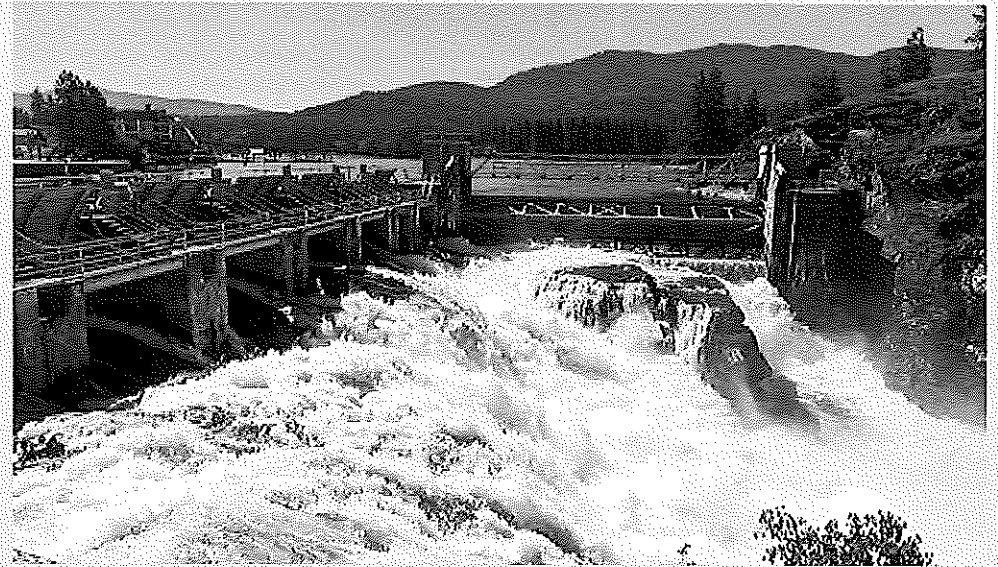
RELATED ISSUE



The 20 feet of prior vacated street ROW per VAC ORD #705 INST #1302194 should be re-apportioned equally to the property owners on the north (ICC) and south (Millworx) of 4th Avenue by the City of Post Falls.

Millworx Vacation VAC-26-1

April 7, 2026



OWNER: AWL, LLC

APPLICANT: Brad Marshal - JUB Engineers

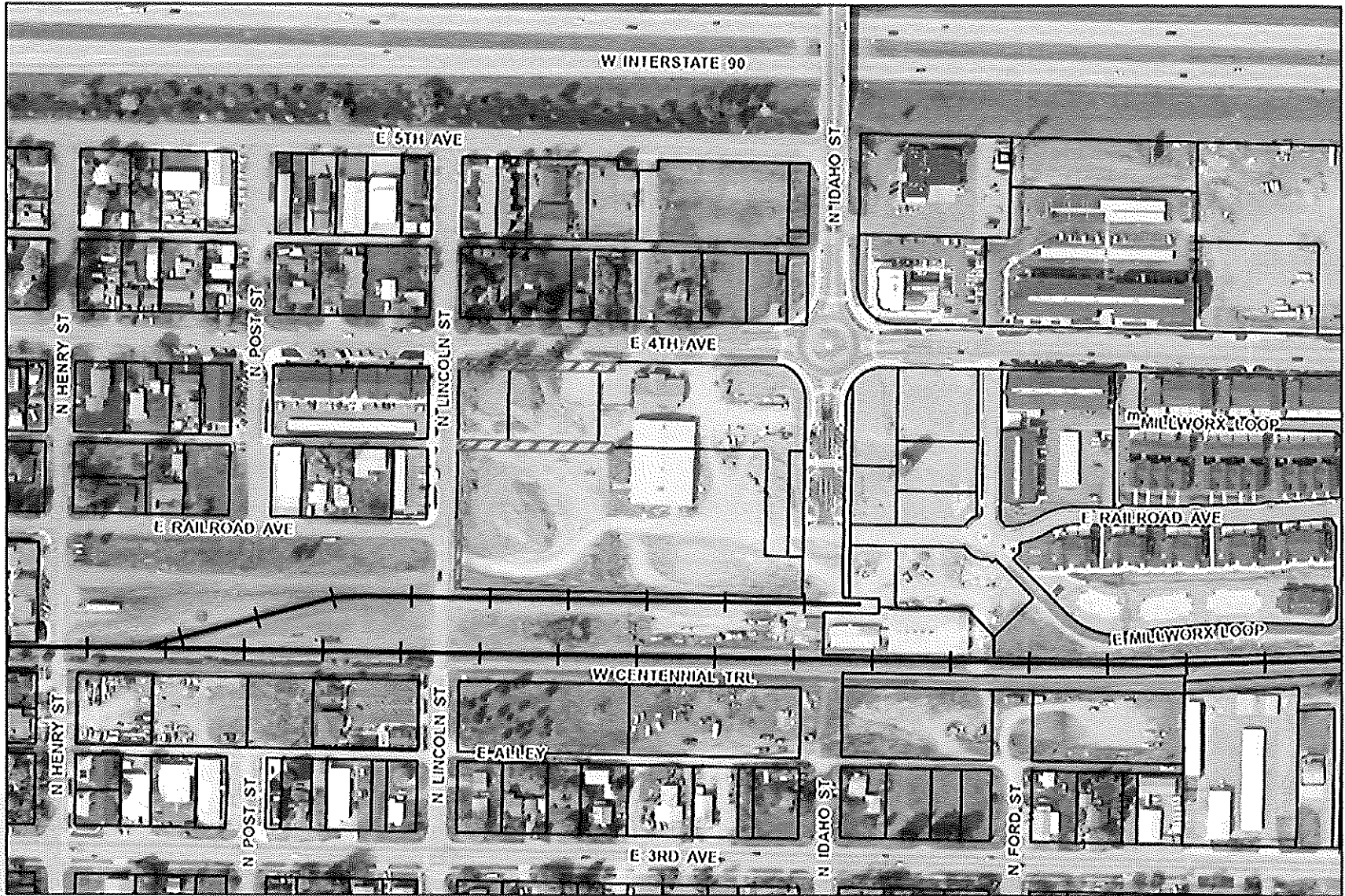
REQUESTED ACTIONS:

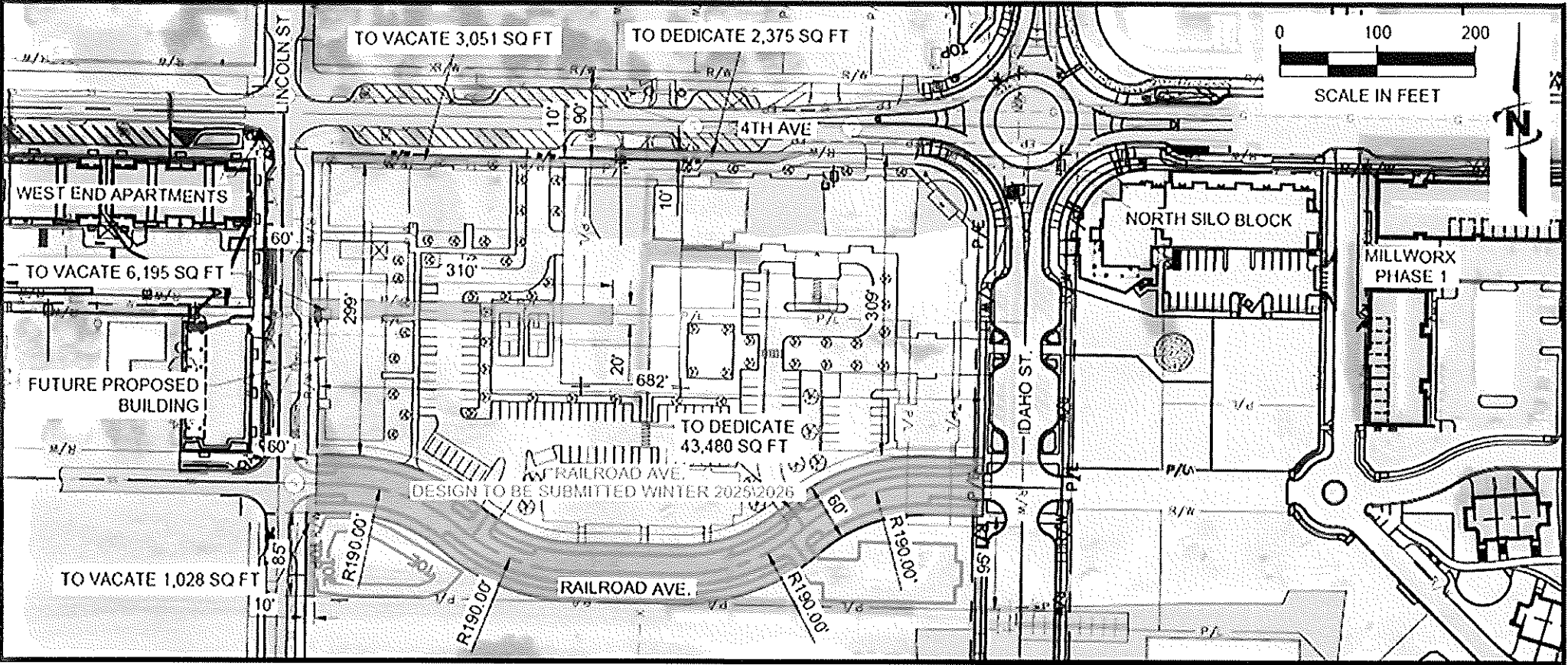
The owner/applicant requests the vacation of three (3) different rights-of-way areas. These areas would be a portion of the N. Lincoln Street being south of E. Railroad Avenue, the remaining alley portion east of N. Lincoln Street, and a portion of the south side of E. 4th Avenue being east of N. Lincoln Street.

Millworx Vacation



Project Location







- Staff has no concerns with the proposed Vacation.
 - City sanitary sewer mains and water mains do exist within the vacation area
 - An easement should be retained by the City for the identified utilities
 - These utilities would be removed from service with site development, which would allow for vacation of the easements at that time.

Staff Comment



- Future phases of the project will provide the necessary utility extensions and dedicate the appropriate rights-of-way needed to support the planned transportation network, rather than relying on existing rights-of-way that do not align with planned project or do not exist.

Staff Comment



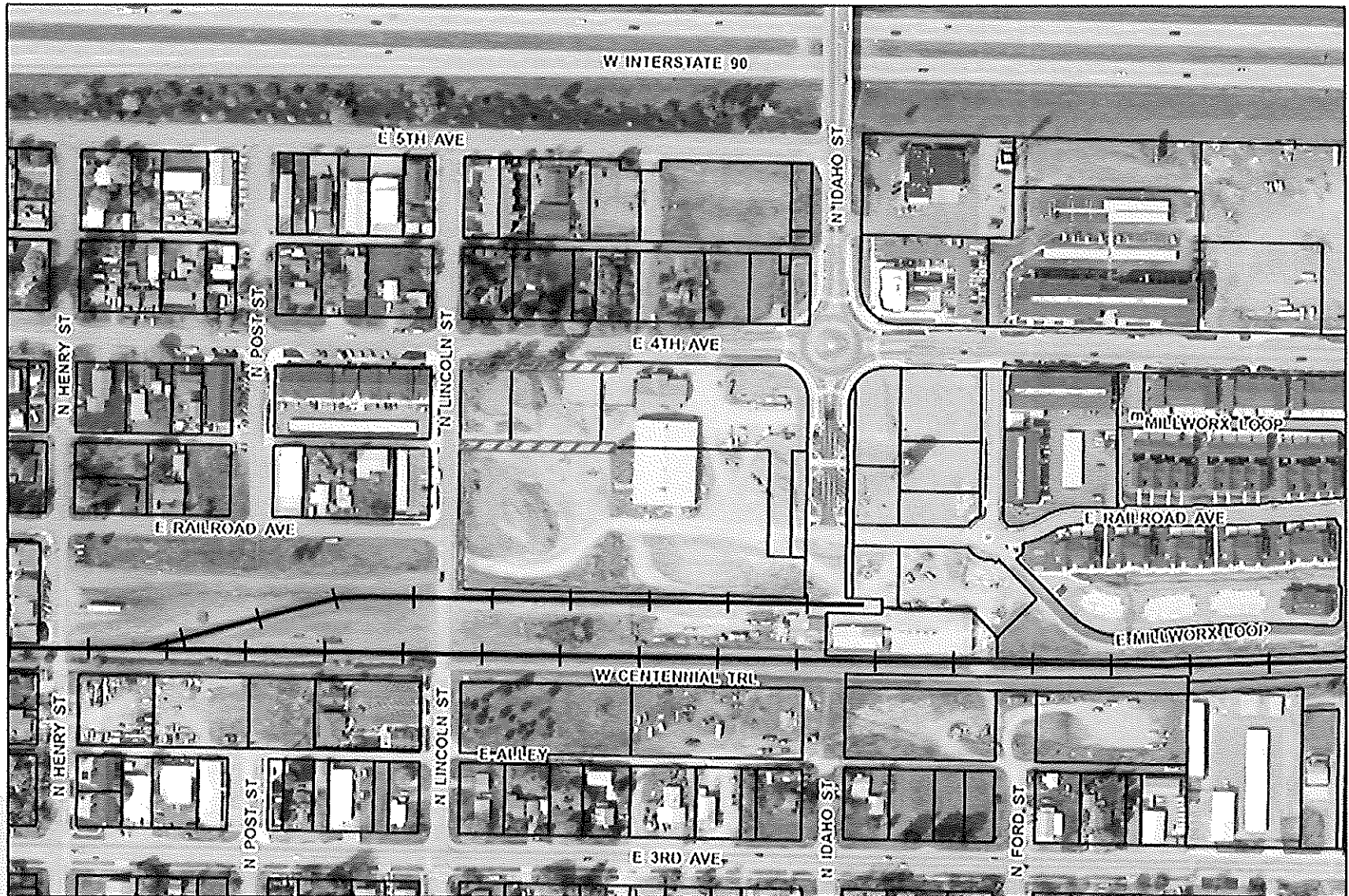
- Bonneville Power Administration
- Kootenai County Fire
- PF Highway District
- PF School District
- Avista (WWP-3)
- Dept. of Environmental Quality
- Phillips 66 (Pipeline company)
- Yellowstone (Pipeline company)
- TransCanada GTN
- PF Parks & Rec
- Kootenai Electric
- Ross Point Water
- TDS
- Idaho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

Agencies Notified



- **Exhibit PA-1** : Post Falls School District – Remains Neutral
- **Exhibit PA-2**: Kootenai County Fire and Rescue – Comment with permitting
- **Exhibit PA-3** : Phillips 66/YPL – No utilities attached to this property
- **Exhibit PA-4**: Post Falls Highway District – No Comment

Agency Comments



CITY OF POST FALLS
AGENDA REPORT
UNFINISHED BUSINESS/RETURNING ORDINANCES AND RESOLUTIONS
MEETING DATE: 4/7/2026

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: Jaxon Fleshman, Project Manager
SUBJECT: Westwood Water Distribution Replacement Phase 1 - Recommendation of Award

ITEM AND RECOMMENDED ACTION:

City Council approves the recommendation of award for the Westwood Water Distribution Replacement Phase I project to La Riviere Inc. and authorizes the Mayor to sign the Notice of Award.

DISCUSSION:

The city opened bids for the Westwood Water Distribution Phase 1 project on March 5, 2026. The city received nine bids. The low bid of \$1,230,895.00 was submitted by LaRiviere Inc. The Engineer's estimate for construction was \$2,224,060.00. City Staff recommends the construction contract be awarded to LaRiviere Inc., as the lowest, responsive bidder.

The Water Division maintains a pipeline replacement fund to complete necessary replacement of aged water distribution mains. Selection of projects are prioritized based on field investigations and recommendations documented in the 2018 Water System Master Plan. The Westwood project was identified by staff for the replacement of water mains and residential services and meters within the Pine Villa Estates neighborhood. The work generally includes installation of approximately 5,700 linear feet of waterline and 72 service connections. Please note, all work will occur within city limits; Pine Villa Estates 2nd Addition is a city subdivision and is separate from Pine Villa Estates and Pine Villa Estates 1st Addition, which are outside the city.

The start-date for construction is expected to occur by May 15th. Phase 1 of the Project is expected to be complete by the end of 2026. An engineering and design contract for Phase II of the project will be presented for approval at a future City Council meeting. City staff will host an open house on April 16th at 5pm for residents who live in the project area who wish to learn more about the project and what can anticipate during construction.

City Staff will provide a brief presentation of this item to City Council.

ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON:

December 19, 2023 – Westwood Water Distribution Project – Design Contract with Century West
April 15, 2025 – Westwood Water Distribution Project – Mid-Design Staff Report

APPROVED OR DIRECTION GIVEN:

Council approved the items noted above.

FISCAL IMPACT OR OTHER SOURCE OF FUNDING:

City Council approval authorizes the Mayor to sign the Notice of Award to LaRiviere Inc., in the amount of \$1,230,895.00 and authorizes a 10% contingency in the amount of \$123,089.50 for potential change

orders for unforeseen conditions/or changes that would benefit the water distribution system. Contract changes utilizing contingency funds will require authorization of the Public Works Director or his designee. Council approval is for the requested amount of \$1,353,984.50. Change orders of greater than \$50,000 will be brought to Council for approval. In cases of emergency or where delay would incur significant risk or expense to the City, the Public Works Director may authorize change orders of greater than \$50,000, within the approved contingency, and will provide a report as to the decision at the next scheduled City Council meeting. Funding for this project will come from the Water Distribution Design Budget.

BUDGET CODE:

753-462.3225.95500

ATTACHMENTS:

1. POWERPOINT Westwood Water Distribution Project - Rec to Award AND CMS Agreement pptx
2. Legal Counsel Memorandum
3. Engineer's Recommendation of Award
4. Notice of Award - PF Westwood Ph 1 Notice-of-Award

Westwood Water Distribution Project Phase I: Recommendation to Award & CMS Agreement

Jaxon Fleshman
Project Manager, Public Works
April 7, 2026



Project Background

- The Water Division maintains a pipeline replacement fund
- 2018 Water System Master Plan – Pipe Replacement Program
 - Recommended 1% of system replaced yearly.
- Area Selection
 - Infrastructure Age, Condition, and Field Investigations.

Project Map

- Area of Pine Villa Subdivision - East of Ponderosa Elementary
- 5,680 ft of pipe replacement (Phase 1)
- Includes Service and Meter Replacements
- Phase 1 Construction 2026
- Phase 2 "Future"



Project Considerations

- Ponderosa Elementary – Defined schedule for work in Ponderosa Blvd
- Neighborhood Access – Mitigate construction impacts
- Safety – Pedestrians and Motorists



Service Connections

- Water Staff Involvement
- Direct Communication with Residents
- Ensures Quality
- Customer Satisfaction



Financials La Riviere – Construction

Bid Amount	\$ 1,230,895.00
Requested Contingency	\$ 123,089.50
Total	\$ 1,353,984.50

- Lowest Responsive Bidder
- Engineers Estimate - \$2,224,060.00
- 9 Totals Bidders – 5 within 9% of low bid.

Bid Results

<i>Engineer's Estimate</i>	<i>\$ 2,224,060.00</i>
Stewart Contracting Inc	\$ 2,064,000.00
DW Excavating	\$ 1,691,820.00
Halme Construction	\$ 1,619,021.00
Simco	\$ 1,347,100.00
Northfork Enterprises	\$ 1,340,773.00
Big Sky Idaho Corp	\$ 1,339,119.00
Liberty Landworks	\$ 1,338,745.66
JR Construction	\$ 1,264,260.00
La Riviere (Low Bid)	\$ 1,230,895.00

Financials Century West – Design and CMS

Phase I Design	\$ 100,000.00
Unused Contingency (Retiring)	(\$ 10,000.00)
Phase I CMS	\$ 226,200.00
Requested Contingency (10%)	\$ 22,620.00
Total (Tonight's Request)	\$ 248,820.00

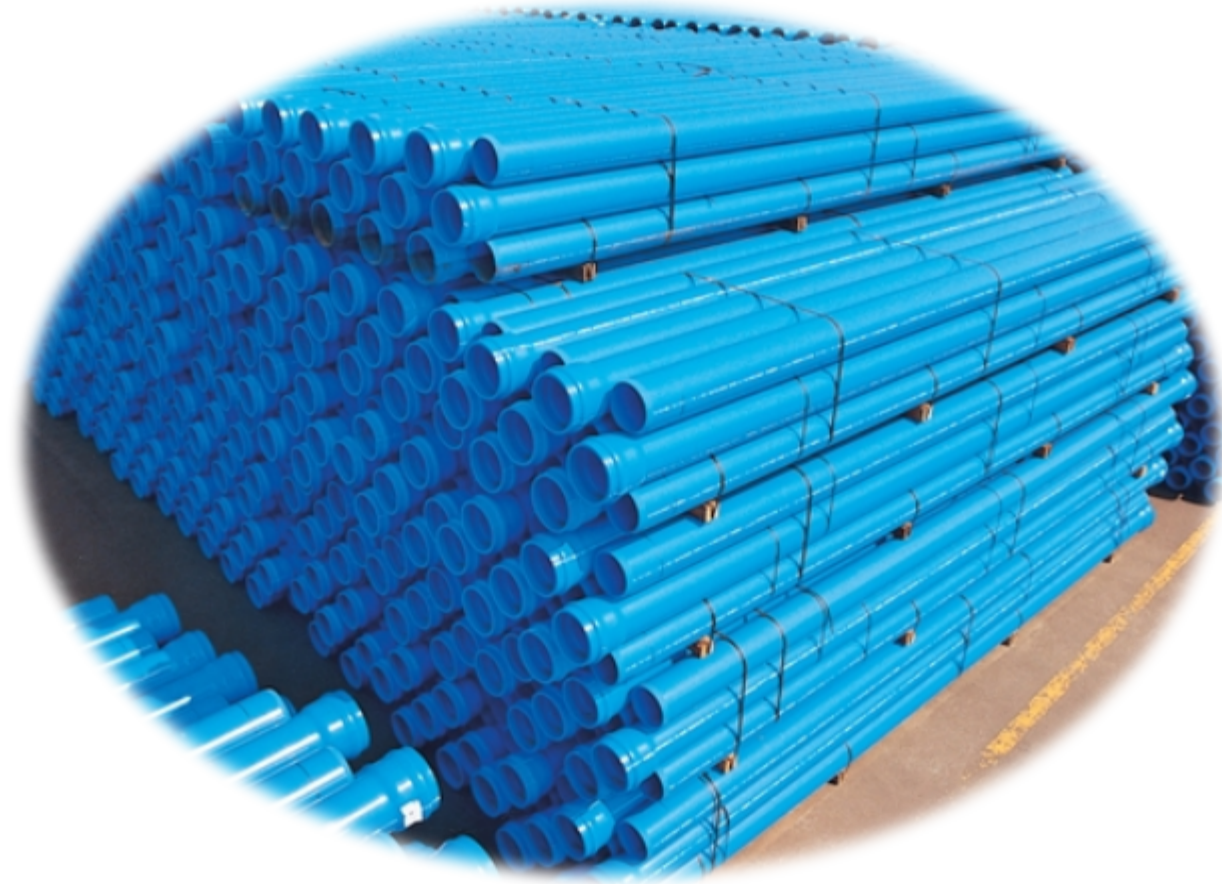
- Phase II Design Contract – Presented at a future date.

Example Photos



Timeline of Next Steps

- Community Open House:
 - April 16, 5-7 PM, City Hall Rotunda
- Phase I Construction – Summer 2026
 - Anticipated May 15th Start
- Phase II Design – Bid Winter 2026-27
- Phase II Construction – Summer 2027





Questions?



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

Memorandum of Legal Counsel

To: Jaxon Fleshman
From: Chris Gabbert, Deputy City Attorney
Date: March 23, 2026
Re: March 5, 202, Bid Opening – Westwood Water Distribution Replacement Project

My review and analysis are based purely on the legal aspects of the bids received as authorized by the Idaho purchasing statutes, particularly Idaho Code § 67-2805(2). The City received copies of nine (9) bids at or about 2:00 p.m. on March 5, 2026.

The bids consisted of the following:

- LaRiviere, Inc. \$1,230,895.00
- JR Construction \$1,264,260.00
- Big Sky ID Corp \$1,337,799.00
- Liberty Landworks \$1,338,075.66
- North Fork Enterprises \$1,338,197.00
- Simco \$1,347,100.00
- Halme Construction \$1,614,901.00
- DW Excavating \$1,691,820.00
- Stewart Contracting \$2,064,000.00

After evaluating the bids, I conclude that the LaRiviere, Inc submission is the lowest responsive and responsible bid. If the City intends to award the bid, then the bid should be awarded to LaRiviere. My conclusion is based on the following information:

1. I have reviewed the Bid Summary and bid submittals. It appears that the submittal by LaRiviere was timely.
2. The submittal was provided on the required form and with the required attachments:
 - a. Completed proposal;
 - b. Bidder information;
 - c. Executed Non-Collusion Affidavit;
 - d. Bid Bond; and
 - e. Naming and licensing of Subcontractors and Suppliers.

3. I researched the Public Works License of LaRiviere to confirm the validity of the license, the level of the license, and the approved types of work. LaRiviere is a licensed Idaho Public Works Contractor with a “Class Unlimited” License No. 17425. According to Idaho Code § 54-1904, a Class “Unkimited” license is issued for any contractor whose qualifications, ability, and responsibility to execute contracts for public works involving an estimated cost of more than five million dollars (\$5,000,000).

Based on my review, LaRiviere complies with Idaho law and the City of Post Falls Procurement standards and is the lowest responsive bidder at \$1,230,895.00

I did not review the plans’ details or specifications or see any proposed alternates or modifications. I will defer to you on the technical aspects of the bid as I lack the requisite knowledge and skills to opine on the technical aspects.

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

Sincerely,



Christopher Gabbert
Deputy City Attorney

March 19, 2026

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

ATTN: Jaxon Fleshman

RE: Recommendation of Award
Westwood Water Distribution Replacement – Phase 1

Dear Mr. Fleshman:

On Thursday, March 5, 2026, bids were opened for the City of Post Falls – Westwood Water Distribution Replacement – Phase 1. Nine bids were received. Overall, the bids were very competitive and typical of results we have seen recently. The contractors submitting bids and their bid totals are as follows:

CONTRACTOR	TOTAL BID
LaRiviere, Inc.	\$ 1,230,895.00
JR Construction-Idaho, LLC	\$ 1,264,260.00
Liberty Landworks, LLC	\$ 1,338,075.66
Big Sky ID Corp.	\$ 1,337,799.00
North Fork Enterprises, LLC	\$ 1,338,197.00
Simco Development Group	\$ 1,347,100.00
Halme Construction, Inc.	\$ 1,614,901.00
DW Excavating, Inc.	\$ 1,691,820.00
Stewart Contracting, Inc.	\$ 2,064,000.00
Engineer's Estimate	\$ 2,224,060.00

Several minor mathematical errors were found in the bids, and are noted on the bid tabulation. These errors did not affect the apparent low bidder. A copy of the bid tabulation is attached for your review.

Century West Engineering has evaluated the bids, and determined that LaRiviere, Inc. of Rathdrum, Idaho is the lowest responsive bidder. The low bid was properly signed and executed and included a Bid Bond in an amount equal to 5% of the bid with a Power of Attorney. A check of the Idaho State Public Works Contractor Database showed that LaRiviere, Inc. is a registered contractor and has a valid public works contractor's license.

The low bid amount of \$1,230,895.00 is about 45% below the Engineer's Estimate of \$2,224,060.00 and is within the construction budget. Based upon our review of the documents provided with the low bid, we recommend that the City award the contract to LaRiviere, Inc. for the total bid amount of \$1,230,895.00.

Please contact me if you have any questions.

Sincerely,

CENTURY WEST ENGINEERING CORPORATION



Daniel G. Remmick, P.E.
Project Manager

NOTICE OF AWARD

Date of Issuance: April 7, 2026
Owner: City of Post Falls Owner’s Project No.:
Engineer: Century West Engineering Engineer’s Project No.: 51033.002.01
Project: Westwood Water Distribution Replacement - Phase 1
Contract Name: Westwood Water Distribution Replacement - Phase 1
Bidder: LaRiviere, Inc.
Bidder’s Address: 17564 N. Dylan Ct., Rathdrum, ID 83858

You are notified that Owner has accepted your Bid dated March 5, 2026 for the above Contract, and that you are the Successful Bidder and are awarded a Contract for:

Westwood Water Distribution Replacement - Phase 1

The Contract Price of the awarded Contract is \$ 1,230,895.00 . Contract Price is subject to adjustment based on the provisions of the Contract, including but not limited to those governing changes, Unit Price Work, and Work performed on a cost-plus-fee basis, as applicable.

Two (2) unexecuted counterparts of the Agreement accompany this Notice of Award, and one copy of the Contract Documents accompanies this Notice of Award, or has been transmitted or made available to Bidder electronically.

Drawings will be delivered separately from the other Contract Documents.

You must comply with the following conditions precedent within 15 days of the date of receipt of this Notice of Award:

- 1. Deliver to Owner two (2) counterparts of the Agreement, signed by Bidder (as Contractor).
- 2. Deliver with the signed Agreement(s) the Contract security (such as required performance and payment bonds) and insurance documentation, as specified in the Instructions to Bidders and in the General Conditions, Articles 2 and 6.
- 3. Other conditions precedent (if any): N/A

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

Within 10 days after you comply with the above conditions, Owner will return to you one fully signed counterpart of the Agreement, together with any additional copies of the Contract Documents as indicated in Paragraph 2.02 of the General Conditions.

Owner: **City of Post Falls**

By (signature): _____

Name (printed): _____

Title: _____

Copy: Engineer

**CITY OF POST FALLS
AGENDA REPORT
UNFINISHED BUSINESS/RETURNING ORDINANCES AND RESOLUTIONS
MEETING DATE: 4/7/2026**

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: Jaxon Fleshman, Project Manager

SUBJECT: Westwood Water Distribution Replacement Phase 1 - Construction Management Services Agreement

ITEM AND RECOMMENDED ACTION:

City Council approves the CMS (Construction Management Services) contract amendment with Century West Engineering for the Westwood Water Distribution Replacement Phase 1 project and authorizes the Mayor to sign the amendment.

DISCUSSION:

In December 2023, City Council approved the Engineering and Design services contract with Century West Engineering for the design and replacement of watermains and services for the Westwood project. The design contract included design engineering services only. Construction support services are necessary to ensure construction of the project conforms to the contract requirements. Adding the support services at this phase of the project allows the design to inform the level of construction support and provides a more accurate reflection of consultant services.

The Water Division maintains a pipeline replacement fund to complete necessary replacement of aged water distribution mains. Selection of projects are prioritized based on field investigations and recommendations documented in the 2018 Water System Master Plan. The Westwood project was identified by staff for the replacement of water mains and residential services and meters within the Pine Villa Estates neighborhood. The work generally includes installation of approximately 5,700 linear feet of waterline and 72 service connections. Please note, all work will occur within city limits; Pine Villa Estates 2nd Addition is a city subdivision and is separate from Pine Villa Estates and Pine Villa Estates 1st Addition, which are outside the city.

A start-date for construction is expected to occur by May 15th. Phase 1 of the Project is expected to be complete by the end of 2026. City staff will host an open house on April 16th at 5pm for residents who live in the project area to learn more about the project and what residents can expect.

City Staff will provide a brief presentation of this item to City Council.

ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON:

December 19, 2023 – Westwood Water Distribution Project – Design Contract with Century West
April 15, 2025 – Westwood Water Distribution Project – Mid-Design Staff Report

APPROVED OR DIRECTION GIVEN:

Council approved the items noted above.

FISCAL IMPACT OR OTHER SOURCE OF FUNDING:

City Council approval authorizes the Mayor to sign the CMS Amendment with Century West

Engineering in the amount of \$226,200.00. In the event additional work or contract changes are required, the Public Works Director or his designee are authorized to approve changes up to a 10% contingency in the amount of \$22,620.00. Council approval is for the requested amount of \$248,820.00. Funding for this project will come from the Water Distribution Design Budget.

BUDGET CODE:

753-462.3225.95500

ATTACHMENTS:

1. PF Water Main Replacement Amend 2-CWE signed

AMENDMENT NO. 2

Date: April 7, 2026



Under the terms and conditions established by the Consultant Agreement between **The City of Post Falls** and **Century West Engineering Corporation**, dated December 19, 2023, the Agreement is amended as follows:

Project #: 51033.002.01

Project Name: 2024 Water Main Replacement Project

Amendment: **2.2 Scope/Statement of Work.** The scope of work shall be modified to add Construction Management Services (CMS) as described in the attached Exhibit A.

3.1 Basis of Compensation. Total reimbursement to the Consultant, including reimbursable expenses, shall be increased by \$226,200, from \$100,000 to \$326,200.

Exhibit A – Scope of Work

All other terms and conditions remain unchanged.


City of Post Falls

By: _____

Title: _____

Date: _____

Century West Engineering Corporation

By:  _____

Title: Vice-President

Date: 3/31/2026

Exhibit A – Scope of Work

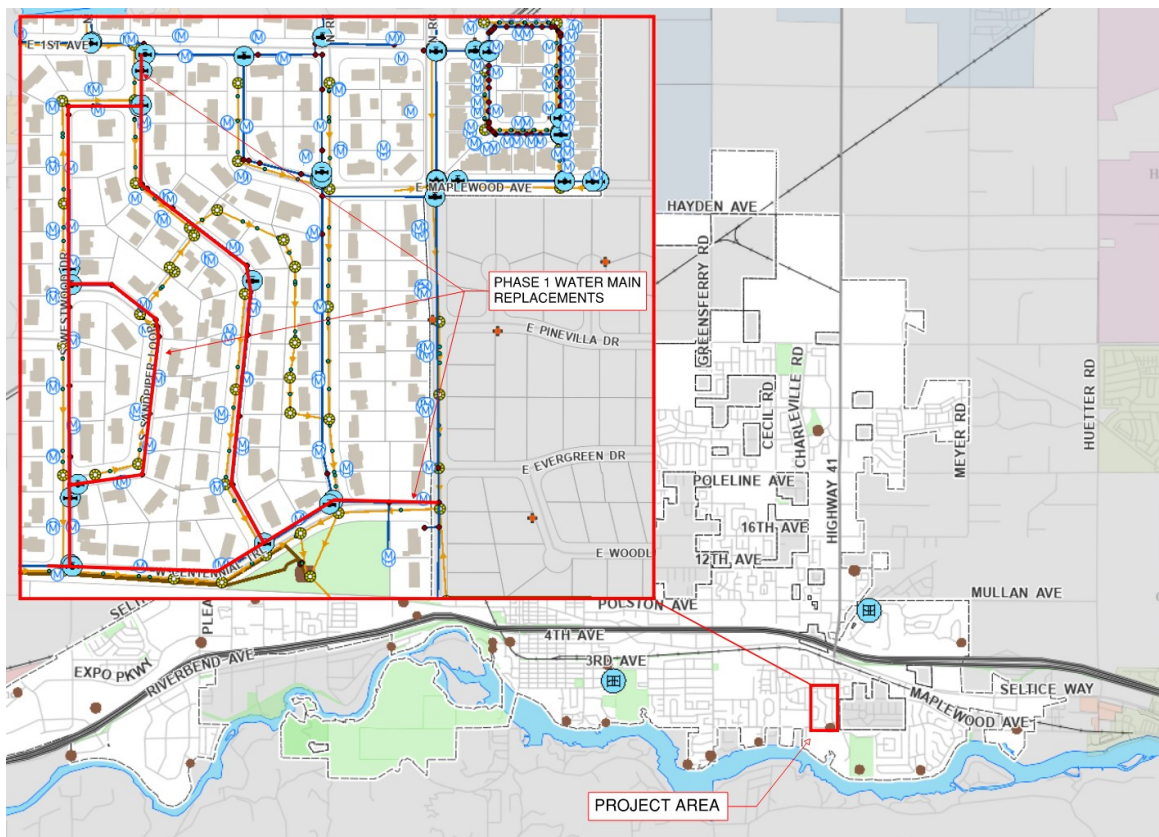
City of Post Falls

Westwood Water Distribution Replacement - Phase 1; Construction Management Services

General:

The City of Post Falls intends to construct new water mains along segments of Westwood Drive, Sandpiper Loop, Pinewood Drive, and Ponderosa Boulevard, a total distance of approximately 5,700 linear feet. This task order will be for construction management services related to the scope as described and illustrated below. More specifically, the Engineer shall complete the work activities described in the following tasks.

