

**WELCOME**  
To a Regular Meeting of the  
**Coeur d'Alene City Council**  
Held in the Library Community Room at 6:00 P.M.  
702 Front Avenue, Coeur d'Alene, ID

**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.

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 F - Public Comments** is identified by the Mayor. The Mayor will not normally allow audience participation at any other time.

**December 16, 2025**

**A. CALL TO ORDER/ROLL CALL**

**B. INVOCATION:** David Gortner with St. Luke's Episcopal 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. [Action Item.](#)

**E. PRESENTATIONS:**

1. Fall/Winter Streets and Engineering Department Update

**Presented by:** Todd Feusier, Streets and Engineering Director

**F. 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.)

**G. ANNOUNCEMENTS:**

1. City Council
2. Mayor

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

**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 December 2, 2025 Council Meeting.
2. Setting of the December 22, 2025 General Services/Public Works Committee Meeting.
3. Approval of Bills as Submitted.
4. Approval of Financial Report.
5. Approval of the Annual Road and Street Financial Report for the Fiscal Year Ending September 30, 2025.

**As Recommended by the City Treasurer**

**I. OTHER BUSINESS:**

1. **Resolution No. 25-071** - Approval of additional budget authority in the amount of \$66,049.85 for the purchase of a software upgrade to the Enterprise Resource Planning Software Suite.

**As Recommended by the City Treasurer**

2. **Resolution No. 25-072** – Authorizing the application for and, if awarded, acceptance of an America250 in Idaho Grant in the amount of \$2,500.00 for the Historic Preservation Commission's America250 in Idaho celebration at the Kootenai County Courthouse on July 3, 2026.

**Staff Report by: Hilary Patterson, Community Planning Director**

3. **Council Bill No. 25-1021** - Ordinance amending Municipal Code 15.05.010(B), modifying when a Firefighters Air Replenishment System (FARS) is required.

**Staff Report by: Craig Etherton, Deputy Fire Marchal**

4. **Resolution No. 25-073** – Approval of Voluntary Separation Incentive Agreements with the following employees: Troy Tymeson, George Dailey, Bill Deruyter, Jeff Fletcher, Mike Fredrick, Tom Greif, Katie Hirst, Blaine Porter, Matt Sowa, Juantia Knight, Alison Palmer, Bill Greenwood, Mark Walter, Jon Cantrell, Judi Griffin, Louise Martin, Brandon McCormick, Tim Neal, Bill Tilson, Lee White, Dennis Grant, Terry Leigh, David Hauser, and Larry Parsons.

**Staff Report by: Katie Ebner, Finance Director**

5. **Resolution No. 25-074** – Acceptance of the low bid of, and approval of an agreement with, Filtration Technologies in the amount of \$122,575.00 for the purchase and installation of a Miox Chlorine Generation Unit to be installed at the Locust Well.

**Staff Report by: Glen Poelstra, Water Department Asst. Director**

6. **Resolution No. 25-075** – Approving Change Orders #1 and #2 to the Police Support Services Building Project Contract with Ginno Construction Company, in the total amount of \$16,320.55.

**Staff Report by: Adam Korytko, Building Maintenance Superintendent**

7. **Resolution No. 25-076** – Authorization for Mayor Daniel K. Gookin to be added as an authorized signer on all City of Coeur d’Alene bank accounts, investment accounts, and financial instruments, effective January 7, 2026.

**Staff Report by: Katie Ebner, Finance Director**

**J. EXECUTIVE SESSION** - Pursuant to Idaho Code § 74-206(1) (a) To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need.

## **K. ADJOURNMENT**

*This meeting is aired live on CDA TV Spectrum Cable Channel 1301, TDS Channel 5, and on Facebook live through the City’s Facebook page.*

# Coeur d'Alene

## CITY COUNCIL MEETING

*December 16, 2025*

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**MEMBERS OF THE CITY COUNCIL:**

**Woody McEvers, Mayor**  
**Council Members English, Evans, Gookin, Miller, Wood, Gabriel**



# PRESENTATIONS



1



**City of Coeur d'Alene  
Winter Operation Plan**

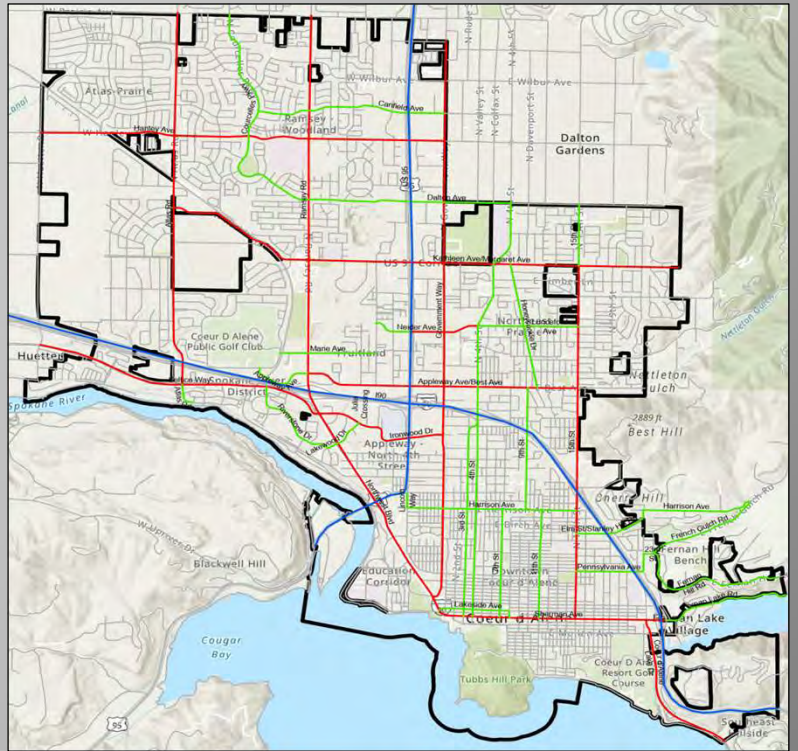


**Todd Feusier**  
Streets & Engineering Director

2

# City of Coeur d'Alene Street Classification

## Legend



3

Sherman Ave.  
& 4<sup>th</sup> Street  
1939



Submitted by: Classical Christian Academy



4

## SNOW REMOVAL ISSUES

- Online reporting at [www.cdavid.org](http://www.cdavid.org)
- Office Hours  
7:00 am to 3:30 pm
- 208-769-2235

The screenshot shows the City of Coeur d'Alene website with a navigation menu on the left and a 'Snow Removal Issues' form on the right. The navigation menu includes links for the Street and Engineering Department, Organization Chart, Leaf Pickup, Snow Information, and a highlighted 'Snow Removal Issues' section. The 'Snow Removal Issues' section contains links for Name the Storms, Brine Center, Snow Guide, Major Routes, Arterials, Loader Gate, Snow Plan, Engineering, Stormwater Maintenance, Sidewalks / ADA Program, Sweeping Streets, Street Maintenance, and Vehicle Maintenance. The form on the right is titled 'Snow Removal Issues' and includes a blue header with the text 'Use this form to notify us of a snow removal issue.' The form fields are: Name, Address, Phone Number, Cell Number, Email Address, Nearest Cross Street, and a large text area for 'Description of Problem of Concern'. A 'Submit' button is located at the bottom right of the form.

5

## SNOW GATES REDUCE THE BERM



6



Abutting Property  
Owner is Responsible  
for Clearing Sidewalks  
Ordinance No. 3563  
Sec. 12.24.020  
Sec. 12.24.025



Alleyways are Not Plowed



7

#### 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).

8

## 2025 Leaf Pick-Up Totals

35 STREET DEPT. CREW MEMBERS  
4 WATER DEPT. CREW MEMBERS  
9 DUMP TRUCKS  
5 LOADERS  
1 GRADER  
5 SWEEPERS  
12 WORKING DAYS  
1104 LOADS HAULED  
149 GROUND LOADS TO AIRPORT



9



10





11



12





13

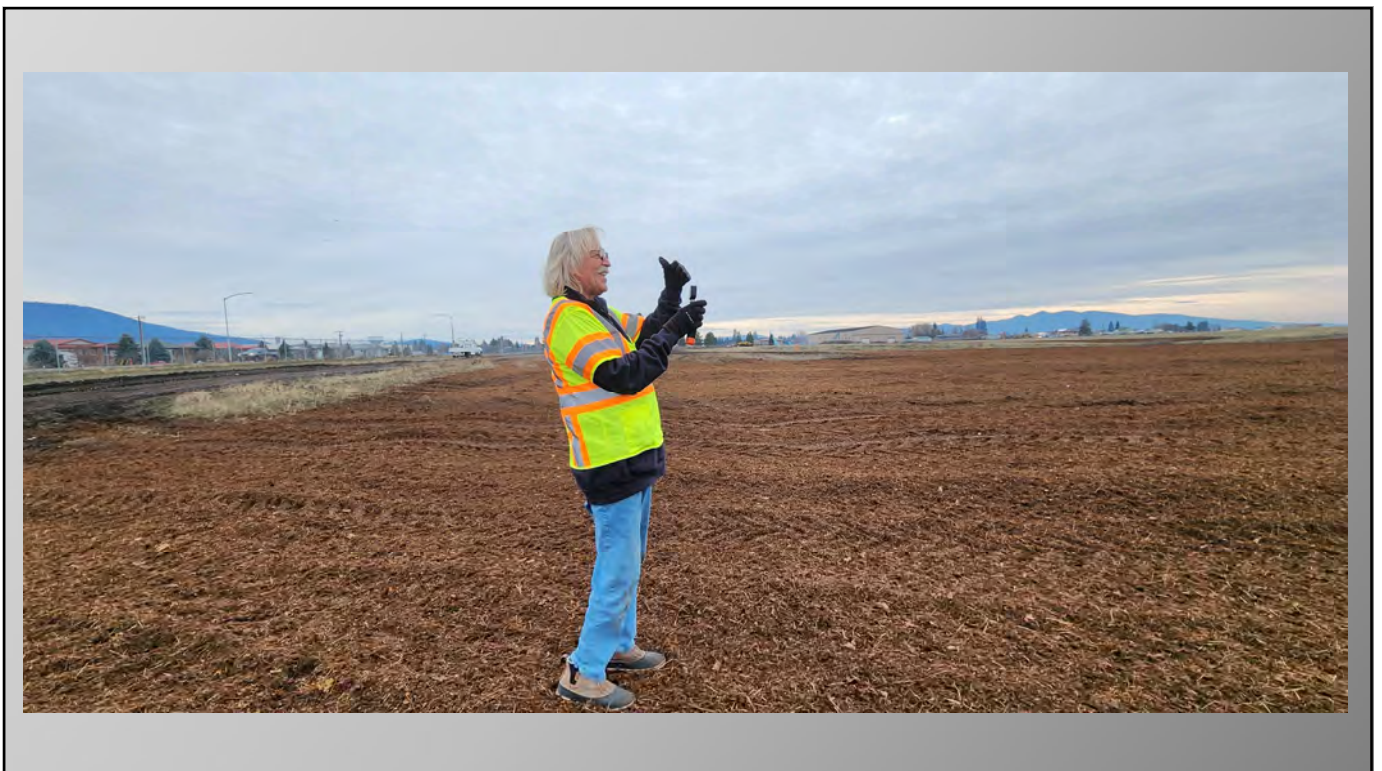


14





15



16

## 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

December 2, 2025

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 on December 2, 2025, at 6:00 p.m., there being present the following members:

Woody McEvers, Mayor

Dan English	)	Members of Council Present
Christie Wood	)	
Dan Gookin	)	
Kiki Miller	)	
Kenny Gabriel	)	

Amy Evans ) Members of Council Absent

**CALL TO ORDER:** Mayor McEvers called the meeting to order.

**PLEDGE OF ALLEGIANCE:** Councilmember Gabriel led the pledge of allegiance.

**PUBLIC COMMENTS:**

Rod Forsberg, Coeur d'Alene, shared concerns regarding the Coeur Terre infrastructure, and invited Council to view traffic from 3-5 p.m. on a weekday at Kathleen and Atlas. He noted the current traffic is already back up and he does not believe more traffic should be added. He hopes the City will be proactive.

Lorelei Ruddick, Coeur d'Alene, shared that she lives in Indian Meadows and the whole neighborhood does not want roads through. She noted that when they purchased in the area they thought the development would be a continuation of the development of 1 acre lots. She asked the Council to be proactive and go around the neighborhood and not punch roads through.

Duncan Koler, Coeur d'Alene, noted that he lives downtown across from the Marriott project and has concerns with the unstable land and potential of a crane crashing. He believes testing should be done and understands there is concrete being added under the foundation and the City should stay on top of it. He recalls that during the proposed development phase there was discussion that the authority to review impacts was delegated to the Planning and Zoning Commission and was out of Council's hands and hopes this will be taken up under Mayor Gookin. Additionally, he noted that the traffic signal at 2<sup>nd</sup> and Lakeside is not giving vehicular priority in the right direction and backs up traffic.

Carol Root, Coeur d'Alene, noted that she lives in Indian Meadows and recently submitted traffic photos and is concerned with connecting roads through the neighborhood, as she recently sat through 7 stop lights before she was able to get through an intersection on Atlas. Since there are no plans to upgrade Atlas, she believes it would just add to the congestion to the roads going through the neighborhood. She noted that there are bus routes within the neighborhood and is concerned for children's safety. She referenced several comprehensive plan goals for healthy lifestyles and feels that opening up roads goes against these codes. She requested the Council consider Industrial Way as the through street to Coeur Terre.

Pam Holcomb, Coeur d'Alene, noted that she has lived in Coeur d'Alene for 42 years and 33 years on Nez Pierce, and the realtor didn't mention that the farm would become a development and/or that the Nez Pierce would become an arterial. The comprehensive plan changed in 2023 and the Coeur Terre development is planned to have 11,000 daily vehicles coming through. She expressed concern with speeding cars as their road was originally built as a rural roadway and the City should use an existing arterial meant for higher traffic, such as the industrial loop.

Susan Knutson, Coeur d'Alene, noted that on December 3 communities will celebrate IDPD Idaho Person with Disabilities Day. North Idaho Specialized Needs Recreation creates events for those with disabilities, and on December 3 they will host basketball, bowling, educational sessions and have created a building committee to help fundraise for a future facility. She invited Idaho citizens to share their vision and celebrate with them on December 3. She thanked Bill Greenwood for his support over the years and Councilmember Gookin.

John Pulsipher, Coeur d'Alene, thanked the Council for opening up invocations. He noted that there are several ways for faith leaders to participate such as Interfaith CDA, a group that is open to any leader anywhere and to lead the invocation. He is in the process of creating a nonprofit called CDA Chaplain Core for first responders. He felt that this was a way to create a program without use of City funds and work together with the City.

## **ANNOUNCEMENTS:**

Councilmember Gookin noted that the Streets and Engineer Director explained that Atlas Road is being overwhelmed due to area ITD projects and the development of the Northwest of town traffic, and will look to adjust the signal. In regards to the Marriott Hotel development, he noted that the developer is very responsive and they have provided the City with an engineering report and have mediated the situation. He reminded the community that Friday is the last day to make public comments on the ITD bridge over Appleway, he recently made a comment regarding the economic justice index, noting the economic vulnerability of the area of the overpass as it is one of the most risky areas.

Councilmember Wood noted that John Pulsipher's idea was nice and encouraged him to work with Police and Fire Chiefs to meet policies.

Councilmember English, thanked the speakers and concurred that the Atlas and 7<sup>th</sup> and Lakeside light are issues and the City should be made aware of the need to adjust the signals.

**CONSENT CALENDAR:**

1. Approval of Council Minutes for the November 18, 2025 Council Meeting.
2. Approval of General Services/Public Works Committee Meeting Minutes from November 24, 2025.
3. Setting of the General Services/Public Works Committee Meeting at Noon on December 8, 2025.
4. Approval of Bills as Submitted.
5. Approval of **Resolution No. 25-068** - A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, APPROVING AMENDMENT NO. 6 TO THE PROFESSIONAL SERVICES AGREEMENT WITH HDR ENGINEERING, INC., IN THE AMOUNT OF SEVENTY-ONE THOUSAND FORTY-FOUR AND NO/100 DOLLARS (\$71,044.00), FOR ADDITIONAL PROFESSIONAL SERVICES ASSOCIATED WITH THE SOLIDS BUILDING IMPROVEMENT PROJECT RELATED TO A NEW ELECTRONIC OPERATIONS AND MAINTENANCE MANUAL.

**MOTION:** Motion by Gookin, seconded by Wood to approve the Consent Calendar as presented, including **Resolution No. 25-068**.

**ROLL CALL:** Wood Aye; Miller Aye; Gabriel Aye; Gookin Aye; English Aye. **Motion carried.**

**APPROVAL OF INVOCATION GUIDELINES THAT ALLOW NON-PROFIT FAITH-BASED ORGANIZATIONS LOCATED WITHIN KOOTENAI COUNTY TO PERFORM INVOCATIONS AT THE CITY COUNCIL MEETINGS.**

**STAFF REPORT:** Renata McLeod, City Clerk noted that the City of Coeur d'Alene continues the tradition of providing an invocation at City Council meetings. Certain standards were set by Council to include a lottery system for any non-profit faith-based organization within the City of Coeur d'Alene to provide the invocation, allowing for the single exception of the Coeur d'Alene Tribe which has a significant presence in the City. Originally the Council discussed allowing churches within Kootenai County to participate. Based on limited responses within Coeur d'Alene this year, the lottery was ran twice and several people provided the invocation twice, rather than once a year. Ms. McLeod is seeking Council input as to whether or not it should be opened up to Kootenai County or remain for faith-based nonprofits within the City limits.

**DISCUSSION:** Councilmember Gookin noted that he was recently at a meeting with the Ministerial Association and there were some questions as to why they were unable to perform the invocation as their church is outside the city limits but they have members who live in the city limits. He thought it would be good to bring back to the Council for discussion. Councilmember English noted he would support the amendment. Councilmember Gabriel noted that one of the issues discussed at General Services/Public Works was there wasn't a lot of people signed up to conduct the invocation, and we had to run the lottery twice this year to fill all the Council meeting dates. Councilmember Wood noted that there aren't enough to fill the spots which might be partially due to it being unusual for a governmental organization to have an invocation. She would recommend a moment of silent to honor all faiths as it seems like it is something we spend time trying to fill without that much interest. Councilmember Miller concurred with

Councilmember Wood and likes the tradition as it gives Council a moment to center themselves before the meeting starts. However, there is a lot of time spent trying to make it work and feels it is distracting from the agenda. Councilmember Miller noted that she doesn't see a need to expand it to outside the city limits and they could handle the vacant dates with a moment of silence or with a Councilmember providing the prayer. Mayor McEvers noted that he has always enjoyed the variation of faith-based organizations but also noted that he spent some time calling the churches and understands the amount of time it takes to organize the process. Councilmember English would like to see if we could fill all the dates if we open it up to the entire County. Councilmember Miller noted she would support it based on revisiting it in a year. She suggested that if we don't have someone sign up, the vacancy could be solved by having a Councilmember fill in or by having a moment of silence. Councilmember Wood noted that she would like to revisit this in a year.

**MOTION:** Motion by English, seconded by Gookin, to Council approve invocation guidelines that would allow for any non-profit faith-based organization located within Kootenai County to perform the invocation at a City Council meeting. **Motion Carried, with all in favor.**

## ACCEPTANCE OF CANVASSED ELECTION RESULTS -PURSUANT TO THE NOVEMBER 4, 2025, ELECTION

**MOTION:** Motion by Gookin, seconded by Gabriel, to accept the canvassed election results for the November 4, 2025, Election as presented by Kootenai County and report the results in the minutes of this meeting. **Motion Carried, with all in favor.**

Kootenai County

Consolidated Election - November 4, 2025

November 04, 2025

Detailed Results by Contest

Coeur d'Alene Mayor

Vote For 1

	Dan Gookin	Debbie Loffman	Woody McEvers	John Pulsipher	Over Votes	Under Votes	Total Registered Voters	Total Votes Cast
	NON	NON	NON	NON				
Precinct 205	0	0	0	0	0	0	1,573	0
Precinct 322	165	228	102	72	0	7	2,063	567
Precinct 401	99	147	83	49	0	0	1,318	378
Precinct 402	114	147	48	47	0	6	1,569	356
Precinct 403	162	132	103	52	1	5	1,636	440
Precinct 404	153	127	129	55	0	0	1,463	464
Precinct 405	151	106	119	78	0	1	1,742	454
Precinct 406	220	115	85	38	0	2	1,361	458
Precinct 407	219	113	126	38	0	2	1,532	496
Precinct 408	117	132	107	52	0	4	1,538	408
Precinct 409	129	132	141	46	0	3	1,413	448
Precinct 410	227	165	166	67	0	4	1,452	625
Precinct 411	130	106	88	50	0	1	1,455	374
Precinct 412	141	139	143	41	0	5	1,375	464
Precinct 413	107	95	111	40	0	5	1,603	353
Precinct 414	107	123	88	46	0	2	1,495	366
Precinct 415	115	101	100	47	0	2	1,385	363
Precinct 416	183	90	159	64	0	1	1,273	496
Precinct 417	171	112	157	47	1	6	1,483	487
Precinct 418	208	108	180	50	0	8	1,446	546
Precinct 419	184	109	157	46	0	1	1,416	498



**Coeur d'Alene Mayor**  
**Vote For 1**

	Dan Gookin	Debbie Lofman	Woody McEvers	John Pussipher	Over Votes	Under Votes	Total Registered Voters	Total Votes Cast
	NON	NON	NON	NON				
Precinct 420	103	88	102	40	0	1	1,320	333
Precinct 517	80	59	33	15	0	0	1,353	167
Precinct 520	0	0	0	0	0	0	1,583	0
Contest Total	3,265	2,674	2,527	1,084	2	66	35,847	9,550

**Coeur d'Alene City Council Seat 2**  
**Vote For 1**

	Any Evans	Jeff "Doc" Larson	Over Votes	Under Votes	Total Registered Voters	Total Votes Cast
	NON	NON				
Precinct 205	0	0	0	0	1,573	0
Precinct 322	233	279	0	62	2,063	512
Precinct 401	167	158	0	53	1,318	325
Precinct 402	152	161	0	49	1,569	313
Precinct 403	245	150	0	60	1,636	395
Precinct 404	247	178	0	39	1,483	425
Precinct 405	227	179	1	48	1,742	406
Precinct 406	215	186	0	59	1,361	401
Precinct 407	206	153	0	49	1,532	449
Precinct 408	217	164	0	31	1,638	381
Precinct 409	252	167	0	32	1,413	419
Precinct 410	326	235	0	68	1,452	561
Precinct 411	206	137	0	32	1,455	343
Precinct 412	254	160	0	55	1,375	414
Precinct 413	193	118	0	47	1,603	311
Precinct 414	188	142	0	38	1,495	330
Precinct 415	193	133	0	39	1,385	326
Precinct 416	330	137	0	30	1,273	467
Precinct 417	314	133	0	47	1,483	447
Precinct 418	380	137	0	37	1,446	517
Precinct 419	339	133	0	27	1,416	472

**Coeur d'Alene City Council Seat 2**  
**Vote For 1**

	Any Evans	Jeff "Doc" Larson	Over Votes	Under Votes	Total Registered Voters	Total Votes Cast
	NON	NON				
Precinct 420	196	108	0	31	1,320	303
Precinct 517	89	59	0	19	1,353	148
Precinct 520	0	0	0	0	1,583	0
Contest Total	5,258	3,407	1	952	35,847	8,665



Coeur d'Alene City Council Seat 6  
Vote For 1

	Bill Brooks NON	JD Carlsberg NON	Kiki Miller NON	Over Votes	Under Votes	Total Registered Voters	Total Votes Cast
Precinct 205	0	0	0	0	0	1,573	0
Precinct 322	64	282	207	0	21	2,063	553
Precinct 401	45	181	149	0	3	1,318	375
Precinct 402	44	179	132	0	7	1,569	355
Precinct 403	46	172	232	0	5	1,836	460
Precinct 404	55	174	228	0	7	1,483	457
Precinct 405	54	187	205	0	9	1,742	448
Precinct 406	59	191	198	0	12	1,361	448
Precinct 407	67	144	275	0	12	1,532	486
Precinct 408	66	156	182	0	8	1,538	404
Precinct 409	64	178	198	1	10	1,413	440
Precinct 410	83	197	327	0	22	1,452	607
Precinct 411	66	127	175	0	7	1,455	388
Precinct 412	49	178	228	0	16	1,375	463
Precinct 413	58	123	157	1	19	1,803	338
Precinct 414	56	137	161	0	14	1,495	354
Precinct 415	45	128	161	0	11	1,385	354
Precinct 416	65	114	308	0	10	1,273	487
Precinct 417	53	127	294	0	20	1,483	474
Precinct 418	58	122	358	0	16	1,446	538
Precinct 419	52	124	318	0	5	1,416	494

Coeur d'Alene City Council Seat 6  
Vote For 1

	Bill Brooks NON	JD Carlsberg NON	Kiki Miller NON	Over Votes	Under Votes	Total Registered Voters	Total Votes Cast
Precinct 420	41	97	190	1	5	1,320	328
Precinct 517	27	72	61	0	7	1,353	160
Precinct 520	0	0	0	0	0	1,583	0
Contest Total	1,217	3,390	4,762	3	246	35,847	9,369

## RESOLUTION NO. 25-069

**A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, APPROVING THE PROGRAMMATIC AGREEMENT WITH THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD), THE IDAHO STATE HISTORIC PRESERVATION OFFICE (SHPO), GENERAL LOCAL GOVERNMENTS ACTING AS RESPONSIBLE ENTITIES, AND THE ADVISORY COUNCIL ON HISTORIC PRESERVATION FOR REVIEW OF HUD-ASSISTED PROJECTS AND PROGRAMS.**

**STAFF REPORT:** Sherrie Badertscher, CDBG Specialist, noted that the City receives an annual direct allocation of CDBG funds from HUD's Community Development Block Grant (CDBG). HUD requires compliance with the National Environmental Policy Act (NEPA) and an Environmental Review (ER) must be completed before any project funds may be committed or spent. As part of the ER, the Idaho State Historic Preservation Officer (SHPO) must be consulted on projects that are not exempt from review. HUD and Responsible Entities in the State of Idaho have participated in the development of the Programmatic Agreement (PA) and have determined that the development of a single PA for all HUD Programs in the State of Idaho would foster consistency and efficiency in activities which have minimal or no potential to

adversely affect historic properties. Approving the PA will streamline the ER process in regards to Historic Preservation consultation for the CDBG program, which currently can take up to 30 days. Staff presented the PA to the City's Historic Preservation Commission on November 12, receiving support from Commissioners, and conducted outreach to Kootenai County Historic Preservation Commission, Coeur d'Alene Tribe, and the Museum of North Idaho.

**MOTION:** Motion by Gookin, seconded by Miller, to approve **Resolution No. 25-069**, approving a Programmatic Agreement with HUD and SHPO for Environmental Reviews for the CDBG Program.

