

WELCOME
To a Regular Meeting of the
Coeur d'Alene City Council
Held in the Library Community Room

AGENDA

VISION STATEMENT

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.

NOTE: The City is utilizing Governor Little's Stage 2 Rebound Idaho guidance for its public meeting. As such, we are abiding by the social distancing standard of 6' within the physical meeting room, and limiting gatherings to 10 people, seating will be first come first serve. Therefore, we are still encouraging the public to participate electronically. While participating electronically the public comments will be taken during that section of the meeting by indicating a raised hand through the Zoom meeting application. Public comments will not be acknowledged during any other time in the meeting. Additionally, you may provide written public comments to the City Clerk at renata@cdaid.org any time prior to 4:00 p.m. the day of the meeting.

*The meeting will be aired on Zoom meeting network with the following options:
<https://zoom.us/s/94769910634> Password: 522103 or Dial: US: +1 346 248 7799 or +1 646 518 9805 or 877 853 5257 (Toll Free) or 888 475 4499 (Toll Free)*

The purpose of the Agenda is to assist the Council and interested citizens in the conduct of the public meeting. Careful review of the Agenda is encouraged. Testimony from the public will be solicited for any item or issue listed under the category of Public Hearings. Any individual who wishes to address the Council on any other subject should plan to speak when Item E - Public Comments is identified by the Mayor. The Mayor and Council will not normally allow audience participation at any other time.

December 1, 2020: 6:00 p.m.

- A. CALL TO ORDER/ROLL CALL**
- B. INVOCATION:** Pastor Kevin Schultz with the Vine Church
- C. PLEDGE OF ALLEGIANCE:**
- D. AMENDMENTS TO THE AGENDA:** Any items added less than forty-eight (48) hours prior to the meeting are added by Council motion at this time.
- E. PUBLIC COMMENTS:** (Each speaker will be allowed a maximum of 3 minutes to address the City Council on matters that relate to City government business. Please be advised that the City Council can only take official action this evening for those items listed on the agenda.)

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

F. PRESENTATIONS:

1. 2020-2021 Annual Snow Plan

Presented by: Streets and Engineering Superintendent Todd Feusier

2. Atlas Waterfront Project Update

Presented by: Phil Boyd, President, Welch Comer Engineering

G. ANNOUNCEMENTS:

1. City Council
2. Mayor

H. CONSENT CALENDAR: Being considered routine by the City Council, these items will be enacted by one motion unless requested by a Councilmember that one or more items be removed for later discussion.

1. Approval of Council Minutes for the November 17, 2020 Council Meeting.
2. Approval of General Services/Public Works Subcommittee Minutes for the November 23 2020.
3. Approval of Bills as Submitted.

4. Resolution No. 20-064-

- a. Approval of S-4-19 Final Plat; Acceptance of Improvements; Maintenance/Warranty Agreement and Security.
- b. Approval of S-4-19 Landscape Agreement and Security.
As Recommended by the City Engineer
- c. Approval of Amendments to Personnel Rule 26 – Appointed Officers and Department Heads.
- d. Approve of amendments to the Wastewater Policies, defining Standards for all new wastewater system improvements that are, or are intended to be, owned, operated, and maintained by the City of Coeur d' Alene

As Recommended by the General Services/Public Works Committee

I. OTHER BUSINESS:

1. Update and Approval of Reallocation of COVID Municipal Small Business Grant Program funds

Staff Report by: Stephanie Padilla, Accountant

2. **Resolution No. 20-065** - Approval of Amendment No. 2 to the Local 710 Collective Bargaining Agreement for new EMS Officer

Staff Report by: Fire Chief Gabriel

J. ADJOURN:

Coeur d'Alene

CITY COUNCIL MEETING

December 1, 2020

MEMBERS OF THE CITY COUNCIL:

Steve Widmyer, Mayor

Council Members McEvers, English, Evans, Gookin, Miller, Wood

PRESENTATIONS

**CITY COUNCIL
STAFF REPORT**

DATE: November 25, 2020

FROM: Todd Feusier, Director, Streets & Engineering

SUBJECT: 2020-2021 SNOW PLAN

DECISION POINT:

Staff requests Council approval of the 2020-2021 Snow Plan.

HISTORY/BACKGROUND:

For many years, the City has published a snow plan that outlines the policies, priorities and operational procedures for the Streets and Engineering Department to follow in responding to snow emergencies. As in previous years, the proposed (draft) 2020-2021 Snow Plan summary is being presented to Council.

FINANCIAL ANALYSIS:

The proposed Snow Plan update is an annual “housekeeping” action. Citizens and staff mutually benefit from a clear understanding of City snow removal policies and responsibilities. The Council’s snow removal policies are recorded in the Snow Plan and distributed in various forms such as pamphlets, newspaper articles and made available on the City website. The Snow Plan is one of the department’s means of educating the public on City snow removal policies.

PERFORMANCE ANALYSIS:

The majority of the policies and procedures outlined in the previous years’ Snow Plan are still considered relevant and are proposed to be continued as routine operations this year. The overall objective is to continue to provide the citizens with “State of the Art” plow operations and provide unrestricted road surfaces. As the City continues to grow and more streets are extended, the Citywide plowing completion target will be 40 hours.

Changes and reminders for the 2020-2021 Snow Plan are:

- Added new and/or extended streets, new subdivisions and cul-de-sacs.

DECISION POINT/RECOMMENDATION:

Staff requests Council approval of the 2020-2021 Snow Plan.



2020-2021 SNOW PLAN

City of Coeur d' Alene
Streets & Engineering Department



Table of Contents

1. Summary of Changes / Storm Names for 2020-21
- 2-3. Snow Removal Policy
4. Summary of Basic Procedures
5. Non-Emergency Numbers / Media Contact Information
6. Snow Control Center / Discretionary Plow Areas
7. Ordinances / Winter Call Out / Snow and Ice Control Procedures
8. Definition of Roadway Conditions
- 9-10. Condition Green / Condition Yellow
11. Condition Red
12. Snow Gates / Special Assistance
- 13-14. News Release / Information Bulletin

SUMMARY OF CHANGES

The following change has been added to this year's snow and ice control plan.

New and/or extended streets, new subdivisions and cul-de-sacs have been added to our plowing lists.

2020-2021 STORM NAMES

Theme: Cities in Idaho

Aberdeen
Burley
Carey
Dubois
Emmett
Fruitland
Genesee
Hope
Idaho City
Kellogg
Kamiah
Moscow
Mud Lake

SNOW REMOVAL POLICY

The following is the official policy covering snow removal operations.

1. Plowing operations will be initiated when snow depth on streets reaches a maximum of four to five inches, unless it is readily apparent that this action will not be warranted by changing weather conditions; or at two inches if continuing storms are predicted. The decision on each situation shall be the responsibility of Streets & Engineering Director, or designee. The decision on termination of plowing efforts shall be similarly vested.
2. Plowing routes will be established based on the following priority list:
 - a) Hospital Access (Ironwood Dr.)/Emergency vehicle access areas
 - b) Major arterials (Northwest Boulevard, Downtown, Appleway, 3rd, 4th, 15th, etc.)
 - c) Dangerous hills and curves (Cherry, Tubbs, Armstrong Park, etc.)
 - d) Secondary arterials (7th, North 4th, Honeysuckle, Atlas, Julia 911 center etc.)
 - e) School bus routes
 - f) Improved residential streets
 - g) Cul de sacs
3. Snow will not be plowed from alleys.
4. Certain street sections are designated as "sledding hills" and they will not be plowed unless deemed impassable by emergency services or streets & engineering director. The designation as a sledding hill or the removal of such a designation shall be made at the direction of the City Council. Current designated sledding areas: Boyd Avenue between 9th & 10th Streets and Lost Avenue between Dollar Street and 15th Street.
5. Plowing on residential streets will be performed in the easiest, safest, most efficient manner. Residents are advised to attempt to keep cars off the street during major winter storms. Plow crews will use their judgment as to the best snow removal procedures.

6. Snow gates may not be practical for extremely heavy or deep snow events. Therefore, after careful consideration, the Streets & Engineering Director or designee is authorized to curtail use of snow gates under these circumstances. Citizens should always be prepared to clear driveways in these cases. In many instances, snow gates cannot stop snow flow to both driveways and mailboxes-the snow must go somewhere. Citizens should plan on removing snow from mailboxes.

7. Loading and hauling snow from congested areas; such as, the Central Business District, will be performed after the bulk of the city has been plowed, and when weather patterns permit. Every attempt will be made to haul snow no later than the fourth day following a storm. Chemical treatment in the Central Business District areas shall be started as soon as snow falls and shall continue as long as appropriate.

8. Sherman Avenue from 1st St. to 23rd St. Snow will be plowed to the center turn lane. This is (ITD) Idaho Transportation Department “Over Height” Route.

9. The snow in cul-de-sacs will be plowed to a snow storage area if provided or vacant lot if available, otherwise plow the snow into a pile centered in the cul-de-sac with the top flattened. Crews will pick up the accumulated snow if the winter snowstorm tempo allows.

ADOPTED BY COUNCIL ON _____

SUMMARY OF BASIC PROCEDURES FOR INCOMING SNOW STORM

1. Snow removal is considered an emergency situation.
2. All employees of the Streets & Engineering Department, Water Department, and Wastewater Department are subject to call for snow control duties. If required, all city owned equipment is available for snow/ice control.
3. Scheduled vacation and regular days off are subject to cancellation.
4. The National Weather Service will be monitored continuously by personnel in advance of anticipated snowfall. During this period, preparation will be made. If 2 inches or more is expected and conditions continue to deteriorate crews will begin mobilizing the plan.



NON-EMERGENCY PHONE NUMBERS

City Hall Switchboard, All Departments	208-769-2300
Streets & Engineering Department	208-769-2235
Fire Department	208-769- 2245
Police Department	208-769- 2320
Sheriff's Department	208-446- 1300
State Highway Maintenance (ITD)	208-772- 1200
State Patrol (Non-Emergency)	208-772- 6055

MEDIA CONTACTS

The following news media will be contacted at the beginning of the snow season and as required throughout the winter.

Social Media

City of Coeur d Alene Facebook

City of Coeur d Alene Website

Newspapers

Coeur d'Alene Press	208-664- 8176
Spokesman Review	208-765- 7110

SNOW CONTROL CENTER

During the winter snow season, the Streets & Engineering Department will provide the following services:

- DAY 7:00 A.M. to 3:30 P.M.

Snow Plowing Schedule Map Updated on <https://maps.cdaid.org/snowplow/>

Recorded updates on the Snow Line (208)769-2233

- NIGHT 3:30 P.M. TO MIDNIGHT
- Normal night shift staffing is until Midnight
- Shifts will work around the clock during a citywide plow

DISCRETIONARY SNOW CONTROL PROCEDURES

The following areas will be plowed or sanded at the direction of the Streets & Engineering Director. These areas are high congestion areas of less than maximum priority. Scheduling in the routes is impractical due to the need for plowing when parking or use is at a minimum. Plow crews will generally be pulled from normal routing as the conditions require.

1. City Hall Parking Lot
2. Coeur d'Alene Library Parking Lot

ORDINANCES

The following ordinance applies to plowing snow into the streets;

(Municipal Code 12.32.060) It is unlawful for any person to deposit, or cause to be deposited, thrown upon or moved onto any public street, sidewalk, thoroughfare, or other public property, any snow, ice, dirt, soil, rocks or debris which has accumulated on any private property. (Ord. 1559 S 1,1978).

WINTER CALL OUT ROSTER

During the winter operations period, a Street Lead Field Worker and (2) two operators will be assigned “stand by” for weekends.

SNOW AND ICE CONTROL PROCEDURES / RESPONSIBLE DEPARTMENTS

Primary responsibility for performance and coordination of ice and snow control on city streets rests with the Streets & Engineering Department. During the snow season, mid-November through mid-March, the Streets & Engineering Department will provide monitoring of street conditions and will respond to these conditions in accordance to the procedures outlined in this operation manual.

When conditions warrant more personnel than can be supplied by the Streets & Engineering Department, Parks, Water and Wastewater Departments will provide personnel and equipment. In addition, the Shop personnel will provide equipment maintenance and service as required on a 24-hour basis during critical ice and snow control periods.

The Streets & Engineering Department staffs a night shift beginning in late November and continuing through February as conditions warrant. The night shift will consist of Heavy Equipment Operators to monitor road conditions plow snow, spread sand and chemicals as required.

DEFINITION OF ROADWAY CONDITIONS

CONDITION GREEN

Roadways can be dry with surface temperatures either above or below freezing or roadways can be wet with surface temperatures above freezing.

CONDITION YELLOW

Frozen moisture, freezing rain, or 0-2" of snowfall on roadway surface.

CONDITION RED PHASE I

Greater than 2" of snow fall on roadway surface.

CONDITION RED PHASE II

More than 4" of snowfall on the roadway surface or 3" of snowfall on the roadway and more than 4" predicted.

CONDITION GREEN PROCEDURES

Roadways under this condition are not ice or snow covered but they can be either wet or dry. During this condition supervisors will monitor the roadways, particularly if road surfaces are wet, to determine when freezing may occur. Monitoring activities used will consist primarily of monitoring weather forecasts, temperature, moisture conditions and actual driving of roadway, as needed. At any time during this condition, should freezing or snowfall conditions begin, the shift foreman will automatically implement "Condition Yellow" procedures.

During "Condition Green", the Streets & Engineering Department personnel will be on duty but involved in maintenance activities other than ice and snow control. These activities include street grading, leaf pickup, street cleaning, pothole patching, alley maintenance, and training. When conditions begin to change from "Green" to "Yellow", these crews will be re dispatched in accordance to needs.

CONDITION YELLOW PROCEDURES

This condition covers roadways with frozen moisture, freezing rain, or 0 - 2" of snow. When these conditions are present, the Streets & Engineering Department will automatically implement these procedures.

Streets & Engineering Director will monitor the weather conditions and will keep the news media and necessary organizations informed as to roadway conditions and areas of operations. During the day shift, supervisors will periodically dispatch sand/salt/liquid deicer units to those areas that have been reported.

During "Condition Yellow", normal day and night operations will mainly consist of sanding and chemical spreading for ice control. Priority areas shall be:

1. Areas where emergency vehicles operate
 - Hospital
 - Fire Stations
 - Police Department
 - Arterials
 - Julia St. 911 Center

2. Steep Grades/Curves

- Cherry Hill & Armstrong Hill
 - Tubbs Hill
 - Stanley Hill Area
 - Fernan Terrace Drive
 - Lakewood Drive

3. Stop Signs/Traffic Signal Lights on Arterials

4. Residential Hills Fairway Hills, Lakeshore Dr. area, Gibbs Hills, etc.

Following these priority areas, the City will be divided in half at Harrison Ave. A sander and a liquid deicer unit will operate north; another sander and liquid deicer unit will operate south. Priorities shall be:

1. Secondary Arterials and Collectors.
 2. Residential Areas and Stop Signs.

The Central Business District (CBD) requires different procedures during this condition. Normal procedures will not see the use of sand in the district; only chemical treatment. It will be the best judgment of the Street/ Engineering Director or his designee as to whether or not to apply sand. Generally, this will only occur should temperatures be below 15° Fahrenheit and extremely dangerous conditions exist.

The District consists of the following downtown areas:



CONDITION RED PROCEDURES

This condition covers roadways with greater than 2" and snowing, or an accumulation of 4" or more. There are basically two phases to "Condition Red":

Phase I - Greater than 2" on roadway with little additional snow predicted in the forecast. Possible declining temperatures predicted.

Phase II - Greater than 2" on roadway and snowing heavily, or more predicted.

During Phase I condition, normal operations will include the plowing of the CBD and all primary arterials. Sanding/Salting operations will run concurrently. Plowing will be the discretion of the Streets & Engineering Director.

Phase II conditions will warrant the general, city wide plowing. Typically, operations will begin at 4:00 A.M. in the CBD with concurrent operations. For heavy accumulations this shift will run for 12 hours. The night shift of 6 operators will plow for 12 hours in their dedicated areas. The following day's shift will also plow a 12-hour shift. Approximately 40 hours are required to complete a Citywide plowing operation.

Once all streets are passable, the removal of the center berms shall become the highest operational priority.

Sanding/Salting/Chemical operations shall remain a high and concurrent priority.

SNOW GATES

Snow gates will reduce the amount of snow berm forming at driveways, EXCEPT on arterials and collectors due to the large volume of snow pushed to the curb of wider streets. Drivers will utilize common sense and good judgment when plowing residential areas; plow speeds will be adjusted so as not to create greater berms than are necessary; and speeds adjusted to fit conditions. Likewise, good judgment shall be utilized when plowing along curbs with sidewalks directly abutting. Snow gates generally as a rule will not be used on 1) arterials/collectors due to the large volume of snow pushed to the curb on wider streets, as well as the need to keep "gates" in residential areas. 2) areas that are plowed under cooperative agreement by East Side Highway District (Fernan and Armstrong Park).

SPECIAL ASSISTANCE

During previous years, the Sheriff's Community Labor Program has provided snow removal assistance. The contact is Lake City Senior Center 667-4628. They prepare a list of individuals needing assistance based on physical disability and financial criteria and submit it to the Sheriff's Labor Program. Assistance is based on available resources and may not be readily available.



NEWS RELEASE BASE INFORMATION

The first heavy snow of the season always generates many comments on snow plowing. Below is a capsule summary of Coeur d'Alene's plowing procedure:

We do not plow until we have either 4" or 2 1/2" and expect more. Crews are brought in at approximately 4:00 A.M. to begin operations. Snow is normally bermed to the center on the following streets:

- A. Sherman – 2nd to 23rd
- B. 3rd – Cd'A Street to Front Ave.
- C. 4th – Cd'A Street to Front Ave.
- D. 5th Cd'A Street to Front Ave
- E. 6th - Cd'A Street to Front Ave
- F. Lakeside 1st to 8th
- G. Coeur d'Alene Ave – 1st to 4th

It takes approximately 5 hours to complete the downtown. Our goal is to have the downtown completed by 9:00 A.M. Following completed Citywide plowing, we next load and haul the snow from the center berms. A "normal" plowing operation will take 40 hours.

Snow gates reduce not eliminate the snow deposits into residential driveways. The City's (4) four snow gates will enable all residential areas of the City to receive snow gate service. In many cases, snow gates cannot block all snow from driveways and mailboxes-snow must go somewhere.

Starting in December we will staff the shop with 6 employees for night time operations. Their shift is from 3:30 P.M. to 12:00 A.M. If not required for plowing/sanding/chemical applications, they perform equipment maintenance. Normally, we continue with a night shift until late February or March.

It is important that we plow as rapidly as is prudent in order to provide timely service to the greatest number of citizens. Our intent is to drive slowly enough so that snow is not thrown onto properties or vehicles parked on the streets, causing them damage, and still maintain enough speed to rapidly complete the process.

Citizens can assist by avoiding on street parking in residential areas where possible.

Plowing is accomplished through use of general fund tax dollars. We attempt to do the most with the allocated resources. Additional money toward plowing can only come at the expense of other facets of our city government. Constructive suggestions on improving efficiency are always welcome.

MEDIA INFORMATION BULLETIN

The City of Coeur d'Alene would like to remind our citizens that it is unlawful for any person to deposit, throw, shovel, or blow snow, ice or other debris onto any public street, sidewalk or other public property. With accumulation of snow the City's Streets & Engineering Department works hard to keep the streets clear. When shoveling or clearing your sidewalk or driveway please remember to place snow off the street in order that traffic hazards are minimized and the efforts of the Streets & Engineering Department do not have to be duplicated.

Thank you for your assistance and cooperation in keeping our streets safe.

Sincerely,

Troy Tymesen

City Administrator



2020-2021 SNOW PLAN

City of Coeur d'Alene Streets & Engineering
Department





Non-Emergency Phone Numbers



- City Hall **208-769-2300**
- Street Dept. **208-769-2235**
- Police Dept. **208-769-2320**
- Fire Dept. **208-769-2245**
- Sheriff's Dept. **208-446-1300**
- State Hwy (ITD) **208-772-1200**
- State Patrol **208-772-6055**



SNOW REMOVAL ISSUES

- On line reporting at
www.cdaid.org
- Office Hours
7:00 am to 3:30 pm
- Snow line Number
(208)769-2235

city of Coeur d'Alene Idaho

Street and Engineering Department **Snow Removal Issues**

Use this form to notify us of a snow removal issue.

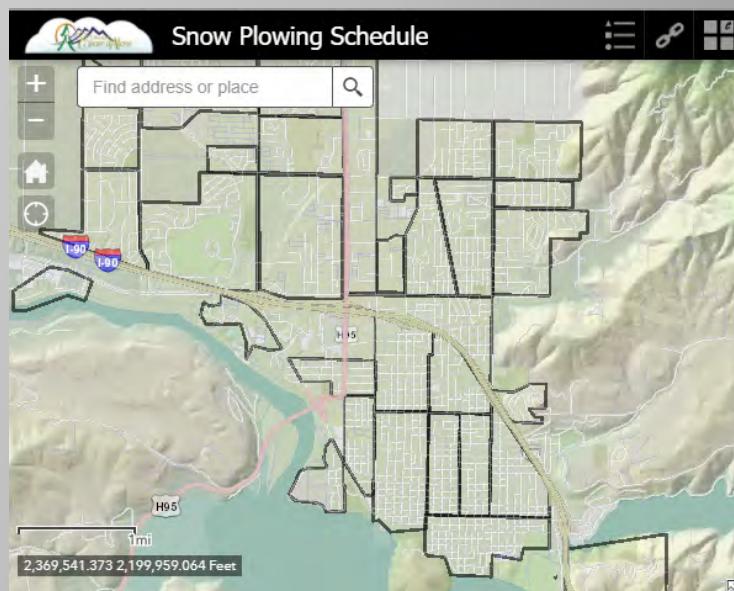
Name:	<input type="text"/>
Address:	<input type="text"/>
Phone Number:	<input type="text"/>
Cell Number:	<input type="text"/>
Email Address:	<input type="text"/>
Nearest Cross Street:	<input type="text"/>
Description of Problem of Concern:	
<input type="button" value="Submit"/>	



SNOW PLOWING MAP

This map is updated during storms when plowing is necessary.

Our goal is to have the entire community plowed within 40 hours.



<https://maps.cdaid.org/snowplow/>



ROADWAY CONDITION ASSESSMENT



Condition Red

More than 4" of snowfall on the roadway surface or 3" of snowfall on the roadway and more than 4" predicted.

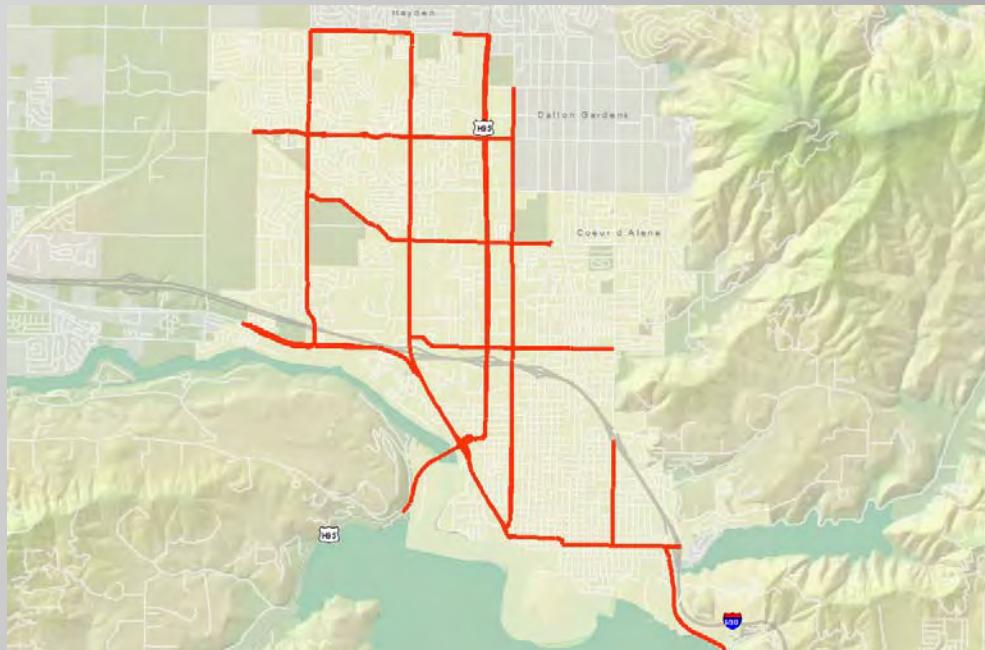
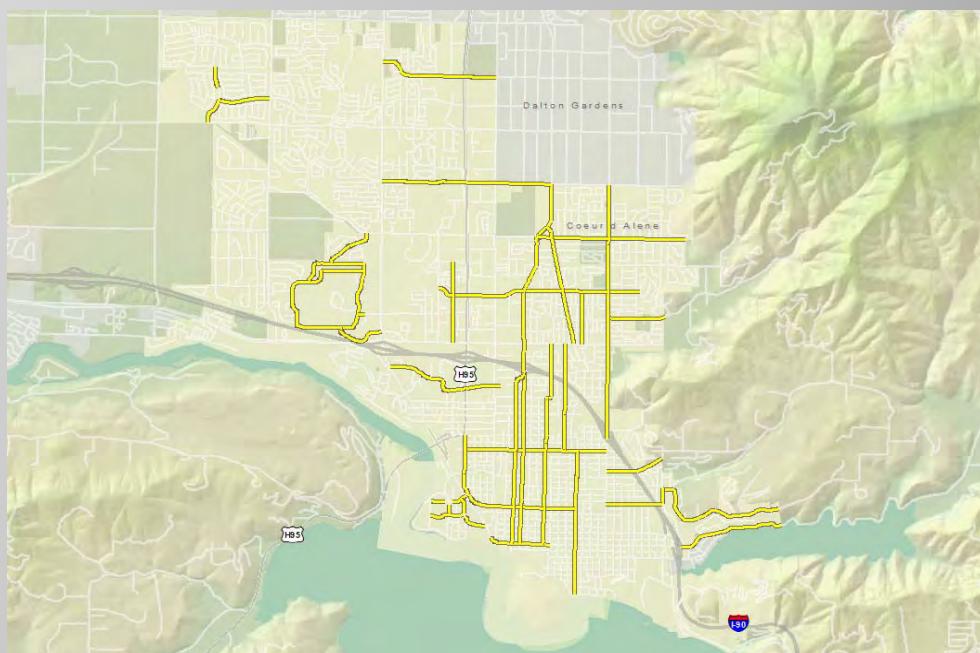
Condition Yellow

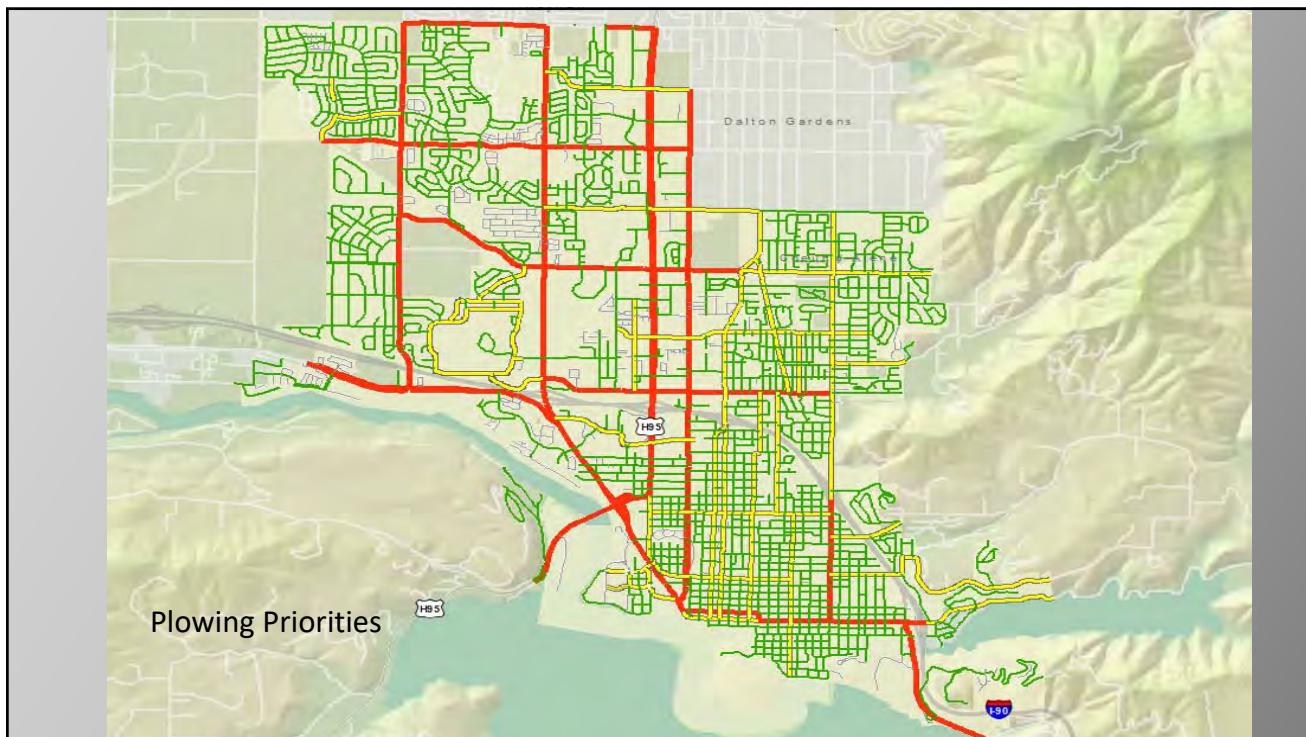
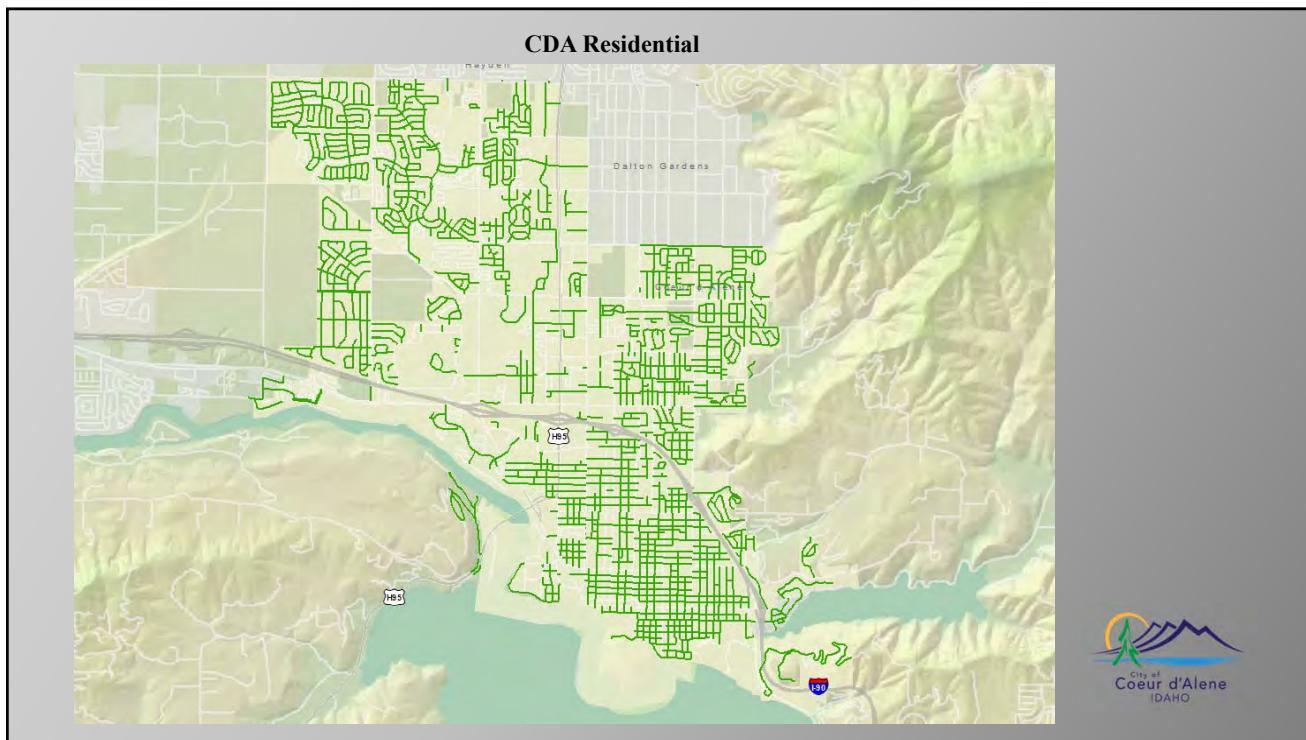
Frozen moisture, freezing rain, or 0-2" of snowfall on roadway surface.

Condition Green

Roadways can be dry with surface temperatures either above or below freezing or roadways can be wet with surface temperatures above freezing.



CDA Arterials**CDA Collectors**







Memorandum

TO: **MAYOR WIDMYER AND CITY COUNCIL**
FROM: **TONY BURNS, IGNITE CDA EXECUTIVE DIRECTOR AND PHIL BOYD, PE,**
WELCH COMER ENGINEERS
SUBJECT: **CITY TRIANGLE PARCEL**
DATE: **NOVEMBER 24, 2020**
CC: **IGNITE CDA BOARD MEMBERS**

Background

The City of Coeur d'Alene (City) recently acquired a +/-4.5-acre triangular shaped parcel ("Triangle Parcel") adjacent to ignite cda's Atlas Waterfront Development land. The City had previously acquired the Atlas Waterfront Development land and transferred the property to ignite cda so ignite could develop and sell the property using the more flexible and efficient land disposition processes afforded to urban renewal agencies by Idaho Statute. ignite cda anticipated that the City may also choose to transfer the Triangle Parcel to ignite cda for the same reasons.

In order to evaluate the land development options for the Triangle Parcel, ignite cda engaged its consulting team (Welch Comer Engineers, Heartland Real-estate Advisors, and GGLO Land Planning) to update the Atlas Waterfront Development Master Plan with the Triangle Parcel included. The ignite cda Board conducted a workshop on October 30, 2020 to consider the consulting team's options and identified the Board's preferred options. Mayor Widmyer, an ignite cda Board member, requested that ignite cda also evaluate additional land use options for the City to consider and compare those to ignite cda's preferred options.