The below figure illustrates the project location and scope.



8001 Construction Administration

1. The Engineer shall attend and conduct a preconstruction conference with the Contractor and Owner.
2. The Engineer shall attend regular construction progress meetings, initially scheduled as one per week, with scheduling adjusted as needed.
3. The Engineer shall provide construction contract administration, including review of bonds and insurance documentation, and shall assist the Owner in issuing the Agreement, Notice to Proceed, and other documentation as required.

4. The Engineer shall review Contractor's material submittals for general conformance to the construction Contract Documents.
5. The Engineer shall make technical interpretations of the Contract Documents during the work as needed, and respond to Requests for Information (RFIs) submitted by the Contractor.
6. The Engineer shall negotiate change orders as required and recommend approval by the Owner.
7. The Project Manager shall periodically visit the site during the work to evaluate the overall performance of the Contractor and work schedule.
8. The Engineer shall review and recommend approval of Contractor progress pay estimates based on quantities measured in the field.

8002 Construction Observation

1. The Engineer shall provide a full-time on-site representative to observe the construction activities. This representative will monitor the Contractor's schedule and the work for general conformance with the Plans and Specifications.
2. The Engineer shall not be responsible for the Contractor's means or methods of completing the work, nor the monitoring or supervising of the safety requirements of the work.
3. The Engineer shall conduct Quality Assurance testing of materials including spot checking on-site compaction testing and laboratory testing of bedding and backfill materials, asphalt, and concrete.
4. The Engineer shall prepare daily construction diaries/observation reports generally describing construction activities and progress.

8003 Construction Closeout

1. The Engineer shall conduct a substantial completion walkthrough and prepare a punchlist of deficient work items on the project when the work is substantially complete.
2. The Engineer shall conduct a final inspection of the work and recommend final approval of the work to the City when all work is complete.
3. Engineer shall review Contractor's final contract closeout documents for compliance with Contract Documents.
4. The Engineer shall prepare Record Drawings in AutoCAD format that reflect changes made during construction. The Engineer will provide the City with an electronic copy of the Record Drawings as well as GIS shape file data. Record Drawings will also be submitted to DEQ for review.

The fee for this work is based on a construction contract time of 135 calendar days. Engineering services provided beyond this time shall be considered extra services.

Documents Prepared by the Engineer:

Pre-Construction meeting minutes, Progress Pay Requests, Change Orders as necessary, Observation Reports, Closeout Punchlist, and Record Drawings.

Exhibit A - Budget

City of Post Falls

Westwood Water Distribution Replacement - Phase 1 CMS

51033.002.02

Employee Type	Activity Code (see below)	PERSONNEL & LABOR RATE								MAN HOURS	LABOR COST	ITEMIZED EXP	SUB COST	TOTAL COST
		Vice President	Senior Project Manager	Project Manager II	Engineer-in-Training II	Engineer-in-Training I	Senior Engineering Tech/Inspector	Staff Technician	Project Coordinator/Clerical II					
		163	102	165	195	188	142	147	118					
TASK NUMBER	DESCRIPTION	Rate												
8001	Construction Administration	4	12	100	120	40			20	296	\$50,320	\$462		\$50,782
8002	Construction Observation								860	80	\$139,920	\$10,428		\$150,348
8003	Construction Closeout	4	8	60	60					132	\$24,860	\$210		\$25,070
										0	\$0	\$0		\$0
										0	\$0	\$0		\$0
										0	\$0	\$0		\$0
										0	\$0	\$0		\$0
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										0	\$0	\$0		\$0
										0	\$0	\$0		\$0
										0	\$0	\$0		\$0
	Total Manhours	8	20	160	180	40	860	80	20	1368				
	Total Labor Cost	\$2,680	\$4,800	\$36,000	\$24,300	\$4,800	\$130,720	\$9,200	\$2,600		\$215,100	\$11,100		
	Total Cost	\$2,680	\$4,800	\$36,000	\$24,300	\$4,800	\$130,720	\$9,200	\$2,600		\$215,100	\$11,100	\$0	\$226,200

**CITY OF POST FALLS
AGENDA REPORT
NEW BUSINESS
MEETING DATE: 4/7/2026**

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: Shannon Howard, City Clerk, John Beacham, Public Works Director, Robert Palus, City Engineer

SUBJECT: Contract with Matrix for an Americans with Disabilities Act Transition Plan

ITEM AND RECOMMENDED ACTION:

Council approval and the mayor's signature are requested for the Americans with Disabilities Act (ADA) Transition Plan contract with Matrix. Staff recommends approval of the contract.

DISCUSSION:

City properties and programs are required to be in compliance with the Americans with Disabilities Act (ADA). Completing and subsequently updating a transition plan outlines and prioritizes the necessary work to achieve compliance. Compliance with ADA requirements is maintained so long as an entity is actively working on prioritized improvements.

To satisfy the requirements set forth by Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act (ADA) of 1990, the staff is proposing a contract with Matrix for an ADA Transition Plan. This plan would identify physical and communicative barriers in the City of Post Falls' public facilities that limit the accessibility of its programs, services or activities to individuals with disabilities, describe the methods to be used to make the facilities, programs, services or activities accessible, provide a schedule for making necessary modifications to provide better access and achieve compliance, and identify the public official responsible for implementation of the plan. The City of Post Falls first did a transition plan back in 2008 and has completed many of the listed items. This update would give the City a more defensible plan which would be integrated into our existing GIS system. This plan would be split over two fiscal years with the second portion going through the budget process for FY27. The first part of the plan would cover gathering information in the field, including public facilities and right-of-way infrastructure. The second future phase would consist of the policy review and plan documentation. In the event the second phase is not funded for FY27, information gathering would be decreased, and a partial plan will be completed.

In August 2025, the City requested proposals to do an ADA transition Plan for the City of Post Falls. We received nine proposals with the review team selecting Matrix as the proposal providing the best value to the City. The primary characteristics setting Matrix apart were their experience with this specific type of work and their ability to integrate the findings into our existing GIS system for future management instead of using a proprietary tool with a future subscription cost.

This project will be managed by a cross-department team. Rob Palus, City Engineer, will serve as the project manager. Shannon Howard, City Clerk, is the City's ADA Coordinator and will advise the project team and coordinate project outreach. John Beacham, Public Works Director, will provide executive oversight.

ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON:

FY26 Budget Amendment #1 included carryover of FY25 funds to increase the available funding in

FY26 to \$80,000 for this effort.

APPROVED OR DIRECTION GIVEN:

The budget amendment was approved on December 16, 2025.

FISCAL IMPACT OR OTHER SOURCE OF FUNDING:

The full cost of the transition plan is approximately \$190,000. The requested award for Phase 1 work is \$93,948.00. The allocated funding for this work is only \$80,000. However, as the project elements are not easily separated to reduced scope and this is a required project, staff will reprioritize other expenses to accommodate the \$13,948 balance. A contingency of \$5,000 is also requested to manage unforeseen changes to the project scope which benefit the City or the project. Modifications up to this contingency amount would be authorized by the Public Works Director.

BUDGET CODE:

001-433.0000.62040 — Facilities Maintenance Contracts and Professional Services

ATTACHMENTS:

1. PowerPoint - 040726 Matrix ADA Contract
2. Proposal - City of Post Falls ADA Transition Plan - Matrix
3. 2026.03.23 Matrix Consultant Contract
4. Matrix Scope ADA Transition Plan

ADA Transition Plan Contract with Matrix

John Beacham, Public Works Director

April 7, 2026

City Council Meeting



Presentation Outline

- ADA Summary
- Project Background and Summary
- Financial
- Recommendation
- Next Steps

1990 Americans with Disabilities Act

- Title II – Applies to State and Local Governments
- All programs, services, and activities must be accessible
- Immediate, continued, perfect compliance is unlikely, therefore
- Transition plans are allowed to prioritize projects and resources

Project Background and Timeline

- Prior plan completed in 2008
 - Many items completed
 - Needs updated
- \$40K requested for FY25, carried over to FY26 to more closely match funding requirements
- Proposals requested late fall 2025
- Contract negotiations with Matrix

Project Summary

- Broken into phases for budgetary reasons
- Phase 1 (under consideration)
 - Data integration planning, field investigations, community outreach,
 - Off-ramp in case Phase 2 is not funded
- Phase 2 (future work)
 - Policy review, community outreach, plan development and completion

Project Summary

- Community Outreach
- Deliverables (currently Phase 2)
 - Policy Review Report
 - Self Evaluation Report
 - Community and Stakeholder Engagement Report
 - GIS database of mitigation needs
 - ADA Transition Plan

Financial Summary

- Cost Phase 1: \$93,948
- Budget Allocation: \$80,000
 - Will reprioritize other expenses for balance.
- Full Project Cost: \$190,000

Recommendation

- Staff recommends City Council awarding Matrix the contract to complete the first phase of the ADA transition plan work.

Next Steps and Timeline

Next Steps

- Phase 1 Work
- Consider Phase 2 Budget Request

Timeline:

- Phase 1 complete by September 30
- Phase 2 (if awarded) by end of year

Questions?



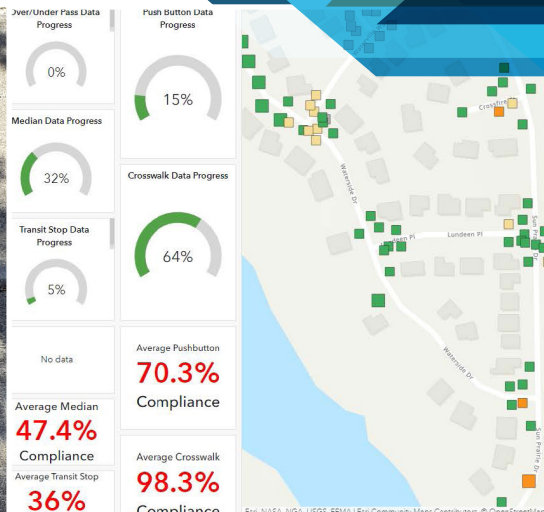


A Proposal to Provide

ADA Self-Evaluation and Transition Plan

July 25, 2025

Prepared for:
City of Post Falls





July 25, 2025

City of Post Falls
Attn: Shannon Howard
City Clerk
408 N. Spokane Street
Post Falls, ID 83854

RE: RFP for Americans with Disabilities Act (ADA) Self-Evaluation and Transition Plan

Dear Ms. Howard and Members of the Selection Committee:

Matrix Design Group, Inc. (Matrix) in partnership with **Direct Access Consultancy, LLC** (Direct Access), collectively the Matrix Team, is excited to submit our proposal in response to the City of Post Falls' (City) request for ADA Self-Evaluation and Transition Plan services. With our team's extensive experience in transportation, parks, and facility planning and engineering, ADA consultancy, and harnessing GIS technologies within these disciplines, we are the team of choice to deliver a comprehensive, efficient, and integrated Plan for the City.

Matrix is a **full-service, multidisciplinary** consulting firm established in 1999 employing approximately 230 professionals with prior experience working within the states of Idaho and Washington. We are proud to **partner with Direct Access**, with whom we are currently collaborating with on similar projects in Bellevue, Washington; Turlock, California; Scottsdale, Arizona; San Antonio, Texas; Cincinnati, Ohio; and Springfield, Missouri. Our team has worked in and around the Rocky Mountain and Pacific Northwest regions for years, building strong local experience and relationships across the region. Matrix presents a trusted team along with required expertise to exceed City requirements. We demonstrate the required bench strength for this project. **The Matrix Team is uniquely qualified** for this work given our rich experience in GIS-based prioritization modeling, superior asset management planning and capital improvement plan programming, and our history of stringent technical alternatives analysis and design of ADA-compliant infrastructure which grounds our planning-level recommendations.

Our Commitment to Post Falls:

- **Integrated Expertise and Innovation:** The Matrix Team has a robust track record in engineering and planning, specifically with accessibility projects that enhance community infrastructure. The Matrix Team is fluent in applicable standards and requirements, including Public Right-of-Way Accessibility Guidelines (PROWAG), ADA Title II regulations, the Architectural Barriers Act (ABA), and the local municipal design guidelines. We will think outside the box to develop practical recommendations for the City. Direct Access, a certified DOBE – Disability Operated Business Enterprise, contributes world-renowned expertise in ADA compliance and inclusivity, grounding every recommendation in the latest and most effective accessibility standards.
- **Advanced Data Integration and Reporting:** Utilizing the latest GIS and data management technologies, we offer the City an advanced, easy-to-navigate system for ongoing monitoring and reporting. This leads to the City being informed and in control of its ADA compliance trajectory.
- **Inclusive Stakeholder and Community Engagement with Innovative Methods and Solutions:** The Matrix Team's inclusive engagement processes provide residents with disability a chance to not only be informed, but to inform decision makers who can address public needs and preferences in accessibility.


- **Phased and Scalable Approach:** Our approach is scalable, meaning results and recommendations can be drawn prior to completing the entire field data collection, giving the City an early win and actionable information. Additionally, this phased reporting is cost-efficient and serves as a benchmark to make sure the project is proceeding as expected.
- **Pedestrian Right-of-Way (PROW) Master Planning Expertise:** We know what approaches work and ultimately how to bridge the gap between planning and implementation. Our track record speaks for itself, with our plans often progressing to design and construction of infrastructure.
- **We Thrive on Large and Complex Projects with Many Stakeholders:** The Matrix Team is both locally and nationally recognized for our involvement in designing, improving, and recognizing efficiencies in large infrastructure programs. We will partner with the City and the stakeholders to develop an approach built on consensus, resiliency, and longevity.

We look forward to the opportunity to partner with the City. If you have any questions or require any additional information regarding the content of this submission, please do not hesitate to contact the **Project Manager Chris Martin, GISP** by email at chris.martin@matrixdesigngroup.com or by telephone at **303.572.0200**. The Matrix Team does not have any professional or personal financial interest that could be a conflict of interest when contracting with the City. We have no current or unresolved litigations, arbitrations, or mediations. The Matrix Team possesses adequate capacity to execute on this project and its timeline.

Sincerely,



Chris Martin, GISP
Project Manager
Vice President
Director of Geospatial and Digital Solutions



Nicole Schanel, PE
Officer-in-Charge
Vice President
Director of Civil Engineering

“

I thoroughly appreciate the hard work that the Matrix team put in to help us develop an ADA Transition Plan. As a firm, Matrix has demonstrated an ability to offer superior expertise directly applicable to the challenges posed by ADA compliance. For any organization seeking a partner that combines technical expertise with a genuine commitment to excellence, Matrix is an ideal choice. I am happy to recommend the services of Matrix.

– Andrew Timm, EIT
Associate Engineer
Department of Public Works
El Paso County

”

PROJECT UNDERSTANDING & METHODOLOGY

Task 1 Project Management & Administration

The Matrix Team applies a disciplined, multi-tiered approach to project management that ensures consistency, control, and quality. Through customized Project Management Plans (PMPs), we track schedules, budgets, resources, and performance, enabling seamless coordination across ADA specialists, GIS analysts, planners, and community engagement professionals. Task Leads and the Project Manager maintain direct communication to coordinate execution, quality control (QC), risks, and priorities, while redundancy across roles ensures operational continuity. We emphasize transparency through regular cross-functional meetings, performance reviews, and status reporting. Subcontractors follow the same PMP standards, and communication with City representatives remains constant to ensure alignment and efficiency.

Our quality management system, ISO 9001-certified, clearly separates quality assurance (strategic oversight) and quality

control (technical checks), with responsibilities shared between the Project Manager and Task Leads. Each deliverable undergoes a rigorous review before submission, and quality assurance (QA) protocols cover staffing, budgets, timelines, risk mitigation, and ongoing performance monitoring. We also prioritize safety through tailored plans, certified personnel, and a dedicated Safety Lead. Project planning is reinforced by Deltek's VantagePoint and earned value metrics, offering real-time insights on cost and schedule. This structured, proactive approach enables us to integrate with your team seamlessly, minimize disruption, and deliver high-quality, on-scope results.

TASK 1 DELIVERABLES

- Project Management Plan
- Monthly Meeting Agenda and Summary
- Monthly Invoice and Project Progress Summary

Task 2 Project Kick-off & Coordination

Upon receiving the Notice to Proceed, the Matrix Team will promptly organize a kickoff meeting with key personnel, City staff, and stakeholders to establish clear communication, align expectations, and launch the project efficiently. This meeting will cover the preliminary project approach and schedule, including phasing strategies for the ADA Self-Evaluation and Transition Plan, and will seek input on priorities and alignment with other City and state initiatives. We will outline our strategy for asset inventory and data collection, focusing on the City's 4,082 curb ramps, 20 signalized intersections, parking lots, entrances, exits, restrooms, travel paths, sidewalks, multi-use paths, docks, beaches, playgrounds, shelters, and bathrooms through GIS analysis. Coordination with the City's asset management and GIS teams will ensure smooth data transfer and software compatibility. We'll also confirm roles, communication protocols, and engagement strategies to ensure inclusive outreach, with a focus on accessibility for individuals

with disabilities.

During the meeting, we'll present our preliminary PMP, solicit feedback, and begin scheduling key asset assessments to minimize disruptions. Data collection and transfer protocols will be a central topic, with our data collection lead collaborating directly with the City's asset management team. Monthly progress meetings will follow, with the Project Manager providing regular updates and presentations to keep City staff and stakeholders informed. Accessibility is a priority—meetings will be held via Microsoft Teams® with live captions, and we will accommodate additional ADA requirements such as ASL interpretation, CART captioning, or audio description as needed.

TASK 2 DELIVERABLES

- Kickoff Meeting Agenda and Summary

Task 3 ADA Policy and Procedural Review

The Matrix Team will conduct a comprehensive review of the City's policies, design standards, and maintenance procedures related to the public right-of-way (PROW) to assess ADA compliance and identify opportunities for improvement beyond the minimum requirements. This includes evaluating procedures for sidewalk and curb ramp installation and repair, pedestrian signal upgrades, public accessibility requests, grievance handling, and funding priorities for accessibility improvements. We will analyze these policies for alignment

with federal regulations and best practices, and recommend updates to enhance clarity, logic, and inclusivity for both staff and residents.

In addition to reviewing documents, we will assess the real-world accessibility of City services through field evaluations and engagement with community members, including individuals with disabilities and advocacy groups. We will examine program eligibility criteria, communication methods, grievance procedures, and temporary pedestrian routing

during construction. Tailored surveys, available in accessible formats, will be distributed to City staff and departments to gather detailed feedback, followed by individual meetings for clarification. A “day-in-the-life” walkthrough will further identify policy barriers and strengths from the perspective of users with disabilities.

All findings will be compiled into a narrative report with charts, graphics, and GIS data to illustrate accessibility

conditions and trends across the City. The report will outline key gaps, highlight best practices, and provide actionable recommendations for both immediate fixes and long-term enhancements. This multi-layered approach will give the City a clear, practical roadmap to improve accessibility, ensure regulatory compliance, and build a more inclusive community.

TASK 3 DELIVERABLES

- ADA Policy Review Report

Task 4 Self-Evaluation

The Matrix Team will leverage any existing self-evaluation data from the City to streamline our fieldwork and minimize redundancy. By using quality data already collected, we can focus efforts on filling in the gaps—significantly reducing time, labor, and costs while still achieving a complete picture of accessibility across the City. Leading this effort is Chris Martin, GISP, Vice President and Director of Geospatial and Digital Solutions at Matrix, who brings over 20 years of experience in GIS-based field data collection, system design, and ADA barrier assessments. Our field crews include GIS analysts, ADA experts, engineers, environmental specialists, and construction managers, offering a deep bench of knowledge to ensure technical accuracy and regulatory compliance.

Matrix is a long-standing, vetted member of the Esri Partner Network, which means we bring not only technical skill, but direct access to the world’s leading GIS tools and support. Our data collection and assessment efforts are grounded in Esri’s ArcGIS platform, specifically leveraging ArcGIS Field Maps to gather and validate asset information in the field. We will work closely with the City’s GIS team to customize a data schema tailored to Post Falls’ infrastructure, ADA goals, and system requirements. This ensures the resulting data integrates seamlessly with the City’s existing GIS architecture and is structured for long-term usability.



ArcGIS Field Maps will be developed using a schema built from prior ADA compliance projects performed by Matrix. It will incorporate data types, attribute domains, and validation rules that enforce consistency and accuracy during collection. Field crews will use GPS-enabled tablets—operable in both online and offline modes—and will be assigned asset collection zones using geofencing to prevent overlap and ensure complete coverage. Each crew will be trained in the use of Field Maps and ADA data requirements, and equipped with tools such as smart levels and laser range finders for accurate, defensible measurements.

If spatial features are missing for certain assets, we’ll create them during data collection using high-resolution aerial imagery and field-verified GPS coordinates. All relevant linear features, like sidewalks and paths, will have location points assigned and linked to individual assets for full traceability. As

part of the project closeout, Matrix will deliver a whitepaper and training guide that enables the City to replicate and sustain the data collection process internally, giving Post Falls long-term control and continuity.

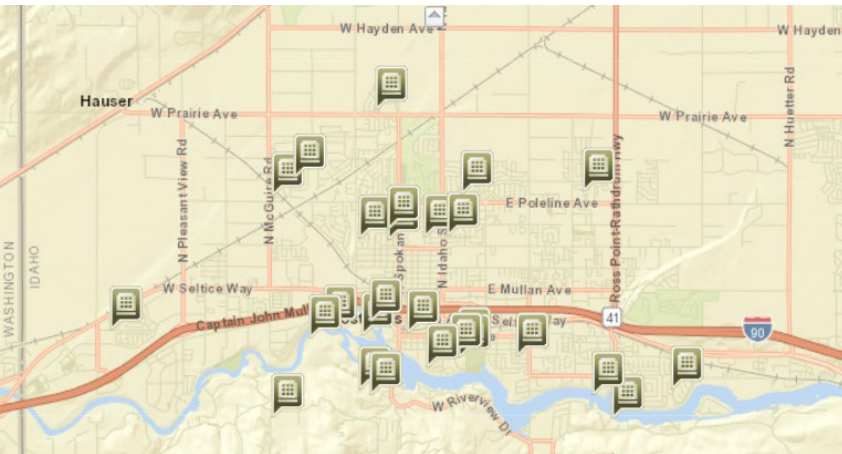
QC is embedded throughout the process. Field Maps will restrict data entry using defined domains and validation rules, while backend scripts will identify anomalies or inconsistencies for correction. A final round of quality assurance will be conducted to ensure the integrity of the dataset before delivery. The resulting database—fully compliant with Esri standards—will be accompanied by comprehensive metadata that documents methods, schema, and update procedures. This authoritative dataset will feed into the City’s ADA Transition Plan and serve as the foundation for future accessibility planning and implementation.

Finally, our collection effort will focus on three primary asset categories: facilities, parks, and the PROW. Each has distinct ADA compliance needs, and our process will ensure that the data collected are tailored appropriately. By taking this highly structured, technology-enabled approach, we provide the City with a complete, validated, and maintainable dataset—ready to inform decisions and drive long-term accessibility improvements.

The Matrix Team will conduct a comprehensive data collection effort to evaluate the City’s facilities, parks, and PROW for ADA compliance. Our process begins with a thorough field survey of sidewalks, intersections, pedestrian signals, curb ramps, buildings, parking lots, and parks. These assets will be evaluated against the ADA Accessibility Guidelines (ADAAG), PROWAG, and State Title Building Code standards. Where existing, quality, self-evaluation data are available, we will use it to reduce fieldwork and optimize resources. Our experienced team, equipped with ArcGIS Field Maps and BlueDAG, a ADA-specific software package that is interoperable with GIS, will ensure that all required areas are accurately assessed.

For the four (4) City **facilities**, our team will coordinate visits, announce arrival times, and follow security protocols before conducting on-site assessments. Data will be collected on everything from entrances and restrooms to signage and emergency systems. Specialized tools will be used to assess items like assistive listening devices and evacuation

equipment. Our standardized checklists ensure a consistent approach across all City-owned facilities, covering ADA priorities from accessible entrances to service counters, and restrooms to wayfinding features. Findings will be categorized using a color-coded system that helps prioritize immediate compliance needs versus longer-term upgrades.



Parks will be assessed simultaneously with facilities. Our team will review accessible routes, restrooms, parking, seating, and playgrounds across all 36 City-owned parks, spanning over 900 acres of park land. Team members with ADA and park design expertise will work alongside individuals with disabilities to ensure real-world challenges are captured. Data will be collected digitally, and accessibility issues will be documented, photographed, and analyzed to determine patterns and severity. This information will inform practical, ranked recommendations for park improvements.

The **PROW** assessment will cover 100 miles of sidewalks, 4,082 curb ramps, 20 signalized intersections, as well as marked crossings. We will begin with a desktop review using aerial imagery and Google Streetview to identify major barriers and reduce redundant site visits. Field teams will then validate and expand on that data, collecting critical measurements like cross slopes, surface conditions, and pushbutton heights. As part of our commitment to delivering precise, efficient, and standards-compliant ADA assessments, our team will utilize the CS8900 automated sidewalk profiler. This advanced data collection system will be instrumental in ensuring the accuracy, consistency, and efficiency of sidewalk evaluations conducted under this project.

The mobile profiler will be similar to the CS8600-C (shown right) provided by Surface Systems & Instruments, Inc. (SSI). This will allow the Matrix Team to capture running slope, cross slope, evenness, wheelchair pathway roughness index, and other key attributes in a format that can be easily converted into the Esri ArcGIS database.

The mobile ADA profiler collects precise data on sidewalk conditions using high-accuracy accelerometers ($\pm 5g$, 0.0001g accuracy) and wide-beam laser technology to measure surface

smoothness and irregularities. Its 0.04% distance measurement accuracy ensures reliable assessments of sidewalk slopes and deviations. By analyzing multiple ride indexes—such as the International Roughness Index (IRI), Mean IRI (MRI), and Half Car Ride Index (HRI)—the profiler quantifies sidewalk roughness and identifies localized problem areas. Overall sidewalk condition will be designated based on this variety of indexes and measurements for a holistic compliance view. The results will be integrated into an ArcGIS Dashboard, allowing real-time tracking of compliance and improvement prioritization.

Field teams will use tablets equipped with validation tools to ensure accurate, complete data entry. GIS dashboards will be deployed to track progress in real time, highlighting compliance status and pinpointing noncompliant assets for immediate attention. Random audits will be conducted throughout the process to ensure quality and consistency. The final deliverable will include a complete, Esri-compatible GIS database, ready for integration into the City's systems and future planning efforts.

Our Summary of Findings Report will provide a Citywide compliance snapshot, using clear color-banding to highlight priority issues and referencing specific ADA or PROWAG requirements. This report will help the City identify and sequence improvements based on risk, use, and cost. All data, metadata, and findings will be transferred to the City in accessible formats for continued use and plan updates. The result will be a defensible, data-driven foundation for enhancing accessibility across the City.



TASK 4 DELIVERABLES

- Draft and Final Detailed Self-Evaluation Report
- GIS Data Schema
- ArcGIS Field Maps Application and Supporting Documentation

- ArcGIS Field Maps Whitepaper
- ArcGIS Dashboard Application
- Data Collection Plan and Schedule
- GIS Data with Metadata

Task 5 Community & Stakeholder Engagement

The Matrix Team is committed to developing a community-informed ADA Transition Plan by integrating stakeholder and community input at every stage of the process. We begin with planning and data-gathering sessions with City staff to understand existing sidewalk, facility, and pedestrian accessibility challenges. We review all relevant documentation, then meet with asset managers, maintenance leads, and stakeholder committees to develop actionable, collaborative solutions. Our public engagement strategy ensures full transparency and includes structured opportunities for residents—especially those with disabilities—to provide feedback that will shape the final plan.

A central component of this outreach is our partnership with Direct Access, a Disability:IN-certified disability-owned business enterprise (DOBE). Direct Access will lead engagement efforts with local disability communities, facilitating online or in-person meetings to gather feedback from deaf, blind, neurodivergent, and mobility-impaired individuals. Their team includes people with lived experiences who can connect directly with hard-to-reach communities in ways traditional outreach cannot. They also produce accessible materials in braille, large print, audio, and tactile formats, and ensure meetings include ASL interpretation, captions, and hybrid attendance options.

Direct Access uses innovative approaches such as video, sign language, and social media-based surveys to collect feedback. Their past success includes public engagement campaigns that



drawn widespread community interest—residents even observed and interacted with data collection teams in real time. They will also facilitate one-on-one input through email, video, or written responses to ensure every voice is heard. This feedback will be integrated into the City’s GIS system and used to shape priorities and compliance strategies.

To further support engagement, the Matrix Team will deploy *IDPlaces*, an interactive mapping tool where residents can drop pins and submit comments about accessibility barriers in real time. This tool offers a simple way for the public to share insights from their phones or computers, providing the geographic relevance to the feedback. All engagement

Scottsdale ADA IDPlaces App

What Is A Barrier?
A barrier is any physical or nonphysical obstacle that prevents individuals from accessing or fully participating in various environments and activities.

Please place a barrier icon where the existing infrastructure provides an inadequate level of accessibility.

Please place a proposed icon where an investment in new infrastructure would increase the accessibility of that location.

Instructions

1. Navigate the Map:

- **Move the Map:** Click, hold, and drag the map to move to your approximate location of interest.
- **Zoom In/Out:** Use the + and - buttons at the top left corner of the map to zoom in or out. As you zoom in, more street names and details will become visible.

2. Place an Icon:

- In the pop-up box, choose the icon that represents your issue or opportunity. Click on the map at the general location where the issue or opportunity is to place the marker.

3. Verify and Describe the Issue:

- Ensure the selected marker accurately represents the issue type you intend to report. Type a brief description of the issue in the provided text field.

6

Project Understanding & Methodology

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efforts will be summarized in a Community and Stakeholder Engagement Report that meets Title II requirements and ensures that the final ADA Transition Plan reflects the needs, priorities, and lived experiences of people with disabilities in the City.

TASK 5 DELIVERABLES

- Community Outreach Plan
- Community and Stakeholder Engagement Meetings
- Disability Community Engagement Meetings
- Written Community and Stakeholder Engagement Summary

Task 6 Transition Plan

The ADA Transition Plan (Plan) will transform the Self-Evaluation Report into a dynamic tool that guides the City in addressing physical barriers, planning improvements, and advancing long-term accessibility. The Plan will be structured for prioritization, phasing, and updates—ensuring continued compliance with ADA and funding requirements.

A collaborative workshop will confirm summarized findings, review community input, and shape prioritized recommendations. The final Plan will include:

- A summary of the Self-Evaluation methodology;
- Mapped and categorized barriers from fieldwork and public input;
- Cost estimates and a phased implementation schedule;
- Recommended policy and procedural updates;
- Designation of a responsible City official; and
- References to applicable federal accessibility standards, including ADAAG and PROWAG.

In addition to these components, the Plan will include elements that promote transparency—such as a clear methodology for conducting the Self-Evaluation, ensuring it can be replicated and enhanced in future updates. The methodology will leverage any of the City’s existing datasets, including the more than 4,000 curb ramp locations, 20 signalized intersection requiring pedestrian pushbutton evaluation, and over 100 miles of sidewalk—along with known deficiencies such as vertical discontinuities and obstructions.

Using the City’s existing GIS datasets we will perform a spatial analysis to identify missing infrastructure and connectivity gaps. This includes mapping all known curb ramp points and sidewalk segments, then analyzing for discontinuities in the network. Areas where curb ramps are expected, such as at intersections or crosswalks, but are absent from the dataset will be flagged as potential curb ramp gaps. Similarly, sidewalk gaps will be identified by locating breaks in the linear sidewalk network, particularly near key pedestrian destinations such as schools, transit stops, and commercial corridors.

To support inclusive planning, the Plan will incorporate community feedback gathered through IDPlaces, stakeholder meetings, and public outreach. These inputs will be integrated into the City’s centralized GIS-based monitoring platform, supporting real-time tracking, reporting, and future updates. A prioritization matrix and GIS heatmaps will evaluate severity, usage, and demographic context. Ranking criteria will include:

- **Activity:** pedestrian demand and land use;
- **Severity:** degree of access limitation;
- **Equity:** impact on low-income, older adult, and underserved populations;
- **Community input:** from outreach tools and stakeholder engagement.

To ensure strategic investment, Matrix will apply its Asset Management Framework, grounded in ISO 55001 and the International Infrastructure Management Manual (IIMM). This risk-based methodology evaluates both the likelihood and consequences of inaccessibility, balancing urgent accessibility needs with available funding and infrastructure goals. The Plan’s implementation strategy will guide year-over-year investments, considering project size, complexity, design needs, and delivery stages. Cost estimates will support alignment with general funds, grants, and federal/state programs.

To promote sustainability, the Plan will assign oversight responsibilities to a designated City coordinator, establish clear procedures for annual reviews and comprehensive five-year updates, provide standardized forms and protocols for documenting new or additional barriers, and identify the applicable design guidelines and construction methods to ensure consistent and effective remediation.

Standard detail drawings—such as for curb ramps, detectable warnings, and pushbutton placement—will be included or referenced from City manuals to ensure consistent remediation practices. Matrix will also deliver a GIS-based prioritization model, compatible with the City’s ArcGIS environment. This tool will allow staff to adjust scoring criteria, re-rank projects, and explore alternate investment scenarios. Full documentation, use cases, and training will support long-term use. By combining data-driven analysis, community priorities, and a replicable management framework, the City will be equipped with a comprehensive ADA Transition Plan that meets federal requirements and drives long-term, equitable accessibility improvements.

TASK 6 DELIVERABLES

- Draft ADA Transition Plan
- Final ADA Transition Plan

COMPANY PROFILE & EXPERIENCE

Team Overview

Matrix Design Group, Inc. (Matrix) is an award-winning, Colorado-based, interdisciplinary firm that provides professional planning, engineering, consulting, environmental, and program management for both the public and private sectors. Our team is recognized for its proactive and creative approaches based on the in-depth understanding of critical issues that is often key to a successful project. The staff is also recognized for taking responsibility for clients' projects, partnering with clients, and driving projects to successful conclusions.

Our integrated "matrix" structure maximizes capacity while supplying a breadth and depth of expertise in each discipline involved in this project. Project managers operate in a collegial environment, allowing them to pursue their passion with the support of professional staff from other disciplines. We are providing the City with the most holistic and efficient solution possible because we assembled the best team of internal resources and partners that are focused on the specific project needs. We are committed to doing what it takes to provide service of the highest caliber.