**ROLL CALL:** Miller Aye; Gabriel Aye; Gookin Aye; English Aye; Wood Aye. **Motion carried.**

**LEGISLATIVE PUBLIC HEARING - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PLAN YEAR 2024, YEAR END CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER).**

**STAFF REPORT:** Ms. Badertscher noted that each year the City is required to complete a CAPER, hold a public hearing, and allow the public at least 15 days to share public comment. The CAPER provides an overview of the past year's project outcomes and spending priorities. The 2024 CAPER highlights accomplishments that took place October 1, 2024 to September 30, 2025 utilizing Plan Year 2024 funds, as well as funds expended from Plan Years 2022 and 2023 during this reporting timeframe. Public comment was noticed from November 17, through December 2, 2025. For PY24, the City received entitlement funding of \$296,418. Funded goals for PY24 included Affordable For Sale and For Rent Housing (including Owner Occupied Housing Rehab), Public Services, and Public Facility and Infrastructure Projects, all aimed at supporting low- and moderate-income (LMI) residents of Coeur d'Alene. The 2024 CAPER financials include a total of \$207,577.82 drawn down as follows: Safe Passage "Safe House" projects: \$12,406.14; United Way North Idaho Childcare Scholarship Project: \$34,462.00; Eight (8) EMRAP projects: \$42,002.97; Home Delivered Meals: \$10,000.00; General Administration: \$59,283.00; EMRAP Activity Delivery Costs: \$49,423.71. PY24 remaining funds are \$88,840.18, with the following projects in process: TESH, INC.: \$29,454.00 (Committed); EMRAP Projects: \$50,064.32 (\$14,000 committed to activities); Community Opportunity Grant (COG) Funds: \$9,321.86 (Reallocated to projects in PY25). She reviewed funds from prior years that were utilized during this term in order to complete projects previously funded and approved.

**DISCUSSION:** Councilmember English noted that one goal was not funded and questioned if there were any submittals for an economic development grant, with Ms. Badertscher stating that one was submitted but the review committee did not rank it as a higher need than the other applications. Councilmember Wood asked how citizens would determine their eligibility, with Ms. Badertscher noting that there is information on the website and they can contact her directly. Councilmember Gabriel thanked Ms. Badertscher for her work on this program.

**PUBLIC TESTIMONY:** Mayor McEvers opened the public testimony portion of the hearing.

Rebecca Pratt, Coeur d'Alene, noted that she is with United Way of North Idaho and receives funding for the childcare scholarship program. They have a Region 1 Early Childhood Development Committee that reviews the grant requests, who have also created a list of resources for various emergencies in the Alice (Asset Limited, Income Constrained and Employed) population. They review family expenses and needs, with one final step to complete a self-paced parenting course. Ms. Pratt thanked the Council for their support.

Marcie Hartzell, Coeur d'Alene, stated that she is the CEO of TESH, and over the years their organization has received close to \$200,000 in CDBG funds, which is vital to their organization, that provides services provided to those with intellectual disabilities. She thanked the City for their programs, reiterating that these funds are necessary for the upgrades to their facility. She also noted that the childcare scholarship program has helped her staff as well.

Racheal Peterson, Coeur d'Alene, noted that she is the Executive Director of United Way. She noted that they were able to expand their childcare scholarships, which help families to be able to continue to work and keep kids in consistent childcare facilities. They make the most of the funding and wrap around the families with other supportive services. She read some supportive comments from grantees expressing their gratitude.

Patty Wheeler, Coeur d'Alene, noted that she is with Safe Passage and thank the City for helping with upgrading the domestic violence shelter. Services are provided to those that are fleeing, with housing for multiple families who share kitchens and the shelter had a leaky roof. The kitchen was dysfunctional for more than one person to cook at a time. The CDBG funding fixed the roof and expanded the kitchen.

Nancy Phillips, Coeur d'Alene, the Executive Director of the Lake City Center, noted that they serve approximately 350 meals per month, to homebound citizens that are over 60 years old, three times a week. The food delivery also provides social interaction. She thanked the City for increasing their funding this year.

**MOTION:** Motion by Wood, seconded by Miller, to approve the Community Development Block Grant 2024 Consolidated Annual Performance Evaluation Report (CAPER). **Motion Carried.**

**QUASI-JUDICIAL PUBLIC HEARING - A-1-25 - ANNEXATION OF A 3.19-ACRE PARCEL AND ZONING THE PARCEL R-3 (RESIDENTIAL AT 3 UNITS PER ACRE), BY THE EUGENE P. HAAG JR. TRUST, LOCATED AT: 2248 E. STANLEY HILL ROAD, COEUR D'ALENE, ID.**

**STAFF REPORT:** Sean Holm, Senior Planner explained that this request for a 3.19 acre annexation in conjunction with zoning approval from County Agricultural-Suburban to the R-3 zoning district in the Hillside Overlay, specifically known as 2248 E. Stanley Hill Road. This has been before the Council in the past and that the owner is coming forward to annex and subdivide the property. Mr. Holm explained some of the previous Council concerns and provided clarification. Mr. Holm also noted there were four (4) required findings for a zone change: Finding #B1: that the proposal (is or is not) in conformance with Comprehensive Plan

policies; #B2: that public facilities and utilities (are or are not) available and adequate for the proposed use; Finding #B3: that the physical characteristics of the site (do or do not) make it suitable for the request at this time; and Finding #B4: that the proposal (would or would not) adversely affect the surrounding neighborhood with regard to traffic, neighborhood character, and/or existing land uses. He reviewed the appropriate sections of the findings. He noted that there several proposed conditions recommended with this request, contained in the findings, related to water line connectivity and fire hydrant water flow capacity, sewer to and through, payment of appropriate fees with development.

**DISCUSSION:** Councilmember Gookin asked for clarification regarding the parcels outside of the city limits that received city water service and their existing agreement terms. City Attorney Randy Adams explained that the agreement continues until a majority of the owners agree to a change of the term. Councilmember Wood noted that Planning and Zoning Commission said the Council would need to discuss and decide the annexation and who would repair and maintain the road. City Engineer, Chris Bosley noted that he had met with East Side Highway District and discussed making some improvements regarding vision triangle and some drainage improvements needed due to ponding. Maintenance would be the City's responsibility from Lilly Drive to Hill Drive but no formal agreement is currently in place, but they are looking to formalize these items. It does make sense for the City to continue snow plowing through the entire street. Councilmember Gabriel confirmed that Lilly Drive was intended to be connected and asked how many vehicle trips were expected, with Mr. Bosley noting that peak hours would be estimated at 10-11 trips per day per household so the additional four houses would not be a substantial impact and some additional traffic will occur by connecting Lilly Drive.

**APPLICANT:** Applicant Eugene Haag, Jr. Trust being represented by Eric Olson of Olson Engineering, noted that several things have changed since the 2021 application, including information pertaining to the ground water, and benefits to the City and the public. He noted that the annexation is logical as it is abutting city limit boundaries and that the public road is beneficial to the City, and reiterated that Lilly Drive was meant to be connected. The Fire Department input notes that the proposed road connection along Lilly Drive would enhance response times to areas beyond city limits, as well as the installation of a second fire hydrant along Lilly Street improving fire protection coverage. Mr. Olson explained that the secondary road access provides traffic alternatives in case of an emergency. He believes the road connection will spread out the traffic throughout the area. He presented supportive recommendations for each required finding category. He explained that the decision not to do a PUD was because a subdivision is a more straight forward way to complete the desired lots. He reviewed the ground water concerns and noted that they can deal with it in final design as it is not a seasonal stream or spring, rather run off from other parcels. Owner Mr. Haag, Jr. said he is a dad with six kids and just wants to provide a place for them to live and come back to the community.

**PUBLIC TESTIMONY:** Mayor McEvers opened the public testimony portion of the hearing.

Chris Cheeley, Post Falls, wanted to speak in support of the annexation and respects it is difficult decision for Council to approve annexations. He believes the proposal is responsible and respectful to the neighborhood.

**APPLICANT REBUTTAL:** The applicant had no additional information to add.

**DISCUSSION:** Councilmember Miller asked for clarification regarding the groundwater concern, with Mr. Olson explaining that it was a concern raised at the previous hearing and he wanted to clarify that it has been addressed. Councilmember Miller asked if the water runoff issues to be addressed in the final plans were a condition of the highway district. Mr. Olson explained that it is on the west end of the County side of the property on Lilly Drive, so anything that hits road will flow to city storm drain and city has confirmed that would be acceptable. Councilmember Wood stated that this proposal is providing more information and connection and appreciates the idea of providing for his family.

With no other comments received, Mayor McEvers closed public testimony.

**MOTION:** Motion by Gookin, seconded by Wood, to approve without prejudice the Annexation of a 3.19-acre parcel and zoning the parcel R-3 (Residential at 3 units per acre), requested by the Eugene P. Haag Jr. Trust, located at: 2248 E. Stanley Hill Road, Coeur d'Alene, ID, pursuant to the following Findings and Order: (\*\*Worksheet attached\*\*)

**ROLL CALL:** Miller Aye; Gabriel Aye; Gookin Aye; English Aye; Wood Aye. **Motion carried.**

#### **Council Bill No. 25-1020**

**AN ORDINANCE ANNEXING TO AND DECLARING TO BE A PART OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, SPECIFICALLY DESCRIBED PORTIONS OF SECTION 18, TOWNSHIP 50 NORTH, RANGE 3 WEST, BOISE MERIDIAN; ZONING SUCH SPECIFICALLY DESCRIBED PROPERTY HEREBY ANNEXED AS R-3; REPEALING ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HEREWITH; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR THE PUBLICATION OF A SUMMARY OF THIS ORDINANCE AND AN EFFECTIVE DATE HEREOF.**

**MOTION:** Motion by Gookin, seconded by Miller, to dispense with the rule and read **Council Bill No. 25-1020** once by title only.

**ROLL CALL:** Gabriel Aye; Gookin Aye; English Aye; Wood Aye; Miller Aye. **Motion carried.**

**MOTION:** Motion by Gookin, seconded by Miller, to adopt **Council Bill 25-1020**.

**ROLL CALL:** Gabriel Aye; Gookin Aye; English Aye; Wood Aye; Miller Aye. **Motion carried.**

**QUASI-JUDICIAL PUBLIC HEARING APPROVING AMENDED EXHIBIT “E” TO THE COEUR TERRE DEVELOPMENT AGREEMENT, TO MODIFY EXHIBIT “E” CHANGING THE DESIGNATION OF A 10.91-ACRE C-17 ZONED CHURCH PROPERTY IN THE CONCEPTUAL MASTER PLAN FROM “URBAN TOWNHOMES” TO “RELIGIOUS ASSEMBLY”; LOCATED AT HANLEY AVENUE AND COEUR TERRE BOULEVARD IN A PORTION OF THE NORTH ½ OF THE NORTHWEST ¼ OF SECTION 33, TOWNSHIP 51 NORTH, RANGE 4 WEST, BOISE MERIDIAN, KOOTENAI COUNTY, IDAHO. THE LEGAL DESCRIPTION IS FULL CIRCLE TRACTS, LOT 2, BLOCK 1. REQUESTED BY: THE CHURCH OF JESUS CHRIST OF LATTER-DAY SAINTS.**

**STAFF REPORT:** Senior Planner Sean Holm presented a request from The Church of Jesus Christ of Latter-Day Saints for approval to modify Exhibit “E” to the Annexation and Development Agreement with Kootenai Land Company, et al., changing the designation of a 10.91-acre C-17 zoned property in the Conceptual Master Plan from “Urban Townhomes” to “Religious Assembly.” C-17 zoning does allow religious assembly; however, Exhibit “E” was limiting the use to townhomes. He noted the Comprehensive Plan has determined an urban neighborhood as a guideline. He reviewed the area proposed land use and current uses. City Department comments included the Fire Department noting it would be similar or lower call volumes from townhomes; the Planning Department noted that a maximum of 2800 ERU’s is still in place, traffic impacts will be noted with each phase review; the Police Department did not expect any changes to call volumes; Streets and Engineering Department traffic impacts will be included in the Coeur Terre concurrency analysis, submitted with each phase of development.

**DISCUSSION:** Councilmember Gookin clarified that the land use is the only decision tonight, not roadway connections to the rest of the community. Councilmember Miller noted that C-17 zoning allows religious assembly by right; however, the Exhibit specifically states townhomes so this amendment is needed to allow the religious assembly use.

**APPLICANT:** Johnny Watson, with the Church of Jesus Christ of Latter-day Saints stated that staff covered the basics of the request and that this is the first step of approving their project. The parcel was targeted due to C-17 zoning, which allows religious assembly by right. This is an exciting process to complete their proposed facility, and he requests approval. Brad Moss, Post Falls, noted he is the local Stake President and has lived here for 15 years, has 7 kids, and thanked the City for their thoughtful way they have developed this and appreciates the time and effort. As Stake President for the church, he will serve 10 years and represents approximately 10,000 members in the area. He has heard about concerns about traffic and noted that their use would be less traffic than a row of condos.

**PUBLIC TESTIMONY:** Mayor McEvers opened the public testimony portion of the hearing, noting a list of those in favor that did not wish to testify.

Richard Dance, Hayden, stated that it will be a great building and invited everyone to the open house upon its completion.

Addison Wallace, Post Falls, noted that youth worship is important and local youth must travel to Spokane, which takes 40 minutes to 1 hour for others. This location would be safer and more convenient for youth. She asked the Council to approve the request.

Steve Griffiths, Hayden, noted the City has amazing staff and thanked the Council for their service. He noted that if the traffic measurement per home is 10 visits per day, the temple would create about 1/10 the traffic. He noted that the temple would have an extensive open space area around the structure, open to the public and the cost to maintain will be incurred by the church. He also invited the community to the open house.

Amy Ferguson, Spirit Lake, thanked the City for their service. She reiterated that religious assembly is allowed in a C-17 zone and compared it to adding more residential units and added it should be an allowable amendment to the neighbors as it will lower traffic.

Shon Hocker, CDA School District Superintendent, stated that the school has reviewed the amendment and supports the request and is in agreement with the prior testimony that the amended use will lessen the traffic and provides partnerships between the school and church.

**DISCUSSION:** Councilmember Wood thanked the Coeur d’Alene School Superintendent for providing support at this meeting.

With no other comments received, Mayor McEvers closed public testimony.

### **RESOLUTION NO. 25-070**

A RESOLUTION OF THE CITY OF COEUR D’ALENE, KOOTENAI COUNTY, IDAHO, APPROVING AMENDED EXHIBIT “E” (CONCEPTUAL MASTER PLAN) TO THE ANNEXATION AND DEVELOPMENT AGREEMENT WITH KOOTENAI LAND COMPANY, ET AL., CHANGING THE DESIGNATION OF A 10.91-ACRE C-17 ZONED PARCEL FROM “URBAN TOWNHOMES” TO “RELIGIOUS ASSEMBLY.”

**MOTION:** Motion by Gookin, seconded by Wood, to adopt **Resolution No. 25-070**, Approving Amended Exhibit “E” to the Annexation and Development Agreement with Kootenai Land Company, et al., changing the designation of a 10.91-acre C-17 zoned property in the Conceptual Master Plan from “Urban Townhomes” to “Religious Assembly.”

**DISCUSSION:** Councilmember Wood said the information presented was well researched and the traffic concern was addressed, and she is happy to support it.

**ROLL CALL:** English Aye; Wood Aye; Miller Aye; Gabriel Aye; Gookin Aye. **Motion carried.**

**ADJOURNMENT:** Motion by Miller, seconded by Gabriel, that there being no other business this meeting be adjourned. **Motion carried, with all in favor.**

The meeting ended at 8:30 p.m.

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Woody McEvers, Mayor

ATTEST:

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Renata McLeod, City Clerk



**COEUR D'ALENE CITY COUNCIL  
FINDINGS AND ORDER  
A-1-25**

**INTRODUCTION**

This matter came before the City Council on December 2, 2025, to consider A-1-25, a request for annexation and for zoning from County Ag Suburban to City Residential R-3, of 3.19 acres located at 2248 E. Stanley Hill Road.

APPLICANT: Olson Engineering

OWNER: Eugene P. Haag, Jr. Trust

LOCATION: 2248 E. Stanley Hill Road, Idaho 83814

**A. FINDINGS OF FACT:**

**The City Council finds that the following facts, A1 through A11 have been established on a more probable than not basis, as shown on the record before it and on the testimony presented at the public hearing.**

**A1.** All public hearing notice requirements have been met for item A-1-25.

- Notice of the public hearing must be published in the official newspaper of the City at least fifteen (15) days prior to the hearing. Idaho Code § 67-6509(a). The Notice was published on November 15, 2025 seventeen days prior to the hearing.
- Notice of the public hearing must be posted on the premises no less than one (1) week prior to the hearing. Idaho Code § 67-6511(2)(b). The Notice was posted on the property on November 20, 2025, twelve days prior to the hearing.
- Notice of the public hearing must be provided by mail to property owners or purchasers of record within the land being considered, and within three hundred (300) feet of the external boundaries of the land being considered. Idaho Code § 67-6511(2)(b). Seventy-Nine (79) notices were mailed to all property owners of record within three hundred feet (300') of the subject property on November 14, 2025.
- Notice of the public hearing must be sent to all political subdivisions providing services within the planning jurisdiction, including school districts and the manager or person in charge of the local public airport, at least fifteen (15) days prior to the public hearing. Idaho Code § 67-6509(a). The Notice was sent to all political subdivisions providing services within the planning jurisdiction, including school districts on November 14, 2025, eighteen days prior to the hearing.
- Notice of the public hearing must be given to a pipeline company operating any existing interstate natural gas transmission pipeline or interstate petroleum products pipeline, as recognized by the pipeline and hazardous materials safety administration, with a center point within one thousand (1,000) feet of the external boundaries of the land being considered, provided that the pipeline company is in compliance with section 62-1104, Idaho Code. Idaho Code § 67-6511(2)(b). The Notice was sent to pipeline companies providing services within 1,000 feet of the subject property on November 14, 2025.

**A2.** Public testimony was received at a public hearing on December 2, 2025.

- A3.** The subject site is located in an unincorporated area of Kootenai County, with the total area of the subject property measuring 3.19 acres and is currently zoned AG-Suburban.
- A4.** The subject property is currently developed as a large lot single family home. If approved, the project would include the existing home on a lot, four (4) hillside residential lots, and a future public street connection and dedication of Lilly Drive between the existing termini.
- A5.** The Comprehensive Plan Future Land Use Map designation is the Single Family Neighborhood Place type. Single-Family Neighborhood places are the lower density housing areas across Coeur d’Alene where most of the city’s residents live, primarily in single-family homes on larger lots. Supporting uses typically include neighborhood parks and recreation facilities connected by trails. Compatible Zoning is listed as R-1, R-3, R-5, and R-8; MH-8
- A6.** The following Comprehensive Plan goals and objectives are applicable to this request for annexation in conjunction with R-3 zoning:

**Community & Identity**

**Goal CI 1:** Coeur d’Alene citizens are well informed, responsive, and involved in community discussions.

**Objective CI 1.1:** Foster broad-based and inclusive community involvement for actions affecting businesses and residents to promote community unity and involvement.

**Environment & Recreation**

**Goal ER 3:** Protect and improve the urban forest while maintaining defensible spaces that reduces the potential for forest fire.

**Objective ER 3.1:** Preserve and expand the number of street trees within city rights-of-way.

**Objective ER 3.2:** Protect and enhance the urban forest, including wooded areas, street trees, and “heritage” trees that beautify neighborhoods and integrate nature with the city.

**Objective ER 3.3:** Minimize the risk of fire in wooded areas that also include, or may include residential uses.

**Objective ER 3.4:** Protect the natural and topographic character, identity, and aesthetic quality of hillsides.

**Growth & Development**

**Goal GD 1:** Develop a mix of land uses throughout the city that balance housing and employment while preserving the qualities that make Coeur d’Alene a great place to live.

**Objective GD 1.1:** Achieve a balance of housing product types and price points, including affordable housing, to meet city needs.

**Goal GD 2:** Ensure appropriate, high-quality infrastructure to accommodate community needs and future growth.

**Objective GD 2.1:** Ensure appropriate, high-quality infrastructure to accommodate growth and redevelopment.

**Health & Safety**

**Goal HS 3:** Continue to provide exceptional police, fire, and emergency services.

**Objective HS 3.2:** Enhance regional cooperation to provide fast, reliable emergency services.

- A7.** The Comprehensive Plan lists the area under consideration as Hillside. Hillsides are important due to their scenic qualities and provide recreational opportunities. In 2003, the City enacted a Hillside Ordinance to protect the hillsides and preserve the visual asset they represent to the entire community. The Ordinance contains guidelines for development on these fragile areas to minimize impacts to the environment and ensure the safety of people and structures.
- A8.** City utilities and facilities are available to serve the project site, if annexed. All departments have indicated the ability to serve the project with the additional conditions as stated at the end of the staff report.
- A9.** The property is sloped, and single-family homes are the dominant land use nearby. The natural features of the site are consistent with the natural features of the surrounding properties. Hillside code will apply to four of the five proposed lots.
- A10.** The Planning and Zoning Commission held a public hearing on September 9, 2025. Following testimony, the Commission voted 6-to-1 to recommend R-3 zoning if the City Council approves of the annexation request and approved the subdivision request (item S-1-25), contingent on City Council approval of the annexation. The Commission found that the requested annexation and subdivision were consistent with surrounding development patterns, the request would improve fire protection and looping of the water system, and that the potential increase in traffic would be outweighed by the public benefits, including continuation of Lilly Drive which was intended to connect per the Ponderosa Terrace plat.
- A11.** The Subdivision request approved by the Planning and Zoning Commission in item S-1-25 is contingent upon the annexation request being approved by the City Council.

**B. CONCLUSIONS OF LAW:**

**Based on the foregoing Findings of Fact, the City Council makes the following Conclusions of Law.**

- B1.** That this proposal is in conformance with the Comprehensive Plan policies.
- B2.** That public facilities and utilities are available and adequate for the proposed use.
- B3.** That the physical characteristics of the site do make it suitable for the request at this time.

- B4. That the proposal would not adversely affect the surrounding neighborhood with regard to traffic, neighborhood character, and existing land uses.

**C. DECISION**

The City Council, pursuant to the foregoing Findings of Fact and Conclusions of Law, approves the annexation and the requested R-3 zoning with the following conditions to be included in the annexation agreement:

**Planning:**

1. Prior to final plat recordation, the applicant must remove the non-functional cistern(s) and remediate the disturbance. Doing this will accomplish two things: First, ending the easement for irrigation water that exists for land that has been subdivided in the county and is no longer a viable source of water, and second, would allow for the projected disturbance for future homesites.

**Fire:**

2. Water line connecting both sides of E Lilly Dr must be connected to ensure needed fire flows at fire hydrants 176-B and 177-C
3. The slope of the proposed Lilly Dr. connection must not exceed 8% grade with the road width to match existing road width minimum. It must be built to accommodate 75,000-pound fire apparatus.

**Water:**

4. Any additional main extensions and/or fire hydrants and services will be the responsibility of the developer at their expense. Any additional service will have cap fees due at building permitting.
5. A main extension will be required to serve this subdivision and be tied into the existing main on E Lilly Dr. Both ends of the water main on Lilly Dr. must be tied together.

**Wastewater:**

6. This project will require the extension of sewer "To and Through" for this annexation as proposed unless private sewer is approved to serve one parcel. Policy #716 states One Parcel, One Lateral.
7. Existing home on this parcel must connect to City sewer and pay appropriate sewer cap fees.

Motion by Councilmember Gookin, seconded by Councilmember Miller, to approve the annexation and requested R-3 zoning of property located at 2248 E. Stanley Hill Road, Idaho 83814.

**ROLL CALL:**

GOOKIN Voted Aye

EVANS Absent

MILLER Voted Aye

WOOD Voted Aye

ENGLISH Voted Aye

GABRIEL Voted Aye

Motion to approve carried by a 5 to 0 vote.

**APPROVED:**

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Woody McEvers, Mayor



**City of Coeur d'Alene  
Cash and Investments  
11/30/2025**

Description	Balance
<b>U.S. Bank</b>	
Checking Account	\$ 123,721
Checking Account	81,087
Checking Account	4,021,943
Investment Account - Police Retirement	255,758
Investment Account - Cemetery Perpetual Care Fund	1,305,387
<b>Idaho State Investment Pool</b>	
State Investment Pool Account	43,773,666
State Investment Pool Account - Bond Proceeds	15,618,234
<b>Spokane Teacher's Credit Union</b>	
Certificate of Deposit	7,872,333
<b>Numerica Credit Union</b>	
Certificate of Deposit	10,709,539
Money Market	17,052,942
<b>Cash on Hand</b>	
Treasurer's Change Fund	1,350
<b>Total</b>	<b>\$ 100,815,959</b>

**I hereby swear under oath that the amounts reported above, on the cash basis are true and correct to the best of my knowledge.**

Katharine Ebner, Finance Director, City of Coeur d'Alene, Idaho



**CITY OF COEUR D'ALENE**  
**Treasurer's Report of Cash and Investment Transactions**

FUND NAME	BALANCE 10/31/25	RECEIPTS	DISBURSEMENTS	BALANCE 11/30/25	11/30/2024
<u>General-Designated</u>	\$ 3,361,920	\$ 4,475	\$ 81,262	3,285,133	\$ 6,957,227
<u>General-Undesignated</u>	12,162,017	4,522,978	7,878,775	8,806,220	7,243,825
<u>Special Revenue:</u>	-	-	-	-	-
Library	(109,359)	22,587	160,868	(247,640)	(271,743)
CDBG	(10,203)	7,245	15,554	(18,512)	(17,627)
Cemetery	(17,529)	19,725	34,016	(31,820)	108,494
Parks Capital Improvements	1,871,805	8,452	3,788	1,876,470	1,175,614
Impact Fees	8,967,762	207,365	4,563	9,170,565	7,321,873
Annexation Fees	1,037,551	3,007	-	1,040,557	589,492
American Recovery Plan	-	-	-	-	1,857,213
Cemetery P/C	1,334,166	3,315	-	1,337,481	1,239,621
Jewett House	160,921	1,616	2,878	159,658	110,421
Street Trees / Reforestation	167,465	3,785	7,525	163,725	179,840
Public Art Fund	53,966	3,230	11,530	45,665	64,072
Public Art Fund - ignite	439,021	1,272	-	440,294	485,200
Public Art Fund - Maintenance	187,217	543	-	187,760	135,008
<u>Debt Service:</u>	-	-	-	-	-
2015 G.O. Bonds	159,334	2,483	-	161,817	155,993
<u>Capital Projects:</u>	-	-	-	-	-
Street Projects	3,077,368	8,918	-	3,086,286	6,413,017
2025 Fire Department Bond	9,359,756	39,264	11,816	9,387,204	-
<u>Riverstone Mill Site Project</u>	-	-	-	-	-
<u>Enterprise:</u>	-	-	-	-	-
Street Lights	131,660	107,395	112,043	127,011	66,127
Water	3,847,968	1,570,491	1,006,259	4,412,200	5,431,442
Water Capitalization Fees	8,105,636	68,959	-	8,174,595	6,278,501
Wastewater	23,242,267	2,342,232	1,525,816	24,058,684	19,774,812
Wastewater-Equip Reserve	-	-	-	-	-
Wastewater-Capital Reserve	6,696,000	-	-	6,696,000	6,696,000
WWTP Capitalization Fees	12,024,468	171,428	15,056	12,180,841	5,864,480
WW Property Mgmt	72,766	-	-	72,766	72,766
Sanitation	822,749	1,002,137	999,551	825,335	770,155
Public Parking	1,891,492	487,556	11,311	2,367,736	1,808,739
Drainage	955,645	164,074	281,951	837,769	1,127,015
Wastewater Debt Service	717,058	2,769	-	719,827	683,105
<u>Fiduciary Funds:</u>	-	-	-	-	-
Kootenai County Solid Waste Billing	346,796	427,349	110,144	664,001	249,251
KCEMSS Impact Fees	5,528	3,106	-	8,634	1,985
Police Retirement	464,310	865	12,672	452,502	440,732
Sales Tax	3,949	2,125	990	5,085	1,716
BID	432,989	28,423	100,405	361,006	384,879
Homeless Trust Fund	557	547	-	1,104	313
<b>GRAND TOTAL</b>	<b>\$ 105,888,945</b>	<b>\$ 11,239,718</b>	<b>\$ 12,388,774</b>	<b>100,815,959</b>	<b>\$ 83,399,558</b>

I hereby swear under oath that the amounts reported above, on the cash basis are true and correct to the best of my knowledge.