Purpose

The purpose of this memo is to respond to the Mayor's request and provide City Council several conceptual level development options including a financial analysis and pro/con analysis.

Triangle Parcel Development Area

The Triangle Parcel is approximately 4.5 acres with approximately 2.5 acres that are relatively flat and more easily developed. The lower 2 acres is a combination of steep slope that provides little development opportunity and flatter sloped areas that could be developed with additional site improvements. The steep slope areas can act as a buffer zone and portions can be used as a source of structural soils ignite cda can use on other Atlas Waterfront Development Areas. The Triangle Parcel has heavy tree cover, with several grand scale trees. Many of the trees will need to be removed for development. The Triangle Parcel is divided into three development areas #16, 17 and 18. The attached presentation provides conceptual level triangle parcel development scenarios.

Land Disposition Process

As you know, the City can dispose of property through a land surplus bid process. This process does not provide the City much control over how or when a parcel is developed, once it is sold. The property could be deed restricted for a specific use (e.g. single family), but that may limit the land marketability and sale price. Additionally, once the land is sold, the City can't easily compel development which could reduce the tax increment revenues generated by the property.

Urban Renewal Agencies, like ignite cda, can dispose of property through competitive request for proposals where a number of factors, including sale price, are considered within a disposition and development agreement (DDA). The RFP and DDA process provides greater land use flexibility and development control which will likely yield higher land sale prices and faster land development, which will drive tax increment revenues.

Next Steps

Ignite cda is moving forward with the next phase of the Atlas Waterfront Development and believes integrating the Triangle Parcel with the Atlas Waterfront Master Plan will create the most desirable neighborhood configuration and yield higher long-term value to the City. To that end, with the City's permission, ignite cda would like the Council to consider, at their December 15, 2020 Council meeting, transferring the Triangle Parcel to ignite CDA so it can be integrated into the Atlas Waterfront Development in one of the two options shown in the attached presentation.

Atlas Waterfront Master Plan Update and Triangle Parcel Review

December 1, 2020

Objective and Agenda

Objective

Provide City Council with a master plan update and triangle parcel potential development scenarios.

Agenda:

1. Review Atlas Waterfront Phase 1 Development
2. Triangle Parcel Potential Land Use Options
3. Triangle Parcel Financial Scenarios
4. Triangle Parcel Land Use Pro/Con Considerations

VISION

Create a Private Development Land Use and Public Space Concept Plan that will:

- Support Preserving the Entire Waterfront as Public Space
- Balance Public and Private Funding, if Possible
- Create a Unique and Desirable Community Addition that Reflects our Community Values

Vision:

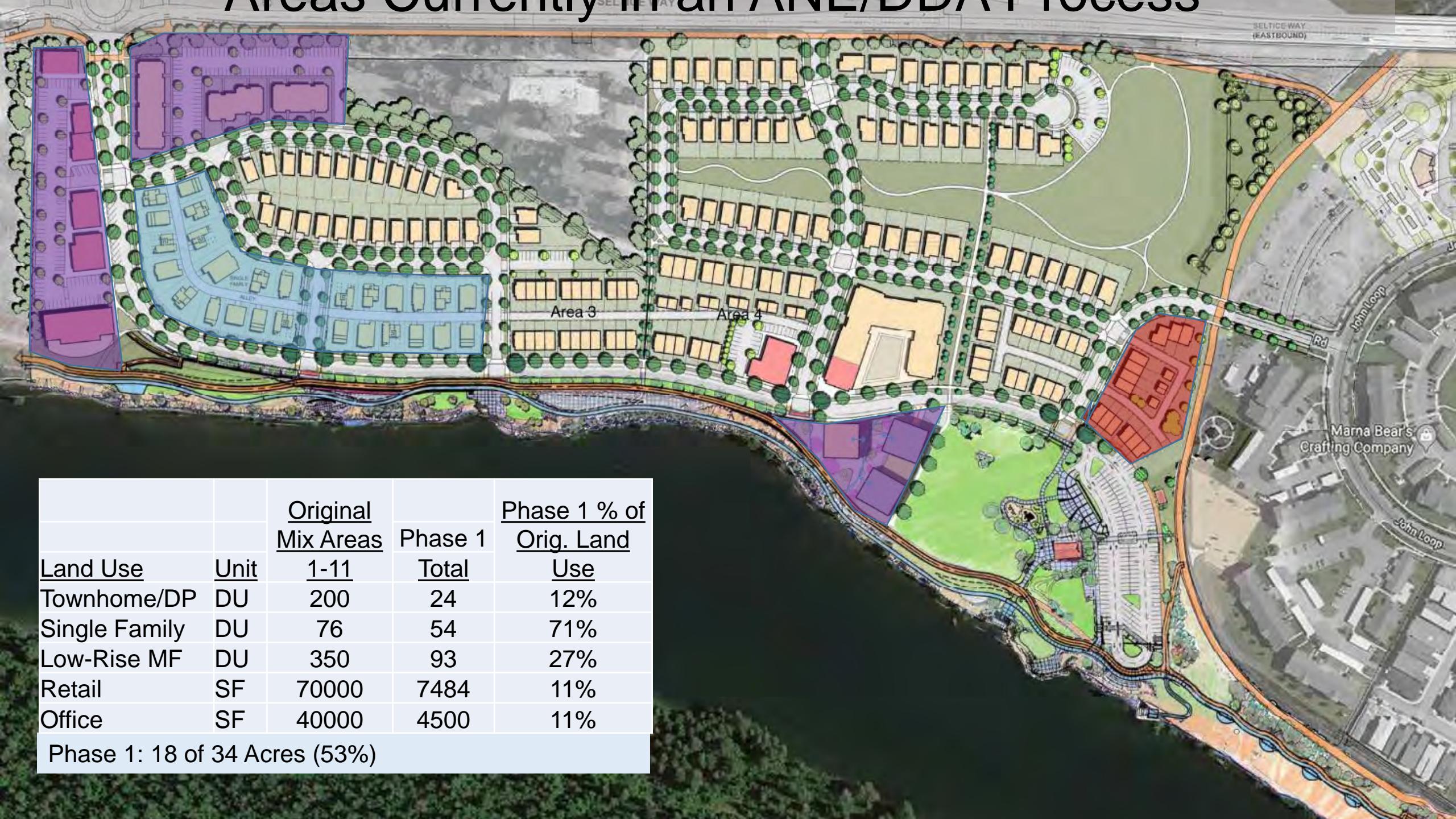
- Provide Pedestrian and Bike Access Throughout
- Create a Natural and Unique Identity
- Acceptable Trade-Off: Higher Density in Exchange for More Public Space (Inclusive of the Entire Waterfront as Public)
- Water Access is a Priority
- Reserving Commercial Property for Higher Wage-Job Creating Businesses is Supported



Establishes intended:

- Commercial and residential development quality, character and uses.
- Streetscape "look and feel" including pedestrian amenities
- Upland and waterfront trails, plazas, and park spaces character and general locations.

Areas Currently In Plan/ANE/DDA#1000033



Land Use	Unit	<u>Original Mix Areas</u>		<u>Phase 1</u>	<u>Phase 1 % of Orig. Land</u>
		<u>1-11</u>	<u>Total</u>	<u>Use</u>	
Townhome/DP	DU	200	24	12%	
Single Family	DU	76	54	71%	
Low-Rise MF	DU	350	93	27%	
Retail	SF	70000	7484	11%	
Office	SF	40000	4500	11%	

Phase 1: 18 of 34 Acres (53%)

ignite cda Phase 1 Land Disposition Process



Area 1 and 2



Area 6



Area 10



FRONT ELEVATION

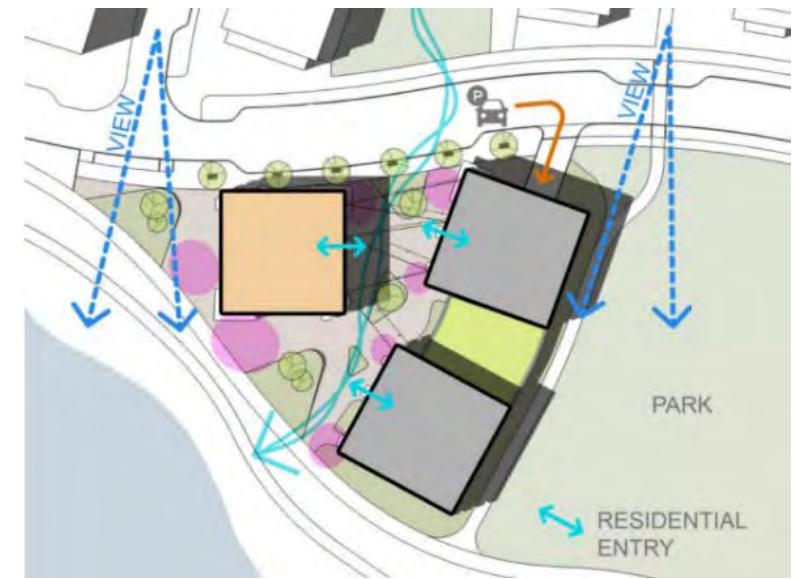
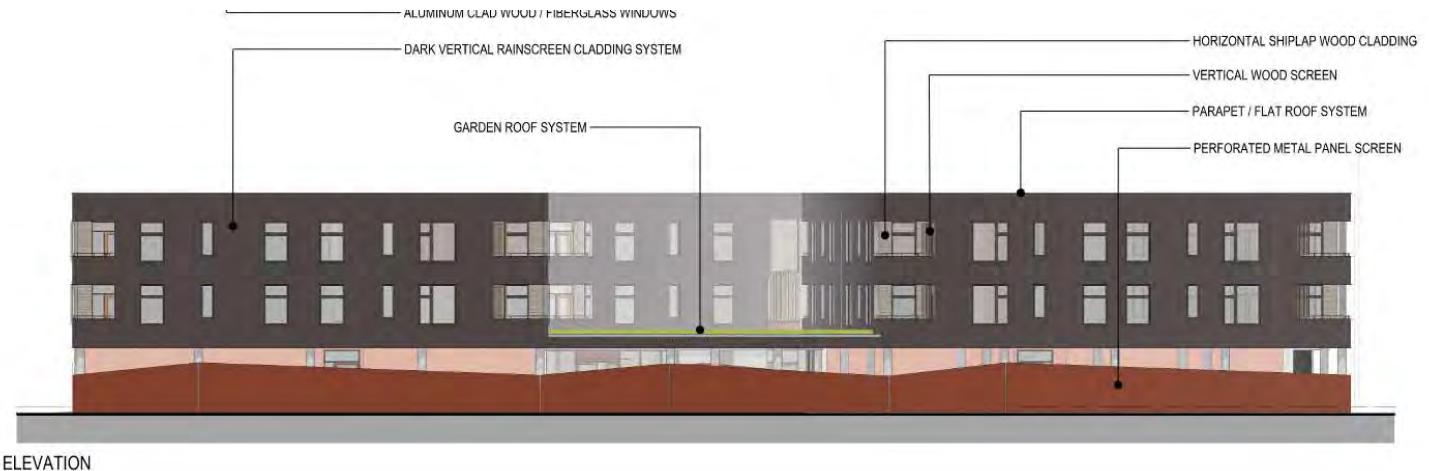


Area 12



EAST ELEVATION

Area 13

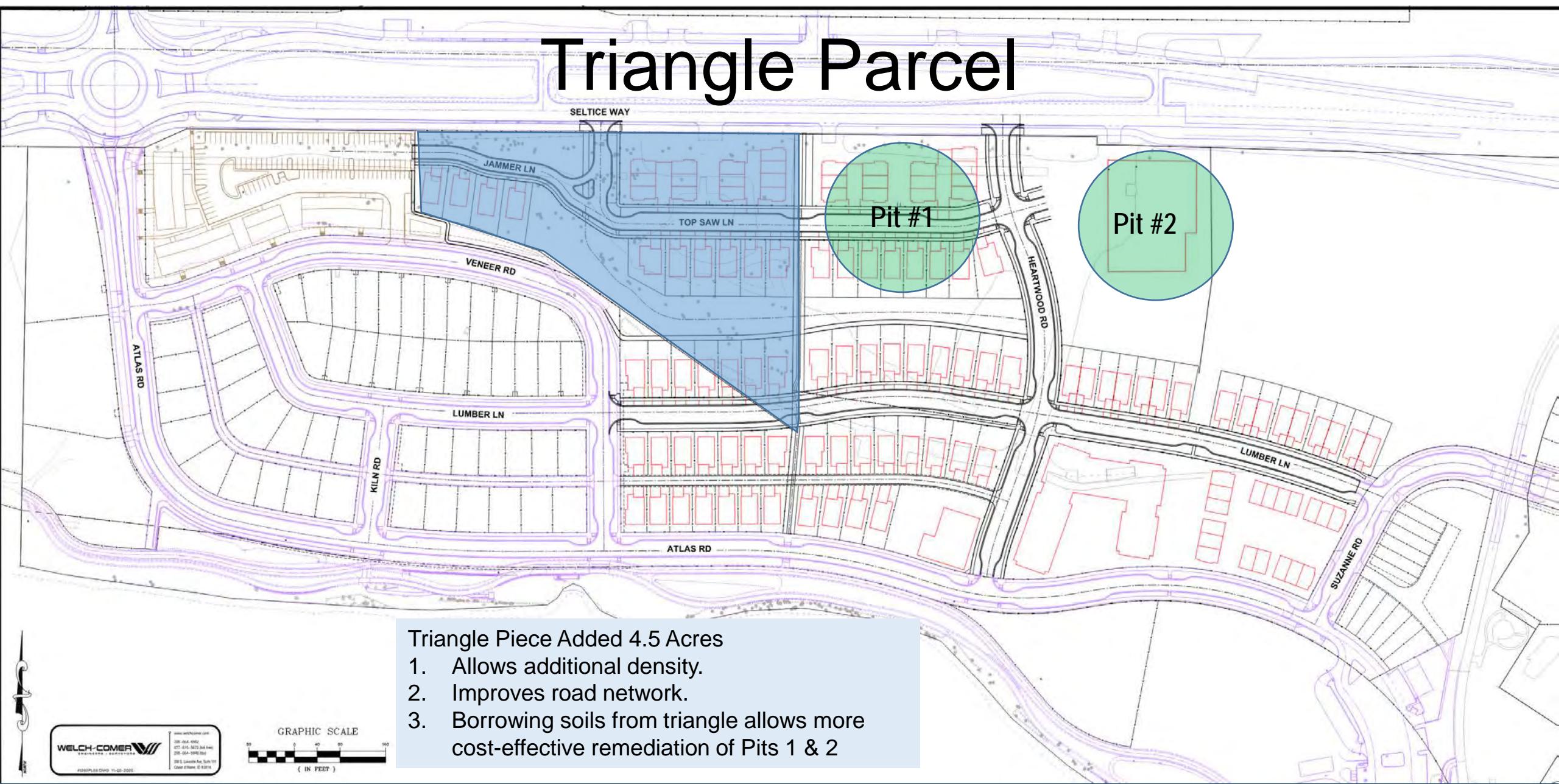




Triangle Parcel



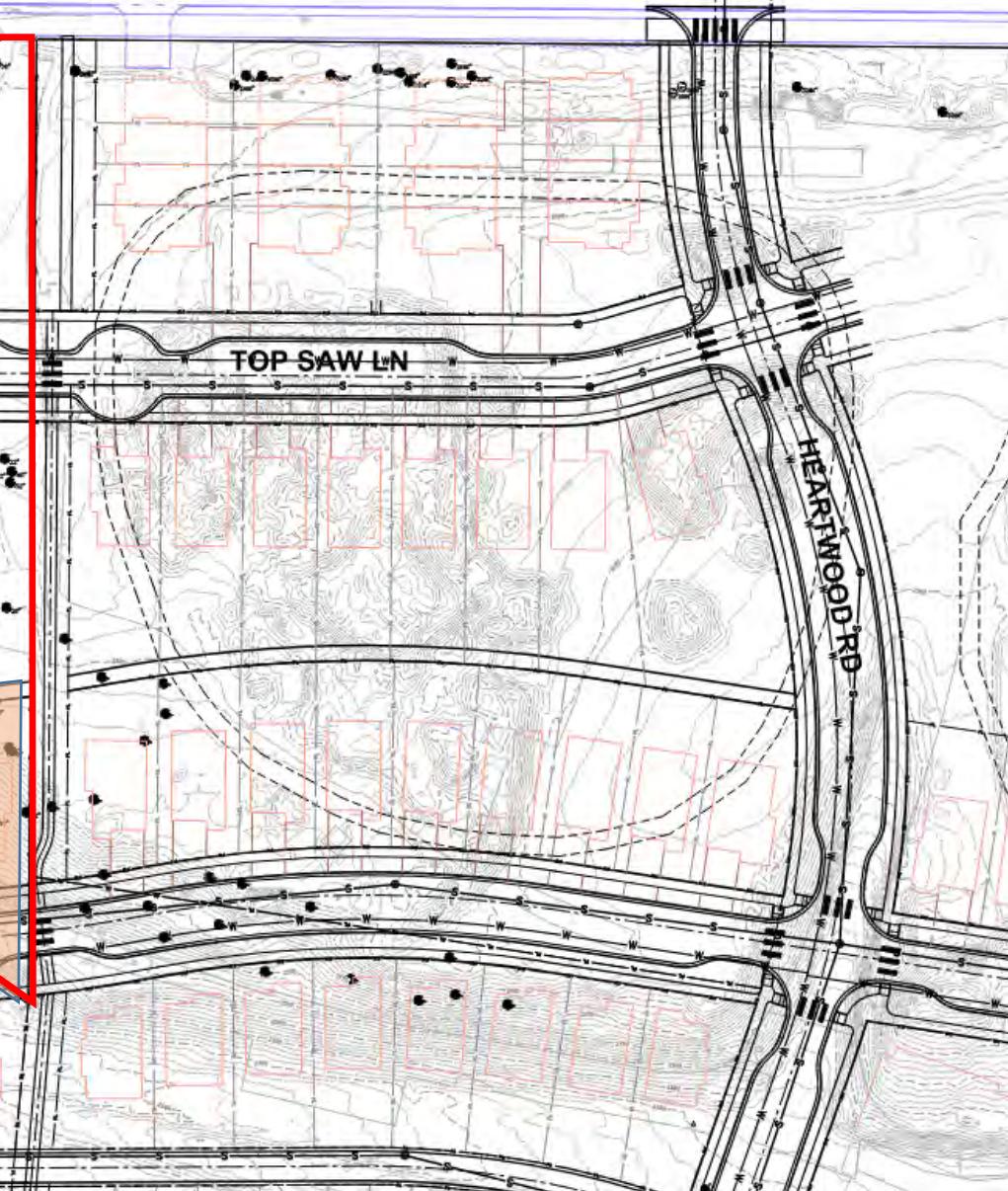
Triangle Parcel



Land Use Option 1 – All Single Family (SF)

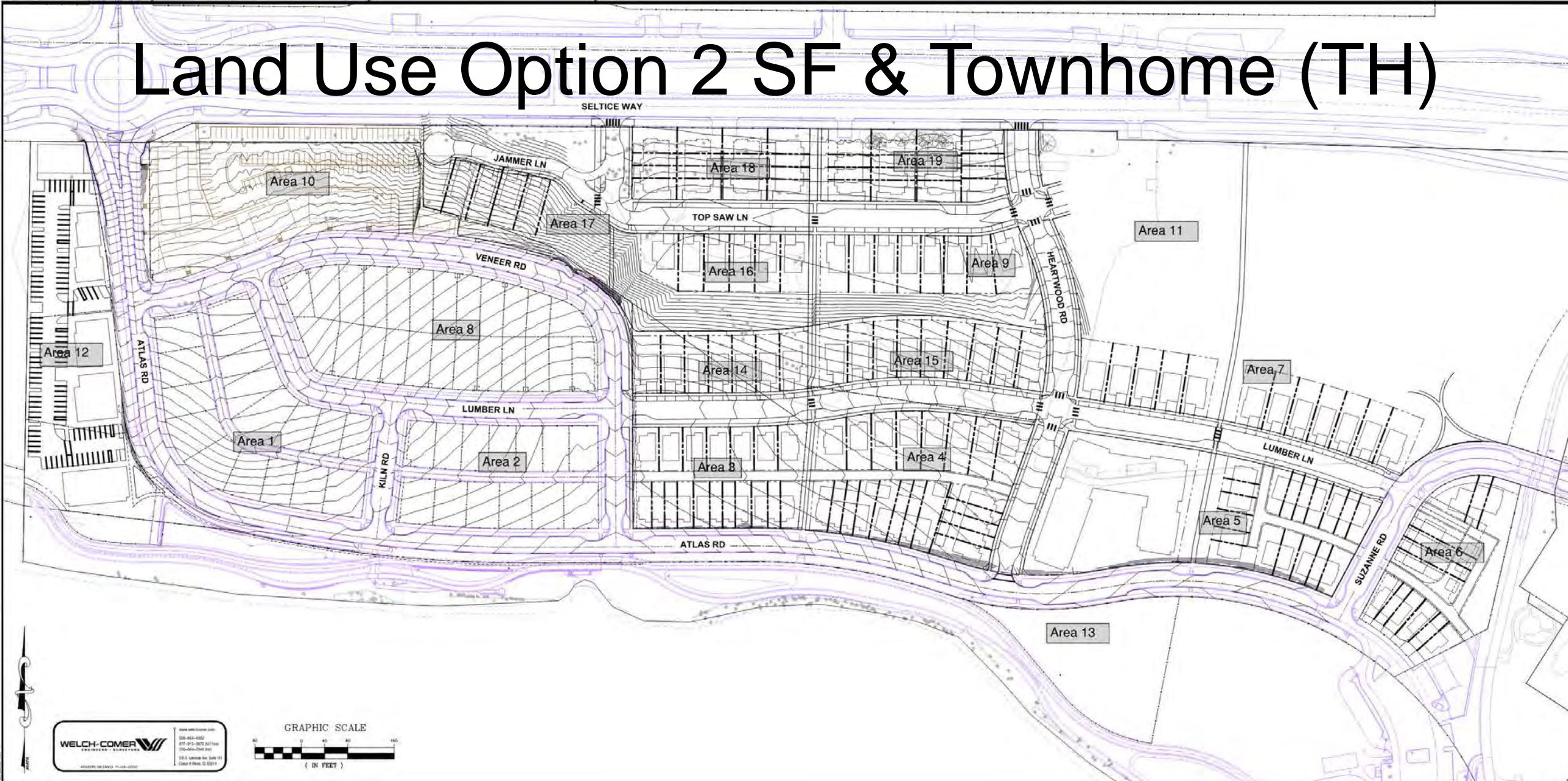


SELTICE WAY

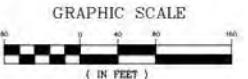


Land Use Option 1 - SF

Land Use Option 2 SF & Townhome (TH)



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208-664-0052 Fax
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Coeur d'Alene, ID 83814
ATLANTA: 404-951-0200



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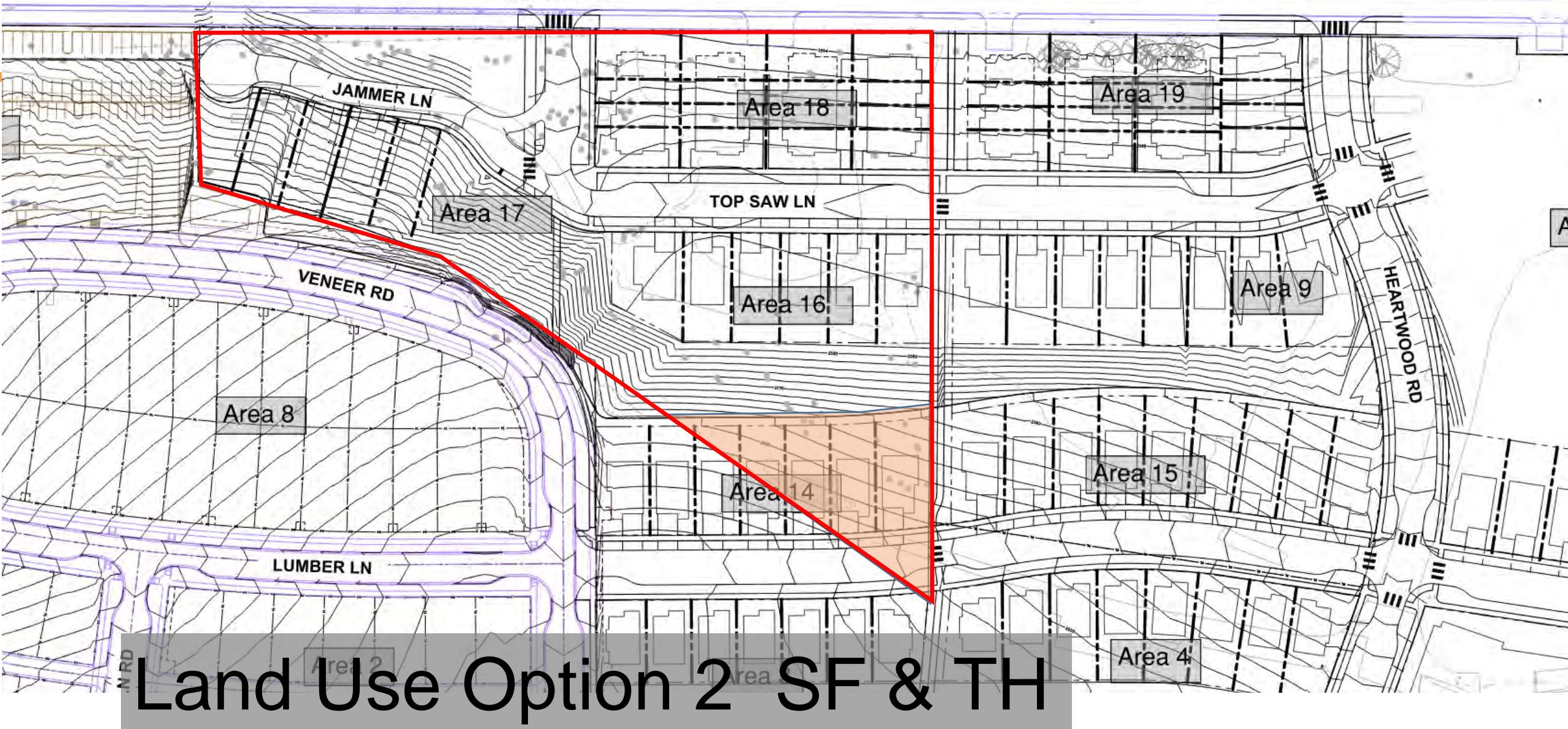
HEARTLAND

GGLO DESIGN

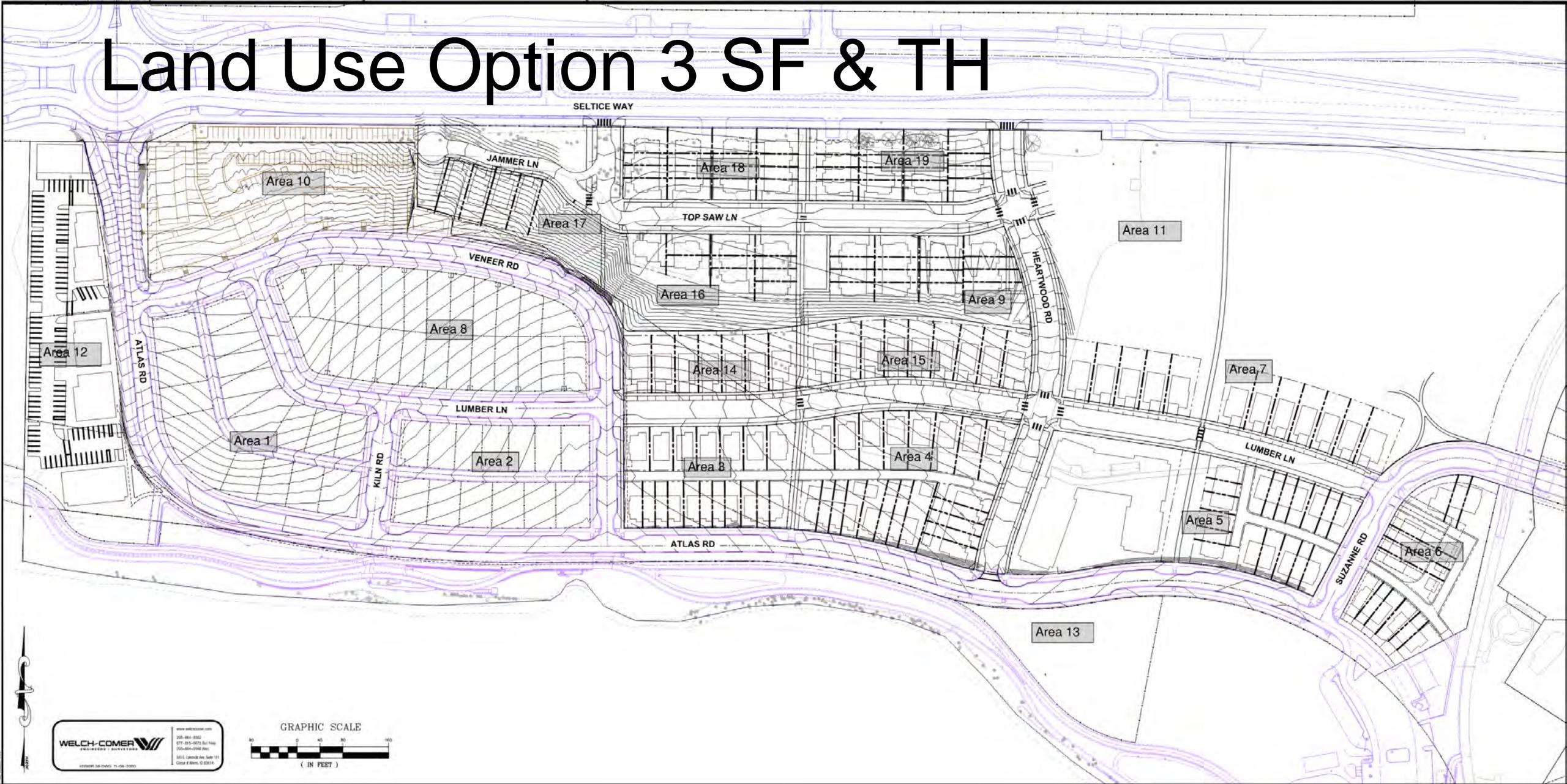


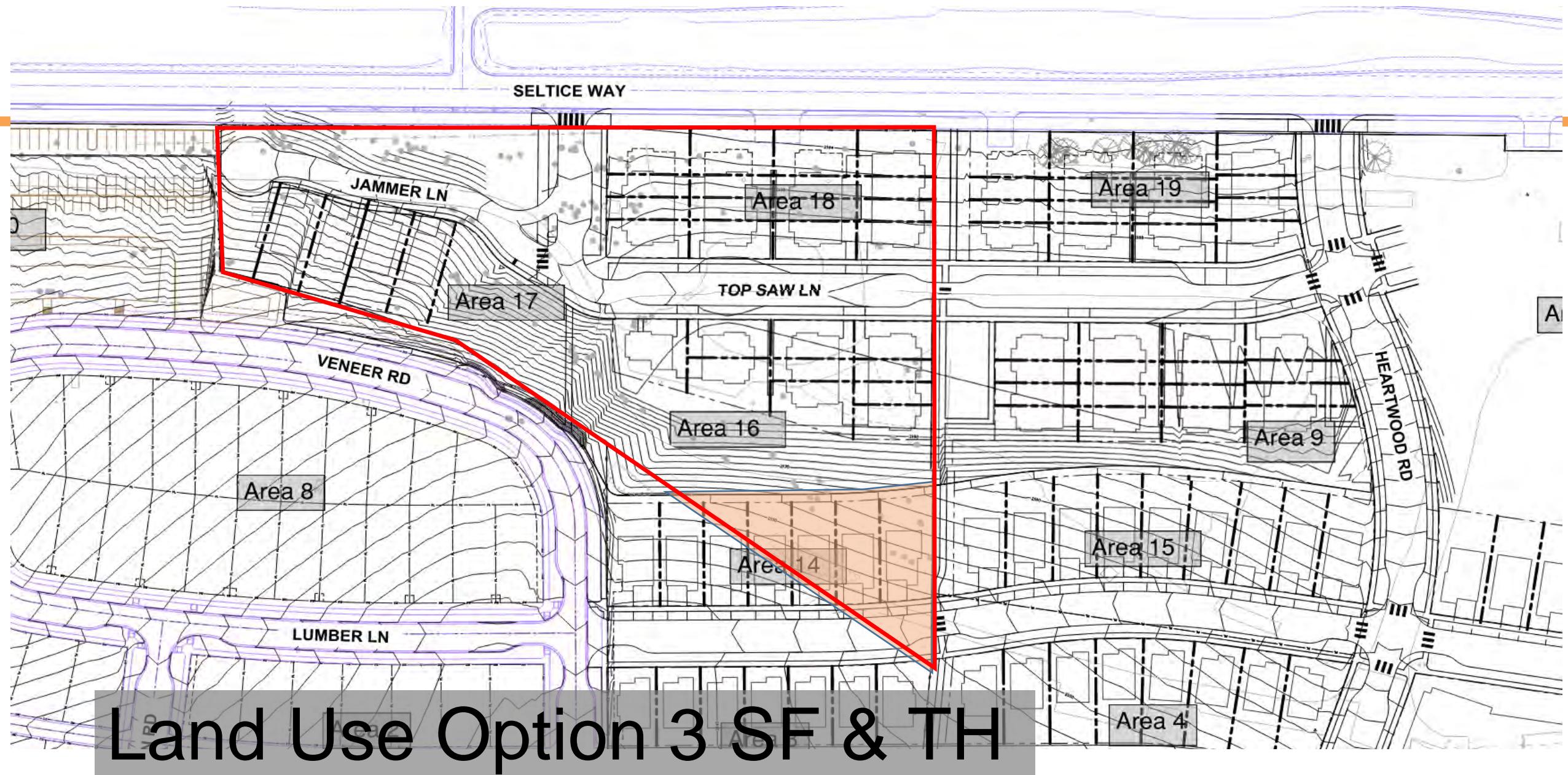
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SELTICE WAY

