



Our vision of Coeur d'Alene is of a beautiful safe city
that promotes a high quality of life and sound economy
through excellence in government

GENERAL SERVICES/PUBLIC WORKS COMMITTEE

with

Council Members McEvers, Miller & Gookin

January 24, 2022, 12:00 p.m.

AGENDA

*****ITEMS LISTED BELOW ARE CONSIDERED TO BE ACTION ITEMS**

- Item 1 Request to Approve the Memorandum of Understanding with Inland Northwest Pickleball Club – Director Bill Greenwood, Parks & Recreation Department.
- Item 2 Request to Approve a Contract with Selland Construction, Inc., for the Kathleen Avenue Improvement Project in the amount of \$926,660.00 – Assistant Project Manager Kim Harrington, Streets & Engineering Department
- Item 3 Declare an emergency pursuant to Idaho Code § 67-2808(1)(a), to authorize the Building Maintenance Department to order materials and hire a contractor to replace the damaged roof at the Harbor Center without the need to seek formal bids – Building Maintenance Superintendent Adam Korytko, Parks & Recreation Department
- Item 4 **PRESENTATION** – Finance Department – Comptroller Vonnie Jensen

**Library Community Room
702 Front Avenue**

The City of Coeur d'Alene will make reasonable accommodations for anyone attending this meeting who requires special assistance for hearing, physical, or other impairments. Please contact Juanita Knight, Senior Legal Assistant, at (208) 769-2348 at least 24-hours in advance of the meeting date and time.

**GENERAL SERVICES / PUBLIC WORKS
STAFF REPORT**

DATE: JANUARY 24, 2022
FROM: BILL GREENWOOD, PARKS & RECREATION DIRECTOR
SUBJECT: MEMORANDUM OF UNDERSTANDING WITH INLAND NORTHWEST PICKLEBALL CLUB (*Council Action Required*)

DECISION POINT: Should the General Services/Public Works Committee recommend that Council approve a Memorandum of Understanding (MOU) with the Inland Northwest Pickleball Club (the “Club”)?

HISTORY: Pickleball is one of the fastest growing sports in the nation and, just within the last year, the Club’s membership has gone from 150 to over 350. We have an ongoing partnership with the Club that has allowed us to perform pickleball court improvements as well as providing pickleball lessons through our recreation division.

FINANCIAL ANALYSIS: There will be no cost to the City for the approval of this MOU and we can apply for a matching grant for this project or other opportunities. At Cherry Hill, we have identified a location west of the existing courts and south of Fire Station 3 for the Club to build seven (7) new pickleball courts. This MOU will give the Club the guarantee of the land to build the courts and to continue their fund-raising goal to acquire the necessary funds to construct the courts. After construction, the courts will belong to the City and the City will perform routine maintenance and repairs, as the court will be available for use by the general public except during tournaments.

PERFORMANCE ANALYSIS: The Club has hosted a pickleball tournament at the Cherry Hill Courts for the last 5 years with great success and it brings in people from all over the country and some players from Canada. The new courts will help the Club to host larger tournaments that will attract a higher caliber of player.

DECISION POINT / RECOMMENDATION: The General Services/Public Works Committee should recommend that Council approve the Memorandum of Understanding (MOU) with the Northwest Pickleball Club.

**MEMORANDUM OF UNDERSTANDING
INLAND NORTHWEST PICKLEBALL CLUB**

I. PURPOSE:

This Memorandum of Understanding (MOU) is entered into by the City of Coeur d'Alene (hereinafter referred to as the "City") and the Inland Northwest Pickleball Club (hereinafter referred to as the "Club"), and is intended to document the Parties' understanding of, and agreement to cooperate on, the construction, operation, and maintenance of pickleball courts on City property in Cherry Hill Park. The City and the Club are jointly referred to as the "Parties."

II. RECITALS:

WHEREAS, the City is a municipal corporation organized and existing under the laws of the state of Idaho; and

WHEREAS, the Club is an Idaho unincorporated nonprofit organization, located in Coeur d'Alene, Kootenai County, Idaho; and

WHEREAS, the Cherry Hill Park is a 30-acre park owned by the City and located at 1718 N. 15th Street, Coeur d'Alene, Idaho; and

WHEREAS, the Club has approached the City with a project proposal to construct seven (7) new pickleball courts (hereinafter referred to as the "Courts") in the Cherry Hill Park (hereinafter referred to as the "Project"); and

WHEREAS, the Parties desire to collaborate and cooperate in the design, construction, and maintenance of the Courts; and

WHEREAS, the Club has proposed to raise and provide the necessary amount of money toward the construction of the Courts; and

WHEREAS, after the construction of the Courts, the City will own, manage and maintain the Courts for the use and benefit of the public, with the assistance of the Club as described herein.

NOW, THEREFORE, it is agreed as follows:

III. AGREEMENT:

A. Term:

1. The term of this MOU shall be three (3) years, commencing on the date the Parties have signed this MOU.
2. This MOU may be terminated by either party prior to the expenditure of any monies for the construction of the Project upon thirty (30) days' written notice.

3. This MOU may be extended upon written agreement of the Parties prior to the expiration of the initial term or any extension thereof, upon such terms and conditions as the Parties may agree.

B. Financing:

1. The Club shall use its best efforts to raise the necessary construction costs for the Project. If the Club fails to raise said sum during the term of this MOU, or any extension thereof, the Parties' obligations hereunder shall be null and void.
2. The City will seek a grant or grants to match the Club's contribution and/or other opportunities. Nothing herein shall require the City to proceed with the Project if it does not receive a grant or grants sufficient to complete the Project.

C. The Improvements:

1. The Parties agree to work together to create a design for seven (7) pickleball courts in Cherry Hill Park, (*see exhibit 1*) as funds are available. Each may, at their own expense, retain a professional designer to assist with the design.
2. Every effort will be made to create a design acceptable to the Parties. However, in the event the Parties cannot agree on the design, the City will make the final decision on the design.
3. Upon approval of the final design, and upon receipt of full funding for the Project, the City will bid the Project as required for public works construction.
4. A construction contract will be awarded for the Project to the lowest responsive bidder, provided that the funding available is sufficient for the Project.