Since 1999, Matrix has been providing Geospatial, Data Collection and Surveys, and Automation and Visualization services for municipal clients. Matrix has a team of ten GIS professionals (including six Geographic Information Systems Professionals - GISPs), more than 91 licensed professionals, as well as an additional 140+ professionals working out of a dozen offices nationwide. Matrix employs a multidisciplinary approach in all of our work, from program management to planning to design. The firm is founded on the ideas and principles drawn from the best practices in each of our diverse areas of expertise.

We understand that, from simple to complex approaches, each project may require the involvement of multiple and varied stakeholders. Our projects are successful because we are managed by individuals grounded in multidisciplinary expertise and integrated thought for a clear understanding of these relationships and their hierarchy.

Established in 2004, **Direct Access Consultancy, LLC** (Direct Access) is an international award-winning accessibility consultancy. A certified DOBE (Disability Operated Business Enterprise), Direct Access' team of 20 are all people with disabilities. Core services include:

- **Transition Plans** to ADA Title I and II, Section 504, Fair Housing Act (FHA), and American National Standards Institute (ANSI) 117.1.
- **Facility Audits** of established facilities, including ADA Title III and state building codes.
- **Access Consultancy** working with Architectural and Design Teams on new builds and refurbishment programs to ADA Titles II, III, and state building codes.

Direct Access has a diverse ADA Transition Plans client base of municipalities across the country. Statewide contracts include

PRF76 zonal barrier removal with the Commonwealth of



Massachusetts and an innovative pilot housing assessment program in Vermont that has helped more than 100 Vermonters to remain independent in their own home (recently extended for another year). In New York and Washington, Direct Access has recently completed accessibility programs to increase the number of affordable, accessible housing units funded by the U.S. Department of Housing and Urban Development.

Public accommodations (ADA Title III) clients include many well-known brands: Starbucks, Pfizer, and Burberry and Direct Access is a supplier of Access Consultancy to the Valuable 500, a global business collective made up of 500 CEOs and their companies, innovating together for disability inclusion.



Headquartered with a studio in Boston, Massachusetts, Direct Access also has a team in the U.K. working with municipalities at community, municipal, and regional levels, enabling the sharing of innovation and best practices on both sides of the Atlantic. **Direct Access has been awarded a new Statewide Contract in Arizona** to provide consulting and executive coaching services focused on accessibility. Under this contract, Direct Access engages in detailed analysis and deployment of services that cater specifically to the needs of people with disabilities. The scope of the work includes community engagement projects for the disability community, comprehensive workplace audits, and both the development and advising on accessibility standards in alignment with ADA requirements.

Additionally, the contract includes an extensive training program that encompasses customized workshops and training sessions aimed at enhancing disability awareness and practices within Arizona.

Relevant Experience

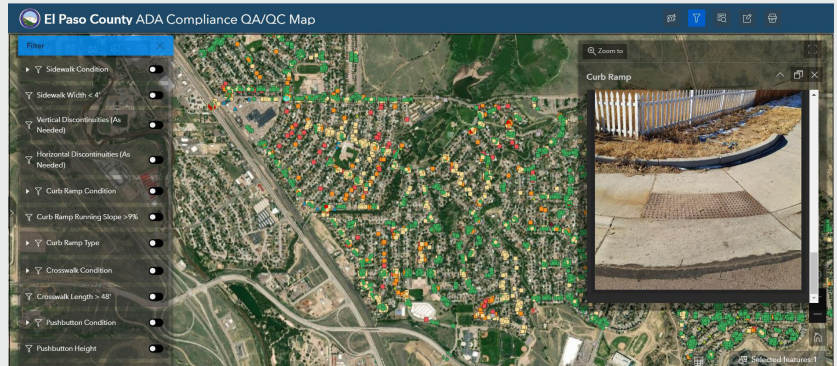
We are pleased to provide detailed descriptions for a selection of projects that align closely with your project requirements in terms of size, type, and scope. These projects have been selected to demonstrate Matrix’s and our teaming partner’s extensive experience and technical proficiency, as well as our commitment to sound project management principles. Our approach consistently delivers projects on time and within budget, barring adjustments requested by the client. While minor adjustments are anticipated during a project, our schedules are designed with the flexibility to manage these changes without compromising crucial deadlines. All projects highlighted in this section were completed on time and within budget or required a change order to accommodate a scope modification requested by the client.

EL PASO COUNTY, COLORADO

EL PASO COUNTY ADA ASSET MEASUREMENT

LENGTH OF CONTRACT: 2022-2024

El Paso County’s Department of Public Works (DPW) in collaboration with the Colorado DOT desired the development of an improvement plan for transportation assets related to ADA and condition deficiencies. The DPW owns and maintains over 7,200 curb ramps, 605 miles of sidewalks, and 2,800 intersections. Matrix was also scoped to assess the Mountain Metro Transit bus stops.



Using the latest in GIS technologies, Matrix developed an ArcGIS Field Maps web-enabled application that allowed multiple field teams to collect dozens of attribute measurement information per asset type in an efficient and accurate manner. Matrix deployed detailed mobile surveys tied to DPW’s and Colorado DOT’s criteria manuals to assess each compliant measurement for sidewalks, bus stops, curb ramps, crosswalks, over/underpasses, median refuge islands, and intersection pushbuttons. Collected data were organized in a database, received a robust quality assurance/quality control check, and integrated into DPW’s asset management system.

After evaluating the findings of the resulting measured assets, Matrix developed a Preliminary Proposed ADA Project Improvement Plan that prioritized improvement needs within the County, identifying projects for DPW’s operations and maintenance staff, as well as identifying capital improvement projects with estimated costs. Fifteen of these projects moved directly to design where our transportation engineers are producing shovel-ready design plans for miles of ADA retrofit improvements. Additional services provided included survey and utility locates.

SCOTTSDALE, ARIZONA

SCOTTSDALE ADA SELF-EVALUATION AND TRANSITION PLAN

LENGTH OF CONTRACT: 2025-ONGOING



Matrix and Direct Access are partnering to create an ADA Self-Evaluation and Transition Plan that ensures compliance with the ADA while fostering accessibility and inclusivity. The Plan addresses all City assets and policies, including the assessment of over 2,000 miles of sidewalks and 14,800 curb ramps along with other

public right-of-way (PROW) infrastructure. The project includes comprehensive facility, park, and policy audits to identify accessibility barriers and ensure ADA compliance. GIS is being used to map and analyze barriers, supporting data-driven solutions. Public engagement is a core component, incorporating stakeholder input to prioritize improvements and maintain transparency. The final Transition Plan will outline actionable steps, timelines, and milestones to achieve compliance and enhance accessibility.

Key deliverables include compliance reviews of facilities, programs, and services, prioritized recommendations for barrier removal with cost estimates, tools for tracking progress, and a user-friendly Transition Plan that integrates public feedback and clear implementation strategies. This collaborative effort will deliver a practical and inclusive plan that meets ADA standards while addressing community needs.

EL PASO COUNTY, COLORADO

WOODMEN HILLS PARKS & RECREATION COMPREHENSIVE MASTER PLAN

LENGTH OF CONTRACT: 2024-2025



Woodmen Hills Metropolitan District (WHMD) desired the development of a Parks and Recreation Comprehensive Master Plan. WHMD owns and operates over 160 acres of maintained area including many recreation fields and facilities, parks and playgrounds, and utility infrastructure. Matrix was retained for our exemplary field data collection process, superior asset management planning, and excellent technical landscape design planning.

Using the latest in GIS technologies, Matrix developed an ArcGIS Field Maps web-enabled application that allowed multiple field teams to collect dozens of attribute measurement information per asset type in an efficient and accurate manner. Matrix assessed facilities, barriers, recreation fields, recreation fixtures, playground equipment, furniture, trails, landscaped areas, natural areas, and hardscaped areas. Matrix collected measurements, conditions, images, and ADA compliance throughout. Collected data were organized in a database and received a robust QA/QC check. A web viewer was designed to quickly show assets and their attributes and images.

Matrix has completed the other two primary tasks of this project: community engagement and the creation of the comprehensive master plan. After evaluating the findings of the resulting measured assets, Matrix developed a comprehensive master plan that prioritized improvement needs and reviewed opportunities and constraints of existing parks and open spaces as well as analysis of future recreation development opportunities within the District. Key deliverables include compliance reviews of facilities, programs, and services, prioritized recommendations for barrier removal with cost estimates, tools for tracking progress, and a user-friendly Transition Plan that integrates public feedback and clear implementation strategies. This collaborative effort will deliver a practical and inclusive plan that meets ADA standards while addressing community needs.

NORTH READING, MASSACHUSETTS

NORTH READING ADA TRANSITION PLAN

LENGTH OF CONTRACT: 2023-2024

Direct Access was awarded a contract in 2023 to develop the ADA Transition Plan for the Town. The program included the evaluation of all municipal programs and policies in addition to Village communications (website to WCAG standards and the suitability of content and language used within) and employment policies (ADA Title I). The sidewalk and curb ramp assessment covered 80 miles of sidewalk and 800 curb ramps using a dedicated profiler technology as shown above.

The facilities that were assessed and involved in the ADA Transition Plan were

- North Reading High School/Middle School
- L.D. Batchelder Elementary School
- J. Turner Hood Elementary School
- E. Ethel Little Elementary School
- Hillview Golf Course/Function Facility



MCKINNEY, TEXAS

MCKINNEY ADA FACILITY AUDITS

LENGTH OF CONTRACT: 2023-2024

In January 2024, Direct Access successfully completed a comprehensive program of facility audits and GIS mapping of sidewalks and parks for the City of McKinney, Texas. Recognized as the nation's fourth fastest-growing city between 2010 and 2019, McKinney is not only a burgeoning urban center but also serves as the county seat of Collin County. This rapid growth has placed increased demands on the City's infrastructure,

especially in public spaces like parks and recreational areas.

The pilot program, initiated by Direct Access, is a pivotal step in shaping the development of a Citywide ADA facility audit program, scheduled to be carried out in 2024-2025. The insights and data gathered from this initial phase are already proving invaluable in informing broader efforts to ensure accessibility across McKinney's public facilities.

McKinney is committed to maintaining and improving its public spaces to meet the needs of its growing population. The City has embarked on an ambitious program to refresh its playgrounds and parks, ensuring that no equipment is older than fifteen years. This ongoing commitment underscores the City's dedication to providing safe, modern, and accessible recreational spaces for all residents.

Direct Access's role in this initiative involved conducting detailed facility audits, collecting hard surface trail data, and processing that data to generate insightful reports. The data was meticulously integrated into GIS deliverables, enabling the City to visualize and manage the information effectively. By mapping out the City's parks and sidewalks, the project not only identified current accessibility issues but also set the stage for future improvements that will enhance the overall quality of life in McKinney.

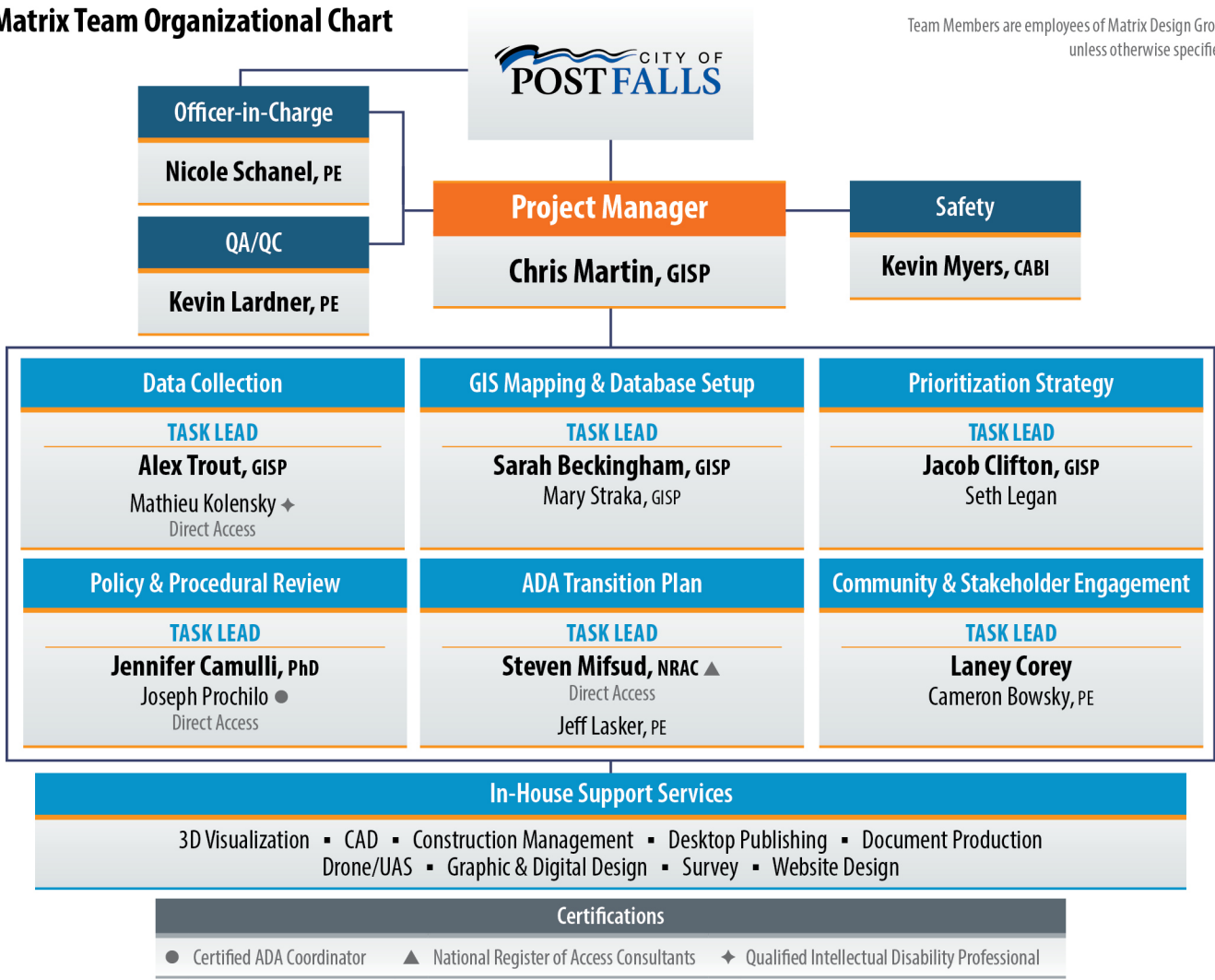
This collaboration between Direct Access and the City of McKinney exemplifies how targeted data collection and analysis can drive meaningful, community-focused urban development. As the project moves into its next phases, it promises to create a more inclusive environment for all residents and visitors in this rapidly growing city.

PROJECT TEAM AND KEY PERSONNEL

The team we have chosen to lead the ADA Self-Evaluation and Transition Plan is committed to employing best practices in all endeavors, particularly in assembling integrated, interdisciplinary teams of creative problem-solvers who grasp the complex variables and unique challenges of your project. As leaders in our respective fields, our team members bring a broad spectrum of expertise to exceed the City’s expectations. We have carefully selected the most qualified personnel with proven success records. Matrix has partnered with Direct Access, a globally recognized leader in ADA consultancy. Together, our firms combined expertise in ADA assessment, prioritization and capital planning, and the application of technology particularly in GIS, bring a wealth of experience and innovative problem-solving capabilities to the project. *All personnel included in the chart below have the capacity to work on an accelerated project schedule. Detailed resumes are contained in an Appendix at the end of this proposal.*

Matrix Team Organizational Chart

Team Members are employees of Matrix Design Group unless otherwise specified.





CHRIS MARTIN, GISP

PROJECT MANAGER

Chris, Vice President and Director of Geospatial and Digital Solutions at Matrix, has 22 years of experience leading teams and specializing in GIS-driven decision-making. A certified GIS Professional, he supports municipalities with ADA compliance data collection, PROW assessments, and prioritization analyses for Transition Plans. He develops web applications, including dashboards and accessible maps, integrates asset management best practices, and oversees QA/QC to ensure data quality and ease client workloads. Chris will be your main point of contact for this project.



NICOLE SCHANEL, PE

OFFICER-IN-CHARGE

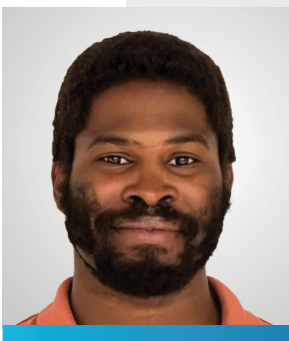
Nicole is a Vice President at Matrix, the Director of Civil South, and has over 10 years of progressive civil engineering experience with private- and public-sector clients. As a general civil engineer, she brings solid proven experience working throughout the West. Nicole’s diverse design background leads to creative win-win solutions regarding technical design for site grading, roadway, drainage, and utility design.



KEVIN LARDNER, PE

QA/QC

Kevin is a Vice President and the Director of Structural Services at Matrix. He has over 12 years of experience serving as a project manager for structural and transportation projects at the city, state, and federal levels throughout the United States. As a project manager, Kevin has managed multimillion-dollar design efforts involving departments of transportation, railroad, and municipal stakeholders.



KEVIN MYERS, CABI

SAFETY LEAD

Kevin is an Environmental Scientist with seven years of experience in environmental drilling and consulting. His expertise includes site characterization, environmental site assessments, and remedial work, emphasizing field operations and safety. As Matrix’s Corporate Health and Safety Coordinator, Kevin will oversee all field activities, ensuring they adhere to strict safety standards.



ALEX TROUT, GISP

DATA COLLECTION TASK LEAD

Alex, with eight years in the GIS and technology sector, has worked on diverse projects across public, private, and non-profit sectors, focusing on ADA field work, asset management, environmental modeling, and more. As the GIS Data Collection & Management Task Lead for the El Paso County ADA Asset Measurement and Transition Plan Project, he managed data acquisition and field measurements. Alex led the development of prioritization scorecards and asset scoring to support the planning, phasing, and budgeting of maintenance and capital projects.

SARAH BECKINGHAM, GISP

GIS MAPPING AND DATABASE SETUP TASK LEAD

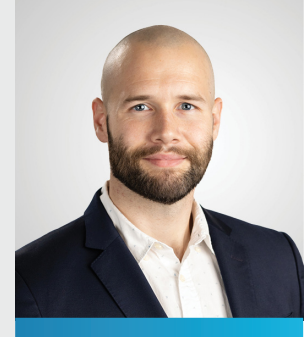
Sarah is a GIS Analyst with over six years of experience specializing in Esri ArcGIS solutions. She has managed municipal and tax-assessing databases, built web mapping applications, and supported asset management for public agencies and the U.S. Air Force. Her work includes ADA compliance data collection, infrastructure dashboards, and overall asset management. Proficient in GIS data management, cartography, and web mapping, Sarah focuses on delivering accessible, data-driven solutions.



JACOB CLIFTON, GISP

PRIORITIZATION STRATEGY TASK LEAD

Jacob is a skilled GIS Analyst and Developer with six years of experience. He specializes in problem-solving, custom GIS tools, workflow automation, and web application development. Jacob excels in feasibility analyses, creating geospatial datasets, and managing complex projects, ensuring timely and budget-conscious completion. He played a key role in applying a set of prioritization criteria aimed at identifying neighborhoods in El Paso County most in need of ADA accessibility enhancements and identifying potential capital improvement projects that would enhance accessibility and connectivity throughout neighborhoods.



JENNIFER CAMULLI, PhD

POLICY AND PROCEDURAL REVIEW TASK LEAD

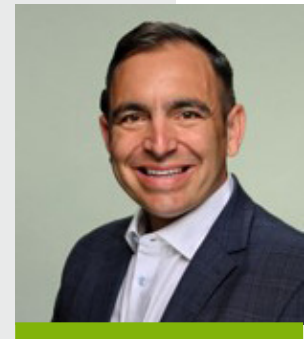
Jennifer is a highly experienced access consultant with over 30 years of expertise in advocating for people with disabilities. She is the lead Access Consultant working with Kitsap Transit on the assessment of park and ride facilities, ferry terminals and related sidewalks across Kitsap County. Trilingual in English, French and Mandarin she also works with Direct Access' US clients with offices or branches in Canada including Vancouver and Toronto.



STEVEN MIFSUD, NRAC

ADA TRANSITION PLAN TASK LEAD

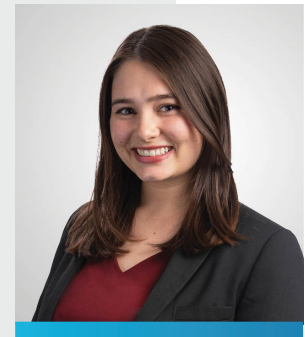
Steve coordinates accessibility programs at Direct Access, leading audits, inclusion training, and policy development with teams across the USA, UK, and Middle East. Winner of the 2019 MEED Editor's Award for Inclusivity in the UAE, Steve also serves on the Global Leadership Council for the International Association of Accessibility Professionals, certifying over 5,000 professionals globally and overseeing international infrastructure projects.



LANEY COREY

COMMUNITY & STAKEHOLDER ENGAGEMENT TASK LEAD

Laney is a Senior Planner with six years of experience specializing in comprehensive planning, development codes, and specific area planning. She has extensive expertise in public engagement and is skilled at translating complex regulatory language into accessible and engaging formats, ensuring community members can understand and meaningfully contribute to the process. She has led the development of user-friendly materials, displays, and presentations, fostering informed dialogue and participation at community meetings.



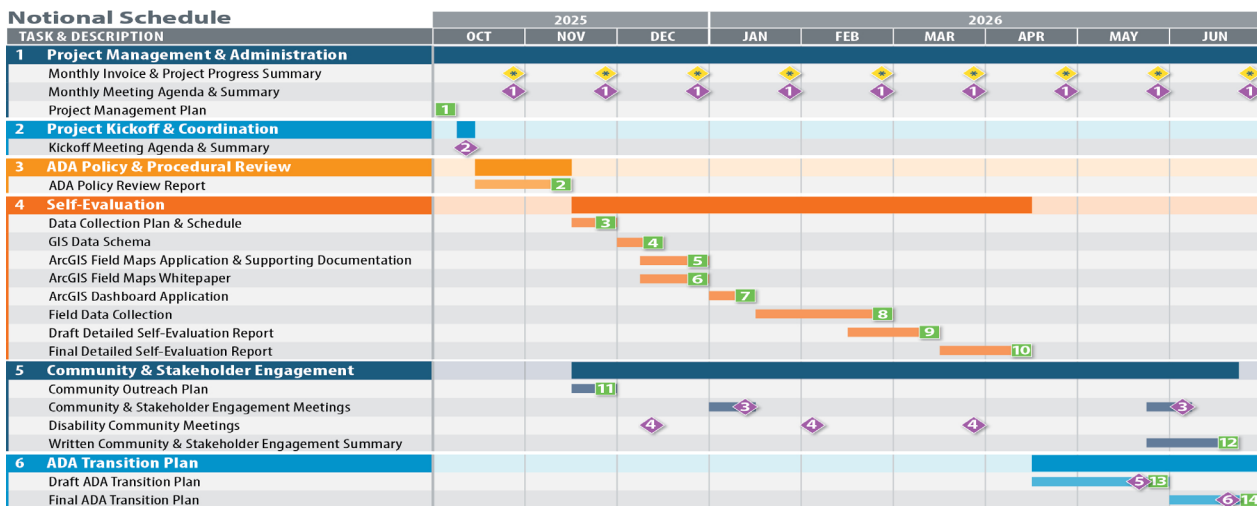
COST & SCHEDULE

The Team is providing a detailed fee proposal based on an hourly rate schedule with a clearly defined total cost, aligned with the scope of services for transparent cost allocation. Using Deltek Vantagepoint, staff log time daily, giving the Project Manager real-time budget insight and flexibility to adjust tasks as needed. If scope begins to exceed budget, the Project Manager will communicate immediately with the City Project Manager to discuss any issues and agree on a way forward to meet the project objectives. Matrix will prepare and submit monthly invoices within 30 days of the period reflected on the invoice.

The Matrix Team has also provided a project schedule. We will complete the project within the planned timeline, ensuring delivery by the mid- 2026 deadline. Our Team is fully committed to allocating the necessary resources and expertise to maintain efficiency and quality throughout the process, meeting/exceeding project expectations within the established timeframe.

Proposed Conceptual Fee Schedule	Matrix					Direct Access			Labor	Hours	Total
	Vice Pres.	Senior Assoc.	Prof. VIII	Prof. IV	Staff I	Director	Senior Access Consultant	Access Consultant			
Technical Work											
1 Project Management & Administration	32					16			\$12,400	48	\$12,400
2 Project Kickoff & Coordination	16		16			8			\$8,920	40	\$8,920
3 ADA Policy & Procedural Review	12		24			8	40		\$16,460	84	\$16,460
4 Self-Evaluation	12		40	40	600			100	\$74,800	792	\$74,800
5 Community & Stakeholder Engagement	4	32	40	16		12	16	8	\$22,992	128	\$22,992
6 ADA Transition Plan	4		32	100		8	40	40	\$34,420	224	\$34,420
Hours/Units Subtotals	80	32	152	156	600	52	96	148		Hours Total	1,316
BILLING RATE (2025)	\$275	\$195	\$170	\$130	\$75	\$225	\$182	\$145			
Labor Subtotals	\$22,000	\$6,240	\$25,840	\$20,280	\$45,000	\$11,700	\$17,472	\$21,460			
Labor Total											\$169,992
<i>*Direct Expense Total</i>											\$20,000
TOTAL COSTS (Technical Staff & Expenses)											\$189,992

*Includes rental of sidewalk profiler



Meetings and Workshops:

- 1 Monthly Progress Meeting
- 2 Kickoff Meeting Agenda & Summary
- 3 Community & Stakeholder Engagement Meetings
- 4 Disability Community Meetings
- 5 Draft Plan Workshop
- 6 Draft Final Plan Workshop

Deliverables:

- 1 Monthly Invoice & Project Progress Summary
- 2 Project Management Plan
- 3 ADA Policy Review Report
- 4 Data Collection Plan & Schedule
- 5 GIS Data Schema
- 6 ArcGIS Field Maps Application & Supporting Documentation
- 7 ArcGIS Field Maps Whitepaper
- 8 ArcGIS Dashboard Application
- 9 GIS Data in Esri ArcGIS File Geodatabase Format with Metadata
- 10 Draft Detailed Condition Inventory Report
- 11 Final Detailed Condition Inventory Report
- 11 Community Outreach Plan
- 12 Written Feedback Summary
- 13 Draft ADA Transition Plan
- 14 Final ADA Transition Plan

REFERENCES

El Paso County ADA Asset Management

Client
El Paso County

Reference
Andrew Timm
Project Manager &
Engineer

Phone
719.385.5612

E-mail
AndrewTimm@
elpasoco.com

Address
3275 Akers Dr, Colorado
Springs, CO 80922

Scottsdale ADA Self-Evaluation and Transition Plan

Client
City of Scottsdale

Reference
Kelly Corsette
Communications &
Public Affairs Director

Phone
480.312.2336

E-mail
kcorsette@
scottsdaleaz.org

Address
3939 N. Drinkwater Blvd,
Scottsdale, AZ 85251

North Reading Pedestrian ROW ADA Transition Plan

Client
Town of North Reading

Reference
Todd Woekel
Facilities Manager

Phone
978.357.5260

E-mail
twoekel@
northreadingma.gov

Address
235 North Street
North Reading, MA
01864



Appendix

Resumes



**Chris
Martin**
GISP

Project Manager



Chris is a Vice President at Matrix, the Director of Geospatial and Digital Solutions, and has 22 years of experience leading large and diverse teams to successful outcomes. As a certified GIS Professional, his approach is built on a foundation of consensus building and grounded in data-driven decisions. He has provided support to similar municipalities on relevant projects including large GIS-based ADA and condition data collection efforts, both within and surrounding facilities, as well as in the public rights-of-way, parks, and open spaces. These projects were further enhanced by the development of web applications, including near real-time data dashboards, and public facing, accessible maps. Chris is skilled at incorporating asset management best practices into a GIS-based framework and developing data-driven prioritization analyses to inform ADA self-evaluation and transition plans. Chris has provided oversight in a QA/QC capacity on similar projects to improve overall data quality and reduce reviewing burdens on the client. Over his two decades plus career, Chris has demonstrated both a technical understanding of the Town's requested scope and also served as a project manager or GIS lead on numerous similarly related projects. Chris has worked on numerous Transition Plans including those for El Paso County, Colorado; Scottsdale, Arizona; San Antonio, Texas; Bellevue, Washington, and Cincinnati, Ohio.

Education

- M.S.** Geographic Information Science, University of Denver, 2006
- B.A.** Geography, University of Denver, 2003
- B.S.** Environmental Science, University of Denver, 2003

Professional Registrations/Affiliations

Geographic Information Systems Professional (GISP), #91306

Technical Skills

GIS Software: Esri ArcGIS Suite

CAD Software: AutoCAD

GPS Units: Trimble's Line of Products

Programming: VB.NET, VBA, HTML, Python, JavaScript, and SQL

Databases: SQL Server, Oracle, MySQL, and Microsoft Access

Reporting Software: Crystal Reports

RELEVANT EXPERIENCE

El Paso County ADA Asset Measurement | EL PASO COUNTY, COLORADO

Chris served as the Project Manager for this large data-collection and prioritization project of transportation assets. El Paso County's Department of Public Works (DPW) desired the development of an improvement plan for transportation assets related to the Americans with Disabilities Act (ADA) and condition deficiencies. DPW owns and maintains more than 7,200 curb ramps, 605 miles of sidewalks, and 2,800 intersections. Using the latest GIS technologies, Matrix developed an ArcGIS Field Maps web-enabled application that allowed multiple field teams to collect dozens of attribute measurements per asset type in an efficient and accurate manner. He deployed detailed mobile surveys tied to DPW and Colorado Department of Transportation (CDOT) criteria manuals to assess each compliant measurement for sidewalks, curb ramps, crosswalks, over/underpasses, median refuge islands, and intersection push buttons. Collected data was organized in a database, received a robust QA/QC check, and integrated into DPW's asset management system. After evaluating the findings of the measured assets, Matrix developed an ADA transition plan that prioritizes improvement needs within the County, identifying projects for DPW's operations and maintenance staff as well as capital improvement projects with estimated costs. Fifteen of these projects have moved into design where Matrix's transportation engineers are producing shovel-ready plans. Construction on some of these is slated for this summer.

El Paso County Asset Management – Infrastructure, Strategic Plan |

EL PASO COUNTY, COLORADO

Chris served as the Analytics & Modeling Task Lead developing an infrastructure asset management plan in support of the Board of County Commissioners approved 2022/2023 Strategic Plan. Specifically, Chris facilitated the development of a prioritization framework associated with a 10-year capital forecast model across the five major asset classes of roadway, stormwater, facility, fleet, and parks. Matrix developed strategies to fund, manage, and improve public-owned infrastructure through implementation of a comprehensive asset management program, development of asset management plans for the five major classes, and defining a multi-year financial strategy to determine how capital plans and operations/maintenance costs drive annual budget appropriation schedules to meet standard levels of service.



Scottsdale ADA Self-Evaluation and Transition Plan |

SCOTTSDALE, ARIZONA

Chris is serving as the QA/QC Task Lead for GIS, mapping, data management, and prioritization on the City of Scottsdale's ADA Self-Evaluation and Transition Plan. Covering over 2,000 miles of sidewalks, 14,800 curb ramps, and other public right-of-way infrastructure—as well as facilities, parks, and City policies—the project ensures ADA compliance while fostering accessibility and inclusivity. Chris oversees data management workflows, implements rigorous QA/QC checks, and maintains a centralized geodatabase to map, analyze, and prioritize barriers. His leadership supports comprehensive compliance reviews, integration of stakeholder input, and the development of clear, data-driven recommendations with cost estimates and timelines. The resulting Transition Plan will provide Scottsdale with a practical, user-friendly roadmap to systematically remove barriers and enhance accessibility across the community.

Woodmen Hills Metropolitan District Parks and Recreation Comprehensive Master Plan |

WOODMEN HILLS METROPOLITAN DISTRICT, COLORADO

Chris served as Officer-in-Charge for the development of the Comprehensive Master Plan for approximately 160 acres of Woodmen Hills Metro District parks. Matrix assessed facilities, barriers, recreation fields, recreation fixtures, playground equipment, furniture, trails, landscaped areas, natural areas, and hardscaped areas. Matrix collected measurements, conditions, images, and ADA compliance as needed. Assets are being analyzed to prioritize improvement needs and review opportunities and constraints of existing parks and open spaces as well as analysis of future recreation development opportunities within the District.

Kerrville Facilities Condition Assessment and Maintenance Plan |

KERRVILLE, TEXAS

Matrix forecasted capital improvement requirements for 19 public facilities with the goal of determining their budgeting needs for the next 20 years. Chris designed the GIS database to establish complete asset visibility for components such as for heating, ventilation, HVAC, fire protection, interior finishes, foundations, electrical, and ADA compliance. Matrix developed investment strategies that accounted for the full spectrum of facility sustainment activities, from routine maintenance to major renovations and replacements. This approach layered immediate and urgent requirements with maintenance activities that extend the life of each facility and ensure ongoing service to the public, while also accounting for the budget constraints in each fiscal year.

City and County of Denver Sidewalk Gap Assessment and Design |

DENVER, COLORADO

Chris served as the GIS Lead for the conceptual design and construction documents for approximately one mile of missing sidewalks throughout the southeast portion of Denver. Tasks included alternatives analysis, field data collection, and stakeholder engagement. The Denver Sidewalk Gap Program focuses on a prioritized list of 355 miles of existing gaps. By harnessing GIS technologies, Chris was able to significantly shorten the overall project timeline and provide practical, easy-to-execute solutions.

Crestview Facilities Inventory and Operational Assessment |

CRESTVIEW, FLORIDA

Chris served as the Database Lead and facilitated the field data collection for 45 City buildings and facilities. Field crews were able to efficiently complete the assessment, and the results were immediately available as a web map. The database was designed to facilitate a room-by-room data capture and analysis, documenting every major system and component through detailed field attribution and integrated photos.

Mountain Home AFB Space Utilization Study and Digital Twin |

MOUNTAIN HOME, IDAHO

Chris was the GIS Lead in the development of tools for analyzing staff space requirements within 52 buildings totaling roughly one million square feet of space. Data were collected using ArcGIS Field Maps and information was summarized using dashboards and custom scripting within the ArcGIS Indoors environment. A space planning tool was developed to facilitate the assignment of offices to personnel, which included the implementation of hot desks to support a post-Covid office environment. This project also entailed the creation of a 3D digital twin for construction phasing support.

U.S. Air Force Asset Management & Investment Strategy

| NATIONWIDE

Chris developed and oversaw the database development and associated tools required to assist the Air Force Installation and Mission Support Center with analyzing their asset portfolios based on mission criticality, condition, and available budget. Through the integration of disparate platforms, Matrix provided a standardized platform for evaluating needs and funding shortfalls.

Monument Creek USAFA Corridor Planning Study |

EL PASO COUNTY, COLORADO

Working closely with the U.S. Fish and Wildlife Service, Chris served as Project Manager. The study entailed a desktop analysis and the use of novel GIS tools to identify, prioritize, and develop an implementation strategy for projects that improve the natural function of Monument Creek and its tributaries within and surrounding the U.S. Air Force Academy (USAFA). Central to this project was identifying areas of conservation and potential habitat improvement for the Preble's meadow jumping mouse. Other project types identified included bank stabilization, revegetation areas, and conserving and enhancing wetlands.