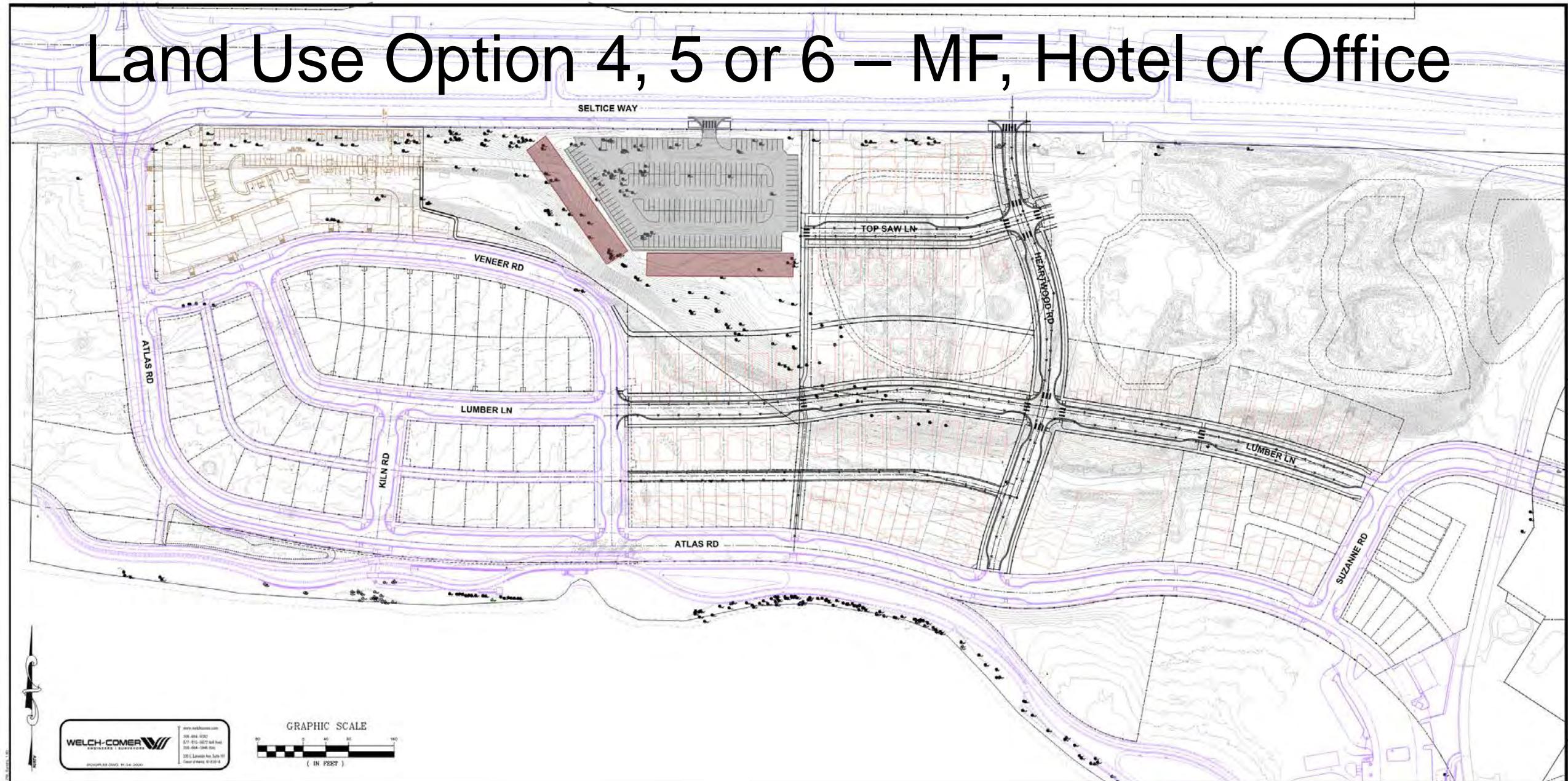


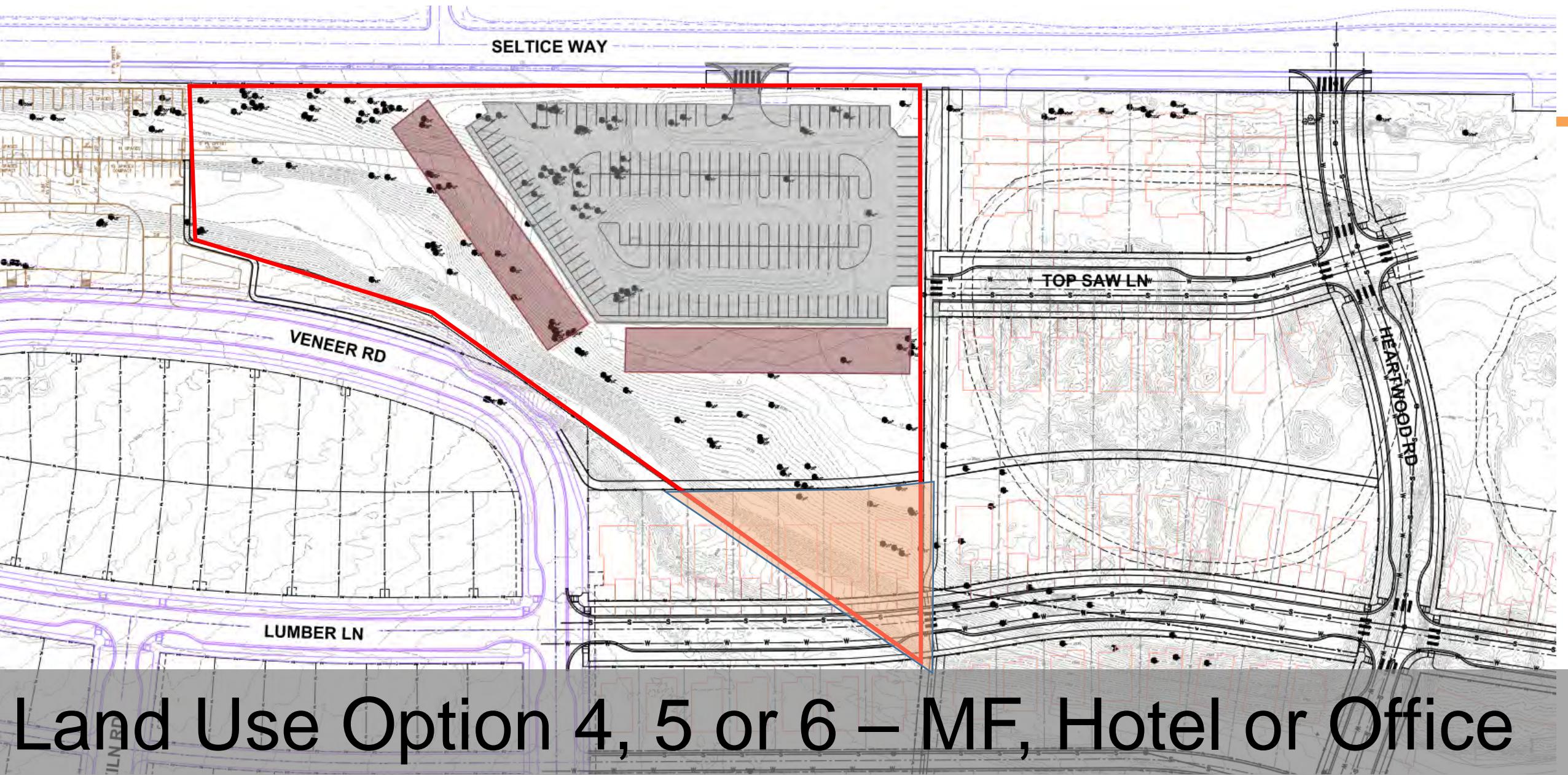
Land Use Option 3 SF & TH





Land Use Option 4, 5 or 6 – MF, Hotel or Office





Triangle Land Use Options Estimated Revenue

Option 1 - City Option	Area 16	Area 17	Area 18	Total
Land Use(s)	SF	SF	SF	
Saleable Land Area (SF)	44000	32000	44000	
Estimated Residual Land Value	\$ 1,320,000	\$ 1,120,000	\$ 880,000	\$ 3,320,000
		Estimated Development Cost	\$ 800,000	
"High End" Development			Estimated Net Revenue	\$ 2,520,000
Option 2 - Ignite Option	Area 16	Area 17	Area 18	Total
Land Use(s)	SF	SF	TH	
Saleable Land Area (SF)	44000	26000	44000	
Estimated Residual Land Value	\$ 1,100,000	\$ 780,000	\$ 792,000	\$ 2,672,000
		Estimated Development Cost	\$ 800,000	
"Mid Range" Development			Estimated Net Revenue	\$ 1,872,000
Option 3 - Ignite Option	Area 16	Area 17	Area 18	Total
Land Use(s)	TH	SF	TH	
Saleable Land Area (SF)	44000	26000	44000	114000
Estimated Residual Land Value	\$ 792,000	\$ 910,000	\$ 792,000	\$ 2,494,000
		Estimated Development Cost	\$ 800,000	
"Mid Range" Development			Estimated Net Revenue	\$ 1,694,000
Option 4 - City Option	Area 16	Area 17	Area 18	Total
Land Use(s)			Hotel	
Saleable Land Area (SF)			115000	
Estimated Residual Land Value	\$ -	\$ 1,840,000	\$ -	\$ 1,840,000
		Estimated Development Cost	\$ 100,000	
(Post Covid)			Estimated Net Revenue	\$ 1,740,000
Option 5 - City Option	Area 16	Area 17	Area 18	Total
Land Use(s)			MF	
Saleable Land Area (SF)			115000	
Estimated Residual Land Value	\$ -	\$ 1,610,000	\$ -	\$ 1,610,000
		Estimated Development Cost	\$ 100,000	
			Estimated Net Revenue	\$ 1,510,000
Option 6 - City Option	Area 16	Area 17	Area 18	Total
Land Use(s)			Office	
Saleable Land Area (SF)			115000	
Estimated Residual Land Value	\$ -	\$ 1,150,000	\$ -	\$ 1,150,000
		Estimated Development Cost	\$ 100,000	
			Estimated Net Revenue	\$ 1,050,000

Triangle Land Use Options Pros and Cons

	Area 16	Area 17	Area 18	Estimated Net Revenue	Pros	Cons
Option 1 - City Option	Single Family	Single Family	Single Family	\$ 2,520,000	1. Strong sales product so should sell quickly. 2. Highest net revenue.	1. Atlas already has a lot of SF product 2. High price point. 3. SF product adjacent to Seltice Way is a challenging land use.
Option 2 - ignite Option	Single Family	Single Family	Townhome	\$ 1,872,000	1. Provides mixture of product type and price pt. 2. TH next to Seltice Way will buffer noise on internal units.	1. Higher density may be a con to some. 2. SF will have a higher price point.
Option 3 - ignite Option	Townhome	Single Family	Townhome	\$ 1,694,000	1. Provides mixture of product type and price pt. 2. TH next to Seltice Way will buffer noise on internal units. 3. Area 16 TH have views.	1. Higher density may be a con to some. 2. SF will have a higher price point.
Option 4 - City Option	Hotel			\$ 1,740,000	1. Highest net revenue for non-residential options considered.	1. Current market anticipated to be soft. 2. Undesirable land use next to residential.
Option 5 - City Option	Multi-Family			\$ 1,510,000	1. Strong sales product so should sell quickly.	1. Higher density may be a con to some. 2. Atlas Waterfront already has a lot of MF product.
Option 6 - City Option	Office			\$ 1,050,000	1. May attract a larger employer because of the desirable site.	1. Current market anticipated to be soft. 2. Lowest net revenue

Thank You

ANNOUNCEMENTS

CONSENT CALENDAR

MINUTES OF A REGULAR MEETING OF THE CITY
COUNCIL OF THE CITY OF COEUR D'ALENE, IDAHO,
HELD AT THE LIBRARY COMMUNITY ROOM

November 17, 2020

The Mayor and Council of the City of Coeur d'Alene met in a regular session of said Council at the Coeur d'Alene City Library Community Room November 17, 2020 at 6:00 p.m., there being present upon roll call the following members:

Steve Widmyer, Mayor

Woody McEvers) Members of Council Present
Dan Gookin)
Christie Wood)
Dan English)
Kiki Miller)
Amy Evans)

CALL TO ORDER: Mayor Widmyer called the meeting to order.

INVOCATION: Pastor Stuart Bryan with Trinity Church provided the invocation.

PLEDGE OF ALLEGIANCE: Councilmember McEvers led the Pledge of Allegiance.

COUNCIL COMMENTS:

Councilmember Miller noted that she recently participated in the "Top 30 Under 40" program and noted that our community's future is in good hands with those nominated for the award being committed to this community. Award recipients will be made public soon. Additionally, the Historic Preservation Commission will meet tomorrow to discuss their plan and efforts moving forward. She also attended the Veteran's Memorial event at McEuen Park and was asked to help more mature members get to the location next year.

Councilmember McEvers provided an update on the Lake City Center, noting that they had a 14-day building closure due to employees with COVID; however, they continued with the Meals on Wheels program that provides approximately 120 meals per day to people in need. He thanked the City for providing the CDBG funds to help them out. Upon reopening they will be limited to 10 people.

Councilmember Gookin noted that the KMPO (Kootenai Metropolitan Planning Organization) is proceeding with a traffic study for the health corridor. Since the vehicle registration fee recently failed, the traffic improvements are on hold until funds become available.

Mayor Widmyer requested confirmation of the appointment of Teresa Runge to the Arts Commission

MOTION: Motion by Evans, seconded by McEvers to appoint Teresa Runge to the Arts Commission. **Motion carried.**

CONSENT CALENDAR:

1. Approval of Council Minutes for the November 3, 2020 Council Meeting.
2. Approval of General Services/Public Works Committee Minutes for the November 9, 2020 Meeting.
3. Approval of Bills as Submitted.
4. Approval of Financial Report.
5. Setting of General Services/Public Works Committee meeting for Monday, November 23, 2020 at 12:00 noon.
6. Setting of public hearings for December 15, 2020
 - a. Quasi-judicial - ZC-6-20 - A proposed zone change from R-12 to R-17; at 654 Haycraft Avenue- Applicant: Glen Lanker, Artios LLC
 - b. Quasi-judicial - ZC-7-20 - A proposed zone change from R-12 to LM; at 1609 N. College Way- Applicant: Norman Anderson
7. Approval of SS-20-13 – Stuarts Corner Final Plat
8. **Resolution No. 20-063** - A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, AUTHORIZING AND APPROVING THE FOLLOWING: A CONTRACT WITH WESTERN STATES EQUIPMENT FOR THE PURCHASE OF A NEW CATERPILLAR 420 BACKHOE; A CLASSIFICATION CHANGE TO THE CITY'S CLASSIFICATION AND COMPENSATION PLAN FOR THE IT DATABASE APPLICATION DEVELOPER FROM PAYGRADE 16 TO PAYGRADE 17, AND PERSONNEL RULE AMENDMENTS TO RULE 15 – CORRECTIVE/DISCIPLINARY ACTION AND RULE 20 - EMPLOYMENT RULE; AND THE AWARD OF PERFORMING ARTS GRANTS TO THE COEUR D'ALENE SYMPHONY ORCHESTRA, COEUR D'ALENE SUMMER THEATRE, CHORALE COEUR D'ALENE, AND INLAND NORTHWEST OPERA USING LAKE DISTRICT URD FUNDS SET ASIDE FOR PUBLIC ART, AND AGREEMENTS WITH GRANT RECIPIENTS.

DISCUSSION: Councilmember Gookin asked for clarification regarding the pay grade change. Municipal Services Director Renata McLeod noted that the position was within her Department. She explained that it was noted within the budget documents as a paygrade 17; however, it was not correctly funded at that level. The other position was estimated to be at a paygrade 15. After the budget was approved Ameriben leveled it at a paygrade 14. She summarized that with a delay in hiring that position there will be enough funds to cover the additional costs of a paygrade 17. Councilmember Gookin expressed that he was uncomfortable with this type of funding outside of the budget. Councilmember Miller noted that General Services approved the Performing Arts Grant funded through Ignite funds in the amount of \$100,000. These bridge grants will go toward organizations with the hopes of getting stage performances back soon. She provided thanks to the Arts Commission, Ignite CDA, Councilpersons Evans and Gookin, as well as Mr. Tymeson for their time and effort spent on these grants.

MOTION: Motion by McEvers, seconded by Evans, to approve the Consent Calendar as presented, including **Resolution No. 20-063**.

ROLL CALL: Miller Aye; McEvers Aye; Gookin Aye; English Aye; Wood Aye; Evans Aye.
Motion carried.

**GRANT AWARD RECOMMENDATION AND REQUESTED APPROVAL TO ENTER
INTO CONTRACT NEGOTIATIONS WITH BOYS AND GIRLS CLUB OF KOOTENAI
COUNTY FOR THE EXPANDED CHILDCARE AND ACADEMIC SUPPORT
PROGRAM USING CDBG-CV FUNDS.**

STAFF REPORT: CDBG Specialist Chelsea Nesbit noted that CDBG-CV funds can only be used to prevent, prepare for, and respond to coronavirus, and shall prioritize the unique needs of low- and moderate-income persons. The City Council directed staff to prioritize housing and food for the use of the CDBG-CV funds. So far, funds have been allocated to St. Vincent de Paul for homeless sheltering and support services, Family Promise to shelter homeless families, Lake City Center for the expanded Meals on Wheels program, Boys & Girls Club of North Idaho for their food pantry, Safe Passage for domestic violence victim support, including sheltering and counseling, United Way of North Idaho for child care scholarships, CDAIDE for their subsistence payment program for hospitality workers, the City's utility assistance program, and CDBG staff administration. With the adjusted school schedules implemented to accommodate social distancing, childcare and academic support are a high priority need for students. The Boys & Girls Clubs of Kootenai County provides stability, academic support and peace of mind for working parents, allowing them to be more productive in the workplace knowing their children are in a safe and positive place. The program would address the 2018-2022 Consolidated Plan Goal Number 6: expanding public services for low- to moderate-income residents in Coeur d'Alene. Specifically, this program would provide expanded childcare and academic support for working families directly affected by COVID-19. It falls under the CDBG National Objective Benefit to low- and moderate- income (LMI) persons and Activity Code 05D Youth Services. With the CDBG grant, Boys & Girls Clubs of Kootenai County would be able to offset additional payroll costs associated with the increased hours and staffing needs due to the COVID-19 pandemic. Currently, due to the COVID 19 restriction, operating hours have increased as much as 30 hours per week, or 150%, and staff has stepped into the role of academic support and instruction with the partnership between the Boys & Girls Club and the school district. The Club has also expanded their wireless bandwidth capacity as they are being relied upon to assist students with their schoolwork and as schools move toward a more digital learning platform. Boys & Girls Clubs of Kootenai County works with the school through referrals and provides scholarships to youth who are homeless and in the foster care system. Projected scholarships for membership and day camp fees are expected to reach upward of \$15,000 by the end of 2020. Membership fees are \$20 per year. The City received \$199,675 in CDBG-CV funds. The City is now receiving an additional \$247,124 in CDBG-CV3 funds, bringing the total CV funds allocation to \$446,799. A total of \$59,160 has been set aside for admin expenses, leaving a total of \$387,639 for Community Opportunity Grants. The total dollar amount of approved grants so far is \$151,431. Staff is recommending funding for Boys & Girls Clubs of Kootenai County in the amount of \$50,000 for the Expanded Childcare and Academic Support Program. There is currently \$236,208 in CARES Act funds to spend on COVID-19-related

needs that meet the HUD requirements for funding, and if this grant is awarded, \$186,208 will remain.

DISCUSSION: Councilmember Wood thanked Ms. Nesbit for her work to spread the funds throughout the community. She noted that the grant will provide support to working parents, and the Boys & Girls Club organization has a large impact. Mayor Widmyer noted that the budget sheet doesn't add up correctly for operating expenses, but the grant portion does.

MOTION: Motion by English, seconded by Wood, to approve Grant Award Recommendation and Requested Approval to Enter into Contract Negotiations with Boys and Girls Club of Kootenai County for the Expanded Childcare and Academic Support Program using CDBG-CV Funds. **Motion carried.**

COVID SMALL BUSINESS RELIEF GRANT UPDATE

STAFF REPORT: Accountant Stephanie Padilla said that on August 18, 2020, Council authorized staff to develop and implement a Municipal Small Business Grant totaling \$340,000. The Municipal Small Business Grant funds were used from the \$1,766,300 of CARES Act funds. Local governments were allowed to utilize their allocation of the CARES ACT fund to create a Municipal Small Business Grant Program to aid businesses affected by COVID -19 within the City limits. Several other cities in Idaho developed a Municipal Small Business Grant program as well. To date, approximately \$160,000 of the \$340,000 has been awarded to various businesses in the City limits of Coeur d'Alene. Applications for the Municipal Small Business Grant Program have to be submitted by December 1, 2020, and funds are required to be disbursed by December 30, 2020. Ms. Padilla noted that she has reached out to many groups and committees promoting the program. To date there have been thirty-eight (38) Small Business Relief Grant Applications processed. Of the thirty-eight, twenty-eight (28) businesses have been notified and already started taking advantage of the Small Business Relief Grant. There were five businesses that did not qualify as the business location is not within the City limits or the business didn't qualify for grant funding. The other five applications are back for review of qualifying COVID-19 mitigating expenses. She noted that all applications are due by December 1, 2020, and that she will bring forward a recommendation for any remaining funds at that Council meeting. At this time, she projects that they will be able to allocate \$200,000 and will continue to receive requests until the next Council meeting.

DISCUSSION: Mayor Widmyer asked if there is any discussion about extending the deadline. Ms. Padilla noted that she has not heard any discussion to extend and that the state has asked that all allocations are allotted by December 11. Councilmember English asked about businesses located outside of the City limits and if they could qualify if they serve Coeur d'Alene. Ms. Padilla noted that those businesses outside the City limits would not qualify; however, they may be eligible for some CDBG funding. Councilmember Miller asked if there are certain businesses that would not qualify. Ms. Padilla explained that some businesses do not qualify, and the grant review committee has continued to prioritize youth services. Specifically, the committee has not funded virtual training, or tablets such as I-pads. Additionally, if a business was created/opened after January 1, 2020 it would not qualify. She noted that the businesses that have received

grants wanted her to expressed appreciation to the Mayor and Council as they appreciate every dollar that was made available.

QUASI-JUDICIAL PUBLIC HEARING – A-1-20 - A PROPOSED 7.69-ACRE ANNEXATION FROM COUNTY AGRICULTURAL TO CITY R-8; AT 7278 ATLAS ROAD - APPLICANT: HARMONY HOMES, LLC.

STAFF REPORT: Associate Planner Tami Stroud explained that the applicant Harmony Homes, LLC, is requesting annexation of +/- 7.69 acres zoned from County Agricultural to City R-8 (Residential 8 units/acre) zoning on the property located at located 7278 Atlas Road which is between Sunshine Meadows and Coeur d'Alene Place to the south. Ms. Stroud noted that the property is within a small pocket of County land surrounded by the City limits. She noted that R-8 zoning permits a mix of housing types at a density not greater than eight (8) units per gross acre. The property currently contains a single-family dwelling and a few out buildings. Ms. Stroud noted that there are four findings required for the annexation as follows: that the request is or is not in conformance with the Comprehensive Plan policies; that public facilities and utilities are or are not available and adequate for the proposed use (she noted that stormwater will be addressed as the annexation develops and the applicant will be required to submit a landscape plan for approval to prevent double access); that the physical characteristics of the site do or do not make it an acceptable request at this time; and that the proposal would or would not adversely affect the surrounding neighborhood with regard to traffic, neighborhood character and/or existing land uses. She presented the surrounding zoning, land uses, and applicable Comprehensive Plan objectives and provided staff input regarding the finding categories including traffic.

DISCUSSION: Councilmember Gookin asked how many residential units can be placed on the parcel with an R-8 zone. Ms. Stroud noted that it would allow for 8 units per each of the 7 acres, which would be approximately 61 units. Councilmember Gookin asked if the School District provided input. Ms. Stroud confirmed they did not provide input. Councilmember Wood noted that the staff report does not include any communication with the Police Department and wondered if they should be involved at this level of the development to possibly calculate calls for service. Mayor Widmyer suggested that they be involved when there are large parcels. Ms. Stroud noted that a long time ago they did include some Police Department input and she would look into adding it. Councilmember Miller noted that in the past there have been a couple of the higher density apartments that included police input. Councilmember Gookin expressed concern that when considering annexation with workforce housing, there may be an automatic response that there will be more calls for service and it could be perceived as negative or discriminatory. Chief White noted that Community Planning Director Hilary Anderson does talk with him about larger developments regarding the impact it would have on public safety. He also noted that there may be some of the challenge if there were several small parcel annexations group closely together causing an effect of a large parcel.

Mayor Widmyer opened public comments.

APPLICANT: Merle Van Houten noted the development limit would be 62 units, but they are proposing less at 5.46 units per acre. He noted that the 7.69 acres are surrounded by single

family developments. He noted several PUD's in the area and several R-8 subdivisions in the area. Mr. Van Houten noted that the Comprehensive Plan defines the area as a stable established area.

DISCUSSION: Councilmember Gookin asked if the developer's intention was to do a PUD. Mr. Van Houten confirmed that they would move forward with a PUD, with 42 single family residents. The requested deviations within the PUD would be for setbacks and right-of-way. Councilmember Gookin noted that in the future he hopes for feedback from their partners at the School District.

MOTION: Motion by Gookin, seconded by Wood to approve A-1-20 - A proposed 7.69-acre annexation from County Agricultural to City R-8; at 7278 Atlas Road - Applicant: Harmony Homes, LLC., to direct staff to negotiate an annexation agreement, and to develop the necessary Findings and Order.

ROLL CALL: Gookin Aye; English Aye; Wood Aye; Evans Aye; Miller Aye; McEvers Aye.
Motion carried.

**LEGISLATIVE PUBLIC HEARING- V-20-03 – VACATION OF A PORTION OF
ATLAS ROAD RIGHT-OF-WAY ADJOINING THE WESTERLY BOUNDARY OF TAX
#25317**

STAFF REPORT: Engineering Project Manager Dennis Grant noted that the applicant, Rex Anderson, Fusion Architecture, PLC on behalf of Andy Singh, ASG Holdings, LLC, is requesting the vacation of right-of-way that adjoins the east side of Atlas Road, North of Seltice Way and South of I-90. It is unknown when the requested right-of-way was originally dedicated to the City of Coeur d'Alene. The purpose of the request is to vacate a 10' foot strip of Atlas Road right-of-way along the east side of Atlas Road, north of Seltice Way to make it more useful for traffic circulation for a planned new gas station. All utilities are existing and in place, and there is no foreseeable use for the additional right-of-way. Therefore, the vacation of the portion of right-of-way adjoining the parcel would not impact the City and would be a benefit to the property owner. Mr. Grant noted that he sent out 34 mailings with zero responses received.

DISCUSSION: Councilmember Miller asked for clarity on how it affects the trail. Mr. Grant noted that the aerial photo is dated and the actual trail is a different placement on Seltice Way, so it would not affect the trail along Atlas.

Mayor Widmyer opened public comments and, with none being heard, public testimony was closed.

COUNCIL BILL NO. 20-1022

AN ORDINANCE OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO,
VACATING A PORTION OF ATLAS ROAD RIGHT-OF-WAY GENERALLY DESCRIBED
AS A PARCEL OF LAND ADJOINING THE WESTERLY BOUNDARY OF TAX NO. 25317
EX TAX NO. 9956 IN THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO;

REPEALING ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HEREWITH; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING FOR THE PUBLICATION OF A SUMMARY OF THIS ORDINANCE AND AN EFFECTIVE DATE HEREOF.

MOTION: Motion by McEvers, seconded by Gookin, to dispense with the rule and read Council Bill No. 20-1022 once by title only.

ROLL CALL: English Aye; Wood Aye; Evans Aye; Miller Aye; McEvers Aye; Gookin Aye.
Motion carried.

MOTION: Motion by McEvers, seconded by Miller, to adopt **Council Bill No. 20-1022**.

ROLL CALL: English Aye; Wood Aye; Evans Aye; Miller Aye; McEvers Aye; Gookin Aye.
Motion carried.

ADJOURNMENT: Motion by McEvers, seconded by Gookin, that there being no other business this meeting be adjourned. **Motion carried.**

The meeting adjourned at 7:09 p.m.

Steve Widmyer, Mayor

ATTEST:

Renata McLeod, CMC
City Clerk

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November 23, 2020

GENERAL SERVICES/PUBLIC WORKS COMMITTEE

MINUTES

12:00 p.m., Library Community Room

COMMITTEE MEMBERS

Council Member Woody McEvers, Chairperson
Council Member Kiki Miller (via Zoom)
Council Member Dan Gookin

STAFF

Juanita Knight, Senior Legal Assistant
Melissa Tosi, Human Resources Director
Mike Becker, Wastewater Capital Program Manager
Mike Anderson, Wastewater Superintendent
Troy Tymesen, City Administrator
Mike Gridley, City Attorney

Item 1. Approval of Amendments to Personnel Rule 26 – Appointed Officers and Department Heads. (Consent Resolution)

Melissa Tosi, Human Resource Director, is requesting Council approve the amendment to Personnel Rule 26. Ms. Tosi noted in her staff report that prior to 2015, the appeal process allowed Department Heads a reasonable opportunity to address the City Council and provide any additional information to be considered before final determination of dismissal was made. In 2015, the Department Head rule was amended to clarify and define Department Heads, Appointed Officers and Library Director in regards to appointment, supervision and termination. With this amendment, the appeal process for Department Heads (excluding Appointed Officers and Library Director which are directed by Idaho Code) was changed to a review by the Mayor as the final step. The proposed amendment would revert the current appeal process back to City Council, with the Department Head being provided an opportunity to address the Mayor and City Council. Additionally, the proposed amendment also provides additional clarity to City Council's ability to discuss the matter within the requirements of the open meeting law.

Councilmember Miller asked if there is any circumstance when the Mayor can terminate a Department Head or an Appointed Officer without the advice or consideration of the City Administrator? Ms. Tosi said no.

Councilmember Miller also questioned why the verbiage in Section 3(b) is different for Department Heads (at-will employees) vs Appointed Officers. Ms. Tosi said that conditions of employment for Appointed Officers are defined by Idaho Code. It is not defined in Idaho Code for At Will employees, therefore, the conditions for employment is defined in this section.

MOTION: by Gookin, seconded by Miller, to recommend that Council approve Amendments to Personnel Rule 25 – Appointed Officers and Department Heads. Motion Carried.

Item 2. Approval of Wastewater Policy Amendments. (Consent Resolution)

Mike Becker, Capital Programs Manager, is requesting Council adopt amendments to the Wastewater Policies defining Standards for all new wastewater system improvements that are, or are intended to be, owned, operated and maintained by the City of Coeur d'Alene and the Wastewater Department. Mr. Becker noted in his staff report that since 1998, the Coeur d'Alene Wastewater Department has provided sewer or wastewater

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policies to impose the minimum standards and expectations required for all newly installed public wastewater infrastructure to be turned over to the City. The Policies contain amendments to the previously adopted Wastewater Policies (Resolution 15-007), and augment the City of Coeur d'Alene's Standard Drawings and Requirements and the City's Municipal Code. They reflect and expand on innovations in wastewater technology, changes within the wastewater industry, and local design and construction practices. These policies will also provide clarity and consistency to the Wastewater Department's Standards in order to create uniformity within the City's wastewater infrastructure.

Councilmember Gookin asked if the Policy Amendments have been run by NIBCA. Mr. Becker said he has not and doesn't think the changes are that significant or out of the normal. Mr. Becker went on to clarify/explain several other amendments as requested by Councilmember Gookin.

Councilmember Miller asked if the amendments align with the Idaho Standard Public Works Construction (ISPWC). Mr. Becker said it does. The City's standards are written to augment ISPWC and some of the City's standards are actually more stringent than ISPWC.

Councilmember Miller also commented that she wants to be sure that the City's requirements are easily accessed and attainable by contractors and that the amendments have been discussed with the City Engineer. Mr. Becker said the City Engineer has had input on the amendments. He noted that these policies have been in place since 1998 and they are simply amending them and have deleted several. He also noted that the Wastewater Department works closely with the Planning Department in the early stages of development so that these policies get into the hands of the developers at the beginning of the projects.

Councilmember McEvers asked about the new tool and process being used to cut the rounds for the manhole covers. Mr. Becker said every October they inspect those manhole covers and some of them have been there for 4 years. So far, they are very pleased with how the ones made with concrete are holding up. He noted that the Streets Department purchased the Mr. Manhole cutter and they are now doing the adjustments. Wastewater is no longer hiring that out. Mr. Becker also discussed the new standard for using the concrete and believes it is working well as the Mr. Manhole cutter provides a nice clean cut. Councilmember McEvers asked if there are any warranties involved with contractors doing all the work required by the City. Mr. Becker said yes. That is why the City requires so many inspections. Staff tries to oversee the project from the very beginning so there are no issues down the road. He noted that 30 days before the warranty is up, they go out and check out the projects to see how the infrastructure is weathering. That is why the City's policies are so important. If they follow the policy, the work will be done correctly.

MOTION: by Gookin, seconded by Miller, to recommend that Council approve amendments to the Wastewater Policies defining Standards for all new wastewater system improvements that are, or are intended to be, owned, operated and maintained by the City of Coeur d'Alene Wastewater Department. Motion Carried.

Item 3. Wastewater Department PRESENTATION ONLY.

Mike Anderson, Wastewater Superintendent, presented information regarding the Wastewater Department.