D. Title: Following completion of the improvements, the Courts shall be owned by the City.

E. Naming Rights:

1. For its contribution, the Club shall be granted naming rights for the Courts for a period of ten (10) years. The name shall be subject to the City's approval, which approval will not be unreasonably withheld.
2. The Club may be granted naming rights for the Courts after the expiration of the initial ten (10) year term upon such terms and conditions as the Parties may agree. If the Parties are unable to agree to the terms and conditions of any extension of naming rights, the City will be free to grant naming rights to any other person or entity.

F. Management and Maintenance:

1. Following completion of the Project, the City shall perform the customary and routine management, maintenance, and repairs of the Courts at its own expense.
2. The Club shall perform any management, maintenance, and repairs of the Courts associated with any tournaments sponsored or organized by the Club, or use by the Club for other events.
3. The Club shall have the right to reserve the Courts for tournaments or other Club events, not to exceed seven (7) days at a time, provided the Courts have not been previously reserved by another person or organization. The Club shall contact the City Parks and Recreation Department to reserve the Courts at least thirty (30) days in advance of a tournament or event.

G. It is further agreed by the Parties:

1. That lines of communication shall be kept open between the Parties in order to discuss any concerns related to the terms of this MOU and to reach mutually agreeable solutions in a timely manner.
2. That this MOU may be modified only by mutual written agreement.
3. That the Parties agree to execute any additional documents necessary to effectuate this MOU.
4. Each party shall be liable for any and all claims, damages, or suits arising from the acts, omissions or negligence of its own officers, agents, and employees.

DATED this ____ day of _____, 2022.

CITY OF COEUR D'ALENE

INLAND NORTHWEST PICKLEBALL CLUB

James Hammond, Mayor

_____, _____

ATTEST:

Renata McLeod, City Clerk



N 15th St

1500

1700

E Hazel Ave

**GENERAL SERVICES/ PUBLIC WORKS COMMITTEE
STAFF REPORT**

DATE: JANUARY 24, 2022

FROM: KIM HARRINGTON, ASSISTANT PROJECT MANAGER

**SUBJECT: REQUEST AWARD OF CONTRACT TO SELLAND CONSTRUCTION,
INC. FOR CONSTRUCTION OF THE KATHLEEN AVE
IMPROVEMENTS**

=====

DECISION POINT: Should the General Services/Public Works Committee recommend that Council award a contract to Selland Construction, Inc., for construction of the Kathleen Avenue Improvements?

HISTORY: As a part of Idaho Transportation Department’s (“ITD”) Fastlane project, intersection improvements were made to US-95 at its intersection with Kathleen Avenue. The improvement included two (2) left turn lanes from southbound US-95 onto eastbound Kathleen Avenue. ITD chose to keep only one (1) left turn lane in operation until the southernmost eastbound lane could be extended to Government Way. The City contracted with Welch Comer to complete the design of the improvements and the project was advertised in December for construction bids. Bids were received from four (4) contractors and opened on January 18, 2022. The lowest bid was submitted by Selland Construction, Inc., in the amount of \$926,660.00.

FINANCIAL ANALYSIS: The cost for completion of the work is \$926,660.00. The Streets and Engineering Department wishes to use impact fees to finance the construction.

PERFORMANCE ANALYSIS: Approval of this agreement will enable the City to complete the widening of Kathleen Avenue, allowing ITD to open the second left turn lane on US-95, and reducing the traffic merging issues that exist near US-95.

DECISION POINT/RECOMMENDATION: The General Services/Public Works Committee should recommend that Council award a contract to Selland Construction, Inc., for construction of the Kathleen Ave Improvements.

CONTRACT
For
KATHLEEN AVENUE IMPROVEMENTS

THIS CONTRACT is made and entered into this _____ day of _____, 2022, between the **CITY OF COEUR D'ALENE**, Kootenai County, Idaho, a municipal corporation duly organized and existing under and by virtue of the laws of the state of Idaho, hereinafter referred to as the "**CITY**," **SELLAND CONSTRUCTION, INC.**, a corporation duly organized and existing under and by virtue of the laws of the state of Idaho, with its principal place of business at P.O. Box 119, Wenatchee, Washington, hereinafter referred to as "**CONTRACTOR**."

WITNESSETH:

THAT, WHEREAS, the **CONTRACTOR** has been awarded the contract for the KATHLEEN AVENUE IMPROVEMENTS according to contract documents on file in the office of the City Clerk of the **CITY**, which contract documents are incorporated herein by reference.

IT IS AGREED that for and in consideration of the covenants and agreements to be made and performed by the **CITY**, as hereinafter set forth, the **CONTRACTOR** shall complete improvements as set forth in the said contract documents described above, in said **CITY**, furnishing all labor and materials therefor according to said contract documents and under the penalties expressed in the performance bond bearing even date herewith, and which bond with said contract documents are hereby declared and accepted as parts of this contract. All material shall be of the high standard required by the said contract documents and approved by the City Engineer, and all labor performed shall be of first-class workmanship.

The **CONTRACTOR** shall furnish and install barriers and warning lights to prevent accidents. The **CONTRACTOR** shall indemnify, defend and hold the **CITY** harmless from all claims arising from the **CONTRACTOR**'s actions or omissions in performance of this contract, and to that end shall maintain liability insurance naming the **CITY** as one of the insureds in the amount of One Million Dollars (\$1,000,000) for property damage or bodily or personal injury, death or loss as a result of any one occurrence or accident regardless of the number of persons injured or the number of claimants. A certificate of insurance providing that at least thirty (30) days' written notice shall be given to the **CITY** prior to cancellation of the policy, and said certificate shall be filed in the office of the City Clerk.