*Katharine Ebner*

Katharine Ebner, Finance Director, City of Coeur d'Alene, Idaho



CITY OF COEUR D'ALENE  
BUDGET STATUS REPORT  
TWO MONTHS ENDED  
November 30, 2025

FUND OR DEPARTMENT	TYPE OF EXPENDITURE	ORIGINAL BUDGET	SPENT THROUGH	PERCENT EXPENDED
Mayor/Council	Personnel Services	277,659	41,118	15%
	Services/Supplies	9,150	366	4%
Administration	Personnel Services	257,089	44,162	17%
	Services/Supplies	2,590	-	0%
Finance	Personnel Services	882,574	142,712	16%
	Services/Supplies	1,031,103	480,202	47%
Municipal Services	Personnel Services	1,897,474	289,582	15%
	Services/Supplies	1,176,287	148,558	13%
	Capital Outlay		-	
Human Resources	Personnel Services	406,714	69,905	17%
	Services/Supplies	141,405	28,204	20%
Legal	Personnel Services	1,371,251	200,218	15%
	Services/Supplies	76,000	2,832	4%
Planning	Personnel Services	771,180	129,433	17%
	Services/Supplies	43,200	10,778	25%
	Capital Outlay	-		
Building Maintenance	Personnel Services	647,043	59,442	9%
	Services/Supplies	261,950	49,454	19%
	Capital Outlay	20,000		0%
Police	Personnel Services	18,993,740	3,333,686	18%
	Services/Supplies	2,121,325	185,070	9%
	Capital Outlay	350,500	67,056	19%
Fire	Personnel Services	13,884,452	2,345,354	17%
	Services/Supplies	1,159,340	58,425	5%
	Capital Outlay	-	-	
General Government	Services/Supplies	70,810	(29)	0%
	Capital Outlay			
Police Grants	Personnel Services	567,458	93,853	17%
	Services/Supplies	-	-	
	Capital Outlay	-	-	
Streets	Personnel Services	3,771,643	602,521	16%
	Services/Supplies	3,104,350	86,399	3%
	Capital Outlay	140,000	(112,815)	-81%



FUND OR DEPARTMENT	TYPE OF EXPENDITURE	ORIGINAL BUDGET	SPENT THROUGH	PERCENT EXPENDED
Parks	Personnel Services	2,292,543	314,110	14%
	Services/Supplies	796,350	68,467	9%
	Capital Outlay	170,000	71,700	42%
Recreation	Personnel Services	678,589	105,931	16%
	Services/Supplies	160,250	6,573	4%
Building Inspection	Personnel Services	1,124,512	173,278	15%
	Services/Supplies	55,536	5,272	9%
	Capital Outlay	-	-	
Total General Fund		58,714,062	9,101,817	16%
Library	Personnel Services	1,699,077	245,660	14%
	Services/Supplies	231,000	45,267	20%
	Capital Outlay	210,000	17,912	9%
CDBG	Personnel Services	114,379	18,513	16%
	Services/Supplies	228,592	-	0%
Cemetery	Personnel Services	183,493	47,457	26%
	Services/Supplies	147,927	17,025	12%
	Capital Outlay	35,000	-	0%
Impact Fees	Services/Supplies	-	-	
Annexation Fees	Services/Supplies	580,000	-	0%
Parks Capital Improvements	Capital Outlay	781,100	51,327	7%
Cemetery Perpetual Care	Services/Supplies	19,700	15,426	78%
Jewett House	Services/Supplies	33,115	4,123	12%
Street Trees	Services/Supplies	137,000	8,050	6%
Public Art Fund	Services/Supplies	201,000	22,984	11%
		4,601,383	493,744	11%
Debt Service Fund		1,791,067	-	0%
2025 Fire Bond Expenditures		16,336,161	6,224,934	
Atlas - Kathleen to Newbrook	Capital Outlay	-		
Traffic Calming	Capital Outlay	40,000	-	0%
Public Transit Sidewalk Accessibility	Capital Outlay	-	-	
Ramsey Road Rehabilitation	Capital Outlay	-		
15th Street	Capital Outlay	2,300,000	-	0%
LHTAC Pedestrian Safety	Capital Outlay	-	-	
Atlas Waterfront Project	Capital Outlay	-	-	

FUND OR DEPARTMENT	TYPE OF EXPENDITURE	ORIGINAL BUDGET	SPENT THROUGH	PERCENT EXPENDED
Wilbur / Ramsey Project	Capital Outlay	-	-	
Government Way	Capital Outlay	100,000	-	0%
LaCrosse Ave. Improvements	Capital Outlay	-		
		2,440,000	-	0%
Street Lights	Services/Supplies	883,820	3,304	0%
Water	Personnel Services	3,179,931	479,618	15%
	Services/Supplies	5,961,714	130,209	2%
	Capital Outlay	7,309,590	115,374	2%
Water Capitalization Fees	Services/Supplies	3,220,000	-	0%
Wastewater	Personnel Services	3,387,820	545,362	16%
	Services/Supplies	8,978,571	286,426	3%
	Capital Outlay	10,926,000	111,726	1%
	Debt Service	5,542,989	12,929	0%
WW Capitalization	Services/Supplies	5,350,000	-	0%
WW Property Management	Services/Supplies	-		
Sanitation	Services/Supplies	5,625,199	431,569	8%
Public Parking	Services/Supplies	1,759,020	11,978	1%
	Capital Outlay	75,000		0%
Drainage	Personnel Services	253,798	45,083	18%
	Services/Supplies	1,358,154	38,524	3%
	Capital Outlay	640,000	167,227	26%
Total Enterprise Funds		64,451,606	2,379,329	4%
Kootenai County Solid Waste		3,270,000	-	0%
KCEMSS Impact Fees		55,000	-	0%
Police Retirement		149,000	25,428	17%
Business Improvement District		131,200	100,000	76%
Homeless Trust Fund		6,000	471	8%
Total Fiduciary Funds		3,611,200	125,900	3%
TOTALS:		151,945,479	18,325,723	12%

I hereby swear under oath that the amounts reported above, on the cash basis are true and correct to the best of my knowledge.

Katharine Ebner, Finance Director, City of Coeur d'Alene, Idaho

**CITY COUNCIL  
STAFF REPORT**

**DATE:** December 16, 2025  
**FROM:** Katie Ebner, Finance Director/Treasurer  
**SUBJECT:** Annual Road and Street Financial Report

---

**DECISION POINT:** Should Council review and to approve the Annual Road and Street Financial Report for the fiscal year ending September 30, 2025?

**HISTORY:** Idaho Code § 40-708 requires the certification of road fund receipts and disbursements be completed and sent to the Idaho State Controller by the 31st of December for the preceding fiscal budget year for cities, counties, and highway districts.

**FINANCIAL ANALYSIS:** The certification and timeliness of this report is critical to the City receiving funding from the State's Highway User tax disbursement. The State revenue received during fiscal year 2024-25 was \$4,848,075 and \$9,182,585 was received for fiscal year 2023-24.

**PERFORMANCE ANALYSIS:** The Annual Road and Street Financial Report is an accounting of the dollars used in maintaining, creating, and improving the road network overseen by the City. This report is a collaborative effort with the Street Maintenance Department and the Finance Department.

**DECISION POINT/RECOMMENDATION:** The Council should approve the Annual Road and Street Financial Report for the fiscal year ending September 30, 2025.

# Annual Road and Street Financial Report

Page 1 of 3

Reporting Entity Name, Mailing Address and Contact Phone Number:		Please return, <b>not later than December 31</b> , to:
Entity	City of Coeur d'Alene	<b>BRANDON D. WOOLF</b> <b>IDAHO STATE CONTROLLER</b> <b>ATTN: HIGHWAY USERS</b> <b>STATEHOUSE MAIL</b> <b>BOISE, ID 83720</b>
Address	710 E Mullan Ave.	
City State Zip	Coeur d'Alene, ID 83814	

Contact/Phone Number: 208-769-2225	Contact/Email: kebner@cdaid.org
------------------------------------	---------------------------------

This certified report of dedicated funds is hereby submitted to the State Controller as required by 40-708, *Idaho code*.

Dated this _____ day of _____, _____.	Commissioner Signature
<b>ATTEST:</b>	Commissioner Signature
	Mayor or Commissioner Signature
Clerk/Treasurer Signature	Commissioners or Mayor (type or print name & sign)

**FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2025**

Line 1	BEGINNING BALANCE - Balance from Previous Year's Report	1,308,817
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**RECEIPTS**

	<b>LOCAL FUNDING SOURCES</b>	
Line 2	Property tax levy (for roads, streets and bridges) . . . . .	-
Line 3	Sale of assets . . . . .	30,029
Line 4	Interest income . . . . .	237,878
Line 5	Fund transfers from non-highway accounts. . . . .	640,872
Line 6	Proceeds from sale of bonds (include LIDs) . . . . .	
Line 7	Proceeds from issue of notes (include loans) . . . . .	
Line 8	Local impact fees . . . . .	140,000
Line 9	Local option registration fee . . . . .	
Line 10	All other LOCAL receipts or transfers in. . . . .	3,289,119
<b>Line 11</b>	<b>Total Local Funding (sum lines 2 through 10). . . . .</b>	<b>4,337,898</b>

	<b>STATE FUNDING SOURCES</b>	
Line 12	Highway user revenue . . . . .	4,776,477
Line 13	Sales tax . . . . .	
Line 14	General fund/Leading Idaho . . . . .	
Line 15	Sales tax/Inventory replacement tax . . . . .	
Line 16	Sales tax/Revenue sharing . . . . .	
Line 17	State Exchanged funds. . . . .	
Line 18	All other STATE receipts or transfers. . . . .	71,598
<b>Line 19</b>	<b>Total State Funding (sum lines 12 through 19). . . . .</b>	

		4,848,075
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	<b>FEDERAL FUNDING SOURCES</b>	
Line 20a	Secure Rural Schools (Title I Funds) . . . . .	
Line 20b	Secure Rural Schools (Title III Funds) . . . . .	
Line 21	Federal-aid Bridge. . . . .	
Line 22	Federal-aid Rural. . . . .	
Line 23	Federal-aid Urban. . . . .	
Line 24	Federal Lands Access Funds and All other FEDERAL receipts or transfers . . . . .	
<b>Line 25</b>	<b>Total Federal Funding (sum lines 20 through 25) . . . . .</b>	-
<b>Line 26</b>	<b>TOTAL RECEIPTS (sum lines 11, 19, 25) . . . . .</b>	<b>9,185,973</b>

	NEW CONSTRUCTION (include salary and benefits on each line)	
	Total lane miles constructed in the last year . . . . .	
	Total square feet of bridge deck constructed in the last year . . . . .	
Line 27	Roads . . . . .	
Line 28	Bridges, culverts and storm drainage . . . . .	
Line 29	RR Crossing . . . . .	
Line 30	Other (signs, signals or traffic control). . . . .	
Line 31	<b>Total New Construction (sum lines 27 through 30).</b> . . . . .	-
	RECONSTRUCTION/REPLACEMENT/REHABILITATION (include salary and benefits on each line)	
	Total lane miles rebuilt, realigned, or overlay in the last year . . . . .	17.94
	Total square feet of bridge deck reconstructed or rehabilitated in the last year. . . . .	
Line 32	Roads (rebuilt, realign, or overlay upgrade). . . . .	185,416
Line 33	Bridges, culverts and storm drainage . . . . .	
Line 34	RR Crossing. . . . .	
Line 35	Other (signs, signals or traffic control). . . . .	3,987,931
Line 36	<b>Total Reconstruction/Replacement (sum lines 32 through 35).</b> . . . . .	4,173,348
	ROUTINE MAINTENANCE (include salary and benefits on each line)	
	Total lane miles with surface treatments, chip sealed, seal coated etc. on line 37. . . . .	
	Total lane miles graded or bladed on line 40 . . . . .	7.20
Line 37	Chip sealing or seal coating. . . . .	1,325,761
Line 38	Patching . . . . .	718,865
Line 39	Winter Maintenance . . . . .	267,207
Line 40	Grading/blading . . . . .	763,269
Line 41	Bridge. . . . .	
Line 42	Other (signs, signals or traffic control). . . . .	1,638,941
Line 43	<b>Total Routine Maintenance (sum lines 37 through 42)</b> . . . . .	4,714,043
	EQUIPMENT	
Line 44	Equipment purchase - automotive, heavy, other. . . . .	95,540
Line 45	Equipment lease/purchase . . . . .	78,780
Line 46	Equipment maintenance. . . . .	738,070
Line 47	Other (specify). . . . .	
Line 48	<b>Total Equipment (sum lines 44 through 47)</b> . . . . .	912,391
	ADMINISTRATION	
Line 49	<b>Administrative salaries and expenses.</b> . . . . .	373,421
	OTHER EXPENDITURES	
Line 50	Right-of-way and property purchases . . . . .	
Line 51	Property leases . . . . .	
Line 52	Street lighting . . . . .	
Line 53	Professional services - audit, clerical, and legal. . . . .	
Line 54	Professional services - engineering. . . . .	140,039
Line 55	Interest - bond (include LIDs). . . . .	
Line 56	Interest - notes (include loans). . . . .	
Line 57	Redemption - bond (include LIDs) . . . . .	
Line 58	Redemption - notes (include loans) . . . . .	
Line 59	Payments to other local government. . . . .	
Line 60	Fund transfers to non-highway accounts. . . . .	
Line 61	All other local expenditures . . . . .	181,549
Line 62	<b>Total Other (sum lines 50 through 61)</b> . . . . .	321,588
Line 63	<b>TOTAL DISBURSEMENTS (sum lines 31, 36, 43, 48, 49, 62).</b> . . . . .	10,494,790
Line 64	<b>RECEIPTS OVER DISBURSEMENTS (line 26 - line 63).</b> . . . . .	(1,308,817)
Line 65	<b>OTHER ADJUSTMENTS (Audit adjustment and etc.).</b> . . . . .	
Line 66	<b>CLOSING BALANCE (sum lines 1, 64, 65)</b> . . . . .	0
Line 67	<b>Funds on Line 66 obligated for specific future projects &amp; reserves.</b> . . . . .	
Line 68	<b>Funds on Line 66 retained for general funds and operations.</b> . . . . .	
Line 69	<b>ENDING BALANCE (line 66 minus the sum of lines 67, 68)</b> . . . . .	0
PROJECTS		
	<b>FUTURE PROJECTS &amp; RESERVE DESCRIPTIONS</b>	



<u>Project List</u>	<u>Start Year</u>	<u>Projected Cost</u>
Ramsey Road	<b>2027</b>	1,300,000
Overlay	<b>2027</b>	1,500,000
Road Maintenance	<b>2027</b>	250,000
Atlas - Kathleen to Seltice	<b>2030</b>	4,000,000
15th - Street Harrison to Best	<b>2030</b>	5,000,000
Deferred maintenance costs over the last 5 years (in dollars).		25,500,000

OTHER BUSINESS

**CITY COUNCIL  
STAFF REPORT**

**DATE:** December 16, 2025  
**FROM:** Katie Ebner, Finance Director/Treasurer  
**SUBJECT: Request for Additional Appropriation – Cirrus Software (formerly Springbrook) Upgrade and Purchase Order Module**

---

**DECISION POINT:** Should Council approve an upgrade to the City’s Enterprise Resource Planning (ERP) Software Suite and add the Purchasing Module?

**HISTORY:** The City has used Springbrook Software for day-to-day business activities since 2006. The following key operational areas are currently managed in Springbrook:

- |  |  |
|--|--|
| • General Ledger   | • Bank Reconciliation  |
| • Accounts Payable   | • Fixed Assets   |
| • Accounts Receivable (special assessments, not Utility Billing) | • Financial Reporting  |
| • Payroll  | • Utility billing (integrated with Badger Meters, and BDS for billing and payment processing services) |
| • Budgeting  |  |
| • Human Resources  |  |

In addition, the Finance Department has been evaluating options to strengthen and streamline purchasing oversight. The City does not have a purchase order system, which is a basic internal control for any financial system.

**FINANCIAL ANALYSIS:** To upgrade the ERP suite to Cirrus, there is an additional annual cost for cloud hosting, as well as one-time costs for training and customization for the system.

Most ERP Software with the capabilities the City needs have moved to a cloud-based model, so this business practice is seen industry-wide. In a review of ERP systems that can support the City’s volume and complexity, Cirrus has the most modern features observed. In addition, migration to a new system can be costly and disrupt services.

## Annual Subscription

Current - Springbrook Product	43,383.70
Cirrus Product	71,143.55
Purchasing Module	5,740.00
<b>Total Annual Cost Increase</b>	<b>33,499.85</b>

## Onetime Costs

<b>Training, customization</b>	<b>32,550.00</b>
<b>Total Request</b>	<b>66,049.85</b>

**PERFORMANCE ANALYSIS:** Springbrook has notified users that future enhancements, performance improvements, and routine updates will be delivered exclusively through their new cloud-based platform, Cirrus. Following demonstrations and hands-on training, staff found that Cirrus offers substantial improvements over the City's current version, particularly in the following areas:

- Reporting: More powerful, flexible, and user-friendly. Fully integrated with Tableau reporting, a powerful 3<sup>rd</sup> party data analytics platform
- Usability: Modern, intuitive interface that will reduce training time
- Budgeting: Enhanced tools for budget development and monitoring
- Payroll/Human Resources: Improved data importing to improve efficiency and accuracy

In addition, Cirrus's purchase order module integrates directly with the general ledger, budget monitoring tools, and vendor management. Implementing a consistent purchase order process would align with the City's purchasing policies and replace the City's outdated Price Reasonableness form currently used for large purchases. In addition, implementing purchase orders would reduce risk of duplicate payments, as well as aid in departmental budget management.

**DECISION POINT/RECOMMENDATION:** Council should determine whether to approve the upgrade to Cirrus ERP Suite with the addition of the purchasing module.

RESOLUTION NO. 25-071

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, APPROVING AN UPGRADE TO THE CITY'S ENTERPRISE RESOURCE PLANNING (ERP) SOFTWARE SUITE TO INCLUDE THE PURCHASING MODULE; APPROVING ADDITIONAL BUDGET AUTHORITY FOR THE PURCHASE OUTSIDE THE CURRENT BUDGET; AND APPROVING A TOTAL EXPENDITURE OF \$66,049.85 FOR THE CIRBUS SOFTWARE (FORMALLY SPRINGBROOK).

WHEREAS, the Finance Director of the City of Coeur d'Alene has recommended that the Mayor and Council approve an upgrade to the City's Enterprise Resource Planning (ERP) Software Suite to include the purchasing module; approving funding for the purchase outside the current Finance Department budget; and approving a total expenditure of Sixty-Six Thousand Forty-Nine Thousand and 85/100 Dollars (\$66,049.85) for the Cirrus Software (formerly Springbrook), as set forth in the quote, 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 make such expenditure.

NOW, THEREFORE,

BE IT RESOLVED by the Mayor and City Council of the City of Coeur d'Alene that an expenditure of \$66,049.85 is authorized for Software upgrade to the Enterprise Resource Planning (ERP) software suite, as set forth in the cost estimate quote, 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 enter into or modify any agreement necessary to complete the purchase, to the extent the substantive provisions of this authorization remain intact.

BE IT FURTHER RESOLVED that the Finance Director be and she is hereby authorized to execute any such agreement on behalf of the City.

DATED this 16<sup>th</sup> day of December, 2025.

---

Woody McEvers, Mayor

ATTEST:

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Renata McLeod, City Clerk



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

ROLL CALL:

COUNCIL MEMBER GABRIEL Voted

COUNCIL MEMBER MILLER Voted

COUNCIL MEMBER GOOKIN Voted

COUNCIL MEMBER EVANS Voted

COUNCIL MEMBER ENGLISH Voted

COUNCIL MEMBER WOOD Voted

was absent. Motion .

Order Form: Q-46221-1  
 Creation Date: 11/3/2025, 10:14 AM  
 Expires On: 2/27/2026



Phone: (866) 777-0069  
 Email: info@sprbrk.com

**Ship To:**  
 Katie Ebner  
 City of Coeur d'Alene, ID  
 710 Mullan Avenue  
 Coeur d'Alene, Idaho 83814  
 kebner@cdaid.org

**Bill To:**  
 Katie Ebner  
 City of Coeur d'Alene, ID  
 710 Mullan Avenue  
 Coeur d'Alene, Idaho 83814  
 kebner@cdaid.org

Account Manager	E-mail	Phone Number	Payment Terms
Bea Williams	bea.williams@sprbrk.com	(213) 583-5285	Net 30

Annual Product Pricing				
PRODUCT	RATE	QTY	DISC (%)	NET PRICE
Utility Billing Subscription	USD 26,450.00	1	30.220	USD 18,456.81
Fixed Assets Subscription	USD 8,650.00	1	54.430	USD 3,941.81
Special Assessments Subscription	USD 8,650.00	1	43.040	USD 4,927.04
Finance Suite Subscription	USD 32,050.00	1	10.610	USD 28,649.50
Payroll Subscription	USD 12,000.00	1	6.930	USD 11,168.40
Employee Self Services Lite Subscription	USD 4,000.00	1	0.000	USD 4,000.00
Annual Product Pricing Total:				USD 71,143.56

Fixed Fee Professional Services					
PRODUCT	DESCRIPTION	RATE	QTY	DISC %	NET PRICE
Fixed Fee Professional Services Migration	Fixed Fee Professional Services Migration	USD 21,300.00	1	0.000	USD 21,300.00
Fixed Fee Professional Services Total:					USD 21,300.00

**Grand Total: USD 92,443.56**

\* excludes applicable sales tax

## Order Details

Customer Name: City of Coeur d'Alene, ID

Customer Contact: Katie Ebner

Governing Agreement(s): This Order Form is governed by the applicable terms found at:  
MSA: <http://sprbrk.app.box.com/v/sprbrk-saas-terms>  
MLA: <http://sprbrk.app.box.com/v/sprbrk-onpremise-terms>  
Professional Services: <http://sprbrk.app.box.com/v/sprbrk-svcs-terms>

Term(s): 3 Years

## Order Terms

In the event of an inconsistency between this Order Form, any governing agreement, purchase order, or invoice, the Order Form shall govern as it pertains to this transaction.

- This Order Form shall become effective as of the last date of signature (the "Effective Date").
- Order Start Date: Software Licenses, Subscriptions, Maintenance, and Hosting commence upon the earlier of a) date of delivery\* or log-in to hosted software to Customer; or b) 60 days after Order Form Effective Date.
- Subscriptions, Maintenance, Hosting, and Support ("Recurring Services") continue from the Order Start Date through the term listed in this Order Form (or if not listed, one (1) year).
- Orders for Recurring Services auto-renew for three (3) years or for the term specified in this Order Form, unless the Customer or Springbrook provides a written notice of non-renewal at least sixty (60) days prior to the expiration of the current Order Term.
- Subscription Service fees and any Recurring Services will be subject to an automatic annual increase by not more than five percent (5%) of the prior year's Subscription Service fees ("Standard Annual Price Increase").
- Any Software Licenses or Hardware are one-time non-refundable purchases.
- CivicPay Online Subscription fee and CivicPay IVR Subscription fee are subject to increase at per account rate, based on actual accounts.
- CivicPay IVR Message Block Subscriptions expire upon the earlier exhaustion of the Message Block or twelve (12) months from the Order Start Date. Upon expiration, Message Blocks automatically renew.

*\* The date of delivery of software to the Customer is the date the software is made available to the Customer, either by delivery of software or delivery of first log-in to a hosted environment, which may be either a test or production environment. This date of delivery is frequently earlier than the dates professional services are completed, the Customer completes user acceptance testing, the Customer distributes additional logins to end-users, and the Customer go-live in a production environment.*

## Invoice Timing and Delivery

Invoices are delivered electronically via e-mail to the billing contact on file for the Customer. Customer invoices are issued for the full amount of software and services purchased as follows:

### Products Ordered

### Invoice Timing

Software Licenses, Subscriptions, Maintenance, and Hosting (New):

Annually in advance upon Order Start Date.

Software Subscriptions, Maintenance, and Hosting (Add-Ons):

Upon the order start date, order will be pro-rated to sync with the existing anniversary billing date and will renew annually thereafter.

Software Subscriptions (Migrations):

Upon the order start date, order will be synced with the existing anniversary billing date and will renew annually thereafter unless specified in the Special Order Terms. This order replaces and supersedes any previously executed order as it relates to the products listed within this order. Upon delivery of new product, customer will receive a prorated credit for any prepaid, unused maintenance fees that will be applied to the customer's first invoice.

Software Licenses, Subscriptions, Maintenance, and Hosting (Renewal):

Sixty (60) days in advance of the Order Start Date.

Print Services and Transaction Fees:

Monthly, in arrears for transactions in the prior month.

Hardware and One-Time Licenses:

Upon the Effective Date of this Order Form.

Estimated Time and Material Professional Services, On- Site Professional Services, and Travel Expenses\*:

Monthly, in arrears for services in the prior month unless specified in Special Term.

Implementation Fixed Fee Professional Services:

The Effective Date of this Order Form unless specified in Special Terms.

## Professional Service Key Terms and Conditions:

- **Time and Material Pricing:** Professional Services time and material pricing is based on expected hours using Springbrook's standard implementation approach. While our goal is to provide accurate hour estimates, there may be variations in actual hours and charges. If project costs surpass the estimated hours within this order form by the greater of \$15,000 or 20%, a signed change order is necessary to proceed. Adjustments below this threshold will be implemented and invoiced as incurred.
- **\*On-Site Professional Services:** On-Site professional services are billed at a daily minimum rate, regardless of time spent on-site. Travel expenses related to on-site travel will be invoiced as a separate line item as they are incurred.
- **Cancellation or Postponement:** Customer agrees to participate in all scheduled meetings and minimize repeated cancellations. Customer shall provide no less than two (2) business days' written notice should any scheduled meeting, training session or other activity need to be cancelled or postponed. If Customer fails to provide such notice, Springbrook shall invoice the Customer for the lost or delayed scheduled time, with a minimum charge of two (2) hours. Additional charges may apply based on the resources and preparation required for the meeting.

- **Customer Responsibilities:** The customer will provide adequate internal resources and ensure the accuracy of all information provided to Springbrook. Customers are responsible for extracting data from any legacy systems and transferring the data into Springbrook's import templates.

## Special Order Terms

Special Order Terms (if any):

Upon commencement of this Agreement, Human Resources Management Maintenance Software will be terminated effective 9/30/2026.

**By signing, both parties agree to the terms and conditions set forth in this agreement.**

\* If the Customer requires a PO number on invoices, the Customer must provide Springbrook with the PO number and a copy of the PO prior to invoice issuance. If a PO number is not provided prior to the invoice issuance date, invoices issued on this Order Form will be valid without a PO reference.

**Springbrook Holding Company, LLC**

**City of Coeur d'Alene, ID**

Signature:\_\_\_\_\_

Signature:\_\_\_\_\_

Name (Print):\_\_\_\_\_

Name (Print):\_\_\_\_\_

Title:\_\_\_\_\_

Title:\_\_\_\_\_

Date:\_\_\_\_\_

Date:\_\_\_\_\_

Purchase Order # (if required)\_\_\_\_\_



## Springbrook v7 to Cloud Migration Statement of Work

Following is a description of the project scope for a v7 premise upgrade of Springbrook Software to Springbrook's Enterprise Cloud solution. Any work or deliverables not explicitly stated below should be considered out of scope for the purposes of this agreement. Customized software is not supported in Springbrook's cloud product. If your agency has customizations in your current version of the software, Springbrook will conduct an analysis to determine any standard functionality that may be used to replace those custom items.