He noted in his presentation that the Wastewater Department's mission statement is "In service of the protection of OUR COMMUNITY and OUR ENVIRONMENT we collect and treat wastewater, transforming it into

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a valuable resource. We constantly strive to improve the quality of water through new technology and ideas. Our focus is always to provide this valuable service as fiscally responsible stewards of the rate payer's investment."

Mr. Anderson described the Wastewater Treatment Plant as "The Department at the Bottom of the Hill." Mr. Anderson discussed the following points:

- Over 225 miles of pipe.
- 11 lift stations
- 4815 manholes
- Over 16,000 connections
- All electronically mapped through a Geographic Information System
- Collection Crew:
 - 5.50 Operations
 - 1 Field Inspector
 - 1 Chief Operator

Water Resource Recovery Facility

- Average flow is 3.454 MGD
- Pollutant removal efficiency:
 - CBOD: 99.5%
 - 6862 lbs. / day
 - TSS: 100%
 - 1021 lbs. / day
 - Phosphorous: 98.7%
 - 197 lbs. / day
- 3 Stages of Treatment
 - Primary Clarifiers
 - Secondary Trickling Filters & Clarifiers
 - Tertiary Membranes
- Plant Staff:
 - 6 Operators
 - 2 mechanics
 - 1 electrician/automation engineer
 - 1 Chief Operator

Wastewater Lab

- Runs 100% of samples every week for both process control and reporting requirements
- 10 different tests
- Annual QA/QC testing
- Staff:
 - 2 Lab Analysts
 - 1 Lab/Pretreatment Supervisor

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Coeur d'Green Compost

- Almost 5000 yards of compost made last year, that's 500 standard sized dump trucks.
- 300 yards of compost was given away during our annual event.
- Staff:
 - 1.5 Compost Operators
 - 1 Lead Compost Operator

Administration

- Staff:
 - Administrative Assistant
 - Utility Project Manager
 - Capital Program Manager
 - Assistant Superintendent
 - Superintendent

Projects Ongoing and On the Horizon

- New Collection Building
 - Centrally located near the Compost grounds
- Operations Center
 - Refit old Collections Building
 - Frees up valuable real estate within the treatment facility envelope.
- New Centrifuge
 - Replace existing belt filter press
 - Increase biosolids dryness more than 50%, from 16% solids to 25% solids
- Facility Plan Update
- Collection System Master Plan Update

Mr. Anderson showed a picture of the wastewater outfall into the river from 1981 and explained that there were major problems with the wastewater treatment plant back then. They decided to take a phased approach to clean that up and they are now on Phase 5C2. Today, the wastewater is cleaner than the river water.

The meeting adjourned at 1:05 p.m.

Respectfully submitted,
[Juanita Knight](#)
Recording Secretary

RESOLUTION NO. 20-064

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO AUTHORIZING THE BELOW MENTIONED CONTRACTS AND OTHER ACTIONS OF THE CITY OF COEUR D'ALENE INCLUDING APPROVAL OF FINAL PLAT, ACCEPTANCE OF IMPROVEMENTS, AN AGREEMENT FOR MAINTENANCE / WARRANTY WORK AND SECURITY APPROVAL WITH ACTIVE WEST, LLC FOR THE UNION [S-4-19]; APPROVAL OF AN AGREEMENT TO PERFORM LANDSCAPE WORK AND SECURITY APPROVAL WITH ACTIVE WEST, LLC FOR THE UNION [S-4-19]; APPROVAL OF AMENDMENTS TO PERSONNEL RULE 26 – APPOINTED OFFICERS AND DEPARTMENT HEADS; AND APPROVAL OF AMENDMENTS TO THE WASTEWATER POLICIES, DEFINING STANDARDS FOR ALL NEW WASTEWATER SYSTEM IMPROVEMENTS THAT ARE, OR ARE INTENDED TO BE, OWNED, OPERATED, AND MAINTAINED BY THE CITY OF COEUR D'ALENE.

WHEREAS, it has been recommended that the City of Coeur d'Alene enter into the contracts and agreement, and take the other action listed below, pursuant to the terms and conditions set forth in the contracts and agreements, and other action documents attached hereto as Exhibits "A" through "D" and by reference made a part hereof as summarized as follows:

- A) Approval of Final Plat, Acceptance of Improvements, an agreement for Maintenance/Warranty work and Security approval with Active West, LLC for The Union [S-4-19];
- B) Approval of an Agreement to perform Landscape work and Security approval with Active West, LLC for The Union [S-4-19];
- C) Approval of amendments to Personnel Rule 26 – Appointed Officers and Department Heads;
- D) Approval of amendments to the Wastewater Policies, defining standards for all new wastewater system improvements that are, or are intended to be, owned, operated, and maintained by the City of Coeur d'Alene; and

WHEREAS, it is deemed to be in the best interests of the City of Coeur d'Alene and the citizens thereof to enter into such agreements or other actions;

NOW, THEREFORE,

BE IT RESOLVED, by the Mayor and City Council of the City of Coeur d'Alene that the City enter into contracts and agreement, and take the other action for the subject matter, as set forth in substantially the form attached hereto as Exhibits "A" through "D" and incorporated herein by reference, with the provision that the Mayor, City Administrator, and City Attorney are

hereby authorized to modify said contracts and agreement, and the other action, so long as the substantive provisions of the contracts and agreement, and the other action remain intact.

BE IT FURTHER RESOLVED, that the Mayor and City Clerk be and they are hereby authorized to execute such contracts and agreements, or other documents as may be required on behalf of the City.

DATED this 1st day of December, 2020.

Steve Widmyer, Mayor

ATTEST

Renata McLeod, City Clerk

Motion by , Seconded by , to adopt the foregoing resolution.

ROLL CALL:

COUNCIL MEMBER ENGLISH Voted

COUNCIL MEMBER MILLER Voted

COUNCIL MEMBER GOOKIN Voted

COUNCIL MEMBER EVANS Voted

COUNCIL MEMBER MCEVERS Voted

COUNCIL MEMBER WOOD Voted

was absent. Motion .

CITY COUNCIL STAFF REPORT

DATE: December 1, 2020
FROM: Dennis J. Grant, Engineering Project Manager
SUBJECT: **S-4-19 The Union: Final Plat Approval, Acceptance of Improvements, Maintenance/Warranty Agreement and Security Approval**

DECISION POINT

Staff is requesting the following:

1. Approval of the final plat document, a twenty-four (24) lot residential development.
2. Acceptance of the installed public infrastructure improvements.
3. Approval of the Maintenance/Warranty Agreement and Security

HISTORY

- a. Applicant: Dennis E. Cunningham II, Member
Active West, LLC
P.O. Box 3398
Coeur d'Alene, ID 83816
- b. Location: 3.6 Acres located immediately east of the intersection of Beebe Boulevard and the Centennial Trail.
- c. Previous Action:
 1. Preliminary plat approval, November 12, 2019

FINANCIAL ANALYSIS

The developer is installing the required warranty bond (10%) to cover any maintenance issues that may arise during the one (1) year warranty period that will commence upon this approval, and terminate, on December 1, 2021. The amount of the security provided is \$25,249.00.

PERFORMANCE ANALYSIS

The developer has installed all required public infrastructure. The responsible City departments have approved the installations and found them ready to accept. Acceptance of the installed improvements will allow the issuance of all available building permits for this phase of the development, and, Certificate of Occupancy issuance upon completion. The City maintenance would be required to start after the one (1) year warranty period expires on December 1, 2021.

DECISION POINT RECOMMENDATION

1. Approve the final plat document.
2. Accept the installed public infrastructure improvements.
3. Approve the Maintenance/Warranty Agreement and accompanying Security.

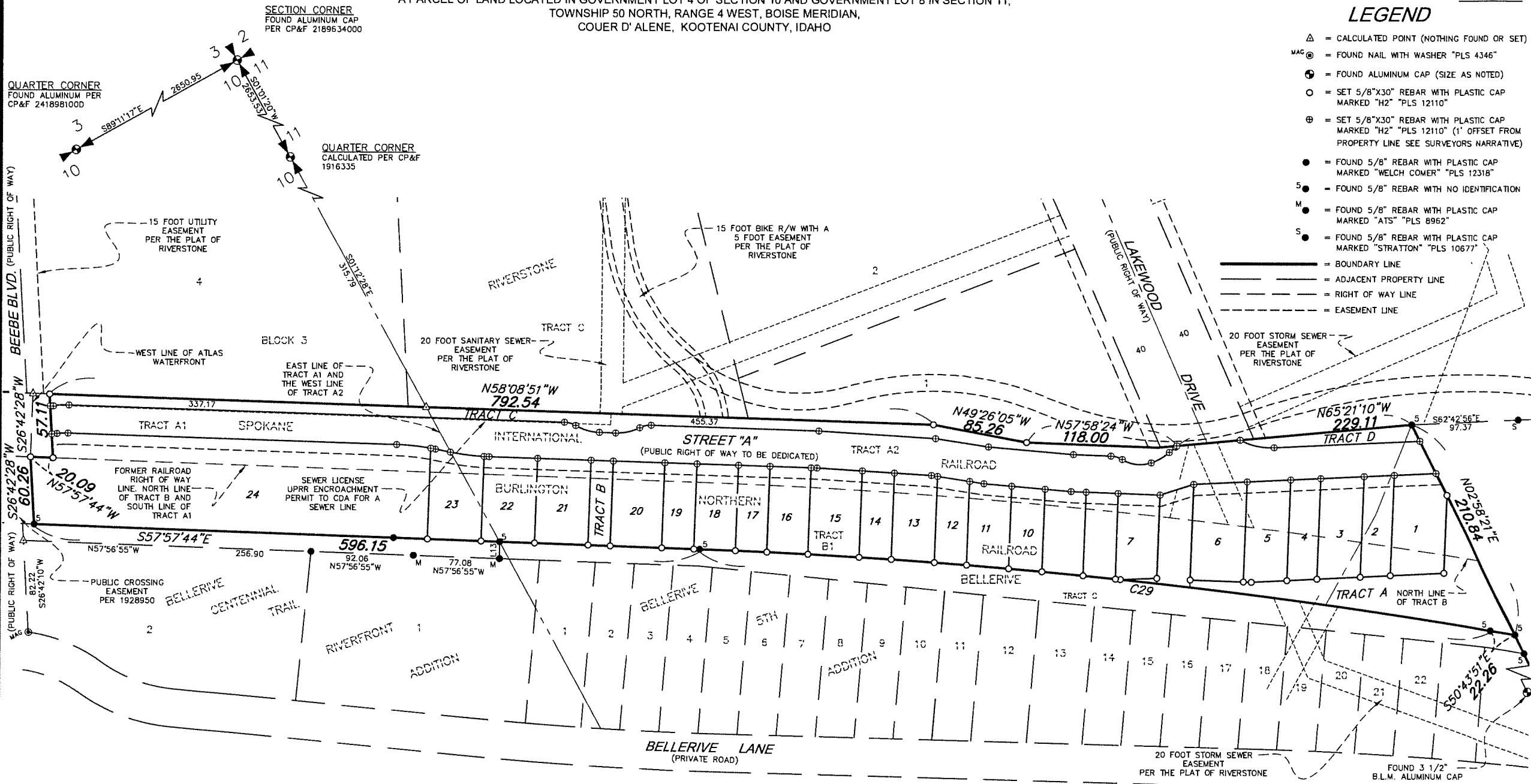
THE UNION

A PARCEL OF LAND LOCATED IN GOVERNMENT LOT 4 OF SECTION 10 AND GOVERNMENT LOT 8 IN SECTION 11,
TOWNSHIP 50 NORTH, RANGE 4 WEST, BOISE MERIDIAN,
COUER D' ALENE, KOOTENAI COUNTY, IDAHO

BOOK _____, *PAGE* _____

INSTRUMENT # _____

LEGEND



RECORD INFORMATION

- R1 - G.L.O. PLAT OF TOWNSHIP 50 NORTH, RANGE 4 WEST, B.M., BY DAVID, 1880
R2 - RECORD OF SURVEY, AS RECORDED IN BOOK 3, PAGE 323, RECORDS OF KOOTENAI COUNTY, IDAHO.
R3 - RECORD OF SURVEY, AS RECORDED IN BOOK 11, PAGE 263, RECORDS OF KOOTENAI COUNTY, IDAHO.
R4 - RECORD OF SURVEY, AS RECORDED IN BOOK 12, PAGE 7, RECORDS OF KOOTENAI COUNTY, IDAHO.
R5 - RECORD OF SURVEY, AS RECORDED IN BOOK 13, PAGE 68, RECORDS OF KOOTENAI COUNTY, IDAHO.
R6 - PLAT OF RIVERSTONE, AS RECORDED IN BOOK I, PAGE 250, RECORDS OF KOOTENAI COUNTY, IDAHO.
R7 - PLAT OF BELLERIVE, AS RECORDED IN BOOK J, PAGE 311, RECORDS OF KOOTENAI COUNTY, IDAHO.
R8 - RECORD OF SURVEY, AS RECORDED IN BOOK 28, PAGE 174, RECORDS OF KOOTENAI COUNTY, IDAHO.
R9 - PLAT OF BELLERIVE 5TH ADDITION, AS RECORDED IN BOOK K, PAGE 467, RECORDS OF KOOTENAI COUNTY, IDAHO.
R10 - RECORD OF SURVEY, AS RECORDED IN BOOK 28, PAGE 242, RECORDS OF KOOTENAI COUNTY, IDAHO.
R11 - RECORD OF SURVEY, AS RECORDED IN BOOK 28, PAGE 47D, RECORDS OF KOOTENAI COUNTY, IDAHO.
R12 - PLAT OF ATLAS WATERFRONT, AS RECORDED IN BOOK L, PAGE 291, RECORDS OF KOOTENAI COUNTY, IDAHO.
R13 - PLAT OF BELLERIVE CENTENNIAL TRAIL RIVERFRONT ADDITION, AS RECORDED IN BOOK L, PAGE 313, RECORDS OF KOOTENAI COUNTY, IDAHO.

SURVEYOR'S NARRATIVE

1. BEARINGS AND DISTANCES SHOWN HEREON ARE MEASURED UNLESS OTHERWISE NOTE, PER I.C. 55-906.
 2. ALL DISTANCES SHOWN HEREON ARE GROUND DISTANCES IN US SURVEY FEET.
 3. THE MONUMENTS SHOWN HERE ON WERE LOCATED ON OCTDBER, 2020.
 4. SEE RECORD INFORMATION FOR DOCUMENTS USED ON THIS PROJECT TO ASSIST IN BOUNDARY DETERMINATION.
 5. THIS BOUNDARY IS BASED ON TITLE COMMITMENT FROM STEWART TITLE GUARNTY COMPANY, FILE NUMBER 17300400.
 6. ACCESS TO REEFE BLVD IS UNDETERMINED.

BASIS OF BEARINGS

THE NORTH LINE OF THE NORTHWEST QUARTER OF
SECTION 1D, TOWNSHIP 50 NORTH, RANGE 10 WEST,
BOISE MERIDIAN, BEARS S89°11'17"W, A DISTANCE OF
2650.95, AS SHOWN HEREON



90 NORTH MINERAL DRIVE, STE. 900 • COEUR D'ALENE, ID 83815
PHONE: (208) 772-6600 • FAX: (208) 772-6619
WWW.LTSURVEY.COM



A scale bar with markings at 0, 60, and 120. Below it, the word "SCALE" is followed by "IN FEET". At the bottom, the text "1'' = 60'" is written.

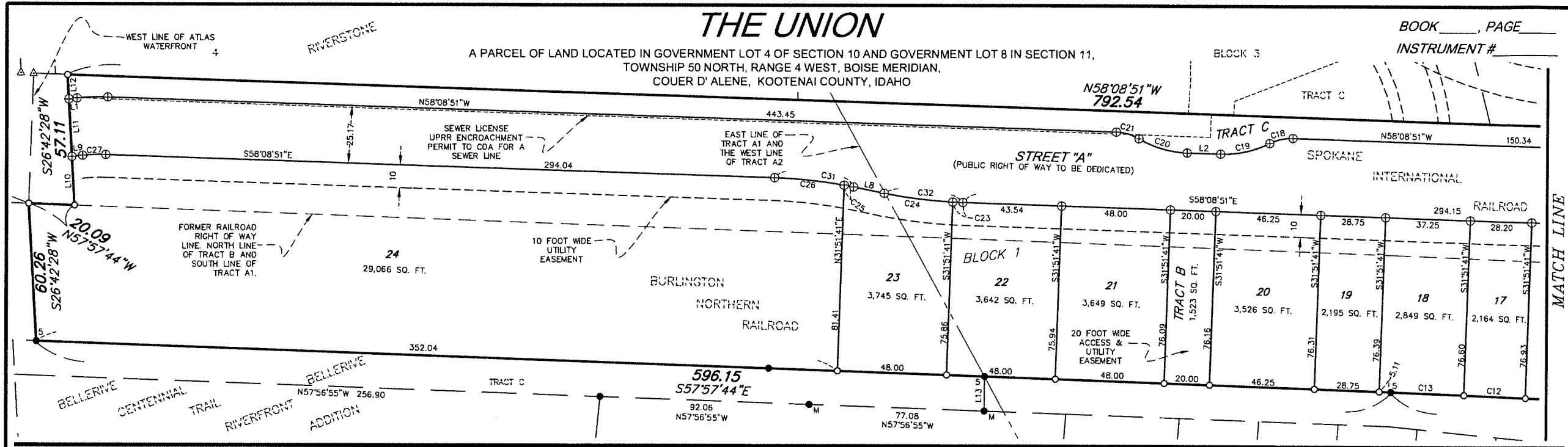
DATE: OCTOBER 2020
PROJECT NUMBER: 2020-258

SHEET 1 OF 3

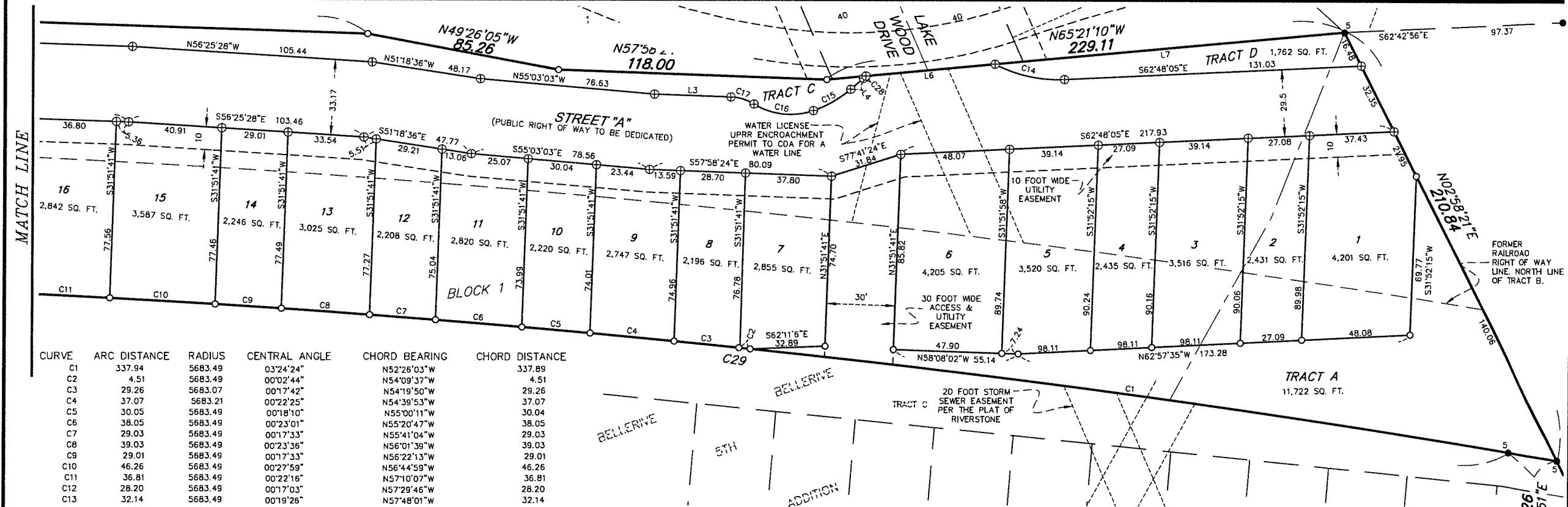
THE UNION

A PARCEL OF LAND LOCATED IN GOVERNMENT LOT 4 OF SECTION 10 AND GOVERNMENT LOT 8 IN SECTION 11,
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COEUR D'ALENE, KOOTENAI COUNTY, IDAHO

BOOK _____, *PAGE* _____
INSTRUMENT # _____

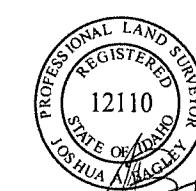


MATCH LINE



CURVE	ARC DISTANCE	RADIUS	CENTRAL ANGLE	CHORD BEARING	CHORD DISTANCE
C1	337.94	5683.49	03°24'24"	N52°26'03"W	337.89
C2	4.51	5683.49	00°02'44"	N54°09'37"W	4.51
C3	29.26	5683.07	001°17'42"	N54°19'50"W	29.26
C4	37.07	5683.21	00°22'25"	N54°39'53"W	37.07
C5	30.05	5683.49	001°18'10"	N55°00'11"W	30.04
C6	38.05	5683.49	00°23'01"	N55°20'47"W	38.05
C7	29.03	5683.49	001°17'33"	N55°41'04"W	29.03
C8	39.03	5683.49	00°23'36"	N56°01'39"W	39.03
C9	29.01	5683.49	001°17'33"	N56°22'13"W	29.01
C10	46.26	5683.49	00°27'59"	N56°44'59"W	46.26
C11	36.81	5683.49	00°22'16"	N57°00'07"W	36.81
C12	28.20	5683.49	001°17'03"	N57°29'46"W	28.20
C13	32.14	5683.49	00°19'26"	N57°48'01"W	32.14
C14	31.75	60.50	3°03'58"	S47°46'06"E	31.38
C15	18.93	49.83	21°46'03"	S89°58'07"E	18.82
C16	27.16	30.69	50°41'56"	S53°44'08"E	26.28
C17	10.75	20.81	29°35'14"	N43°10'47"W	10.63
C18	10.58	21.31	28°26'07"	N72°21'54"W	10.47
C19	22.33	45.00	28°26'07"	S72°21'54"E	22.10
C20	22.33	45.00	28°26'07"	S43°55'47"E	22.10
C21	10.58	21.31	28°26'07"	N43°55'47"W	10.47
C22	13.39	97.00	07°54'30"	N62°06'06"W	13.38
C23	4.46	211.50	01°12'29"	S57°32'36"E	4.46
C24	30.46	211.50	08°15'02"	S52°48'51"E	30.43
C25	4.25	211.50	01°09'07"	N49°15'53"W	4.25
C26	30.66	211.50	08°18'24"	N53°59'39"W	30.64
C27	10.05	73.86	07°47'53"	N62°09'21"W	10.04
C28	1.38	20.58	03°51'15"	N77°31'14"E	1.38
C29	717.34	5683.49	0713°54"	N54°20'47"W	716.87
C30	105.99	5803.49	01°02'47"	N56°25'28"W	105.99
C31	34.92	211.50	09°27'31"	N53°25'05"W	34.88
C32	30.46	211.50	08°15'02"	S52°48'51"E	30.43

LINE TABLE	BEARING	DISTAN
N66°03'21" W		3.63
N58°08'51" W		14.76
N57°58'24" W		33.67
N79°08'52" E		7.49
S65°21'10" E		17.28
S65°21'10" E		57.10
S65°21'10" E		154.73
S48°41'20" E		13.69
S66°03'21" E		4.71
N26°42'28" E		21.27
N26°42'28" E		25.20
N26°42'28" E		10.64
S30°21'16" W		15.14



7600 NORTH MINERAL DRIVE, STE. 900 • COEUR D'ALENE, ID 83815
PHONE: (208) 772-6600 • FAX: (208) 772-6619

DATE: OCTOBER 2020
PROJECT NUMBER: 2020-258

THE UNION

A PARCEL OF LAND LOCATED IN GOVERNMENT LOT 4 OF SECTION 10 AND GOVERNMENT LOT 8 IN SECTION 11,
TOWNSHIP 50 NORTH, RANGE 4 WEST, BOISE MERIDIAN,
COEUR D'ALENE, KOOTENAI COUNTY, IDAHO

BOOK _____, PAGE _____
INSTRUMENT #_____

OWNER'S CERTIFICATE

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

THE OVERALL BOUNDARY OF SAID TRACTS A1, A2, AND B BEING GENERALLY DESCRIBED AS: A PARCEL OF LAND LOCATED IN GOVERNMENT LOT 4 OF SECTION 10, TOWNSHIP 50 NORTH, RANGE 4 WEST OF THE BOISE MERIDIAN AND GOVERNMENT LOT 8 OF SECTION 11, TOWNSHIP 50 NORTH, RANGE 4 WEST OF THE BOISE MERIDIAN, CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO:

COMMENCING AT THE NORTHEAST CORNER OF SAID GOVERNMENT LOT 4, FROM WHICH THE NORTHEAST CORNER OF SAID SECTION 10, BEARS NO 010120° WEST, A DISTANCE OF 2653.53; THENCE SOUTH 112°28' WEST ALONG THE EAST LINE OF SAID GOVERNMENT LOT 4, A DISTANCE OF 315.79 FEET TO A POINT ON THE SOUTH LINE OF THAT PARCEL CONVEYED IN SAID DEED RECORDED WITH KOOTENAI COUNTY IN BOOK 37 OF DEEDS AT PAGE 393, SAID SOUTH LINE ALSO BEING THE NORTH RIGHT-OF-WAY LINE OF THE UNION PACIFIC RAILROAD AND SAID POINT BEING THE POINT OF BEGINNING; THENCE NORTH 58°08'51" WEST ALONG SAID SOUTH LINE, A DISTANCE OF 337.17 FEET TO A POINT ON THE EASTERLY LINE OF THE FORMER NORTHERN PACIFIC RAILROAD SPUR LINE AS DESCRIBED IN A DEED RECORDED WITH KOOTENAI COUNTY IN BOOK 10 OF DEEDS AT PAGE 13 ON MARCH 30TH, 1905; THENCE SOUTH 26°42'28" WEST ALONG SAID EAST LINE, A DISTANCE OF 57.11 FEET TO A POINT ON THE NORTH LINE OF THE FORMER BURLINGTON NORTHERN RAILROAD RIGHT-OF-WAY AS ORIGINALLY CREATED IN A DEED RECORDED WITH KOOTENAI COUNTY IN BOOK 3 OF DEEDS AT PAGE 490 UNDER INSTRUMENT NUMBER 5971 ON APRIL 27TH, 1904; THENCE NORTH 57°57'44" WEST ALONG SAID NORTH LINE, A DISTANCE OF 20.09 FEET THE NORTHEAST CORNER OF AN EASEMENT DESCRIBED IN A DEED RECORDED WITH KOOTENAI COUNTY UNDER INSTRUMENT NUMBER 1928950 ON FEBRUARY 9TH, 2005 AS CALLED FOR IN SAID DEED RECORDED WITH KOOTENAI COUNTY UNDER INSTRUMENT NUMBER 2500305000; THENCE SOUTH 26°42'28" WEST ALONG THE EAST LINE OF SAID EASEMENT, A DISTANCE OF 60.26 FEET TO A POINT ON THE SOUTH LINE OF SAID FORMER BURLINGTON NORTHERN RAILROAD LINE; THENCE SOUTH 57°57'44" EAST ALONG SAID SOUTH LINE AND THE SOUTH LINE OF SAID FORMER BURLINGTON NORTHERN RAILROAD LINE AS ORIGINALLY DESCRIBED IN A DEED RECORDED WITH KOOTENAI COUNTY IN BOOK 8 PAGE 164 UNDER INSTRUMENT NUMBER 2383 ON JUNE 16TH 1903 FOR 596.15 FEET TO THE BEGINNING OF A 5683.49 FOOT TANGENT CURVE TO THE RIGHT; THENCE SOUTHEASTERLY ALONG SAID SOUTH LINE AND SAID CURVE 717.34 FEET (CHORD BEARS SOUTH 54°2'47" EAST 716.87 FEET); THENCE LEAVING SAID CURVE ON A TANGENT SOUTH 50°43'51" EAST ALONG SAID SOUTH LINE, A DISTANCE OF 22.26 FEET TO A POINT ON THE EAST LINE OF SAID GOVERNMENT LOT 8 OF SECTION 11; THENCE NORTH 2°58'21" EAST ALONG SAID EAST LINE, A DISTANCE OF 210.84 FEET TO A POINT ON THE SOUTH LINE OF SAID PARCEL AS DESCRIBED IN DEED RECORDED WITH KOOTENAI COUNTY IN BOOK 54 OF DEEDS AT PAGE 423; THENCE NORTH 65°21'10" WEST ALONG SAID SOUTH LINE, A DISTANCE OF 229.11 FEET; THENCE SOUTH 57°58'24" WEST ALONG SAID SOUTH LINE, A DISTANCE OF 118.00 FEET; THENCE NORTH 49°26'05" WEST ALONG SAID SOUTH LINE, A DISTANCE OF 85.26 FEET; THENCE NORTH 58°08'51" WEST ALONG SAID SOUTH LINE, A DISTANCE OF 455.37 TO THE POINT OF BEGINNING.

TOGETHER WITH AND SUBJECT TO EASEMENTS, RIGHTS-OF-WAY, COVENANTS, RESERVATIONS AND RESTRICTIONS OF RECORD OR IN VIEW:

INSTRUMENT NUMBER 1845195 URBAN RENEWAL ORDINANCE

INSTRUMENT NUMBER 1621564 ANNEXATION AGREEMENT

INSTRUMENT NUMBER 1618450 ANNEXATION AGREEMENT

DOMESTIC WATER WILL BE PROVIDED BY THE CITY OF COEUR D'ALENE.

SEWAGE DISPOSAL WILL BE PROVIDED BY THE CITY OF COEUR D'ALENE.

THE OWNERS HEREBY DEDICATE TO THE CITY OF COEUR D'ALENE THE NEW RIGHT-OF-WAY SHOWN HEREON

THE OWNERS WILL HEREBY GRANT TO THE FRANCHISE UTILITIES, THE NEW HOMEOWNERS ASSOCIATION AND THE CITY OF COEUR D'ALENE THE NEW 10' UTILITY EASEMENT AS SHOWN HEREON FOR THE INSTALLATION, IMPROVEMENT, OPERATION AND MAINTENANCE OF PUBLIC AND FRANCHISED UTILITIES.

THE OWNERS HEREBY GRANT TO THE CITY OF COEUR D'ALENE A NEW PUBLIC UTILITY EASEMENT OVER TRACT 'A' AS SHOWN HEREON.

TRACT 'A' WILL BE OWNED AND MAINTAINED BY THE NEW HOMEOWNERS ASSOCIATION. THE PRIVATE ACCESS AND UTILITY EASEMENT AS SHOW ON TRACT B1 HEREON IS HEREBY RESERVED FOR THE BENEFIT OF LOTS 12, 13 AND TRACT B2.

THOSE EASEMENTS ACQUIRED UNDER BOOK X'(MISC), PAGE 233 (D30 HEREON) AND BOOK 41 (DEEDS), PAGE 298 (D31 HEREON) ARE WATER LINE EASEMENTS FOR THE BENEFIT OF THE RAILROAD AND ARE NO LONGER NECESSARY FOR THE BENEFIT OF THIS PROPERTY. THEY ARE HEREBY RELINQUISHED. THEY HAVE NOT BEEN SHOWN IN THE DRAWING HEREON.

WE HAVE CAUSED SAID LAND TO BE LAID OUT AND EMBRACED WITHIN THE PLAT TO BE KNOWN AS 'THE UNION'.

ACTIVE WEST, LLC TITLE/DATE

PANHANDLE HEALTH DISTRICT APPROVAL

SANITARY RESTRICTIONS AS REQUIRED BY IDAHO CODE, TITLE 50, CHAPTER 13 HAVE BEEN SATISFIED BASED ON A REVIEW BY A QUALIFIED LICENSED PROFESSIONAL ENGINEER (QLEP) REPRESENTING THE CITY OF COEUR D'ALENE AND THE QLEP APPROVAL OF THE DESIGN PLANS AND SPECIFICATIONS AND THE CONDITIONS IMPOSED ON THE DEVELOPER FOR CONTINUED SATISFACTION OF THE SANITARY RESTRICTIONS. WATER AND SEWER LINES HAVE BEEN COMPLETED AND SERVICES CERTIFIED AS AVAILABLE. SANITARY RESTRICTIONS MAY BE RE-IMPOSED, IN ACCORDANCE WITH SECTION 5D-1326, IDAHO CODE, BY THE ISSUANCE OF A CERTIFICATE OF DISAPPROVAL.

HEALTH DISTRICT SIGNATURE _____

DATE: _____

CITY COUNCIL APPROVAL

THIS PLAT IS HEREBY ACCEPTED AND APPROVED FOR RECORDING ON THIS _____ DAY OF _____ 2020.

ATTEST: CITY CLERK _____

ENGINEER, CITY OF COEUR D'ALENE _____

ACKNOWLEDGMENT

STATE OF _____)
COUNTY OF _____)
{SS.

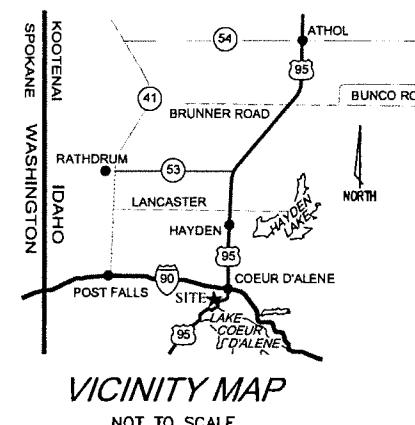
THIS RECORD WAS ACKNOWLEDGED BEFORE ME, DANICA RYAN,
ON THE _____ DAY OF _____ 2020.