The **CONTRACTOR** agrees to maintain Worker's Compensation coverage on all employees, including employees of subcontractors, during the term of this contract as required by Idaho Code Sections 72-101 through 72-806. Should the **CONTRACTOR** fail to maintain such insurance during the entire term hereof, the **CONTRACTOR** shall indemnify the **CITY** against any loss resulting to the **CITY** from such failure, either by way of compensation or additional premium liability. The **CONTRACTOR** shall furnish to the **CITY**, prior to commencement of the work, such evidence as the **CITY** may require guaranteeing contributions which will come due under the Employment Security Law including, at the option of the **CITY**, a surety bond in an amount sufficient to make such payments.

The **CONTRACTOR** shall furnish the **CITY** certificates of the insurance coverages required herein, which certificates must be approved by the City Attorney.

The **CONTRACTOR** agrees to receive and accept as full compensation for furnishing all materials, and doing all the work contemplated and embraced in the contract, an amount equal to the sum of the total for the items of work. The total for each item of work shall be calculated by

determining the actual quantity of each item of work and multiplying that actual quantity by the unit price bid by the **CONTRACTOR** for that item of work. The total amount of the contract shall not exceed Nine hundred twenty-six Thousand Six hundred sixty and no/100 Dollars (\$926,660.00).

Monthly progress payments must be submitted by the 10th of the month for work done in the previous calendar month. Partial payment shall be made by the end of each calendar month on a duly certified estimate of the work completed in the previous calendar month less five percent (5%). Final payment shall be made thirty (30) days after completion of all work and acceptance by the City Council, provided that the **CONTRACTOR** has obtained from the Idaho State Tax Commission and submitted to the **CITY** a release of liability for taxes (Form 10-248-79). Payment shall be made by the City Finance Director.

The number of working days allowed for completion of the Contract work shall be 40 working days. Days where the only work is traffic control, sweeping, or covering utilities do not count toward working days. The contract time shall commence no later than 10 days after the date of the Notice to Proceed issued by the **CITY**.

The **CITY** and the **CONTRACTOR** recognize that time is of the essence and failure of the **CONTRACTOR** to complete the work within the time allowed shall result in damages being sustained by the **CITY**. Such damages are and will continue to be impractical and extremely difficult to determine. Therefore, in the event the **CONTRACTOR** shall fail to complete the work within the specified time limits, the **CONTRACTOR** shall pay to the **CITY** or have withheld from monies due, liquidated damages at the rate of One Thousand Five Hundred Dollars (\$1,500.00) per calendar day, which sums shall not be construed as a penalty.

IT IS AGREED that the **CONTRACTOR** must employ ninety five percent (95%) bona fide Idaho residents as employees on any job under this contract except where under this contract fifty (50) or fewer persons are employed by the **CONTRACTOR**, in which case the **CONTRACTOR** may employ ten percent (10%) nonresidents; provided, however, in all cases the **CONTRACTOR** must give preference to the employment of bona fide residents in the performance of said work.

The **CONTRACTOR** further agrees: In consideration of securing the business of construction the works to be constructed under this contract, recognizing the business in which he is engaged is of a transitory character and that in the pursuit thereof, his property used therein may be without the state of Idaho when taxes, excises or license fees to which he is liable become payable, agrees:

1. To pay promptly when due all taxes (other than on real property), excises and license fees due to the State of Idaho, its subdivisions, and municipal and quasi-municipal corporations therein, accrued or accruing during the term of this contract, whether or not the same shall be payable at the end of such term.
2. That if the said taxes, excises and license fees are not payable at the end of said term but liability for said payment thereof exists, even though the same constitutes liens upon his property, to secure the same to the satisfaction of the respective officers charged with the collection thereof.
3. That in the event of his default in the payment or securing of such taxes, excises and license fees, to consent that the Department, Officer, Board or Taxing Unit entering into this contract may withhold from any payment due him hereunder the estimated amount of such accrued and accruing taxes, excises and license fees for the benefit of all taxing units to which said **CONTRACTOR** is liable.

IT IS FURTHER AGREED that for additions or deductions to the contract documents, the unit prices as set forth in the written proposal of the **CONTRACTOR** are hereby made part of this contract.

For the faithful performance of this contract in accordance with the contract documents and payment for all labor and materials, the **CONTRACTOR** shall execute good and sufficient performance bond and payment bond in a form acceptable to the City Attorney each in the amount of one hundred percent (100%) of the total amount of the bid as hereinbefore stated, said bonds to be executed by a surety company authorized to do business in the state of Idaho.

The term "CONTRACT DOCUMENTS" means and includes the following:

- A) Advertisement For Bids
- B) Bidding Information
- C) Bid Proposal
- D) Bid Bond
- E) Bidding Forms as Required
- F) Contract
- G) Labor and Materials Payment Bond
- H) Performance Bond
- I) Notice of Award
- J) Notice to Proceed
- K) Change Order
- L) General Conditions
- M) Technical Specifications
- N) Special Provisions
- O) Plans
- P) Addenda No. _____, dated _____, _____

THIS CONTRACT, with all of its forms, specifications and stipulations, shall be binding upon the parties hereto, their successors and assigns.

IN WITNESS WHEREOF, the Mayor and City Clerk of the CITY OF COEUR D'ALENE have executed this contract on behalf of said **CITY**, the City Clerk has affixed the seal of said City hereto, and the **CONTRACTOR** 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 COEUR D'ALENE
KOOTENAI COUNTY, IDAHO

SELLAND CONSTRUCTION, INC.

James Hammond, Mayor

By _____
Its: _____

ATTEST:

ATTEST:

Renata McLeod, City Clerk

PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS; That

(Name and Address of Contractor)

a _____ (Corp., Partnership, or Individual), hereinafter called PRINCIPAL
and

(Name and Address of Surety)

hereinafter called SURETY, are held and firmly bound unto the City of Coeur d'Alene, Kootenai County, State of Idaho, hereinafter called the OWNER, in the penal sum of

_____ dollars (\$ _____) in lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION is such that whereas, the PRINCIPAL entered into a certain Contract with the OWNER, dated the _____ day of _____, _____, a copy of which is hereto attached and made a part hereof for _____ PROJECT.