Stormwater Infrastructure Master Plan |

COLORADO SPRINGS, COLORADO

Responsible for compiling, delineating, and synthesizing hundreds of stormwater improvement projects identified by historic Drainage Basin Planning Studies (DBPS) and Master Development Drainage Plans (MDDP). Associated project costs were updated into today's dollars, and each project was prioritized to develop a capital improvement list. Dynamic project cut sheets were created in Crystal Reports, detailing the costs of each project and other applicable information. Additionally, approximately 258 miles of open channel were field assessed, using Collector for ArcGIS, for natural/improved conditions and factored into the project identification/prioritization process. A GIS-based web application was developed to serve as the basis for CIP management for future DBPSs.



Nicole Schanel

Officer-in-Charge
PE

Nicole is a dynamic, critical thinking engineer with over 12 years of progressive civil engineering experience with private and public-sector clients. As the director of civil engineering, she brings solid proven experience working within the regulatory guidelines and having positive relationships with jurisdictional staff. Nicole's diverse design background lends to creative win-win solutions regarding technical design for site grading, roadway, drainage, and utility design.

RELEVANT EXPERIENCE

Education

- MBA** University of Colorado, Colorado Springs, 2022
- B.S.** Civil Engineering, Colorado School of Mines, 2011

Professional Registrations/Affiliations

- Professional Engineer: Colorado #52434
- Professional Engineer: Texas (pending)

Circle K | TEXAS, COLORADO, NEW MEXICO, ARIZONA

As the senior civil engineer and program manager, Nicole oversees a team of engineers and consultants that provide civil, structural, transportation, and landscape architecture services for this national client. Matrix has provided design for retrofitting existing sites to provide electric vehicle charging stations. Matrix has provided these services for over 20 stores in multiple locations in Texas, taking projects from planning stages through to construction. Nicole navigates the requirements of jurisdictional code and site constraints to develop successful, long-lasting projects. She analyzes the utility locations and easement requirements for constructability. Each project is meticulously graded to make certain that the site is accessible for all. Special attention is given to each project so that it can be seamlessly integrated into the surrounding community.

Lockhart Processing Plant | LOCKHART, TEXAS

Nicole was the project manager on the popsicle processing factory located in Lockhart, Texas. This project consisted of a 57,000 +/- SF factory with multiple loading docks, parking lots, and associated site infrastructure improvements. As the project manager, Nicole was able to navigate the City of Lockhart's processes in order to move the project forward from conceptual design to approval and then into construction. Nicole and her team prepared a detailed grading plan to ensure the site drained appropriately and allowed for ADA access where required. Drainage for the sit was analyzed and proposed stormwater improvements were designed in order to keep the existing patterns onsite. Water and sanitary utilities were extended to the site and services were coordinated with the MEP engineer to provide service to the factory.

El Paso County On-Call Engineer | EL PASO COUNTY, COLORADO

Matrix is an on-call engineer for El Paso County for projects ranging between \$0 - \$150k as well as from \$150k - \$500k. Nicole is the project manager for the coordination which has included a number of project awards such as the Fox Run Pond Renovation project which involves the rehabilitation of two retention ponds and trail systems in order to mitigate erosion and drainage issues that the park is experiencing. Nicole and the team work closely with the County to provide guidance and cost estimating on County issues and partner with them to provide solutions.

TrueNorth Commons | COLORADO SPRINGS, COLORADO

TrueNorth Commons is a development located on the United States Air Force Academy that was annexed into the City of Colorado Springs. As the Senior Project Manager, Nicole was instrumental in the master planning and civil engineering design for the master infrastructure and individual lot development. This infrastructure included coordinating water, sanitary, storm, gas, and electrical design to meet the current and future needs of the 50+ acre parcel. Nicole's role in the project included coordination with multiple entities including CSU, USAFA, USACOE, and Colorado Department of Transportation.

Kevin Lardner

QA/QC
PE



Kevin has 12 years of experience as a project manager and lead structural engineer for bridge projects and bridge inspection projects at the city, state, and federal levels. As a project manager, Kevin has managed multimillion-dollar projects involving many stakeholders and agency coordination. Kevin's approach to project management revolves around proactively mitigating risk to ensure conformance with project schedules and budgets.

As a lead structural engineer, Kevin has designed vehicular and pedestrian bridges that range from simple single-span bridges to multi-span bridges over 800 feet long. Additionally, Kevin is a Federal Highway Administration (FHWA) National Highway Institute (NHI) certified bridge inspector who has inspected over 350 structures throughout the Front Range. Kevin has also performed load ratings for highway loading and military vehicle loading for existing and new bridges.

Education

- M.S.E.** Engineering, Structural Engineering, Arizona State University
- B.S.E.** Engineering, Civil Engineering, Arizona State University

Professional Registrations/Affiliations

Professional Engineer: Colorado #51209, Arizona #65955, Florida #91005, New Mexico #27202
M.ASCE #961763
Certified Bridge Inspector, National Highway Institute (NHI)

RELEVANT EXPERIENCE

El Paso County ADA Asset Measurement | DENVER, COLORADO

Kevin served as the Safety Lead and performed data collection for the data collection effort. Kevin implemented safety measurements for all data collection teams that included periodic check-ins, buddy systems, and an understanding of all emergency facilities in the areas of data collection. Additionally, Kevin performed data collections for sidewalks, ramps, intersections, traffic signals, and school crossings throughout the project.

Crestview Facility Inventory and Operational Assessments | CRESTVIEW, FLORIDA

Kevin led the structural assessments of the facilities throughout the City of Crestview. This included visual structural assessments of larger municipal buildings such as City Hall, the library, the community center, and public works. He focused on establishing condition assessments for the foundations, walls, roofs, windows, and doors.

ADOT SR-68 Raised Median (Verde Road to Bacobi Road) | MOHAVE COUNTY, ARIZONA

Kevin served as the Project Manager for the SR-68 raised median project. The project went through multiple changes in design speed, typical roadway section, and curb type which required significant coordination among ADOT Roadway, ADOT Northwest District, and Mohave County buyoff. The project had a firm construction start date due to federal HSIP funding. This schedule required Kevin to manage an expedited design schedule to meet the bidding window and required rapid responses from the design team during bidding.

Laveen South Mountain Transportation Study | LAVEEN, ARIZONA

Kevin served as the Project Manager for the Laveen South Mountain Transportation Study. The project required extensive outreach and involvement to educate the public on the proposed transportation improvements in the area. As the project occurred during the COVID-19 pandemic, Kevin orchestrated virtual open houses that allowed the public to safely listen to presentations and view maps illustrating the proposed improvements while also allowing them to provide feedback on specific elements of the plan. Following the virtual open houses, Kevin presented the findings and recommendations of the study to the Laveen Village Planning Committee. This project was funded by the Maricopa Association of Governments, the City of Phoenix, and the Maricopa County Department of Transportation and required extensive stakeholder coordination and presentations to update on its status. Overall, the project was delivered under budget, and the findings of the study were incorporated into the regional transportation plan.

City and County of Denver Minor Structures Inspection | DENVER, COLORADO

Kevin served as the Project Manager and lead bridge inspector and structural engineer for over 150 minor structures inspections for the City and County of Denver. As part of their routine inspection cycle, Matrix was hired to inspect the minor structures along major waterways throughout the City. All inspections were performed in accordance with FHWA-NHI requirements. Kevin provided maintenance recommendations along with cost estimates for each item for the City and County to import into their data management software, Infor EAM.

Kentucky Avenue Bridge | DENVER, COLORADO

Kevin is the Project Manager and lead structural engineer for the design of the Kentucky Avenue Bridge at Broadway Station. The three-span, 179-foot-long and 81-foot-wide vehicular and pedestrian bridge stands over the South Platte River and South Platte River Regional Trail and spans CDOT US-85 Split South Platte River Drive and Santa Fe Drive. The bridge utilizes CDOT box beam girders of variable thickness and span lengths to maximize the hydraulic opening of the South Platte River. On top of the bridge, it features four travel lanes and a 21-foot-wide pedestrian and bike zone connecting the Broadway Station Development to the South Platte Regional Trail along with rustic weathering steel art panels to pay tribute to the history of Broadway Station. Adjacent to the bridge is a 75-foot-tall spire structure that features perforated weathering steel panels that serves as a wayfinding point for South Platte Regional Trail.

Venetucci Bridge Extension | FOUNTAIN, COLORADO

Kevin was the Lead Structural Engineer for the Venetucci Boulevard Extension project in Fountain, Colorado. Venetucci Boulevard connects B Street to the retail center north of South Academy Boulevard. As part of the Venetucci Boulevard Extension, Matrix structural engineers designed the 123-foot, single-span bridge over Fishers Creek. Matrix worked with Wildcat Construction to deliver the bridge and roadway extension as a collaborative design-build effort for the City of Fountain. The bridge and associated road extension will improve connectivity and facilitate economic activity in the area, making it a top priority in Fountain's strategic plan. The cross-jurisdictional, \$3.5 million project involved coordination and collaboration among many stakeholders, including El Paso County, Colorado Springs Utilities, Colorado Department of Transportation, Stratmoor Hills Fire Department, Pikes Peak Area Council of Governments, and Pikes Peak Rural Transportation Authority.

Enchanted and Fascination Circle Bridge Replacements | COLORADO SPRINGS, COLORADO

Lead structural engineer for the replacement of two minor bridge structures within a residential development. Current design includes a new precast four-sided concrete box to minimize road closure duration. The project involved ROW delineation, channel improvements to the concrete-lined channel, storm inlets, and coordination with affected utilities.

Stapleton Redevelopment P-10 Bridge Structures and Retaining Walls | DENVER, COLORADO

Kevin acted as the Lead Structural Engineer for the design of four cast-in-place concrete slab pedestrian bridges. These four bridges were 4-span, curvilinear bridges, ranging in length from 71ft to 106ft. The bridges were wide enough to be designed to AASHTO H-5 loading criteria. The project also included five pre-engineered pedestrian bridges with spans ranging from 59ft to 136ft clear spans, 20ft tall abutment walls, and numerous cast-in-place concrete retaining walls.

City of Colorado Springs Minor Structures Inspections | COLORADO SPRINGS, COLORADO

Kevin served as the team lead bridge inspector and structural engineer on 160 minor structures inspections for the City of Colorado Springs. The data was collected in accordance with FHWA-NHI requirements and input into the City's asset management program, Cartegraph. Kevin coordinated with local stakeholders to obtain access to structures that were on shared property with the City.

Evans Avenue Bridge Replacement | COLORADO SPRINGS, CO

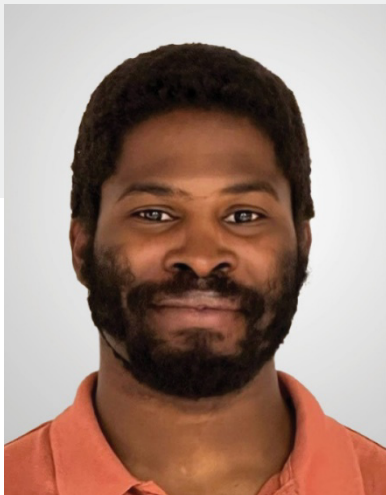
Kevin served as the lead structural engineer providing construction administration services for construction of the Evans Avenue Bridge over Cheyenne Creek. The new bridge is a single-span, prestressed concrete flat slab bridge to maximize the hydraulic profile. The bridge had a custom stone guardrail system to maintain the historic aesthetics of the Cheyenne Canyon Park.

Broadway Station South Pedestrian Bridge | DENVER, CO

Kevin was the Project Manager and Lead Structural Engineer for the design of the Broadway Station South Pedestrian Bridge. The Broadway Station redevelopment site is bifurcated by the Consolidated Main Line (CML), which consists of Union Pacific (UP), Burlington Northern Santa Fe (BNSF), and Regional Transportation District (RTD) train and light rail tracks. Matrix designed the South Pedestrian Bridge to improve connectivity between the RTD station, an underserved area west of the CML, and future commercial and residential development on the east side of the consolidated lines. The proposed bridge is a 352-foot, three-span prefabricated truss bridge with a 220-foot center span over the CML right-of-way. The ends of the bridge include switchback steel-framed stairs and a faux elevated water tower extending 115 feet above the ground.

City of Boulder Minor Structures Inspections | BOULDER, CO

Kevin served as the team lead bridge inspector and structural engineer on 76 minor structures inspections for the City of Boulder. The data collected was instrumental in the development of a complete inventory of the City's bridge assets since it was the first time that the condition of the minor structures had been documented. Structure ratings were performed consistent with NBIS and PONTIS reports from CDOT. All data collected was input into the City's asset management program ArcGIS Collector to manage the information.



Kevin Myers
Safety Lead
CABI

Kevin is an Environmental Scientist with seven years of experience in the environmental drilling and consulting industries. He has extensive technical experience in site characterization (via direct-sensing, sampling of various media, and monitoring well installations) with a heavy field focus. Kevin has experience with environmental site assessments, field safety supervision, remedial work (excavation and in situ treatment), as well as with report preparation. Kevin is Matrix's Corporate Health and Safety Coordinator. He will oversee all field activities and provide an approach grounded in safety.

RELEVANT EXPERIENCE

Education

B.S. Environmental Science,
University of Delaware

Professional Registrations/Affiliations

Certified Asbestos Building Inspector:
Colorado # 27968

OSHA 40-Hour HAZWOPER

OSHA 8-Hour Refresher

CPR/First Aid Certified

U.S. 287 and Isabelle Road | LAFAYETTE, COLORADO

Kevin coordinated with the site contractors on subgrade preparation for upcoming paving activities to provide quality control for the project. He tested soil compaction and moisture content during the multiple subgrade lifts required to achieve proper road grade. During concrete paving activities, Kevin tested numerous concrete batches for air content, unit weight, and slump. These numbers were used to ensure that the values conform with the required state and municipal specifications and proper concrete strength was achieved. Lastly, asphalt compaction and coring were performed to confirm design specification were met.

I-70 Georgetown | GEORGETOWN, COLORADO

Kevin provided contractor quality control services for this Colorado Department of Transportation (CDOT) funded project. He oversaw overnight work and collected compaction measurement during paving activities. He coordinated with the CDOT Quality Assurance Team in collecting field samples and cores from asphalt mats to confirm paving quality and ensure proper state payouts for work performed.

Highway 260 and Main Street Water Quality Assurance Revolving Fund Site | COTTONWOOD, ARIZONA

Kevin coordinated with a team of environmental professionals on an Arizona Department of Environmental Quality (ADEQ) site to execute enhanced reductive dechlorination (ERD) activities to promote the breakdown of tetrachloroethene (PCE) into daughter products to address residual contamination from a past drycleaner source.

Payson PCE Site | PAYSON, ARIZONA

Kevin performed groundwater sampling in the town of Payson, Arizona for an ADEQ project. Depth to waters were taken from approximately 35 wells and samples were collected at 13 wells. Results from sampling will be interpreted and used to continue monitoring concentrations and optimize the remediation efforts from PCE contamination.

7th and Bethany Water Quality Assurance Revolving Fund Site | PHOENIX, ARIZONA

Kevin worked with other environmental professionals to complete a large injection effort using a high fructose corn syrup (HFCS) substrate solution to promote organism growth that promotes the breakdown of tetrachloroethene (PCE) into daughter products to remediate residual contamination from a historical drycleaner source.

Middlebush Service Center | FRANKLIN TOWNSHIP, NEW JERSEY

Kevin performed quarterly groundwater sampling events to monitor VOC contamination in groundwater. He also oversaw remediation activities at this commercial gas station following a gasoline release including a UST removal and replacement. Additional responsibilities included delineating the soil contamination, preparing the final report summarizing the sampling, remedial, and tank replacement activities.



**Alex
Trout**
GISP

Data Collection Task Lead



Alex has five years of professional experience in the GIS field in a diverse array of projects spanning the public, private, and non-profit sectors. His projects have revolved around asset management, environmental modeling, database development and management, suitability analysis, mobile application development, field data collection, environmental assessments, financial analysis, and public outreach. As the GIS Data Collection & Management Task Lead for the ADA Asset Measurement Project, Alex not only planned and oversaw the data acquisition but often made field measurements himself.

RELEVANT EXPERIENCE

Education

- M.S.** Environmental Science, University of Colorado Denver, 2020
- Cert.** Geographic Information Science, University of Colorado Denver, 2020
- B.A.** Environmental Studies, University of Colorado Boulder, 2016

Professional Registrations/Affiliations

- Geographic Information Systems Professional (GISP), #161540
- FAA Part 107 Certified Remote Pilot, Small Unmanned Aircraft System (SUAS), #4809173
- Stormwater Inspection & Maintenance, CDOT
- Transportation Erosion Control Supervisor, CDOT

Technical Skills

- GIS Software: Esri ArcGIS Suite, QGIS
- GPS Units: Geode by Juniper Systems
- Programming: Python, ArcPy, SQL
- Databases: SQL Server
- Mobile Apps: Esri ArcGIS Collector and Survey123

El Paso County ADA Asset Measurement | EL PASO COUNTY, COLORADO

Alex served as the GIS lead for this large data collection and prioritization project of transportation assets. El Paso County's Department of Public Works (DPW) desired the development of an improvement plan for transportation assets related to the Americans with Disabilities Act (ADA) and condition deficiencies. DPW owns and maintains over 7,200 curb ramps, 605 miles of sidewalks, and 2,800 intersections.

Using the latest in GIS technologies, Matrix developed an ArcGIS Field Maps web-enabled application that allowed multiple field teams to collect dozens of attribute measurement information per asset type in an efficient and accurate manner. We deployed detailed mobile surveys tied to DPW's and CDOT criteria manuals to assess each compliant measurement for sidewalks, curb ramps, crosswalks, over/underpasses, median refuge islands, and intersection pushbuttons. Collected data were organized in a database, received a robust QA/QC check, and integrated into DPW's asset management system.

After evaluating the findings of the resulting measured assets, Matrix developed an ADA transition plan that prioritizes improvement needs within the County, identifying projects for DPW's operations and maintenance staff as well as capital improvement projects with estimated cost. A select number of these projects will move directly to design where our transportation engineers will produce shovel ready design plans.

El Paso County Asset Management – Infrastructure, Strategic Plan | EL PASO COUNTY, COLORADO

Alex is currently tasked with the data management and development of infrastructure asset management planning model in support of the Board of County Commissioners approved 2022/2023 Strategic Plan. Specifically, Alex is creating a prioritization framework associated with a 10-year capital forecast model across the five major asset classes of roadway, stormwater, facility, fleet, and parks. Matrix is developing strategies to fund, manage, and improve public-owned infrastructure through implementation of a comprehensive asset management program, development of asset management plans for the five major classes, and defining a multi-year financial strategy to determine how capital plans and operations/maintenance costs drive annual budget appropriation schedules to meet standard levels of service. Due to Matrix's involvement in this process, we have intimate knowledge of the developing program and the impacts it may have on future right-of-way ADA asset improvement funding and timing, allowing us to develop an implementation plan grounded in informed decision-making focused.

AFCEC Asset Management Strategic Planning | SAN ANTONIO, TEXAS

Alex devised a multitiered approach to model utility investment strategy using GIS and enterprise-wide datasets for the Air Force Civil Engineering Center (AFCEC). He utilized SQL to clean and manage large-scale databases and developed varying models to emulate potential real-world scenarios. Alex packaged and delivered a complex dataset in a digestible format that helped guide future decisions.



Stormwater Database Development and Asset Management | COLORADO

Alex oversaw the migration of the Colorado Department of Transportation's (CDOT) stormwater GIS asset data from ArcGIS Online to an internal Enterprise database management system. The enterprise system was designed to provide a more integrated database that was hosted on internal servers and allowed for more efficient performance, a high level of data security, and streamlined processes for sharing data. Alex performed general maintenance of data and was responsible for distribution of spatial products across departments. He also created and documented GIS standard operating procedures to facilitate future workflows. Lastly, Alex implemented mobile data collection apps such as Esri's Survey123 and Collector to streamline the collection and management of CDOT stormwater assets.

AFIMSC Utilities Tactical Mission Dependency Index | SAN ANTONIO, TEXAS

Alex developed a custom Python automated solution for assigning Tactical Mission Dependency Index (TMDI) values for vertical building assets with supporting utility and roadway infrastructure using Esri's Trace Network toolset. This automated GIS model is crucial in implementing an enterprise-wide TMDI assignment for U.S. Air Force utilities and roadway infrastructure for the Air Force Installation Mission Support Center (AFIMSC), which will allow for the inheritance of TMDI values to utility and roadway assets based on the criticality of the vertical asset the utility or roadway supports.

Joint Base San Antonio Regional Compatible Use Raster Modeling | TEXAS

Alex assisted in developing an innovative solution for identifying the areas at highest risk for compatibility issues with military operations and the surrounding communities. In a first-of-its-kind implementation for a regional compatible use plan, a raster-based risk model was developed. The analysis focused on a five-mile influence area surrounding each installation. The influence area was divided into hundreds of thousands of five-acre grid cells, with each cell receiving risk scores. Numerous GIS layers were obtained or created to inform the four analytical areas of concern: current land use, future growth, environmental variables including climate change, and communication. Each feature in the layers was scored on a scale of 0-5 based on overall risk. At various points in the model, different weighting factors could be applied to emphasize certain layers such that various model permutations were possible when the layers were combined. The entire process was incorporated into Esri's ModelBuilder and automated so that the model serves as a dynamic tool that can adjust as data and needs evolve.

Stream Management Corridor Inventory Development | DENVER METROPOLITAN AREA, COLORADO

Matrix's client need a systematic way of identifying stream management corridors to develop a GIS database. This GIS database would serve as the foundation of stream management operations and allow for organized reporting and tracking. Alex executed and improved a GIS workflow to delineate streams and stream management corridors using ArcHydro tools and digital elevation models. The workflow outputted a series of datasets including an utility network of streams and junctions, catchment basins, and stream management corridors. Alex also built a user-friendly ArcGIS Modelbuilder model to streamline processes and ensure consistency for future updates.

Flint Hills Climate Resiliency Analysis | MANHATTAN, KANSAS

Alex identified and developed a database of critical infrastructure to surrounding communities. He interpreted and analyzed predictive modeling data describing an array of natural hazards exacerbated by climate change and curated varying scenarios to provide a diverse range of outcomes and results. He implemented spatial statistics to determine regional differences in threat levels and then developed a threat-scoring criterion for the identified assets to help drive on-the-ground decision-making and planning.

Colorado Springs Utilities Geospatial Growth Model | COLORADO SPRINGS, COLORADO

Colorado Springs Utilities contracted Matrix to conduct an analysis to get a better understanding of population and employment growth projections within and surrounding the City of Colorado Springs. The beginning of this project required Matrix to analyze large datasets of customer utility use data. Alex developed a script in a statistical programming language to analyze and automatically produce summary charts describing use patterns. Alex also helped the Matrix team develop a growth predictor model tied to demographic control totals and attractiveness and constraints variables. This model proportioned growth across the study area in a logical fashion to estimate utility demand required from such growth over a defined time horizon.

Defense Contractors Inventory Enhancement | FLORIDA

Alex developed a comprehensive database of all Federal Department of Defense and Homeland Security contracts there were performed in Florida or executed by Florida based contractors, amounting to millions of data records. This effort required analyzing contract data to guide recommendations to encourage more defense industry investment in Florida. Additionally, Alex created geospatial focused applications and tools to visualize contract activity through maps and animation. The enterprise database was hosted online to connect spatially driven tools and provided a user-friendly interface to explore and query the database. These tools allowed users to create charts and tables that identified trends in defense contracts coming into and leaving the state.

Expedient Small Asset Protection Shelter Siting | ANDERSEN AIR FORCE BASE, GUAM

In an effort to expand aircraft operational capacity on Andersen Air Force Base in Guam, the Air Force sourced expedient small asset protection shelters to serve as semi-permanent aircraft hangars. Before construction began, the Air Force needed a detailed report of where these shelters could be located and the identification of any barriers to construction. Alex served as the GIS lead on the team tasked with drafting this report. Alex began with reviewing technical specifications of the shelters and reviewing aerial imagery of the base to determine what spatial data will be required to assist with the assessments. After compiling relevant spatial datasets, Alex developed a site ranking system and mobile application to determine the feasibility of each site. Once on the ground in Guam, Alex conducted site assessments and personnel interviews to narrow down optimal sites. Alex then presented the findings of the report through a web-based mapping application that detailed the results of the site assessments, provided photos, and displayed interactive, spatially-driven analytics.



Sarah Beckingham

GISP

GIS Mapping and Database Setup Task Lead

Sarah is a GIS Analyst with more than five years of experience specializing in Esri ArcGIS software and extensions. She has developed and maintained municipal and tax-assessing databases, created web mapping applications, and supported asset management for public agencies and the U.S. Air Force. Her expertise includes ADA compliance data collection for El Paso County, creating dashboards and interactive tools for infrastructure projects, and conducting natural channel management studies along Monument Creek in collaboration with the U.S. Air Force Academy. Sarah has also developed ArcGIS Field Maps and dashboards for asset management plans, crafted GIS solutions for groundwater monitoring and remediation, and contributed to general and master planning efforts through detailed mapping and analysis. She is proficient in GIS data management, cartography, and web-based mapping, with a strong focus on delivering accessible and data-driven solutions.

Education

B.A. Geography and GIS, University of California Santa Barbara

Technical Skills

ArcGIS Software: Esri ArcGIS Suite, ArcPro, ArcGIS Indoors
Field Maps and Data Collection
Esri Dashboard Creation

Professional Registrations/Affiliations

Geographic Information Systems Professional (GISP), Cert. No. 162292
GIS Colorado

RELEVANT EXPERIENCE

El Paso County ADA Asset Measurement Project | EL PASO COUNTY, COLORADO

Sarah assisted in multi-month data collection for El Paso County ADA Project including sidewalk slopes, curb ramps, crosswalks, and other multimodal and roadway assets. Created and maintained a client-facing dashboard to display collected data statistics and progress indicators. Provided technical expertise for field collection methods.

Mountain Home AFB Space Utilization Study | MOUNTAIN HOME, IDAHO

Sarah created and maintained dashboards to display space utilization and organization overview statistics. Co-authored the Mountain Home Air Force Base CEN Data Analytics and Process Improvement Initial Playbook and Training Material, which included project documentation and test cases for new user training. Assisted in creation of ArcGIS Indoors Space Planner, Indoors Viewer, and Data Editor applications.

Monument Creek USAFA Corridor Planning Study | COLORADO SPRINGS, COLORADO

Sarah identified project sites for natural channel management along the Monument Creek corridor in association with the United States Air Force Academy. The corridor includes areas within the boundaries of the United States Air Force Academy, Colorado Springs, and El Paso County. Incorporated field points and photos to discern project priority. Attended and presented at stakeholder meetings to communicate project progress and workflow. Maintained spatial and tabular project data to develop project scoring matrices, and used developed data to prioritize project sites.

Woodmen Hills Comprehensive Parts Master Plan |

WOODMEN HILLS METROPOLITAN DISTRICT, COLORADO

Sarah developed an ArcGIS Field Maps web-enabled application that allowed multiple field teams to collect dozens of attributes, including ADA compliance where needed, per asset type in an efficient and accurate manner. Sarah created an IDPlaces application to collect public engagement for stakeholder meetings. Performed data analysis on condition, area, and type to determine asset management frameworks. Created figures for the Master Plan showing areas of development, land use, landscape typology and condition, parks and trails, and wildlife crossings.

Chino Valley General Plan | CHINO VALLEY, ARIZONA

Sarah played a crucial role in this project, creating and revising many maps and digitizing elements from the previous general plan that were not available in GIS. This included road networks, future land use, and additional layers such as utilities that were outside the scope of the General Plan.

El Paso County Asset Management | EL PASO COUNTY, CO

Sarah assisted with developing a cost budgeting framework maintaining \$1.5 billion in infrastructure and facilities throughout the county. Responsible for running models to calculate costs, service life, criticality, and condition for the Tactical Asset Management Plan's Ten-Year Financial Model.



Luke AFB Groundwater Monitoring | LUKE AFB, ARIZONA

Sarah created databases and mapped all groundwater monitoring wells for ADEQ at Luke AFB. Created figures and data showing groundwater capture zones and groundwater flow magnitude and direction across the installation and throughout several historic time periods. Used GIS to monitor PFAS concentrations through mapping.

Dakota Ridge-Skyline Open Space Site Analysis and Assessment | LOVELAND, COLORADO

Sarah created figures to represent planning, site-analysis, and ecological assessment of Dakota Ridge, an area contiguous to the Skyline Open Space in Loveland, CO. Sarah performed a site analysis to create an opportunities and constraints map, compiled drone footage into a promotional video using Adobe Premier, and created maps showing landform, slope analysis, solar orientation, drainage/erosion, wildfire considerations, adjacent land use, view corridors, perimeter access, pedestrian trail circulation, and the protection of cultural resources.

Clear Creek Integrated Water Management Plan | CLEAR CREEK, COLORADO

Sarah digitized all completed, ongoing, designed, and proposed projects within the Clear Creek watershed and created a client-facing web application to show all compiled data. Created an ArcGIS Field Maps based data collection application for the client and created maps identifying project gaps and opportunities, and developed priority project concepts.

Laughlin AFB Compatible Use Study | VAL VERDE COUNTY, TEXAS

Sarah drafted all maps in the final Study document, encompassing two diverse installations and several counties. Her work addressed critical issues at Laughlin AFB, such as airspace competition, alternative energy, zoning and land use, international border regions, climate and population change mapping, and transportation. Completed metadata and delivered data to the client.

Joint Land Use Study NAS Pensacola | PENSACOLA, FLORIDA

Sarah developed data and designed visuals for the Naval Air Station Pensacola StoryMap. Curated web maps for an Esri ArcGIS Online StoryMap to show components of the Joint Land Use Study.

Ballpark, Broadway, Old Colorado City, and Fort Wayne Special Districts | USA

Sarah worked with client Centro to develop special district mapping web applications and maps showing potential special district boundaries, included parcels and parcel information, and delivered data to client including shapefiles, real property, and personal property information.

Fort McClellan Remediation and Monitoring | FORT MCCLELLAN, ALABAMA

Sarah updated many existing historical figures showing remediation areas, monitoring wells, and existing historical maps. Data and figures were updated to ArcGIS Pro 3.4 and have been addressed quarterly.

**Jacob
Clifton**
GISP

Prioritization Strategy Task Lead



Jacob is a highly skilled GIS Analyst and Developer with six years of experience in the field. He excels in problem-solving, developing custom GIS tools, and automating workflows to enhance operational efficiency for both in-house teams and clients. Jacob's expertise includes conducting feasibility analyses, developing custom automation tools, web application development, and creating extensive geospatial datasets. Known for his organizational excellence, he adeptly manages complex projects, ensuring they are completed on time and within budget.

RELEVANT EXPERIENCE

Education

B.S. Geography, Resource and Environmental Studies, Texas State University, 2019

Technical Skills

GIS Software: Esri ArcGIS Suite, QGIS
Programming: Python (arcpy, pandas), SQL, JavaScript, HTML, CSS, Arcade
Web App Development: ArcGIS Online, Experience Builder, Dashboards, ArcGIS Maps SDK for JavaScript
Web Scraping (Selenium, BeautifulSoup)
Databases: PostgreSQL, PostGIS
Autodesk Software
Cartography/Map Production

Professional Registrations/Affiliations

Geographic Information Systems Professional (GISP), Cert. No. 162345

El Paso County ADA Asset Measurement Project | EL PASO COUNTY, COLORADO

Jacob helped assess ADA accessibility throughout El Paso County, Colorado by contributing to the evaluation of over 600 miles of sidewalk and other pedestrian infrastructure. He played a key role in applying a set of prioritization criteria aimed at identifying neighborhoods in El Paso County most in need of ADA accessibility enhancements and identifying potential capital improvement projects that would enhance accessibility and connectivity throughout neighborhoods. He was also involved in the development of ArcGIS Python tools to perform prioritization analysis on pedestrian infrastructure.

Land Development Feasibility Model | CENTRAL TEXAS

Jacob developed a custom Python automated solution for identifying tracts of land in a given area of interest that are suitable for development using a given set of criteria. The model also ranks the selected parcels according to how well they meet the input criteria using a weighted scale. This custom GIS tool is extremely useful in its ability to automate the process of running multiple geospatial analyses on large datasets across sizeable areas of land and effectively prioritizing the results using flexible criteria.

National Security Crossroads | KANSAS & MISSOURI

Jacob assisted in the development of a comprehensive analysis of the defense industry for the states of Kansas and Missouri. He developed custom Python tools to automate the formatting and cleaning of government spending data related to the region so that it could be utilized in geospatial datasets and web applications. He created multiple web mapping applications that allow users to analyze critical components of the defense industry such as key assets, supply chains, and the distribution and magnitude of federal contracts and grants.

Big Thompson Watershed WRAP | LARIMER COUNTY, COLORADO

Jacob contributed to the Big Thompson Watershed Wildfire Ready Action Plan by developing a Python tool to facilitate the conduction of post-fire debris-flow hazard assessments on the Big Thompson watershed using the USGS's pfd Python package. He also prepared figures, maps, and data for the WRAP including critical infrastructure, combined hazard level, and burn severity maps.



Jennifer Camulli

PhD, HonFRSAS

Policy and Procedural Review Task Lead

Jennifer is an internationally respected specialist in inclusive education, psychometric assessment, and accessibility with over 30 years of experience. She is a certified accessibility professional with the International Association of Accessibility Professionals (IAAP), a registered educational therapist with IACT, and an honorary fellow of the Reading Specialists Association Singapore (HonFRSAS). Fluent in English, French, and Mandarin, she brings deep expertise in accessibility strategy, inclusive pedagogy, and disability advocacy across global contexts.

Jennifer served as Director of Accessibility and Inclusion for Expo 2020 Dubai, leading a holistic approach to accessibility across the built, digital, sensory, and social environments. She also worked with the Government of Macau's Centre for Psycho-pedagogical Support and Special Education (CAPEE), and has held academic posts including Associate and Visiting Professor at the University of St. Joseph (Macau).

A TEDx speaker and published researcher, Jennifer has written for peer-reviewed journals, authored a monograph on syndromic autism, and contributed to professional discourse on accessibility, autism, and inclusive education worldwide.

Education

- PhD.** PhD in Special Education, University of St. Joseph (Macau)
- Med.** Med in Diagnostic Assessment and Remediation, University of Victoria, Canada
- B.A.** Bachelor of Arts in Education and French/Italian Studies, University of Victoria, Canada

Professional Registrations/Affiliations

- Certified Accessibility Professional, International Association of Accessibility Professionals (IAAP)
- Registered Educational Therapist, International Association of Counsellors and Therapists (IACT)
- Honorary Fellow, Reading Specialists Association Singapore (HonFRSAS)

Presentations

- TEDx Speaker: The Economic Impact of Accessibility (TEDxOudMetha)
- Author: Tuberous Sclerosis Complex with Syndromic Autism: A Case Review of an Autistic Savant Artist

RELEVANT EXPERIENCE

Direct Access Consultancy LLC | DIRECTOR OF ACCESSIBILITY AND INCLUSION

Jennifer leads the development and delivery of strategic accessibility frameworks for clients across the UK, North America, and the Gulf region. She is currently leading accessibility assessments for Kitsap Transit in Washington State, covering park and ride facilities, ferry terminals, and the surrounding public realm. She also leads the Peabody ADA Transition Plan in Massachusetts, overseeing compliance reviews and stakeholder engagement across civic facilities.