BY: CORRIE SANDE

(SIGNATURE OF NOTARY PUBLIC)

RESIDING AT _____

DANICA RYAN
NOTARY PUBLIC-STATE OF IDAHO
COMMISSION NUMBER 20171065
MY COMMISSION EXPIRES 12-6-2023



KOOTENAI COUNTY RECORDER

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

THIS _____ DAY OF _____ 2020, AT _____ M. AND DULY

RECORDED IN BOOK _____ OF PLATS AT PAGE(S) _____

AS INSTRUMENT NUMBER _____

Fee: \$ _____

BY DEPUTY: _____

KOOTENAI COUNTY RECORDER: JIM BRANNON

KOOTENAI COUNTY TREASURER

I HEREBY CERTIFY THAT THE TAXES DUE FOR THE PROPERTY DESCRIBED IN THE OWNERS CERTIFICATE HAVE BEEN PAID THROUGH _____

THIS _____ DAY OF _____ 2020.

KOOTENAI COUNTY TREASURER _____

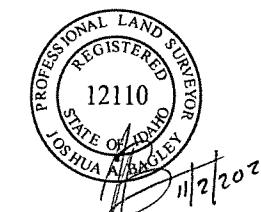
KOOTENAI COUNTY SURVEYOR

I HEREBY CERTIFY THAT I HAVE EXAMINED THE HEREIN PLAT AND CHECKED THE PLAT COMPUTATIONS AND HAVE DETERMINED THAT THE REQUIREMENTS OF THE STATE CODE PERTAINING TO PLATS AND SURVEYS HAVE BEEN MET DATED THIS _____ DAY OF _____ 2020



SURVEYOR'S CERTIFICATE

I, JOSHUA A. BAGLEY, DO HEREBY CERTIFY THAT I AM A LAND SURVEYOR, LICENSED BY THE STATE OF IDAHO AND THAT THIS PLAT, AS DESCRIBED IN THE OWNERS CERTIFICATE AND ON THE ATTACHED PLAT, WAS PREPARED FROM AN ACTUAL SURVEY MADE ON THE GROUND UNDER MY DIRECT SUPERVISION AND CORRECTLY REPRESENTS THE POINTS PLATTED THEREON, AND IS IN CONFORMITY WITH THE STATE OF IDAHO CODE RELATING TO PLATS AND VACATIONS AND THE CORNER PERPETUATION AND FILING ACT, IDAHO CODE 55-1601 THROUGH 55-1612.



7600 NORTH MINERAL DRIVE, STE. 900 • COEUR D'ALENE, ID 83815

PHONE: (208) 772-6600 • FAX: (208) 772-6619

WWW.H2SURVEY.COM

DATE: OCTOBER 2020
PROJECT NUMBER: 2020-258

SHEET 3 OF 3

EXHIBIT 'A'

The Union At Riverstone

By: KC

Date: 10/30/2020



Item#/Item Description	Estimated Quantity	Unit	Unit Price	Total Price
INFILTRATION FACILITIES	1	LS	\$1,200.00	\$1,200.00
WATER SYSTEM	1	LS	\$54,850.00	\$54,850.00
SEWER SYSTEM	1	LS	\$34,900.00	\$34,900.00
STORMWATER SYSTEM	1	LS	\$18,200.00	\$18,200.00
SIDEWALKS, 5-FT	1	LS	\$32,750.00	\$32,750.00
PEDESTRIAN RAMPS (WITH DOMES)	1	LS	\$3,400.00	\$3,400.00
CURB AND GUTTER	1	LS	\$35,950.00	\$35,950.00
HOT MIX ASPHALT (SP3, 3-INCH DEPTH)	1	LS	\$71,240.00	\$71,240.00
			Total:	\$252,490.00
	Maintenance/Warranty Bond		10.00%	\$25,249.00

CITY COUNCIL STAFF REPORT

DATE: December 1, 2020
FROM: Hilary Anderson & Mike Behary, Planning Department
SUBJECT: [S-4-19] The Union: Landscape Agreement and Security Approval

DECISION POINT

Staff is requesting the following:

1. Approval of the Landscape Agreement and Security.

HISTORY

- a. Applicant: Dennis E. Cunningham II, Member
Active West, LLC
P.O. Box 3398
Coeur d'Alene, ID 83816
- b. Location: 3.6 Acres located immediately east of the intersection of Beebe Boulevard and the Centennial Trail
- c. Previous Action:
 1. Preliminary plat approval, November 12, 2019

FINANCIAL ANALYSIS

The developer is furnishing security in the amount of \$24,000.00 which covers the outstanding cost of the uninstalled open space landscaping items that are required for this development.

PERFORMANCE ANALYSIS

The developer has completed the necessary landscape agreement and is bonding for the outstanding landscape items (Irrigation Pipe System, Landscape Preparation, Hydro seeding, and Landscape Trees). The developer has stated that all open space landscaping installations will be complete by June 1, 2021.

DECISION POINT RECOMMENDATION

1. Approve of the Landscape agreement and accompanying security.

AGREEMENT TO PERFORM LANDSCAPE WORK

The Union

THIS AGREEMENT made this 1st day of December, 2020 between Active West, LLC, whose address is P.O. Box 3398, Coeur d'Alene, ID, 83816, with Dennis E. Cunningham, II, Member, hereinafter referred to as the "Developer," and the city of Coeur d'Alene, a municipal corporation and political subdivision of the state of Idaho, whose address is City Hall, 710 E. Mullan Avenue, Coeur d'Alene, ID 83814, hereinafter referred to as the "City";

WHEREAS, the City has approved, subject to completion of the required improvements, the subdivision plat of The Union, a twenty-four (24) lot, one (1) tract residential development in Coeur d'Alene, situated in Government Lot 4 of Section 10 and Government Lot 8 of Section 11, Township 50 North, Range 4 West, Boise Meridian, Kootenai County, Idaho; NOW, THEREFORE,

IT IS AGREED AS FOLLOWS:

The Developer agrees to complete the following public improvements: Open space landscape improvements, as required under Title 17 of the Coeur d'Alene Municipal Code, on or before the 1st day of June, 2021. Said improvements are more particularly described on the submitted estimate dated October 15, 2020 attached as Exhibit 'A', and, shown on the Open Space Plans on file in the City of Coeur d'Alene Planning Department's office and incorporated herein by reference.

The Developer, prior to recording the plat, shall deliver to the City, security in the amount of Twenty-Four Thousand and 00/100 Dollars (\$24,000.00) securing the obligation of the Developer to complete the landscape open space improvements referred to herein. Should the Developer noted herein fail to complete the improvements within the time herein provided, the City may utilize the funds to complete or have the improvements completed. In the event the City completes the improvements as a result of the Developer's default, the Developer shall be responsible for any costs that exceed the installed security for the public improvements noted herein.

The Parties further agree that the City has utilized substantial staff time to prepare this agreement, which will benefit the Developer. The Parties further agree the City should be reimbursed a reasonable fee for its costs to prepare such agreement. The Parties further agree that such fee should be in the amount of Twenty Five and No/100 Dollars (\$25.00).

IN WITNESS WHEREOF, the parties have set their hands and seal the day and year first above written.

City of Coeur d'Alene

Steve Widmyer, Mayor

Developer

Dennis E. Cunningham, II, Member

ATTEST:

Renata McLeod, City Clerk

EXHIBIT 'A'

Landscaping Bond Calcs



The Union

Landscape Performance Bond Estimate

Item Number	Item Description	Bid Quantity	Units	Unit Price	Bid Amount
19	Irrigation Water Service	1	LS	\$3,600.00	\$3,600.00
20	Irrigation Main Pipe	1200	LF	\$4.50	\$5,400.00
25	Hydroseeding	1	LS	\$3,500.00	\$3,500.00
26	Landscape Trees	10	EA	\$350.00	\$3,500.00
			Total =		\$16,000.00
			Bond level	150.00%	1.5
				Total	\$24,000.00

10-15-20



Date: November 23, 2020

To: General Services/Public Works Committee

From: Melissa Tosi; Human Resources Director

Re: Personnel Rule Amendments

Decision Point: Should the City Council approve the amendments for Rule 26 - Appointed Officers and Department Heads?

History: Prior to 2015, the appeal process allowed Department Heads a reasonable opportunity to address the City Council and provide any additional information to be considered before final determination of dismissal was made.

In 2015, the Department Head rule was amended to clarify and define Department Heads, Appointed Officers and Library Director in regards to appointment, supervision and termination. With this amendment, the appeal process for Department Heads (excluding Appointed Officers and Library Director which are directed by Idaho Code) was changed to a review by the Mayor as the final step.

The proposed amendment would revert the current appeal process back to City Council, with the Department Head being provided an opportunity to address the Mayor and City Council and present any information concerning his or her pending termination. Additionally, the proposed amendment also provides additional clarity to City Council's ability to discuss the matter within the requirements of the open meeting law.

These proposed amendments to the Personnel Rules have been posted for all employees to review. Additionally, the amendments have been discussed with the Executive Team with no one opposing the proposed amendments.

Financial Analysis: There are no hard costs associated with the amendments to Personnel Rule 26.

Performance Analysis: Authorizing the above-noted amendments is necessary to provide consistent and clear policies with up-to-date, relevant information. The updates are further important to keep the Personnel Rules consistent with a general understanding of the essential operations of the City.

Recommendation: The City Council should approve the amendments for Rule 26 - Appointed Officers and Department Heads.

RULE 26: APPOINTED OFFICERS AND DEPARTMENT HEADS

SECTION 1. Purpose/Intent

The purpose of this rule is to establish consistent rules and policies for appointed officers and Department Heads as defined herein.

SECTION 2. Definitions

For the purposes of this section, the following terms have the following meanings:

- (a) **Appointed Officers:** The City Administrator, City Attorney, City Clerk and City Finance Director.
- (b) **Department Heads:** All appointed officers and the Community Planning Director, Fire Chief, Human Resources Director, Library Director, Parks and Recreation Director, Police Chief, Director of Engineering and Streets, Wastewater Superintendent and Water Superintendent.
- (c) **City Administrator:** The person appointed by the Mayor and approved by the City Council to fill the position of City Administrator in the adopted classification and compensation plan.
- (d) **Library Director:** The person appointed by the Library Board of Trustees to fill the position of Library Director in the adopted classification and compensation plan.

SECTION 3. Conditions of Employment

- (a) **FLSA Exempt:** Department Heads are executive exempt employees under the Fair Labor Standards and are ineligible to receive compensatory or overtime pay.
- (b) **At Will:** Unless specifically agreed to in writing and approved by the city council, Department Heads are at-will employees, with no right to continued employment or employment benefits. This section is not a contract of employment and is not intended to specify the duration of employment or limit the reasons for which a Department Head may be discharged. All provisions of this section will be interpreted in a manner consistent with this paragraph. In the event of any irreconcilable inconsistencies, the terms of this paragraph will prevail. Only a written contract expressly authorized by the city council can alter the at-will nature of Department Heads employment by the City, notwithstanding anything said by the Mayor or City Council. The framework for disciplinary actions and termination contained in this section guides the processes to be taken when a Department Head violates employment policies or fails to adequately perform his/her duties but are not required. Similarly, progressive steps may be implemented in order to encourage improved performance or attitude, but are not required.
- (c) **Residency:** At the discretion of the City Administrator, Department Heads may be required to reside within a twenty (20) minute driving response time to the city

- limits.
- (d) Duties: Department Head duties and responsibilities are outlined in the adopted job description for each position.
- (e) Application of Personnel Rules: Department Heads are subject to the following personnel rules unless otherwise modified by this section:
- (1) Rule 1, Section 11, Standards of Conduct;
 - (2) Rule 11, Section 4, Sick Leave;
 - (3) Rule 11, Section 5, Bereavement Leave;
 - (4) Rule 11, Section 6, Military Leave;
 - (5) Rule 11, Section 8, Witness and Jury Leave;
 - (6) Rule 11, Section 10, Holidays;
 - (7) Rule 11, Section 11, Family and Medical Leave;
 - (8) Rule 11, Section 12, Retirement Medical Benefit;
 - (9) Rule 19, City Property;
 - (10) Rule 20, Authorization and Procedures for Expense Reimbursement;
 - (11) Rule 22, Drug Policy;
 - (12) Rule 23, Workplace Discrimination, Harassment and Retaliation;
 - (13) Rule 24, Workplace Violence Prevention; and
 - (13) Any other rule that, by its terms, is specifically applicable to Department Heads.
- (f) In addition to the personnel rules listed above, Department Heads must follow all policies and procedures applicable to them that are approved by the city council by resolution.

SECTION 4. Initial Appointment

- (a) Appointment:
- (1) Department Heads (Excluding Appointed Officers and Library Director): Department Heads are appointed by the City Administrator in consultation with the Mayor and the Human Resources Director. The Mayor and a representative of the City Council may serve on the selection committee.
 - (2) Library Director: The Library Director is appointed by the Board of Library Trustees as provided by I.C. 33-2607 and 33-2608.
 - (3) Appointed Officers: Appointed officers are appointed by the Mayor and confirmed by the City Council as provided by I.C. 50-204 and 50-205. In selecting a candidate for appointment the Mayor will consult with the Human Resources Director.
- (b) Compensation: Department Heads will be appointed and paid a salary within the range identified in the currently adopted classification and compensation plan.
- (c) Promotional Appointments: Current city employees who are promoted to a Department Head position will receive a minimum of a 10% salary increase and must use any accrued compensatory time at a rate of at least 40 hours a year until the accrued compensatory leave balance is exhausted.
- (d) Vacation Accrual Credit for Past Work Experience: A newly hired Department Head may be given credit for vacation accrual based on past similar work experience. In order to qualify, the new Department Head must provide their

previous job description and any other relevant information to the Human Resources Director who will review the information to determine if the prior position was sufficiently similar to the adopted job description for the position to warrant vacation accrual credit for the past work experience.

SECTION 5. Benefits

(a) Vacation:

- (1) Accrual Rate: Vacation leave for Department Heads will accrue as follows:
 - (i) 1st through 3rd Year of Service: 8 hours of leave accrues for each complete month of service; accrued at a rate of four (4) hours per pay period.
 - (ii) 4th through 10th Year of Service: 12 hours of leave accrues for each complete month of service; accrued at a rate of six (6) hours per pay period.
 - (iii) 11th through 15th Year of Service: 16 hours of leave accrues for each complete month of service; accrued at a rate of eight (8) hours per pay period.
 - (iv) 16 or More Years of Service: 20 hours of leave accrues for each complete month of service; accrued at a rate of ten (10) hours per pay period.
- (2) Existing Accrual Rate: Department Heads currently accruing leave at a higher rate will continue to accrue leave at their current rate. Future accrual increases will be based on the schedule above.
- (3) Maximum Vacation Accrual: Department Heads may not accumulate more than 360 hours of vacation leave. Any excess vacation leave as of October 1st of each year will be forfeited unless used by January 15th of the following year unless otherwise approved by the City Administrator in writing.
- (4) Vacation Accrual During Leave: No vacation leave will be accrued after 60 consecutive days of absence.
- (5) Reporting Usage: Vacation usage must be reported on time records in half day increments.

(b) Sick Leave:

- (1) Accrual Rate: Department Heads will accrue ten (10) hours for each month of service; accrued at a rate of five (5) hours per pay period.
- (2) Reporting Usage: Sick leave usage must be reported on time records in half day increments.
- (3) Sick Leave Bank: Department Heads are eligible to participate in the sick leave bank.
- (4) Maximum Sick Leave Accrual: Department Heads may not accumulate more sick leave than is allowed for other employees as outlined in Rule 11, Section 4. Department Heads may select either of the two options for compensation for excess sick leave contained in Rule 11, Section 4. Sick leave accruals paid out at retirement will be deposited into the Department

Head's VEBA account.

- (c) **Compensation/Performance Based Salary Increases:**
 - (1) **Department Heads (Excluding City Administrator and Library Director):**
All Department Heads are eligible for a pay increase of up to 8% twelve months after their appointment date and annually thereafter based on a performance evaluation by the City Administrator. The City Administrator will consult with the Human Resources Director in performing the evaluation. If the Department Head disagrees with the evaluation, the Department Head may request that the Mayor review the evaluation.
 - (2) **City Administrator:** The City Administrator is eligible for a pay increase of up to 8% twelve months after his or her appointment date and annually thereafter based on a performance evaluation by the Mayor. The Mayor will consult with the Human Resources Director in performing the evaluation.
 - (3) **Library Director:** The Library Director is eligible for a pay increase of up to 8% twelve months after his or her appointment date and annually thereafter based on a performance evaluation by the library board of trustees in conjunction with the City Administrator.
 - (4) **Maximum Salary:** Department Head salaries cannot exceed the maximum amount authorized in the currently adopted classification and compensation plan.
 - (d) **Cost of Living Increases:** In addition to performance-based salary increases, Department Heads will receive annual cost of living increases of 2.5%. Cost of living increases will be effective on October 1st.
 - (e) **Car Assignment:** The City Administrator will authorize car assignments based upon adopted city policies for vehicle assignment and usage. The Department Head must follow all adopted city policies for vehicle usage.
 - (f) **Severance:** The city will provide four (4) months of salary and continuation of the benefits listed in subsection (5)(g) below, to Department Heads except when the Department Head voluntarily retires or resigns or is discharged from employment during the first year of employment or as a result of a felony conviction.
 - (g) **Additional Benefits:** Department Heads will receive the same VEBA, medical, dental and vision insurance, Social Security (F.I.C.A.), PERSI, life insurance, and long term disability insurance authorized by the council for the employees represented by LCEA.

SECTION 6.

Organization and Supervision

- (a) **Department Heads (Excluding Appointed Officers and Library Director):**
Department Heads are supervised by the City Administrator.
 - (b) **Library Director:** For organizational purposes, the Library Director coordinates work assignments and reports to the City Administrator. However, the Library Director serves at the pleasure of the Board of Library Trustees and is supervised and evaluated by the Board.

- (c) Appointed Officers (Excluding the City Administrator): For organizational purposes, the appointed officers (excluding the City Administrator) coordinate work assignments, report to, and receive performance evaluations from the City Administrator. However, appointed officers serve at the pleasure of the Mayor and City Council.
 - (d) City Administrator: The City Administrator reports to, and is supervised by, the Mayor. The City Administrator serves at the pleasure of the Mayor and City Council.

- (a) **Department Heads (Excluding Appointed Officers and Library Director):** Department Heads may be terminated by the City Administrator in consultation with the City Attorney and Human Resources Director. The Department Head may request that the Mayor and City Council review the decision to terminate his or her employment prior to the termination becoming final by filing a written request with the Human Resources Director within 2 business days after receiving written notice of the City Administrator's decision to terminate his or her employment. Prior to the City Council's vote to approve the City Administrator's termination of a Department Head, t~~The~~ The Department Head will be allowed provided an opportunity to address the Mayor and City Council and present information concerning his or her pending termination. ~~The Mayor will render a decision within 2 business days. The City Council may discuss the matter in Executive Session, pursuant to Idaho Code § 74-206(1)(b), however the vote on the matter must occur in an open meeting. The Mayor shall not vote except in the case of a tie vote. The City Council shall vote on the matter at the meeting at which the evidence and argument is completed or at the next regularly scheduled meeting, but no later.~~

(b) **Appointed Officers:** Appointed officials will be terminated in accordance with I.C. 50-206. The Mayor and/or City Council will make the determination to terminate the appointed officer in consultation with the City Attorney and Human Resources Director. Prior to the City Council's vote to approve the Mayor's termination of an appointment officer or to initiate the termination of an appointed officer, the officer will be provided with an opportunity to address the Mayor and City council and present information concerning his or her pending termination.

(c) **Library Director:** The Library Director may be terminated by the Library Board of Trustees in consultation with the City Attorney, Human Resources Director and City Administrator consistent with the Board of Trustees' adopted by-laws and I.C. 33-2606 and I.C. 33-2608.

GENERAL SERVICES/PUBLIC WORKS STAFF REPORT

DATE: November 23, 2020
FROM: Mike Becker, Capital Programs Manager
SUBJECT: Wastewater Policy Amendments

DECISION POINT:

Should the Council adopt via resolution amendments to the Wastewater Policies defining Standards for all new wastewater system improvements that are, or are intended to be, owned, operated and maintained by the City of Coeur d'Alene and the Wastewater Department?

HISTORY:

Since 1998, the Coeur d'Alene Wastewater Department has provided sewer or wastewater policies to impose the minimum standards and expectations required for all newly installed public wastewater infrastructure to be turned over to the City.

The Policies which are the subject of this request contain amendments to the previously adopted Wastewater Policies (Resolution 15-007), and augment the City of Coeur d'Alene's Standard Drawings and Requirements and the City's Municipal Code. They reflect and expand on innovations in wastewater technology, changes within the wastewater industry, and local design and construction practices. These policies will also provide clarity and consistency to the Wastewater Department's Standards in order to create uniformity within the City's wastewater infrastructure.

FINANCIAL ANALYSIS:

Adoption of these policies will not have a financial impact on the City of Coeur d'Alene.

PERFORMANCE ANALYSIS:

The amendments to these policies will assist the engineers, architects, contractors, and the development community by providing the minimum design and construction standards expected within the City's public wastewater infrastructure and acceptable by the City of Coeur d'Alene and the Wastewater Department.

These policies have been reviewed by the City's Legal Department and, if adopted by Resolution, will be posted on the City's Website.

DECISION POINT/RECOMMENDATION:

Council should adopt via resolution amendments to the Wastewater Policies defining Standards for all new wastewater system improvements that are, or are intended to be, owned, operated and maintained by the City of Coeur d'Alene and the Wastewater Department.



CITY OF COEUR D'ALENE

WASTEWATER DEPARTMENT

CITY HALL, 710 E. MULLAN
COEUR D'ALENE, IDAHO 83814-3958
(208)769-2281 FAX (208)769-2338

765 W. Hubbard Ave.
Coeur d'Alene, ID 83814

Policy #:	Title:	Effective Date:
708	CITY PUBLIC SEWER INFRASTRUCTURE REVIEW, INSPECTION AND APPROVAL	December 1, 2020

PURPOSE

The intent of this policy is to define the procedures for the review, inspection and approval of public sewer infrastructure that is intended to become part of the City of Coeur d'Alene Public Wastewater System.

REFERENCE

This policy will replace and supersede any prior policies that reference the inspection and review requirements for the acceptance of all City public sewer infrastructure by the City of Coeur d'Alene Wastewater Department.

POLICY

I. APPLICABILITY

This policy is applicable to all City public wastewater facilities (including, but not limited to, piping, manholes, lift stations, appurtenances, etc.) that are being designed, constructed, and are, or are intended to be, owned, operated and maintained by the City of Coeur d'Alene and the Wastewater Department.

II. POLICY STATEMENT

Inspections:

- A. Prior to connecting to any City of Coeur d'Alene wastewater facilities, all downstream sewer discharge pipes at the connection point shall be plugged with an inflatable plug securely placed to prevent debris and foreign material from discharging into the active downstream sewer system. Wastewater Department inspection is required.

Exhibit "D"

- B. Two (2) manhole inspections are required by the Wastewater Department. First inspection is prior to paving and the second inspection is after final pavement has been completed. The first manhole inspection may be scheduled concurrent with the CCTV video inspection. Provide forty-eight (48) hours' notice to schedule Wastewater Department inspections.
- C. The CCTV video inspection of all new City public sewer main piping shall be performed by the City of Coeur d'Alene Wastewater Department subsequent to the required cleaning and pressure testing by the Contractor. All City public sewer infrastructure videos must be reviewed and approved by the Wastewater Department prior to paving the roadways. Provide forty-eight (48) hours' notice to schedule Wastewater Department inspections.

RESPONSIBLE DEPARTMENT

The City of Coeur d'Alene Wastewater Department shall be charged with the implementation and enforcement of this adopted policy.



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765 W. Hubbard Ave.
Coeur d'Alene, ID 83814

Policy #:	Title:	Effective Date:
710	EXTENSIONS TO CITY PUBLIC WASTEWATER SYSTEM	December 1, 2020

PURPOSE

The intent of this policy is to define the policies to be implemented in the planning, design and construction of additions and extensions to the City of Coeur d'Alene Public Wastewater System.

REFERENCE

This policy will replace and supersede any prior policies that reference the planning, design and construction of City public wastewater systems and will supplement the requirements of the most currently adopted State of Idaho Rules^A, the latest edition of the Recommended Standards for Wastewater Facilities (aka, "Ten States Standards"), the latest edition of the Idaho Standards For Public Works Construction and the City of Coeur d'Alene's Sewer Master Plan and Standard Drawings for Public Works Construction.

POLICY

I. APPLICABILITY

This policy is applicable to all proposed public wastewater system additions and extensions that are, or are intended to be, owned, operated and maintained by the City of Coeur d'Alene and the Wastewater Department.

II. POLICY STATEMENT

- A. All City public wastewater system improvements shall be designed using the NGVD 29 datum for vertical control.
- B. Where applicable, all City public wastewater systems and sewer piping shall be designed and constructed to provide for future extensions. This will require that the City public wastewater systems and sewer piping be extended **"to and through"** the property being developed or served and may necessitate the piping to be installed deeper and at minimum slopes. If a larger diameter pipe size is required

to serve a future sewer service area, the City of Coeur d'Alene may reimburse the developer for the cost of the increased sized pipe material only. No additional installation costs will be reimbursed. For purposes of this policy, "To and Through" means extending City public sewer infrastructure to a development and through that development in order to provide accessibility to City public sewer to adjacent parcel(s).

- C. In order to minimize odor issues, City public sewer piping on "dead end" runs shall be designed and constructed with minimum pipe slopes of 1%. Pipe slopes less than 1% will require prior approval from the Wastewater Department before installation.
- D. All City public sewer pipes shall be designed and constructed as close to centerline of roadway or alley surface within Public Right-of-Ways dedicated to the City of Coeur d'Alene. When applicable, all City public sewer pipes within private roads or paved trailways within easements dedicated to the City of Coeur d'Alene shall be designed and constructed as close to centerline of the road or trailway as possible.
- E. No City public wastewater systems or sewer pipes traversing across backyard, side yard or private property are acceptable.

RESPONSIBLE DEPARTMENT

The City of Coeur d'Alene Wastewater Department shall be charged with the implementation and enforcement of this adopted policy.

^A IDAPA 58.01



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208/769-2281 – FAX 208/769-2338

765 W. Hubbard Ave.
Coeur d'Alene, ID 83814

Policy #:

713

Title:

CITY PUBLIC SEWER MANHOLE LOCATION AND ACCESSIBILITY

Effective Date:

December 1,
2020

PURPOSE

The intent of this policy is to provide design standards for the location of City Public Sewer Manholes and to define accessibility requirements of manholes that are, or are intended to be, owned, operated and maintained by the City of Coeur d'Alene and the Wastewater Department.

REFERENCE

This policy will replace and supersede any prior policies that reference the Sewer Manhole Location and Accessibility requirements.

POLICY

I. APPLICABILITY

This policy is applicable to the design and construction of all public sewer manholes that are, or are intended to be, owned, operated and maintained by the City of Coeur d'Alene and the Wastewater Department.

II. POLICY STATEMENT

All City public sewer manholes shall be designed and constructed in accordance with current Idaho Standards for Public Works Construction (ISPWC) and City of Coeur d'Alene Standard Drawings for Public Works Construction.

- A. City public manhole(s) shall be located, designed and constructed within established or developed streets (public or private) and as close to the paved surface centerline as possible to keep the manhole lids out of the travel lanes.

Exceptions:

1. City public manhole(s) may be located in a public alley only where the use of a established or developed street is impractical due to topographical limitations or

prior development. City public manhole(s) shall be located as close to the paved surface centerline of the alley as possible. Private paved alleys may be approved only when an appropriate easement is dedicated to the City of Coeur d'Alene and reasonable all-weather unobstructed vehicular access to the manhole(s) can be provided during all times of the year.

2. Other locations (such as parking areas and paved trails) may be approved on a case-by-case basis when an appropriate easement is dedicated to the City of Coeur 'Alene, and reasonable all-weather unobstructed vehicular access to the manhole(s) can be provided during all times of the year. Wastewater Department's prior approval is required before installation.
- B. Access to and at all City public manholes not within paved surface area shall require reasonable all-weather unobstructed vehicular access capable of supporting the wheel loads of sewer maintenance vehicles.
- C. All City public manhole(s) require thickened collars per the City of Coeur d'Alene Standard Drawings.
- D. In phased developments, when a City public manhole is placed out of the pavement surface for a future extension of public sewer, the manhole frame and cover must be placed close enough to the future finish pavement surface elevation so that a manhole cone section change-out will not be required. The manhole frame and cover shall be placed below the temporary finish grade elevation per City of Coeur d'Alene Standard Drawings.
- E. City public manhole(s) within vegetative areas, swales, stormwater drainage, finish surface low point areas, valley gutters or curb lines, snow storage, or within private property will not be accepted.
- F. No fences, structures of any kind, monuments, or vegetation with a growth height over 6" shall be within 9 feet, either horizontally or vertically, around any City public manhole lid. For purposes of this policy, "structure" means anything that requires a foundation or footing to distribute dead and/or live loads into the surrounding earth.

RESPONSIBLE DEPARTMENT

The City of Coeur d'Alene Wastewater Department shall be charged with the implementation and enforcement of this adopted policy.



CITY OF COEUR D'ALENE

WASTEWATER DEPARTMENT

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765 W. Hubbard Ave.
Coeur d'Alene, ID 83814

Policy #:

Title:

Effective Date:

714

**CITY PUBLIC WASTEWATER (LIFT) PUMP STATIONS &
FORCE MAINS**

**December 1,
2020**

PURPOSE

The intent of this policy is to provide the design standards to the type of public sewage pump (lift) stations and force mains that are, or are intended to be, owned, operated and maintained by the City of Coeur d'Alene and the Wastewater Department.

REFERENCE

This policy replaces all previously adopted policies and rules.

POLICY

I. APPLICABILITY

This policy is applicable to the design and construction of all public sewage pump (lift) stations and force mains that are, or are intended to become, owned, operated and maintained by the City of Coeur d'Alene and the Wastewater Department, and is supplemental the requirements of the most currently adopted State of Idaho Rules ^A and the design and construction standards of the State of Idaho Department of Environmental Quality Wastewater Pumping Station Checklist, the latest edition of the Recommended Standards for Wastewater Facilities (Ten State Standards), the latest edition of the Idaho Standards for Public Works Construction (ISPWC), and the City of Coeur d'Alene Sewage Pump (Lift) Station Design Guidelines and Standards.

II. POLICY STATEMENT

- A. The City of Coeur d'Alene Wastewater Department will not accept a City public sewage pump (lift) stations for developments/projects of less than 50 connections from individual lots.
- B. Sewage pump (lift) station serving less than 50 lot connections will be considered privately owned and shall be maintained by the development or project owner, and will require the Idaho Department of Environmental Quality (IDEQ) approval prior to

construction, including a report identifying and demonstrating financial responsibility of the development/owner of the private sewage pump (lift) station.

- C. For all development/projects of 50 lot connections or larger, only duplex submersible pump (lift) stations conforming to the City of Coeur d'Alene Pump (Lift) Station Design Standards, will be accepted.

D. Inspections:

1. Throughout pump (lift) station construction, the City of Coeur d'Alene Wastewater Department shall be granted unrestricted access to conduct site visits and inspection.
2. All buried City public infrastructure, including force mains, must be inspected by the Wastewater Department prior to backfill. Provide forty-eight (48) hours' notice to schedule Wastewater Department inspection.
3. All newly installed force mains require a City-witnessed hydrostatic or air pressure test conforming to ISPWC standards. Provide forty-eight (48) hours' notice to schedule Wastewater Department inspection.
4. Prior to City of Coeur d'Alene acceptance, all newly installed underground public infrastructure will require a locating wire continuity tested with painted green locates prior to and after paving or surface restoration. Provide forty-eight (48) hours' notice to schedule Wastewater Department inspection.

RESPONSIBLE DEPARTMENT

The City of Coeur d'Alene Wastewater Department shall be charged with the implementation and enforcement of this adopted policy.

^A IDAPA 58.01

CITY OF COEUR D'ALENE, IDAHO
SEWER PUMP (LIFT) STATION DESIGN STANDARDS

GENERAL

1.1 PURPOSE

- A. The following design standards are provided for sewage pump (lift) station designed and constructed by others for eventual acceptance, operation and maintenance by the City of Coeur d'Alene and the Wastewater Department.
- B. Design plans and specifications shall be completed by an Idaho licensed professional engineer and licensed electrical engineer in accordance with these Standards unless otherwise pre-approved by the Wastewater Department and permitted by the City.
- C. At the option of the City, the pump station may be located in public right-of-way or property dedicated to the City for ownership, operation and maintenance of the pump station.
- D. If the sewerage flow from the ultimate service area exceed the needs of the particular area under consideration, the City may require pump station capacities greater than the size required. The City may participate in the project to the extent of the incremental cost of materials for the pump station oversize.
- E. Any changes to these Standards and/or pre-approved equivalents contained herein shall be clearly brought to the City's attention in a written transmittal attached to all preliminary, design, construction, and "As-Built" record drawings.
- F. All pump (lift) stations shall be duplex centrifugal submersible pumps and motors for wastewater pumping applications.
- G. All pump station components, force mains and appurtenances shall be of adequate size for the initial service area and future upgrades to serve the ultimate build-out peak hourly sewer flows. Pump stations larger than 500 GPM may be subject to additional requirements not included within herein.
- H. Pump stations exceeding 23' in depth shall include provisions for separate pump out cleaning operations.
- I. All pump stations must be located above and outside of the 100-year flood plain elevation.
- J. Pump Stations installed below the ground water table shall include buoyancy calculations with provisions to prevent uplift or floatation of all underground infrastructure.
- K. Each pump shall be sized to pump 100% of the projected peak hourly flows at a maximum of five (5) starts per hour per pump. Provide a third (3rd) equal sized spare pump to the City.

- L. All force main piping and appurtenance shall be rated for a minimum 150 psi pressure rating with design flow velocities falling between 4.0 and 6.0 feet per second (fps).
- M. Force main cannot discharge pressurized flow into any downstream gravity sewer structure without dissipation of flow energy prior to entry.
- N. All pump stations materials and parts shall be new and free of defects. NO USED PARTS will be accepted.
- O. Valve vault shall be provided with piping and valve arrangement that allows for back flushing of one pump using the other pump.
- P. Provisions shall be made for lifting pumps out of station without disassembling pipe, fittings or pump station structure.
- Q. All elevations shall be on the approved City datum.
- R. All addenda, change orders, product substitutions, and any modifications to approved plans shall be approved by the City prior to installation or construction.