NOW THEREFORE, if the PRINCIPAL shall well, truly and faithfully perform its duties, all the undertakings, covenants, terms, conditions, and agreements of said Contract during the original term thereof, and any extensions thereof which may be granted by the OWNER, with or without notice to the SURETY and during the one year guarantee period, and if it shall satisfy all claims and demands incurred under such contract, and shall fully indemnify and save harmless the OWNER from all costs and damages which it may suffer by reason of failure to do so, and shall reimburse and repay the OWNER, all outlay and expense which the OWNER may incur in making good any default, then this obligation shall be void; otherwise to remain in full force and effect.

PROVIDED FURTHER, that the said SURETY, for value received hereby, stipulates and agrees that no change, extension of time, alteration or addition to the terms of the contract or to the WORK to be performed thereunder or the SPECIFICATIONS accompanying the same shall in any wise affect its obligation on this BOND, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the Contract or to the WORK or to the SPECIFICATIONS.

IN WITNESS WHEREOF, this instrument is executed in two (2) counterparts, each one of which shall be deemed an original, this the _____ day of _____, _____.

ATTEST:

(PRINCIPAL Secretary)

(PRINCIPAL)

By: _____

Title: _____

(SEAL)

(Witness as to PRINCIPAL)

Address: _____

SURETY

(Attorney in Fact)

Address: _____

ATTEST:

(Witness to Surety)

Address: _____

NOTE: Date of Bond must not be prior to date of Contract. If Contractor is a Partnership, all partners should execute Bond.

IMPORTANT: Surety companies executing BONDS must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the State of Idaho. The power of attorney for the individual signing on behalf of the SURETY must be attached in order for the bond to be valid.

LABOR AND MATERIALS PAYMENT BOND

KNOW ALL MEN BY THESE PRESENTS THAT, WHEREAS THE City of Coeur d'Alene, hereinafter designated the OWNER, has, on _____, _____, awarded to

_____, hereinafter designated as the PRINCIPAL, a Contract for the construction of

_____, and

WHEREAS said PRINCIPAL is required to furnish a bond in connection and with said Contract, providing that if said PRINCIPAL or any of its subcontractors shall fail to pay for any materials, provisions, or other supplies used in, upon, for, or about the performance of the work contracted to be done, or for any work or labor done thereon of any kind, the Surety of this bond will pay the same to the extent hereinafter set forth:

NOW THEREFORE WE, the PRINCIPAL, and _____ as Surety, are held and firmly bound unto the OWNER for the penal sum of

(\$ _____) lawful money of the United States, for the payment of which sum well and truly to be made we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH that, if said PRINCIPAL, its heirs, executors, administrators, successors, or assigns, shall fail to pay for materials, provisions, or other supplies used in, upon, for, or about the performance of the work contracted to be done, or for any work or labor done thereon of any kind, or for amount due the Unemployment Insurance Act with respect to such work or labor, and provide that persons, companies, or corporations so furnishing said materials, provisions, or other supplies, appliances, or power use in, upon, for, or about the performance of the work contracted to be executed or performed, or any person who performs work or labor upon the same, or any person who supplies both work and materials thereto, shall have complied with the provisions of said Government Code, then said Surety will pay the same in or to an amount not exceeding the amount herein-above set forth, and also pay in case suit is brought upon this, such reasonable attorney's fees to the OWNER as shall be fixed by the court.

This Bond shall inure to the benefit of any and all persons, companies, and corporations entitled to file claims under said Government Code, so as to give a right of action to them or their assigns in any suit brought upon this bond.

And the said Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration, or addition of the terms of the Contract or to the work to be performed thereunder or the specifications accompanying the same shall, in any way, affect its obligations of this Bond, and it does hereby waive notice of any change, extension of time, alteration, or addition to the terms of the Contract or to the work or to the specifications.

IN WITNESS WHEREOF, the above bounden parties have executed this instrument under their seals this _____ day of _____, _____, the name and corporate seal of each corporate party being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