Jennifer supports Canadian clients in Toronto and Vancouver and has delivered facilities audits across the Beazley estate. Her role includes senior oversight of accessibility strategy, inclusive education consultancy, and stakeholder engagement across multiple international projects.

Jennifer led the accessibility and inclusion strategy for Expo 2020 Dubai, ensuring the site, services, and experiences were inclusive for disabled visitors. Her work introduced features such as quiet rooms, tactile maps, and the PODium navigation app.



**Steven
Mifsud**
NRAC

ADA Transition Plan Task Lead

Founder and President of award-winning disability accessibility consultancy Direct Access. Direct Access was born out of Steven's passion for inclusivity following his struggles as a deaf cochlear implant user. He was awarded the MBE in Her Majesty the Queen's Birthday Honors list in 2021 for improving access for people with disabilities.

Degree in Architecture and over 20 years' experience in Accessibility with a specialist expertise in parks and recreation. Frequently sought as an International Speaker and has presented on accessibility in USA, Canada, Spain, UK, Ireland, Poland, United Arab Emirates and Germany.

RELEVANT EXPERIENCE

Education

B.A. Architectural Design (Honors)
University of Brighton

Professional Registrations/Affiliations

Member of the NRAC, National Register of Access Consultants (Consultant Level)

Awards

Member of Power 100, 2019 and 2020 (Shaw Trust list of the most influential people with disability)

Export Champion 2022-24, Government Northern Powerhouse/Department of International Trade

Emerging Exporter Winner 2019, Insider Business Awards

International Trader of the Year 2018 winner, Cheshire Chamber of Commerce Awards

'Salt Of the Earth' Award 2018, Nantwich

Direct Access Consultancy LLC | FOUNDER/PRESIDENT

Since Direct Access was set up in 2004 by Steven, the company has grown from strength to strength and is now internationally recognized as a leader in disability access. It has won numerous awards, particularly for exporting expertise creating a more inclusive world.

Steven was the lead Access Consultant working on ADA Transition Plans for the Cities of Allen, McKinney and South Lake, Texas, accessibility plans in Vermont both with the town of Bethel and with DAIL housing programs across the State. He has worked with Native American organizations in Montana where the ADA is not enforceable, yet clients want to be inclusive. Steven also leads the Direct Access team working with Starbucks and delivering inclusion programs for media production companies in New York.

Steven's expertise means he has been highly sought after internationally. Since 2018 he has been the Universal Design Project Director then Director of Accessibility for Expo 2020 Dubai, the largest ever world exposition and the first ever in the Middle East. As the expo came to a natural end, the site is being repurposed to a new residential development to include support programs for residents with disabilities and it recently hosted COP28.

Steven has delivered disability awareness training in Arizona and worked on hotel and retail facilities in West Virginia, delivered presentations on accessibility within education facilities in Utah and Georgia and museums in New Hampshire.



Laney Corey

Community and Stakeholder Engagement Task Lead

Laney is a Senior Planner at Matrix. She specializes in comprehensive and specific area planning, housing needs assessments, and has extensive experience in housing policy and public engagement. She has developed housing action plans with tailored strategies for the communities she serves, providing actionable recommendations to drive progress in housing solutions. Laney has led the development of numerous community engagement activities, materials, displays, and presentations. At community meetings, she works directly with the public to encourage insightful dialogue and participation.

RELEVANT EXPERIENCE

Education

- M.A.** Urban & Environmental Planning, Arizona State University, 2022
- B.S.** Urban Planning, Arizona State University, 2020

Professional Registrations/Affiliations

American Planning Association (APA)

Wellington Housing Needs Assessment | WELLINGTON, COLORADO

As Lead Planner for this project, Laney is leading the development of an Affordable Housing Strategy. Her responsibilities include a comprehensive review of existing zoning districts to propose amendments that promote housing affordability. Laney is also identifying areas for increased housing diversity and conducting detailed analyses of housing production costs to inform practical, cost-effective recommendations. The approach prioritizes opportunities and qualified approaches that align with the Town’s recently adopted Comprehensive Plan.

Bixby Zoning and Subdivision Code Update | BIXBY, OKLAHOMA

As a Project Planner for the Bixby Zoning and Subdivision Code update, Laney played a key role in reviewing and evaluating the existing zoning and subdivision codes, identifying redundant and outdated practices. Utilizing her knowledge of Oklahoma statutes, she conducted a thorough assessment of areas within the code that were non-compliant with state regulations. This comprehensive audit culminated in a report detailing her findings, which included recommendations for best practices in future code writing and suggestions for improvements to the current codes.

Buckeye Landing Specific Area Plan | BUCKEYE, ARIZONA

Laney is currently the Project Planner for the City of Buckeye’s Landing Specific Area Plan. In this role, she manages community comments and designs engagement activities to address concerns, assess strengths, and identify opportunities for the Landing area. After public meetings, Laney analyzes feedback and compiles reports summarizing key themes and insights from community interactions. She also coordinated two technical steering committee meetings, which are composed of city staff, with tailored activities to assess the feasibility of the plan’s implementation and identify potential barriers to its success.

Wickenburg 2045 General Plan and Zoning Ordinance | WICKENBURG, ARIZONA

As the Project Planner for the Wickenburg 2045 General Plan update, Laney played an active role in public coordination efforts. She managed the intake of public comments and identified key community opportunities and concerns, ensuring the development of an inclusive and community-responsive plan. Additionally, she participated in public outreach meetings, engaging residents to help them understand the General Plan’s purpose and facilitating opportunities for meaningful community involvement.

Town Planner | QUEEN CREEK, ARIZONA

During her time with the Town of Queen Creek, Laney reviewed and processed various land entitlement and development applications, ensuring compliance with local codes and ordinances. She also worked closely with the capital improvements team, serving as the project planner for several projects, including sidewalk and roadway maintenance and improvement, the construction of two fire stations, a recreation and aquatic center, and the development of a regional park. In these roles, she made recommendations to enhance accessibility, usability, and urban design for incredible spaces for the Community.



Town Planner | QUEEN CREEK, ARIZONA

During her time with the Town of Queen Creek, Laney reviewed and processed various land entitlement and development applications, ensuring compliance with local codes and ordinances. She also worked closely with the capital improvements team, serving as the project planner for several projects, including sidewalk and roadway maintenance and improvement, the construction of two fire stations, a recreation and aquatic center, and the development of a regional park. In these roles, she made recommendations to enhance accessibility, usability, and urban design for incredible spaces for the Community.

Population Technical Advisory Committee Member | MARICOPA COUNTY, ARIZONA

As former Committee Member of the MAG Population Technical Advisory Committee (POPTAC), Laney collaborated with representatives from various jurisdictions across Maricopa County. The committee's primary focus was to prepare comprehensive socioeconomic estimates and projections to inform regional planning. Her responsibilities involved representing Queen Creek and effectively sharing specific plans and data with the committee and producing reports concerning topics such as homelessness, housing, employment needs, and other key aspects related to the region's population. POPTAC was central in engaging with neighboring communities to coordinate efforts in addressing service gaps and proposing effective solutions to enhance community services.

Zoning Strategies | PHOENIX, ARIZONA

As a Planner for a boutique land entitlement firm, Laney coordinated diverse projects across the State of Arizona and is experienced in conducting due diligence and assessing project feasibility. Part of her role was reviewing plans before resubmittal, ensuring compliance with local ordinances which resulted in efficient reviews by city planning staff and expedited timelines, enhancing client satisfaction. Laney was also responsible for facilitating and managing neighborhood meetings, fostering productive discussions, and recording public input and desires.

Make it Chino! 2040 General Plan | CHINO VALLEY, ARIZONA

Laney served as project support for the Make it Chino! General Plan and assisted the team in meticulously reviewing public comments to ensure that all feedback was carefully considered to guide the General Plan's development. She was also involved in meeting preparation and support, contributing to the seamless execution of planning sessions. Laney accompanied the team to Chino Valley to provide on-site support during a joint Planning Commission and Town Council meeting. During this meeting, she recorded recommendations voiced by members, which later became integral to refining the plans before public hearings.

Show Low Housing Needs Assessment | SHOW LOW, ARIZONA

As Lead Planner, Laney has utilized her extensive community engagement expertise to craft a targeted education plan supporting the housing needs assessment. This plan features two resident workshops, and a community survey designed to gather valuable resident insights. She is also developing an Affordable Housing Action Plan aimed at identifying and reducing barriers to housing production, providing the City with actionable strategies to address housing gaps and support sustainable growth in diverse housing options.

La Paz 2035 Comprehensive Plan | LA PAZ COUNTY, ARIZONA

As the Lead Planner for the La Paz 2035 Future Unlimited Comprehensive Plan project, Laney coordinates all outreach efforts. This includes developing transferable community meeting materials that can be used at five different meeting locations across the County while tailoring the content to ensure relevance for each specific meeting setting. She also created content for an engaging, dynamic project website, which is regularly updated to maintain transparency and foster positive communication with the public.

Scottsdale ADA Self-Evaluation and Transition Plan | SCOTTSDALE, ARIZONA

Laney is leading the community and stakeholder outreach for the City of Scottsdale's ADA Self-Evaluation and Transition Plan. She manages all engagement efforts, including the development and communication of materials, and plays a key role in building public support for the project. As a part of this work, Laney is also coordinating the ADVOCATES program, which connects directly with residents to understand accessibility needs across the city and foster meaningful community involvement throughout the planning process.

Socorro 2040 Comprehensive Plan | SOCORRO, TEXAS

Laney served as the Lead Planner for the 2040 Socorro Comprehensive Plan project, where she developed and executed a robust public involvement plan to encourage active community engagement. Her role involved conducting research and interviews with diverse stakeholder groups in the Socorro community to ensure inclusivity and representation throughout the planning process. She also coordinated the successful "Socorro Sunday" booth, a local community event designed to gather input from attendees who might not typically attend public meetings. This initiative was pivotal in broadening outreach and capturing comprehensive community feedback. Using these insights, Laney later developed the Comprehensive Plan's goals and policies.



Mathieu Kolensky

Data Collection Task

Mathieu coordinates Direct Access' independent living programs - working on a statewide contract, Mathieu facilitates home based assessments that empower people with disabilities to become independent in their own homes. A successful pilot program has now been extended into a second year.

He was previously a Service Coordinator managing personal assistance services for people with disabilities as part of health care and rehabilitation services.

RELEVANT EXPERIENCE

Education

- B.A.** Sociology, Westfield State University
- B.S.** Regional Planning, Westfield State University

Professional Registrations/Affiliations

- QIDP certification
- CPR certification

Direct Access Consultancy LLC | ACCESS CONSULTANT

Mathieu undertakes home based assessments and coordinates the independent living programs - reports provide the basis for the State to award funds to modify and enhance an individual's home for accessibility. He also leads evaluation programs for public housing authority offices in New York and Washington states.

Mathieu develops and delivers training on home modifications, accessibility and inclusion that includes how to engage with people with disabilities and facilitation of consultation programs. He also develops and delivers training for people with disabilities in using assistive technology within the workplace.

He has worked with Direct Access' Founder on accessibility projects including the Neutral Access Consultant role for HUD funded public housing authorities.

Upper Valley Services | SERVICE COORDINATOR

Responsible for ensuring all Federal and State guidelines are followed. Developed and nurtured a diverse multi-site staff team ensuring work life balance, cultural awareness and conflict resolution tools are embedded.

Conducted customer and staff satisfaction surveys, codified findings and implemented recommended changes.

Mary Straka

GISP

GIS Mapping and Database Setup Task



Mary is an interdisciplinary geographer and cartographer specializing in leveraging geospatial technologies for data analysis and visualization. She excels in creating impactful, data-driven solutions that facilitate planning and decision-making. She has extensive experience using demographic and urban infrastructure data to understand community profiles and identify areas with high levels of need for various services. She is adept at creating compelling maps and visuals to support presentations and reports, along with developing web maps and dashboards empowering users to interact with their own data and derive meaningful insights. Mary's commitment to maintaining accessibility for end users ensures that the visualizations and tools she creates are powerful and effective while still being user-friendly to best support decision makers.

Education

- M.A.** Applied Geography and Geospatial Science, University of Colorado Denver
- B.A.** Environmental Science, University of Colorado Denver

Professional Registrations/Affiliations

Geographic Information Systems Professional (GISP), Cert. No. 162266
American Association of Geographers

RELEVANT EXPERIENCE

Tempe Housing Inventory and Affordability Analysis | TEMPE, ARIZONA

Mary contributed to data analysis and visualization of economic and demographic data in a study evaluating the occurrence of affordable housing in Tempe, Arizona. Mary worked with census and parcel data to create a series of maps visualizing various indicators across the Tempe area including average apartment rent, average age of housing stock, and percent of student population per census block group. These maps contributed to a better understanding of the spatial patterns and trends in Tempe relating to the housing market and informed a series of implementable recommendations for the City of Tempe.

Hurlburt Field Space Utilization Dashboard | HURLBURT FIELD, FLORIDA

Mary developed a methodology to link spatial and aspatial datasets, enabling comparisons between space use metrics for various Air Force units at Hurlburt Field. She created an interactive dashboard to allow users to visualize location-based data, space utilization, and facility status. The dashboard was optimized for space planners, enhancing data querying and streamlining decision-making processes in space management. She also developed comprehensive user guides and documentation to support general users and provide workflows for data updates. Mary's efforts provided users with more flexible and improved access to space management data, streamlining management and planning processes.

Monterey County Military Economic Impact Report | MONTEREY, CALIFORNIA

Mary converted an economic impact report on federal military-related spending into an interactive, web-based Story Map. She mapped spending by zip code, highlighting concentrations of military (Army and Navy) installations and industry categories. To enhance accessibility for general audiences, Mary adapted the technical content into an engaging format, integrating detailed charts, graphs, and interactive visualizations that offered a clear, comprehensive analysis. By simplifying complex data and focusing on user-friendly design, she made the report's findings more accessible and actionable for a diverse range of stakeholders, fostering greater understanding and engagement.

Plum Creek Landscape Typology Dashboard | DENVER, COLORADO

Mary created an interactive, web-based dashboard to present results of a landscape typology study evaluating the ecological health of riparian buffer areas along Plum Creek. The landscape typology was previously presented as a Microsoft Excel dashboard, with static maps provided separately for reference. In building an ArcGIS Online dashboard, Mary integrated spatial data with ecological metrics such as landscape cover, functional scores, and various associated metrics like dominant vegetation type and noxious weed cover. The map-driven dashboard enhanced user experience by allowing users to view ecological metrics alongside spatial data, providing geographic context. It also enabled users to filter data by landscape type, metric score, and geographic area, offering a more interactive and engaging experience.

Westminster Housing Needs Assessment | WESTMINSTER, COLORADO

Mary provided QA/QC services for this project which featured a demographic and economic profile and projections of future housing needs. Mary reviewed the geospatial data used to create a map of the city's affordable rental housing. The map was featured prominently at a community event and garnered the praise of the client, Molly Taylor, who called it "a compelling visual that will generate questions and conversation."

Colorado Weatherization Assistance Program | DENVER, COLORADO

Mary led project planning and execution to create a web mapping application displaying priority communities to target for affordable energy initiatives. This project involved mapping locations of households currently receiving assistance from weatherization programs and overlaying additional demographic data to better understand program participants. Mary also used various socioeconomic indicators along with utilities and energy infrastructure data to identify at-risk communities and gaps in services provided by municipal and state-run programs. The web map was used to inform project planning and help make decisions about funding allocation to different regions across the state.

Colorado Pollution Atlas | DENVER, COLORADO

Mary sourced, cleaned, and compiled a comprehensive catalog of data related to environmental contaminants, public health risks and trends, and demographic data to produce an extensive atlas studying the relationship between pollution sources and disadvantaged populations across the state of Colorado. The study utilized statistical methods including geographic weighted regression to quantify the strength of relationships between various indicators and the location of pollution sources. The results informed Colorado Energy Office's Environmental Justice Specialist's prioritization plan to identify communities of highest need for Environmental Justice programs.

U.S. Solar Photovoltaic Database Viewer | DENVER, COLORADO

Mary collaborated with a team to develop the first national dataset and publicly available interactive data viewer of utility-scale solar energy facilities in the United States. She led data acquisition, creation, and QA/QC, including reconciling energy data from various sources and spatial scales and incorporating demographic data from the U.S. Census and American Community Survey for ad-hoc analyses of the impacts and relationship between solar development in different communities across the country. Mary created numerous visuals for the report accompanying the database release that effectively explained complex analysis methodologies and results for a general audience.

Seth Legan

Prioritization Strategy Task



Seth is a highly skilled GIS Analyst with extensive experience in both public and private sector projects, specializing in geospatial siting, feasibility studies, and grid upgrade analysis. His expertise includes web application development, Python scripting for geospatial automation, suitability analyses, and small Unmanned Aircraft Systems (sUAS) operations, utilizing drone technology for enhanced data collection and precision mapping. Seth's comprehensive knowledge of geospatial technologies enables him to deliver advanced solutions for site selection and infrastructure planning.

RELEVANT EXPERIENCE

Education

- M.S.** Geographic Information Science, University of Denver
- B.S.** Environmental Science, University of Denver

Registrations/Affiliations

FAA Part 107 Certified Remote Pilot, Small Unmanned Aerial System (sUAS), #4846481

Technical Skills

GIS Software: Esri ArcGIS Suite, QGIS
Programming: Python, ArcPy
Photogrammetry Software: Pix4D, DJI Terra, DJI Pilot 2
Photo Editing: Adobe Premier Pro

El Paso County ADA Asset Management | COLORADO SPRINGS, COLORADO

Seth assisted with the assessment of 600+ sidewalk miles and other pedestrian features in El Paso County, Colorado to understand ADA accessibility throughout the county. He helped develop and implement a set of prioritization criteria to determine the neighborhoods within El Paso County where ADA accessibility measures should be implemented. In addition, several ArcGIS python tools were developed to run the prioritization analysis on sidewalks, curb ramps, crosswalks, median refuge islands, pedestrian over/under passes, push buttons, and transit stops.

Wild & Scenic Upper Colorado River Drone Survey | KREMMLING, COLORADO

Seth led a drone survey of the Upper Colorado River where he collected Light Detection and Ranging (LiDAR) and photogrammetric imagery at 10 sites comprising over 200 land acres. This effort involved extensive pre-flight planning and coordination with private and public stakeholders including Bureau of Land Management, and Colorado Parks and Wildlife, and other subconsultants. After the data collection, the LiDAR and photogrammetry were processed using specialized software to create an RGB point cloud and a 3D model of each of the 10 sites. Once the 3D model was created, a set of polygons delineating the river from the surrounding land were created to allow for the continued monitoring of the river as it changes in the future.

PuebloPlex Environmental Services | PUEBLO, COLORADO

Seth migrated an outdated web application to Esri Experience Builder to help facilitate PuebloPlex land transfer from army to private developers. This application helped the former chemical depot to visualize environmental hazard areas, existing transportation and utility infrastructure, land use and parcel information, and facility assessment data. Seth also facilitated the transfer of hundreds of documents with PuebloPlex to be hosted on their web server and linked on the web application so that users could see any important documents associated with features in the application.

Fairfax Tributary Open Space Plan | COMMERCE CITY, COLORADO

Seth utilized knowledge of topographic features and stormwater drainage networks to delineate subbasins, while maintaining topological integrity between subbasins for the Fairfax Tributary project. Further GIS analysis for this project included analysis of existing and future land use to calculate imperviousness values for the study area. Seth also designed interactive maps tailored to the Fairfax drainage basin showing existing structures, city-owned and recently sold parcels, parks and open spaces, existing and future imperviousness, field assessments, wetlands, oil and gas well locations, geology, soil characteristics, and existing and future land uses.

Maricopa County GIS Suitability Analysis | PHOENIX, ARIZONA

Seth provided support for the Maricopa County suitability analysis to determine potential locations for multifamily by conducting a visual analysis and QA/QC of the parcel data. Seth helped develop the suitability criteria for the analysis and he created a web application to allow users to search suitable parcels within the county, while showing the suitability criteria associated with the features.

Williams Fork Post-Fire Recovery | EMPIRE, COLORADO

Seth was the remote Pilot-in-Command of a DJI Matrice 300 tasked with flying a MicaSense RedEdge sensor to capture multispectral imagery in the Williams Fork Burn Scar. This effort also included the capture of photogrammetric imagery. Seth post-processed the remotely sensed imagery in Pix4D to create a 3d model of the study area as well as a set of vegetation indices to help understand vegetation regrowth in the burn scar.

Nellis Compatible Use Study Web Application |

LAS VEGAS, NEVADA

Seth developed an interactive web application showing parcels in Clark County, Nevada that allows users to click a parcel and obtain the maximum and minimum allowed building height based on a set of imaginary surface rasters.

South Sound Military and Communities Partnership |

TACOMA, WASHINGTON

Seth created a set of maps to help support a housing analysis for the South Sound Military and Communities Partnership in the vicinity of Joint Base Lewis-McChord. These maps included datasets such as crime by zip code, as well as median asking rent and available inventory of single-family homes and townhomes.

Skye Vista LiDAR Survey | COLORADO SPRINGS, COLORADO

Seth conducted a series of flights to collect LiDAR data as well as RGB to be stitched together to create a high-resolution orthomosaic image. The data collected during these flights was used to create a surface and informed a design project along a residential street.

CDOT Geohazard Program | VARIOUS LOCATIONS, COLORADO

Seth has led an effort to assist the Colorado Department of Transportation's (CDOT) Geohazard Program by assessing and documenting emergency issues along roadways using small unmanned aerial systems (sUAS). Images are collected via sUAS and then a 3d model of the area is created to provide a clear picture of any hazards that may affect traffic in the near term along important roads in Colorado.

Joint Base San Antonio Work Requests | SAN ANTONIO, TEXAS

Joint Base San Antonio needed a interactive way to collect work order requests from residents in a set of dorms on the base and keep track of repairs for each room. Matrix provided a solution to create a set of ESRI tools to meet their needs. Seth designed a work order Survey123 survey that would be tied to specific rooms in each dorm that would be filled out by recruits. This survey allows submitters to select any issues they're having in the room and provides them resources for self-addressing the problem if applicable. The survey submission then notifies the dorm manager to validate and process repairs. This survey populates an ArcGIS Dashboard and ArcGIS Experience Builder application which are used to monitor status of repairs and edit the data, respectively.

Wildfire Risk Assessment Program Mapping | COLORADO

Seth led a GIS mapping effort to illustrate projected wildfire risk for the Big Thompson Watershed and Grand County, Colorado. This effort involved utilizing wildfire risk rasters in spatial analyses to understand the effects of fire on watersheds. Revised Universal Soil Loss Equation rasters were created for pre and post fire areas to understand the extent to which soil would be deposited depending on the severity of a fire. Curve Number rasters were created using a raster calculation of soil values, land use, and predicted fire severity to measure how likely runoff is to occur based on the input variables.

East Troublesome Fire Drone Monitoring |

GRANBY, COLORADO

Since 2022, Seth has conducted a number of flights in the East Troublesome Fire burn scar near Granby, Colorado aimed at monitoring vegetation re-growth and stream restoration projects. Seth has created orthomosaics to compare year over year change along various stream reaches in the burn scar, and has also captured aerial photography before and after several construction projects.

Joseph Prochilo

Policy and Procedural Review Task



Joseph coordinates Direct Access Consultancy's ADA Transition Plan and audit programs for municipalities and education provision across Direct Access' two regions of South Western States and New England. He sits on the Massachusetts Architectural Access Board which develops and enforces regulations designed to make public buildings accessible to, functional for, and safe for use by persons with disabilities.

For the City of Worcester, Joseph developed the first-in-the-nation access survey criteria for Mobility-impaired, Deaf, Blind, and Low-Vision populations. He instituted an access Gold-Silver-Bronze program to recognize access compliance for businesses.

Education

M.B.A. Master of Business Administration - Clarke University Graduate School

M.B.A. Masters of Business Analysis, Boston University

Professional Registrations/Affiliations

Executive Certification in Home Modifications - USC Leonard Davis School 2017

Presentations

TEDx Economic Impact of Accessibility - Feb 2020

Disability Perspectives in Evacuation Methodologies -Sept 2018

RELEVANT EXPERIENCE

Direct Access Consultancy LLC | ACCESS CONSULTANT

Joseph leads a team of people with disabilities undertaking facility audits and barrier removal reports working with the Towns of Westford, Stow and North Reading, the City of Boston and a statewide contract for Massachusetts. This includes the audits of educational provision in schools across the Boston metro area. Joe has worked on projects in Missouri, Arkansas and Texas.

Accessibility Advisory Commission | ACCESSIBILITY ADVOCATE

Joseph led a team of Accessibility Advocates as a Subject Matter Expert on The Americans with Disabilities Act of 1990 (ADA), ADA Accessibility Guidelines (ADAAG), ABA, FHA, The Rehab Act of 1973, Public Right-Of-Way Accessibility Guidelines (PROWAG), HUD Accessible Housing Regulations, ANSI 117.1, ADA Title I, II and III.

He created and implemented a system to track the resolution of all compliance issues identified in accessibility audits. The system enabled Worcester to prioritize, assign, and track the status of all outstanding access violations. Status reports were produced to update the city's transition plan to mitigate \$41.175 million in potential penalties.

Joseph developed initiatives in the housing construction market to increase the number of accessible housing units from 5% to 20% of all newly constructed housing to ease a 35-year backlog for affordable accessible apartment units in the city.

**Jeffrey
Lasker**
PE

ADA Transition Plan
Task Lead



Jeff is an experienced engineering consultant specializing in ADA compliance and asset management. He conducts field condition surveys, identifies capital improvement needs, and supports clients in meeting State and federal accessibility standards. With extensive knowledge of ASTM E2018-24 and a strong background in Property Condition Assessments, Jeff has worked with a wide range of clients to develop tailored scopes of work and reporting protocols. His expertise also includes implementing asset management strategies to prioritize improvements, manage risk, and reduce long-term costs.

RELEVANT EXPERIENCE

Education

- M.S.** Environmental Engineering, Colorado State University
- B.S.** Civil (Environmental) Engineering, Colorado State University

Professional Registrations/Affiliations

- Professional Engineer: Colorado #60175
- Environmental Engineering Society, Fellow (former Body President)
- Radon Measurement Professional: Colorado #0000406
- Certified Asbestos Building Inspector (CABI): Colorado #20174
- Lead-Based Paint Building Inspector
- OSHA HAZWOPER 40-hour Training with 8-hour Refresher
- OSHA HAAWOPER 8-hour Supervisor Training

Facility Condition Assessment (FCA) City of Kerrville | KERRVILLE, KS

Jeff served as Facility Condition Assessment Task Lead for the comprehensive facilities survey of 21 municipal assets that support the functionality of the City's operations. Jeff actively supported the City of Kerrville by leading efforts driven by the renewal of assets to local authorities. This study included existing structures and an economic analysis espousing sound asset management principle. Additionally, Jeff assisted with the final Master Plan for improvement to overall facility utilization, as well as programmed budget costs for each facility and a capital improvement plan bound by both time and money to inform the City's budgeting process.

Pueblo Chemical Agent-Destruction Pilot Plant (PCAPP) | PUEBLO, COLORADO

Jeff served as Deputy Project Manager for environmental and building assessment services to support PuebloPlex on issues related to plant reuse, due diligence, liabilities and permitting associated with lands intended for transfer from the U.S. Army under the Finding of Suitability To Transfer (FOST) program. The services included a Phase I ESA report and reuse report writing related to potential issues that affect the property transfer and redevelopment initiatives associated with the stakeholders including PuebloPlex, the U.S. Army, U.S. Army Corps of Engineers, Environmental Protection Agency, and Colorado Department of Public Health and Environment.

Property Condition Assessment | SHERATON HOTEL - DOWNTON DENVER, CO

Jeff served as a condition assessor, performing visual condition assessments of the historic downtown Denver Sheraton Hotel Building. The building was originally designed by I.M. Pei in 1960's, as Denver's first Maven Department Store and is one of three unique buildings within Denver's historic Courthouse Square district. Jeff interviewed facilities staff regarding asset and facility condition deficiencies in order to capture information for long-term data reference, operations and maintenance planning, and investment planning. Jeff analyzed findings, identified condition deficiencies and developed capital improvement recommendations based on the development of condition indexes, replacement costs, remaining useful lives, and useful lives of assets.

El Paso County Asset Management | EL PASO, CO

As a Publics Works Director equivalent with the County of El Paso Jeff was responsible for developing a cost budgeting framework maintaining \$1.5 billion in infrastructure and facilities throughout El Paso County. He was responsible for the advisement on administering a \$41 million annual budget and ensuring the operations of over 163 facilities.



Cameron Bowsky

PE

Community and Stakeholder
Engagement Task

Cameron, a Senior Associate with the Matrix Government Consulting Services team, leads space-use planning and comprehensive asset management initiatives with a strong emphasis on ADA compliance. Drawing on 10 years of military service and extensive experience conducting facility needs assessments, he develops actionable capital improvement plans that help municipalities and the Department of Defense address accessibility barriers and meet regulatory requirements. Cameron's deep understanding of the unique challenges faced by communities—shaped by his Colorado roots and broad national and international experience—drives his collaborative, customized approach to every project. He works closely with local officials to deliver practical, inclusive solutions that improve access and functionality for all users.

Education

B.S. Civil Engineering,
U.S. Air Force Academy

Professional Registrations/Affiliations

Professional Engineer: Colorado #53412

Society of American Military Engineers
(SAME)

Association of Defense Communities
(ADC)

RELEVANT EXPERIENCE

Facilities Condition & Needs Assessment | DESTIN, FLORIDA

To posture Destin's critical services for growth and ensure the longevity of its existing assets, Cameron identified nearly four million dollars in facilities needs for the city of Destin's 5-year capital improvement plan through a comprehensive inventory and condition assessments. To accomplish this, Cameron directed the assessment of 20 public facilities and parking areas, preparing detailed property condition reports that outlined lifecycle maintenance, repair, and new construction requirements. Finally, to augment recurring maintenance efforts, Cameron's team also conducted a complete survey of facilities to ensure compliance with the Americans with Disabilities Act of 1990.

Facilities Condition Assessment & Master Plan | KERRVILLE, TEXAS

Cameron forecasted capital improvement requirements for 19 public facilities supporting the City of Kerrville, with the goal of determining their budgeting needs in the next 5-20 years. This process included complete asset visibility through a thorough inventory and condition assessment of major facility systems such as HVAC, fire protection, interior finishes, foundation, electrical, and ADA compliance. As part of this effort, Cameron partnered with Kerrville to migrate captured facilities' data into newly implemented asset management software for the city to use day-to-day. The culmination of this process included a comprehensive, actionable, and practical Facilities Master Plan to posture the city to provide exceptional services to its residents as it grows in the years to come.

Lowry Campus Space Use Assessment | AURORA, COLORADO

Cameron facilitated a Visioning Workshop with the C-suite executives of the college, leading a brainstorming session that explored potential future development and value enhancement initiatives for the campus. This creative and inclusive platform for stakeholders was crucial to incorporating diverse perspectives and comprehensively exploring opportunities. The various courses of actions identified fueled a subsequent and valuable gap analysis to identify the most advantageous and feasible solutions for the future of the Community College of Aurora Lowry Campus programs.

Facilities Master Plan | CRESTVIEW, FLORIDA

Cameron led an effort for the City of Crestview, Florida in development of a Facilities Master Plan. As part of this project, Cameron inventoried over 40 facilities including five parks to assess their condition, functionality, and ADA compliance. Armed with that information Cameron evaluated the location of existing facilities to determine if they were geographically situated in the most ideal location to support long-term growth of the community. The final Master Plan included staffing recommendations, improvements to overall facility utilization, programmed costs for sustainment, and a long-range capital investments plan bound by both time and availability of funding to inform the City's fiscal budgeting process.

Asset Management

As a Public Works Director equivalent with the U.S. Air Force, Cameron was responsible for operating and maintaining \$7.9 billion in infrastructure and facilities at Misawa Air Base, Japan. He was responsible for administering a \$17 million annual budget and ensuring over 4,000 facilities and an active joint-use airfield remained fully operational. Cameron implemented a number of asset management principles to include development of levels of service that were used by over 500 subordinate employees to prioritize and execute work.

Capital Improvement Planning and Execution

Leading design and construction teams in the United States and abroad, Cameron has skillfully woven groups of engineers, architects, construction inspectors, GIS specialists, surveyors, community planners, and decision-makers together to provide creative solutions for clients that deliver on time and under budget. He was notably instrumental in 142 independent construction projects, spanning two years, to stand-up new capabilities at Barksdale AFB, Louisiana that are critical to national security around the globe.

U.S. Air Force Global Strike Command Stand-Up |

BARKSDALE AFB, LOUISIANA

Cameron was instrumental in establishing Air Force Global Strike Command, leading both design and construction teams, and skillfully weaving together groups of engineers, architects, construction inspectors, GIS specialists, surveyors, community planners, and decision-makers to provide creative solutions for clients. Over two years, he successfully completed 142 independent construction projects essential to the stand-up of a new major command responsible for global nuclear deterrence and other critical national security objectives.

Affordable Housing Opportunities for Florida's Military Installations |

FLORIDA

In his role on this statewide housing study for the Florida Defense Support Task Force, Cameron conducted stakeholder interviews and provided QA/QC oversight. The research he and his team conducted culminated in a series of recommendations, tailored to each of Florida's defense communities, for improving housing affordability and availability. Cameron leveraged his extensive knowledge of the state to help ensure the proposed solutions would be both impactful and feasible.

U.S. Space Command Military Construction Planning |

COLORADO SPRINGS, COLORADO

Cameron synchronized long-range opportunities for the United States' 11th, and newest, Combatant Command. He conducted strength, weakness, opportunity, and threat (SWOT) analyses to meet current facilities requirements at the command's earliest stages. Additionally, he directly supported MILCON planning and development activities to successfully posture the rapidly growing organization for critical growth in its 10-year plan.

Pueblo Chemical Agent Destruction Pilot Plant Reuse Plan |

U.S. ARMY PUEBLO CHEMICAL DEPOT, COLORADO

Cameron conducted a comprehensive facilities survey and property condition assessment of 31 industrial assets that historically supported the chemical demilitarization of munitions. He's actively supporting PuebloPlex by leading reuse and redevelopment planning efforts driven by the transfer of Army assets to local authorities. This study includes all existing structures, and utilities on the site, a detailed market analysis to effectively attract commercial prospects, and an economic analysis espousing sound asset management principles.

West Florida Defense Alliance P4 Partnership Activities |

FLORIDA

Cameron facilitates public-public/public-private (P4) partnership activities for the West Florida Defense Alliance (WFDA). Most notably, he guided both the cities of Pensacola and Milton, Florida in the procurement of \$9.4 million in combined federal grant funding through the Office of Local Defense Community Cooperation's (OLDCC) Defense Community Infrastructure Program. These funds supported critical projects to address wastewater treatment plant capacity and shoreline erosion in these defense communities. In this role, Cameron also coordinates and supports local, regional, and federal initiatives for NAS Pensacola and NAS Whiting Field.