1.2 STANDARDS AND REFERENCES

- A. Pump station design and construction shall meet the standards set forth in the applicable portions of the following recognized standards:
 1. ANSI – American National Standards Institute.
 2. ASHRAE – American Society of Heating Refrigerating & Air-Conditioning Engineers.
 3. ASME – American Society of Mechanical Engineers.
 4. ASPE – American Society of Plumbing Engineers.
 5. ASTM – American Society for Testing and Materials.
 6. CBM – Certified Ballast Manufacturers.
 7. ETL – Electrical Testing Laboratory.
 8. FM – Factory Mutual Engineering Corporation.
 9. IEEE – Institute of Electrical and Electronics Engineers.
 10. IES – Illuminating Engineering Society of North America.
 11. ISPWC – Idaho Standards for Public Works Construction.
 12. NEMA – National Electrical Manufacturers Association.
 13. NFPA – National Fire Protection Association.
 14. NFPA – 70 National Electrical Code (NEC).
 15. NFPA - 820 Standard for Fire Protection in Wastewater Treatment and Collection Facilities.
 16. UL – Underwriters Laboratories Inc.

ELECTRICAL AND CONTROLS

1.3 GROUNDING

1.3.1 GROUNDING SYSTEM

- A. System shall include a minimum of two ground rods separated by not less than (6) feet.
- B. All equipment racks, vaults, concrete pads, antenna masts and metal fences shall be bonded to grounding electrode system.
- C. All bonds buried below grade or embedded in concrete shall be exothermically welded.
- D. All grounds rods shall be in ground rod boxes.

1.3.2 GROUND ROD BOXES

- A. Ground rod boxes shall be concrete with traffic rated covers, Fogtite SP-1, or pre-approved equal.

1.3.3 GROUND RODS

- A. Ground rods shall be a minimum of $\frac{3}{4}$ " diameter by 10' long, steel core with 10 mil copper jacket (copper bonded). UL listed.

1.3.4 GROUND CLAMPS

- A. Ground clamps for connecting grounding conductors shall be made of copper alloy. Clamps shall be designed to provide permanent and positive pressure and to avoid mechanical injury to the pipe. Use exothermic welds for connecting grounding electrode conductors to ground rods and for all below grade counterpoise grounds, grids, and elsewhere where connections are necessary.

1.3.5 EXOTHERMIC WELD CONNECTIONS

Use Cadweld or pre-approved equal system of exothermic welding for welded grounding connections. Use properly sized molds for each application.

1.4 UTILITY SERVICE

1.4.1 SERVICE CONFIGURATION

- A. Individual pumps greater than 7.5 horsepower, shall be served by a 480Y/277V, 3-phase utility service.
- B. Individual pumps 7.5 horsepower or less, may be served by either a 208Y/120V, 3-phase; 120/240V delta, 3-phase; or 120/240V, 1-phase utility service.

- C. For locations where individual pump horsepower is greater than 7.5 and only single-phase service is readily available, variable frequency drives may be used for phase conversion if approved by the Wastewater Department.

1.4.2 METER ENCLOSURE

- A. Meter enclosures shall meet the requirements of the serving utility. Installation shall be in vandal proof NEMA 3R enclosure with a lockable hinged door.
- B. Coordinate with the serving Utility regarding the type of metering required.

1.4.3 CURRENT TRANSFORMER ENCLOSURE

- A. Where CT metering is necessary, CT enclosures shall meet all requirements of the serving utility and shall be installed per utility company requirements.

1.4.4 SERVICE ENTRANCE RATED MAIN DISCONNECT

- A. All lift stations must have a separate and clearly identified service entrance rated main disconnect.
- B. Service entrance rated disconnect shall be an adjustable LSI enclosed circuit breaker.
- C. Transfer switches shall not be used as service entrance equipment, unless approved by the Wastewater Department.

1.5 POWER DISTRIBUTION SYSTEM

1.5.1 MOLDED CASE CIRCUIT BREAKERS

- A. Circuit breakers shall have a toggle operating mechanism with common tripping of all poles, which provides quick-make, quick-break contact action. The circuit-breaker handle shall be over center, be trip free, and reside in a tripped position between on and off to provide local trip indication. Circuit-breaker escutcheon shall be clearly marked on and off in addition to providing international I/O markings.
- B. Circuit breakers shall have lugs UL listed for both copper and aluminum.
- C. Circuit breakers shall be capable of accepting conductors as required by NEC for the installation.
- D. Comply with UL 489 with interrupting capacity to comply with available fault currents.
- E. Thermal-Magnetic Circuit Breakers: Inverse time-current thermal element for low-level overloads and instantaneous magnetic trip element for short circuits. Adjustable magnetic trip setting for circuit-breaker frame sizes 250A and larger.
- F. Service entrance and standby power generator circuit breakers: Field replaceable rating plug, rms sensing, with field-adjustable instantaneous trip,

- long and short-time pickup levels, and long and short-time time adjustments (LSI) to mitigate arc flash hazards.
- G. Ground-Fault Circuit-Interrupter (GFCI) Circuit Breakers: Class A ground-fault protection (6-mA trip) with test button.
 - H. Circuit breaker enclosures shall be NEMA 3R rated.

1.5.2 PANELBOARDS

- A. Comply with UL 67 "Panelboards".
- B. Busing Assembly
 - 1. Panelboard busing shall be tin-plated aluminum.
 - 2. Phase arrangement shall be per NEC Article 408.
 - 3. Bus structure and mains shall have ampacity ratings to serve the load with 25% spare capacity.
- C. Panelboard Short-Circuit Current Rating:
 - 1. Panelboards shall have a short-circuit current rating not less than the available fault current or as indicated below. The available fault current and date the calculation was performed shall be provided on the service entrance disconnect.
 - a) Panelboards rated 240V or less shall have short-circuit ratings not less than 10,000 A rms symmetrical.
 - b) Panelboards rated above 240V shall have short-circuit ratings not less than 14,000 A rms symmetrical.
 - 2. Full Rated: All devices shall be fully rated; series rating is not permissible.
- D. Panelboard Enclosures
 - 1. Provide galvanized steel enclosures, NEMA 3R for outdoor locations, minimum 16-gauge thickness, minimum 20-inch width, with no knockouts. Provide doors with concealed hinges, spring-loaded door pulls, flush lock and key, all panelboard enclosures keyed alike, equipped with interior circuit directory frame, card and clear plastic covering for all lighting and appliance panelboards. Door and trim shall be painted with manufacturers standard gray enamel finish over a rust inhibitor.
 - 2. All panelboards shall be provided with UL 1449, Type 1 surge protection fed from a branch circuit overcurrent protective device or provided with other disconnecting means.

1.5.3 SURGE PROTECTIVE DEVICES (SPD)

- A. Provide surge protection system for the protection of all AC electrical circuits from the effects of lightning-induced currents, substation switching transients, and internally generated transients resulting from inductive and/or capacitive load switching.
- B. SPDs shall be installed at each voltage level, providing a cascading level of surge protection. At a minimum, SPDs shall be provided at the panelboard,

- pump control panel and at each control panel. A pump control panel fed downstream of a panelboard shall be considered protected by an SPD installed at the upstream panelboard.
- C. SPDs shall be listed in accordance with UL 1449, Standard for Surge Protective Devices.
 - D. SPDs shall be provided with form C dry contacts output to monitor alarm status.
 - E. SPDs shall be provided with a surge counter which displays the combined total number of transient voltage surges detected.
 - F. Visible indication of SPD status shall be provided and shall be visible without removal of the panel dead front.
 - G. The mounting position of the SPD shall permit a straight and short lead length connection between the suppressor and the point of connection to the main bus or circuit breaker.
 - H. SPDs shall meet or exceed the following criteria:
 1. Peak Surge Current Rating: The minimum single-pulse surge current withstand rating per phase shall not be less than 200kA. The peak surge current rating shall be the arithmetic sum of the ratings of the individual MOVs in a given mode.
 2. Protection modes for grounded wye circuits with 480Y/277V or 208Y/120V, 3-phase, 4-wire circuits shall not exceed the following:
 - a) Line to Neutral: 1200V for 480Y/277V; 700V for 208Y/120V.
 - b) Line to Ground: 1200V for 480Y/277V; 1200V for 208Y/120V.
 - c) Line to Line: 2000V for 480Y/277V; 1000V for 208Y/120V.
 3. Protection modes for center tapped ground 240/120V, 3-phase, 4-wire circuits shall be the same as 208Y/120V 3-phase systems.
 4. Protection modes for 240/120V, 1-phase, 3-wire circuits shall not exceed the following:
 - a) Line to Neutral: 700V.
 - b) Line to Ground: 700 V.
 - c) Line to Line: 1000V
 5. Short Circuit Current Rating (SCCR): Equal or exceed 100 kA.
 - I. Suppressors shall be solid-state and shall operate bidirectionally.

1.6 STANDBY POWER SYSTEM

- A. The generator set shall be a permanently mounted, natural gas fueled factory standard outdoor unit.
- B. The generator system shall be manufactured by one of the following acceptable manufacturers:
 1. Cummins Corporation.

2. Caterpillar Incorporated.
 3. Kohler Company.
 4. Generac Holdings Incorporated.
- C. The complete generator set assembly shall be listed UL 2200.

1.6.2 REQUIRED PERFORMANCE

- A. Performance of the generator set shall be based on operation of the assembly with fan, battery charging alternator and all specified and required appurtenances.
- B. The generator set shall be capable of starting and operating the lift station load without exceeding the temperature ratings of the engine or the generator. The load of the lift station includes all connected load.
- C. The generator set shall be rated for continuous standby service, however the temperature rise of the generator shall not exceed 105°C above a 40°C ambient, when producing full rated load for a continuous period of time.
- D. Voltage Drop: The engine generator unit supplied must start the load with a sustained RMS voltage drop no greater than 15% of rated voltage during the pump starting period. The pump starting period shall be from zero up to 3 seconds. The instantaneous voltage dip may be greater than 15% but shall not cause motor starter chatter or relay drop out or exceed a level which causes undesirable motor starting.
- E. Steady-State Voltage Operational Bandwidth: 3% of rated output voltage from no load to full load.
- F. Transient Voltage Performance: Not more than 20% variation for 50% step-load increase or decrease. Voltage shall recover and remain within the steady-state operating band within three seconds.
- G. Steady-State Frequency Operational Bandwidth: 0.5% of rated frequency from no load to full load.
- H. Steady-State Frequency Stability: When system is operating at any constant load within the rated load, there shall be no random speed variations outside the steady-state operational band and no hunting or surging of speed.
- I. Transient Frequency Performance: Less than 5% variation for 50% step-load increase or decrease. Frequency shall recover and remain within the steady-state operating band within five seconds.
- J. Output Waveform: At no load, harmonic content measured line to line or line to neutral shall not exceed 5% total and 3% for single harmonics. Telephone influence factor, determined according to NEMA MG 1, shall not exceed 50%.
- K. Sustained Short-Circuit Current: For a three-phase, bolted short circuit at system output terminals, system shall supply a minimum of 250% of rated full-load current for not less than 10 seconds and then clear the fault automatically, without damage to generator.

1.6.3 ENGINE

- A. The engine shall be a water-cooled, in-line or V-type, four-stroke cycle, spark ignited, natural gas fuel unit. The engine shall be fully and completely capable of and equipped for driving electrical generators. The specific model of engine selected by the manufacturer of the generator set shall have an acceptable history of successful similar applications.
- B. The engine shall be equipped with an electronic governor which shall control the speed of the engine and generator. The speed shall be controlled to maintain the generator output frequency within 0.25% of rated frequency from no load to full load.
- C. The engine shall be equipped with a pressurized oil lubricating system which shall include threaded, spin-on type, full flow lubricating oil filters which are located for easy removal. The lubricating system shall be equipped with spring-loaded bypass valves which will allow oil circulation if the filters are plugged.
- D. The engine shall be equipped with an electric starting system which includes a lead acid battery set, an engine-driven battery charging alternator and appropriate electrical controls. The batteries shall be mounted adjacent to the generator set on a fabricated steel housing. Batteries shall be rated minimum 225 ampere-hours.
- E. The engine shall be equipped with a unit-mounted, radiator type cooling system which shall maintain the jacket water temperature at the level required for proper operation of the engine from no load to full load. The engine shall be equipped with one or two, as required, water jacket heater(s), which shall be thermostatically controlled to maintain the coolant temperature at 120°F. Operation of the heater(s) shall be stopped while the engine is turning.

1.6.4 GENERATOR

- A. The generator shall be brushless, revolving field-type, and shall be fully and completely capable of and equipped to be driven by a natural gas engine, and able to produce the starting and running kVA demanded by the connected load. The specific model of generator, selected by the manufacturer of the generator set, shall have an acceptable history of successful similar applications.
- B. The generator shall utilize PMG excitation.
- C. The generator shall be equipped with a solid-state type regulator (separate from exciter) which is compatible with both the engine and the generator.
 1. Adjusting Rheostat on Control and Monitoring Panel: Provide plus or minus 5% adjustment of output-voltage operating band.
 2. Maintain voltage within 15% on one step, full load.
 3. Provide anti-hunt provision to stabilize voltage.

4. Maintain frequency within 5% and stabilize at rated frequency within 2 seconds.
5. The regulator shall be housed and mounted for protection of all components against moisture and vibration.
- D. Construction shall prevent mechanical, electrical, and thermal damage due to vibration, overspeed up to 125% of rating, and heat during operation at 110% of rated capacity.
- E. Enclosure: Drip proof.
- F. Strip Heater: Thermostatically controlled unit arranged to maintain stator windings above dew point.
- G. Windings: Two-thirds pitch stator winding and fully linked amortisseur winding.

1.6.5 CONTROL PANEL

- A. The generator shall be equipped with a control panel. The control panel shall be readily accessible, visible and shall be mounted such that the top of the control panel is no higher than 6'-0" above the finished grade when installed.
- B. The generator control panel shall include the following status displays:
 1. Engine coolant temperature.
 2. Engine lubricating oil temperature.
 3. Engine lubricating oil pressure.
 4. Engine running time.
 5. Battery charge ammeter.
 6. Engine/generator tachometer.
 7. Voltmeter.
 8. Ammeter.
 9. Frequency.
 10. Voltage adjustment (minimum plus/minus 5%).
 11. Emergency stop push button.
 12. Indication for:
 - a) Selector switch in OFF position.
 - b) Selector switch in AUTOMATIC position.
 - c) High water temperature.
 - d) Low water temperature.
 - e) Low water level.
 - f) Low lubricating oil pressure.
 - g) Engine starting prohibited after three (3) cranking cycles.
 - h) High engine/generator speed.
 - i) Generator run failure.
 - j) High battery voltage.

- k) Low battery voltage.
 - l) Battery charger failure.
- C. The generator control panel shall include the following dry contacts wired to a terminal strip for:
1. Common remote "trouble" alarm.
 2. Common remote "fail" alarm.
 3. Generator in auto indication.
 4. Generator running indication.
- D. Three position (automatic/off/test) selector switch which shall:
1. In the automatic position allow the engine to automatically start when contacts in the transfer switch control circuit close and stop after the control circuit contacts open.
 2. In the off position prohibit starting of the engine.
 3. In the test position cause the engine to start and remain in operation until the selector switch is moved to either of the other positions.
 4. Provide separate dry contact for each switch position.
- E. An automatic starting system that shall cause and control operation of the engine starter motor until the engine has started. The starting system shall include manually adjustable timing circuits for control of the time of operation of the engine starter motor and the time from stopping of operation of the starter motor (after the engine has failed to start) to re-initiation of operation of the starter motor. The starting system shall enable the number of starting cycles to be manually selected and shall prohibit operation of the starter motor if the engine fails to start after three (3) starting cycles. The starting system circuitry shall include dry contacts for remote indication of generator set running and not running conditions.
- F. Engine emergency shutdown controls shall include sensors and control circuits which shall stop operation of the engine when the engine coolant temperature rises to a preselected value; when the engine coolant drops below a preselected level; the engine lubricating oil pressure drops to a preselected value; when the fuel level reaches the critical low level; and the engine speed rises to a preselected value. The controls shall prohibit subsequent restarting of the engine until a reset switch is manually engaged.
- G. Generator Protector: Control panel shall provide microprocessor-based protection that shall continuously monitor current level in each phase of generator output, integrate generator heating effect over time, and predict when thermal damage of the alternator will occur. When signaled by generator protector or other generator-set protective devices, a shunt-trip device in the generator main breaker shall open the breaker to disconnect the generator from load circuits. The protector shall perform the following functions:

1. Initiate a generator overload alarm when generator has operated at an overload equivalent to 110% of full-rated load for 60 seconds. Indication for this alarm is integrated with other generator-set malfunction alarms.
2. Under single or three-phase fault conditions, regulates generator to 300% of rated full-load current for up to 10 seconds.
3. As overcurrent heating effects on the generator approach the thermal damage point of the unit, protector switches the excitation system off, opens the generator main breaker, and shuts down the engine generator.
4. Senses clearing of a fault by other overcurrent devices and controls recovery of rated voltage to avoid overshoot.

1.6.6 MAIN CIRCUIT BREAKER

- A. Molded-case, electronic-trip type; 100% rated; complying with UL 489.
- B. Tripping Characteristics: Adjustable long-time and short-time delay and instantaneous.
- C. Trip Settings: Selected to coordinate with generator thermal damage curve.
- D. Mounting: Adjacent to or integrated with control and monitoring panel in a NEMA 1 enclosure.

1.6.7 SUPPORT FRAME

- A. Structural steel framework to maintain alignment of mounted components without depending on concrete foundation. Provide lifting attachments sized and spaced to prevent deflection of base during lifting and moving.

1.6.8 FUEL SYSTEM

- A. Diesel fuel generator systems are not acceptable.
- B. For Natural Gas fuel systems, the fuel delivery system shall include all necessary piping for the specific fuel requirements of the supplied generator and shall include written approval of the piping design parameters by the generator manufacturer's representative. Provide manual fuel shut-off valve. All piping shall be installed per application national and local codes.

1.6.9 GENERATOR BATTERY CHARGER

- A. Provide fully automatic constant voltage, current limiting battery charger sized for the generator starting batteries.
- B. Charger shall have the following features: Protection fuses, DC ammeter, temperature compensating voltage regulator, and LED alarm lamps indicating AC power fail, low battery voltage, high battery voltage. Form C contacts for alarm indication, high and low battery alarm adjust pots, float voltage adjustment pot.
- C. Charger shall monitor the battery voltage and control the SCR to deliver the optimum current level to the battery. The battery shall be permanently connected and when the battery approaches full charge preset voltage, the

charging current shall automatically taper to zero amperes or to the steady state load on the battery.

- D. The battery charger shall be mounted in the generator enclosure.

1.6.10 SOUND ATTENUATED GENERATOR ENCLOSURE

- A. Generator shall be enclosed in a weather-proof sound attenuating housing. The unit shall be skid mounted and the walls and roof shall be adequately reinforced to carry all dead and live loads. The enclosure shall be sized to contain the generator set, control panel, main circuit breaker, battery charger, batteries, and to allow adequate room to service the entire unit.
- B. The enclosure shall be a manufacturer's standard vandal-resistant, sound-attenuating, weatherproof steel, wind resistant (up to 100 mph) protective housing; enclosure shall provide sound attenuation to adhere to all City, state and local noise emission requirements.
- C. Doors shall be provided on each side of the enclosure to provide adequate access to components requiring maintenance and a control panel access door shall be provided. All doors shall be equipped with handles and latches which are keyed alike.
- D. Provide manufacturer's standard finish over corrosion-resistant pretreatment and compatible primer.
- E. The operating louver assembly, including the louver, motor, and guard shall be completely factory assembled.
- F. Thermal Insulation: Manufacturer's standard materials and thickness selected in coordination with space heater to maintain winter interior temperature within operating limits required by engine generator components.
- G. Muffler Location: Within enclosure.

1.6.11 GENERATOR PAD AND CLEARANCES

- A. A concrete pad shall be provided and installed per generator manufacturer's requirements. At a minimum, the pad shall have the following characteristics:
 1. Size: Pad shall extend 12 inches beyond generator enclosure dimensions and provide positive drainage away from generator.
 2. Concrete: 4000 PSI, 6-inch-thick minimum; sides and edges shall be chamfered.
 3. Rebar: #4 bar on 12-inch centers, both directions.
 4. Rebar shall be bonded to the grounding electrode system.
- B. Generator shall have 4 feet of clearance on all sides.

1.6.12 VIBRATION ISOLATION DEVICES

- A. Elastomeric Isolator Pads: Oil and water-resistant elastomer or natural rubber, arranged in single or multiple layers, molded with a nonslip pattern, and galvanized-steel baseplates of sufficient stiffness for uniform loading over

pad area and factory cut to sizes that match requirements of supported equipment.

- B. Material: Standard neoprene separated by steel shims.
- C. Minimum Deflection: 1 inch.

1.7 AUTOMATIC TRANSFER SWITCH

- A. The transfer switch shall be mechanically and electrically held and rated to 600V for all classes of load and continuous inductive duty.
- B. The transfer switch shall conform to UL 1008 (current revision) provisions for Withstand Current Ratings and Closing Ratings.
- C. The switch shall be capable of enduring 6000 cycles of complete opening and closing at rated current and voltage at a rate of 6 cycles per minute without failure.
- D. The switch shall be double throw, inherently interlocked mechanically and electrically to prevent supplying the load from both sources simultaneously. The operating current shall be obtained from the source to which the load is to be transferred. The transfer mechanism shall be of the double break design with solid silver cadmium surface contacts and individual heat resistant arc chambers.
- E. Single break contacts will also be acceptable if arc barriers and magnetic blow-out coils are used. The contacts shall be capable of carrying 20 times the continuous rating for interrupting current.
- F. All contacts, coils, etc. shall be readily accessible for replacement from front of panel without major disassembly of associated parts.
- G. The transfer switch shall have UL 1008 label and listing.
- H. Manual Switch Operation: Under load, with door closed and with either or both sources energized. Transfer time is same as for electrical operation. Control circuit automatically disconnects from electrical operator during manual operation.

1.7.2 CONTROLS HARDWARE

- A. All relays shall be provided with indicating LED lights for energized position indication.
- B. Time delay relays shall be provided with timing and timed out LED indicators.
- C. All fuses shall be provided with “blown fuse” indicators.
- D. All wiring shall be numbered at each end with basic wiring numbering scheme.
- E. All terminals shall be clearly labeled.
- F. All internal equipment shall be labeled.
- G. All external devices shall be clearly labeled.

1.7.3 CONTROLS FEATURES

- A. The transfer switch shall include the following accessories:
 1. Undervoltage Sensor: Adjustable solid-state low voltage sensing relays. Provide for each phase.
 2. Time Delay Start and Stop: Solid state adjustable time delay on start (0 to 15 seconds).
 3. Time Delay Stop: Solid state adjustable time delay (0 to 10 minutes) to allow generator to cool down after normal power is restored and retransfer occurs.
 4. Time Delay Transfer & Retransfer: Solid state, time delay, relay adjustable; 2 to 120 seconds for transfer to emergency and 0 to 30 minutes for retransfer to normal.
 5. With or Without Load Selector Switch: Switch to select exercise with or without load.
 6. Normal-Test Switch: Switch such that in the "Normal" mode the transfer switch will operate automatically and in the "Test" mode the generator will start for test purposes. This switch shall work in conjunction with the "With" or "Without" load switch. An extra contact block shall be provided on the normal-test switch for wiring to the Programmable Controller if one is required.
 7. Exercise Clock: An exerciser clock shall be provided which shall be programmable to exercise the generator set. The exerciser shall be adjustable from 15 to 60 minutes once each week. The exercise shall be either with or without load. If power fails during the exercise cycle, the load shall automatically pick up.
 8. Programmed Transition: The load transfer control shall be capable of remaining in the neutral position for an adjustable time of .5 to 60 seconds, when transferring from one-line power source to the other, to allow residual voltages to decay before application of the source.
- B. The switch shall have dry contacts each with terminals for field connection, 10A rated at 120VAC.
 1. Two, separate, normally open dry auxiliary contacts; one indicating transfer switch is in "Normal" position and one indicating switch is in "Standby" position.
 2. Four, separate, normally open, dry contacts; two indicating "commercial power / normal power" available, and two indicating generator / emergency power available.
 3. Normally open, dry contact indicating generator called to run.
- C. Individual indication lights for emergency power available, normal power available, normal position and emergency position.

1.8 EQUIPMENT SUPPORTS, IDENTIFICATION AND STRUCTURES

1.8.1 ELECTRICAL EQUIPMENT SUPPORTS

- A. Material requirements:
 - 1. Galvanized steel: ASTM A123 or ASTM A153
 - 2. Stainless steel: AISI Type 316

1.8.2 WIRE MARKERS

- A. For all control panels, electrical gear, pull and junction boxes all wires shall be identified with a label corresponding to the appropriate electrical design schematic:
 - 1. Material: Heat shrinkable polyolefin.
 - 2. Colors: White background, black printing.

1.8.3 VAULT/HANDHOLE LABELS

- A. All vaults, handholes and exterior pad mounted electrical gear shall be identified:
 - 1. Material: Aluminum or stainless steel.
 - 2. Legend: Embossed.
 - 3. Fasteners: Weld, nylon, urethane or polypropylene strap.

1.8.4 CONDUIT TAGS

- A. All raceways shall include conduit tags related to a conduit and wire identification schedule.
 - 1. ID Tag: Aluminum, 1/8-inch-thick, embossed with conduit name.
 - 2. Tie: Stainless steel, tensile strength 100 PSI min.

1.8.5 LIFT STATION EQUIPMENT RACK

- A. An outdoor equipment rack shall be installed to mount electrical equipment.
- B. The rack shall be single sided and covered with corrugated painted steel roofing material. Cover shall have a 1:12 roof pitch toward the back of the rack and extend 4 feet beyond the front of the rack, 2 feet beyond the back of the rack, and 1 foot beyond either side of the rack. Rack shall be sized so that all conduits are not required to bend around concrete footings. All fastening hardware shall be stainless steel. All structural components shall be prefabricated hot-dipped galvanized. On-site fabrication and welding is not permissible. The minimum sizes for rack structural components shall be as follows:
 - 1. Rack Frame:
 - a) Uprights: 4"x4"x1/4" square tube steel, length as required. If rack is longer than 8 feet add an upright structural member to the middle of the rack for additional support.

- b) Horizontal Cross-Members: 4"x4"x1/4" square tube steel, length as required.
- 2. Rack Cover Frame:
 - a) Cross-Members: 2"x4"x3/8" square tube steel, length as required.
 - 3. Upright mounting flanges: 8"x8"x1/2" square mounting flange.
- C. Rack shall be mounted plumb and level; existing grade shall be modified as required. The following rack base and mounting components are required:
 - 1. Mounting Flange Anchor Bolts: 24" x 1/2" dia., provide stainless steel leveling washers and nuts as required.
 - 2. Cast-in-place, Sonotube Concrete Footings: 4000-PSI concrete, 24" dia. x 48" deep.
 - 3. Concrete Slab: 4000-PSI concrete, #4 Rebar on 12-inch centers each direction, extend 4 feet beyond rack frame front, 2 feet beyond rack frame back, and 1 foot beyond either side of rack frame. Slab shall be 6-inch-thick; top of slab shall be sloped at minimum 1% grade to drain away from rack.
 - 4. Rack shall be bonded to the grounding electrode system.
 - 5. Provide grout as required to fill in the space in between the slab and the upright mounting flanges.

1.8.6 LIGHTING

- A. The electrical equipment rack shall include area lighting. The lighting shall illuminate all the rack mounted equipment.
- B. Luminaires
 - 1. Luminaires shall be LED with frosted acrylic lenses.
 - 2. Luminaires shall be dark sky compliant.
 - 3. Luminaires shall include photocell control.
- C. Mounting: Install luminaires centered above equipment on the underside of the rack cover in accordance with the manufacturer's written instructions and recognized industry practices.
- D. Provide a weatherproof switch.

1.9 SUBMERSIBLE MOTORS

- A. Definite purpose submersible motors shall conform to the following:
- B. Motor shall be designed for service in a liquid temperature of 25°C. Set controls to permit operation only when fully submerged unless specifically rated for non-submerged duty.
- C. Motor shall have two mechanical seals; the lower one outside the motor and protecting the upper one which shall be in an oil filled chamber.
- D. Provide (1) normally closed embedded thermostat in each phase winding for thermal alarm and motor cut-out.

- E. Provide moisture detector probes (seal fail) in oil chamber.
- F. Provide one or more multiconductor cables of approved construction and suitable length to extend from the motor to the indicated receptacle. Provide stainless steel strain relief for the cable.
- G. If separate cables are provided for power and alarm conductors, provide separate cord and plug connections.
- H. Motor cord connections shall be continuous to a location outside of the wet well where they are to terminate in a cord and plug connection to the pump control panel outside the Class 1, Division 1 area.
- I. Motor cords, both power and control shall not be spliced in the wet well and shall be installed to allow for disconnection and removal of the pumps.

1.10 MOTOR CORD PLUG AND RECEPTACLE

1.10.1 MOTOR CORDS

- A. Motor cords, both power and control shall extend out of the wet well and terminate in a weatherproof plug/receptacle combination located outside of the classified area.
- B. The pump cords and plug shall be able to be removed with the submersible pump without any disconnection, damage or modification.
- C. Provide switch rated plug and receptacle. Horsepower rated with phase and ground as required for pump with (4) auxiliary contacts, NEMA Type 4X. Unit shall have the following options:
 1. Plug: Handle with cord grip.
 2. Receptacle: Poly angle (70 degrees) with aluminum wall box with NPT port.
- D. If a separate control cord is supplied with the pump, provide a separate plug and receptacle with connections as required.
- E. Manufacture: Meltric DS series with options, or pre-approved equal.

1.10.2 GROUND FAULT PROTECTION

- A. For electrical systems rated 150V or less to ground coordinate with the City to determine which of the following design options to provide. The option selected is at the sole discretion of the City.
 1. Provide ground fault protection for all power receptacles per NEC Article 210.8(B)(4).
 2. Ground fault protection for power receptacles is not required. The City will provide an assured equipment grounding program as required per NEC Article 210.8(B)(4), Exception No. 2.

1.11 PUMP CONTROL PANEL

- A. A separate control panel shall be provided for the pump power distribution system, including starters, solid state overload monitoring and control, and emergency pump control equipment.
- B. The pump control panel shall be manufactured and labeled in accordance with UL 508A and 698A standards.
- C. The pump control panel shall be capable of operating pumps in a lead-lag-alternate manner based on back-up floats, independent of the telemetry control panel. This shall be accomplished by relay logic and not a separate PLC or electronic controller.

1.11.2 EQUIPMENT ENCLOSURE

- A. The control panel shall be NEMA 4X, stainless steel.
- B. On enclosures 36 inches or larger, use 3-point draw roller type latching mechanism with a stainless-steel handle.
- C. Provide a dead front panel. All control interface devices shall be mounted on an interior swing-out door.

1.11.3 ENCLOSURE DOOR LATCHES

- A. Door latches shall be fast operating type 3-point latch door handle. Where a 3-point latch shall not meet rating requirements, use fast operating clamp assemblies. Hoffman Bulletin A-80 or pre-approved equal. The latch handle shall operate toward the center of the panel to open the door and be pointing down when closed and locked. All cabinets shall be lockable with a padlock.

1.11.4 ENCLOSURE HEATERS

- A. Provide a fan-driven resistance heater with 120 VAC line thermostat. Heaters shall be sized to keep control enclosure at temperatures acceptable to meet the operational requirements of the enclosed equipment. Heaters shall be 150 watts minimum and 400 W for enclosures 36 inches and wider. The thermostat shall be adjustable between 40°F. and 80°F. Heaters shall be as manufactured by Hoffman Engineering, bulletin D-85, or pre-approved equal.

1.11.5 ENCLOSURE COOLING

- A. Provide a 120VAC cooling filter fan system with 120 VAC line thermostat in each control enclosure. Cooling system size shall be sized to keep control enclosure at temperatures acceptable to meet the operational requirements of the enclosed equipment. Thermostat shall be adjustable between 40°F. and 105°F.
- B. If variable frequency drives (VFD's) are required for pump starters, a panel mounted air-conditioning unit shall be provided to limit the internal enclosure temperature to 95°F.

- C. Provide thermostats to monitor/alarm to PLC if enclosure temperature is too low (below 40°F) or too high (above 100°F).
- D. Provide weather protective shrouds over all ventilation openings that also prohibit insect intrusion.

1.11.6 PANEL LIGHT

- A. Provide a motion activated LED panel light with automatic “door-activated” switch in each control enclosure.

1.11.7 ELAPSED TIME METERS

- A. Two meters for each pump, one meter shall record pump runtime, the other meter shall record the number of starts. Elapsed Time Meters (ETM) or run time meters (RTM) on control panels shall be 2-inch diameter nominal size round case type for flush panel mounting. The meters shall have a 6-digit non-reset register with the last digit indicating tenths of an hour.

1.11.8 SELECTOR SWITCHES

- A. Provide one selector switch for “Hand-Off-Auto” control of each pump, and bubbler equipment and any other electrically controlled mechanical equipment. Selector switches shall be 30-mm, NEMA 13, or NEMA 4X as required by mounting location. Selector switches shall be 2, 3, or 4 position as required by the application. Units shall be heavy duty type.

1.11.9 PUSHBUTTONS AND INDICATING LIGHTS

- A. Provide a pushbutton for fault/overload reset for each pump. For each pump, provide indicating lights for pump running, pump fault, high discharge pressure, motor overtemperature, and high moisture indication. Pushbuttons and indicating lights shall be 30-mm, NEMA 13 oil-tight, dust-tight or NEMA 4X heavy duty type with detachable contact blocks. Indicating lights shall be push-to-test 24 VDC or 120VAC LED type as required.