PRINCIPAL

SIGNATURE OF PRINCIPAL/TITLE

SURETY

SIGNATURE OF SURETY

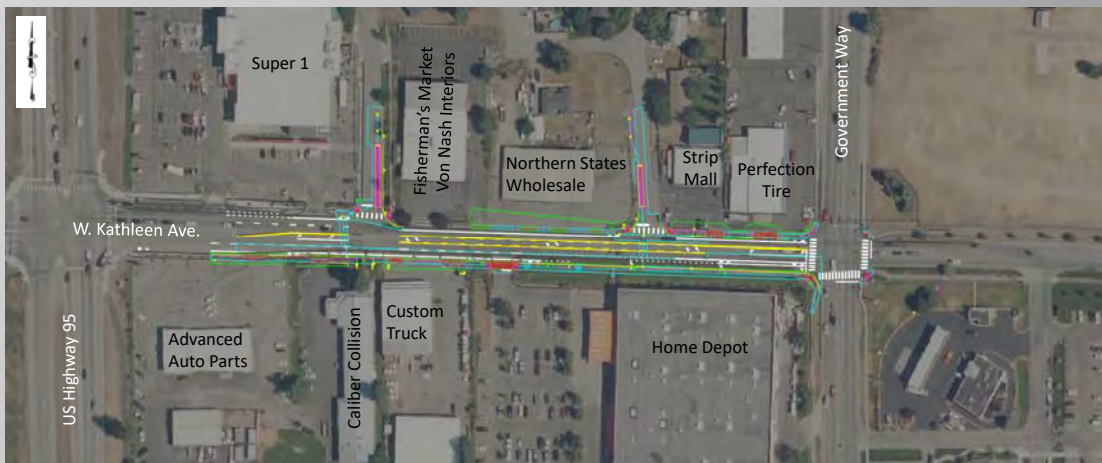
TITLE OF SIGNATORY

Kathleen Ave Improvements



January 24, 2022

Project Overview

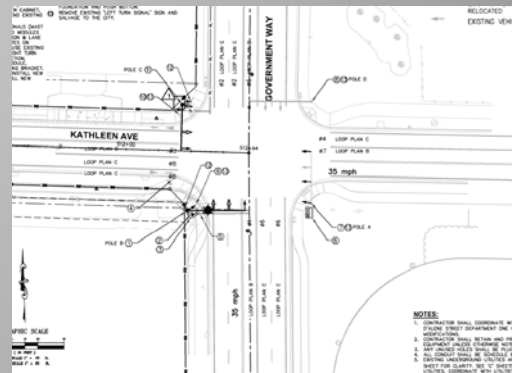


Existing Conditions

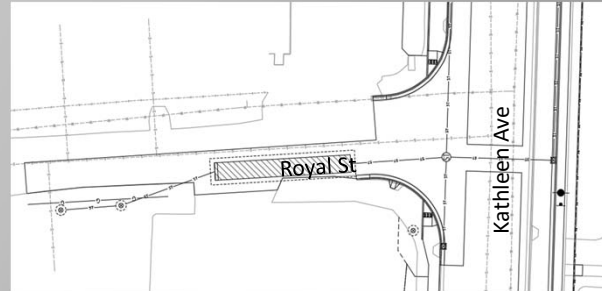
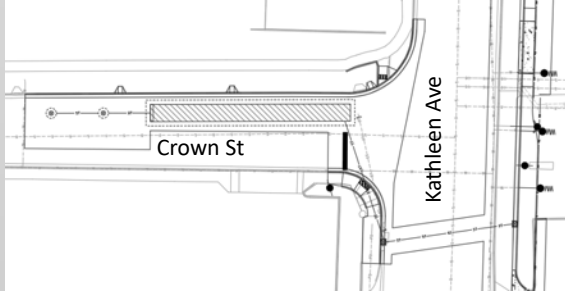


Design Elements

- Right-of-Way Acquisition (completed)
- Signal Modification (completed)
- Install New Storm Facilities (City)
- Widen Kathleen Avenue to south
- Fill Sidewalk Gaps
- Overlay Kathleen Avenue



New Stormwater Facilities



Traffic Control

- Maintain 2-Way traffic during construction
- Pedestrian traffic accommodated
- Local access maintained
- Home Depot access limited (no left turns, short closure)
 - Provide detour signage the duration of the project
- Approximately 40 working days
- Complete before Memorial Day