Matrix



Anniston, AL

Atlanta, GA

Colorado Springs, CO

Denver, CO

Hagåtña, GU

Lone Tree, CO

Mesa, AZ

Niceville, FL

Phoenix, AZ

San Antonio, TX

Washington, DC

CITY OF POST FALLS:

City of Post Falls Idaho
C/O City of Post Falls Engineering Division
408 N. Spokane Street
Post Falls, ID 83854

City Project Manager: Robert Palus, City Engineer
Phone: (208) 773-4235
Email: rpalus@postfalls.gov

CONSULTANT:

Matrix Design Group
707 17th Street, Suite 3150, Denver, CO 80202
Firm Project Manager: Chris Martin, Director, Geospatial & Digital Solutions. Phone: 303.572.0200
Email: chris_martin@matrixdesigngroup.com

THIS AGREEMENT made and entered into by and between the City of Post Falls, a political subdivision of the State of Idaho, having offices for the transaction of business at 408 N. Spokane Street, Post Falls, Idaho 83854, hereinafter referred to as the “City,” and Matrix Design Group having offices for the transaction of business at 707 17th Street, Suite 3150, Denver, CO 80202 hereinafter referred to as the “Consultant” jointly, hereinafter referred to along with the City as the “Parties.”

WITNESSETH:

WHEREAS, the City desires to obtain an ADA Transition Plan, within the City; and

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

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

ARTICLE 1. SUBJECT AND PURPOSE

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

ARTICLE 2. SCOPE OF WORK AND PERSONNEL

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

2.2. **SCOPE/STATEMENT OF WORK:** The Consultant will provide the professional services shown as occurring prior to October 1, 2026 and described in the Scope of Services attached hereto as **Exhibit “A”**, which is incorporated herein by reference. A contract amendment may be issued in the future for

work shown as occurring after October 1, 2026, which is anticipated to occur if funding for such work is approved for the City's Fiscal Year 2027. All services required hereunder will be performed by the Consultant or under the Consultant's direct supervision, and all personnel engaged in the work shall be fully qualified and authorized under state and local law to perform such services. The Consultant must coordinate work with the City Project Manager or their representative.

In the event funding is not approved for Fiscal Year 2027, the scope of data collection and meetings will be adjusted in order to balance funding necessary to complete a transition plan utilizing the data which was collected.

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

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

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

2.6. TERM: Services shall be performed as expeditiously as is consistent with professional skill and care and the orderly progress of the work. Upon request of the City, and subject to the City's approval, a schedule for the performance of the services, which may be adjusted as the project proceeds, shall be submitted for review and approval. The schedule shall include allowances for periods required for the City's review and the receipt of submissions by authorities having jurisdiction over the project.

ARTICLE 3. COMPENSATION

3.1. BASIS OF COMPENSATION: Consultant will be paid at an hourly rate based on the rates listed in the budget section of **Exhibit "A"**. Total reimbursement to the Consultant, including reimbursable

expenses, will not exceed \$93,948.00 without a change order approved in writing by both parties. Prices and rates shall remain firm for the duration of this Agreement unless formally amended or changed by Change Order to the Agreement.

3.2. REIMBURSABLE EXPENSES: Reimbursable expenses must have the prior written approval of the City. Reimbursable expenses will be billed at cost unless otherwise approved in writing by the Contract Administrator. Such reimbursable expenses are subject to the total compensation limit addressed in Section 3.1 of this Article. Reimbursable expenses include costs by the Consultant and the Consultant's employees in the interest of the project.

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

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

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

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

ARTICLE 4. INSURANCE

4.1. INSURANCE: The Consultant will maintain, at a minimum, the insurance coverages outlined in this Article. Any exclusions must be pre-approved by the City of Post Falls Finance Department. Work under this Agreement may not commence until evidence of all required insurance is provided to, and approved by, the City's Legal Department. The Consultant's insurer must have a minimum A.M. Best's rating of A-VII and must be licensed to do business in the State of Idaho. Evidence of such insurance shall consist of a completed copy of the certificate of insurance, signed by the insurance agent for the Consultant. The

insurance policy or policies will not be canceled, materially changed, or non-renewed without thirty (30) days prior notice submitted to the City. The policy must be endorsed, and the certificate must reflect that the City of Post Falls is named as an additional insured on the Consultant's general liability policy concerning activities under this Agreement. The policy must provide, and the certificate must reflect that the insurance afforded applies separately to each insured against whom a claim is made, or suit is brought except with respect to the limits of the company's liability. Additionally, the policy must be endorsed, and the certificate must reflect that the insurance afforded therein shall be primary insurance for the Consultant. The certificate holder shall be City of Post Falls C/O City of Post Falls City Clerk, 408 N. Spokane Street, Post Falls, Idaho 83954. Any insurance or self-insurance carried by the City shall be excess and not contributory insurance to that provided by the Consultant. For purposes of this Section, a 'material change' does not include administrative or ministerial changes that do not reduce or impair coverage required by this Agreement. A material change includes, without limitation, any reduction in limits, addition of exclusions applicable to the Work, removal or limitation of the City's status as an additional insured, removal or limitation of primary and non-contributory language, or any other modification that would alter the Consultant's insurance obligations to the City under this Agreement.

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

4.3. AUTOMOBILE INSURANCE: The Consultant must carry, for the duration of this Agreement, comprehensive automobile liability coverage of \$1,000,000.00 for any vehicle used in conjunction with the provision of services under the terms of this Agreement. The policy must provide that it will not be canceled, materially changed, or non-renewed without thirty (30) days prior written notice to the City of Post Falls. For purposes of this Section, a 'material change' does not include administrative or ministerial changes that do not reduce or impair coverage required by this Agreement. A material change includes, without limitation, any reduction in limits, addition of exclusions applicable to the Work, removal or limitation of the City's status as an additional insured, removal or limitation of primary and non-contributory language, or any other modification that would alter the Consultant's insurance obligations to the City under this Agreement.

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

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

4.6. FAILURE TO COMPLY: Failure of the Consultant to fully comply with the above insurance requirements during the term of this Agreement will be considered a material breach of this Agreement and could be cause for immediate termination of the Agreement at the City's sole discretion. Alternatively,

the City may procure and maintain, at the Consultant's sole expense, insurance up to the amount of the required coverage(s). The City may offset the cost of such insurance against any payment due to the Consultant for work performed under this Agreement.

ARTICLE 5. CONTRACT TERMINATION

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

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

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

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

ARTICLE 6. INDEMNIFICATION

6.1. CONSULTANT TO INDEMNIFY CITY: The Consultant agrees to indemnify and hold the City harmless from any and all claims, damages, expenses, including but not limited to reasonable attorney fees, losses and liabilities to or by third parties to the extent arising from, resulting from, caused by the negligent act, error or omission of the Consultant performed under this Agreement by the Consultant, its agents or employees to the fullest extent permitted by law.

The Consultant's duty to indemnify the City shall not apply to liability for damages arising from bodily injury to persons or damage to property caused by or resulting from the sole negligence of the City, its agents, or employees. In the event of the concurrent negligence of (a) the City, its agents or employees, and (b) Consultant, its agents or employees, the Consultant's indemnity obligation shall apply only to the extent of the negligence of the Consultant or its agents or employees.

The Consultant's indemnity obligation shall include the reimbursement of the City's reasonable defense costs, including personnel-related costs, attorney's fees, and court costs, to the extent such costs are attributable to the negligent acts, errors, or omissions of the Consultant as described herein.

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

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

ARTICLE 7. INSTRUMENTS OF SERVICE/RECORDS

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

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

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

provided by this Agreement. This waiver does not extend to errors or omissions in the Materials unrelated to any such changes by the City or others.

7.4. INFRINGING ON OTHERS INTELLECTUAL PROPERTY: The Consultant represents and believes that Materials produced or used under this Agreement do not and will not infringe upon any intellectual property rights of another, including but not limited to patents, copyrights, trade secrets, trade names, and service marks and names. The Consultant shall indemnify the City at the Consultant's expense from any action or claim brought against the City to the extent that it is based on a claim that all or part of the Materials infringes upon the intellectual property rights of another. The Consultant shall be responsible for payment of such claims, demands, obligations, liabilities, costs, and damages, including, but not limited to, reasonable attorney fees arising out of this Agreement, amendments, and supplements thereto, which are attributed to such claims or actions. This paragraph shall not apply to claims that arise from Materials specifically required by the City or to portions of the Materials which the City directed the Consultant to include within said Materials. If such a claim or action arises, or in the Consultant's or the City's opinion is likely to arise. In that case, the Consultant will, at the City's discretion, either procure for the City the right or license to continue using the Materials at issue or replace or modify the allegedly infringing Materials. This remedy shall be in addition to and shall not be exclusive to other remedies provided by law.

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

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

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

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

ARTICLE 8. GENERAL CONDITIONS

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

8.2. **ENFORCEMENT COSTS:** If any legal action or other proceeding is brought by either Party arising out of a material breach of this Agreement, the prevailing Party shall be entitled to recover its reasonable attorney's fees, court costs, and all expenses incurred in that action or proceeding, including any appeal, in addition to any other relief to which it may be entitled.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- a. **Boycotting Israel:** If payments under this Agreement exceed one hundred thousand dollars (\$100,000) and the Consultant employs ten (10) or more persons, then the Consultant certifies that it is not currently engaged in and will not, for the duration of this Agreement, engage in a boycott of the goods or services of the state of Israel or territories under its control as those terms are defined in the “Anti-Boycott Against Israel Act” (Idaho Code 67-2346).
- b. **Boycotting Certain Sectors:** If payments under this Agreement exceed one hundred thousand dollars (\$100,000) and the Consultant employs ten (10) or more persons, then the Consultant certifies that it is not currently engaged in and will not, for the duration of this Agreement, engage in a boycott of the goods or services of companies engaged in or supporting the exploration, production, utilization, transportation, sale, or manufacture of fossil fuel-based energy, timber, minerals, hydroelectric power, nuclear energy, or agriculture; or the manufacture, distribution, sale, or use of firearms as those terms are defined in Idaho Code 67-2347A.
- c. **Government of China:** Consultant certifies that it is not and will not, for the duration of this Agreement, be owned or operated by the government of China as those terms are defined in Idaho Code Title 67, Chapter 23.
- d. **Contract with Abortion Providers:** To the extent this Agreement is subject to the use of public funds, Consultant certifies that it is not, and will not, for the duration of this Agreement, become an abortion provider or an affiliate of an abortion provider as those terms are defined in the “No Public Funds for Abortions Act” (Idaho Code Title 18, Chapter 87).

8.18. **ADDITIONAL REQUIREMENTS OF THE CITY OF POST FALLS:** The clauses in this section reflect requirements adopted by the City of Post Falls in furtherance of its procurement policies and contractual standards. These provisions are intended to supplement, and not replace, obligations to comply with all applicable federal, state, and local laws.

- a. **Employment Eligibility and Immigration Compliance:** Consultant certifies that it complies, and will continue to comply for the duration of this Agreement, with all applicable federal and state laws governing the employment of workers, including but not limited to the Immigration Reform and Control Act of 1986, as amended (8 U.S.C. § 1324a). Consultant further certifies that it does not knowingly employ, contract with, or retain any individual who is not authorized to work in the United States and that it requires the same certification of compliance from all subcontractors performing work under this Agreement. Nothing in this provision will be construed to require the City to verify employment eligibility or to assume any duty of enforcement beyond the remedies otherwise available under this Agreement or applicable law.

ARTICLE 9. CONTRACT DOCUMENTS

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

provisions of this Agreement will control, and the order of precedence will be in the order listed. An enumeration of the contract documents is set forth below:

1. Change Orders; and
2. This Agreement; and
3. Exhibit "A" Scope of Work; and
4. Exhibit "B" Nondiscrimination Requirements; and
5. Consultant response to the Request for Qualifications.

END OF ARTICLES

Exhibit B Nondiscrimination Requirements

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

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

1. Compliance with Regulations

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

2. Non-discrimination

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

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

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

4. Information and Reports

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

5. Sanctions for Non-compliance

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

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

Incorporation of Provisions

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

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

Task 1 Project Management & Administration

Develop a customized Project Management Plans (PMP), to track schedules, budgets, resources, and performance.

Develop monthly meeting agendas and provide meeting summaries to project team.

Develop monthly invoices which include a progress summary

TASK 1 DELIVERABLES

- Project Management Plan
- Monthly Meeting Agenda and Summary
- Monthly Invoice and Project Progress Summary

Task 2 Project Kick-off & Coordination

Organize a kickoff meeting with key personnel, City staff, and stakeholders to establish clear communication, align expectations, and launch the project efficiently. This meeting will cover the preliminary project approach and schedule, including phasing strategies for the ADA Self-Evaluation and Transition Plan, and will seek input on priorities and alignment with other City and state initiatives. Matrix will outline a strategy for asset inventory and data collection, focusing on the City's curb ramps, signalized intersections, parking lots, entrances, exits, restrooms, travel paths, sidewalks, multi-use paths, docks, beaches, playgrounds, shelters, and bathrooms through GIS analysis. Coordinate with the City's Operations Team (Parks, Streets, and Facilities Departments) and GIS teams to ensure smooth data transfer and software compatibility. Matrix will confirm roles, communication protocols, and engagement strategies to ensure inclusive outreach, with a focus on accessibility for individuals with disabilities.

During the meeting, Matrix will present the preliminary PMP, solicit feedback, and begin scheduling key asset assessments to minimize disruptions. Data collection and transfer protocols will be a central topic, with the data collection lead collaborating directly with the City's asset management team. Monthly progress meetings will follow, with the Project Manager providing regular updates and presentations to keep City staff and stakeholders informed. Accessibility is a priority—meetings will be held via Microsoft Teams® with live captions, and Matrix will accommodate additional ADA requirements such as ASL interpretation, CART captioning, or audio description as needed.

TASK 2 DELIVERABLES

- Kickoff Meeting Agenda and Summary

Task 3 ADA Policy and Procedural Review

The Matrix Team will conduct a comprehensive review of the City’s policies, design standards, and maintenance procedures related to the public right-of-way (PROW) to assess ADA compliance and identify opportunities for improvement beyond the minimum requirements. This includes evaluating procedures for sidewalk and curb ramp installation and repair, pedestrian signal upgrades, public accessibility requests, grievance handling, and funding priorities for accessibility improvements. Matrix will analyze these policies for alignment with federal regulations and best practices, and recommend updates to enhance conformance, clarity, logic, and inclusivity for both staff and residents.

In addition to reviewing documents, Matrix will assess the real-world accessibility of City services through field evaluations and engagement with community members, including individuals with disabilities and advocacy groups. Matrix will examine program eligibility criteria, communication methods, grievance procedures, and temporary pedestrian routing formats, will be distributed to City staff and departments to gather detailed feedback, followed by individual meetings for clarification. A “day-in-the-life” walkthrough will further identify policy barriers and strengths from the perspective of users with disabilities.

All findings will be compiled into a narrative report with charts, graphics, and GIS data to illustrate accessibility conditions and trends across the City. The report will outline key gaps, highlight best practices, and provide actionable recommendations for both immediate fixes and long-term enhancements. This multi-layered approach will give the City a clear, practical roadmap to improve accessibility, ensure regulatory compliance, and build a more inclusive community.

TASK 3 DELIVERABLES

- Draft and Final ADA Policy Review Report

Task 4 Self-Evaluation

The Matrix Team will leverage any existing self-evaluation data from the City to streamline fieldwork and minimize redundancy.

Matrix will work closely with the City’s GIS team to customize a data schema tailored to Post Falls’ infrastructure, ADA goals, and system requirements. Matrix will ensure the

resulting data integrates seamlessly with the City’s existing GIS architecture and is structured for long-term usability. ArcGIS Field Maps will be developed using a schema built from prior ADA compliance projects performed by Matrix. It will incorporate data types, attribute domains, and validation rules that enforce consistency and accuracy during collection.

The Matrix Team will conduct a comprehensive data collection effort to evaluate the City’s facilities, parks, and PROW for ADA compliance. The process will begin with a thorough field survey of sidewalks, intersections, pedestrian signals, curb ramps, buildings, parking lots, and parks. These assets will be evaluated against the ADA Accessibility Guidelines (ADAAG), PROWAG, and State Title Building Code standards. Where existing, quality, self-evaluation data are available, Matrix will use it to reduce fieldwork and optimize resources. The Matrix team, equipped with ArcGIS Field Maps and BlueDAG, a ADA specific software package that is interoperable with GIS, will ensure that all required areas are accurately assessed.

Field crews will use GPS-enabled tablets—operable in both online and offline modes—and will be assigned asset collection zones using geofencing to prevent overlap and ensure complete coverage. Each crew will be trained in the use of Field Maps and ADA data requirements, and equipped with tools such as smart levels and laser range finders for accurate, defensible measurements.

If spatial features are missing for certain assets, Matrix will create them during data collection using high-resolution aerial imagery and field-verified GPS coordinates. All relevant linear features, like sidewalks and paths, will have location points assigned and linked to individual assets for full traceability.

For the four (4) City *facilities*, the Matrix team will coordinate visits, announce arrival times, and follow security protocols before conducting on-site assessments. Data will be collected on everything from entrances and restrooms to signage and emergency systems. Specialized tools will be used to assess items like assistive listening devices and evacuation equipment. Use of standardized checklists will ensure a consistent approach across all City-owned facilities, covering ADA priorities from accessible entrances to service counters, and restrooms to wayfinding features. Findings will be categorized using a color-coded system that helps prioritize immediate compliance needs versus longer-term upgrades.

Parks will be assessed simultaneously with facilities. The Matrix team will review accessible routes, restrooms, parking, seating, and playgrounds across all 36 City-owned parks, spanning over 900 acres of park land. Team members with ADA and park design

expertise will work alongside individuals with disabilities to ensure real-world challenges are captured. Data will be collected digitally, and accessibility issues will be documented, photographed, and analyzed to determine patterns and severity. This information will inform practical, ranked recommendations for park improvements.

QC will be embedded throughout the process. Field Maps will restrict data entry using defined domains and validation rules, while backend scripts will identify anomalies or inconsistencies for correction. A final round of quality assurance will be conducted to ensure the integrity of the dataset before delivery. The resulting database—fully compliant with Esri standards—will be accompanied by comprehensive metadata that documents methods, schema, and update procedures. This authoritative dataset will feed into the City’s ADA Transition Plan and serve as the foundation for future accessibility planning and implementation.

The *PROW* assessment will cover 100 miles of sidewalks, 4,082 curb ramps, 20 signalized intersections, as well as marked crossings. The assessment will begin with a desktop review using aerial imagery and Google Streetview to identify major barriers and reduce redundant site visits. Field teams will then validate and expand on that data, collecting critical measurements like cross slopes, surface conditions, and pushbutton heights. Matrix will utilize the CS8900 automated sidewalk profiler. This advanced data collection system will be instrumental in ensuring the accuracy, consistency, and efficiency of sidewalk, travel paths, and multi-use paths valuations conducted under this project.

The Matrix Team will capture running slope, cross slope, evenness, wheelchair pathway roughness index, (clear width and surface consistency) and other key attributes in a format that can be easily converted into the Esri ArcGIS database.

Matrix will utilize a mobile ADA profiler to collect precise data on sidewalk conditions using high-accuracy accelerometers ($\pm 5g$, 0.0001g accuracy) and wide-beam laser technology to measure surface smoothness and irregularities to develop reliable assessments of sidewalk slopes and deviations. Matrix will utilize the profiler to analyze multiple ride indexes—such as the International Roughness Index (IRI), Mean IRI (MRI), and Half Car Ride Index (HRI)—to quantify sidewalk roughness and identify localized problem areas. Overall sidewalk condition will be designated based on this variety of indexes and measurements for a holistic compliance view. The results will be integrated into an ArcGIS Dashboard, allowing real-time tracking of compliance and improvement prioritization.

Field teams will use tablets equipped with validation tools to ensure accurate, complete data entry. GIS dashboards will be deployed to track progress in real time, highlighting compliance status and pinpointing noncompliant assets for immediate attention. Random

audits will be conducted throughout the process to ensure accuracy, quality and consistency. The final deliverable will include a complete, Esri-compatible GIS database, ready for integration into the City's systems and future planning efforts.

Matrix will prepare a Summary of Findings Report providing a Citywide compliance snapshot, using clear color-banding to highlight priority issues and referencing specific ADA or PROWAG requirements. This report will help the City identify and sequence improvements based on risk, use, and cost. All data, metadata, and findings will be transferred to the City in accessible formats for continued use and plan updates. The result will be a defensible, data-driven foundation for enhancing accessibility across the City.

As part of the project closeout, Matrix will deliver a whitepaper and training guide that enables the City to replicate and sustain the data collection process internally, giving Post Falls long term control and continuity.

TASK 4 DELIVERABLES

Draft and Final Detailed Self-Evaluation Report

- GIS Data Schema
- ArcGIS Field Maps Application and Supporting Documentation
- ArcGIS Field Maps Whitepaper
- ArcGIS Dashboard Application
- Data Collection Plan and Schedule
- GIS Data with Metadata
- Training guide

Task 5 Community & Stakeholder Engagement

The Matrix Team is committed to developing a community informed ADA Transition Plan by integrating stakeholder and community input at every stage of the process. Matrix will begin with planning and data-gathering sessions with City staff to understand existing sidewalk, facility, and pedestrian accessibility challenges. Matrix will review all relevant documentation, then meet with asset managers, maintenance leads, and stakeholder committees to develop actionable, collaborative solutions.

Matrix, through subconsultant DirectAccess, will lead engagement efforts with local disability communities, facilitating online or in-person meetings to gather feedback from deaf, blind, neurodivergent, and mobility-impaired individuals. Their team includes people with lived experiences who can connect directly with hard-to-reach communities in ways traditional outreach cannot.

Matrix will also produce accessible materials in braille, large print, audio, and tactile formats, and ensure meetings include ASL interpretation, captions, and hybrid attendance options.

Matrix and Direct Access will use innovative approaches such as video, sign language, and social media-based surveys to collect feedback. They will also facilitate one-on-one input through email, video, or written responses to ensure every voice is heard. This feedback will be integrated into the City's GIS system and used to shape priorities and compliance strategies. To further support engagement, the Matrix Team will deploy *IDPlaces*, an interactive mapping tool where residents can drop pins and submit comments about accessibility barriers in real time.

All engagement efforts will be summarized in a Community and Stakeholder Engagement Report that meets Title II requirements and ensures that the final ADA Transition Plan reflects the needs, priorities, and lived experiences of people with disabilities in the City.

TASK 5 DELIVERABLES

- Community Outreach Plan
- Community and Stakeholder Engagement Meetings
- Disability Community Engagement Meetings
- Written Community and Stakeholder Engagement Summary

Task 6 Transition Plan

Matrix will prepare an ADA Transition Plan (Plan) to utilize the Self-Evaluation Report as a dynamic tool that guides the City in addressing physical barriers, planning improvements, and advancing long-term accessibility. The Plan will be structured for prioritization, phasing, and updates—ensuring continued compliance with ADA and funding requirements.

A collaborative workshop will confirm summarized findings, review community input, and shape prioritized recommendations. The final Plan will include:

- A summary of the Self-Evaluation methodology;

- Mapped and categorized barriers from fieldwork and public input;
- Cost estimates and a phased implementation schedule;
- Recommended policy and procedural updates;
- Designation of a responsible City official; and
- References to applicable federal accessibility standards, including ADAAG and PROWAG.

In addition to these components, the Plan will include elements that promote transparency—such as a clear methodology for conducting the Self-Evaluation, ensuring it can be replicated and enhanced in future updates. The methodology will leverage any of the City’s existing datasets, including the more than 4,000 curb ramp locations, 20 signalized intersection requiring pedestrian pushbutton evaluation, and over 100 miles of sidewalk—along with known deficiencies such as vertical discontinuities and obstructions.

Using the City’s existing GIS datasets Matrix will perform a spatial analysis to identify missing infrastructure and connectivity gaps. This includes mapping all known curb ramp points and sidewalk segments, then analyzing for discontinuities in the network. Areas where curb ramps are expected, such as at intersections or crosswalks, but are absent from the dataset will be flagged as potential curb ramp gaps. Similarly, sidewalk gaps will be identified by locating breaks in the linear sidewalk network, particularly near key pedestrian destinations such as parks, schools, transit stops, and commercial corridors. To support inclusive planning, the Plan will incorporate community feedback gathered through IDPlaces, stakeholder meetings, and public outreach. These inputs will be integrated into the City’s centralized GIS-based monitoring platform, supporting real-time tracking, reporting, and future updates. A prioritization matrix and GIS heatmaps will evaluate severity, usage, and demographic context. Ranking criteria will include:

- **Activity:** pedestrian demand and land use;
- **Severity:** degree of access limitation;
- **Equity:** impact on low-income, older adult, and underserved populations;
- **Community input:** from outreach tools and stakeholder engagement.

To ensure strategic investment, Matrix will apply its Asset Management Framework, grounded in ISO 55001 and the International Infrastructure Management Manual (IIMM). This risk-based methodology evaluates both the likelihood and consequences of inaccessibility, balancing urgent accessibility needs with available funding and infrastructure goals. The Plan’s implementation strategy will guide year-over-year investments, considering project size, complexity, design needs, and delivery stages. Cost estimates will support alignment with general funds, grants, and federal/state programs.

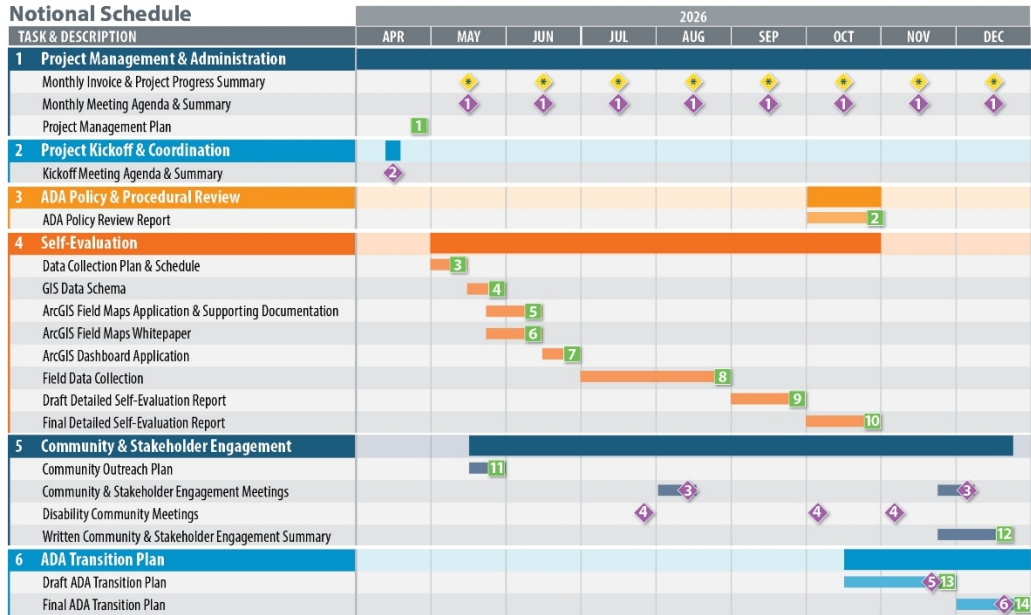
To promote sustainability, the Plan will assign oversight responsibilities to a designated City coordinator, establish clear procedures for annual reviews and comprehensive five-year updates, provide standardized forms and protocols for documenting new or additional barriers, and identify the applicable design guidelines and construction methods to ensure consistent and effective remediation.

Standard detail drawings—such as for curb ramps, detectable warnings, and pushbutton placement—will be included or referenced from City manuals to ensure consistent remediation practices.

Matrix will also deliver a GIS-based prioritization model, compatible with the City’s ArcGIS environment. This tool will allow staff to adjust scoring criteria, re-rank projects, and explore alternate investment scenarios. Full documentation, use cases, and training will support long-term use. By combining data-driven analysis, community priorities, and a replicable management framework, the City will be equipped with a comprehensive ADA Transition Plan that meets federal requirements and drives long-term, equitable accessibility improvements.

TASK 6 DELIVERABLES

- Draft ADA Transition Plan
- Final ADA Transition Plan



Meetings and Workshops:

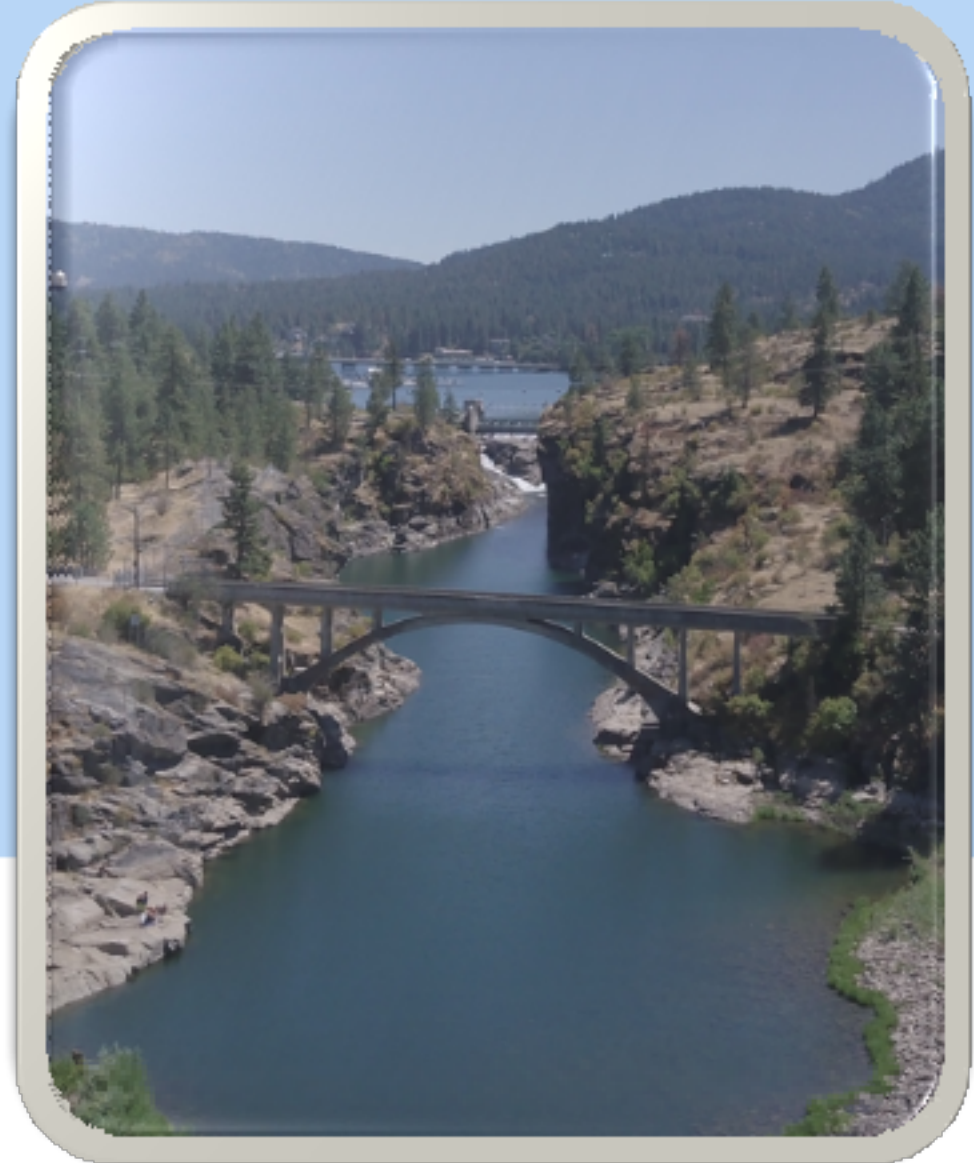
- 1 Monthly Progress Meeting
- 2 Kickoff Meeting Agenda & Summary
- 3 Community & Stakeholder Engagement Meetings
- 4 Disability Community Meetings
- 5 Draft Plan Workshop
- 6 Draft Final Plan Workshop

Deliverables:

- 1 Monthly Invoice & Project Progress Summary
- 1 Project Management Plan
- 2 ADA Policy Review Report
- 3 Data Collection Plan & Schedule
- 4 GIS Data Schema
- 5 ArcGIS Field Maps Application & Supporting Documentation
- 6 ArcGIS Field Maps Whitepaper
- 7 ArcGIS Dashboard Application
- 8 GIS Data in Esri ArcGIS File Geodatabase Format with Metadata
- 9 Draft Detailed Condition Inventory Report
- 10 Final Detailed Condition Inventory Report
- 11 Community Outreach Plan
- 12 Written Feedback Summary
- 13 Draft ADA Transition Plan
- 14 Final ADA Transition Plan

Park Naming Policy Update

Kris Ammerman,
Parks & Recreation
Director
April 7, 2026



Impetus...

- Crown Reserve Park coming online soon
- Already have Crown Point
- Existing Park Naming Policy – outdated/did not exist
- Updated Policy

Purpose and Scope

- The purpose of this policy is to establish a **consistent** mechanism for **evaluating** and **selecting** names for City owned Parks. This policy applies to naming and requests to rename all City owned Parks

The Process

- City Staff to solicit suggested Park names from the community
- Parks, Recreation, and Urban Forestry Commission will Evaluate and Select Name/Names and recommend to City Council
- **Ultimate decision is made by City Council**

Selection Criteria...

- Neighborhood
- Planned Usage
- Proposed Naming Rights Agreement (Sponsorship)
- Natural or Geographic Features
- Historical or Cultural Significance
- Common Names of the Park or surrounding area
- In honor of a person who has made a significant land and/or monetary contribution
- In honor of a person who died more than two years prior who contributed Exceptional Community Service
- In honor of living person who has provided Exceptional Community Service

Exceptional Community Service defined as...

- Sustained civic leadership
- Active community involvement – 5 or more years
- Assistance to the under privileged, economically disadvantaged, physically and/or mentally handicapped
- Active promotion/direction of quality of life enriching community events
- Active promotion/direction of effective youth programs
- Active promotion/direction of effective senior programs

Naming Rights Agreements

- Paid naming rights (sponsorships) cannot be permanent and may not last longer than ten years without renewal
- Naming rights agreements may apply to the full Park, a portion of a Park, such as a ball field, or to an amenity in a Park.

Name Changes

- Park names are intended to be permanent (with the exception of sponsorships)
- A name change could occur... it would need to follow this same process

Questions/Discussion





City of Post Falls Park Naming Policy

Version 2026.0

DRAFT

Approved by City Administrator

Date: _____

1. PURPOSE AND SCOPE

The purpose of this policy is to establish a consistent mechanism for evaluating and selecting names for City owned *Parks*. This policy applies to naming, and requests to rename all City owned *Parks*.

2. DEFINITIONS

Park Any park or recreation facility owned by the City.

Exceptional Community Service means outstanding service provided to the community in one or more of the following areas:

- a. Sustained leadership role in civic organizations devoted to community improvement.
- b. Active involvement in the community for five or more years.
- c. Assistance to the underprivileged, economically disadvantaged, physically and/or mentally handicapped.
- d. Active promotion and/or direction of community events and activities which have enriched the quality of life in the community.
- e. Active promotion and/or direction of effective youth programs in the City.
- f. Active promotion and/or direction of effective programs for senior citizens of the community.