The process for migrating from a v7 premise installation of Springbrook to Springbrook's Enterprise Cloud solution consists of the following major phases:

1. **Analyze Custom Software (if applicable):** After completing the analysis, Springbrook will offer alternative solutions to meet your business needs that were previously satisfied through customization. However, please be aware that there is no guarantee that standard functionality will replicate all previously customized functionality. If your agency has business needs not met by Springbrook's standard functionality, Springbrook reserves the right to charge additional professional service fee for the analysis, development, testing, and delivery of such solutions. \*
2. **Performing a test migration.** During this phase, Springbrook staff will work directly with your IT or other staff to get a current copy of the existing Springbrook database and complete an initial conversion/upgrade of the database and load it to your Cloud database for review. Only one (1) conversion/test migration will be performed as part of this project. \*
3. **Complete configuration of Springbrook Cloud.** During this phase, a Springbrook Professional Services Consultant will work with staff to complete configuration of the Cloud system, including configuring imports, exports, and check/bill prints to ensure the Cloud system works similarly to the existing premise version. Any request to change functionality from how things work in the premise version are generally considered out of scope for the purposes of this project – this includes, but is not limited to, setting up new users or modifying permission for existing users, configuring additional imports/exports for new banks, third-party bill printers, third-party AML providers, changing the formats of existing check prints, etc. \*
4. **Complete enhancement overview session.** During this phase, a Springbrook Professional Services Consultant will provide one (1) overview session to your key staff of differences between Springbrook Cloud and your current v7 software. The focus of this single session is generally on understanding the differences between the two versions and does not include training/re-training in the software. \*
5. **Perform final data migration.** During this phase, we'll repeat the test migration, but this will be the last and final data migration to the Springbrook Cloud solution. Once Springbrook staff have obtained a copy of the current v7 database, staff will be unable to use the local version of Springbrook until the Cloud solution is live. In most cases, this downtime will span 2-3 business days (with the potential to extend up to 5 business days). Read-only access to the local v7 version of Springbrook will be available while the final Cloud migration is performed. Please note that integrated systems that rely on Springbrook data, including our CivicPay and Employee Self Service systems, will be unavailable during the final migration as well.
6. **Go live with Springbrook Cloud.** Once the final data migration has occurred and the Cloud system has been verified by Springbrook staff, it will be made available to your staff to begin live processing. A Springbrook Professional Services consultant will be available during the first week to field phone calls and emails regarding questions or issues discovered. Following the first week of go live, additional assistance with using Springbrook Cloud should be directed to Springbrook Technical Support resources. \*

*\*If additional services are requested, a separate agreement will be required to govern the terms and cost for that additional out of scope work.*

**Order Form:** Q-46224-1  
**Creation Date:** 11/3/2025, 12:29 PM  
**Expires On:** 2/27/2026



**Phone:** (866) 777-0069  
**Email:** info@sprbrk.com

**Ship To:**  
Katie Ebner  
City of Coeur d'Alene, ID  
710 Mullan Avenue  
Coeur d'Alene, Idaho 83814  
kebner@cdaid.org

**Bill To:**  
Katie Ebner  
City of Coeur d'Alene, ID  
710 Mullan Avenue  
Coeur d'Alene, Idaho 83814  
kebner@cdaid.org

Account Manager	E-mail	Phone Number	Payment Terms
Bea Williams	bea.williams@sprbrk.com	(213) 583-5285	Net 30

Annual Product Pricing				
PRODUCT	RATE	QTY	DISC (%)	NET PRICE
Purchase Orders Subscription	USD 8,200.00	1	30.000	USD 5,740.00
Annual Product Pricing Total:				USD 5,740.00

Estimated Professional Services						
PRODUCT	DESCRIPTION	LIST PRICE	NET PRICE	QTY	DISC %	NET PRICE
Standard Professional Services	Standard Professional Services	USD 250.00	USD 250.00	45	0.000	USD 11,250.00
Estimated Professional Services Total:						USD 11,250.00

**Grand Total: USD 16,990.00**  
\* excludes applicable sales tax

## Order Details

Customer Name: City of Coeur d'Alene, ID

Customer Contact: Katie Ebner

Governing Agreement(s): This Order Form is governed by the applicable terms found at:  
MSA: <https://sprbrk.app.box.com/v/sprbrk-saas-terms>  
MLA: <https://sprbrk.app.box.com/v/sprbrk-onpremise-terms>  
Professional Services: <https://sprbrk.app.box.com/v/sprbrk-svcs-terms>

Term(s): 3 Years

## Order Terms

In the event of an inconsistency between this Order Form, any governing agreement, purchase order, or invoice, the Order Form shall govern as it pertains to this transaction.

- This Order Form shall become effective as of the last date of signature (the "Effective Date").
- Order Start Date: Software Licenses, Subscriptions, Maintenance, and Hosting commence upon the earlier of a) date of delivery\* or log-in to hosted software to Customer; or b) 60 days after Order Form Effective Date.
- Subscriptions, Maintenance, Hosting, and Support ("Recurring Services") continue from the Order Start Date through the term listed in this Order Form (or if not listed, one (1) year).
- Orders for Recurring Services auto-renew for three (3) years or for the term specified in this Order Form, unless the Customer or Springbrook provides a written notice of non-renewal at least sixty (60) days prior to the expiration of the current Order Term.
- Subscription Service fees and any Recurring Services will be subject to an automatic annual increase by not more than five percent (5%) of the prior year's Subscription Service fees ("Standard Annual Price Increase").
- Any Software Licenses or Hardware are one-time non-refundable purchases.
- CivicPay Online Subscription fee and CivicPay IVR Subscription fee are subject to increase at per account rate, based on actual accounts.
- CivicPay IVR Message Block Subscriptions expire upon the earlier exhaustion of the Message Block or twelve (12) months from the Order Start Date. Upon expiration, Message Blocks automatically renew.

*\* The date of delivery of software to the Customer is the date the software is made available to the Customer, either by delivery of software or delivery of first log-in to a hosted environment, which may be either a test or production environment. This date of delivery is frequently earlier than the dates professional services are completed, the Customer completes user acceptance testing, the Customer distributes additional logins to end-users, and the Customer go-live in a production environment.*

## Invoice Timing and Delivery

Invoices are delivered electronically via e-mail to the billing contact on file for the Customer. Customer invoices are issued for the full amount of software and services purchased as follows:

### Products Ordered

### Invoice Timing

Software Licenses, Subscriptions, Maintenance, and Hosting (New):

Annually in advance upon Order Start Date.

Software Subscriptions, Maintenance, and Hosting (Add-Ons):

Upon the order start date, order will be pro-rated to sync with the existing anniversary billing date and will renew annually thereafter.

Software Subscriptions (Migrations):

Upon the order start date, order will be synced with the existing anniversary billing date and will renew annually thereafter unless specified in the Special Order Terms. This order replaces and supersedes any previously executed order as it relates to the products listed within this order. Upon delivery of new product, customer will receive a prorated credit for any prepaid, unused maintenance fees that will be applied to the customer's first invoice.

Software Licenses, Subscriptions, Maintenance, and Hosting (Renewal):

Sixty (60) days in advance of the Order Start Date.

Print Services and Transaction Fees:

Monthly, in arrears for transactions in the prior month.

Hardware and One-Time Licenses:

Upon the Effective Date of this Order Form.

Estimated Time and Material Professional Services, On- Site Professional Services, and Travel Expenses\*:

Monthly, in arrears for services in the prior month unless specified in Special Term.

Implementation Fixed Fee Professional Services:

The Effective Date of this Order Form unless specified in Special Terms.

## Professional Service Key Terms and Conditions:

- **Time and Material Pricing:** Professional Services time and material pricing is based on expected hours using Springbrook's standard implementation approach. While our goal is to provide accurate hour estimates, there may be variations in actual hours and charges. If project costs surpass the estimated hours within this order form by the greater of \$15,000 or 20%, a signed change order is necessary to proceed. Adjustments below this threshold will be implemented and invoiced as incurred.
- **\*On-Site Professional Services:** On-Site professional services are billed at a daily minimum rate, regardless of time spent on-site. Travel expenses related to on-site travel will be invoiced as a separate line item as they are incurred.
- **Cancellation or Postponement:** Customer agrees to participate in all scheduled meetings and minimize repeated cancellations. Customer shall provide no less than two (2) business days' written notice should any scheduled meeting, training session or other activity need to be cancelled or postponed. If Customer fails to provide such notice, Springbrook shall invoice the Customer for the lost or delayed scheduled time, with a minimum charge of two (2) hours. Additional charges may apply based on the resources and preparation required for the meeting.

- **Customer Responsibilities:** The customer will provide adequate internal resources and ensure the accuracy of all information provided to Springbrook. Customers are responsible for extracting data from any legacy systems and transferring the data into Springbrook's import templates.

## Special Order Terms

Special Order Terms (if any):

**By signing, both parties agree to the terms and conditions set forth in this agreement.**

\* If the Customer requires a PO number on invoices, the Customer must provide Springbrook with the PO number and a copy of the PO prior to invoice issuance. If a PO number is not provided prior to the invoice issuance date, invoices issued on this Order Form will be valid without a PO reference.

**Springbrook Holding Company, LLC**

**City of Coeur d'Alene, ID**

Signature:\_\_\_\_\_

Signature:\_\_\_\_\_

Name (Print):\_\_\_\_\_

Name (Print):\_\_\_\_\_

Title:\_\_\_\_\_

Title:\_\_\_\_\_

Date:\_\_\_\_\_

Date:\_\_\_\_\_

Purchase Order # (if required)\_\_\_\_\_

Approved as to form:\_\_\_\_\_



**CITY COUNCIL  
STAFF REPORT**

**DATE:** December 16, 2025

**FROM:** Hilary Patterson, Community Planning Director

**SUBJECT:** America250 in Idaho Grant Request Authorization for the Historic Preservation Commission to apply for \$2,500 in grant funds for a Joint Celebration on July 3, 2026 with the County Historic Preservation Commission

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**DECISION POINT:**

Should City Council support staff and the Historic Preservation Commission in applying for America250 in Idaho grant funds in the amount of \$2,500.00 for the Historic Preservation Commission to partner with the Kootenai County Historic Preservation Commission to host an America250 Celebration on July 3, 2026?

**HISTORY:**

The City Council adopted the Historic Preservation Code and formed a Historic Preservation Commission in 2019. The City Council has supported staff and the Historic Preservation Commission in applying for a variety of grant funds that align with historic preservation efforts.

America will be celebrating 250 years on July 4, 2026. The America250 in Idaho Celebration Fund provides seed funding to help local jurisdictions create celebrations commemorating the ideals of the American Revolution—equality, liberty, and justice – and to participate in a once-in-a-generation opportunity to honor the American spirit.

The Kootenai County Courthouse will turn 100 in 2026 and Idaho became a state on July 3, 1890. The County's Historic Preservation Commission has asked the City of Coeur d'Alene's Historic Preservation Commission to partner in an America250 Celebration on July 3, 2026 outside the Courthouse to celebrate America's 250<sup>th</sup> birthday and the 100-year history of the Kootenai County Courthouse.

**PERFORMANCE ANALYSIS:**

The [America250 in Idaho Celebration Fund](#) grant program offers grants up to \$2,500 for local jurisdictions to celebrate. Eligible applicants are cities and counties.

As noted on the America250 in Idaho Celebration Fund website, "...cities and counties are encouraged to collaborate with schools, chambers of commerce, and local organizations to enhance community outreach. Applicants are encouraged to collaborate on events and submit a united application. For united applications, each city or county participating will be eligible to receive up to \$2,500 in seed funding."

The two commissions will be partnering to submit a joint application for an America250 event and each requesting \$2,500.00. As part of the celebration, the County plans to bury a new time capsule for the next 100 years, use ground penetrating radar to try to locate the existing time capsule buried on the grounds of the Courthouse by the Masons when the Courthouse was built in 1926, have Idaho Supreme Court Justice Cynthia Meyer speak, and have historic photos printed and framed as an exhibit to hang in the new Justice Building. The Music Conservatory will also be participating in the celebration with a brass band. Funds requested by the City will be used in support of the celebration and may include a stone marker for the new time capsule, closing off the roadways for the event potentially including traffic control expenses, audio/visual support such as a video of the event, advertising and/or commemorative giveaways.

Eligible activities include:

- A250 Event
  1. The application must provide specific details planned for the project (the who, what, where, and when of the project)
  2. Mini grants will support costs directly associated with the event, including but not limited to advertising and supplies
- Community exhibitions & signage
  1. Public art or mural with a clear America 250 connection
  2. Local exhibit
    1. Exhibit must be inside a public space open to the public
    2. The display must be exhibited through 2026 at a minimum

Grant applications are due by December 31, 2025. Grant funds will be paid in disbursements as an advance once a grant agreement is fully signed and executed.

To apply, the City will need to provide a letter of support from the Mayor and/or City City, a project summary, a draft proclamation, and calendar event details. Additionally, a resolution must be passed in each jurisdiction applying for the funds.

If City Council approves this request, staff will work with the City and County commissioner to finalize the event details for the grant application that will be submitted prior to December 31, 2026.

#### **FINANCIAL ANALYSIS:**

If awarded, there is no match requirement for the America250 grant application.

#### **DECISION POINT/RECOMMENDATION:**

The City Council should support staff and the Historic Preservation Commission in applying for America250 in Idaho grant funds in the amount of \$2,500.00 for the Historic Preservation Commission to partner with the Kootenai County Historic Preservation Commission to host an America250 Celebration on July 3, 2026.

## **PROCLAMATION – AMERICA250 IN IDAHO – COEUR D’ALENE, IDAHO**

WHEREAS, our nation will commemorate and celebrate the 250th anniversary of the signing of the Declaration of Independence on July 4, 2026; and

WHEREAS, America250 is striving for “350 by 250” — a goal to engage all 350 million Americans by our nation’s 250th anniversary; and

WHEREAS, Idaho is participating in America250 with the America250 in Idaho Celebration Fund that provides seed funding to help local jurisdictions create celebrations commemorating the ideals of the American Revolution—equality, liberty, and justice; and

WHEREAS, America250 in Idaho Celebration Fund grants are designed to ensure that the story of America is told in every corner of our state and local leaders have been invited to join in commemorating this historic milestone with events and projects that celebrate our past, reflect on our present, and inspire our future with parades, public art to exhibits and community festivals; and

WHEREAS, Idaho became a state on July 3, 1890 and the Kootenai County Courthouse will turn 100 years old in 2026; and

WHEREAS, Coeur d’Alene’s Historic Preservation Commission is partnering with Kootenai County’s Historic Preservation, the Museum of North Idaho, the Music Conservatory, and other partners for a joint event on July 3, 2026 on the grounds of the Kootenai County Courthouse in Coeur d’Alene, Idaho to celebrate America250, Idaho’s statehood, and the history of the Kootenai County Courthouse; and

WHEREAS, it is important to celebrate the role of history in our lives and the contributions made by dedicated individuals in the greater Coeur d’Alene region; and

NOW, THEREFORE, Dan Gookin, Mayor of the City of Coeur d’Alene, Idaho, does hereby proclaim July 2026 as *“AMERICA250 IN IDAHO MONTH.”*

In Coeur d’Alene, Idaho, and ask the people to join their fellow citizens across the United States in recognizing and participating in this special observance of America250 and to join the City and County’s Historic Preservation Commissions in the celebration on July 3, 2026.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of Coeur d’Alene to be affixed this 2<sup>nd</sup> day of July, 2026.





1

## AMERICA250 IN IDAHO GRANT REQUEST

**DECISION POINT:**

Should City Council support staff and the Historic Preservation Commission in applying for America250 grant funds in the amount of \$2,500.00 for the Historic Preservation Commission to partner with the Kootenai County Historic Preservation Commission to host an America250 Celebration on July 3, 2026?



2

## AMERICA250 IN IDAHO GRANT REQUEST

### HISTORY:

- HPC formed in 2019
- Council has supported HPC grant requests
- America will be turning 250 in 2026
- America250 in Idaho Celebration Fund provides seed funding for local celebrations
- Kootenai County Courthouse will turn 100 in 2026
- Idaho became a state on July 3, 1890



3

## AMERICA250 IN IDAHO GRANT REQUEST

### HISTORY (continued)

- Proposed America250 in Idaho Celebration on July 3, 2026 outside the Courthouse
- Joint effort by City and County HPC



4

## AMERICA250 IN IDAHO GRANT REQUEST

### PERFORMANCE ANALYSIS:

- Grants up to \$2,500
- Jurisdictions can apply together
- City HPC and County HPC plan to apply jointly for \$5,000 for event



5

### Event Details:

- **County:**
  - Bury a new time capsule
  - Locate existing time capsule
  - Speaker Series
  - Photo Exhibit
  - Music Conservatory brass band to perform
- **City: (possible contributions)**
  - Stone marker for the new time capsule
  - Close off roadways for event
  - Audio/visual support such as a video of the event
  - Advertising and/or
  - Commemorative giveaways



6



## AMERICA250 IN IDAHO GRANT REQUEST

### FISCAL ANALYSIS:

- No Impact – No match required.



7

## AMERICA250 IN IDAHO GRANT REQUEST

### DECISION POINT / RECOMMENDATION:

The City Council should support staff and the Historic Preservation Commission in applying for America250 grant funds in the amount of \$2,500.00 for the Historic Preservation Commission to partner with the Kootenai County Historic Preservation Commission to host an America250 Celebration on July 3, 2026.



8



RESOLUTION NO. 25-072

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, AUTHORIZING THE HISTORIC PRESERVATION COMMISSION TO APPLY FOR AND, IF AWARDED, ACCEPT AN AMERICA250 IN IDAHO GRANT IN THE AMOUNT OF \$2,500.00 FOR THE HISTORIC PRESERVATION COMMISSION AMERICA250 IN IDAHO CELEBRATION AT THE KOOTENAI COUNTY COURTHOUSE ON JULY 3, 2026, IN CONJUNCTION WITH THE COUNTY'S HISTORIC PRESERVATION COMMISSION.

WHEREAS, the America250 in Idaho is providing grants for local Historic Preservation Commissions to partner with County Historic Preservation Commissions to host an America250 in Idaho Celebration on July 3, 2026; and it is deemed to be for the best interests of the City of Coeur d'Alene and the citizens thereof to apply for and, if awarded, accept such grant.

NOW, THEREFORE,

BE IT RESOLVED by the Mayor and City Council of the City of Coeur d'Alene that the City apply for an America250 in Idaho grant in the amount of Two Thousand Five Hundred dollars and 00/100 Dollars (\$2,500.00) for the Historic Preservation Commission to partner with the Kootenai County Historic Preservation Commission to host an America250 Celebration on July 3, 2026.

BE IT FURTHER RESOLVED that the Community Planning Director be and she is hereby authorized to execute all instruments necessary to apply for an accept such grant on behalf of the City.

DATED this 16<sup>th</sup> day of December, 2025.

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Woody McEvers, Mayor

ATTEST:

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Renata McLeod, City Clerk

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

ROLL CALL:

COUNCIL MEMBER GABRIEL Voted

COUNCIL MEMBER MILLER Voted

COUNCIL MEMBER GOOKIN Voted

COUNCIL MEMBER EVANS Voted

COUNCIL MEMBER ENGLISH Voted

COUNCIL MEMBER WOOD Voted

was absent. Motion .

**CITY COUNCIL  
STAFF REPORT**

**DATE:** December 16, 2025

**FROM:** CRAIG ETHERTON, DEPUTY FIRE MARSHAL, FIRE DEPARTMENT

**SUBJECT:** Amendment to Firefighters Air Replenishment System Regulations

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**DECISION POINT:** Should Council approve an amendment to Municipal Code § 15.05.010(B) to change the trigger for the installation of a Firefighters Air Replenishment System (FARS) for new construction?

**HISTORY:** In 2024, Council repealed that section of the Municipal Code which required firefighter equipment rooms in high-rise structures. At the same time, Council adopted the FARS safety feature as described in Appendix L of the International Fire Code (IFC 2018). As adopted, the Code required that each stairwell in new construction have a supply riser. A FARS air filling station would be located in the primary stairwell on odd-numbered floors, and in secondary stairwells on even-numbered floors, including stairwells below grade. For buildings 150,000 square feet or more in size, an interior air fill panel was required to be located within two hundred feet (200') of the main entrance and at intervals not exceeding four hundred feet (400').

Developers have since indicated that a FARS is cost prohibitive in mid-rise structures and would hamper development. Investigation has revealed that other fire departments in Idaho have also modified their FARS ordinances to be more practical for developers while providing adequate fire protection.

According, the Fire Department is recommending that Municipal Code § 15.05.010(B) be amended so that a FARS is required only in high rise structure and in buildings greater than 150,000 square feet in area. A high rise is defined as any building or structure at least 75 feet in height. The height of a building is measured starting at the lowest level at which the fire department can access the building and ending at the highest occupied floor.

**FINANCIAL ANALYSIS:** There would be cost savings for developers, with no cost to the Fire Department or the City.

**PERFORMANCE ANALYSIS:** The change in language establishes an appropriate trigger for a FARS considering the City's fire personnel and apparatus availability.

**DECISION POINT/RECOMMENDATION:** Council should approve this amendment to Municipal Code § 15.05.010(B).

ORDINANCE NO. \_\_\_\_\_  
COUNCIL BILL NO. 25-1021

AN ORDINANCE PROVIDING FOR THE AMENDMENT OF COEUR D'ALENE MUNICIPAL CODE § 15.05.010(B); PROVIDING FOR THE REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE PUBLICATION OF A SUMMARY OF THE ORDINANCE; AND PROVIDING FOR AN EFFECTIVE DATE THEREOF.

WHEREAS, it is deemed by the Mayor and City Council to be in the best interests of the City of Coeur d'Alene that said amendment be adopted;

NOW, THEREFORE,

BE IT ORDAINED, by the Mayor and City Council of the City of Coeur d'Alene:

**SECTION 1.** *That section 15.05.010(B) of the Coeur d'Alene Municipal Code be amended as follows:*

**15.05.010: ADOPTION; AMENDMENTS:**

B. In addition, the City adopts Appendix L to the 2018 IFC, and any amendments or revisions thereto which may be included in a later version of the IFC adopted by the Idaho state fire marshal, applicable to the following:

1. ~~When a building or structure meets the requirements for a standpipe system for water delivery within a structure per the adopted Fire and/or Building Code; In high rise structures. For purposes of this section, a high rise structure is any building or structure at least 75 feet in height. Regardless of the grade change, the lowest level at which the fire department can access the building is the level at which the starting measurement is taken. The end measurement is taken at the highest occupied floor, not just the highest point of the building.~~ or
2. Where a building or structure has 3 stories below lowest level of exit discharge; or
3. Where building or structure is greater than 150,000 square feet.

**SECTION 2.** All ordinances and parts of ordinances in conflict with this ordinance are hereby repealed.

**SECTION 3.** The provisions of this ordinance are severable and if any provision, clause, sentence, subsection, word or part thereof is held illegal, invalid, or unconstitutional or inapplicable to any person or circumstance, such illegality, invalidity or unconstitutionality or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, subsections, words or parts of this ordinance or their application to other persons or circumstances. It is hereby declared to be the legislative intent that this ordinance would have been adopted if such illegal, invalid or

unconstitutional provision, clause sentence, subsection, word, or part had not been included therein.

**SECTION 4.** After its passage and adoption, a summary of this Ordinance, pursuant to the provisions of the Idaho Code, shall be published once in the official newspaper of the City of Coeur d'Alene, and upon such publication this Ordinance shall be in full force and effect.

*Passed under suspension of rules upon which a roll call vote was duly taken and duly enacted an Ordinance of the City of Coeur d'Alene at a regular session of the City Council on December 11, 2025.*

APPROVED, ADOPTED and SIGNED this 16<sup>th</sup> day of December, 2025.

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Woody McEvers, Mayor

ATTEST:

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Renata McLeod, City Clerk

SUMMARY OF COEUR D'ALENE ORDINANCE NO. \_\_\_\_\_  
Amending Section 15.05.010(B) of the Coeur d'Alene Municipal Code

AN ORDINANCE PROVIDING FOR THE AMENDMENT OF SECTION 15.05.010(B) OF THE COEUR D'ALENE MUNICIPAL CODE; PROVIDING FOR THE REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE PUBLICATION OF A SUMMARY OF THE ORDINANCE; AND PROVIDING FOR AN EFFECTIVE DATE THEREOF. THE FULL TEXT OF THE SUMMARIZED ORDINANCE NO. \_\_\_\_\_ IS AVAILABLE AT COEUR D'ALENE CITY HALL, 710 E. MULLAN AVENUE, COEUR D'ALENE, IDAHO 83814 IN THE OFFICE OF THE CITY CLERK.

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Renata McLeod, City Clerk

## **STATEMENT OF LEGAL ADVISOR**

I, Randall R. Adams, am City Attorney for the City of Coeur d'Alene, Idaho. I have examined the attached summary of Coeur d'Alene Ordinance No. \_\_\_\_\_, amending section 15.05.010(B) of the Coeur d'Alene Municipal Code, and find it to be a true and complete summary of said ordinance which provides adequate notice to the public of the context thereof.

DATED this 16<sup>th</sup> day of December, 2025.

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Randall R. Adams, City Attorney



## CITY COUNCIL STAFF REPORT

**DATE:** December 16, 2025  
**FROM:** Katie Ebner, Finance Director/Treasurer  
**SUBJECT:** Approval of Voluntary Separation Incentive Agreements

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**DECISION POINT:** Should the City Council approve separation agreements for employees whose voluntary separation incentive applications meet the City's required financial savings threshold?

**HISTORY:** Earlier this year, the City Council directed staff to analyze the fiscal impacts of offering a Voluntary Separation Incentive Program (VSIP). Under the adopted program parameters, employees may apply for a one-time incentive payment in exchange for voluntarily separating from City employment within the next 12 months and separating from the City's insurance.

Council further directed that only applications that generate at least \$25,000 in wage savings in the first 12 months—exclusive of the incentive payment—are eligible for approval.

The Finance Department conducted an individualized financial analysis for each application, evaluating:

- Estimated vacancy savings based on how long a position could remain unfilled,
- The salary differential between departing and replacement employees,
- The cost of the one-time incentive payment, and
- The combined net fiscal impact for each position.

### **FINANCIAL:**

#### One-Time Vacancy Savings:

The analysis identifies approximately \$66,000 in one-time savings, driven by temporary vacancy periods where positions are intentionally held open.

- Required vacancy durations for each position are detailed in the supporting analysis table.
- Extending vacancy periods would increase one-time savings further, but this must be balanced with operational impacts.

#### Total Ongoing Savings (After FY28):

The calculation estimates a total of \$862,000 in ongoing annual savings beginning after FY 27/28. These ongoing savings reflect structural wage differentials where replacement positions, if filled, are expected to cost less than the departing employees.

	Savings	Incentive Cost	Net savings
Expected savings in FY26	280,986	(458,616)	(177,630)
Expected Savings in FY27	594,055	(277,065)	316,991
Expected Savings in FY28	53,952		53,952
<b>Grand Total Savings</b>	<b>928,993</b>	<b>(735,681)</b>	<b>193,312</b>

*Impact of Normal Attrition and Cost Escalation:*

Attrition naturally occurs in the City's budget every year, and savings assumptions must be evaluated relative to known cost pressures.

Even though long-term savings are projected, the realized net benefit will be reduced by expected cost increases in FY27–FY28, including:

- Annual merit-based wage increases,
- Health benefit premium increases, and
- Scheduled PERSI rate increases.

**DECISION POINT/RECOMMENDATION:** Should the City Council approve a resolution authorizing incentive agreements with the following employees: Troy Tymeson, George Dailey, Bill Deruyter, Jeff Fletcher, Mike Fredrick, Tom Greif, Katie Hirst, Blaine Porter, Matt Sowa, Juantia Knight, Alison Palmer, Bill Greenwood, Mark Walter, Jon Cantrell, Judi Griffin, Louise Martin, Brandon McCormick, Tim Neal, Bill Tilson, Lee White, Dennis Grant, Terry Leigh, David Hauser, and Larry Parsons?