Bid Results

Pay Item	Description	Unit	Est Qty	SELLAND CONST		NNAC		INTERSTATE		BIG SKY	
				PRICE	AMOUNT	PRICE	AMOUNT	PRICE	AMOUNT	PRICE	AMOUNT
201.4.1.B.1	Clearing and Grubbing	LS	1	\$ 18,000.00	\$ 18,000.00	\$24,716.00	\$ 24,716.00	\$ 15,590.00	\$ 15,590.00	\$ 2,998.00	\$ 2,998.00
201.4.1.C.1	Removal of Obstruction	LS	1	\$ 10,000.00	\$ 10,000.00	\$ 1,700.00	\$ 1,700.00	\$ 3,200.00	\$ 3,200.00	\$ 2,860.00	\$ 2,860.00
201.4.1.D.1	Removal of Asphalt	SY	2660	\$ 8.56	\$ 22,743.60	\$ 10.00	\$ 26,600.00	\$ 10.40	\$ 27,664.00	\$ 17.00	\$ 45,220.00
201.4.1.D.2	Removal of Concrete Sidewalk	SY	920	\$ 15.00	\$ 13,800.00	\$ 9.00	\$ 8,280.00	\$ 11.00	\$ 10,120.00	\$ 11.00	\$ 10,120.00
201.4.1.E.1	Removal of Concrete Curb	LF	1760	\$ 10.00	\$ 17,600.00	\$ 4.00	\$ 7,040.00	\$ 3.80	\$ 6,688.00	\$ 8.00	\$ 14,080.00
201.4.1.F.1	Removal of Catch Basin	EA	1	\$ 800.00	\$ 800.00	\$ 703.00	\$ 703.00	\$ 4,845.00	\$ 4,845.00	\$ 1,111.00	\$ 1,111.00
201.4.1.F.2	Removal of Tree	EA	2	\$ 2,000.00	\$ 4,000.00	\$ 215.00	\$ 430.00	\$ 665.00	\$ 1,330.00	\$ 888.00	\$ 1,776.00
201.4.1.F.4	Removal of Oil-Water Separator	EA	1	\$ 1,000.00	\$ 1,000.00	\$ 1,013.00	\$ 1,013.00	\$ 5,860.00	\$ 5,860.00	\$ 311.00	\$ 311.00
201.4.1.F.4	Removal of Hydrant	EA	2	\$ 900.00	\$ 1,800.00	\$ 1,036.00	\$ 2,072.00	\$ 3,435.00	\$ 6,870.00	\$ 519.00	\$ 1,038.00
201.4.1.F.5	Removal of Drywell	EA	1	\$ 900.00	\$ 900.00	\$ 1,573.00	\$ 1,573.00	\$ 5,625.00	\$ 5,625.00	\$ 2,488.00	\$ 2,488.00
202.4.1.D.1	Excavation	LS	1	\$ 26,000.00	\$ 26,000.00	\$75,200.00	\$ 75,200.00	\$27,710.00	\$ 27,710.00	\$48,807.00	\$ 48,807.00
403.4.1.A.1	Water Main Pipe - 12" C900 DR25	LF	239	\$ 100.00	\$ 23,900.00	\$ 174.00	\$ 41,586.00	\$ 241.00	\$ 57,999.00	\$ 147.00	\$ 35,133.00
403.4.1.A.1	Hydrant	EA	1	\$ 7,000.00	\$ 7,000.00	\$ 6,447.00	\$ 6,447.00	\$ 28,080.00	\$ 28,080.00	\$ 7,168.00	\$ 7,168.00
405.4.1.A.3	Relocate Water Meter	EA	3	\$ 3,000.00	\$ 9,000.00	\$ 3,280.00	\$ 9,840.00	\$ 6,000.00	\$ 18,000.00	\$ 4,485.00	\$ 13,455.00
601.4.1.A.0A	12" Storm Pipe	LF	167	\$ 88.00	\$ 14,696.00	\$ 130.00	\$ 21,710.00	\$ 51.00	\$ 8,531.00	\$ 108.00	\$ 17,286.00
602.4.1.F.1	Catch Basin Type 1	EA	6	\$ 2,400.00	\$ 14,400.00	\$ 3,248.00	\$ 19,488.00	\$ 5,040.00	\$ 30,240.00	\$ 3,735.00	\$ 22,410.00
602.4.1.F.2	Catch Basin Type 2	EA	1	\$ 3,100.00	\$ 3,100.00	\$ 5,156.00	\$ 5,156.00	\$ 7,800.00	\$ 7,800.00	\$ 4,802.00	\$ 4,802.00
602.4.1.A.1	Manhole (Storm)	EA	1	\$ 3,000.00	\$ 3,000.00	\$ 5,207.00	\$ 5,207.00	\$ 9,775.00	\$ 9,775.00	\$ 4,720.00	\$ 4,720.00
706.4.1.A.3	Vertical Cut	LF	133	\$ 47.00	\$ 6,261.00	\$ 50.00	\$ 6,650.00	\$ 69.00	\$ 9,177.00	\$ 81.00	\$ 10,773.00
706.4.1.A.7	Curb and Gutter	LF	1442	\$ 45.00	\$ 64,890.00	\$ 35.00	\$ 50,470.00	\$ 48.00	\$ 70,092.00	\$ 54.00	\$ 77,868.00
706.4.1.E.1	Concrete Sidewalk, Thickness 4"	SY	830	\$ 77.00	\$ 63,910.00	\$ 78.00	\$ 64,740.00	\$ 68.50	\$ 56,855.00	\$ 97.00	\$ 80,510.00
706.4.1.F.1	Concrete Driveway Approach (R)	SY	155	\$ 110.00	\$ 17,050.00	\$ 116.00	\$ 17,980.00	\$ 215.00	\$ 33,325.00	\$ 162.00	\$ 25,110.00
706.4.1.F.2	Concrete Driveway Approach (Hn Dpt)	SY	63	\$ 110.00	\$ 6,930.00	\$ 116.00	\$ 7,298.00	\$ 260.00	\$ 16,380.00	\$ 171.00	\$ 10,773.00
706.4.1.H.1	Final Repair w/ Detachable Warning Domes	SY	58	\$ 200.00	\$ 11,600.00	\$ 244.00	\$ 21,472.00	\$ 214.00	\$ 12,412.00	\$ 300.00	\$ 30,800.00
802.4.1.B.1	Crushed Aggregate for Base Type 1	TON	2100	\$ 23.00	\$ 48,597.00	\$ 31.00	\$ 65,370.00	\$ 27.00	\$ 58,419.30	\$ 32.00	\$ 67,488.00
810.4.1.A.1	Plant Mix Pavement (Repair/Widening)	TON	711	\$ 140.00	\$ 99,540.00	\$ 165.00	\$ 117,315.00	\$ 126.00	\$ 89,586.00	\$ 264.00	\$ 187,704.00
810.4.1.A.2	Superpave HMA (Misc. Pavement)	TON	103	\$ 460.00	\$ 47,380.00	\$ 534.00	\$ 55,002.00	\$ 307.00	\$ 31,621.00	\$ 636.00	\$ 65,598.00
810.4.1.A.3	Superpave HMA (Drivch Overlay)	TON	609	\$ 124.00	\$ 75,516.00	\$ 143.00	\$ 87,387.00	\$ 164.00	\$ 100,356.00	\$ 221.00	\$ 140,079.00
810.4.1.B.1	Milling Pavement	SY	886	\$ 13.00	\$ 11,518.00	\$ 16.00	\$ 14,176.00	\$ 16.00	\$ 14,796.30	\$ 22.00	\$ 19,492.00
901.4.1.C.2	Pressure Irrigation System Modifications	LS	1	\$ 12,000.00	\$ 12,000.00	\$14,605.00	\$ 14,605.00	\$ 16,470.00	\$ 16,470.00	\$12,267.00	\$ 12,267.00
1006.4.1.C.1	Inlet Protection	EA	26	\$ 130.00	\$ 3,380.00	\$ 126.00	\$ 3,276.00	\$ 220.00	\$ 5,720.00	\$ 90.00	\$ 2,340.00
1007.4.1.A.1	Tieoff	CY	48	\$ 23.00	\$ 1,104.00	\$ 60.00	\$ 2,880.00	\$ 170.00	\$ 8,160.00	\$ 49.00	\$ 2,352.00
1007.4.1.C.1	Soaking	SY	430	\$ 11.00	\$ 4,730.00	\$ 22.00	\$ 9,460.00	\$ 19.00	\$ 8,256.00	\$ 38.00	\$ 16,340.00
1102.4.1.B.1	Relocate Streetlight	EA	1	\$ 16,000.00	\$ 16,000.00	\$16,005.00	\$ 16,005.00	\$ 18,050.00	\$ 18,050.00	\$ 8,067.00	\$ 8,067.00
1103.4.1.A.1	Traffic Control	LS	1	\$ 95,000.00	\$ 95,000.00	\$44,612.00	\$ 44,612.00	\$ 97,940.00	\$ 97,940.00	\$51,420.00	\$ 51,420.00
1103.4.1.K.1	Temporary Striping Tape	LS	1	\$ 950.00	\$ 950.00	\$ 800.00	\$ 800.00	\$ 1,105.00	\$ 1,105.00	\$23,243.00	\$ 23,243.00
1105.4.1.A.1	Permanent Striping	LS	1	\$ 4,200.00	\$ 4,200.00	\$ 3,750.00	\$ 3,750.00	\$ 4,875.00	\$ 4,875.00	\$ 5,367.00	\$ 5,367.00
2010.1.A.1	Mobilization	LS	1	\$118,000.00	\$118,000.00	\$80,800.00	\$ 80,800.00	\$125,510.00	\$ 125,510.00	\$40,000.00	\$ 40,000.00
SP 5.4.1.A.4	Relocate Mailbox	EA	3	\$ 425.00	\$ 1,275.00	\$ 1,412.00	\$ 4,236.00	\$ 1,560.00	\$ 4,680.00	\$ 494.00	\$ 1,482.00
SP 6.4.1.A.1	Drywell Type B	EA	1	\$ 6,400.00	\$ 6,400.00	\$ 3,921.00	\$ 3,921.00	\$ 4,550.00	\$ 4,550.00	\$ 5,034.00	\$ 5,034.00
SP 7.4.1.A.1	Abandon Drywell	EA	5	\$ 800.00	\$ 4,000.00	\$ 1,450.00	\$ 7,250.00	\$ 2,680.00	\$ 13,000.00	\$ 1,779.00	\$ 8,895.00
SP 8.4.1.A.3	Tree (Japanese Cherry) (Korean)	EA	2	\$ 550.00	\$ 1,100.00	\$ 800.00	\$ 1,600.00	\$ 1,250.00	\$ 2,500.00	\$ 700.00	\$ 1,400.00
					\$926,660.00		\$960,550.00		\$ 1,117,560.40		\$ 1,131,026.00