1.11.10 RELAYS FOR GENERAL PURPOSE

- A. Relays for general purpose use shall have, 10A contacts with the appropriate coil voltage for the application. All relays shall have an integral indicating light to show if coil voltage is present. They shall have an 8-pin/blade base and matching socket.

1.11.11 PUMP SUPERVISION RELAYS

- A. Supervision relays shall be provided to monitor for overtemperature and moisture leakage conditions in the lift station submersible pump motor. Supervision relays shall have two form C dry contacts, one for overtemperature and one for moisture leakage, for interface with the pump motor controls. Supervision relays shall have LED alarm indicating lights for indication of contact changeover and reset pushbutton.

B. Supervision relays shall be mounted on the interior swing-out door of the Pump Control Panel.

1.11.12 INTRINSICALLY SAFE REPEATER RELAYS (ISR)

1. Intrinsically safe repeater relays shall be provided with minimum of one (1) N.O. and one (1) N.C. contact as required.

1.11.13 INTRINSICALLY SAFE BARRIERS (ISB)

1. Intrinsically safe barriers shall be provided as required.

1.11.14 CONTROL PANEL CIRCUIT BREAKERS

- A. Control panel circuit breakers shall be thermal-magnetic type, supplementary overcurrent devices. Circuit breakers shall be snap mountable on same mounting rails as the terminal blocks. Circuit breakers shall be sized for actual circuit load. Provide one (1) spare circuit breaker of each size used.

1.11.15 FUSES

- A. Fuses shall be of the type and amperage required to serve the intended load.
- B. Provide blown fuse indicators on all fuses.

1.11.16 TERMINALS

- A. Provide terminals for all wire connections to field wiring and internal power distribution. Analog loops that are 24 VDC powered shall have a knife switch to disable the loop if necessary. Connections shall have box type lugs capable of terminating (2) No.14 AWG stranded wires. Terminals shall be din rail mounted.
- B. Fuse terminal blocks shall be hinged disconnect level type with "blown fuse" indicators.
- C. Disconnecting terminal blocks shall be knife type with light indicator.
- D. Provide five (5) spare terminals or 10% whichever is the greater amount. In addition, provide extra din rail with enough space for 20% more terminals.

1.11.17 WIREWAYS

- A. Provide molded plastic wireways complete with covers, slotted for wire connections for all wiring in the panels.

1.11.18 SOLID STATE SOFT STARTERS

- A. Three phase pumps shall be controlled by reduced voltage solid-state starters (soft starters, SSS), soft starters shall be suitable for operation for the voltage, phase, and wiring at 60 Hz.
- B. The solid-state motor controller shall have two silicon-controlled rectifiers (SCR) per phase in a reverse parallel configuration; it shall also have a separate bypass contactor to be used in the case of power electronics failure. The starter shall have its own control power transformer, logic boards, and

- heat sinks. Each unit shall be completely prewired with all control wiring numbered and terminated on terminal strips.
- C. The solid-state motor controller shall be sized/rated for 1 size larger, standard/normal duty, than motor HP; for example, if the motor is 5 HP the SSS shall be nominally rated for 7.5 HP.
 - D. Across the line starters (FVNR) or variable frequency drives (VFD) may be used for single phase applications, with Wastewater Department approval of alternate starting method prior to submittal of plans and specifications.

1.11.19 SOLID STATE STARTER CONTROL

- A. The solid-state starter shall be wired such that if there is an overload, motor overtemp, or Emergency stop activated, the starter shall stop immediately and shall not "ramp down".
- B. The solid-state starter shall automatically restart after a utility power loss, phase fail or overvoltage.

1.11.20 INSPECTION AND STARTUP

- A. The soft starter as a component of the pump control panel shall be tested in the manufacturer's panel shop. All operations shall be simulated including but not limited to ramp up, ramp down, emergency operation, and immediate stop in the case of overload, motor overtemp, or e-stop.
- B. The field installation and wiring of the soft starter equipment shall be inspected and certified by a factory authorized representative of the soft starter prior to initial operation.

1.11.21 OPERATIONAL REQUIREMENTS

- A. The soft starter shall be rated for continuous operation.
- B. The soft starter shall function properly with input voltage variations of +10% and an input frequency variation of +3%. The unit shall be rated for operating within ambient temperatures of 0-50°C (32° - 122°F), 5 to 95% relative humidity (non-condensing). Unit shall be fully rated to an elevation of 3000 feet above sea level.

1.11.22 SCR REQUIREMENTS

- A. The SCRs shall be assembled in pairs on power poles with fan forced cooling and so a single pole may be replaced independently. The SCRs shall have overload ratings of:
 1. Continuously at 115% of FLA at 50°C ambient
 2. 30 seconds at 300% of FLA at 50°C ambient
 3. 10 seconds at 600% of FLA at 50°C ambient

- B. The SCR shall be 98% efficient or better. Each SCR shall be rated to block 2.5 times the normal line to line voltage, or 1200V minimum repetitive peak inverse voltage.
- C. SCRs shall be protected with metal oxide varistors (MOV) across the SCR pairs and rated to clamp transient voltages to 10% below the rated blocking voltage of the SCR. The energy absorbing capability shall be a minimum of 100 joules. Resistor/capacitor snubbers shall be employed to prevent false firing.

1.11.23 CONTROLS AND PERFORMANCE

- A. The starting ramp shall have all necessary dwell times, voltage boost, and ramps so the pumps can be brought up to system pressure and accelerate up to full speed pumping into the system so there will be no system disturbances.
- B. The SSS shall be capable of starting the load and maintain a maximum of 50% of rated starting current.
- C. Ramp times shall be separately adjustable for starting and stopping from 0 to 30 seconds.
- D. The stopping ramp shall have all capabilities mentioned for starting ramp separately adjustable. The stopping ramp shall reduce the pumping flow to zero while maintaining system pressure and holding at that speed for an adjustable time to allow check valve to close smoothly. Then continue to ramp down and stop the motor. Starting and stopping ramp times shall be separately adjustable.
- E. A motor voltage regulator adjustment shall be supplied to prevent higher than motor nameplate voltage from being applied to the motor when higher line voltages are present. An energy saving/power factor circuit shall be supplied if available. The device shall be phase rotation sensitive. A shorted SCR detector shall be supplied with an interlock contact that will prevent starting of a device with shorted SCRs, with alarm contacts.
- F. Wired terminals shall be provided which shall include:
 1. Call to run and stop.
 2. Remote signals for running and failure status.
 3. Overload/fault reset.

1.11.24 OVERLOADS

- A. If internal electronic overload relays are not supplied integral to the SSS, provide overload relays follows:
 1. Overload relays shall be setpoint adjustable with selector for either auto or manual reset and a test button to simulate an overload. Provide a normally open contact from the relay for alarm or control use.

1.11.25 SURGE PROTECTION

- A. Provide factory surge protection for all soft starters.

1.11.26 PROTECTION AND INDICATION

- A. Soft starters shall have protection and indication as detailed below.
1. Provide starting and running fault protection to shut down or inhibit starting on:
 - Start fault.
 - Phase loss.
 - Line fault.
 - Motor overload protection.
 - Temperature fault.
 - Shorted SCR.
 - Stalled motor.
 2. Provide indicating lights/system on the panel dead front door for the above faults and status:
 - Human interface module.
 - Running.
 - Fault.

1.11.27 POWER DISTRIBUTION TERMINAL BLOCKS

- A. Line and load terminals shall be arranged for entry (top, bottom) for power wiring termination. Provide terminals and adequate space for all field wiring.

1.11.28 ACCEPTABLE MANUFACTURERS

- A. Solid-state starters shall be manufactured by one of the following acceptable manufacturers:
1. Allen-Bradley
 2. Schneider Electric
 3. Siemens
 4. Eaton
 5. ABB

1.12 TELEMETRY CONTROL SYSTEM

A. Design and Assembly

1. All equipment and materials utilized in the system shall be the products of reputable, experienced manufacturers with at least five (5) years' experience in the manufacture of similar equipment. Similar items in the system shall be the products of the same manufacturer. All equipment shall be of industrial grade and of standard construction, shall be capable of long, reliable, trouble-free service, and shall be specifically intended for control and monitoring of operation of motor-driven pumps and equipment. All equipment shall be of modular design to facilitate interchangeability of

- parts and to assure ease of servicing. All equipment, where practical, shall be of solid state, integrated circuit design.
2. The system shall be completely assembled in a UL 508A/698A panel shop by a Control System Integrator. All components and equipment shall be prewired to the maximum extent possible.
 3. All components, including both internally and face-mounted instruments and devices, shall be clearly identified with phenolic nameplates of white background with black letters. Nameplates on the interior of panels shall be White Polyester with printed thermal transfer lettering and permanent pressure sensitive acrylic; TYTON 822 or pre-approved equal.
- B. The telemetry control panel shall be manufactured and labeled in accordance with UL 508A/698A standards

1.12.2 EQUIPMENT ENCLOSURE

- A. The control panel shall be NEMA 4X, stainless steel.
- B. On enclosures 36 inches or larger, use 3-point draw roller type latching mechanism with a stainless-steel handle.
- C. Provide a dead front panel. All control interface devices shall be mounted on an interior swing-out door.

1.12.3 ENCLOSURE DOOR LATCHES

- A. Door latches shall be fast operating type 3-point latch door handle. Where a 3-point latch shall not meet rating requirements, use fast operating clamp assemblies. The latch handle shall operate toward the center of the panel to open the door, and be pointing down when closed and locked. All cabinets shall be lockable with a padlock.

1.12.4 ENCLOSURE HEATERS

- A. Provide a fan-driven resistance heater with 120 VAC line thermostat. Heaters shall be sized to keep control enclosure at temperatures acceptable to meet the operational requirements of the enclosed equipment. Heaters shall be 150 watts minimum and 400W for enclosures 36 inches and wider. The thermostat shall be adjustable between 40°F. and 80°F. Heaters shall be manufactured by Hoffman Engineering, bulletin D-85, or pre-approved equal

1.12.5 ENCLOSURE COOLING

- A. Provide a 120VAC cooling filter fan system with 120 VAC line thermostat in each control enclosure. Cooling system size shall be sized to keep control enclosure at temperatures acceptable to meet the operational requirements of the enclosed equipment. Thermostat shall be adjustable between 40°F. and 105°F.
- B. Provide thermostats to monitor/alarm to PLC if enclosure temperature is too low (below 40°F) or too high (above 100°F).

- C. Provide weather protective shrouds over all ventilation openings that also prohibit insect intrusion.

1.12.6 PANEL LIGHT, CONVENIENCE RECEPTACLE, AND INTERFACE PORT.

- A. Provide a motion activated LED panel each control enclosure.
- B. Provide a GFIC duplex outlet, 120VAC, 15A, in all panels that require a computer or other maintenance tools that may need a power source. Provide an individual dedicated circuit.
- C. Provide interface port with (1) ethernet RJ45 connection and (1) simplex receptacle (labeled for computer use only) on the front of the swing-out panel. Grace Port #P-R2-F2R0, or pre-approved equal.

1.12.7 RELAYS FOR GENERAL PURPOSE

- A. Relays for general purpose use shall have, 10A contacts with the appropriate coil voltage for the application. All relays shall have an integral indicating light to show if there is coil voltage present. They shall have an 8-pin/blade base and matching socket.

1.12.8 CONTROL PANEL CIRCUIT BREAKERS

- A. Control panel circuit breakers shall be thermal-magnetic type, supplementary overcurrent devices. Circuit breakers shall be snap mountable on same mounting rails as the terminal blocks. Circuit breakers shall be sized for actual circuit load. Provide one (1) spare circuit breaker of each size used.

1.12.9 FUSES

- A. Fuses shall be of the type and amperage required to serve the intended load.
- B. Provide blown fuse indicators on all fuses.

1.12.10 TRANSIENT VOLTAGE SURGE SUPPRESSER

- A. Provide a surge suppressor, with indicator, in the control panel(s) to protect against overvoltage transients. Unit shall have a 120 VAC service voltage rating, a 500V peak maximum voltage protection level, a maximum surge current rating of 10,000A and a response time of less than 5 nanoseconds. Unit shall be provided with electrically isolated contact closure for remote status monitoring of suppressor.

1.12.11 POWER SUPPLIES

- A. Power supplies for 24 VDC and 12 VDC power shall be linear type, sized to be able to supply the demand. The power supply for the current loops shall be separate from the other DC loads. Units shall be open frame type and have overvoltage and overcurrent protection.

1.12.12 UNINTERRUPTIBLE POWER SUPPLY (UPS)

- A. The uninterruptible power supply (UPS) to be installed shall be a continuously on-line type or have a transfer time of less than 1 millisecond. Unit shall be

- sized to operate on a 30A, 120 VAC 60 Hz. feeder and maintain 120 VAC load on battery backup for 10 minutes. Unit shall be shelf mounted and cord and plug wired to control system power. The UPS size shall be chosen by the Control System Integrator for the connected load plus 30%.
- B. UPS shall include built in transient voltage surge suppresser (UL 1449) with a THD less than 5% at full load, for clean power to the PLC, power supplies and other power sensitive equipment. UPS shall include user interface with indication of battery condition, capacity and programmable operating parameters.
 - C. UPS shall have dry contacts for monitoring utility power status and battery life.
 - D. UPS unit shall be designed to operate on both utility and standby power.

1.12.13 TERMINALS

- A. Provide terminals for all wire connections to field wiring and internal power distribution. Analog loops that are 24 VDC powered shall have a knife switch to disable the loop if necessary. Connections shall have box type lugs capable of terminating (2) No.14 AWG stranded conductors.
- B. Fuse terminal blocks shall be hinged disconnect level type with "blown fuse" indicators.
- C. Disconnecting terminal blocks shall be knife type with light indicator.
- D. Provide five (5) spare terminals or 10% whichever is the greater amount. In addition, provide extra din rail with enough space for 20% more terminals.

1.12.14 WIREWAYS

- A. Provide molded plastic wireways complete with covers, slotted for wire connections for all wiring in the panels.

1.12.15 INTERCONNECTION WIRING/TERMINALS

- A. The control panel manufacturer shall determine all requirements for field-installed interconnecting wiring between control system components, sensors, pumps and equipment. The Contractor shall determine the number, size, and type of wires and the number, size, type, and location of conduits and wireways.
- B. All interconnecting wires installed by the Contractor shall be numbered at each end using custom pre-printed heat shrink sleeve markers. Terminations shall be made using solderless pressure connectors at all terminations. All conductors shall be stranded wire with thermoplastic insulation and shall be cabled to groups and supported so as to prevent breaking and to present an orderly arrangement and neat appearance. All outgoing wiring shall be terminated on a marked terminal strip capable of connection of at least (2) No.14 AWG stranded conductors. All terminal connections shall be numbered consecutively throughout the system.

- C. For all energized circuits powered from the pump control panel and extending outside of the panel, provide an individual terminal for each circuit.
- D. For all energized circuits powered outside of the panel which extend into the panel, provide a disconnecting terminal to isolate each individual circuit.
- E. In general, all control wiring shall be stranded No.14 AWG.
- F. Provide wireways as necessary in the enclosure to contain all internal wiring and all field wiring. Size wireways such that there is ample room for the wiring required by this contract. Wireways shall be filled to a maximum of 70% to allow 30% more future wire.
- G. Low voltage DC control and signal conductors shall be bundled separately from alternating current circuits. Separate raceways and wire gutters shall be dedicated for AC and DC wiring, and labeled as such on the shop drawings. Wiring may cross at right angles if necessary. All wiring shall be neatly tied in position with nylon cable ties.
- H. All wiring and tubing crossing hinges shall be installed in a manner to prevent chafing. Bundles of similar conductors shall be clamped securely to the door and to the panel, and the bundles shall run parallel to the hinge for at least 12 inches. Spiral nylon cable wrap shall be provided in the hinge section of the bundle to fully protect the conductors or tubing against chafing.

1.12.16 PROGRAMMABLE CONTROL EQUIPMENT

- A. Programmable Logic Controllers (PLC's)
 - 1. Allen Bradley CompactLogix 5370 L1; exact model of PLC may be revised over time, contact the Wastewater Department for current model prior to design.
- B. Programming of Programmable Controller
 - 1. Obtain Ethernet IP addresses from Wastewater Department.
 - 2. Test and startup programming provided by panel manufacturer.
 - a) Panel manufacturer shall provide a copy of the test and startup program to City.
 - 3. Final Program: Owner Furnished.

1.12.17 OUTDOOR ALARM BEACONS

- A. The outdoor alarm beacon shall be a vandal resistant, vapor proof, bracket mount fixture suitable for wet locations. The beacon shall be 120 VAC powered steady-on type LED light with red colored globe.
- B. Provide and install all required mounting hardware.

1.12.18 DIGITAL PANEL METER

- A. Panel meters for use with a 4-20mA DC signals shall be 4-1/2-digit, field scalable digital displays. LED readout shall have .56-inch-high numbers and have a selectable decimal point. Displays shall operate on 120 VAC power.

1. Provide a digital panel for wet well level indication.
2. Panel meter shall be mounted on the interior swing-out door.

1.12.19 FCC LICENSING

- A. Provide FCC license revision coordination for expansion of the existing Wastewater Department radio telemetry system.

1.12.20 RADIO PROPAGATION

- A. Perform a software radio propagation study to determine and/or verify the following:
 1. Antenna type and gain.
 2. Antenna/cable system losses.
 3. Calculated RSSI.
 4. Calculated fade margin and reliability.
 5. Repeater requirements.
- B. The minimum acceptable fade margin shall be 38dB. Adjust system parameters (Antenna gain, height) to achieve the minimum fade margin.
- C. The radio system propagation study shall be submitted for Wastewater Department approval.
- D. After approval of the software propagation study, perform field verification of radio paths using comparable radio and antenna equipment at the project site. This verification shall take place prior to placing the final equipment order. Submit results of field verification to Wastewater Department for approval and recommendation to proceed with equipment procurement.

1.12.21 TELEMETRY RADIO MODEM

- A. ESTeem 210M, using the ethernet connection; exact model of radio may be revised over time, contact the Wastewater Department for current model prior to design.

1.12.22 ANTENNA

- A. Antennas shall be unity gain, Omni or Yagi, ground plane, 20 dBm front to back ratio.
- B. All antenna cable shall be standard coax for lengths up to 50 feet. Cables longer than 50 feet shall be low-loss Heliax cable.
- C. Contractor shall supply installation fixtures, and any mounting equipment required for the applicable installation including, but not limited to, the following:
 1. Towers.
 2. Cable ties.
 3. Surge protection devices.
 4. Cable.

5. Antennas.
 6. Grounding.
 7. All other appurtenances as required by the manufacturer.
- D. For omni-directional antennas, provide Celwave Model BA1012-2, or pre-approved equal.
- E. For Yagi-directional ground plane antennas, provide Celwave Model BA1312-0, or pre-approved equal.
- F. Provide raceways for antenna cable up to 10 feet above finished grade for cable protection.
- G. All of the above telemetry comments shall serve as minimum standards. Final equipment sizes and types shall be based on a Contractor provided telemetry propagation study. Telemetry propagation study shall be submitted to Wastewater Department for review and approval.

1.12.23 LIGHTNING/SURGE ARRESTOR

- A. Lightning/surge arrestors shall be installed on every radio/antenna system installed. A ground conductor shall be run directly from the lightning/surge arrestor to a suitable ground rod via the shortest path possible in accordance with the NEC.
- B. Lighting arrestor ground connections shall be exothermically welded to the grounding electrode system.
- C. Lightning/surge arrestors shall be as manufactured by Polyphaser Corporation, or pre-approved equal.

1.12.24 SPARE PARTS

- A. Provide the following spare parts with the telemetry control panel.
 1. Qty 1 Relay of each type used or 10% whichever is the greater amount
 2. Qty 1 lamp of each type used or 10% whichever is the greater amount.
 3. Qty 200% spare fuses (two spare fuses for each fuse supplied)

1.13 CONTROL SENSORS

- A. All control sensors shall be rated for the environment in which they will be located. In general, devices mounted outdoors, or in wet or corrosive environments shall be NEMA 4X; devices located in hazardous areas (Class 1, Division 1; or Class 1, Division 2) shall be NEMA 7/9 or intrinsically safe.

1.13.2 WET WELL LEVEL TRANSMITTER

- A. Provide one wet well level transducer per wet well.
- B. Primary lift station pump/level control shall be based on the analog wet well level from the transducer.

C. The level sensor shall consist of a submersible level transducer suspended on 1/8-inch diameter SS cable with epoxy coated or stainless-steel weight. The transducer shall be connected via an un-spliced cable to a NEMA 4X junction box with aneroid bellows. The transducer shall be a variable capacitance type activated from a ceramic diaphragm, via an internal oil filled assembly. The system shall be intrinsically safe, 24 VDC loop powered with an output signal of 4-20mA DC. The level sensor shall be Endress + Hauser, Waterpilot FMX21 series, or pre-approved equal.

1.13.3 FLOAT-TYPE LEVEL SWITCHES

- A. Provide (2) float switches for pump control:
 1. LSHH: High-high level alarm and call all pumps on.
 2. LSLL: Redundant pumps off, and low-low level alarm.
- B. Float control shall be hardwired to the pump control panel.
- C. All float status feedback shall be wired to the telemetry control panel for monitoring.
- D. Float-type level switches shall be mercury tilt tube switch type with a separate, epoxy coated, adjustable weight on the cord. Switches shall have polypropylene housing, permanently encapsulated N.O. (or N.C.) rated at 12A at 115V. Cable shall be 3 No.16 AWG, stranded, with PVC jacket, integral to float with sufficient length to meet requirements. Float switches shall be Consolidated Electric Model LS, or pre-approved equal. Provide stainless-steel mounting hardware to meet the requirements for the installation.

1.13.4 FLOAT CORD WEDGE CLAMPS

- A. Float-Cord wedge clamps shall be aluminum service wedge clamps with flexible bail, American Electric W-1 or W-1B series.

1.13.5 WET WELL CABLE SUPPORT

1. Provide a stainless-steel mounting bracket in an accessible location inside the wet well for suspending all control cables from stainless steel cord grips.
2. Install individual color-coded tape on all float cords for ease of identification.

1.14 ARC-FLASH HAZARD RISK ASSESSMENT

1. Arc-Flash Risk Assessment shall be conducted per NFPA-70E utilizing the calculation method via IEEE 1584-2018. The risk assessment shall include the following studies:
 - a) Short-circuit study.
 - b) Selective coordination study.
 - c) Arc-flash study.
 - The study shall be performed from source down to all 120V panels.
 - The "2-second" rule shall be utilized, where appropriate.

- Standard electrical distribution equipment conductor distances shall be used.
 - Conductor orientations shall be analyzed and used.
2. Report Format at a minimum include the following sections:
 - a) Cover sheet.
 - b) Professional engineer stamp sheet.
 - c) Table of contents.
 - d) Executive summary, assumptions, conclusions, and recommendations.
 - e) Short-circuit study analysis, deficiencies, and results.
 - f) Selective coordination study analysis, deficiencies, and results.
 - g) Arc-flash study analysis, deficiencies, and results.
 - h) Appendices:
 - One-line diagram displaying all analyzed electrical equipment, OCPD settings, conductor/conduit types, lengths, and sizes.
 - OCPD cutsheets indicating product number and installed location.
 - Individual OCPD TCC curves.
 - Selectively coordinated OCPD TCC curves.
 3. All data collection and imported data.
 4. Provide arc-flash hazard labels per NFPA-70E and City labeling standard.
 5. Analysis shall be performed using one of the following power system analysis software:
 - a) ETAP.
 - b) Easy Power.
 - c) SKM.

CIVIL

1.15 WET WELL AND VALVE VAULT

- A. Wet well size shall be 96" inside diameter or larger and deep enough to provide storage capacity for 45 minutes response time during projected peak flows from high water alarm elevation to overflow conditions at the nearest manhole or dwelling sewer stub. Minimum wall thickness of 6 inches is required.
- B. Minimum valve vault size shall have inside dimensions (round) 72" dia. x 7'-0" tall or (square) 6'-0" x 6'-0" x 7'-0" tall. Minimum wall thickness of 6 inches is required. Valve vault shall be located no farther than 5 feet from the wet well.
- C. All wet wells and valve vaults shall be watertight reinforced precast concrete manhole modular sections (ASTM C478) conforming with ACI 318 and accommodating a minimum AASHTO Load Rating of H-20 Loads.
- D. All modular sections shall be tongue and groove joints and gasketed with Vulkem 116, extruded butyl rubber or prior approved equivalent gasket conforming with ASTM C923.

- E. Cement shall have a minimum ultimate compressive strength of 3000 psi at 28 days conforming with ASTM C150
- F. Reinforcing requirements shall conform with ASTM A615 and A185.
- G. Wet well base shall accommodate a 1:1 hopper bottom to avoid solids accumulation at the pump intake and along the edges on the bottom of the wet well.
- H. All interior surfaces of wet well valve vault and discharge gravity sewer structure shall be coated with a self-priming polyurethane lining material prior to the installation of appurtenances. Allow for sufficient cure time.
- I. Wet well and valve vault concrete surfaces around the hatches shall be broom finished or covered in a non-slip finish.
- J. All penetrations through wet well and valve vaults must be shown on plans and shall be cored with KOR-N-SEAL® grouted in-place or equivalent flexible connector.
- K. Wet well inlet shall include PVC tee installed to direct sewage away from and avoid turbulence near pump intake. No down spout stand pipe shall be required.
- L. Wet wells deeper than 15' require a single inlet. An upstream manhole accepting converging gravity sewer pipes may be required.
- M. All drainage inside the valve vault shall have a broom finished floors that drains back into the neighboring wet well through a 4" drain pipe employing a check valve, wall flapper, or prior approved equivalent plumbing venting device.
- N. Wet well access dimensions and location shall be centered over wet well and orientated in accordance with the pump manufacturer's minimum clear opening requirements plus (+) the next larger hatch size such that pump entry system is not in conflict with the hatch and fall protection grating. Minimum valve vault access clear opening dimensions shall be 48" x 48" centered above valve vault. Opening swing direction as directed by City.
- O. All access hatches shall be all aluminum frames with spring assist and lockable "diamond pattern" aluminum cover plates. All internal components and hardware to be stainless steel T-316 or approved equivalent.
 - 1. Wet well access hatches shall conform with Halliday® Series W1S single-door hatch standard features and specifications or prior approved equivalent.
 - 2. Valve vault access hatches shall conform with Halliday® Series H1R4848 single-door hatch standard features and specifications or prior approved equivalent.
- P. Fall protection grates installed per access hatch manufacturer's requirements shall be required on all new wet wells and valve vaults. Grate panel must be able to sustain a 300 lb. load and shall be powder coat finished in Safety

Orange color. All internal components and hardware shall be stainless steel T-316 or approved equivalent.

- Q. Pumps and related pipes and appurtenances shall be labelled as Pump #1 and Pump #2 on inside wall within wet well and valve vault below access opening.

1.16 PUMP(S)

- A. Pumps shall be centrifugal non-clog vertical submersible pumps and motors for wastewater pumping applications and capable of passing minimum three-inch (3") solids. Each pump shall also be explosion-proof (NEC Class 2, Division 1, Group D).
- B. Only pump manufacturers with local sales and service within 25-mile radius or 30-minute response time to Coeur d'Alene are acceptable. Approved Manufacturers include Hydromatic, Meyers, Barnes, or Flygt.
- C. Hydraulic connectors, guide rails and lifting chains (cables not acceptable) must be provided by pump manufacturer. All steel appurtenances and hardware shall be stainless steel T-316.
- D. All pumps, piping, and appurtenances shall be protected from freezing temperatures and the elements of local weather conditions.

1.17 ODOR CONTROL

- A. All pump stations shall anchor (secure) a polyethylene container filled with activated carbon inside pump station fence to suppress escaping sewage odors. Unless approved by the City otherwise, carbon filters shall be Orenco® CF4 or approved equivalent.
- B. All underground vent piping and fittings shall be 4-inch C900 PVC pipe buried a minimum of 24 inches below finish grade and sloped to drain back into wet well. Vent pipe shall extend from wet well wall to carbon filter inlet inside unobstructed corner or edge of pump station fence. Outlet shall be covered to prevent precipitation accumulation inside filter and with #18 mesh screen to prevent insect intrusion.
- C. Activated carbon media shall have a capacity of 0.14 grams hydrogen sulfide H₂S removal per cubic centimeter media and capable of removing other general acid gases and odors common to sewage pump stations.
- D. Wet well circulation equipment shall be secured to the bottom of wet well with minimum of 6.0 CFM ambient air supplied continuously through a ½ HP compressor securely mounted within a separate waterproof box with air intake screen adjacent to control panel. Circulation equipment shall be a Gridbee® Model AP500 as manufactured by Medora Corporation or approved equivalent.

- E. Circulation equipment, mounting bracket, hardware, and retrieval chain shall be stainless steel T-316. All hoses and fittings shall be EPDM and PVC.

1.18 FORCE MAIN AND APPURTENANCES

- A. All pipes within wet well and through valve vault shall be a minimum 4" dia. Ductile Iron (DI) Class 51 or 52 pipe conforming with ANSI/AWWA C151/A21.51 with a 350-psi pressure rating. Two (2) DI flexible sleeve-type pipe couplers per pump discharge pipe between the wet well and valve vault is required (4 total).
- B. All force mains (outside of valve vault) shall be a minimum of 4" dia. PVC pipe conforming with ANSI/AWWA C-900 or C-905 DR-18 (ASTM D3139, F477) and installed at uniform grades of no less than 0.50% between high and low points, fittings, and appurtenances. Curved force mains must not exceed manufacturer's recommended bending radii. Minimum bury of 5' is required on all force mains.
- C. Metallic "pressure sewer below" warning tape shall be placed 24" directly over all force mains within backfill.
- D. Ten (10) gauge T.H.H.N. copper insulated tracer locating wire shall be securely taped directly to the top of all force mains. Tracer locating wire shall extend to finish grade within isolation valve can(s), locating wire boxes marked "sewer", or witness post with warning signs. All wire breaks shall be spliced with 3M Splice Kit® or approved equivalent watertight splice kit.
- E. Immediately after paving, tracer locating wire continuity test and painted locates shall be demonstrated to the City before acceptance of force main.
- F. All flanged fittings shall be coated Ductile Iron (DI) fittings conforming with ANSI/AWWA C110/A21.10 with a 250-psi pressure rating and installed with manufacturer provided rubber gaskets for sewer applications.
- G. All mechanical joint fittings shall be coated Ductile Iron (DI) fittings conforming with ANSI/AWWA C110/A21.10 and C111/A21.11 (C153/A21.53) with a 350-psi pressure rating and require "Mega-Lug®" mechanical joint restraints, and/or concrete thrust blocks, or as required by the City.
- H. All cast-in-place concrete thrust blocks shall require all fittings to be completely wrapped entirely in plastic prior to concrete placement. City inspection is required prior to concrete placement. Precast concrete suitcases are not acceptable alternatives.
- I. All nuts, washers, bolts, and other miscellaneous hardware shall be stainless steel T-316. Field coating of any of the aforementioned steel hardware, pipes, fittings and appurtenances will not be acceptable.
- J. All thrust bracing, anchors, and pipe support/clamps inside wet well and valve vault shall be stainless steel T-316 or approved equivalent.

- K. On the valve vault discharge pipe and at all low points on the force main, a 4" dia. pressure sewer cleanout with isolation valve shall be required. Secure 3" dia. stainless steel female camlock connection with stainless steel male camlock plug to top of stand pipe located directly below valve vault or manhole structure access cover. Stand pipe shall be secured to inside wall of valve vault or manhole with approved pipe support/clamps.
- L. A combination air release/vacuum (ARV) valve shall be placed within a manhole structure at all force main high points. All ARV valves shall be appropriately sized and require a stainless-steel conical body-shaped assembly for sewage application as manufactured by A.R.I.[®] or approved equivalent. All assemblies shall be secured to inside wall and/or ceiling of manhole with approved pipe supports/clamps. ARV valves shall vent sewer gases into a contained activated carbon filter inside manhole or nearby gravity sewer system. All fittings, pipe, valves, and other hardware shall be stainless steel and/or pressure rated PVC. Galvanized or coated materials will not be acceptable alternative.
- M. All valves inside valve vault shall be flanged plug valves with quarter turn handle operations. All plug valves shall be manufactured by DeZurik[®] or prior approved equivalent and shall be coated with corrosive resistant fusion-bonded epoxy coating as provided by the manufacturer for sewage application. Field coating will not be acceptable alternative. Match force main size.
- N. Isolation valves shall be required on all new force mains at a minimum of 1000-foot intervals or as required by the City. Match force main size.
- O. All isolation or buried valves shall be resilient wedge gate valves with non-rising stem and 2" square nut operator directly under valve cans marked "sewer". All plug valves shall be manufactured by Tyler/Clow/Kennedy/M&H[®] or prior approved equivalent and coated with corrosive resistant fusion-bonded epoxy coating as provided by the manufacturer for sewage application. Field coating will not be acceptable alternative. Match force main size.
- P. All check valves inside valve vaults shall be swing check valves with removable top and external lever arm and spring. All swing check valves shall be manufactured by Tyler/Clow/Kennedy/M&H[®] or prior approved equivalent and coated with corrosive resistant fusion-bonded epoxy coating as provided by the manufacturer for sewage application. Field coating will not be acceptable alternative. Match force main size.
- Q. A pressure gauge assembly with dial face and pressure switch/diaphragm seal shall be tapped directly onto ductile iron fitting within valve vault for each pump. Gauge shall be glycerin filled with dial orientated so pressure readings can be seen from above through access hatch. All parts shall be stainless steel T316 and located above a 1" Stainless steel ball valve.

- R. A flanged inline magnetic flow meter is required on force mains downstream of valve vault within a separate vault or manhole structure at all pump stations. Magmeter shall be chemical and corrosion resistant rated for sewage applications with remote display. Remote display shall be placed with external display within control panel or within a separate box mounted adjacent to control panel.
- S. All sleeves encasing force main shall conform to ISPWC latest edition.