# Voluntary Separation Incentive Program

Staff Report  
City of Coeur d'Alene  
12/16/25

1

## Agenda

- Voluntary Retirement Incentive Program – Parameters approved by City Council
- Eligibility - Calculation methodology
- Listing of participants to be approved
- Summary of savings
- Notes to consider

2

2

## Voluntary Retirement Incentive Program – Parameters approved by City Council

3

### Proposed VSIP Criteria

Consideration	Date of Separation & Position	Savings	Personnel Rules	Approval	Binding
Submit Intent of Interest by Friday, December 5, 2025	No later than December 31, 2026  Full-time Benefited Position	\$25,000 in first year of separation	Not eligible for Retirement Consultation Benefit	City Administrator in consultation with Dept. Head, and Finance Director  Final approval by Council	After approval by Council, separation date is irrevocable

4

4

## VSIP Proposal



### Incentive Payout

1% base wage in preceding 12 months from date of separation x # of completed service years.



### Payout Example

\$100,000 base annual wage x 1% x 20 years = \$20,000 paid as taxable wages on final check.



### Leave Payout Sick

100% of the employee's eligible sick leave payout for retirees paid into HRA/VEBA plan.



### Leave Payout Vacation, CT

Paid vacation and comp-time paid in taxable wages, able to defer into 457 and/or 401k plans.



### Medical

Employee and eligible dependents agree to opt out of City of Coeur d'Alene medical coverage.

5

5

## Eligibility - Calculation methodology

6

## Eligibility - Calculation methodology

- Met with department Directors
- Discussed potential ways to save after separation:
  - Promotions
  - Recruitments
  - Department re-organizations

7

7

## Eligibility - Calculation methodology

- If savings from filling the position was less than \$25,000, discussed how many months position must be held to achieve savings.

8

8

## Listing of participants to be approved

9

Department	Employee	Savings				Cost of Incentive		
		Projected Savings from Promotion or Outside Hire	Additional Savings from lower ranks if promotion occurs	Savings from Open Position	Months to Leave Position Open	Total Savings in 12 Months After Separation	Incentive Amount	Total Incentive Cost (PERSI/FICA Included)
Administration	Tymesen, Troy	19,425	-	9,220	0.50	28,645	49,296	58,963
Building	Dailey, George	33,387	-	-	-	33,387	6,743	8,065
Fire	Deruyter, Bill	19,002	41,050	-	-	60,052	31,347	38,127
Fire	Fletcher, Jeff	-	52,349	-	-	52,349	26,951	32,781
Fire	Fredrick, Mike	41,050	-	-	-	41,050	22,841	27,782
Fire	Greif, Tom	27,310	-	-	-	27,310	49,612	60,343
Fire	Hirst, Katie	5,369	-	22,770	3.00	28,139	17,058	20,403
Fire	Porter, Blaine	41,050	-	-	-	41,050	21,420	26,053
Fire	Sowa, Matt	-	52,349	-	-	52,349	29,596	35,998
Legal	Knight, Juanita	28,461	-	-	-	28,461	21,372	25,564
MS	Palmer, Alison	21,801	-	3,579	0.50	25,381	19,562	23,398
Parks	Greenwood, Bill	49,534	-	-	-	49,534	38,029	45,486
Parks	Walter, Mark	11,880	9,703	7,159	1.00	28,741	8,642	10,337
Police	Cantrell, Jon	15,799	49,702	-	-	65,502	24,204	29,439
Police	Griffin, Judi	12,439	-	14,590	2.5	27,030	2,342	2,801
Police	Martin, Louise	28,461	-	-	-	28,461	21,775	26,045
Police	McCormick, Brandon	15,799	49,702	-	-	65,502	36,585	44,498
Police	Neal, Tim	38,935	-	-	-	38,935	25,710	31,271
Police	Tilson, Bill	15,799	49,702	-	-	65,502	32,746	39,829
Police	White, Lee	17,945	-	9,110	0.50	27,055	19,320	23,499
Street/Engineeri	Grant, Dennis	27,618	-	-	-	27,618	28,814	34,464
Street/Engineeri	Leigh, Terry	28,461	-	-	-	28,461	26,446	31,632
WW	Hauser, David	26,371	-	-	-	26,371	12,073	14,441
WW	Parsons, Larry	32,107	-	-	-	32,107	37,172	44,461
<b>Totals</b>		<b>558,006</b>	<b>304,558</b>	<b>66,429</b>		<b>928,993</b>	<b>609,656</b>	<b>735,681</b>

10

## Months to Leave Positions Open

- On some calculations, there is a total in the column labeled “Months to leave pos open”
  - This is the *minimum* number of months the position must be held in order to achieve the \$25,000 in savings.

11

11

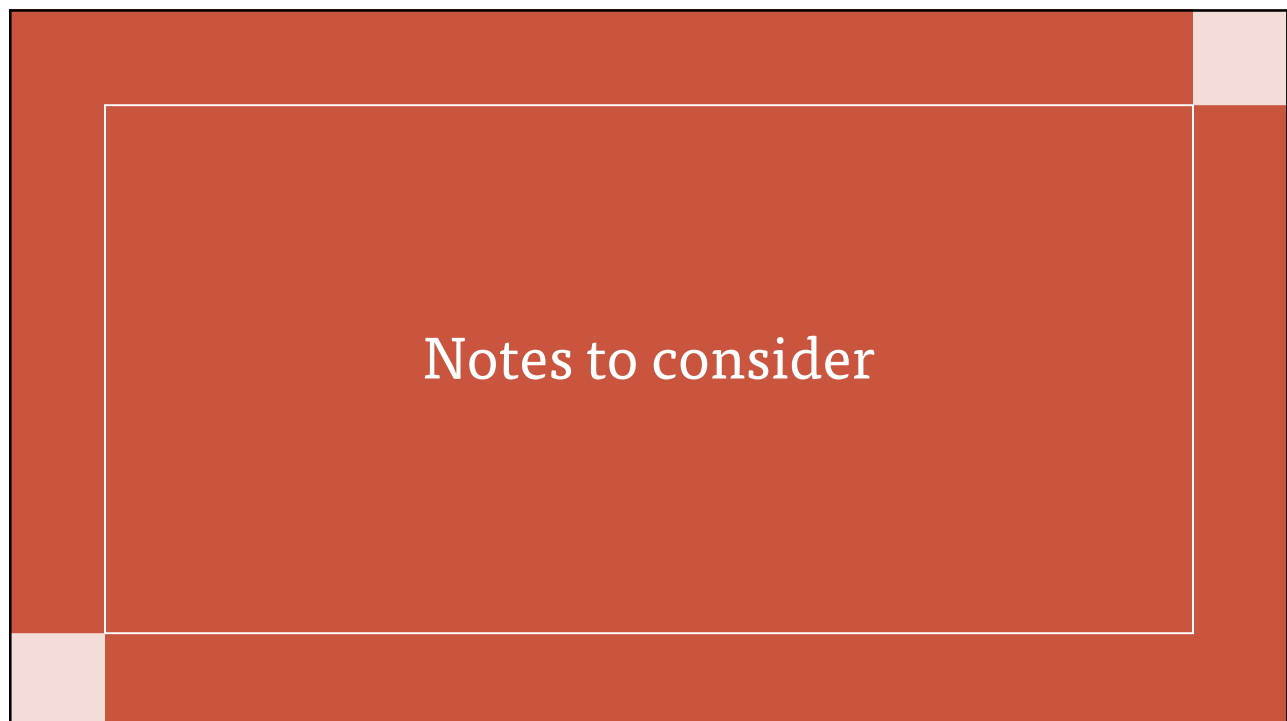
Summary of savings

12



	Savings	Incentive Cost	Net savings
Expected savings in FY26	280,986	(458,616)	(177,630)
Expected Savings in FY27	594,055	(277,065)	316,991
Expected Savings in FY28	53,952		53,952
<b>Grand Total Savings</b>	<b>928,993</b>	<b>(735,681)</b>	<b>193,312</b>

13



14

## Ongoing savings analysis

The calculation identifies \$862,000 in ongoing savings projected after FY28.

- Attrition is a natural occurrence in the City's budget, the realized savings will be reduced by expected cost increases in FY27–FY28, including:
  - Annual merit-based wage increases
  - Increases to Health benefit premium costs
  - Scheduled PERSI rate increases

15

## Onetime savings analysis

The calculation identifies an estimated \$66,000 in one-time savings.

- These savings reflect temporary vacancy savings from positions held open.
- Required vacancy durations for each position are outlined in the detail table.
- Extending those vacancy periods would increase one-time savings further.

16

## Council Q&A

Employee	Tymesen, Troy
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Years of Svc	8/28/2000	2/13/2026	25.00
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Public Safety?	<input type="checkbox"/>
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	Grade	Just Wages	With PERSI/FICA
2025-26 Annual Wages	21	201,240.00	240,703.16
New Hire Annual Wages	21	185,000.00	221,278.50
Annual Savings		16,240.00	19,424.66

	Just Wages	With PERSI/FICA
Monthly	15,416.67	18,439.88
Months to Hold	0.50	
Onetime Savings	7,708.33	9,219.94

Cumulative Savings	28,644.60
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	Gross	With PERSI/FICA
Estimated Cost of Incentive	49,296.00	58,962.95

**Employee****George Dailey**

<b>Years of Svc</b>	<b>10/23/2017</b>	<b>1/9/2026</b>	<b>8.00</b>
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Public Safety?

☐

	Grade	Just Wages	With PERSI/FICA
2025-26 Annual Wages		86,320.00	103,247.35
New Hire Annual Wages	12	58,406.40	69,859.90
<b>Annual Savings</b>		<b>27,913.60</b>	<b>33,387.46</b>

	Just Wages	With PERSI/FICA
Monthly	7,193.33	8,603.95
Months to Hold		
<b>Onetime Savings</b>	-	-

<b>Cumulative Savings</b>	<b>33,387.46</b>
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	Gross	With PERSI/FICA
Estimated Cost of Incentive	6,743	8,065

**Employee****Bill Deruyter**

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<b>Years of Svc</b>	<b>6/21/2004</b>	<b>7/16/2026</b>	<b>22.00</b>
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Public Safety?



	Grade	Just Wages	With PERSI/FICA
2025-26 Annual Wages	18	143,270.40	174,259.79
Promotion Annual Wages	18	127,647.52	155,257.68
<b>Annual Savings</b>		<b>15,622.88</b>	<b>19,002.11</b>

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	Grade	Just Wages	With PERSI/FICA
Lower Rank 2 Annual Wages	FCPT	116,043.20	141,143.34
Promotion Annual Wages	ENG --> FCPT	116,043.20	141,143.34
<b>Annual Savings</b>		-	-

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	Grade	Just Wages	With PERSI/FICA
Lower Rank 2 Annual Wages	ENG	105,705.60	128,569.72
Promotion Annual Wages	FF---> ENG	105,705.60	128,569.72
<b>Annual Savings</b>		-	-

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	Grade	Just Wages	With PERSI/FICA
Lower Rank 2 Annual Wages	FF	96,416.32	117,271.17
New Hire Annual Wages	FF	62,666.24	76,220.95
			-
<b>Annual Savings</b>		<b>33,750.08</b>	<b>41,050.22</b>

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	Just Wages	With PERSI/FICA
Monthly	11,939.20	14,521.65
Months to Hold		
<b>Onetime Savings</b>	-	-

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<b>Cumulative Savings</b>	<b>60,052.33</b>
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	Gross	With PERSI/FICA
Estimated Cost of Incentive	31,347	38,127

Employee	Jeff Fletcher		
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Years of Svc	4/27/2003	12/30/2026	24.00
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Public Safety?

☒

	Grade	Just Wages	With PERSI/FICA
2025-26 Annual Wages	FCPT	116,043.20	141,143.34
Promotion Annual Wages	FCPT	116,043.20	141,143.34
Annual Savings		-	-

	Grade	Just Wages	With PERSI/FICA
Lower Rank 1 Annual Wages	ENG	105,705.60	128,569.72
Promotion Annual Wages	ENG	105,705.60	128,569.72
Annual Savings		-	-

	Grade	Just Wages	With PERSI/FICA
Lower Rank 2 Annual Wages	FF	105,705.60	128,569.72
New Hire Annual Wages	FF	62,666.24	76,220.95
Annual Savings		43,039.36	52,348.77

	Just Wages	With PERSI/FICA
Monthly	9,670.27	11,761.95
Months to Hold		
Onetime Savings	-	-

Cumulative Savings	52,348.77
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	Gross	With PERSI/FICA
Estimated Cost of Incentive	26,951	32,781

Employee	Mike Fredrick
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Years of Svc	1/1/2002	5/1/2026	24.00
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Public Safety?	<input checked="" type="checkbox"/>
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	Grade	Just Wages	With PERSI/FICA
2025-26 Annual Wages	FF	96,416.32	117,271.17
New Hire Annual Wages	FF	62,666.24	76,220.95
Annual Savings		33,750.08	41,050.22

	Just Wages	With PERSI/FICA
Monthly	8,034.69	9,772.60
Months to Hold		
Onetime Savings	-	-

Cumulative Savings	41,050.22
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	Gross	With PERSI/FICA
Estimated Cost of Incentive	22,841	27,782



Employee

Tom Greif

Years of Svc	8/18/1997	4/16/2026	29.00
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Public Safety?



	Grade	Just Wages	With PERSI/FICA
2025-26 Annual Wages	Fire Chief	179,753.60	218,634.30
New Hire Annual Wages		157,300.00	191,323.99
Annual Savings		22,453.60	27,310.31

	Just Wages	With PERSI/FICA
Monthly	14,979.47	18,219.53
Months to Hold		
Onetime Savings	-	-

Cumulative Savings	27,310.31
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	Gross	With PERSI/FICA
Estimated Cost of Incentive	49,612	60,343

Employee

Katie Hirst

Years of Svc	11/25/2002	12/17/2025	23.00
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Public Safety? ☐

	Grade	Just Wages	With PERSI/FICA
2025-26 Annual Wages	11	76,148.80	91,081.58
New Hire	11	71,660.16	85,712.72
Annual Savings		4,488.64	5,368.86

	Just Wages	With PERSI/FICA
Monthly	6,345.73	7,590.13
Months to Hold	3.00	
Onetime Savings	19,037.20	22,770.39

Cumulative Savings	28,139.26
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	Gross	With PERSI/FICA
Estimated Cost of Incentive	17,058	20,403

Employee	Blaine Porter		
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Years of Svc	12/1/2004	12/31/2026	22.00
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Public Safety?	<input checked="" type="checkbox"/>
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	Grade	Just Wages	With PERSI/FICA
2025-26 Annual Wages	FF	96,416.32	117,271.17
New Hire Annual Wages	FF Recruit	62,666.24	76,220.95
Annual Savings		33,750.08	41,050.22

	Just Wages	With PERSI/FICA
Monthly	8,034.69	9,772.60
Months to Hold		
Onetime Savings	-	-

Cumulative Savings	41,050.22
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	Gross	With PERSI/FICA
Estimated Cost of Incentive	21,420	26,053

**Employee****Matt Sowa**

<b>Years of Svc</b>	<b>6/17/1999</b>	<b>2/24/2026</b>	<b>27.00</b>
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Public Safety?



	Grade	Just Wages	With PERSI/FICA
2025-26 Annual Wages	FCPT	116,043.20	141,143.34
Promotion Annual Wages	FCPT	116,043.20	141,143.34
<b>Annual Savings</b>		-	-

	Grade	Just Wages	With PERSI/FICA
Lower Rank 1 Annual Wages	ENG	105,705.60	128,569.72
Promotion Annual Wages	ENG	105,705.60	128,569.72
<b>Annual Savings</b>		-	-

	Grade	Just Wages	With PERSI/FICA
Lower Rank 2 Annual Wages	FF	105,705.60	128,569.72
New Hire Annual Wages	FF	62,666.24	76,220.95
<b>Annual Savings</b>		<b>43,039.36</b>	<b>52,348.77</b>

	Just Wages	With PERSI/FICA
Monthly	9,670.27	11,761.95
Months to Hold		
<b>Onetime Savings</b>	-	-

<b>Cumulative Savings</b>	<b>52,348.77</b>
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	Gross	With PERSI/FICA
Estimated Cost of Incentive	29,596	35,998

Employee	Juanita Knight		
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Years of Svc	9/1/2000	9/1/2026	26.00
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Public Safety?	<input type="checkbox"/>
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	Grade	Just Wages	With PERSI/FICA
2025-26 Annual Wages	12	82,201.60	98,321.33
New Hire Annual Wages	12	58,406.40	69,859.90
Annual Savings		23,795.20	28,461.44

	Just Wages	With PERSI/FICA
Monthly	6,850.13	8,193.44
Months to Hold		
Onetime Savings	-	-

Cumulative Savings	28,461.44
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	Gross	With PERSI/FICA
Estimated Cost of Incentive	21,372	25,564

Employee

Alison Palmer

Years of Svc	9/8/1999	12/18/2026	27.00
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Public Safety?	<input type="checkbox"/>
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	Grade	Just Wages	With PERSI/FICA
2025-26 Annual Wages	10	71,822.40	85,906.77
New Hire Annual Wages	10	53,595.36	64,105.41
Annual Savings		18,227.04	21,801.36

	Just Wages	With PERSI/FICA
Monthly	5,985.20	7,158.90
Months to Hold	0.50	
Onetime Savings	2,992.60	3,579.45

Cumulative Savings	25,380.81
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	Gross	With PERSI/FICA
Estimated Cost of Incentive	19,562	23,398

Employee	Bill Greenwood
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Years of Svc	3/22/1999	3/17/2026	27.00
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Public Safety?	<input type="checkbox"/>
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	Grade	Just Wages	With PERSI/FICA
2025-26 Annual Wages	18	143,270.40	171,365.73
New Hire	18	101,857.60	121,831.88
Annual Savings		41,412.80	49,533.85

	Just Wages	With PERSI/FICA
Monthly	11,939.20	14,280.48
Months to Hold		
Onetime Savings	-	-

Cumulative Savings	49,533.85
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	Gross	With PERSI/FICA
Estimated Cost of Incentive	38,029	45,486

Employee

Mark Walter

Years of Svc	3/11/2014	10/16/2026	13.00
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Public Safety?

☐

	Grade	Just Wages	With PERSI/FICA
2025-26 Annual Wages	10	71,822.40	85,906.77
Promotion Annual Wages	10	61,890.40	74,027.11
Annual Savings		9,932.00	11,879.67

Replace a level 9 position

	Grade	Just Wages	With PERSI/FICA
Internal's Orig Wage		56,264.00	67,297.37
New Hire Annual Wages		48,152.00	57,594.61
			-
Annual Savings		8,112.00	9,702.76

		Just Wages	With PERSI/FICA
Monthly		5,985.20	7,158.90
Months to Hold		1.00	
Onetime Savings		5,985.20	7,158.90

Cumulative Savings	28,741.33
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	Gross	With PERSI/FICA
Estimated Cost of Incentive	8,642	10,337



## Employee

Jon Cantrell

Years of Svc	9/1/2006	1/5/2026	19.00
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Public Safety?



	Grade	Just Wages	With PERSI/FICA
2025-26 Annual Wages	LT	142,376.00	173,171.93
Promotion Annual Wages	LT	129,386.40	157,372.68
Annual Savings		12,989.60	15,799.25

	Grade	Just Wages	With PERSI/FICA
Lower Rank 1 Annual Wages	SGT	117,624.00	143,066.07
Promotion Annual Wages	SGT	108,771.52	132,298.80
Annual Savings		8,852.48	10,767.27

	Grade	Just Wages	With PERSI/FICA
Lower Rank 2 Annual Wages	PO	98,883.20	120,271.64
New Hire Annual Wages	PO Recruit	66,872.00	81,336.41
Annual Savings		32,011.20	38,935.22

	Just Wages	With PERSI/FICA
Monthly	8,240.27	10,022.64
Months to Hold	-	
Onetime Savings	-	-

Cumulative Savings	65,501.74
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	Gross	With PERSI/FICA
Estimated Cost of Incentive	24,204	29,439

Employee

Judi Griffin

Years of Svc	7/5/2022	10/29/2026	4.00
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Public Safety?	<input type="checkbox"/>
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	Grade	Just Wages	With PERSI/FICA
2025-26 Annual Wages	9	58,552.00	70,034.05
New Hire Annual Wages	9	48,152.00	57,594.61
Annual Savings		10,400.00	12,439.44

	Just Wages	With PERSI/FICA
Monthly	4,879.33	5,836.17
Months to Hold	2.50	
Onetime Savings	-	14,590.43

Cumulative Savings	27,029.87
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	Gross	With PERSI/FICA
Estimated Cost of Incentive	2,342	2,801

**Employee****Louise Martin**

<b>Years of Svc</b>	<b>8/17/1998</b>	<b>3/1/2026</b>	<b>28.00</b>
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Public Safety?	<input type="checkbox"/>
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	<b>Grade</b>	<b>Just Wages</b>	<b>With PERSI/FICA</b>
2025-26 Annual Wages	12	82,201.60	98,321.33
New Hire Annual Wages	12	58,406.40	69,859.90
<b>Annual Savings</b>		<b>23,795.20</b>	<b>28,461.44</b>

	<b>Just Wages</b>	<b>With PERSI/FICA</b>
Monthly	6,850.13	8,193.44
Months to Hold		
<b>Onetime Savings</b>	-	-

<b>Cumulative Savings</b>	<b>28,461.44</b>
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	<b>Gross</b>	<b>With PERSI/FICA</b>
Estimated Cost of Incentive	21,775	26,045

Employee	Brandon McCormick		
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Years of Svc	4/1/2000	5/15/2026	26.00
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Public Safety?	<input checked="" type="checkbox"/>
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	Grade	Just Wages	With PERSI/FICA
2025-26 Annual Wages	LT	142,376.00	173,171.93
Promotion Annual Wages	LT	129,386.40	157,372.68
Annual Savings		12,989.60	15,799.25

	Grade	Just Wages	With PERSI/FICA
Lower Rank 1 Annual Wages	SGT	117,624.00	143,066.07
Promotion Annual Wages	SGT	108,771.52	132,298.80
Annual Savings		8,852.48	10,767.27

	Grade	Just Wages	With PERSI/FICA
Lower Rank 2 Annual Wages	PO	98,883.20	120,271.64
New Hire Annual Wages	PO Recruit	66,872.00	81,336.41
Annual Savings		32,011.20	38,935.22

	Just Wages	With PERSI/FICA
Monthly	8,240.27	10,022.64
Months to Hold	-	
Onetime Savings	-	-

	15,799.25
Cumulative Savings	65,501.74

	Gross	With PERSI/FICA
Estimated Cost of Incentive	36,585	44,498

Employee	Timothy Neal		
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Years of Svc	3/27/2000	11/20/2026	27.00
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Public Safety?	<input checked="" type="checkbox"/>
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	Grade	Just Wages	With PERSI/FICA
2025-26 Annual Wages	PO	98,883.20	120,271.64
New Hire Annual Wages	PO Recruit	66,872.00	81,336.41
Annual Savings		32,011.20	38,935.22

	Just Wages	With PERSI/FICA
Monthly	8,240.27	10,022.64
Months to Hold		
Onetime Savings	-	-

Cumulative Savings	38,935.22
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	Gross	With PERSI/FICA
Estimated Cost of Incentive	25,710	31,271

Employee	Bill Tilson
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Years of Svc	11/1/2002	10/16/2026	24.00
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Public Safety?	<input checked="" type="checkbox"/>
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	Grade	Just Wages	With PERSI/FICA
2025-26 Annual Wages	LT	142,376.00	173,171.93
Promotion Annual Wages	LT	129,386.40	157,372.68
Annual Savings		12,989.60	15,799.25

	Grade	Just Wages	With PERSI/FICA
Lower Rank 1 Annual Wages	SGT	117,624.00	143,066.07
Promotion Annual Wages	SGT	108,771.52	132,298.80
Annual Savings		8,852.48	10,767.27

	Grade	Just Wages	With PERSI/FICA
Lower Rank 2 Annual Wages	PO	98,883.20	120,271.64
New Hire Annual Wages	PO Recruit	66,872.00	81,336.41
Annual Savings		32,011.20	38,935.22

	Just Wages	With PERSI/FICA
Monthly	8,240.27	10,022.64
Months to Hold	-	
Onetime Savings	-	-

	15,799.25
Cumulative Savings	65,501.74

	Gross	With PERSI/FICA
Estimated Cost of Incentive	32,746	39,829

**Employee****Lee White**

<b>Years of Svc</b>	<b>9/2/2014</b>	<b>1/14/2026</b>	<b>11.00</b>
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Public Safety?



	Grade	Just Wages	With PERSI/FICA
2025-26 Annual Wages	20	179,753.60	218,634
New Hire	20	165,000.00	200,690
<b>Annual Savings</b>		<b>14,753.60</b>	<b>17,945</b>

	Just Wages	With PERSI/FICA
Monthly	14,979.47	18,220
Months to Hold	0.50	
<b>Onetime Savings</b>	-	<b>9,110</b>

<b>Cumulative Savings</b>	<b>27,055</b>
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	Gross	With PERSI/FICA
Estimated Cost of Incentive	19,320	23,499

Employee	Dennis Grant
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Years of Svc	3/1/1999	12/31/2026	28.00
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Public Safety?	<input type="checkbox"/>
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	Grade	Just Wages	With PERSI/FICA
2025-26 Annual Wages	15	105,664.00	126,384.71
New Hire Annual Wages	15	82,573.92	98,766.67
Annual Savings		23,090.08	27,618.04

	Just Wages	With PERSI/FICA
Monthly	8,805.33	10,532.06
Months to Hold		
Onetime Savings	-	-

Cumulative Savings	27,618.04
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	Gross	With PERSI/FICA
Estimated Cost of Incentive	28,814	34,464



Employee

Terry Leigh

Years of Svc	11/14/1994	11/14/2026	32.00
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Public Safety?

☐

	Grade	Just Wages	With PERSI/FICA
2025-26 Annual Wages	12	82,201.60	98,321.33
New Hire Annual Wages	12	58,406.40	69,859.90
Annual Savings		23,795.20	28,461.44

	Just Wages	With PERSI/FICA
Monthly	6,850.13	8,193.44
Months to Hold		
Onetime Savings	-	-

Cumulative Savings	28,461.44
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	Gross	With PERSI/FICA
Estimated Cost of Incentive	26,446	31,632

Employee	David Hauser
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Years of Svc	5/10/2010	6/13/2026	16.00
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Public Safety?	<input type="checkbox"/>
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	Grade	Just Wages	With PERSI/FICA
2025-26 Annual Wages	15	76,148.00	91,080.62
New Hire Annual Wages	15	54,100.80	64,709.97
Annual Savings		22,047.20	26,370.66

	Just Wages	With PERSI/FICA
Monthly	6,345.67	7,590.05
Months to Hold		
Onetime Savings	-	-

Cumulative Savings	26,370.66
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	Gross	With PERSI/FICA
Estimated Cost of Incentive	12,073	14,441

Employee

Larry Parsons

Years of Svc	11/1/1989	1/16/2026	36.00
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Public Safety?

☐

	Grade	Just Wages	With PERSI/FICA
2025-26 Annual Wages	15	105,664.00	126,384.71
New Hire Annual Wages	15	78,820.56	94,277.27
Annual Savings		26,843.44	32,107.44

	Just Wages	With PERSI/FICA
Monthly	8,805.33	10,532.06
Months to Hold		
Onetime Savings	-	-

Cumulative Savings	32,107.44
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	Gross	With PERSI/FICA
Estimated Cost of Incentive	37,172	44,461

RESOLUTION NO. 25-073

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, APPROVING AGREEMENTS WITH TROY TYMESON, GEORGE DAILEY, BILL DERUYTER, JEFF FLETCHER, MIKE FREDRICK, TOM GREIF, KATIE HIRST, BLAINE PORTER, MATT SOWA, JUANTIA KNIGHT, ALISON PALMER, BILL GREENWOOD, MARK WALTER, JON CANTRELL, JUDI GRIFFIN, LOUISE MARTIN, BRANDON MCCORMICK, TIM NEAL, BILL TILSON, LEE WHITE, DENNIS GRANT, TERRY LEIGH, DAVID HAUSER, AND LARRY PARSONS THROUGH THE VOLUNTARY SEPARATION INCENTIVE PROGRAM.