Decision Point: Council should award the Kathleen Avenue Improvement Project construction contract to Selland Construction for \$926,660



**GENERAL SERVICES/PUBLIC WORKS COMMITTEE
STAFF REPORT**

DATE: JANUARY 24, 2022

FROM: ADAM KORYTKO, BUILDING MAINTENANCE SUPERINTENDENT

SUBJECT: EMERGENCY REPLACEMENT OF HARBOR CENTER ROOF

DECISION POINT:

The Building Maintenance Department requests that Council declare an emergency under Idaho Code § 67-2808(1)(a), find that the public interest and necessity require immediate expenditure of public funds, and authorize the Building Maintenance Department to immediately order materials and hire a contractor for the emergency work to replace the damaged roof at the Harbor Center without compliance with formal bid procedures.

HISTORY:

On November 15, 2021, Kootenai County experienced a severe wind storm in which winds reportedly exceeded 60mph through the City of Coeur d’Alene (City). The storm resulted in significant damage to the Harbor Center roof, skylight, and mechanical vents. A large portion of the metal roof peeled back and lifted off the building leaving the decking and ridgeline exposed. The days following the wind storm brought rain which resulted in water damage to the interior of the building until we were able to secure a contractor and materials to temporarily “weatherproof” the damaged roof.

FINANCIAL ANALYSIS:

As a consequence of the unusual and unexpected weather event, the cost of repairing the resulting damage was not planned for in the current budget. The extent of damage to the roof coupled with the obsolescence of the existing roof system led our insurance adjustor to recommend replacement of the entire roof. The Building Maintenance Department has acquired multiple quotes for the roof replacement in both metal and composite asphalt roofing systems. Quotes for metal roofing systems range from \$412,800 to \$680,063.97, and composite roofing systems range from \$167,700 to \$375,300. We believe that it is in the City’s best interest to pursue replacement in the form of a composite asphalt roofing system at the preliminary estimate in the amount of \$167,000. It is our opinion that a composite roof is best suited for this application due to the availability of materials, installation timeframe, future maintenance, and cost. Once a quote is selected and submitted, our insurance company will provide the City with funds to cover the cost of the project minus the \$5,000 deductible.

PERFORMANCE ANALYSIS:

The Harbor Center is currently secured from the elements by the use of tarps and batten boards, but is in need of a permanent roofing system replacement as soon as possible to prevent further damage to the structure and interior. According to Idaho Code § 67-2808, immediate expenditure of public money to do this emergency work is justified to safeguard public's interest, health, and property. As required by City Resolution No. 17-061, Policy Paragraph E, the Building Maintenance Department has informed the Legal and Finance Departments. The Legal Department concurs that the circumstances described by Building Maintenance constitutes an emergency under the statute.

DECISION POINT/RECOMMENDATION:

We recommend that Council declare an emergency and find that the public interest and necessity requires that the City depart from the standard procurement requirements. As such, we recommend Council authorize the Building Maintenance Department to immediately order materials and hire a contractor for the emergency work to repair the Harbor Center roof.



Finance Department

OVERVIEW OF SERVICES

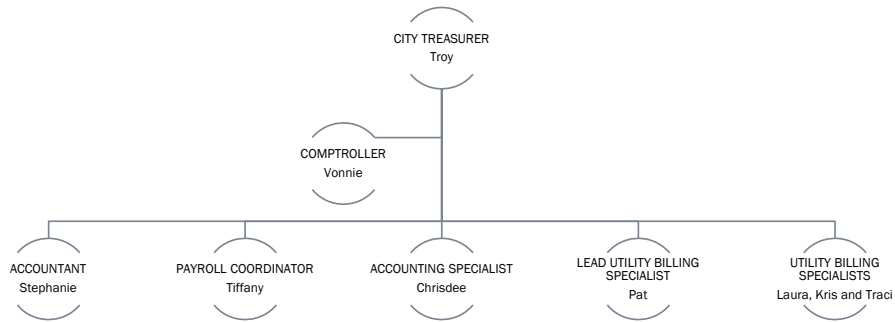
Finance Department Mission Statement

The mission of the Finance Department is to provide exemplary service to our customers both internally and externally and to properly record all City financial activity, while maintaining the highest degree of respect, fairness, public trust and integrity.