3. INITIAL NAMING

a. Soliciting Suggestions. City staff may seek suggested *Park* names from community organizations, residents around the *Park*, City residents, Parks, Recreation, and Urban Forestry Commission members, City staff, and design consultants. City staff may use press releases and social media posts to solicit recommendations. If possible, the *Park* will be named before construction of the *Park* is completed.

b. Evaluation of Suggested Names by Staff. All suggested *Park* names will be presented to the Parks, Recreation, and Urban Forestry Commission for consideration. To avoid duplication and/or confusion, City staff will advise the Commission if any of the recommended names are similar to the names of any existing structures, business names, subdivision names, and the names of other park facilities in the region.

c. Evaluation and Recommendation by the Parks and Recreation Commission. The Commission, in their discretion, may solicit public input on naming the *Park*. The Commission will evaluate the suggested names and will select a name based on the:

- Relationship of the name to the name of the neighborhood,

- The planned usage of the *Park*,
- A proposed naming rights agreement,
- Natural or geographic features in the *Park* or the surrounding area,
- Historical or cultural significance of the area,
- Any common names for the *Park* or surrounding area,
- In honor of a person who has made a significant land and/or monetary contribution to the park system or who donated most of the cost to develop the *Park*,
- In honor of a person who died more than two years prior who contributed *Exceptional Community Service* to the City of Post Falls, or
- In honor of living person who has provided *Exceptional Community Service* to the City of Post Falls for ten or more years.

Portions of a *Park* may have a different name than the entire *Park*, and features may be dedicated to or in honor of a person such as “Brett James Field” located at Sportsman Park in Post Falls.

Based on their evaluation, the Commission will choose a name to recommend to the City Council.

d. Selection of Name by the City Council. Upon receipt of a recommendation from the Parks and Recreation Commission, the City Council will choose the name of the *Park*. The City Council may elect to hold a public hearing, or other methods to solicit public input on the name. After selection of a name, City staff will notify and acknowledge those who submitted the adopted suggestion and the media of the selected name. A name, once adopted, is intended to be permanent.

e. Naming Rights Agreements. Paid naming rights (sponsorships) cannot be permanent and may not last longer than ten years without renewal. Naming rights agreements may apply to the full *Park*, a portion of a *Park*, such as a ball field, or to an amenity in a *Park*.

f. Name Changes. *Park* names are intended to be permanent; however, a person may request a name change following the process of establishing a new *Park* name. Historical names placed on designated landmarks listed on the Post Falls Register of Historic Places; the Idaho State Register of Historic Places and the National Register of Historic Places may not be changed. The Parks, Recreation, and Urban Forestry Commission will provide a public comment period of at least 14 days before holding a public hearing to consider the name change request. After considering all submitted public testimony, the Commission will make a recommendation to the City Council, who must approve any request to rename a

Park. City staff will notify the applicant of the outcome of their request and, if renamed, staff will implement the name change as directed.

DRAFT

**CITY OF POST FALLS
AGENDA REPORT
NEW BUSINESS
MEETING DATE: 4/7/2026**

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: Stephanie Herman, Public Information Specialist, Field Herrington, City Attorney
SUBJECT: Update to City Social Media Policy

ITEM AND RECOMMENDED ACTION:

Staff recommends that the City Council approve the updated Social Media Policy and authorize its implementation. No presentation is planned for this item.

DISCUSSION:

The proposed update makes minor refinements to the City's Social Media Policy originally adopted in 2021. The existing policy is attached for reference.

The update maintains the City's approach of using social media as a limited public forum for conveying information related to City programs, services, and activities. Consistent with the existing policy, the City's official website remains the primary source of information, with social media serving as a supplemental communication tool. Updates include revising the City's web address to the current .gov domain and providing additional clarification on how social media platforms are managed. This includes guidance on the use of interactive features to ensure consistency with the City's intended use of social media as an informational outreach tool.

The policy continues to state that social media sites are not intended for formal public comment or official submissions. Established channels, including the city website, public meetings, and direct contact with City departments, are the appropriate avenues for public input.

ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON:

This item has not been previously reviewed by the council. The original policy was adopted in December of 2021.

APPROVED OR DIRECTION GIVEN:

N/A

FISCAL IMPACT OR OTHER SOURCE OF FUNDING:

There is no direct fiscal impact associated with adoption of this policy update. Implementation will be managed within existing staff resources.

BUDGET CODE:

N/A

ATTACHMENTS:

1. 2021-19 Social Media Policy
2. Proposed Social Media Policy

RESOLUTION ADOPTING SOCIAL MEDIA POLICY

WHEREAS, The City of Post Falls (“City”) is dedicated to enhancing the traditional forms of communication with various constituents using Social Media. This dedication stems from the public’s expectations, the capabilities of current technology, and the rapid growth of Social Media use by other governmental entities, all of which serve as a strong indication that Social Media can be used effectively to enhance communications between our local government and the public; and

WHEREAS, The City’s use of Social Media is provided as a means of conveying information from the City to its citizens in a limited public forum to facilitate resident involvement, interaction, and feedback related to City programming, services, projects, issues, events, and activities; and


WHEREAS, the City Council finds that it is desirable to implement a policy to establish best practices, provide guidance and information for those who use the City’s Social Media presence.

NOW THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Post Falls that the Social Media Policy attached hereto as **Exhibit A** is hereby adopted.

APPROVED by the City Council on this 2nd day of December, 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: all
NAYES: none
ABSENT: anthony

SECTION 2. DEFINITIONS

Agent(s). All City of Post Falls representatives, including its Employees and other agents of the City, including without limitation, independent contractors and anyone acting on behalf of, appearing to act on behalf of, or in the name of the City of Post Falls.

City Social Media Sites or Accounts. Those pages, sections, or posting locations on Social Media websites established, managed, or maintained by an Agent.

Content. Any post, writing, material, document, photograph, graphic, or other information that is created, posted, shared, distributed, or transmitted via Social Media.

City Clerk. The City Clerk is responsible for ensuring that all City records created or maintained by the City are retained according to Idaho Code Title 50 Chapter 9 and are properly preserved or disposed of and these include content on City Social Media sites.

Digital Identity. Information about a user of Social Media that differentiates that user from others.

Employees. All City representatives and any employed by the City. The term “employee” includes officials unless specifically omitted in the text of the context requires their exclusion.

Officials. All City elected and appointed functionaries including all members of boards, committees, departments, or agencies of the City.

Social Media. Internet and mobile-based applications, websites, and functions, other than email with a focus on immediacy, interactivity, user participation, and information sharing through which users create online communities to share information, ideas, personal messages, and other content. These venues include social networking sites, forums, weblogs (blogs, vlogs, microblogs), online chat sites, and audio/video/photography posting sites or any other such similar formats. Common examples include Facebook, Instagram, Twitter, YouTube, WhatsApp, TikTok, and any other emerging new platforms generally regarded as Social Media or platforms having some of the same functions as those listed.

Social Media Account. Any account established on Social Media.

Social Media Administrator(s). Any City Employee or Employees expressly designated by the City Administrator to monitor, manage, supervise, or control the City Social Media sites as provided in this Policy. Social Media Administrators shall have admin level privileges, as applicable, for City Social Media Sites or Accounts.

Social Media Editor. Any City Employee or Employees expressly designated by the City Administrator to have Editor privileges to edit pages, create or delete content, and respond to or delete comments on City Social Media sites as provided in this Policy.

SECTION 3. SCOPE

This Policy applies to all City *Officials, Employees, and Agents* when working with *Social Media* tools on behalf of the City, and applies to an *Official's, Employee's and Agent's* use of personal *Social Media* sites as addressed in this Policy.

SECTION 4. ADMINISTRATIVE ROLES AND RESPONSIBILITIES

- A. **The City of Post Falls Official Social Media Accounts.** The Public Information Office is responsible for implementing this Policy and leading the City's *Social Media* efforts for official City business. The Public Information Specialist shall serve as the *Social Media Administrator* for the City's *Social Media* presence.
- B. **Department-Specific Social Media Accounts.** Individual departments may have *Social Media* sites if authorized in writing by the Department Director and the City Administrator.
1. Each Department Director shall serve as the *Social Media Administrator* for the Department-Specific Social Media Account and shall be responsible for implementing and complying with this Policy.
 2. The Department Director shall designate a *Social Media Editor* for their department affirmed by the City Administrator. The *Social Media Editor* should be granted an appropriate level of *Social Media* site access, preferably at a level below admin as available.
 3. The Public Information Specialist shall be given admin access as provided and as available for *Social Media* sites.
 4. The department may inform the City's Information Technology (IT) Administrator and provide them with a login and password. The IT Administrator has the authority to remove any prohibited *Content* from any City *Social Media* site upon request of the City Administrator.
- C. **Existing Social Media Sites/Accounts.** *Social Media Administrators* must review existing *City Social Media Sites or Accounts*. Those pages, sections, or posting locations on Social Media websites established, managed, or maintained that have already been established as of the effective date of this Policy to ensure that they follow this Policy. Within sixty (60) days of the effective date of this Policy, departmental *Social Media Administrators* shall review the department's *Social Media* sites or accounts and submit a written request for approval of such sites to the City Administrator. In the event the request is denied, the site or account must be immediately taken down and its use discontinued as provided in SECTION 10 DEACTIVATION OF A SOCIAL MEDIA SITE OR ACCOUNT.
- D. **Duties of Social Media Administrator(s).** The *Social Media Administrator* must:
1. Sign an agreement acknowledging this Policy and their responsibilities.
 2. Ensure that the *City Social Media Sites or Accounts* are implemented correctly, regularly maintained, and kept current.
 3. Review information posted to *City Social Media Sites or Accounts* by *Employees* or *Agents* to ensure the *Content* is appropriate, professional, and consistent with the City's policies and the purpose for which the site exists.

4. Frequently review of site that provide the opportunity for comment and other interaction is essential. *Social Media Administrators* must establish a schedule for the regular review of each site and submit such schedule for review and approval by the Department Director.
5. Keep the City Administrator informed of the City's and Department's *Social Media* activities.
6. Communicate regularly with the *City Clerk* to ensure *Social Media* sites or accounts comply with any applicable public records laws.
7. Establish a process to ensure that this Policy is broadly distributed and that all *Employees* are aware of and confirm their understanding of this Policy.

E. Duties of Social Media Editor(s). The *Social Media Editor* must:

1. Sign an agreement acknowledging this Policy and their responsibilities.
2. Create or manage *Content* on the *City Social Media Sites or Accounts*.
3. Review information posted or proposed to be posted to *City Social Media Sites or Accounts* by *Employees* or *Agents* to ensure the *Content* is appropriate, professional, and consistent with the City's policies and the purpose for which the site exists.

F. Standards of Conduct. *City Employees* and *Officials* are responsible for ensuring that all use and contributions to the *Content* of the *City Social Media Sites or Accounts* adhere to the standards of conduct and requirements as outlined in this Policy and that their personal use of *Social Media* adheres to the standards of conduct as regulated by this policy.

1. Any *Employee*, *Agent*, or *Official* who is authorized to edit, post, or alter *Content* of a *City Social Media Sites or Accounts* must agree in writing to comply with any training or other requirements, policies, or restrictions and have on file in the office of the City Administrator such written agreement before editing, posting, or altering *Content* on a *City Social Media Site or Account*.
2. In terms of personal use, it is not the intent of the City to restrict an *Employee's*, *Agent's* or *Official's* First Amendment rights, but rather to ensure that *Content* posted by *Officials*, *Employees* or *Agents* clearly reflect that those comments are personal and not being made on behalf of the City of Post Falls unless authorized by the City of Post Falls. Similarly, *Officials*, *Employees* and *Agents* are prohibited from disclosing confidential information except under polices and regulations that address disclosure of that information. For example, Public Records Acts, Freedom of Information Acts and Public Information Acts generally provide for the disclosure of public records but prohibit disclosure of exempt or confidential information. Please see specific rules and limitations found in Section 506 of the City of Post Falls Personnel Policy Handbook.
3. Any *Employee*, *Agent*, or *Official* responsible for setting up or maintaining *City Social Media Sites or Accounts* must use their City issued email accounts in order to conduct municipal *Social Media* operations in a manner that is cybersecurity prudent and more password secure. By operating such platforms using public emails, the City's IT department is able to better control accounts in the event that a rapid change must be made.

- G. **Authority.** The Public Information Specialist will be the coordinating authority for review and monitoring and enforcement of any approved *City Social Media Sites or Accounts*. The City Administrator shall be the final decision-making authority for the approval or denial of any *Social Media* sites or accounts and the use of such by the City.

SECTION 5. THE CITY OF POST FALLS OFFICIAL SOCIAL MEDIA SITE AND OTHER SPECIFIC SOCIAL MEDIA SITES OR ACCOUNTS.

- A. The City of Post Falls Facebook Page, <https://www.facebook.com/cityofpostfalls>, The @cityofpostfalls Twitter account, and the City of Post Falls YouTube Channel, <https://www.youtube.com/c/cityofpostfallsidah> are the primary tier of the City's *Social Media* presence. City *Employees, Officials*, and Departments are encouraged to contribute *Content* ideas to these sites by contacting the Public Information Office.
- B. Department-Specific *Social Media* sites should be focused and limited in scope and topic and should complement rather than supplant the primary tier *Social Media* sites or existing official website.

SECTION 6. BOARDS, COMMISSIONS, AND COMMITTEES.

- A. City Boards, Commissions, and Committees must comply with this Policy and relevant department *Social Media Administrators* are responsible for ensuring that any requests for *Content, Social Media* tools or resources are coordinated and acted upon.
- B. No Board, Commission, or Committee may develop its own *Social Media* site or account.
- C. The Idaho Open Meetings Law may apply to the use of *Social Media* by one or more members of a Board, Commission, or Committee and may prohibit the member from participating in postings or discussion threads on *Social Media* sites whether created and maintained by the Board, Commission, or Committee of which they are a member or otherwise. Members of Boards, Commissions, and Committees must comply with Idaho State Law regarding Open Meetings, Public Records, and Public Information when using *Social Media*.¹
- D. Any use of *Social Media* site shall not serve as a replacement for postings and notifications required by law except under and as allowed by those laws.
- E. Boards, Commissions, and Committees may not utilize *Social Media* for soliciting official public comment for discussion of items for approval in a formal action at a public meeting.
- F. Regular business of the Board, Commission, or Committee may be posed to approved *Social Media* sites by the appropriate *Social Media Administrator* without formal action of the Board, Commission, or Committee provided that posed documents are also available on the City's website. In general, it is preferred that the *Social Media* site simply provide a link back to the information and documents posed on the City's website. "Regular Business" is defined as the standard and routine activity of any Board, Commission, or Committee, and generally includes agendas, minutes, presentation documents and items

¹ Any questions about the usage of *Social Media* in any manner should be referred to the Public Information Officer or the Legal Services Department.

created during the course of regular proceedings. This may also include responses or clarification of items of fact relating to the proceedings (i.e., dates, times, etc.).

- G. Other than following a vote by a majority of the members to do so, under no circumstances should a board member, commission member, or committee member post, or direct staff to post, statements of personal opinion held by individual members to the City's *Social Media*. When approval to post personal opinions or statements has been given, those statements and opinions must clearly be identified as personal and not those of the entity of which the person is a member.

SECTION 7. STANDARDS AND BEST PRACTICES OF CITY SOCIAL MEDIA SITES.

The City of Post Falls' use of *Social Media* is provided as means of conveying information from the City, to its citizens. The following general standards apply to all *City Social Media Sites or Accounts*, and platforms including department-specific *Social Media* sites.

- A. **Establishment.** The City website or *Social Media* accounts are established to communicate to the public and to inform and relay official *City Content*. The City of Post Falls therefore regulates the *City Social Media Sites or Accounts* it maintains for the following reasons:
1. Posts on the City of Post Falls *Social Media* sites appear to carry the approval of the City and unauthorized posts on those sites can confuse people as to whether the City endorses the post or forms an official position of the City.
 2. On topic posts and Comments are encouraged on the *City Social Media Sites or Accounts* that allow posts, however, *City Social Media Sites or Accounts* are limited public forums and are moderated by City staff.
- B. **Identification.** All *City Social Media Sites or Accounts* must clearly indicate that site is maintained by the City of Post Falls and must have appropriate contact information prominently displayed.
- C. **Content.** All posted *Content* must be related to discussion of City programs, services, projects, issues, events, or activities. All *Content* uploaded or posted to *City Social Media* will be periodically reviewed. All *Content* uploaded or posted to *City Social Media Sites or Accounts* are public records subject to public disclosure under the Public Records Act.
1. The following are prohibited on *City Social Media Sites or Accounts*:
 - a. *Content* not topically related to City programs, services, projects, issues, events, activities, or the particular post being commented on.
 - b. *Content* that promotes or advertises commercial services, entities, or products except as agreed to in City marketing plans and determined by the City to be essential to economic development.
 - c. *Political Content*, including comments that endorse or oppose any political candidates or ballot propositions.
 - d. *Religious Content*, including comments that endorse or oppose any type of religious opinions or activities.
 - e. *Content* that promotes, fosters, or perpetuates discrimination on the basis of creed, color, age, religion, gender, marital status, status with regard to public

assistance, national origin, physical or mental disability, or sexual orientation.

f. *Content* with vulgar, offensive, threatening, or harassing language, personal attacks, or unsupported accusations.

g. Obscene or sexual *Content* or links to obscene or sexual *Content*, illegal activity, or encouragement of illegal activity.

h. *Content* that may tend to compromise the safety of, or security of, the public or public systems.

i. *Content* that violates a legal ownership interest of any other party.

j. *Content* posted by automatic software programs (i.e. “bots”)

- D. **Right to Remove Content.** The City of Post Falls reserves the right to remove any posted *Content* or links posted on *City Social Media Sites or Accounts* that do not conform with the requirements of this Policy or does not comply with the rules of the limited public forum. *Social Media Administrators* are authorized to remove unauthorized *Content* or links that do not conform to this Policy in a viewpoint neutral manner.
- E. **Archiving Content.** The City will archive *Content* in accordance with the Idaho Public Records Law. Any *Content* removed under this Policy may be preserved as a public record and will be archived as required by law to the extent possible using then current reasonable options.
- F. **Notice.** Communications made through the *City Social Media Sites or Accounts* in no way constitute a legal or official notice or comment to the City of Post Falls. To comment about a specific City project or program, please contact the appropriate department.
- G. **Required Disclosures.** It is the intent and purpose of the *City Social Media Sites or Accounts* to treat them as a limited public forum. The *City Social Media Sites or Accounts* should prominently disclose that all *Content* posted to the site is subject to public disclosure laws and that users assent by use to the rules of the limited forum and the conditions established for its use.
- H. **Privacy.** All users of *City Social Media Sites or Accounts* are subject to the site’s own privacy policy as well as privacy laws applicable to the City of Post Falls. The City has no control over third-party privacy policies or modifications to such policies.
- I. **Data Ownership and Copyright Policy.** The City of Post Falls retains the rights to all *Content* of any kind found on *City Social Media Sites or Accounts* that was produced by the City. All *Social Media Content* composed, sent, or received on City equipment in an official capacity is property of the City. The City maintains the sole property rights to any *Content* captured while a *City Employee* is representing the City in any capacity even if disseminated over *City Social Media* sites whether the dissemination is authorized or unauthorized unless a release of those property rights has been specifically granted.
- J. **Other Forums.** The *City Social Media Sites or Accounts* are not intended to operate as a traditional open public forum, as there are other ample open forums for the purposes of expressing opinions and views. *Social Media* and Internet sites are many and varied and offer an ever-expanding opportunity for expression over a multitude of platforms, in many

different languages and countries, all of which can be easily accessed through internet searches. A user who does not wish to comply with this Policy or one who believes this Policy infringes on that user's rights may use other traditional means to communicate with the government.

SECTION 8. LIMITATION ON LIABILITY OF CITY

- A. The City of Post Falls strives to post accurate and relevant *Content*, but does not guarantee the accuracy of any *Content* posted on *City Social Media Sites or Accounts* and assumes no liability for damages resulting from reliance on any inaccuracies
- B. The City of Post Falls disclaims all liability for ads, videos, promoted *Content* or comments accessible from any external website. The responsibility of external *Content* or comments rests with the organizations or individuals providing them. Any inclusion of external *Content* or comments on external *Social Media* websites does not imply endorsement by the City of Post Falls.
- C. The City of Post Falls does not warrant that *City Social Media Sites or Accounts* will be uninterrupted, permanent, or error free.

SECTION 9. RIGHT TO APPEAL REMOVAL OF CONTENT OR APPLICATION OF THIS POLICY TO THE PUBLIC.

- A. When *Content* has been removed, any aggrieved person, other than an *Employee*, may seek to have the *Social Media Administrator* reconsider the decision to edit or remove the *Content* by providing the *Social Media Administrator* with a written request via email to mediacenter@postfallsidaho.org stating the reason or reasons why the comments do not fall within those limitations established by this Policy or offer other basis to establish a right to publish the *Content* on the *City Social Media Sites or Accounts*. The *Social Media Administrator* or other appropriate *Agent* must render a written decision on the request within one (1) business day (excluding official City holidays) of receipt of the request nothing the basis for the decision. The decision of the *Social Media Administrator* or other appropriate *Agent* shall be the final administrative decision of the City.
- B. When a person, other than an *Employee*, believes that this policy violates their rights in ways other than set out in 9.A., that person may seek to have the *Social Media Administrator* review all or part of this policy as applicable to that person by providing the *Social Media Administrator* a written request via email to mediacenter@postfallsidaho.org stating the reasons why the policy violates the person's rights. The *Social Media Administrator* must render a written decision within five (5) business days (excluding official City holidays) and give the basis for the decision. For good cause, the *Social Media Administrator* may extend the time for rendering a decision by an additional five (5) business days. The decision of the *Social Media Administrator* shall be the final administrative decision of the City.
- C. The rights to appeal created in this Section do not apply to an *Employee* when the *Employee* is acting in an official capacity or as a representative of the City and may only apply when the *Employee* is acting in the *Employee's* personal capacity as a private party and when exercising the rights accorded by a person under the Constitution and laws of the United States. An *Employee* who feels aggrieved by an action under this Policy not covered by

this section should seek review through established grievance procedures, if applicable, or through *Employee's* chain of command.

SECTION 10. DEACTIVATION OF A SOCIAL MEDIA SITE OR ACCOUNT.

If the City Administrator decides to deactivate a social media site or account, because it is no longer in use, or accomplishing the goals of the City, or otherwise does not comply with this Policy, the following actions must occur:

- A. Confirm all public records management to preserve *Content* related to the site or account has occurred.
- B. Set a timeline for deactivating the site or account.
- C. Develop a “sign-off” message to post on the site that includes when the site will be closed and an additional “sign-off” message to post during the final days.
- D. Confirm to the City Administrator once the site has been completely deactivated.
- E. Determine whether to protect the site name by keeping it active to prevent use of the City’s name for improper purposes and upon a determination that it is necessary to protect the site name, take all necessary actions to do so.

SECTION 11. EMPLOYEE OBLIGATIONS AND RESTRICTIONS IN OFFICIAL USE OF CITY SOCIAL MEDIA SITES AND ACCOUNTS.

- A. *Employees* assigned to work on and maintain *City Social Media Sites or Accounts* must adhere to the principles and standards articulated in this Policy. Non-exempt *Employees* must not work on *City Social Media Sites or Accounts* during off-duty hours unless specifically pre-approved to do so in writing by the *Employee's* supervisor. All such time worked outside the *Employee's* normal working hours must be reported and included in the *Employee's* regular work schedule. Any work in excess of forty (40) hours will be paid overtime either as compensatory time or as required by law and City Policy.
- B. City resources, work time, *Social Media* tools, and an *Employee's* official position must not be used for personal profit, private gain or loss, business interests, or to participate in political activity.
- C. An *Employee's* use of City resources and equipment, including the internet or *City Social Media Sites or Accounts* is not private, and an *Employee* has no expectation of privacy while using the internet or *City Social Media Sites or Accounts*. An *Employee's* use may be investigated and monitored at any time.

SECTION 12. VIOLATIONS OF THIS POLICY

- A. Violations of this Policy by *Employees* is considered misconduct and may result in disciplinary action up to and including suspension or termination as authorized or permitted by law or policy.
- B. Violations of this Policy by *Officials* may be deemed acts of malfeasance and cause for sanctions including removal from office, as appropriate, authorized or permitted by law or policy. In addition, the City may seek other appropriate relief including damages or an injunction to enforce compliance.

SECTION 13. SEVERABILITY AND SAVINGS

If any part or provision of this Policy or the application to any person or circumstance is held invalid or unconstitutional, such declaration shall not affect the other parts, provisions, or application of this Policy which can be given effect without the invalid or unconstitutional part, provision, or application and are therefore deemed severable



City of Post Falls Social Media Policy

Version 2026.0

Approved by City Council
Date: _____

SECTION 1. POLICY PURPOSE AND SCOPE

The City of Post Falls (“City”) is dedicated to enhancing traditional communication with various constituents through *Social Media*. This dedication stems from the public’s expectations, the capabilities of current technology, and the rapid growth of *Social Media* use by other governmental entities, all of which indicate that *Social Media* can be used effectively to enhance communication to the public.

The City’s primary internet presence is the City’s website at <https://www.postfalls.gov>. The City’s use of *Social Media* is primarily to convey timely and accurate information from the City to the public. Social Media platforms may, where appropriate, also be used to facilitate limited engagement related to City programming, services, projects, issues, events, and activities; however, such engagement is not the primary purpose of these platforms and may be restricted or limited based on operational needs.

This Policy is adopted to provide guidance and information to the public, the City, and its employees who use *Social Media* such as Twitter, Facebook, Pinterest, YouTube, Tumblr, Google, and similar platforms. This policy is not intended to address any one particular form of *Social Media*, rather Social Media in general, as advances in technology will occur and new tools for sharing Content will emerge.

This Policy applies to all City *Officials, Employees, and Agents* when working with *Social Media* tools on behalf of the City, and applies to an *Official’s, Employee’s, and Agent’s* use of personal *Social Media* sites as addressed in this Policy.

SECTION 2. DEFINITIONS

Agent(s). All City representatives, including its Employees and other agents of the City, including, without limitation, independent contractors and anyone acting on behalf of, appearing to act on behalf of, or in the name of the City.

City Social Media Sites or Accounts. Those pages, sections, or posting locations on Social Media websites established, managed, or maintained by an Agent.

Content. Any post, writing, material, document, photograph, graphic, or other information that is created, posted, shared, distributed, or transmitted via Social Media.

City Clerk. The City Clerk is responsible for ensuring that all City records created or maintained by the City are retained in accordance with Idaho Code Title 50 Chapter 9 and are properly preserved or disposed of, including content on City Social Media sites.

Digital Identity. Information about a user of Social Media that differentiates that user from others.

Employees. All City representatives and any employed by the City. The term “employee” includes officials unless specifically omitted in the text of the context requires their exclusion.

Officials. All City elected and appointed functionaries, including all members of boards, committees, departments, or agencies of the City.

Social Media. Internet and mobile-based applications, websites, and functions, other than email, with a focus on immediacy, interactivity, user participation, and information sharing through which users create online communities to share information, ideas, personal messages, and other content. These venues include social networking sites, forums, weblogs (blogs, vlogs, microblogs), online chat sites, and audio/video/photography posting sites, as well as any other similar formats. Common examples include Facebook, Instagram, Twitter, YouTube, WhatsApp, TikTok, and any other emerging platforms generally regarded as Social Media or platforms that have some of the same functions as those listed.

Social Media Account. Any account established on Social Media.

Social Media Administrator(s). Any City Employee or Employees expressly designated by the City Administrator to monitor, manage, supervise, or control the City Social Media sites as provided in this Policy. Social Media Administrators will have admin-level privileges, as applicable, for City Social Media Sites or Accounts.

Social Media Editor. Any City Employee or Employees expressly designated by the City Administrator to have Editor privileges to edit pages, create or delete content, and respond to or delete comments on City Social Media sites as provided in this Policy.

SECTION 3. ADMINISTRATIVE ROLES AND RESPONSIBILITIES

- A. **The City of Post Falls Official Social Media Accounts.** The Public Information Office is responsible for implementing this Policy and leading the City's *Social Media* efforts for official City business. The Public Information Specialist will serve as the *Social Media Administrator* for the City's *Social Media* presence.
- B. **Department-Specific Social Media Accounts.** Individual departments may have *Social Media* sites if authorized in writing by the Department Director and the City Administrator.
 - 1. Each Department Director will serve as the *Social Media Administrator* for the Department-Specific Social Media Account and will handle implementing and complying with this Policy.
 - 2. The Department Director will designate a *Social Media Editor* for their department affirmed by the City Administrator. The *Social Media Editor* should be granted an appropriate level of *Social Media* site access, preferably at a level below admin, as available.
 - 3. The Public Information Specialist will be given admin access as provided and as available for *Social Media* sites.
 - 4. The department may inform the City's Information Technology (IT) Administrator and provide them with a login and password. The IT Administrator has the authority to remove any prohibited *Content* from any City *Social Media* site upon request of the City Administrator.
- C. **Existing Social Media Sites/Accounts.** *Social Media Administrators* must review existing *City Social Media Sites or Accounts*. Those pages, sections, or posting locations on Social Media websites established, managed, or maintained that have already been established as of the effective date of this Policy to ensure that they

follow this Policy. Within sixty (60) days of the effective date of this Policy, departmental *Social Media Administrators* will review the department's *Social Media* sites or accounts and submit a written request for approval of such sites to the City Administrator. In the event the request is denied, the site or account must be immediately taken down and its use discontinued as provided in SECTION 10 DEACTIVATION OF A SOCIAL MEDIA SITE OR ACCOUNT.

D. Duties of Social Media Administrator(s). The *Social Media Administrator* must:

1. Sign an agreement acknowledging this Policy and their responsibilities.
2. Ensure that the *City Social Media Sites or Accounts* are implemented correctly, regularly maintained, and kept current.
3. Review information posted to *City Social Media Sites or Accounts* by *Employees* or *Agents* to ensure the *Content* is appropriate, professional, and consistent with the City's policies and the purpose for which the site exists.
4. Frequently review sites that provide the opportunity for comment and other interaction is essential. *Social Media Administrators* must establish a schedule for the regular review of each site and submit such schedule for review and approval by the Department Director.
5. Keep the City Administrator informed of the City's and Department's *Social Media* activities.
6. Communicate regularly with the *City Clerk* to ensure *Social Media* sites or accounts comply with any applicable public records laws.
7. Establish a process to ensure that this Policy is broadly distributed and that all *Employees* are aware of and confirm their understanding of this Policy.

E. Duties of Social Media Editor(s). The *Social Media Editor* must:

1. Sign an agreement acknowledging this Policy and their responsibilities.
2. Create or manage *Content* on the *City Social Media Sites or Accounts*.
3. Review information posted or proposed to be posted to *City Social Media Sites or Accounts* by *Employees* or *Agents* to ensure the *Content* is appropriate, professional, and consistent with the City's policies and the purpose for which the site exists.

F. Standards of Conduct. *City Employees* and *Officials* are responsible for ensuring that all use and contributions to the *Content* of the *City Social Media Sites or Accounts* adhere to the standards of conduct and requirements as outlined in this Policy, and that their personal use of *Social Media* adheres to the standards of conduct as regulated by this policy.

1. Any *Employee*, *Agent*, or *Official* who is authorized to edit, post, or alter *Content* of a *City Social Media Sites or Accounts* must agree in writing to comply with any training or other requirements, policies, or restrictions and have on file in the office of the City Administrator such written agreement before editing, posting, or altering *Content* on a *City Social Media Site or Account*.
2. In terms of personal use, it is not the intent of the City to restrict an *Employee's*, *Agent's* or *Official's* First Amendment rights, but rather to

ensure that *Content* posted by *Officials, Employees* or *Agents* clearly reflect that those comments are personal and not being made on behalf of the City of Post Falls unless authorized by the City of Post Falls. Similarly, *Officials, Employees, and Agents* are prohibited from disclosing confidential information except in accordance with policies and regulations governing such disclosure. For example, Public Records Acts, Freedom of Information Acts, and Public Information Acts generally provide for the disclosure of public records but prohibit disclosure of exempt or confidential information. Please see specific rules and limitations found in the City of Post Falls Personnel Policy Handbook.

3. Any *Employee, Agent, or Official* responsible for setting up or maintaining *City Social Media Sites or Accounts* should use their City-issued email accounts, when practicable, to conduct municipal *Social Media* operations in a manner that is cybersecurity prudent and secure. *City Social Media Sites or Accounts* shall not be solely dependent on a single individual's personal account for administrative access. At least two authorized City representatives must maintain administrative access at all times.

G. **Authority.** The Public Information Specialist will serve as the coordinating authority for the review, monitoring, and enforcement of any approved *City Social Media Sites or Accounts*. The City Administrator will be the final decision-making authority for the approval or denial of any *Social Media* sites or accounts, and for the City's use of such.

SECTION 4. THE CITY OF POST FALLS OFFICIAL SOCIAL MEDIA SITE AND OTHER SPECIFIC SOCIAL MEDIA SITES OR ACCOUNTS.

- A. The City of Post Falls Facebook Page, <https://www.facebook.com/cityofpostfalls>, The @cityofpostfalls X account, and the City of Post Falls YouTube Channel, <https://www.youtube.com/c/cityofpostfallsidaho> are the primary tier of the City's *Social Media* presence. *City Employees, Officials, and Departments* are encouraged to contribute *Content* ideas to these sites by contacting the Public Information Office.
- B. Department-Specific *Social Media* sites should be focused and limited in scope and topic, and should complement rather than supplant the primary tier *Social Media* sites or existing official website.

SECTION 5. BOARDS, COMMISSIONS, AND COMMITTEES.

- A. City Boards, Commissions, and Committees must comply with this Policy, and relevant department *Social Media Administrators* are responsible for ensuring that any requests for *Content, Social Media tools, or resources* are coordinated and acted upon.
- B. No Board, Commission, or Committee may develop its own *Social Media* site or account.
- C. The Idaho Open Meetings Law may apply to the use of *Social Media* by one or more members of a Board, Commission, or Committee and may prohibit the member from participating in postings or discussion threads on *Social Media* sites, whether created and maintained by the Board, Commission, or Committee of which

they are a member or otherwise. Members of Boards, Commissions, and Committees must comply with Idaho State Law regarding Open Meetings, Public Records, and Public Information when using *Social Media*.¹

- D. Any use of a *Social Media* site will not serve as a replacement for postings and notifications required by law except under and as allowed by those laws.
- E. Boards, Commissions, and Committees may not utilize *Social Media* for soliciting official public comment for discussion of items for approval in a formal action at a public meeting.
- F. Regular business of the Board, Commission, or Committee may be posted to approved Social Media sites by the appropriate Social Media Administrator without formal action of the Board, Commission, or Committee, provided that posted documents are also available on the City’s website. In general, it is preferred that the *Social Media* site simply provide a link back to the information and documents posted on the City’s website. “Regular Business” is defined as the standard and routine activity of any Board, Commission, or Committee, and generally includes agendas, minutes, presentation documents, and items created during the course of regular proceedings. This may also include responses or clarification of items of fact relating to the proceedings (i.e., dates, times, etc.).
- G. Other than following a vote by a majority of the members to do so, under no circumstances should a board member, commission member, or committee member post, or direct staff to post, statements of personal opinion held by individual members to the City’s *Social Media*. When approval to post personal opinions or statements has been given, those statements and opinions must clearly be identified as personal and not those of the entity of which the person is a member.

SECTION 6. STANDARDS AND BEST PRACTICES OF CITY SOCIAL MEDIA SITES.