1.19 PUMP STATION SITE

- A. Pump station shall be located adjacent to a public street within a separate parcel lot dedicated to the City. Minimum site shall be sized as approved by the City Land lock parcels will only be acceptable with City approved approach, 20' wide easement dedicated to the City and 12' wide all-weather driveway access (asphalt or concrete hard surface). Copies of easement shall be provided to the City, shown on all drawings and Plat, and recorded with the County Assessor's Office.
- B. Pump station access from public street approach shall be designed to accommodate wastewater vehicular H-20 traffic on an approved all-weather access (asphalt or concrete hard surface) such that the vehicle does not impede traffic flow when access gate is closed.
- C. A 6-foot-high galvanized chain-link fence conforming with ISPWC shall be required around and enclose all pump stations. Fence shall include a lockable 16-foot clear opening double swing or 16' roller gate located at vehicular access. Enclosure size and gate location shall be approved by City. All fences shall include 6'-tall uniform colored privacy slats and appropriate signs facing outward.
- D. When access gate is open, vehicles shall have unimpeded direct access to wet well and valve vault. All electrical, mechanical, control panel, generator inside pump station fence shall be accessible and free of obstacles including tripping hazards.
- E. Unless specified by the City otherwise, all ground surface area inside pump station fence shall be graded to drain away from wet well with no finish surface slope greater than 3.5% in any direction. Access driveway and pump station are not to be subject to flooding from stormwater runoff.
- F. All finish surface area within pump station fence shall be paved with 3" asphalt on 6" compacted base rock on compacted subgrade. Compaction testing report are required.
- G. Unless public drainage facilities are readily available, all stormwater runoff within the pump station parcel shall be mitigated with an "onsite" storm water management system conforming to the latest revision to the local storm water ordinance.

- H. Account for snow storage within pump station fence. All surrounding property shall be mitigated in a separate storm water management system.
- I. All disturbed areas during construction shall be restored in kind or better. All restored surfaces outside of pump station fence may require hydroseeding with a dryland grass mixture approved by the City.

1.20 REQUIRED SUBMITTALS

- A. Design Calculations. Submittal shall include a complete set of design calculations, including the following:
 1. Design criteria, assumptions and operating parameters,
 2. Calculations for average and peak hourly sewer flows for initial and ultimate build out using C-100 for DI Pipe and C=120 for PVC Pipe.
 3. Calculations for wet well volume and cycle times for average and peak hourly flows.
 4. Pump performance and system head curves,
 5. Stormwater calculations,
 6. Force main performance calculations (head loss and velocity),
 7. Conclusive data showing impact of discharge on the existing downstream sewer system, and
 8. Storage capacity during pump and power failure.
- B. Construction Plans. (1) Full size and (1) reproducible reduced-size (11"x17") copies showing the following:
 1. Site plan showing vicinity location map, outlining sewer service area, access, existing contours, lot lines with all easements and R/W within 300', all utilities, and public safety equipment during construction,
 2. General pump station layout (plan view) showing finish surface contours and spot elevations, location of all pump station components, fencing, stormwater system,
 3. Cut away section profile showing wet well, valve vault with elevations, pipe, fittings, appurtenances, pump, controls, odor control, hatch locations, etc.,
 4. Plan and profile showing elevations of gravity sewer system, force main and all appurtenances,
 5. Details needed for construction and inspection, and
 6. Plan and profile of all wiring, controls, mechanical and electrical components including panels.
 7. Site restoration plans including landscaping, irrigation, etc.

- C. Technical Specifications. Material and construction specifications, including all civil, electrical and mechanical components.
- D. City and Other Regulatory Agency Approval. Written approval for construction by the State of Idaho Department of Environmental Quality (IDEQ) including IDEQ's Wastewater Pumping Station Checklist shall be submitted to City for City of Coeur d'Alene approval prior to construction.
- E. Pump station contractor shall be solely responsible for securing all Agency approvals, required permits, paying fees and setting up inspections.

1.21 FINAL ACCEPTANCE BY THE CITY

- A. Prior to final acceptance of the pump station, the applicant must submit the following at no additional cost to the City:
 1. No sewer may be introduced to pump station until City Accepts and takes ownership of the pump station.
 2. Pressure Test. All force mains shall be tested and witnessed by the City at a minimum pressure of 150 psi for 2 continuous hours or according to the latest revision of the Idaho Standards for Public Works Construction (ISPWC) for water mains. All blow-off valves shall be verified by the City.
 3. Start-up. Results of testing, inspections, and certification by the Engineer of Record that the system passed all start-up tests and that the pumps operate at the rated design capacity. Each pump must be tested continuously for a total of at least 30 minutes. All alarm and control features shall also be tested and certified. Representatives of the City shall be present for the pump station start-up testing procedures. Pump stations that are not utilized within 1 year of City Acceptance will require a re-demonstration of pump station start-up performance prior to the City issuance of Certificate of Occupancies to potential public sewer dischargers.
 4. Guarantee. Dedication of the ownership of the force main and pump station to the City free and clear of all liens and encumbrances. The applicant shall guarantee the constructed system for a period of one year from the date of written acceptance. Any repairs, replacement, or system failures will be corrected by the applicant at no cost to the City.
 5. Bonds. A bond or other suitable guarantee to cover all maintenance, power, pump replacement, and repair costs for one (1) year following written acceptance by the City.
 6. Warranty. An extended 2-year warranty on the pumps must be provided by the pump supplier, except for systems where the initial flow is less than 25% of the design flow.
 7. Record "As-Built" Drawings. One (1) reproducible full-size and reduced (11"x17") Recorded "As-Built" drawings shall be submitted to the State of

Idaho Department of Environmental Quality (IDEQ) and the City of Coeur d'Alene in accordance with within thirty (30) calendar days of completion of the pump station project. Prior to City final acceptance, IDEQ must approve the record "As-Built Drawings. All wires shall be tagged and all programs submitted to the City on disc. Record As-Built drawings shall also be placed in all Operation and Maintenance Manuals.

8. Easements. All rights-of-way and/or easements for construction, operation and maintenance of the system shall be recorded with the Kootenai County Assessor's Office and copies placed in all Operation and Maintenance Manuals.
9. City Costs. All user equity fees and all City administration, inspection, and other costs have been paid in full.
10. O&M Manuals. Three (3) copies of the Operation and Maintenance Manuals approved by the City. Operation and Maintenance Manuals shall contain operation and maintenance instructions, repair data, parts lists, manufacturer's warranty, Record As-Built documents (drawings), permits, easements, photographs, test results, schematics for all mechanical, electrical, and civil design components, and all other pertinent information.

Note: Any or all of these policies and procedures may change without notice. The City may grant variances from the individual policies on a case-by-case basis. Approval of Plans by the City is independent of any other agency approval. It is the responsibility of the Owner or applicant to secure approvals and permits from all other regulatory agencies.



CITY OF COEUR D'ALENE

WASTEWATER DEPARTMENT

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(208)769-2281 FAX (208)769-2338

765 W. Hubbard Ave.
Coeur d'Alene, ID 83814

Policy #:

Title:

Effective Date:

716

SEWER SERVICE CONNECTIONS AND DISCONNECTIONS TO CITY PUBLIC SEWER MAINS

December 1,
2020

PURPOSE

The intent of this policy is to provide the design standards for installing sewer service lateral connections to the City of Coeur d'Alene Wastewater Department's public sewer mains and to establish the requirements for the disconnection and abandonment of service lateral connections to City public sewer mains.

REFERENCE

This policy will replace and supersede any prior policies, and will supplement the City of Coeur d'Alene's Standard Drawings, and the most currently adopted Idaho State Plumbing Code.

POLICY

I. APPLICABILITY

This policy is applicable to the design and construction of all existing and future sewer service **lateral connections** to the City of Coeur d'Alene public sewer mains that are, or are intended to be, owned, operated and maintained by the City of Coeur d'Alene and the Wastewater Department.

II. POLICY STATEMENT

The intent of this policy is to establish the requirements for the construction of all connections and disconnections of sewer service laterals (Privately Owned) to the City public sewer mains. These requirements will ensure the structural integrity of the piping connection, minimize the potential for root intrusion, and provide for the long-term operation and maintenance and functionality of the Wastewater Department's sewer mains and privately owned sewer service laterals. Refer to the Building Department and

the Idaho State Plumbing Code for all requirements that may apply to sewer service lateral work and privately owned sewer mains.

- A. Only one appropriately sized service lateral will be allowed to serve each legally recognized parcel (lot). **“One Lot...One Lateral”**. Installation of “extra” sewer service laterals for future use on any singular parcel is prohibited.
- B. Sewer service taps or lateral connections will only be allowed to be directly connected on City public sewer main(s) fifteen inches (15" or less) in diameter. Sewer service taps or lateral connections on City public sewer main(s) larger than 15" require approval from the Wastewater Department. This approval must be obtained prior to making the sewer connection.
- C. All sewer service connections that are installed as part of the construction of new City public sewer mains shall only use appropriately sized ‘in-line’ tees of the same type and materials of the sewer main.
- D. All sewer service taps or lateral connections on existing City public sewer mains shall be saddle-type sewer service connection with a circular hole drilled into the City public sewer main. Remove the coupon of the City public sewer main and submit as evidence of the “cored” hole in the City public sewer main during the Wastewater Department’s inspection of the sewer service connection. Provide forty-eight (48) hours’ notice to schedule Wastewater Department inspection. The sewer lateral piping upstream and beyond the connection will require the City of Coeur d’Alene Building Department’s inspection. Coordinate separate inspections with the Wastewater Department and Building Department.
 1. The acceptable sewer service saddle for all concrete or clay City public sewer main(s) is a style ‘CB’ sewer saddle, manufactured by ROMAC Industries or approved equal. Wastewater Department approval must be obtained prior to making the connection. See City of Coeur d’Alene Standard Drawings.
 2. For connecting to PVC and CIPP rehabilitated City public sewer main(s), the acceptable sewer saddle is an appropriately sized PVC PSM Saddle Tee manufactured by GPK Industries, Inc. or approved equivalent. The sewer service saddle shall be installed according to the manufacturer’s recommendations and care shall be taken to ensure that a water tight seal between the PVC pipe or CIPP Liner pipe and saddle is maintained. See City of Coeur d’Alene Standard Drawings.
- E. Sewer service taps and sewer laterals shall be located perpendicular (90 degrees) to the City public sewer main and shall extend perpendicular from the main to the property to be connected whenever possible. Sewer laterals traversing across an adjacent or another’s property will not be permitted as much as possible.

- F. All sewer service taps and lateral connections shall enter the City public sewer main as close to "10 o'clock or 2 o'clock" as possible, assuming the bottom of the pipe is "6 o'clock" and the top of the pipe is "12 o'clock". Sewer service connections will not be allowed to be located below the 'spring-line' of the public sewer main piping without prior approval from the Wastewater Department.
- G. New sewer laterals or replaced sewer services will not be allowed on City public sewer mains ending with cleanouts, lamp holes, temporary tees or other equivalent terminus structures until said structures are replaced with a public sewer manhole conforming to the City of Coeur d'Alene Standard Drawings.
- H. All unused or damaged sewer service connections on the City public sewer main(s) shall be disconnected and the sewer lateral abandoned in the following procedures:
 1. The sewer service lateral (pipe) to be abandoned shall be severed as close to the City public sewer main connection as practical (within 12-16") in order to install a plug or cap on the section of sewer service lateral still connected to the sewer main.
 2. The plug or cap to be installed shall provide a watertight seal and shall be designed and constructed to prevent groundwater, earth material and root intrusion from entering through the abandoned sewer service connection.
 3. Where existing conditions will not allow the use of a plug or cap, the proposed method of disconnection shall be reviewed and approved by the Wastewater Department on a case by case basis.
- I. All sewer service connections and disconnections shall require a Plumbing Permit from the City of Coeur d'Alene Building Department. Wastewater Department inspection is only required on the sewer service tap connection and disconnections. Provide forty-eight (48) hours' notice to schedule Wastewater Department inspection.

RESPONSIBLE DEPARTMENT

The City of Coeur d'Alene Wastewater Department shall be charged with the implementation and enforcement of this adopted policy.



CITY OF COEUR D'ALENE

WASTEWATER DEPARTMENT

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765 W. Hubbard Ave.
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Policy #:	Title:	Effective Date:
717	ESTABLISHING HOW “PROPERTY” IS DEFINED FOR THE PURPOSES OF ASSESSING WASTEWATER CAP FEES	December 1, 2020

PURPOSE

M.C. 13.16.010 A. provides, in part, that “The owners of property connecting to the Coeur d’Alene sewer system, directly or by connecting to a private system that connects to the city sewer system, shall be assessed a sewer capitalization fee”. M.C. Chapter 13.16 does not define the term “property.” The intent of this policy is to provide a consistent methodology for defining “property” for the purpose of CAP fee calculation.

REFERENCE

This policy will replace and supersede any prior policies referencing how properties are defined for the purpose of assessing Wastewater CAP Fees and supplements City of Coeur d’Alene Municipal Code Chapter 13.16.010.

POLICY

I. APPLICABILITY

This policy is applicable to all existing and future sewer service connections to the City of Coeur d’Alene public wastewater system.

II. POLICY STATEMENT

- A. General Rule: For the purpose of calculating capitalization fees under M.C. Chapter 13.16, the term “property” will mean any legally recognized parcel, lot, or tract of land having a physical address within the City of Coeur d’Alene, Idaho. As such, an individual Wastewater Capitalization Fee or Sewer CAP Fee will be calculated by the Wastewater Department and charged for any and all uses of which results in the generation or existence of sewage within the property seeking connection to the City

of Coeur d'Alene public wastewater system unless one or more of the following exceptions apply.

- B. Exception: A property with more than one physical address may be considered a single "property" for the purposes of calculating a Sewer CAP Fee as long as the property is functionally a "single" property as evidenced by meeting the following criteria (if applicable):
1. Common ownership and operation;
 2. Common or single development plan;
 3. The property is treated as a single "property" for other regulatory purposes (liquor licensure, etc.);
 4. The property may be comprised of multiple contiguous parcels, has a campus-like setting with connectivity or other features indicative of a single "property";
 5. Connection can be made without additional impact on the City's public wastewater systems; and
 6. Treating the property as a single "property" will not undermine the integrity of the City of Coeur d'Alene's Sewer CAP Fee methodology.
- C. Re-evaluation: Once a property meeting the above exception no longer satisfies the necessary criteria, the property's Sewer CAP Fee will be set at the existing use per each physical address.

RESPONSIBLE DEPARTMENT

The City of Coeur d'Alene Wastewater Department shall be charged with the implementation and enforcement of this adopted policy.



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765 W. Hubbard Ave.
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Policy #: Title:

Effective Date:

718

SEWER SERVICE OUTSIDE OF THE MUNICIPAL BOUNDARIES

December 1,
2020

PURPOSE

The intent of this policy is to re-affirm a previous motion of the Coeur d'Alene City Council to not allow the City's sewer service for properties outside of the municipal boundaries of the City of Coeur d'Alene, Idaho.

REFERENCE

This policy will replace the previous policies and supplements the City of Coeur d'Alene Municipal Code Chapter 13.12.035.

POLICY

I. APPLICABILITY

This policy is applicable to all future proposed City public sewer system extensions and sewer service connections outside of the municipal boundaries of the City of Coeur d'Alene, Idaho.

II. POLICY STATEMENT

Any proposed extension of the City's public sewer system shall be wholly located within the boundaries of City of Coeur d'Alene and shall not serve properties outside of the City boundary.

Exception: With the formal approval of the City Council, a written agreement may be executed to allow for the extension of the City's public sewer service to properties outside of the City boundaries. Such agreement shall require that the area outside of the City boundary proposed to be served will comply with all provisions of Chapter 13 of the Coeur d'Alene Municipal Code, Coeur d'Alene Standard Drawings, the Wastewater Department's Sewer policies and any other portions of the Coeur d'Alene Municipal Code that are applicable.

RESPONSIBLE DEPARTMENT

The City of Coeur d'Alene Wastewater Department shall be charged with the implementation and follow through of this adopted policy.



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WASTEWATER DEPARTMENT

765 W. Hubbard Ave.
Coeur d'Alene, ID 83814

Policy #:	Title:	Effective Date:
719	EASEMENTS AND CONSTRUCTION NEAR CITY PUBLIC SEWER FACILITIES	December 1, 2020

PURPOSE

The intent of this policy is to define minimum easement requirements and dimensions for City public wastewater systems.

REFERENCE

This policy will replace any prior policies that reference easement requirements for City public wastewater systems.

POLICY

I. APPLICABILITY

This policy applies to all public sewer infrastructure that is, or is intended to be, owned, operated and maintained by the City of Coeur d'Alene and the Wastewater Department that is not located within the public right-of-way(s).

II. POLICY STATEMENT

- A. All City public sewer conveyance pipes including but not limited to sewer mains, force mains, manholes and siphons, etc., not within public right-of way(s) shall be located within a minimum 20-foot-wide easement granted to the City of Coeur d'Alene for the purpose of the permanent access, operation and maintenance of said City public sewer infrastructure. The easement width shall be centered over the centerline of the infrastructure and extend 10 feet horizontally on either side of the said centerline. The easement shall extend vertically and therefore no underground, surface or overhead encroachment is allowed without a written authorization from the Coeur d'Alene Wastewater Department.

1. In the case of a shared easement with other buried utilities, a minimum easement width for the wastewater piping shall be handled on a case by case basis.
 2. The Wastewater Department shall provide the easement boiler plate upon request where the Developer/Applicant's professional surveyor will be responsible for providing and stamping the legal description of the easement per Idaho Code
 3. The City of Coeur d'Alene will record the easement with the Kootenai County Recorder's Office and provide the Developer/Applicant with a copy.
- B. Construction of structures of any kind within the easement is prohibited. Deeply rooted vegetation, permanent structures, mounted signs, retaining walls, fences, bollards and monuments will not be allowed within the easement.
- C. Landscaping within the easement shall be limited to shallow rooted vegetation, curbing, concrete, asphaltic and paver-block surfaces. Gates with a clear 20'-wide opening will be permitted with the understanding that if access is required, any locks will be cut and impediments will be removed by the Wastewater Department at owner's expense.
- D. Manholes within the easements will require unobstructed access by maintenance vehicles and equipment via an all-weather concrete or asphalt surfaces or as approved by the Wastewater Department.
- E. Easements for City public sewer (Lift) pump stations or other miscellaneous public sewer infrastructure shall be handled on a case by case basis and approved by the Wastewater Department before construction.

RESPONSIBLE DEPARTMENT

The City of Coeur d'Alene Wastewater Department shall be charged with the implementation and enforcement of this adopted policy.

OTHER BUSINESS

CITY COUNCIL
Staff Report

DATE: December 1, 2020
FROM: Stephanie Padilla, Accountant
RE: Approval for staff to reallocate the unspent portion of the \$340,000 of the City of Coeur D'Alene Small Business Relief Grant funds to the City of Coeur d'Alene for general purpose use.

DECISION POINT:

Should Council direct staff to reallocate the \$140,000 of the unallocated portion of the \$340,000 of the Municipal Small Business Grant Program back to the City of Coeur d'Alene for general purpose.

HISTORY:

On August 18, 2020, Council authorized staff to develop and implement a Municipal Small Business Grant totaling \$340,000. The Municipal Small Business Grant funds were used from the \$1,766,300 of CARES Act funds. Local governments were allowed to utilize their allocation of the CARES ACT fund to create a Municipal Small Business Grant Program to aid businesses affected by COVID -19 within the City limits.

FINANCIAL ANALYSIS:

As of November 25, 2020, with five (5) days left to accept applications, \$190,000 of the \$340,000 has been awarded to various businesses within the City limits of Coeur d'Alene. This leaves \$150,000 of the earmarked \$340,000 unallocated for the Small Business Relief Grant program.

PERFORMANCE ANALYSIS:

The authorization by Council for staff to develop and implement a Municipal Small Business Grant Program has allowed staff to establish a Small Business Relief Grant and accept applications to disburse CARES Act funds to small businesses, within City limits, suffering from the Coronavirus Pandemic. Funds have been disbursed to various business types, with a strong focus on youth services.

To date the Small Business Relief Grant Committee has reviewed over fifty-five (55) applications and forty-six (46) businesses within the City limits of Coeur d'Alene have been awarded various amounts of funds totaling \$190,000.

DECISION POINT:

Should the City Council authorize staff to reallocate the \$150,000 of the unallocated portion of the \$340,000 of the Municipal Small Business Grant Program back to the City of Coeur d'Alene for general purpose.

Coeur d'Alene

Small Business Relief Grant

- \$200,000 of the \$340,000 awarded to 46 small businesses within the city limits of Coeur d'Alene!



Coeur d'Alene

Small Business Relief Grant Allocation

Business Type	Amount
CDA Business – Youth Services	\$79,000
CDA Business – Senior Services	\$47,500
CDA Business – Real Estate	\$25,000
CDA Business - Medical	\$12,300
CDA Business – Food Service	\$18,140
CDA Business - Retail	\$8,060
CDA Business – Non-Profit	\$10,000
TOTAL	\$200,000

Coeur d'Alene

Small Business Relief Grant

DECISION POINT:

- ❖ Should the City Council authorize staff to reallocate the \$150,000 of the unallocated portion of the \$340,000 of the Municipal Small Business Grant Program back to the City of Coeur d'Alene for general purpose.

City of Coeur d'Alene

FIRE DEPARTMENT

"City of Excellence"

Staff Report

Date: December 1, 2020

From: Kenny Gabriel, Fire Chief
Brian Judge, President, I.A.F.F. Local 710

Re: Collective Bargaining Agreement Amendment due to EMS Officer Position

DECISION POINT: Should Mayor and Council approve Agreement Amendment No. 2 with the IAFF Local 710 due to the new EMS Officer position?

HISTORY: In the last budget process, an EMS Officer position was approved for the Fire Department. The EMS Officer position falls under the Collective Bargaining Agreement (CBA) between the City and Local 710. Therefore, this amendment formalizes the necessary added language for a new position under the CBA.

The amendments capture the necessary wages and benefits for the EMS Officer rank that are equivalent to the other classifications within the bargaining unit and represented by the Union. Additionally, the mutually agreed upon EMS Officer job description is detailed in this amendment.

FINANCIAL ANALYSIS: The position has already been approved in the budget process and therefore all costs have been captured in the budget resulting in no additional cost in adding the EMS Officer to the CBA.

PERFORMANCE ANALYSIS: As discussed through the budget process, this position will be vital to the Fire Department and all City staff as it will also serve as the City's Infection Control Officer. Adding it to the CBA is appropriate and follows established procedures between the City, Fire Department and Local 710. The amendments have been approved by Administration, the Fire Department and Local 710.

DECISION POINT/RECOMMENDATION: The Mayor and Council should approve Agreement Amendment No.2 with the IAFF Local 710 due to the new EMS Officer position.

RESOLUTION NO. 20-065

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO APPROVING AMENDMENT NO. 2 TO THE COLLECTIVE BARGAINING AGREEMENT WITH THE INTERNATIONAL ASSOCIATION OF FIREFIGHTERS (IAFF) LOCAL 710 TO ADD A NEW EMS OFFICER POSITION.

WHEREAS, the Fire Chief of the City of Coeur d'Alene has recommended that the City of Coeur d'Alene approve Amendment No. 2 to the Collective Bargaining Agreement with IAFF Local 710 to add a new EMS Officer position, pursuant to terms and conditions set forth in an agreement, a copy of which is attached hereto as Exhibit "1" and by reference made a part hereof; and

WHEREAS, it is deemed to be in the best interests of the City of Coeur d'Alene and the citizens thereof to approve such amendment; **NOW, THEREFORE**,

BE IT RESOLVED, by the Mayor and City Council of the City of Coeur d'Alene that the City approve Amendment No. 2 to the Collective Bargaining Agreement with IAFF Local 710 to add a new EMS Officer, in substantially the form attached hereto as Exhibit "1" and incorporated herein by reference with the provision that the Mayor, City Administrator, and City Attorney are hereby authorized to modify said agreement to the extent the substantive provisions of the agreement remain intact.

BE IT FURTHER RESOLVED, that the Mayor and City Clerk be and they are hereby authorized to execute such agreement on behalf of the City.

DATED this 1st day of December, 2020.

ATTEST:

Steve Widmyer, Mayor

Renata McLeod, City Clerk

Motion by , Seconded by , to adopt the foregoing resolution.

ROLL CALL:

COUNCIL MEMBER EVANS Voted

COUNCIL MEMBER MILLER Voted

COUNCIL MEMBER GOOKIN Voted

COUNCIL MEMBER ENGLISH Voted

COUNCIL MEMBER MCEVERS Voted

COUNCIL MEMBER WOOD Voted

was absent. Motion .

EXHIBIT "1"

AGREEMENT AMENDMENT No. 2

This Amendment No. 2 to the Agreement between the CITY OF COEUR D'ALENE, hereinafter referred to as the "CITY," and the COEUR D'ALENE FIREFIGHTERS LOCAL NO. 710, INTERNATIONAL ASSOCIATION OF FIREFIGHTERS, hereinafter referred to as the "Union," is made and entered into this 1st day of December, 2020.

WHEREAS, the Parties entered into a labor agreement on September 4, 2018, adopted pursuant to Resolution No. 18-050.

WHEREAS, the Parties desire to amend the agreement; and

THEREFORE, effective December 1, 2020, the Parties mutually agree that the Agreement is amended as follows:

I.

ARTICLE 16 SICK LEAVE

Section 6. In order to address post employment medical and dental needs, once a fifty six (56) hour a week employee reaches five hundred (500) sick leave hours, the employee shall contribute eight (8) hours of sick leave per month towards eligibility for the below HRA/VEBA flat monthly contribution based on the applicable rank the employee holds.

- Battalion Chief: \$288
- Captain: \$265
- Engineer: \$241
- Firefighter: \$225

Once a forty (40) hour a week employee reaches three hundred twenty (320) sick leave hours, the employee shall contribute four (4) hours of sick leave per month towards eligibility for the below HRA/VEBA flat monthly contribution.

- Fire Inspector: \$162
- EMS Officer \$162

EXHIBIT “1”

II.

ARTICLE 17 VACANCIES AND PROMOTIONS

Section 4. Promotional testing will be given on a biennial basis. The Engineer testing process will occur in even numbered years and will be completed no later than May 31st. Captain and Battalion Chief testing process will occur in odd numbered years and will be completed no later than May 31st. Inspector and EMS Officer testing will occur on an as needed basis.

III.

ARTICLE 23 WAGES

Section 7. SECTION 7. Senior Status: All employees who meet the following requirements shall be awarded Senior Status. Employees achieving Senior Status shall receive a five percent (5%) increase in base wage.

Mandatory Requirements:

1. Time in service with the Coeur d'Alene Fire Department
 - a. Senior Firefighter - 5 years
 - b. Senior Engineer - 6 years total, 3 in rank
 - c. Senior Captain - 8 years total, 3 in rank
 - d. Senior Fire Inspector - 8 years total, 3 in rank
 - e. EMS Officer – 9 years total, 3 in rank¹
 - f. Senior Battalion Chief- 10 years total, 3 in rank
 - g. Senior Division Chief - 12years total, 3 in rank

IV.

City of Coeur d'Alene Fire Compensation Schedule Appendix A

Battalion Chief	Minimum	Maximum	Senior Pay
FY 2018-2019	\$22.60	\$32.12	\$33.72
FY 2019-2020	\$23.17	\$33.25	\$34.91
FY 2020-2021	\$23.75	\$34.42	\$36.14
FY 2021-2022	\$24.34	\$35.64	\$37.42

Captain	Minimum	Maximum	Senior Pay
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¹ Senior Status Elected Requirements for EMS Officer will be determined by mutual agreement by the City and Union in the 2022 Agreement.

EXHIBIT “1”

FY 2018-2019	\$20.58	\$29.25	\$30.71
FY 2019-2020	\$21.09	\$30.28	\$31.79
FY 2020-2021	\$21.62	\$31.35	\$32.91
FY 2021-2022	\$22.16	\$32.45	\$34.07

<i>Engineer</i>	Minimum	Maximum	Senior Pay
FY 2018-2019	\$18.75	\$26.65	\$27.98
FY 2019-2020	\$19.22	\$27.59	\$28.97
FY 2020-2021	\$19.70	\$28.56	\$29.99
FY 2021-2022	\$20.19	\$29.57	\$31.04

<i>Firefighter</i>	Minimum	Maximum	Senior Pay
FY 2018-2019	\$17.09	\$24.30	\$25.51
FY 2019-2020	\$17.52	\$25.15	\$26.41
FY 2020-2021	\$17.96	\$26.04	\$27.34
FY 2021-2022	\$18.40	\$26.96	\$28.31

<i>Fire Inspector (40 hour)</i>	Minimum	Maximum	Senior Pay
FY 2018-2019	\$28.60	\$40.65	\$42.68
FY 2019-2020	\$29.32	\$42.08	\$44.18
FY 2020-2021	\$30.05	\$43.56	\$45.74
FY 2021-2022	\$30.80	\$45.10	\$47.35

<i>EMS Officer (40 hour)</i>	Minimum	Maximum	Senior Pay
FY 2020-2021	\$30.27	\$43.89	\$46.07
FY 2021-2022	\$31.02	\$45.43	\$47.70

Once promoted, eligible for 5% increase annually on new anniversary date until employee reaches maximum.

V.

City of Coeur d’Alene
Fire Job Descriptions
Appendix C

EMS Officer

CLASSIFICATION SUMMARY

The Emergency Medical Services Officer provides clinical oversight to the Fire Department’s licensed EMS providers. This includes compliance with state & local protocols, compliance with documentation & billing requirements, licensure of personnel, purchasing of equipment & disposable supplies, liaison to the county Medical Director, and EMS budget oversight. The position works under the general direction of the Deputy Fire Chief with considerable leeway granted for the exercise of independent judgment and initiative. The job requires basic education with a high school diploma or GED, preferably supplemented with a college degree, and extensive

EXHIBIT “1”

experience in fire department operations and management including at least seventy-two (72) consecutive months of firefighting experience, Idaho Paramedic licensure required, and a valid Driver's license. The principal duties of this class are performed in an office and field work environment that may include indoor/outdoor exposure, hazardous conditions and atmosphere and potential personal danger.

ESSENTIAL DUTIES AND RESPONSIBILITIES (illustrative only and may vary by assignment)

- Clinical oversite to department EMS services: licensures, patient care, documentation, training, equipment/ supplies inventory & quality assurance;
- Infectious Control Program: implementation and oversite of the citywide Med Plan that includes education/ training, vaccinations, exposures and PPE inventory;
- Serves as a liaison to county and state EMS officials and representing the department on committees and EOC functions;
- Evaluates new department EMTs and Paramedics and coordinates external interns;
- Responds to citizen complaints related to EMS services and provides customer service outreach;
- Supports, implements and communicates department mission statement, goals, values, standards and philosophies to employees;
- Participates in department strategic planning activities;
- Monitors internal operations and procedures to ensure compliance with rules, regulations and policies;
- Stays abreast of trends and developments affecting fire service management and reviews and makes recommendations for staffing, equipment and budgetary needs;
- Prepares summary and/or statistical reports of division activities and project results;
- Operates personal computer and associated applications software;
- Responds to management's, supervisor's, co-workers' and citizens' questions and comments in a courteous, thorough and timely manner;
- Performs time management and scheduling functions, meets deadlines, and sets project priorities;
- Maintains strict confidentiality of all matters;
- Assists other department and City employees as needed or requested.
- Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

SECONDARY DUTIES AND RESPONSIBILITIES:

- Participate in classroom and field training activities;
- Responds to calls on off-duty hours as needed;
- Performs other duties as assigned.

EXHIBIT “1”

CLASSIFICATION REQUIREMENTS:

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

Knowledge of:

- Theories and practices of programs of the assigned division;
- Common fire and chemical hazards and related safety precautions;
- Current firefighting tactics and strategies;
- Public sector budget administration;
- Public relations and conflict management techniques;
- Emergency operations command procedures;
- The geography of the City of Coeur d’Alene including the streets system, hydrant locations, layout and location of public utilities and potentially hazardous materials or substances;
- Effective teaching and communication techniques for large and small groups;
- Emergency response records systems, communications equipment and use, fire computer applications and incident reporting procedures;
- Comprehensive use of the English language for report writing and training sessions.

Skill and Ability to:

- Demonstrate effective leadership capability;
- Assist in the planning & implementation of programs of a major division of the Fire Department;
- Read, interpret and apply rules, regulations, policies and procedures;
- Establish and implement long and short-term goals in support of the City’s and Department’s vision, mission, goals and objectives;
- Coordinate work with other divisions and departments;
- Effectively handle controversial situations;
- Analyze administrative or operational problems and develop viable solutions;
- Research and analyze information;
- Compile, develop and organize statistical and technical data and information into clear and concise written reports and verbal presentations;
- Communicate ideas and recommendations effectively orally and in writing;
- Develop and maintain effective working relationships with a wide variety of organizations, officials and individuals in potentially controversial situations involving public safety;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Demonstrate integrity, ingenuity and inventiveness in the performance of assigned tasks;
- Operate a personal computer using program applications appropriate to assigned duties;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

EXHIBIT “1”

ACCEPTABLE EXPERIENCE AND TRAINING:

- High School Diploma or GED, preferably supplemented with college level education and/or degree; and
- Extensive experience in fire service including at least seventy-two (72) consecutive months of firefighting/ EMS experience; and
- Idaho Paramedic licensure required; and
- Maintain a valid Driver’s License; or
- An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this classification, the employee is frequently required to perform strenuous physical activity; to stand, walk, sit, run, use hands to keyboard or type, handle materials, or manipulate tools used in performing the essential functions of the classification, and to reach with hands and arms. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this classification include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus to effectively operate at a fire or related emergency scene. Sufficient clarity of speech and hearing abilities required by this classification includes those which permit the employee to hear alarms, discern verbal instructions and communicate effectively in person, by telephone. While performing the duties of this classification, the employee works in an indoor and outdoor setting, in an IDLH (Immediately Dangerous Life Hazards) atmosphere, which may involve a high degree of noise and exposure to hazardous conditions.

DATED this 1st day of December, 2020.

Steve Widmyer, Mayor

Brian Judge, President, Local 710

ATTEST:

Renata McLeod, City Clerk

Thomas Eckert, Secretary, Local 710