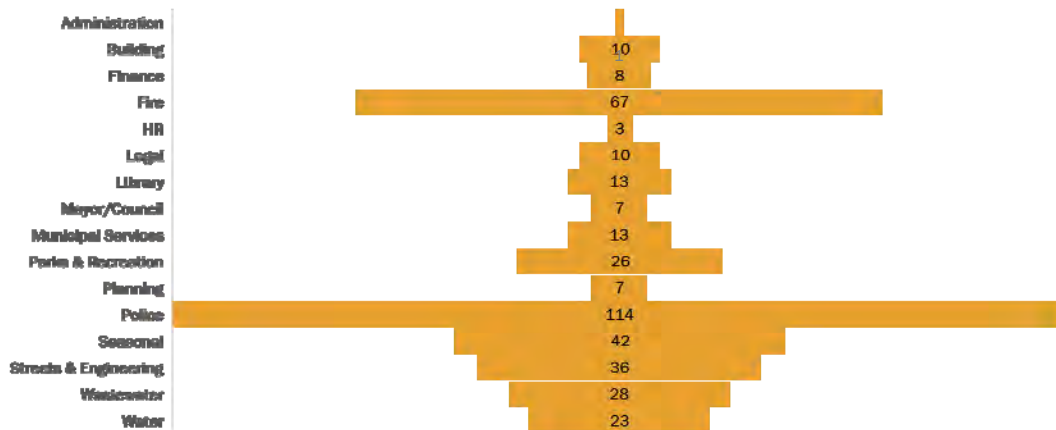
Our principle obligations are to safeguard City assets, maximize revenues, manage the business of City programs, and provide accurate, timely, and complete financial information.



The Finance Team



Departments We Support



Finance Department Overview

- Cash Receipting – electronic, credit cards, checks & cash
- Customer Service
- Utility Billing
- Accounts Payable
- Accounts Receivable
- Payroll & Benefit Payables
- Accounting & Financial Reporting
- Budgeting
- Annual Audit including Single Audit of grants
- Special Assessments and Business Improvement District



Customer Service

- ❖ 600+ phone calls a week
- ❖ over 100 in person contacts a week
- ❖ Cash Receipting: utility payments, building permits, parks & recreation charges, parking fees and tickets, cemetery purchases, water hydrant usage, BIDs, LIDs, ordinance violations, business licenses, fingerprinting, standpipe usage, franchise fees, state revenues, grants
- ❖ Types of cash receipts: electronic payment files 4,000+ /month, credit card payments 5,200/month, checks processed 8,000+/month, over 400 cash payments a month
- ❖ Daily deposit preparation

Utility Billing

- ❖ Utility Account Audits
- ❖ Utility Bills Processed – over 19,000 a month
- ❖ Late Letters Processed – over 11,000 a month
- ❖ Tags for non-payment Processed – over 4,000 a month
- ❖ Collection notices – 150 collection letters, 15 legal demand letters, 10 sent to collections a month
- ❖ Work Orders – over 3,000 a year
- ❖ Ownership Changes – 1,400+ a year
- ❖ Mail Returns – 200 a month

Accounts Payable

- ❖ Invoices processed – 1,700 a month
- ❖ P-card maintenance, processing, reconciliation and compliance
- ❖ Fleet, Building, and Assets Inventory
- ❖ Procurement compliance – public works construction and personal property
- ❖ Compliance with travel policy
- ❖ Annual 1099 reporting
- ❖ W-9 Compliance

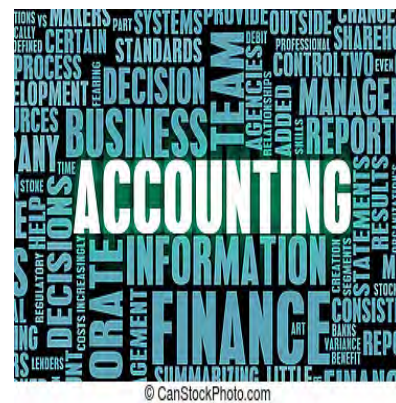
Payroll and Benefits

- ❖ Semi-monthly payroll for 400+ employees
- ❖ Benefit vendors paid and reconciled monthly or semi-monthly – over 24
- ❖ Special payroll payments
- ❖ Monthly Police Retirement payments
- ❖ Monthly Reporting
 - PERSI
 - Payroll tax reporting
- ❖ Quarterly Reporting
 - IRS 941
 - State Unemployment
 - Workmen's Comp
- ❖ Yearly Reporting
 - W-2s
 - Affordable Care Act Reporting



Accounting, Auditing and Financial Reporting

- ❖ Internal Auditing – Reconciliations - Annual Audit
- ❖ Annual Budget Process and Approval
- ❖ Annual Financial Reporting
- ❖ Grant Accounting
- ❖ Debt Management
- ❖ Fixed Asset Accounting
- ❖ Parking Commission Liaison
- ❖ Arts Commission Liaison



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Policies & Procedures

- ❖ Investment Policy
- ❖ P-card Policy
- ❖ Fixed Asset Policy
- ❖ Procurement Policy
- ❖ Federal Award Policy
- ❖ Travel and Training Policy
- ❖ Records Retention Policy
- ❖ Generally Accepted Accounting Principles



Reporting

- ❖ Annual Budget
- ❖ Annual Audited Financial Reports
- ❖ State Unclaimed Property Report
- ❖ State Street Report
- ❖ Monthly Cash Balance Reports
- ❖ Monthly & Quarterly Budget Status Reports
- ❖ Quarterly Department of Insurance Reports
- ❖ Monthly Employee Benefit Trust Reports
- ❖ Yearly Census Report



Recent Accomplishments

- ❖ COVID-19 Pandemic and Grant Reporting
- ❖ Wastewater Bond Refinancing – Savings of \$4.4 million
- ❖ City of Coeur d’Alene Employee Benefits Trust
- ❖ W-9 Audit



Future Goals

- ❖ Automatic payment processing of utility bill payments
- ❖ Update policy and procedure manuals
- ❖ Cross train within Finance Office Staff