WHEREAS, the Finance Director of the City of Coeur d'Alene has recommended that the City of Coeur d'Alene enter into agreements with certain specified employees through the Voluntary Separation Incentive Program, pursuant to terms and conditions set forth in said agreements, which are attached hereto as Exhibit "A" 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 enter into such agreements.

NOW, THEREFORE,

BE IT RESOLVED by the Mayor and City Council of the City of Coeur d'Alene that the City enter into agreements with Troy Tymeson, George Dailey, Bill Deruyter, Jeff Fletcher, Mike Fredrick, Tom Greif, Katie Hirst, Blaine Porter, Matt Sowa, Juantia Knight, Alison Palmer, Bill Greenwood, Mark Walter, Jon Cantrell, Judi Griffin, Louise Martin, Brandon McCormick, Tim Neal, Bill Tilson, Lee White, Dennis Grant, Terry Leigh, David Hauser, and Larry Parsons through the Voluntary Separation Incentive Program, in substantially the forms attached hereto as Exhibit "A" and incorporated herein by reference, with the provision that the Mayor, City Administrator, and City Attorney are hereby authorized to modify said agreements to the extent the substantive provisions of the agreements remain intact.

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

DATED this 16<sup>th</sup> day of December, 2025.

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Woody McEvers, Mayor

ATTEST:

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Renata McLeod, City Clerk

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

ROLL CALL:

COUNCIL MEMBER MILLER Voted

COUNCIL MEMBER GABRIEL Voted

COUNCIL MEMBER GOOKIN Voted

COUNCIL MEMBER WOOD Voted

COUNCIL MEMBER ENGLISH Voted

COUNCIL MEMBER EVANS Voted

was absent. Motion .



**To: Troy Tymesen**

**Re: Separation Incentive Criteria**

Your interest in participating in the current separation incentive has been accepted as you meet the required criteria. The following terms are agreed upon by the employee and the City of Coeur d'Alene. Your sick leave balance is only a projection and will be paid at separation based on your actual ending balance. Please review the information below that pertains to the separation incentive.

**Separation date:**

February 20, 2026

**Wages:**

- Annual base salary in preceding 12 months from separation date: \$197,316
- 1% of annual base salary: \$1,973.16
- Years of completed service: 25 years

**Total Incentive: \$49,329**

**Sick leave payout:**

- Projected timecard sick hour balance: 754.50 hours
- 757 hours x 33.33% = 252.31 | eligible for maximum 240 hours x \$96.75

**Total HRA VEBA contribution: \$23,220**

**Medical insurance:**

Employee, and all eligible dependents, agree to opt out of the City's medical insurance coverage.

I agree to and accept the conditions of the Voluntary Separation Incentive Program (VSIP). I understand that participating in the VSIP program is voluntary and subject to the approval of the City Administrator, Finance Director, my Department Head, Mayor and Council. I agreed to sign a separate waiver opting out of the City's continued medical insurance coverage, including all eligible dependents. after my separation.

Employee Signature: \_\_\_\_\_

A handwritten signature in black ink, appearing to read "Troy Tymesen", written over a horizontal line.

Date: \_\_\_\_\_

A handwritten date "12/9/2025" in black ink, written over a horizontal line.



**To: George Dailey**

**Re: Separation Incentive Criteria**

Your interest in participating in the current separation incentive has been accepted as you meet the required criteria. The following terms are agreed upon by the employee and the City of Coeur d'Alene. Your sick leave balance is only a projection and will be paid at separation based on your actual ending balance. Please review the information below that pertains to the separation incentive.

**Separation date:**

January 9, 2026

**Wages:**

- Annual base salary in preceding 12 months from separation date: \$84,289.60
- 1% of annual base salary: \$842.90
- Years of completed service: 8 years

**Total Incentive: \$6,743.17**

**Sick leave payout:**

- Projected timecard sick hour balance: 755 hours
- 755 hours x 40% = 302 hours x \$39.52

**Total HRA VEBA contribution: \$13,132.50**

**Medical insurance:**

Employee, and all eligible dependents, agree to opt out of the City's medical insurance coverage.

I agree to and accept the conditions of the Voluntary Separation Incentive Program (VSIP). I understand that participating in the VSIP program is voluntary and subject to the approval of the City Administrator, Finance Director, my Department Head, Mayor and Council. I agreed to sign a separate waiver opting out of the City's continued medical insurance coverage, including all eligible dependents. after my separation.

Employee Signature:  Date: 12/9/25



To: Bill Deruyter

Re: Separation Incentive Criteria

Your interest in participating in the current separation incentive has been accepted as you meet the required criteria. The following terms are agreed upon by the employee and the City of Coeur d'Alene. Your sick leave balance is only a projection and will be paid at separation based on your actual ending balance. Please review the information below that pertains to the separation incentive.

Separation date:

July 16, 2026

Wages:

- Annual base salary in preceding 12 months from separation date: \$142,487.52
- 1% of annual base salary: \$1,424.88
- Years of completed service: 22 years

**Total Incentive: \$31,347.25**

Sick leave payout:

- Total banked Option 2 sick hours: 720 hours x 41% = 295.20 hours x \$68.88 = \$20,333.38
- *Projected* timecard sick hour balance: 815 hours
- 815 hours x 33.33% = 271.64 hours | eligible for maximum of 240 hours x \$68.88 = \$16,531.20

**Total HRA VEBA contribution: \$36,864.58**

Medical insurance:

Employee, and all eligible dependents, agree to opt out of the City's medical insurance coverage.

I agree to and accept the conditions of the Voluntary Separation Incentive Program (VSIP). I understand that participating in the VSIP program is voluntary and subject to the approval of the City Administrator, Finance Director, my Department Head, Mayor and Council. I agreed to sign a separate waiver opting out of the City's continued medical insurance coverage, including all eligible dependents. after my separation.

Employee Signature: \_\_\_\_\_

A handwritten signature in black ink, appearing to be "B. Deruyter", written over a horizontal line.

Date: \_\_\_\_\_

12-10-25





**To: Jeff Fletcher**

**Re: Separation Incentive Criteria**

Your interest in participating in the current separation incentive has been accepted as you meet the required criteria. The following terms are agreed upon by the employee and the City of Coeur d'Alene. Since your separation date is in fiscal year 2026-2027, if you have an unforeseeable change to your hourly wage, your payouts will be adjusted accordingly. Your sick leave balance is only a projection and will be paid at separation based on your actual ending balance. Please review the information below that pertains to the separation incentive.

**Separation date:**

December 30, 2026

**Wages:**

- Annual base salary in preceding 12 months from separation date: \$117,177.44
- 1% of annual base salary: \$1,171.77
- Years of completed service: 23 years

**Total Incentive: \$26,950.81**

**Sick leave payout:**

- Projected timecard sick hour balance: 635 hours
- 635 hours x 33.33% = 211.65 hours x \$41.24

**Total HRA VEBA contribution: \$8,728.26**

**Medical insurance:**

Employee, and all eligible dependents, agree to opt out of the City's medical insurance coverage.

I agree to and accept the conditions of the Voluntary Separation Incentive Program (VSIP). I understand that participating in the VSIP program is voluntary and subject to the approval of the City Administrator, Finance Director, my Department Head, Mayor and Council. I agreed to sign a separate waiver opting out of the City's continued medical insurance coverage, including all eligible dependents. after my separation.

Employee Signature: Jeffrey J. Fletcher Date: 11/25/2025



**To: Mike Fredrick**

**Re: Separation Incentive Criteria**

Your interest in participating in the current separation incentive has been accepted as you meet the required criteria. The following terms are agreed upon by the employee and the City of Coeur d'Alene. Your sick leave balance is only a projection and will be paid at separation based on your actual ending balance. Please review the information below that pertains to the separation incentive.

**Separation date:**

May 1, 2026

**Wages:**

- Annual base salary in preceding 12 months from separation date: \$95,170.88
- 1% of annual base salary: \$951.71
- Years of completed service: 24 years

**Total Incentive: \$22,841.01**

**Sick leave payout:**

- *Projected* timecard sick hour balance: 1552 hours
- 1552 hours x 33.33% = 517.28 hours x \$33.11

**Total HRA VEBA contribution: \$17,127.19**

**Medical insurance:**

Employee, and all eligible dependents, agree to opt out of the City's medical insurance coverage.

I agree to and accept the conditions of the Voluntary Separation Incentive Program (VSIP). I understand that participating in the VSIP program is voluntary and subject to the approval of the City Administrator, Finance Director, my Department Head, Mayor and Council. I agreed to sign a separate waiver opting out of the City's continued medical insurance coverage, including all eligible dependents. after my separation.

**Employee Signature:**

A handwritten signature in blue ink, appearing to read "Mike Fredrick", written over a horizontal line.

**Date:** 12-3-25



**To: Tom Greif**

**Re: Separation Incentive Criteria**

Your interest in participating in the current separation incentive has been accepted as you meet the required criteria. The following terms are agreed upon by the employee and the City of Coeur d'Alene. Your sick leave balance is only a projection and will be paid at separation based on your actual ending balance. Please review the information below that pertains to the separation incentive.

**Separation date:**

April 16, 2026

**Wages:**

- Annual base salary in preceding 12 months from separation date: \$177,184
- 1% of annual base salary: \$1,771.84
- Years of completed service: 28 years

**Total Incentive: \$49,611.52**

**Sick leave payout:**

- Projected timecard sick hour balance: 761 hours
- 761 hours x 33.33% = 253.64 hours | eligible for maximum of 240 hours x \$86.42

**Total HRA VEBA contribution: \$20,740.80**

**Medical insurance:**

Employee, and all eligible dependents, agree to opt out of the City's medical insurance coverage.

I agree to and accept the conditions of the Voluntary Separation Incentive Program (VSIP). I understand that participating in the VSIP program is voluntary and subject to the approval of the City Administrator, Finance Director, my Department Head, Mayor and Council. I agreed to sign a separate waiver opting out of the City's continued medical insurance coverage, including all eligible dependents. after my separation.

**Employee Signature:** \_\_\_\_\_

A handwritten signature in blue ink, appearing to be "T. Greif", written over a horizontal line.

**Date:** December 9, 2025



To: Katie Hirst

Re: Separation Incentive Criteria

Your interest in participating in the current separation incentive has been accepted as you meet the required criteria. The following terms are agreed upon by the employee and the City of Coeur d'Alene. Your sick leave balance is only a projection and will be paid at separation based on your actual ending balance. Please review the information below that pertains to the separation incentive.

**Separation date:**

December 17, 2025

**Wages:**

- Annual base salary in preceding 12 months from separation date: \$74,163.04
- 1% of annual base salary: \$741.63
- Years of completed service: 23 years

**Total Incentive: \$17,057.50**

**Sick leave payout:**

- Projected timecard sick hour balance: 746.50
- $746.50 \times 40\% = 298.60 \text{ hours} \times \$36.61$

**Total HRA VEBA contribution: \$10,931.75**

**Medical insurance:**

Employee, and all eligible dependents, agree to opt out of the City's medical insurance coverage.

I agree to and accept the conditions of the Voluntary Separation Incentive Program (VSIP). I understand that participating in the VSIP program is voluntary and subject to the approval of the City Administrator, Finance Director, my Department Head, Mayor and Council. I agreed to sign a separate waiver opting out of the City's continued medical insurance coverage, including all eligible dependents. after my separation.

Employee Signature: Katie Hirst Date: 11-21-2025





**To: Blaine Porter**

**Re: Separation Incentive Criteria**

Your interest in participating in the current separation incentive has been accepted as you meet the required criteria. The following terms are agreed upon by the employee and the City of Coeur d'Alene. Since your separation date is in fiscal year 2026-2027, if you have an unforeseeable change to your hourly wage, your payouts will be adjusted accordingly. Your sick leave balance is only a projection and will be paid at separation based on your actual ending balance. Please review the information below that pertains to the separation incentive.

**Separation date:**

December 31, 2026

**Wages:**

- Annual base salary in preceding 12 months from separation date: \$97,362.88
- 1% of annual base salary: \$973.63
- Years of completed service: 22 years

**Total Incentive: \$21,419.83**

**Sick leave payout:**

- *Projected* timecard sick hour balance: 1488 hours
- 1488 hours x 33.33% = 495.95 hours x \$34.27

**Total HRA VEBA contribution: \$16,996.22**

**Medical insurance:**

Employee, and all eligible dependents, agree to opt out of the City's medical insurance coverage.

I agree to and accept the conditions of the Voluntary Separation Incentive Program (VSIP). I understand that participating in the VSIP program is voluntary and subject to the approval of the City Administrator, Finance Director, my Department Head, Mayor and Council. I agreed to sign a separate waiver opting out of the City's continued medical insurance coverage, including all eligible dependents. after my separation.

**Employee Signature:**

A handwritten signature in blue ink, appearing to read "B. Porter", written over a horizontal line.

**Date:**

12-3-25



**To: Matt Sowa**

**Re: Separation Incentive Criteria**

Your interest in participating in the current separation incentive has been accepted as you meet the required criteria. The following terms are agreed upon by the employee and the City of Coeur d'Alene. Your sick leave balance is only a projection and will be paid at separation based on your actual ending balance. Please review the information below that pertains to the separation incentive.

**Separation date:**

February 24, 2026

**Wages:**

- Annual base salary in preceding 12 months from separation date: \$113,629.20
- 1% of annual base salary: \$1,138.29
- Years of completed service: 26 years

**Total Incentive: \$29,595.59**

**Sick leave payout:**

- Projected timecard sick hour balance: 179.8 hours
- 179.8 hours x 33.33% = 59.93 hours x \$39.85

**Total HRA VEBA contribution: \$2,388.10**

**Medical insurance:**

Employee, and all eligible dependents, agree to opt out of the City's medical insurance coverage.

I agree to and accept the conditions of the Voluntary Separation Incentive Program (VSIP). I understand that participating in the VSIP program is voluntary and subject to the approval of the City Administrator, Finance Director, my Department Head, Mayor and Council. I agreed to sign a separate waiver opting out of the City's continued medical insurance coverage, including all eligible dependents, after my separation.

Employee Signature: Matt Sowa Date: 12/04/2025



**To: Juanita Knight**

**Re: Separation Incentive Criteria**

Your interest in participating in the current separation incentive has been accepted as you meet the required criteria. The following terms are agreed upon by the employee and the City of Coeur d'Alene. Your sick leave balance is only a projection and will be paid at separation based on your actual ending balance. Please review the information below that pertains to the separation incentive.

**Separation date:**

September 18, 2026

**Wages:**

- Annual base salary in preceding 12 months from separation date: \$82,201.60
- 1% of annual base salary: \$822.02
- Years of completed service: 26 years

**Total Incentive: \$21,372.42**

**Sick leave payout:**

- *Projected* timecard sick hour balance: 830.75 hours
- 830.75 hours x 40% = 332.30 hours x \$39.52

**Total HRA VEBA contribution: \$13,132.50**

**Medical insurance:**

Employee, and all eligible dependents, agree to opt out of the City's medical insurance coverage.

I agree to and accept the conditions of the Voluntary Separation Incentive Program (VSIP). I understand that participating in the VSIP program is voluntary and subject to the approval of the City Administrator, Finance Director, my Department Head, Mayor and Council. I agreed to sign a separate waiver opting out of the City's continued medical insurance coverage, including all eligible dependents. after my separation.

**Employee Signature:**

*Juanita Knight*

**Date:**

*12/10/25*



**To: Alison Palmer**

**Re: Separation Incentive Criteria**

Your interest in participating in the current separation incentive has been accepted as you meet the required criteria. The following terms are agreed upon by the employee and the City of Coeur d'Alene. Your sick leave balance is only a projection and will be paid at separation based on your actual ending balance and hourly wage. Please review the information below that pertains to the separation incentive.

**Separation date:**

December 18, 2026

**Wages:**

- Annual base salary in preceding 12 months from separation date: \$72,451.60
- 1% of annual base salary: \$724.52
- Years of completed service: 27 years

**Total Incentive: \$19,561.93**

**Sick leave payout:**

- *Projected* timecard sick hour balance: 747.50 hours x 40% = 299 hours x \$35.74

**Total HRA VEBA contribution: \$10,686.26**

**Medical insurance:**

Employee, and all eligible dependents, agree to opt out of the City's medical insurance coverage.

I agree to and accept the conditions of the Voluntary Separation Incentive Program (VSIP). I understand that participating in the VSIP program is voluntary and subject to the approval of the City Administrator, Finance Director, my Department Head, Mayor and Council. I agreed to sign a separate waiver opting out of the City's continued medical insurance coverage, including all eligible dependents. after my separation.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_





**To: Bill Greenwood**

**Re: Separation Incentive Criteria**

Your interest in participating in the current separation incentive has been accepted as you meet the required criteria. The following terms are agreed upon by the employee and the City of Coeur d'Alene. Your sick leave balance is only a projection and will be paid at separation based on your actual ending balance. Please review the information below that pertains to the separation incentive.

**Separation date:**

March 20, 2026

**Wages:**

- Annual base salary in preceding 12 months from separation date: \$140,847.20
- 1% of annual base salary: \$1,408.47
- Years of completed service: 27 years

**Total Incentive: \$38,028.74**

**Sick leave payout:**

- Total banked Option 2 sick hours: 2159.10 hours x 35% = 755.69 hours x \$68.88 = \$52,051.58
- Projected timecard sick hour balance: 771 x 35% = 269.85 hours x \$68.88 = \$16,531.20

**Total HRA VEBA contribution: \$68,582.78**

**Medical insurance:**

Employee, and all eligible dependents, agree to opt out of the City's medical insurance coverage.

I agree to and accept the conditions of the Voluntary Separation Incentive Program (VSIP). I understand that participating in the VSIP program is voluntary and subject to the approval of the City Administrator, Finance Director, my Department Head, Mayor and Council. I agreed to sign a separate waiver opting out of the City's continued medical insurance coverage, including all eligible dependents. after my separation.

**Employee Signature:**

A handwritten signature in blue ink, appearing to read "B. Greenwood", written over a horizontal line.

**Date:**

12-10-25



DEC 08 2025

To: Mark Walter

**Re: Separation Incentive Criteria**

Your interest in participating in the current separation incentive has been accepted as you meet the required criteria. The following terms are agreed upon by the employee and the City of Coeur d'Alene. Your sick leave balance is only a projection and will be paid at separation based on your actual ending balance and hourly wage. Please review the information below that pertains to the separation incentive.

**Separation date:**

October 16, 2026

**Wages:**

- Annual base salary in preceding 12 months from separation date: \$72,015.77
- 1% of annual base salary: \$720.16
- Years of completed service: 12 years

**Total Incentive: \$8,641.89****Sick leave payout:**

- Projected timecard sick hour balance: 670 hours x 33.33% = 223.31 hours x \$35.74

**Total HRA VEBA contribution: \$7,980.81****Medical insurance:**

Employee, and all eligible dependents, agree to opt out of the City's medical insurance coverage.

I agree to and accept the conditions of the Voluntary Separation Incentive Program (VSIP). I understand that participating in the VSIP program is voluntary and subject to the approval of the City Administrator, Finance Director, my Department Head, Mayor and Council. I agreed to sign a separate waiver opting out of the City's continued medical insurance coverage, including all eligible dependents. after my separation.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

12/08/2025



**To: Jon Cantrell**

**Re: Separation Incentive Criteria**

Your interest in participating in the current separation incentive has been accepted as you meet the required criteria. The following terms are agreed upon by the employee and the City of Coeur d'Alene. Your sick leave balance is only a projection and will be paid at separation based on your actual ending balance. Please review the information below that pertains to the separation incentive.

**Separation date:**

January 5, 2026

**Wages:**

- Annual base salary in preceding 12 months from separation date: \$127,391.60
- 1% of annual base salary: \$1,273.92
- Years of completed service: 19 years

**Total Incentive: \$24,204.40**

**Sick leave payout:**

N/A, not retirement eligible.

**Medical insurance:**

Employee, and all eligible dependents, agree to opt out of the City's medical insurance coverage.

I agree to and accept the conditions of the Voluntary Separation Incentive Program (VSIP). I understand that participating in the VSIP program is voluntary and subject to the approval of the City Administrator, Finance Director, my Department Head, Mayor and Council. I agreed to sign a separate waiver opting out of the City's continued medical insurance coverage, including all eligible dependents, after my separation.

Employee Signature: \_\_\_\_\_

*J. Cantrell*

Date: \_\_\_\_\_

*11.18.25*





**To: Judi Griffin**

**Re: Separation Incentive Criteria**

Your interest in participating in the current separation incentive has been accepted as you meet the required criteria. The following terms are agreed upon by the employee and the City of Coeur d'Alene. Since your separation date is in fiscal year 2026-2027, if you have a change to your hourly wage, your payouts will be adjusted accordingly. Your sick leave balance is only a projection and will be paid at separation based on your actual ending balance. Please review the information below that pertains to the separation incentive.

**Separation date:**

October 29, 2026

**Wages:**

- Annual base salary in preceding 12 months from separation date: \$58,522
- 1% of annual base salary: \$585.52
- Years of completed service: 4 years

**Total Incentive: \$2,342.08**

**Sick leave payout:**

- Projected timecard sick hour balance: 202.95 hours
- $202.95 \text{ hours} \times 33.33\% = 67.64 \text{ hours} \times \$29.56$

**Total HRA VEBA contribution: \$1,999.53**

**Medical insurance:**

Employee, and all eligible dependents, agree to opt out of the City's medical insurance coverage.

I agree to and accept the conditions of the Voluntary Separation Incentive Program (VSIP). I understand that participating in the VSIP program is voluntary and subject to the approval of the City Administrator, Finance Director, my Department Head, Mayor and Council. I agreed to sign a separate waiver opting out of the City's continued medical insurance coverage, including all eligible dependents. after my separation.

Employee Signature: Judi Griffin Date: 12/10/25



**To: Louise Martin**

**Re: Separation Incentive Criteria**

Your interest in participating in the current separation incentive has been accepted as you meet the required criteria. The following terms are agreed upon by the employee and the City of Coeur d'Alene. Your sick leave balance is only a projection and will be paid at separation based on your actual ending balance. Please review the information below that pertains to the separation incentive.

**Separation date:**

February 27, 2026

**Wages:**

- Annual base salary in preceding 12 months from separation date: \$80,647.20
- 1% of annual base salary: \$806.47
- Years of completed service: 27 years

**Total Incentive: \$21,774.74**

**Sick leave payout:**

- Projected timecard sick hour balance: 770 hours
- 770 hours x 33.33% = 256.64 hours | eligible for a maximum of 240 hours x \$39.52

**Total HRA VEBA contribution: \$9,484.80**

**Medical insurance:**

Employee, and all eligible dependents, agree to opt out of the City's medical insurance coverage.

I agree to and accept the conditions of the Voluntary Separation Incentive Program (VSIP). I understand that participating in the VSIP program is voluntary and subject to the approval of the City Administrator, Finance Director, my Department Head, Mayor and Council. I agreed to sign a separate waiver opting out of the City's continued medical insurance coverage, including all eligible dependents. after my separation.

Employee Signature: Louise Martin

Date: 12032025



**To: Brandon McCormick**

**Re: Separation Incentive Criteria**

Your interest in participating in the current separation incentive has been accepted as you meet the required criteria. The following terms are agreed upon by the employee and the City of Coeur d'Alene. Your sick leave balance is only a projection and will be paid at separation based on your actual ending balance. Please review the information below that pertains to the separation incentive.

**Separation date:**

May 15, 2026

**Wages:**

- Annual base salary in preceding 12 months from separation date: \$140,712.80
- 1% of annual base salary: \$1,407.13
- Years of completed service: 26 years

**Total Incentive: \$36,585.33**

**Sick leave payout:**

- *Projected* timecard sick hour balance: 755 hours
- $792 \text{ hours} \times 33.33\% = 263.97 \text{ hours}$  | eligible for maximum of 240 hours  $\times \$68.45$

**Total HRA VEBA contribution: \$16,428**

**Medical insurance:**

Employee, and all eligible dependents, agree to opt out of the City's medical insurance coverage.

I agree to and accept the conditions of the Voluntary Separation Incentive Program (VSIP). I understand that participating in the VSIP program is voluntary and subject to the approval of the City Administrator, Finance Director, my Department Head, Mayor and Council. I agreed to sign a separate waiver opting out of the City's continued medical insurance coverage, including all eligible dependents, after my separation.

Employee Signature: \_\_\_\_\_

*BL MJA/K6*

Date: \_\_\_\_\_

*11/13/25*





**To: Tim Neal**

**Re: Separation Incentive Criteria**

Your interest in participating in the current separation incentive has been accepted as you meet the required criteria. The following terms are agreed upon by the employee and the City of Coeur d'Alene. Since your separation date is in fiscal year 2026-2027, if you have a change to your hourly wage, your payouts will be adjusted accordingly. Your sick leave balance is only a projection and will be paid at separation based on your actual ending balance. Please review the information below that pertains to the separation incentive.

**Separation date:**

November 20, 2026

**Wages:**

- Annual base salary in preceding 12 months from separation date: \$98,883.20
- 1% of annual base salary: \$988.83
- Years of completed service: 26 years

**Total Incentive: \$25,709.63**

**Sick leave payout:**

- *Projected* timecard sick hour balance: 35 hours x 33.33% = 11.67 hours x \$47.54

**Total HRA VEBA contribution: \$554.58**

**Medical insurance:**

Employee, and all eligible dependents, agree to opt out of the City's medical insurance coverage.

I agree to and accept the conditions of the Voluntary Separation Incentive Program (VSIP). I understand that participating in the VSIP program is voluntary and subject to the approval of the City Administrator, Finance Director, my Department Head, Mayor and Council. I agreed to sign a separate waiver opting out of the City's continued medical insurance coverage, including all eligible dependents. after my separation.

**Employee Signature:** \_\_\_\_\_

A handwritten signature in blue ink, appearing to be "T. Neal", written over a horizontal line.

**Date:** \_\_\_\_\_

12/08/25



**To: Bill Tilson**

**Re: Separation Incentive Criteria**

Your interest in participating in the current separation incentive has been accepted as you meet the required criteria. The following terms are agreed upon by the employee and the City of Coeur d'Alene. Since your separation date is in fiscal year 2026-2027, if you have a change to your hourly wage, your payouts will be adjusted accordingly. Your sick leave balance is only a projection and will be paid at separation based on your actual ending balance. Please review the information below that pertains to the separation incentive.

**Separation date:**

October 16, 2016

**Wages:**

- Annual base salary in preceding 12 months from separation date: \$142,376
- 1% of annual base salary: \$1,423.76
- Years of completed service: 23 years

**Total Incentive: \$32,746.48**

**Sick leave payout:**

- *Projected* timecard sick hour balance: 725 hours
- 725 hours x 33.33% = 241.64 hours | eligible for a maximum of 240 hours x \$68.45

**Total HRA VEBA contribution: \$16,428**

**Medical insurance:**

Employee, and all eligible dependents, agree to opt out of the City's medical insurance coverage.

I agree to and accept the conditions of the Voluntary Separation Incentive Program (VSIP). I understand that participating in the VSIP program is voluntary and subject to the approval of the City Administrator, Finance Director, my Department Head, Mayor and Council. I agreed to sign a separate waiver opting out of the City's continued medical insurance coverage, including all eligible dependents. after my separation.