The City of Post Falls’ use of *Social Media* is provided as a means of conveying information from the City to its citizens. The City strives to ensure that information shared through *Social Media* is clear, accurate, and accessible. To support this goal, the City may prioritize content delivery over interactive features on certain platforms. The following general standards apply to all *City Social Media Sites or Accounts*, and platforms including department-specific *Social Media* sites.

- A. **Establishment.** The City website or *Social Media* accounts are established to communicate to the public and to inform and relay official *City Content*. The City regulates the *City Social Media Sites or Accounts* it maintains for the following reasons:
 - 1. Posts on the City of Post Falls *Social Media* sites appear to carry the approval of the City, and unauthorized posts on those sites can confuse people as to whether the City endorses the post or forms an official position of the City.
 - 2. Comments and other interactive features are not enabled by default on *City Social Media Sites or Accounts*. The City’s *Social Media* platforms are intended primarily for the dissemination of information and are not intended

¹ Any questions about the usage of *Social Media* in any manner should be referred to the Public Information Officer or the Legal Services Department.

to serve as open or ongoing public discussion forums. The City reserves the right to enable or disable comments or interactive features on a limited case-by-case basis as necessary to maintain the intended use of the platform.

- B. Identification.** All *City Social Media Sites or Accounts* must clearly indicate that site is maintained by the City of Post Falls and must have appropriate contact information prominently displayed.
- C. Content.** All posted *Content* must relate to City programs, services, projects, issues, events, or activities. All *Content* uploaded or posted to *City Social Media* will be periodically reviewed. All *Content* uploaded or posted to *City Social Media Sites or Accounts* is public record subject to public disclosure under the Public Records Act.
1. The following are prohibited on *City Social Media Sites or Accounts*:
 - a. *Content* not topically related to City programs, services, projects, issues, events, activities, or the particular post being commented on.
 - b. *Content* that promotes or advertises commercial services, entities, or products except as agreed to in City marketing plans and determined by the City to be essential to economic development.
 - c. Political *Content*, including comments that endorse or oppose any political candidates or ballot propositions.
 - d. Religious *Content*, including comments that endorse or oppose any type of religious opinions or activities.
 - e. *Content* that promotes, fosters, or perpetuates discrimination on the basis of creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, or sexual orientation.
 - f. *Content* with vulgar, offensive, threatening, or harassing language, personal attacks, or unsupported accusations.
 - g. Obscene or sexual *Content* or links to obscene or sexual *Content*, illegal activity, or encouragement of illegal activity.
 - h. *Content* that may tend to compromise the safety of, or security of, the public or public systems.
 - i. *Content* that violates a legal ownership interest of any other party.
 - j. *Content* posted by automatic software programs (i.e., “bots”).
- D. Right to Remove Content.** The City of Post Falls reserves the right to remove any posted *Content* or links posted on *City Social Media Sites or Accounts* that do not conform to the requirements of this Policy or do not comply with the rules of the limited public forum. *Social Media Administrators* may remove unauthorized *Content* or links that do not conform to this Policy in a viewpoint-neutral manner.
- E. Archiving Content.** The City will archive *Content* in accordance with the Idaho Public Records Law. Any *Content* removed under this Policy may be preserved as a public record and will be archived as required by law to the extent possible using current reasonable options.

- F. **Notice.** Communications made through the *City Social Media Sites or Accounts* do not constitute a formal submission of comment, notice, or request to the City. Individuals seeking to provide input, submit comments, or request services should utilize the appropriate official channels identified on the City’s website or contact the appropriate department directly.
- G. **Required Disclosures.** It is the intent and purpose of the *City Social Media Sites or Accounts* to treat them as a limited public forum. The *City Social Media Sites or Accounts* should prominently disclose that all *Content* posted to the site is subject to public disclosure laws and that users assent to the rules of the limited forum and the conditions established for its use by using the site.
- H. **Privacy.** All users of *City Social Media Sites or Accounts* are subject to the site’s own privacy policy as well as privacy laws applicable to the City of Post Falls. The City has no control over third-party privacy policies or modifications to such policies.
- I. **Data Ownership and Copyright Policy.** The City of Post Falls retains the rights to all *Content* of any kind found on *City Social Media Sites or Accounts* that was produced by the City. All *Social Media Content* composed, sent, or received on City equipment in an official capacity is property of the City. The City maintains the sole property rights to any *Content* captured while a *City Employee* is representing the City in any capacity, even if disseminated over *City Social Media* sites, whether the dissemination is authorized or unauthorized, unless a release of those property rights has been specifically granted.
- J. **Other Forums.** *City Social Media Sites or Accounts* are not intended to operate as a traditional open public forum, as there are ample other open forums for expressing opinions and views. *Social Media* and Internet sites are many and varied and offer an ever-expanding opportunity for expression over a multitude of platforms, in many different languages and countries, all of which can be easily accessed through internet searches. A user who does not wish to comply with this Policy or one who believes this Policy infringes on that user’s rights may use other traditional means to communicate with the government.
- K. **Platform Functionality and Interaction Controls.** The City may utilize platform features, including but not limited to enabling or disabling comments, messaging, or other interactive tools, in a manner consistent with the purpose of the *City Social Media Sites or Accounts*. Interactive features will generally be disabled unless specifically activated for a defined purpose. The availability of such features may be modified or withdrawn at any time for operational, legal, or resource reasons.

SECTION 7. LIMITATION ON LIABILITY OF CITY

- A. The City of Post Falls strives to post accurate and relevant *Content*, but does not guarantee the accuracy of any *Content* posted on *City Social Media Sites or Accounts* and assumes no liability for damages resulting from reliance on any inaccuracies.
- B. The City of Post Falls disclaims all liability for ads, videos, promoted *Content* or comments accessible from any external website. The responsibility for external *Content* rests with the organizations or individuals who provide it. Any inclusion of external *Content* or comments on external *Social Media* websites does not imply endorsement by the City of Post Falls.

- C. The City of Post Falls does not warrant that *City Social Media Sites or Accounts* will be uninterrupted, permanent, or error-free.

SECTION 8. RIGHT TO APPEAL REMOVAL OF CONTENT OR APPLICATION OF THIS POLICY TO THE PUBLIC.

- A. When *Content* has been removed, any aggrieved person, other than an *Employee*, may seek to have the *Social Media Administrator* reconsider the decision to edit or remove the *Content* by providing the *Social Media Administrator* with a written request via email to mediacenter@postfalls.gov stating the reason or reasons why the comments do not fall within those limitations established by this Policy or offer other basis to establish a right to publish the *Content* on the *City Social Media Sites or Accounts*. The *Social Media Administrator* or other appropriate *Agent* must render a written decision on the request within one (1) business day (excluding official City holidays) of receipt of the request, along with the basis for the decision. The decision of the *Social Media Administrator* or other appropriate *Agent* will be the final administrative decision of the City.
- B. When a person, other than an *Employee*, believes that this policy violates their rights in ways other than set out in 9.A., that person may seek to have the *Social Media Administrator* review all or part of this policy as applicable to that person by providing the *Social Media Administrator* a written request via email to mediacenter@postfalls.gov stating the reasons why the policy violates the person's rights. The *Social Media Administrator* must render a written decision within five (5) business days (excluding official City holidays) and give the basis for the decision. For good cause, the *Social Media Administrator* may extend the time for rendering a decision by an additional five (5) business days. The decision of the *Social Media Administrator* will be the final administrative decision of the City.
- C. The rights to appeal created in this Section do not apply to an *Employee* when the *Employee* is acting in an official capacity or as a representative of the City and may only apply when the *Employee* is acting in the *Employee's* personal capacity as a private party and when exercising the rights accorded by a person under the Constitution and laws of the United States. An *Employee* who feels aggrieved by an action under this Policy not covered by this section should seek review through established grievance procedures, if applicable, or through *Employee's* chain of command.

SECTION 9. DEACTIVATION OF A SOCIAL MEDIA SITE OR ACCOUNT.

If the City Administrator decides to deactivate a social media site or account because it is no longer in use, or accomplishes the goals of the City, or otherwise does not comply with this Policy, the following actions must occur:

- A. Confirm that all public records management to preserve *Content* related to the site or account has occurred.
- B. Set a timeline for deactivating the site or account.
- C. Develop a “sign-off” message to post on the site that includes when the site will be closed and an additional “sign-off” message to post during the final days.
- D. Confirm with the City Administrator once the site has been completely deactivated.

- E. Determine whether to protect the site name by keeping it active to prevent use of the City's name for improper purposes, and upon a determination that it is necessary to protect the site name, take all necessary actions to do so.

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- B. City resources, work time, *Social Media* tools, and an *Employee's* official position must not be used for personal profit, private gain or loss, business interests, or to participate in political activity.
- C. An *Employee's* use of City resources and equipment, including the internet or *City Social Media Sites or Accounts*, is not private, and an *Employee* has no expectation of privacy while using the internet or *City Social Media Sites or Accounts*. An *Employee's* use may be investigated and monitored at any time.

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- A. Violations of this Policy by *Employees* are considered misconduct and may result in disciplinary action up to and including suspension or termination as authorized or permitted by law or policy.
- B. Violations of this Policy by *Officials* may be deemed acts of malfeasance and cause for sanctions, including removal from office, as appropriate, authorized or permitted by law or policy. In addition, the City may seek other appropriate relief, including damages or an injunction to enforce compliance.

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If any part or provision of this Policy or the application to any person or circumstance is held invalid or unconstitutional, such declaration will not affect the other parts, provisions, or applications of this Policy which can be given effect without the invalid or unconstitutional part, provision, or application and are therefore deemed severable.

**CITY OF POST FALLS
AGENDA REPORT
ADMINISTRATIVE / STAFF REPORTS
MEETING DATE: 4/7/2026**

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: Bryan Myers, Park Manager, Kris Ammerman, Parks and Recreation Director
SUBJECT: Post Falls Little League Report

ITEM AND RECOMMENDED ACTION:

Information only, no action necessary.

DISCUSSION:

The purpose of this report is to provide City Council with a consolidated overview of the youth baseball field use, fee history, and operating framework associated with Post Falls Little League (PFL), in response to citizen comments delivered on March 17. The staff presentation will summarize PFL's use of City-managed fields from 2020–2025, the structure of the existing operating agreement, the history of adopted fee schedules, and PFL's documented in-kind contributions. Exhibits include field-use tables, the historic fee timeline, regional agency context, and billing summaries, and the PFL MOU for Council's reference.

Although the operating agreement contemplated City administration of certain Post Falls School District (PFSD) baseball fields, this practice has since ended, and hasn't been the practice after returning to normal operations following COVID-19 related modifications. This distinction is relevant when interpreting historic fee totals—particularly older charges that included PFSD reservations—and when assessing current system capacity, which combines both City and PFSD fields for a community level-of-service context.

Overall, the staff presentation is intended to give Council a clear and concise picture of how the baseball field system is used, how fees have been applied, how PFL's agreement operates, and how these elements relate to Departmental planning documents. More broadly, this discussion is related to goals in the Parks and Recreation Master Plan identifying the ongoing need for fee review, and the establishment of a cost recovery and resource allocation guidance policy. As this is a staff report, no action is requested at this time; however, staff will be available for questions and discussion or guidance on broader resource allocation goals for staff to work with the Parks and Recreation Commission to incorporate into policy and procedure and return with at a future meeting as a business item.

ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON:

March 17, 2026 - Citizen Comment
April 6th, 2021 - Post Falls Little League Field Use MOU

APPROVED OR DIRECTION GIVEN:

N/A

FISCAL IMPACT OR OTHER SOURCE OF FUNDING:

N/A

BUDGET CODE:

N/A

ATTACHMENTS:

1. Staff Report - PFL - Exhibits
2. Little League MOU
3. Staff Report - PFL - Presentation

Staff Report Citizen Comment – Post Falls Little League

Exhibit Tables
Staff Report – Post Falls Little League

City Managed Baseball Field Inventory

Sportsman Park

Brett James Field—Youth/Adult Baseball Grass Infield w/ 90' bases

Adult – U13 Baseball only

19th Street Field —Youth Baseball Grass Infield w/ 60' & 70' bases

U12 Baseball only

Chase Fields Park

Chase North —Youth Baseball/Softball Only Dirt Infield w/60' Bases

U12 Baseball and U19 Fastpitch Softball

Chase South —Baseball/Softball Dirt Infield w 60', 65', 70' Bases

Adult Softball, Youth Baseball U12 and U19 Fastpitch Softball

Corbin Park

Corbin Ballfield —Youth Baseball/Softball Dirt Infield w/ 60' Bases

U12 Baseball and U18 Softball

Other Service Providers of Baseball Field Inventory

Post Falls High School

- 2 - Youth/Adult Baseball Grass Infield w/ 90' bases
- 3 - Youth Fastpitch Softball Dirt Infield 60' bases

Other PFSD Fields

- Youth Baseball Dirt Infield 60' Bases + one additional t-ball dirt infield
 - 2-Fredrick Post + one additional practice/t-ball dirt infield
 - 2-River City Middle School
- Youth Baseball Grass Infield 80' & 90' bases
 - 1-Ponderosa Elementary

LOS Standards Baseball Field Inventory

Baseball Field Inventory Standard

Population trigger – 3750

2025 Population – 48,961

Current Need – 13.1

Current Available – 16 total (5 city and 11 PFSD)

2035 Projected Population – 71,513

Projected Need to Maintain LOS– 19.1

Capital Improvement Plan

CIP Planned Baseball Fields

2026	—	2 Fields Under Construction	—	Montrose Phase 1
2030	—	2 Adult Softball Fields	—	Montrose Phase 2
	—	Field Lighting 2 fields		
2035	—	3 Youth Fields	—	Quarry Complex Phase 3
	—	2 Youth Fields	—	Westridge
2035+	—	2 Fields	—	Quarry Complex

Field Use 2020-2025

Field	Other User Hours	PFLL Use Hours	City Use Hours	PFHS Use Hours	All Use Hours
19th Street	278	1651	14	0	1943
Brett James	1332	1182	22	105	2641
Chase North	424	821	726	4	1975
Chase South	433	1062	597	4	2096
Corbin	137	347	0	0	484
	2604	5063	1359	113	9139

PFLL Billing Summary 2015 -2025

Fiscal Year	Reserved Hours	Use Hours	LL Fees	LL Credits	Net Paid
2015*		823	\$14,627.00	\$0.00	
2016*		111	\$4,330.00	\$1,302.53	\$412.47
2017		585	\$4,390.00	\$2,500.00	\$1,890.00
2018		496	\$4,067.50	\$0.00	\$4,067.50
2019		651	\$3,255.00	\$8,500.00	\$0.00
2020	699.5	313	\$1,565.00	\$0.00	\$0.00

* Includes fees associated with PFSD Fields

PFLL Billing Summary 2015 -2025

Fiscal Year	Reserved Hours	Use Hours	LL Fees	LL Credits	Net Paid
2021	782	692.5	\$3,462.50	\$3,249.00	\$0.00
2022	735	650.5	\$3,249.00	\$0.00	\$3.50
2023	1158	906	\$9,350.00	\$4,007.00	\$5,378.00
2024	992	664	\$5,025.00	\$2,549.00	\$2,476.00
2025	816	661	\$5,205.00	\$3,150.00	\$2,055.00

POST FALLS LITTLE LEAGUE FIELD USE MOU

This Memorandum of Understanding (hereinafter "MOU") is made and entered into this 6th day of April, 2021, by and between the City of Post Falls, Idaho (hereinafter "City"), a Municipal Corporation of the State of Idaho, with its principal place of business at 408 N. Spokane Street, Post Falls Idaho, 83854 and Post Falls Little League, an unincorporated association, with its principal address at P.O. Box 884, Post Falls Idaho, 83854, (hereinafter "PFL").

RECITALS:

WHEREAS, PFL is an unincorporated association that provides spring baseball, softball, and tee-ball programs for youth (ages 4-14) in Post Falls; and

WHEREAS, the City has an active recreation program that seeks to provide recreational opportunities and facilities for residents of the City; and

WHEREAS, PFL has used City owned ball fields as well as ball fields that are owned by Post Falls School District, which are administered by the City under a separate agreement, to run PFL's programs under informal agreements. These informal agreements have proven difficult to administer because of PFL volunteer and City staff turnover; and

WHEREAS, the parties now desire to formalize PFL's use of City facilities for their programs.

NOW THEREFORE, the parties agree as follows:

1. School District Reserved Facilities.

- A. Fields:** The City, under separate agreement with the Post Falls School District, schedules the use of school district athletic facilities including those utilized for PFL programs.
- B. Date and Time of Use:** The City will reserve the outdoor fields located at Fredrick Post Elementary for PFL use between March 1st and July 15th annually during the following hours:
 - a. Monday – Friday: 4:00 p.m. – 8:30 p.m.
 - b. Saturday: 8:00 a.m. – 4:00 p.m.
- C. Use by Others:** PFL agrees to accommodate the use of the ball fields listed above by others if the use by others does not conflict with PFL's use of the ball field. The City will notify PFL of requests to use the ball fields listed above and PFL will review the request and inform the City within 5 business days whether PFL can accommodate the request. If PFL does not respond to the City's notification, the City will call or text PFL Director or designee as a courtesy prior to approving the use of the field and PFL will not have use of that field during the time of the request.
- D. Reservation Cost:** PFL will not pay the adopted City reservation or field preparation fees for the fields listed above for the times reserved for PFL. However, PFL will prepare the fields for

its use and maintain the fields during their approximately 4-month term of use listed in subsection B above. PFFL's maintenance obligations are addressed in subsection E below. Reservation and field preparation fees for use of the fields outside of PFFL reserved dates will be based on the City's adopted fee resolution.

E. Maintenance: PFFL will prepare the fields for play and maintain the fields and associated improvements such as bleachers, scoreboards, and structures during their term of use listed in subsection B above. PFFL's preparation and maintenance activities will be consistent with the City's adopted Athletic Field Maintenance Manual. PFFL will not cause any damage, beyond normal wear, to the fields it uses. PFFL will repair any damage caused by PFFL's use of the fields and will notify the City of any issues regarding field condition that impact the safety or usability of the fields.

2. Other Reservation Facilities.

A. Additional Fields: In addition to the ball fields reserved for PFFL under Section 1 of this MOU, the City will allow PFFL an opportunity to reserve any other ball field that it owns or administers before reservations are taken from other users. The City will notify PFFL two weeks prior to opening reservations for these fields annually. PFFL may reserve use of these ball fields during the times and dates listed in subsection B below by submitting to the City a detailed list of the days and times that PFFL wishes to reserve each ball field. PFFL will pay to the City, by March 31st annually, an amount equal to 50% of the then current reservation fee for each ball field being reserved to secure all requests. Once the reservation period opens, the ball fields may be reserved by other users without any priority for PFFL. Reservation fees for use of the fields outside of PFFL reserved dates will be based on the City's adopted fee resolution. The City may agree to offset field reservation fees for improvements made to the fields or related structures if the City, in its sole discretion, determines that the proposed improvements are in the best interest of the City. Any agreement to offset field reservation fees must be in a separate written agreement authorized by the PFFL President and the City Parks and Recreation Director.

B. Date and Time of Use: The City will reserve ball fields for use by PFFL upon notice and payment of the fee listed in subsection A above between March 1st and July 15th annually during the following hours only:

Monday – Friday	4:00 p.m. – 6:00 p.m.
Saturday:	8:00 a.m. – 2:00 p.m.

C. Field Maintenance and Preparation: PFFL will prepare the fields for play for their scheduled use of the fields consistent with the City's adopted Athletic Field Maintenance Manual and without the aid of motorized equipment. PFFL will not be required to pay the standard field preparation fee for its use during the periods outlined in subsection B above. PFFL will not cause any damage, beyond normal wear, to the fields it uses. PFFL will notify the City of any issues regarding field condition that impact the usability of the fields. The City will be responsible for all maintenance of the fields other than field preparation as outlined in this section. The City will document and notify PFFL in writing of any damage believed to have been caused by PFFL's use of the fields. Due to increased demand for facilities and user safety it may be necessary for the city to initiate immediate repair. All such repairs will be documented. Prior to forwarding an invoice for the repair to PFFL, PFFL will be afforded the opportunity to review league usage history and activity to determine

responsibility for any damages. PFFL is not responsible for malicious injury to property not caused by PFFL staff or volunteers.

3. Use of Related Structures.

A. Sportsman Park: PFFL will have the exclusive use of both concession stands at Sportsman Park (Brett James and 19th Street) during their season of use under this agreement. Additionally, PFFL will have exclusive use of the small building next to the concession stand at 19th street field year-round.

4. Miscellaneous.

A. Duration: This MOU is at-will and may be modified in writing by mutual consent of the parties. This MOU will take effect upon execution and will remain in effect until modified or terminated by any one of the partners with at least 90 days' written notice.

B. Scheduling Priority: For all City Administered fields the Post Falls Parks and Recreation Department and Post Falls School District have scheduling priority as articulated under separate agreement between the parties. Should this scheduling priority be exercised and PFFL use disrupted, reasonable attempts by staff will be made to identify suitable alternative facilities to accommodate any changes to reserved facilities.

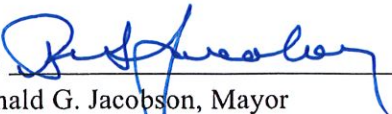
C. Contact Information: PFFL will provide the City's Parks and Recreation Director annually with the name and contact information for a primary and secondary contact person. Any notice required by this MOU will be considered effective when provided to the most recent contact on file with the City.

D. No Discrimination: PFFL will not discriminate against participant, sponsor, spectator, or any other person participating in PFFL's use of the facilities subject to this MOU based on race, color, religion, sex, or national origin.

E. Assignment: PFFL may not assign its obligations under this MOU without the written agreement of the City.

IN WITNESS WHEREOF, the Mayor and City Clerk have executed this contract, the City Clerk has affixed the seal of said city hereto, and the Association has caused the same to be signed by its President, and its seal to be affixed hereto, the day and year first above written.

CITY OF POST FALLS

By: 
Ronald G. Jacobson, Mayor

Date Executed: 1/6/21

POST FALLS LITTLE LEAGUE

By: 
Brent Ditto, President

Date Executed: 3/18/21

ATTEST:


Shannon Howard, City Clerk

Staff Report Citizen Comment Report Post Falls Little League

Bryan Myers, Parks Manager
Parks & Recreation Department
April 7, 2026

Community Concerns

Fees (~12,000/year) impacting PF youth access to programs

Neighboring communities do not charge Little League

Significant volunteer efforts

Desire to prioritize local youth access over adult

Desire for more and better fields



Community Baseball Field Inventory

City Baseball Fields

5 - City-Managed Baseball/Softball Diamonds

- 1- Full-Size (Brett James Field; 90')
- 4- Youth Fields (60' and 70')

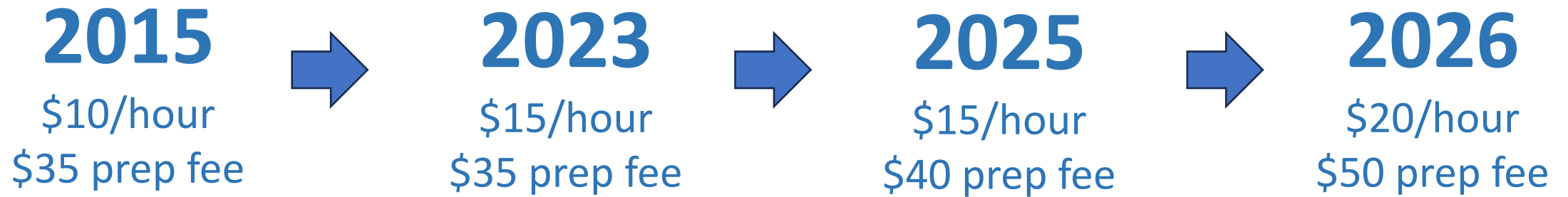
Note: Sportsman Park has Saturday Evening-Sunday Morning Restrictions

School District Fields

PFSD Provides 3 Full-Sized and 8 Youth Sized Fields

Level of Service Minimum Standard Guidelines 1 Field/3,750 Population

Historic Fees (2015- 2026)



PFLL Pays 50% of the hourly rate during their season
And
Field prep fees are excluded for PFLL

MOU - Summary

2-Week Early Reservation Window

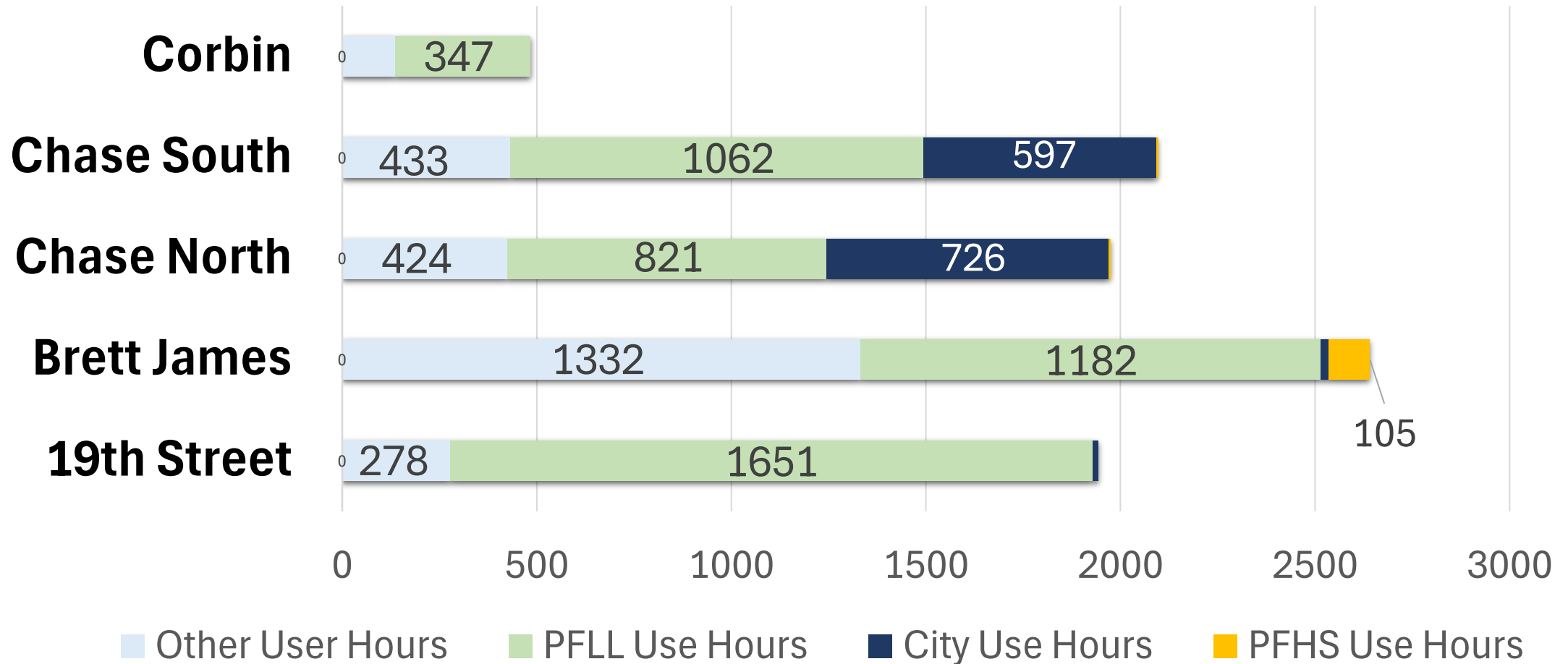
50% Hourly Rate Reduction

PFLL Responsibility for Field Prep – Waived Prep Fees

Exclusive Use of Concessions and Storage Facilities

Donation-Based Credit Opportunities

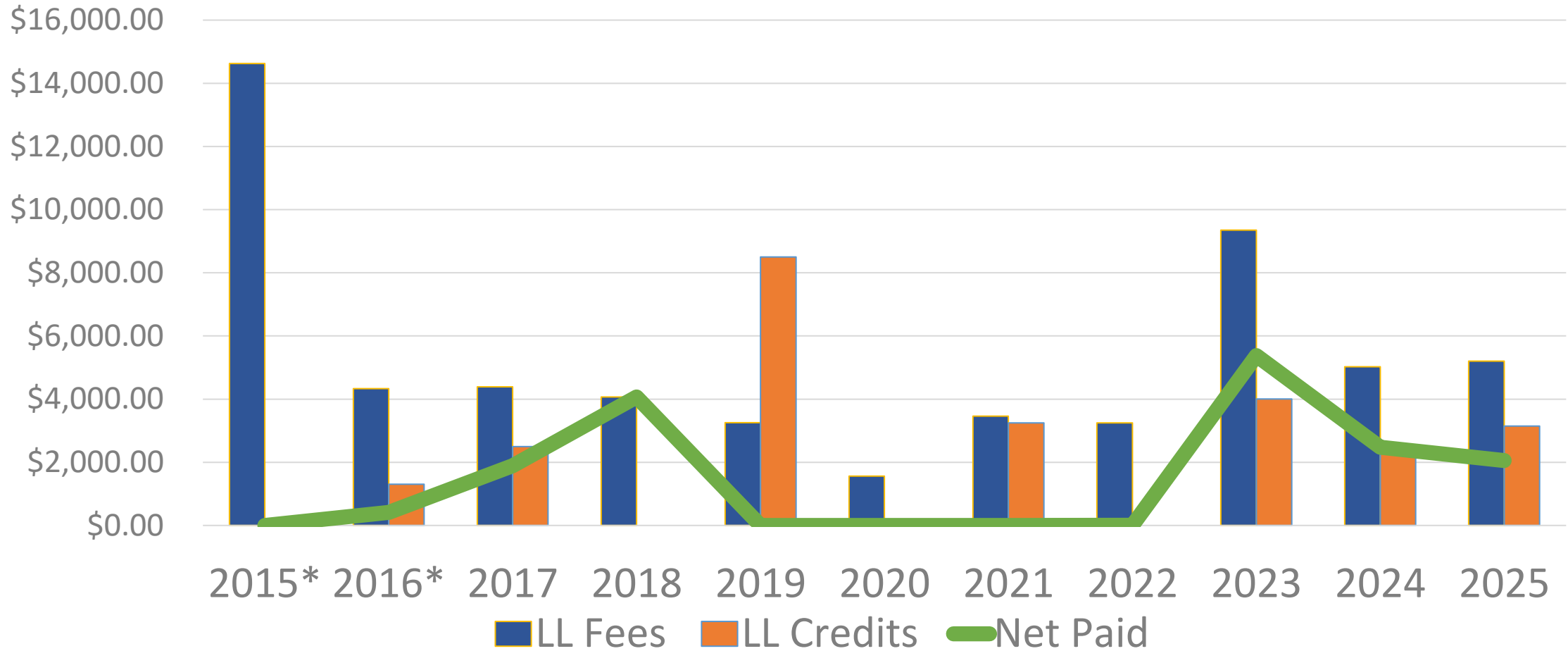
Field Use Summary 2020 - 2025



PFLL Credits and Donations

Year	Item	Estimated Value	Notes
2019	Scoreboard Replacement	\$8,500	Multi-year credit
2021	Pitching Mound	\$3,249	PFLL donated portable mound
2023	Equipment Donation	\$4,007	Misc. Equipment
2024	Pitching Mound	\$2,549	PFLL donated portable mound
2025	Pitching Mound	\$3,150	PFLL donated portable mound

Billing Summary 2015 - 2025



Illustrative Operating Cost Context

Quarry Sports Complex Master Plan

Master Plan includes 5 youth baseball fields
constructed with synthetic infield & natural grass outfield fields

2020 Operational and Maintenance Estimate Fields only - \$94,715.00

Revenue Target
(April-October)

— \$ 63,466 Hourly Field Use Fees
with an additional
\$ 90,000 Tournament Revenue Potential

Regional Agency Context

CDA LL

Operates under MOU for exclusive seasonal access to 4 fields
\$4,000 w/ 5% escalator and in-kind donation arrangement

Hayden LL

Operates under an MOU with the city
LL Performs all maintenance, repair and improvements
Access to 5 fields at the 35-acre Croffoot Park
No Charge at this location for in season use

Lakeland LL

Largely uses Lions Club property (not City property)

An aerial photograph of a baseball field, viewed from an elevated angle. The field is green with a brown dirt infield. The word "Questions" is written in a large, dark blue, sans-serif font in the center of the field. The field is surrounded by a chain-link fence. In the background, there are other baseball fields and residential houses. The entire image is framed by a large, semi-transparent white circular graphic with a double-line border.

Questions

CITY OF POST FALLS
AGENDA REPORT
ADMINISTRATIVE / STAFF REPORTS
MEETING DATE: 4/7/2026

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM:

SUBJECT: 2026 Post Falls Parade Update

ITEM AND RECOMMENDED ACTION:

Staff will update the Council on the status of the 2026 Post Falls Festival Parade.

DISCUSSION:

In 2024, city staff began the process of updating the city's parade ordinance and parade rules. On May 7th, 2024, staff presented to the Council to determine the level of support for the parade and also receive input on what the new ordinance should contain.

In March 2025, a draft parade ordinance was presented to Council along with the commitment to work with the Post Falls Community Ambassadors (PFCA) on the parade ordinance and a parade host memorandum of understanding.

The July 2025 parade occurred under the prior ordinance and parade rules.

In December 2025, PFCA notified Administration of their desire to step away as the parade host. The parade requires a lot of coordination and time. This, along with the hard costs, were the main reasons cited for stepping away. They did offer to assist with the transitioning of the parade to a new host.

During January and February, Administration and the Mayor's office worked to secure a new host for the 2026 parade. All agencies approached are willing to assist, but no one wanted to take the lead as the host. Considering the timeline needed to meet the steps necessary to host a parade, the recommendation is for the City to host this year's parade. The theme of the parade this year is America 250.

Staff will work to put together a package for a new host to take on the parade for future years. There has been some interest in putting together a committee to host future parades, similar to Post Falls Community Ambassadors. A draft Parade Host Request for Proposals (RFP) has been formulated.

The PFCA provided me with estimated hard costs for the last parade. It was approximately \$4,200.

They also provided me with prior sponsor information, to assist with covering these costs. City staff time has not been covered by sponsors for past parades.

The Mayor and staff are desiring Council to provide input prior to moving forward with the final steps for the 2026 parade.

ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON:

May 7, 2024 - Council Presentation on Parade Support
March 4, 2025 - Draft Parade Ordinance Presented to Council
March 18, 2025 - Met with Community Ambassadors (Shelly)

- July 12, 2025 Parade Occur under Current Rules
- MOU Points Discussed to Complement Parade Ordinance

March/April 2025 - Met with Following Agencies on MOU Structures: City of CDA, CDA Chamber, and CDA Downtown Association

April 23, 2025 - Connected Ambassadors with Sponsorship Opportunity

December 2025 - Discussions Began about New Parade Host with Post Falls Community Ambassadors

December 16, 2025 - Parade Ordinance Pulled from Council Agenda for Updates

February 17, 2026 - Parade Ordinance Adopted by Council

March 2026 - Meetings with Post Falls Community Ambassadors (Staff)

APPROVED OR DIRECTION GIVEN:

N/A

FISCAL IMPACT OR OTHER SOURCE OF FUNDING:

Staff time and parade costs are approximately \$4,000 to \$5,000. Hard costs may be offset with sponsorship funding.

BUDGET CODE:

Finance to assign a general fund code

ATTACHMENTS:

None