Employee Signature: \_\_\_\_\_

A handwritten signature in black ink, appearing to read "B. Tilson", written over a horizontal line.

Date: 11/25/25





**To: Lee White**

**Re: Separation Incentive Criteria**

Your interest in participating in the current separation incentive has been accepted as you meet the required criteria. The following terms are agreed upon by the employee and the City of Coeur d'Alene. Your sick leave balance is only a projection and will be paid at separation based on your actual ending balance. Please review the information below that pertains to the separation incentive.

**Separation date:**

January 14, 2026

**Wages:**

- Annual base salary in preceding 12 months from separation date: \$175,636.40
- 1% of annual base salary: \$1,756.36
- Years of completed service: 11 years

**Total Incentive: \$19,320**

**Sick leave payout:**

- Projected timecard sick hour balance: 755 hours
- 755 hours x 33.33% = 251.64 hours | eligible for maximum of 240 hours x \$86.42

**Total HRA VEBA contribution: \$20,740.80**

**Medical insurance:**

Employee, and all eligible dependents, agree to opt out of the City's medical insurance coverage.

I agree to and accept the conditions of the Voluntary Separation Incentive Program (VSIP). I understand that participating in the VSIP program is voluntary and subject to the approval of the City Administrator, Finance Director, my Department Head, Mayor and Council. I agreed to sign a separate waiver opting out of the City's continued medical insurance coverage, including all eligible dependents. after my separation.

**Employee Signature:**

A handwritten signature in blue ink, appearing to be "L. White", written over a horizontal line.

**Date:**

11/17/25



**To: Dennis Grant**

**Re: Separation Incentive Criteria**

Your interest in participating in the current separation incentive has been accepted as you meet the required criteria. The following terms are agreed upon by the employee and the City of Coeur d'Alene. Your sick leave balance is only a projection and will be paid at separation based on your actual ending balance and hourly wage. Please review the information below that pertains to the separation incentive.

**Separation date:**

December 31, 2026

**Wages:**

- Annual base salary in preceding 12 months from separation date: \$106,717.76
- 1% of annual base salary: \$1,067.18
- Years of completed service: 27 years

**Total Incentive: \$28,813.80**

**Sick leave payout:**

- Projected timecard sick hour balance: 752 hours
- $752 \text{ hours} \times 33.33\% = 250.64 \text{ hours}$  | eligible for a maximum of 240 hours  $\times \$52.58$

**Total HRA VEBA contribution: \$12,619.20**

**Medical insurance:**

Employee, and all eligible dependents, agree to opt out of the City's medical insurance coverage.

I agree to and accept the conditions of the Voluntary Separation Incentive Program (VSIP). I understand that participating in the VSIP program is voluntary and subject to the approval of the City Administrator, Finance Director, my Department Head, Mayor and Council. I agreed to sign a separate waiver opting out of the City's continued medical insurance coverage, including all eligible dependents. after my separation.

Employee Signature: \_\_\_\_\_

A handwritten signature in blue ink, appearing to read "Dennis Grant", written over a horizontal line.

Date: 12/10/2025



To: Terry Leigh

**Re: Separation Incentive Criteria**

Your interest in participating in the current separation incentive has been accepted as you meet the required criteria. The following terms are agreed upon by the employee and the City of Coeur d'Alene. Your sick leave balance is only a projection and will be paid at separation based on your actual ending balance and hourly wage. Please review the information below that pertains to the separation incentive.

**Separation date:**

October 2, 2026

**Wages:**

- Annual base salary in preceding 12 months from separation date: \$82,312
- 1% of annual base salary: \$823.12
- Years of completed service: 31 years

**Total Incentive: \$25,516.72**

**Sick leave payout:**

- Projected timecard sick hour balance: 840 hours x 40% = 336 hours x \$40.90

**Total HRA VEBA contribution: \$13,742.40**

**Medical insurance:**

Employee, and all eligible dependents, agree to opt out of the City's medical insurance coverage.

I agree to and accept the conditions of the Voluntary Separation Incentive Program (VSIP). I understand that participating in the VSIP program is voluntary and subject to the approval of the City Administrator, Finance Director, my Department Head, Mayor and Council. I agreed to sign a separate waiver opting out of the City's continued medical insurance coverage, including all eligible dependents. after my separation.

Employee Signature: Terry Leigh Date: 12-12-2025





**To: David Hauser**

**Re: Separation Incentive Criteria**

Your interest in participating in the current separation incentive has been accepted as you meet the required criteria. The following terms are agreed upon by the employee and the City of Coeur d'Alene. Your sick leave balance is only a projection and will be paid at separation based on your actual ending balance and hourly wage. Please review the information below that pertains to the separation incentive.

**Separation date:**

June 13, 2026

**Wages:**

- Annual base salary in preceding 12 months from separation date: \$75,454.40
- 1% of annual base salary: \$754.40
- Years of completed service: 16 years

**Total Incentive: \$12,072.70**

**Sick leave payout:**

- *Projected* timecard sick hour balance: 588.20 hours x 33.33% = 196.05 hours x \$36.61

**Total HRA VEBA contribution: \$7,177.28**

**Medical insurance:**

Employee, and all eligible dependents, agree to opt out of the City's medical insurance coverage.

I agree to and accept the conditions of the Voluntary Separation Incentive Program (VSIP). I understand that participating in the VSIP program is voluntary and subject to the approval of the City Administrator, Finance Director, my Department Head, Mayor and Council. I agreed to sign a separate waiver opting out of the City's continued medical insurance coverage, including all eligible dependents. after my separation.

Employee Signature: David W. Hauser Date: 12-4-2025



**To: Larry Parsons**

**Re: Separation Incentive Criteria**

Your interest in participating in the current separation incentive has been accepted as you meet the required criteria. The following terms are agreed upon by the employee and the City of Coeur d'Alene. Your sick leave balance is only a projection and will be paid at separation based on your actual ending balance. Please review the information below that pertains to the separation incentive.

**Separation date:**

January 16, 2026

**Wages:**

- Annual base salary in preceding 12 months from separation date: \$103,648.64
- 1% of annual base salary: \$1,036.49
- Years of completed service: 36 years

**Total Incentive: \$37,172.16**

**Sick leave payout:**

- Total banked sick hours: 2082.50 hours
- *Projected* timecard sick hour balance: 755
- *Projected* total sick hours: 2837.50
- $2837.50 \times 35\% = 993.13 \text{ hours} \times \$50.80$

**Total HRA VEBA contribution: \$50,451.00**

**Medical insurance:**

Employee, and all eligible dependents, agree to opt out of the City's medical insurance coverage.

I agree to and accept the conditions of the Voluntary Separation Incentive Program (VSIP). I understand that participating in the VSIP program is voluntary and subject to the approval of the City Administrator, Finance Director, my Department Head, Mayor and Council. I agreed to sign a separate waiver opting out of the City's continued medical insurance coverage, including all eligible dependents. after my separation.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

12-8-25

**CITY COUNCIL  
STAFF REPORT**

**DATE:** December 16, 2025

**FROM:** Glen Poelstra, Water Department Assistant Director

**SUBJECT:** Award of lowest bid and approval of purchase and installation of a Miox Chlorine Generation Unit from Filtration Technologies for Locust Well.

=====

**DECISION POINT:** Should Council accept the lowest responsive bid of, and approve the purchase and installation of a Miox Chlorine Generation Unit from, Filtration Technologies, in the amount of \$122,575.00, to be installed at the Locust Well?

**HISTORY:** In previous years, the Water Dept. utilized 100% gas chlorine as a disinfectant. Due to its high volatility and dangerous nature, it was decided to source a different way of disinfection. Technology has been developed to utilize a liquid salt solution along with direct current electricity as a way of producing a consistent source liquid chlorine at a much safer concentration for employees to handle. Less than a ½% of chlorine is generated and injected at each well site to keep the minimum required amount of chlorine in the distribution system. A Microclor brand of chlorine generation unit currently is installed at the Locust Well but has reached end of life and parts have become more expensive and unreliable to source. The Miox brand units have been installed at multiple other well sites and have proven to be reliable units.

**FINANCIAL ANALYSIS:** Staff advertised for bids for a chlorine generation unit capable of producing enough chlorine solution to meet the demands of a well producing 3000 GPM. Filtration Technologies was the only bidder to respond and is able to supply and install a 15 PPD (pound per day) Miox Chlorination Unit at a total cost of \$122,575.00. A line-item amount of \$125,000 was budgeted for this unit. Staff reached out directly to two other companies that provide chlorine generation units to ensure they were aware bids were being advertised, but the City did not receive any other bids by the time of the bid opening.

**PERFORMANCE ANALYSIS:** The Miox Chlorine Generations Units use high quality food-grade salt in the form of a liquid solution, to produce chlorine in a safe and effective manner for treatment processes. With several of these units deployed at multiple water well sites in the City, the Miox units have proven very useful and reliable in the production of liquid chlorine for disinfection purposes. While liquid chlorine is still caustic and requires safety measures, the liquid chlorine solution is much less hazardous than 100% gas chlorine.

**DECISION POINT/RECOMMENDATION:** Council should accept the bid of, and award a contract to, Filtration Technologies to supply and install a Miox Chlorine Generation Unit in the amount of \$122,575.00 for the Locust Well.



1

## Locust Well



2



## Old MicrOclor



3

## MIOX



4



**Questions?**



RESOLUTION NO. 25-074

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, APPROVING THE PURCHASE AND INSTALLATION OF A MIOX CHLORINE GENERATION UNIT FROM FILTRATION TECHNOLOGIES IN THE AMOUNT OF ONE HUNDRED TWENTY-TWO THOUSAND FIVE HUNDRED SEVENTY-FIVE AND NO/100 DOLLARS (\$122,575.00), TO BE INSTALLED AT THE LOCUST WELL.

WHEREAS, the Water Department for the City of Coeur d'Alene has recommended that the City approve the purchase and installation of a Miox Chlorine Generation Unit from the lowest responsive bidder, Filtration Technologies, for the amount of One Hundred Twenty-Two Thousand Five Hundred Seventy-Five and no/100 Dollars (\$122,575.00), to be installed at the Locust Well, per the attached Exhibit "1" which is incorporated herein by reference; and

WHEREAS, it is in the best interests of the City to purchase the Miox Chlorine Generation Unit.

NOW, THEREFORE,

BE IT RESOLVED by the Mayor and City Council of the City of Coeur d'Alene that the Water Department is authorized to enter into an agreement with Filtration Technologies for the amount of One Hundred Twenty-Two Thousand Five Hundred Seventy-Five and 00/100 Dollars (\$122,575.00), for the purchase and installation of a Miox Chlorine Generation Unit to be installed at the Locust Well, per the attached Exhibit "1" which is 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 directed to sign any agreements and take such steps necessary to effect said purchase on behalf of the City.

DATED this 16<sup>th</sup> day of December, 2025.

---

Woody McEvers, Mayor

ATTEST:

---

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 WOOD Voted

COUNCIL MEMBER ENGLISH Voted

COUNCIL MEMBER GABRIEL Voted

COUNCIL MEMBER GOOKIN Voted

was absent. Motion .



December 16<sup>th</sup> 2025

Filtration Technology, Inc.  
2218 S. Crosscreek Ln.  
Boise, ID 83706-6707

To Whom It May Concern:

The purpose of this letter is to confirm our agreement regarding the purchase and installation of a MIOX Generator and associated equipment at the Locust Well for the City of Coeur d'Alene. We have agreed that work shall be completed within 120 days of receiving the notice to proceed. The scope of work includes the installation and purchase of the generator as described in Attachment "A." It is further agreed that Filtration Technology, Inc., (hereinafter referred to as the "Contractor") will indemnify, defend and hold the City harmless for any and all causes of action arising from any tortuous act or omission by Contractor, its employees, subcontractors, agents, and officers in performing this job. Payment will be made only after completion of the work and approval by the City, and after the City has received satisfactory evidence that all due or delinquent taxes have been paid. Invoices should be mailed to this office's address.

The total amount to be paid for the work shall be One hundred twenty-two thousand five hundred seventy-five and no/100 Dollars (\$122,575.00). Unless otherwise agreed in writing, the City shall not pay any cost or expense in excess of that amount.

Before commencing work, Contractor must provide the following to the City Clerk: (1) this completed and signed Letter of Agreement; (2) a completed W9; (3) a certificate of liability insurance policy which names the City as an additional insured with minimum policy limits of \$500,000 for bodily or personal injury, death, or property damage or loss as a result of any one accident or occurrence; (4) proof of worker's compensation insurance, if required; and (5) proof of a public works contractor license.

The City and the Contractor recognize that time is of the essence and failure of the Contractor to complete the work within the time allowed shall result in damages being sustained by the City. Such damages are and will continue to be impractical and extremely difficult to determine. Therefore, in the event the Contractor shall fail to complete the work within the above time limit, or any extension granted by City in writing, the Contractor shall pay to the City or have withheld from moneys due, liquidated damages at the rate of Five hundred and no/100 Dollars (\$500.00) per calendar day, which sums shall not be construed as a penalty.

Additionally, Idaho law (I.C. § 44-1001) requires that, for all construction, repair or maintenance work performed for the City, the Contractor shall employ 95% bona fide Idaho residents on the job unless the Contractor employs fewer than 50 people. In that case, up to 10% nonresidents may be employed on the job.

The Contractor affirmatively acknowledges that no person shall be discriminated against on the grounds of race, color, sex, sexual orientation, gender identity, or national origin in employment on this project.

The Contractor certifies that it is not currently owned or operated by the government of the People's Republic of China and will not for the duration of the contract be owned or operated by the government of People's Republic of China.



Pursuant to Idaho Code § 67-2346, the Contractor certifies that it is not currently engaged in, and will not for the duration of the contract engage in, a boycott of goods or services from Israel or territories under its control.

Pursuant to Idaho Code § 18-8703, the Contractor certifies that it is not, and will not for the duration of this Agreement become, an abortion provider or an affiliate of an abortion provider, as those terms are defined in the “No Public Funds for Abortion Act,” Idaho Code §§ 18-8701, et seq.

Pursuant to Idaho Code § 67-2347A, the Contractor certifies that it is not currently engaged in, and will not for the duration of the contract engage in, a boycott of any individual or company because the individual or company engages in or supports the exploration, production, utilization, transportation, sale, or manufacture of fossil fuel-based energy, timber, minerals, hydroelectric power, nuclear energy, or agriculture; or engages in or supports the manufacture, distribution, sale, or use of firearms, as defined in section 18-3302(2)(d), Idaho Code.

Please acknowledge this agreement and return to this office.

Date \_\_\_\_\_



**CONTRACTOR ACCEPTANCE OF TERMS**

Name (individual or company): \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

ATTACHMENT "A"

**Locust Well**

**3000 GPM, .5 PPM Injection Rate/.2 PPM Resident/.3 PPM Demand =  
10.8 PPD Required**

- Wall mount filter with gauges and isolation valves
- Kinetico Softener and all accessories
- Re-use existing brine tank, new bulkheads as required, plug off existing bulkheads as required, install new BrineGuard, Jobe simple float assembly, salt supplied by City
- MIOX Vault #ABM15SC self-cleaning mixed oxidant generator cabinet, wall mount, 1PH/230V, PLC/HMI, 60 amp, designed to produce a minimum of 15 ppd, spare parts kit
- Re-use existing storage tank, install CPVC and PVC bulkheads as required, 18" float assembly, hydrogen vent drop tube/piping/bird traps, cut hydrogen vent holes thru wall and caulk
- Installation:
  - Idaho public works contractor licensed, minimum class of "C" (Filtration Technology is "CC" to \$400,000), type "C" specialty construction
  - All piping as required
  - Start-up and training
- All equipment meets NSF requirements-certified for public drinking water

**CITY COUNCIL  
STAFF REPORT**

**DATE:** December 16, 2025

**FROM:** Adam Korytko, Building Maintenance Superintendent

**SUBJECT:** Approve Change Orders and Project Closeout-Police Department Storage Building

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**DECISION POINT:** Should the City Council approve Change Orders #1 and #2 to the Police Pole Building Project Contract with Ginno Construction Company, in the total amount of \$16,320.55?

**HISTORY:** During the construction of the police storage building, two Change Orders (COs) were executed. **CO #1** addressed site condition deficiencies, specifically the lack of documented compaction under the slab, which required **over-excavation and re-compaction**. This CO also included utility upgrades, such as relocating the fire sprinkler tie-in to ensure adequate pressure and extending power/gas to the future training facility. **CO #2** incorporated minor revisions requested by the Police Department IT team (increased outlets/data drops) and corrected a design issue by removing two obstructing bollards from the command trailer bay.

**FINANCIAL ANALYSIS:** The following table summarizes this Project's financial breakdown:

<b>Total Budgeted Amount:</b>	<b>\$1,095,000.00</b>
<b>Change Order #1:</b> Over-excavate unsuitable soils and recompact structural fill, trench and install underground conduit for future PD training facility, delete one window and install LVT flooring in entryway, install FDC vault, and extend water main for fire sprinkler system.	\$ 12,032.00
<b>Change Order #2:</b> Electrical and data systems revision and delete sheetrock on bottom of second floor framing above acoustic tile, remove bollards in garage and patch concrete.	\$ 4,288.55
<b>Total Contract Amount plus Contractual Changes:</b>	<b>\$1,111,320.55</b>

The additional costs of the change orders will be covered by the insurance proceeds from the 2024 fire.

**PERFORMANCE ANALYSIS:** Ginno Construction completed the project in October, and the facility is now fully operational. The project's goal was to replace the pole building lost to fire in 2024.

**DECISION POINT/RECOMMENDATION:** City Council should approve Change Orders #1 and #2 to the Police Pole Building Project Contract with Ginno Construction Company, in the total amount of \$16,320.55 by utilizing the insurance proceeds from the 2024 fire.





1

# Police Department Support Services Building

Change Order Ratification and  
Project Closeout



2

The Police Support Services building was completed in late October with an approved budget of \$1,095,000.00. Over the course of the project, two change orders were issued for a combined total of \$16,320.55 which brought the total project cost to \$1,111,320.55. The additional costs of the change orders can be covered by utilizing the insurance proceeds from the 2024 fire.

<b>Total Budgeted Amount:</b>	<b>\$1,095,000.00</b>
<b>Change Order #1:</b> Over-excavate unsuitable soils and recompact structural fill, trench and install underground conduit for future PD training facility, delete one window and install LVT flooring in entryway, install FDC vault, and extend water main for fire sprinkler system.	\$ 12,032.00
<b>Change Order #2:</b> Electrical and data systems revision and delete sheetrock on bottom of second floor framing above acoustic tile, remove bollards in garage and patch concrete.	\$ 4,288.55
<b>Total Contract Amount plus Contractual Changes:</b>	<b>\$1,111,320.55</b>



3

## Change Order #1

- Over-excavate unsuitable soils and recompact structural fill.
- Trench and install underground conduit and gas line for future PD training facility.
- Install vault to maintain access to underground ball drip valve for fire sprinkler system.
- Extend water main to fire sprinkler system per water department.



4

Utility Trench



FDC Vault



Water Line Connection



5

## Change Order #2

- Electrical and data systems revision in with PD I.T. department requested additional power outlets and data drops to support future operational needs
- The deletion of sheetrock on the underside of the 2<sup>nd</sup> floor to accommodate mechanical and plumbing rough ins
- Removal of protective bollards in the Mobile Command Trailer bay which obstructed the trailer from being pulled through the building



6

# Project Recap



7

# Framing and Sheathing



8

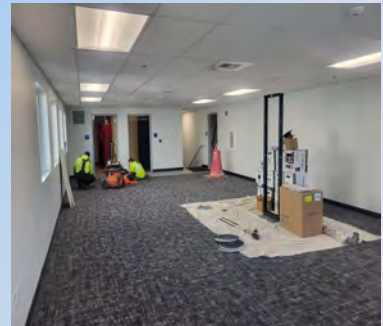
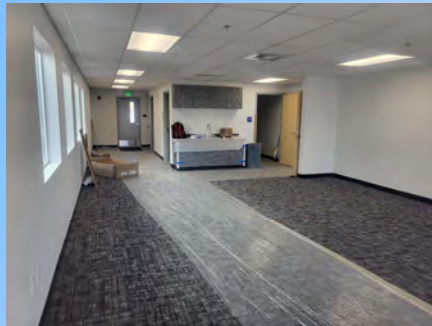
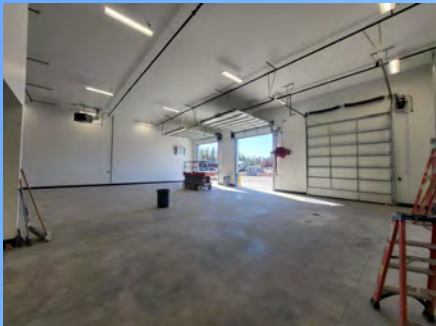


## Roof, Siding, and Exterior Finishes



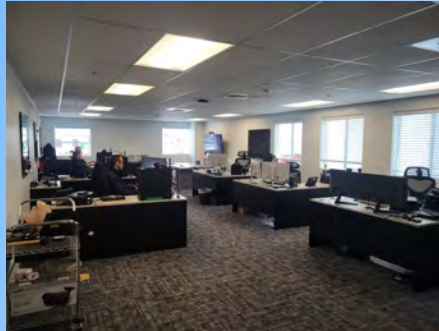
9

## Interior Finishes



10

# Project Complete and Operational



11

# Questions?



12

RESOLUTION NO. 25-075

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, RATIFYING CHANGE ORDERS #1 AND #2 TO THE CONTRACT WITH GINNO CONSTRUCTION IN AN AMOUNT OF \$16,320.55, FOR THE POLICE SUPPORT SERVICES BUILDING PROJECT.

WHEREAS, the City of Coeur d'Alene, pursuant to Resolution No. 25-017, entered into a contract dated the 15<sup>th</sup> day of April, 2025 with Ginno Construction, for the construction of the Police Support Services Building, pursuant to advertised bidding specifications; and

WHEREAS, during the project, modifications were determined to be necessary; and

WHEREAS, the Building Maintenance Superintendent has requested that the City of Coeur d'Alene approve Change Orders #1 and #2 in the amount of Sixteen Thousand Three Hundred Twenty and 55/100's Dollars (\$16,320.55), a copy of which change orders are attached hereto marked Exhibits "1 and 2" and by reference made a part hereof, thereby increasing the total contract price to \$1,111,320.55; and

WHEREAS, the City Council deems it to be in the best interests of the City of Coeur d'Alene and the citizens thereof to approve such change orders.

NOW, THEREFORE,

BE IT RESOLVED that the Mayor and City Council of the city of Coeur d'Alene hereby agree to approve Change Orders #1 and #2 to the contract with Ginno Construction, as set forth above, a copy of which Change Orders are attached hereto as Exhibits "1 and 2" and by reference made a part hereof.

BE IT FURTHER RESOLVED that the Mayor and City Clerk be and they are hereby authorized to execute any and all documents necessary to effect such change orders on behalf of the City of Coeur d'Alene.

DATED this 16<sup>th</sup> day of December, 2025.

---

Woody McEvers, Mayor

ATTEST:

---

Renata McLeod, City Clerk

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

ROLL CALL:

COUNCIL MEMBER EVANS Voted

COUNCIL MEMBER GOOKIN Voted

COUNCIL MEMBER MILLER Voted

COUNCIL MEMBER WOOD Voted

COUNCIL MEMBER GABRIEL Voted

COUNCIL MEMBER ENGLISH Voted

was absent. Motion .





# Document G701® – 2017

## Change Order

**PROJECT:** *(Name and address)*  
City of Coeur d'Alene  
Police Storage Building  
3850 N Ramsey Road  
Coeur d'Alene, Idaho 83815

**CONTRACT INFORMATION:**  
Contract For: General Construction  
  
Date: April 15, 2025

**CHANGE ORDER INFORMATION:**  
Change Order Number: 001  
  
Date: June 17, 2025

**OWNER:** *(Name and address)*  
City of Coeur d'Alene  
  
710 E Mullan Avenue  
Coeur d'Alene, Idaho 83814

**ARCHITECT:** *(Name and address)*  
Longwell + Trapp Architects  
dba LTA Architects  
8677 N Wayne Drive, Suite A  
Hayden, Idaho 83835

**CONTRACTOR:** *(Name and address)*  
Ginno Construction Company of Idaho,  
Inc.  
3893 N Schreiber Way  
Coeur d'Alene, Idaho 83815

### THE CONTRACT IS CHANGED AS FOLLOWS:

*(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)*

### SEE ATTACHED

The original Contract Sum was	\$ 1,095,000.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 1,095,000.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 12,032.00
The new Contract Sum including this Change Order will be	\$ 1,107,032.00

The Contract Time will be increased by Zero (0) days.

The new date of Substantial Completion will be November 6, 2025

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

### NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

LTA Architects

Ginno Construction Company of Idaho,  
Inc.

City of Coeur d'Alene

**ARCHITECT** *(Firm name)*

**CONTRACTOR** *(Firm name)*

**OWNER** *(Firm name)*

**SIGNATURE**

**SIGNATURE**

**SIGNATURE**

**PRINTED NAME AND TITLE**

**PRINTED NAME AND TITLE**

**PRINTED NAME AND TITLE**

**DATE**

**DATE**

**DATE**

**CHANGE ORDER NO. 1**

June 17, 2025

ITEM 1: Price to over-excavate unsuitable soils and recompact structural fill. Refer to attached PCO #001.

ADD: \$ 2,999.70

ITEM 2: Price to trench and install a 2-inch conduit for future power to existing building to the south as Requested by Owner. Refer to attached PCO #002.

ADD: \$ 2,297.90

ITEM 3: Price to delete one window Type 'A' add LVT flooring at entry way in lieu of carpet. Refer to attached PCO #003.

DEDUCT: (\$ 255.00)

ITEM 4: Price to add FDC vault as requested by Fire Department. Refer to attached PCO #005.

ADD: \$ 3,635.50

ITEM 5: Price to extend fire sprinkler tie in approximately 30' to tie into water main as required by City Water Department. Asphalt patch by City. Refer to attached PCO #006.

ADD: \$ 3,353.90

**TOTAL ADD CHANGE ORDER NO. 1**

**ADD: \$ 12,032.00**



Ginno Construction Company  
3893 North Schreiber Way  
Coeur d'Alene, Idaho 83815  
Phone: (208) 667-5560



Project: 25-09 - CDA PD Storage Building  
3858 N. Ramsey Rd.  
Coeur d'Alene, Idaho 83815

## Prime Contract Change Order #001: Over-ex, Delete Window, Vault, Waterline

TO:	City of Coeur d'Alene 710 Mullan Ave. Coeur d'Alene, Idaho 83814	FROM:	Ginno Construction Company 3893 North Schreiber Way Coeur d'Alene Idaho 83815
DATE CREATED:	6/13/2025	CREATED BY:	Cory Quan (Ginno Construction Company)
CONTRACT STATUS:	Pending - Proceeding	REVISION:	0
DESIGNATED REVIEWER:		REVIEWED BY:	
DUE DATE:		REVIEW DATE:	
INVOICED DATE:		PAID DATE:	
SCHEDULE IMPACT:		EXECUTED:	No
CONTRACT FOR:	1:CDA PD Storage Building	TOTAL AMOUNT:	\$ 12,032.00
DESCRIPTION:			
ATTACHMENTS:			

### POTENTIAL CHANGE ORDERS IN THIS CHANGE ORDER:

PCO #	Title	Schedule Impact	Amount
001	CE #002 - Ripping down 8" & Re		2,999.70
002	CE #003 - PR_01 - Cut and Patc		2,297.90
003	CE #004 - PR_02 - Delete Windo		(255.00)
005	CE #009 - FDC Vault		3,635.50
006	CE #010 - Extend Waterline to		3,353.90
TOTAL:			\$ 12,032.00

### CHANGE ORDER LINE ITEMS:

#### PCO # 001 : CE #002 - Ripping down 8" & Re

#	Cost Code	Description	Type	Amount
1	31-1000 - Earthwork	Ripping down 8" & Recompact	SUBCONTRACT	\$ 2,727.00
Subtotal:				\$2,727.00
OH&P: 10.00% Applies to All Line Items				272.70
Grand Total:				\$2,999.70

#### PCO # 002 : CE #003 - PR\_01 - Cut and Patc

#	Cost Code	Description	Type	Amount
1	26-1000 - Electrical	Provide and Install 100-amp Panel on green building to south	SUBCONTRACT	\$ 1,054.00
2	31-1000 - Earthwork	Cut and dig trench for 100 amp panel	SUBCONTRACT	\$ 1,035.00
Subtotal:				\$2,089.00
OH&P: 10.00% Applies to All Line Items				208.90
Grand Total:				\$2,297.90





## PCO # 003 : CE #004 - PR\_02 - Delete Windo

#	Cost Code	Description	Type	Amount
1	08-6000 - Glazing	Delete Window	MATERIAL	(\$534.00)
2	09-6000 - Flooring	Add LVT to entry as shown and delete Carpet Tile	SUBCONTRACT	\$ 279.00
Subtotal:				(\$255.00)
Grand Total:				(\$255.00)

## PCO # 005 : CE #009 - FDC Vault

#	Cost Code	Description	Type	Amount
1	31-1000 - Earthwork	FDC Vault	SUBCONTRACT	\$ 3,305.00
Subtotal:				\$3,305.00
OH&P: 10.00% Applies to All Line Items				330.50
Grand Total:				\$3,635.50

## PCO # 006 : CE #010 - Extend Waterline to

#	Cost Code	Description	Type	Amount
1	31-1000 - Earthwork	Extend Waterline to Connection	SUBCONTRACT	\$ 3,049.00
Subtotal:				\$3,049.00
OH&P: 10.00% Applies to All Line Items				304.90
Grand Total:				\$3,353.90

The original (Contract Sum)	\$ 1,095,000.00
Net change by previously authorized Change Orders	\$ 0.00
The contract sum prior to this Change Order was	\$ 1,095,000.00
The contract sum would be changed by this Change Order in the amount of	\$ 12,032.00
The new contract sum including this Change Order will be	\$ 1,107,032.00
The contract time will not be changed by this Change Order	

Cory Trapp (Longwell + Trapp Architects)  
8677 N. Wayne Dr., Ste. A  
Hayden Idaho 83835

City of Coeur d'Alene  
710 Mullan Ave.  
Coeur d'Alene Idaho 83814

Ginno Construction Company  
3893 North Schreiber Way  
Coeur d'Alene Idaho 83815

SIGNATURE

DATE

SIGNATURE

DATE

SIGNATURE

DATE

PCO #001



Ginno Construction Company  
3893 North Schreiber Way  
Coeur d'Alene, Idaho 83815  
Phone: (208) 667-5560



Project: 25-09 - CDA PD Storage Building  
3858 N. Ramsey Rd.  
Coeur d'Alene, Idaho 83815

## Prime Contract Potential Change Order #001: CE #002 - Ripping down 8" & Re

TO:	City of Coeur d'Alene 710 Mullan Ave. Coeur d'Alene Idaho, 83814	FROM:	Ginno Construction Company 3893 North Schreiber Way Coeur d'Alene Idaho, 83815
PCO NUMBER/REVISION:	001 / 0	CONTRACT:	1 - CDA PD Storage Building
REQUEST RECEIVED FROM:		CREATED BY:	Cory Quan (Ginno Construction Company)
STATUS:	Pending - In Review	CREATED DATE:	5/1 /2025
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:		PAID IN FULL:	No
		TOTAL AMOUNT:	\$2,999.70

POTENTIAL CHANGE ORDER TITLE: CE #002 - Ripping down 8" & Re

CHANGE REASON: Existing Condition

POTENTIAL CHANGE ORDER DESCRIPTION: (The Contract is Changed As Follows)

CE #002 - Ripping down 8" & Recompact  
Ripping down 8" & Recompact

ATTACHMENTS:

Bettis Excavating - Ripping down 8 in..pdf

#	Cost Code	Description	Type	Amount
1	31-1000 - Earthwork	Ripping down 8" & Recompact	SUBCONTRACT	\$ 2,727.00
Subtotal:				\$2,727.00
OH&P: 10.00% Applies to All Line Items				\$ 272.70
Grand Total:				\$2,999.70

Cory Trapp (Longwell + Trapp Architects)  
8677 N. Wayne Dr., Ste. A  
Hayden Idaho 83835

City of Coeur d'Alene  
710 Mullan Ave.  
Coeur d'Alene Idaho 83814

Ginno Construction Company  
3893 North Schreiber Way  
Coeur d'Alene Idaho 83815

SIGNATURE

DATE

Resolution No. 25-075

Ginno Construction Company

SIGNATURE

DATE

page 1 of 1

SIGNATURE

DATE

Exhibit "1"

Printed On: 5/1/2025 10:52 AM

Bettis Excavating and  
Landscaping, LLC  
PO Box 662  
Hayden, ID 83835 US  
kbettisexcavating@gmail.com

## Estimate 1316

---

**ADDRESS**

Cory Quan  
Ginno Construction

DATE  
05/01/2025

**TOTAL**  
**\$2,727.00**

EXPIRATION  
DATE  
05/30/2025

---

**DESCRIPTION****QTY****RATE****AMOUNT**

CDA Police Storage

Using a Small Dozer with rippers, ripping pad down 8 inches, then  
watering, After rolling

Dozer, per day with mob both ways

1 1,127.00

1,127.00

Labor

Operator \$100, Roller with operator \$ 140, labor \$80

5 320.00

1,600.00

TOTAL

**\$2,727.00**

---

THANK YOU.

Accepted By

Accepted Date





Ginno Construction Company  
3893 North Schreiber Way  
Coeur d'Alene, Idaho 83815  
Phone: (208) 667-5560



Project: 25-09 - CDA PD Storage Building  
3858 N. Ramsey Rd.  
Coeur d'Alene, Idaho 83815

## Prime Contract Potential Change Order #002: CE #003 - PR\_01 - Cut and Patc

<b>TO:</b>	City of Coeur d'Alene 710 Mullan Ave. Coeur d'Alene Idaho, 83814	<b>FROM:</b>	Ginno Construction Company 3893 North Schreiber Way Coeur d'Alene Idaho, 83815
<b>PCO NUMBER/REVISION:</b>	002 / 1	<b>CONTRACT:</b>	1 - CDA PD Storage Building
<b>REQUEST RECEIVED FROM:</b>		<b>CREATED BY:</b>	Cory Quan (Ginno Construction Company)
<b>STATUS:</b>	Pending - In Review	<b>CREATED DATE:</b>	5/28 /2025
<b>REFERENCE:</b>		<b>PRIME CONTRACT CHANGE ORDER:</b>	None
<b>FIELD CHANGE:</b>	No		
<b>LOCATION:</b>		<b>ACCOUNTING METHOD:</b>	Amount Based
<b>SCHEDULE IMPACT:</b>		<b>PAID IN FULL:</b>	No
		<b>TOTAL AMOUNT:</b>	\$2,297.90

**POTENTIAL CHANGE ORDER TITLE:** CE #003 - PR\_01 - Cut and Patc

**CHANGE REASON:** Proposal Request

**POTENTIAL CHANGE ORDER DESCRIPTION:** *(The Contract Is Changed As Follows)*

CE #003 - PR\_01 - Cut and Patch, 100-amp Panel

PR\_01 - Cut and Patch, 100-amp Panel

**ATTACHMENTS:**

Estimate 1322 (1) (1).pdf A1.1 PR #1.pdf PR 1 - cut and patch.pdf

#	Cost Code	Description	Type	Amount
1	26-1000 - Electrical	Provide and Install 100-amp Panel on green building to south	SUBCONTRACT	\$ 1,054.00
2	31-1000 - Earthwork	Cut and dig trench for 100 amp panel	SUBCONTRACT	\$ 1,035.00
Subtotal:				\$2,089.00
OH&P: 10.00% Applies to All Line Items				\$ 208.90
Grand Total:				\$2,297.90

**Cory Trapp (Longwell + Trapp Architects)**  
8677 N. Wayne Dr., Ste. A  
Hayden Idaho 83835

**City of Coeur d'Alene**  
710 Mullan Ave.  
Coeur d'Alene Idaho 83814

**Ginno Construction Company**  
3893 North Schreiber Way  
Coeur d'Alene Idaho 83815

SIGNATURE

DATE

SIGNATURE

DATE

SIGNATURE

DATE



Ginno Construction Company  
3893 North Schreiber Way  
Coeur d'Alene, Idaho 83815  
Phone: (208) 667-5560



Project: 25-09 - CDA PD Storage Building  
3858 N. Ramsey Rd.  
Coeur d'Alene, Idaho 83815

## Prime Contract Potential Change Order #003: CE #004 - PR\_02 - Delete Window

<b>TO:</b>	City of Coeur d'Alene 710 Mullan Ave. Coeur d'Alene Idaho, 83814	<b>FROM:</b>	Ginno Construction Company 3893 North Schreiber Way Coeur d'Alene Idaho, 83815
<b>PCO NUMBER/REVISION:</b>	003 / 0	<b>CONTRACT:</b>	1 - CDA PD Storage Building
<b>REQUEST RECEIVED FROM:</b>		<b>CREATED BY:</b>	Cory Quan (Ginno Construction Company)
<b>STATUS:</b>	Pending - In Review	<b>CREATED DATE:</b>	5/28 /2025
<b>REFERENCE:</b>		<b>PRIME CONTRACT CHANGE ORDER:</b>	None
<b>FIELD CHANGE:</b>	No	<b>ACCOUNTING METHOD:</b>	Amount Based
<b>LOCATION:</b>		<b>PAID IN FULL:</b>	No
<b>SCHEDULE IMPACT:</b>		<b>TOTAL AMOUNT:</b>	(\$255.00)

POTENTIAL CHANGE ORDER TITLE: CE #004 - PR\_02 - Delete Window

CHANGE REASON: Proposal Request

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*

CE #004 - PR\_02 - Delete Window, Revise Flooring & Walls

PR\_02 - Delete Window, Revise Flooring & Walls

### ATTACHMENTS:

Fairway Price.pdf BID PROPOSAL - Mike P CO 1.pdf PR #2.pdf PR 2 - Entry Revision.pdf

#	Cost Code	Description	Type	Amount
1	08-8000 - Glazing	Delete Window	MATERIAL	(\$534.00)
2	09-6000 - Flooring	Add LVT to entry as shown and delete Carpet Tile	SUBCONTRACT	\$ 279.00
<b>Subtotal:</b>				(\$255.00)
<b>Grand Total:</b>				(\$255.00)

Cory Trapp (Longwell + Trapp Architects)  
8677 N. Wayne Dr., Ste. A  
Hayden Idaho 83835

City of Coeur d'Alene  
710 Mullan Ave.  
Coeur d'Alene Idaho 83814

Ginno Construction Company  
3893 North Schreiber Way  
Coeur d'Alene Idaho 83815

SIGNATURE

DATE

SIGNATURE

DATE

SIGNATURE

DATE





**Fairway Floor**  
**Abbey Carpet** *Inc.*  
**& Floor**

(208)777-7711 Fax (208)777-7722

Location: Corner of Hwy. 41 & 16<sup>th</sup> Ave.

Mailing Address: P.O. Box 3310 Post Falls, ID  
83877

Date: 5-13-25

Attention: Cory

Reference: CDA PD Storage

Carpet, Vinyl, Tile, Hardwood Flooring, Laminate Flooring and Countertops  
If a specific service is not stated below it is not included!

Delete carpet tile and add LVT at entry  
Add \$279.00

Thank You,  
Ryan Wells  
Contract Specialist

Terms are 75% down and balance upon completion. Add 3% Surcharge for all Credit Card Purchases. All past due balances will incur interest at a rate of 1.5% per month or 18% per annum. Minimum Finance charge will be \$39.00. Company Policy requires us to lien property 45 days from installation date. Fairway Floor Inc. is not responsible for damage to our installed products, or to any surrounding products caused by moisture intrusion from substrate, from leaks, or from topically applied water. Fairway Floor does not reconnect any gas appliances or water lines. Any unforeseen floor prep will be pre-approved by customer and charged at an hourly rate. Special order materials cannot be returned or refunded. Signing is your agreement of these statements and all above terms. Please confirm the accuracy of the above work prior to signing.

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Bid Proposal

DATE: 5/13/2025 CO 1  
TO: Ginno Construction  
ATTN: Commercial Estimating  
PROJECT: Coeur d'Alene Police Storage Building

SCOPE OF WORK: Cost associated with eliminating (1) window A at West Entry.

JOB SPECIFIC EXCLUSIONS: Window installation, flashing.

ADDENDA ACKNOWLEDGED: 1,2

**BID AMOUNT:**

Base Bid	-\$534.00
	\$
	\$
	\$

PRICES ARE VALID FOR 30 DAYS FROM THE DATE OF THIS PROPOSAL

Mike Peterson  
Direct 208-966-4652 / Main Office 208-765-1644  
[MikeP@modern-glass.com](mailto:MikeP@modern-glass.com)

Page 1 of 3

3727 W. Industrial Loop | Coeur d'Alene, ID 83815 | (208) 765-1644 | [www.modern-glass.com](http://www.modern-glass.com)  
ID RCE-2879 | WA MODERI\*203J5 | ID Pub Wk PWC-C-10411-AAA-4

**STANDARD TERMS:**

- ID or WA sales tax is EXCLUDED, unless specifically itemized with bid price. Use tax on materials is included with installation in Idaho.<sup>1</sup>
- Permits, unless otherwise listed, are EXCLUDED.
- Costs related to product or site testing are EXCLUDED.
- Costs related to project management and/or billing systems (i.e. Textura, PMWeb, etc.) are EXCLUDED, unless specifically itemized with bid price.
- Costs of special insurance endorsements and form requirements that are not included in our standard policies are EXCLUDED.
- Due to current market uncertainties, any cost increases resulting directly from the imposition of tariffs are EXCLUDED.
- Engineering or design services are EXCLUDED, unless noted under inclusions.
- Bonding is available at an additional cost. Modern Glass does not provide personal guarantees aside from bonding.
- Product warranties in excess of manufacturers' standard offerings are EXCLUDED.
- Protection and cleaning of installed products is EXCLUDED.
- We are not responsible for delays caused by manufacturer lead times that are beyond our control.<sup>2</sup>
- Window wrap, break metal, sill flashing, water block, painting, and trim are EXCLUDED, unless noted under inclusions.
- Onsite work is conditioned upon the absence of a vaccination mandate. We are unable to guarantee availability of a vaccinated workforce.
- Payment terms are Net 30 days, O.A.C. A non-refundable pre-payment may be required on custom orders. Price is based on payment by cash or check (credit card payments subject to an additional 3% convenience fee).
- Modern Glass participates in a glazing apprenticeship program approved by the State of WA and can meet the 15% state and local apprentice utilization requirements.
- With regard to force majeure, the contract clause must expressly reference "pandemic."

<sup>1</sup> Idaho Sales/Use Tax: Idaho use tax is included on materials purchased directly through and installed by Modern Glass Company. The recipient of this bid assumes full responsibility for payment or reimbursement of Idaho sales or use tax due on materials purchased through a third party if Modern Glass Company installs said goods. Washington Sales Tax: Sales tax will be added to the base bid for



## Bid Proposal

all Washington projects unless a valid reseller's permit is provided to us. In either State, other exemptions or circumstances may apply. Please contact our accounting department to discuss before accepting this bid.

<sup>2</sup> Manufacturer Delays: Our industry is still experiencing some supply chain disruptions. Modern Glass is not responsible for delays caused by unforeseen material shortages, product availability, supplier lead times, or backorders, as these circumstances are beyond our control.

**STANDARD TERMS:**

- ID or WA sales tax is EXCLUDED, unless specifically itemized with bid price. Use tax on materials is included with installation in Idaho.<sup>1</sup>
- Permits, unless otherwise listed, are EXCLUDED.
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- Costs related to project management and/or billing systems (i.e. Textura, PMWeb, etc.) are EXCLUDED, unless specifically itemized with bid price.
- Costs of special insurance endorsements and form requirements that are not included in our standard policies are EXCLUDED.
- Due to current market uncertainties, any cost increases resulting directly from the imposition of tariffs are EXCLUDED.
- Engineering or design services are EXCLUDED, unless noted under inclusions.
- Bonding is available at an additional cost. Modern Glass does not provide personal guarantees aside from bonding.
- Product warranties in excess of manufacturers' standard offerings are EXCLUDED.
- Protection and cleaning of installed products is EXCLUDED.
- We are not responsible for delays caused by manufacturer lead times that are beyond our control.<sup>2</sup>
- Window wrap, break metal, sill flashing, water block, painting, and trim are EXCLUDED, unless noted under inclusions.
- Onsite work is conditioned upon the absence of a vaccination mandate. We are unable to guarantee availability of a vaccinated workforce.
- Payment terms are Net 30 days, O.A.C. A non-refundable pre-payment may be required on custom orders. Price is based on payment by cash or check (credit card payments subject to an additional 3% convenience fee).
- Modern Glass participates in a glazing apprenticeship program approved by the State of WA and can meet the 15% state and local apprentice utilization requirements.
- With regard to force majeure, the contract clause must expressly reference "pandemic."

<sup>1</sup> Idaho Sales/Use Tax: Idaho use tax is included on materials purchased directly through and installed by Modern Glass Company. The recipient of this bid assumes full responsibility for payment or reimbursement of Idaho sales or use tax due on materials purchased through a third party if Modern Glass Company installs said goods. Washington Sales Tax: Sales tax will be added to the base bid for



## **Bid Proposal**

all Washington projects unless a valid reseller's permit is provided to us. In either State, other exemptions or circumstances may apply. Please contact our accounting department to discuss before accepting this bid.

<sup>2</sup> Manufacturer Delays: Our industry is still experiencing some supply chain disruptions. Modern Glass is not responsible for delays caused by unforeseen material shortages, product availability, supplier lead times, or backorders, as these circumstances are beyond our control.



PCO #005



Ginno Construction Company  
3893 North Schreiber Way  
Coeur d'Alene, Idaho 83815  
Phone: (208) 667-5560



Project: 25-09 - CDA PD Storage Building  
3858 N. Ramsey Rd.  
Coeur d'Alene, Idaho 83815

## Prime Contract Potential Change Order #005: CE #009 - FDC Vault

<b>TO:</b>	City of Coeur d'Alene 710 Mullan Ave. Coeur d'Alene Idaho, 83814	<b>FROM:</b>	Ginno Construction Company 3893 North Schreiber Way Coeur d'Alene Idaho, 83815
<b>PCO NUMBER/REVISION:</b>	005 / 0	<b>CONTRACT:</b>	1 - CDA PD Storage Building
<b>REQUEST RECEIVED FROM:</b>		<b>CREATED BY:</b>	Cory Quan (Ginno Construction Company)
<b>STATUS:</b>	Pending - In Review	<b>CREATED DATE:</b>	6/11 /2025
<b>REFERENCE:</b>		<b>PRIME CONTRACT</b>	None
		<b>CHANGE ORDER:</b>	
<b>FIELD CHANGE:</b>	No		
<b>LOCATION:</b>		<b>ACCOUNTING METHOD:</b>	Amount Based
<b>SCHEDULE IMPACT:</b>		<b>PAID IN FULL:</b>	No
		<b>TOTAL AMOUNT:</b>	\$3,635.50

POTENTIAL CHANGE ORDER TITLE: CE #009 - FDC Vault

CHANGE REASON: Client Request

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*

CE #009 - FDC Vault  
FDC Vault

ATTACHMENTS:

#	Cost Code	Description	Type	Amount
1	31-1000 - Earthwork	FDC Vault	SUBCONTRACT	\$ 3,305.00
Subtotal:				\$3,305.00
OH&P: 10.00% Applies to All Line Items				\$ 330.50
Grand Total:				\$3,635.50

Cory Trapp (Longwell + Trapp Architects)  
8677 N. Wayne Dr., Ste. A  
Hayden Idaho 83835

City of Coeur d'Alene  
710 Mullan Ave.  
Coeur d'Alene Idaho 83814

Ginno Construction Company  
3893 North Schreiber Way  
Coeur d'Alene Idaho 83815

SIGNATURE

DATE

SIGNATURE

DATE

SIGNATURE

DATE

Bettis Excavating and  
Landscaping, LLC  
PO Box 662  
Hayden, ID 83835 US  
kbettisexcavating@gmail.com

## Estimate 1325

ADDRESS

Cory Quan  
Ginno Construction

DATE  
06/09/2025

TOTAL  
**\$3,305.00**

EXPIRATION  
DATE  
07/09/2025

DESCRIPTION

QTY RATE AMOUNT

CDA Police storage

FDC Ball Drip Vault

5' manhole with open bottom and a concentric top and ladder

1 1,425.00 1,425.00

Drain Rock

1 500.00 500.00

Labor

Hoe

4 185.00 740.00

Labor

8 80.00 640.00

TOTAL

**\$3,305.00**

THANK YOU.

Accepted By

Accepted Date





Ginno Construction Company  
3893 North Schreiber Way  
Coeur d'Alene, Idaho 83815  
Phone: (208) 667-5560



Project: 25-09 - CDA PD Storage Building  
3858 N. Ramsey Rd.  
Coeur d'Alene, Idaho 83815

## Prime Contract Potential Change Order #006: CE #010 - Extend Waterline to

<b>TO:</b>	City of Coeur d'Alene 710 Mullan Ave. Coeur d'Alene Idaho, 83814	<b>FROM:</b>	Ginno Construction Company 3893 North Schreiber Way Coeur d'Alene Idaho, 83815
<b>PCO NUMBER/REVISION:</b>	006 / 0	<b>CONTRACT:</b>	1 - CDA PD Storage Building
<b>REQUEST RECEIVED FROM:</b>		<b>CREATED BY:</b>	Cory Quan (Ginno Construction Company)
<b>STATUS:</b>	Pending - Proceeding	<b>CREATED DATE:</b>	6/11 /2025
<b>REFERENCE:</b>		<b>PRIME CONTRACT CHANGE ORDER:</b>	None
<b>FIELD CHANGE:</b>	No	<b>ACCOUNTING METHOD:</b>	Amount Based
<b>LOCATION:</b>		<b>PAID IN FULL:</b>	No
<b>SCHEDULE IMPACT:</b>		<b>TOTAL AMOUNT:</b>	\$3,353.90

POTENTIAL CHANGE ORDER TITLE: CE #010 - Extend Waterline to

CHANGE REASON: Existing Condition

POTENTIAL CHANGE ORDER DESCRIPTION: (The Contract Is Changed As Follows)

CE #010 - Extend Waterline to Connection  
Extend Waterline to Connection

### ATTACHMENTS:

#	Cost Code	Description	Type	Amount
1	31-1000 - Earthwork	Extend Waterline to Connection	SUBCONTRACT	\$ 3,049.00
Subtotal:				\$3,049.00
OH&P: 10.00% Applies to All Line Items				\$ 304.90
Grand Total:				\$3,353.90

Cory Trapp (Longwell + Trapp Architects)  
8677 N. Wayne Dr., Ste. A  
Hayden Idaho 83835

City of Coeur d'Alene  
710 Mullan Ave.  
Coeur d'Alene Idaho 83814

Ginno Construction Company  
3893 North Schreiber Way  
Coeur d'Alene Idaho 83815

SIGNATURE

DATE

SIGNATURE

DATE

SIGNATURE

DATE

Bettis Excavating and  
Landscaping, LLC  
PO Box 662  
Hayden, ID 83835 US  
kbettisexcavating@gmail.com

## Estimate 1326

---

ADDRESS

Cory Quan  
Ginno Construction

DATE  
06/09/2025

TOTAL  
**\$3,049.00**

EXPIRATION  
DATE  
07/09/2025

---

DESCRIPTION

CDA Police storage

Extend the fire line over to location the water dept. wants

Parts

Bedding

Labor

Hoe

Labor

QTY	RATE	AMOUNT
-----	------	--------

1	769.00	769.00
---	--------	--------

2	450.00	900.00
---	--------	--------

4	185.00	740.00
---	--------	--------

8	80.00	640.00
---	-------	--------

TOTAL

**\$3,049.00**

---

THANK YOU.

Accepted By

Accepted Date



# AIA Document G701® – 2017

## Change Order

**PROJECT:** (Name and address)  
City of Coeur d'Alene Police Storage  
Building  
3850 N Ramsey Road  
Coeur d'Alene, Idaho 83815

**CONTRACT INFORMATION:**  
Contract For: General Construction  
  
Date: April 15, 2025

**CHANGE ORDER INFORMATION:**  
Change Order Number: 002  
  
Date: August 28, 2025

**OWNER:** (Name and address)  
City of Coeur d'Alene  
  
710 E Mullan Avenue  
Coeur d'Alene, Idaho 83814

**ARCHITECT:** (Name and address)  
Longwell + Trapp Architects dba LTA  
Architects  
8677 N Wayne Drive, Suite A  
Hayden, Idaho 83835

**CONTRACTOR:** (Name and address)  
Ginno Construction Company of Idaho,  
Inc.  
3893 N Schreiber Way  
Coeur d'Alene, Idaho 83815

### THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

SEE ATTACHED

The original Contract Sum was  
The net change by previously authorized Change Orders  
The Contract Sum prior to this Change Order was  
The Contract Sum will be increased by this Change Order in the amount of  
The new Contract Sum including this Change Order will be

\$	1,095,000.00
\$	12,032.00
\$	1,107,032.00
\$	4,288.55
\$	1,111,320.55

The Contract Time will be unchanged by ( ) days.  
The new date of Substantial Completion will be

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

*Cory Dale Trapp*  
ARCHITECT (Signature)

BY: Cory Dale Trapp  
(Printed name, title, and license  
number if required)

Date

8/28/25

*Rich Wells, President*  
CONTRACTOR (Signature)

(Printed name and title)

Date

09/02/2025

*Adam Koretko*  
OWNER (Signature)

Adam Koretko  
(Printed name and title)

Date

9-2-25

**CHANGE ORDER NO. 2**

August 27, 2025

ITEM 1: Price to make electrical revisions requested by Owner during electrical walk-through. Price to delete GWB on bottom of second floor framing where there is acoustical ceiling tile. Refer to attached PCO #007.

ADD: \$ 2,745.25

ITEM 2: Price to remove bollards inside garage and patch concrete as requested by Owner. Refer to attached PCO #008. *for unit heaters*

ADD: \$ 1,543.30

**TOTAL ADD CHANGE ORDER NO. 2**

**ADD: \$ 4,288.55**





Ginno Construction Company  
3893 North Schreiber Way  
Coeur d'Alene, Idaho 83815  
Phone: (208) 667-5560



Project: 25-09 - CDA PD Storage Building  
3858 N. Ramsey Rd.  
Coeur d'Alene, Idaho 83815

## Prime Contract Potential Change Order #007: CE #017 - PR.No.3 - Electrical

<b>TO:</b>	City of Coeur d'Alene 710 Mullan Ave. Coeur d'Alene Idaho, 83814	<b>FROM:</b>	Ginno Construction Company 3893 North Schreiber Way Coeur d'Alene Idaho, 83815
<b>PCO NUMBER/REVISION:</b>	007 / 0	<b>CONTRACT:</b>	1 - CDA PD Storage Building
<b>REQUEST RECEIVED FROM:</b>		<b>CREATED BY:</b>	Cory Quan (Ginno Construction Company)
<b>STATUS:</b>	Pending - In Review	<b>CREATED DATE:</b>	7/29 /2025
<b>REFERENCE:</b>		<b>PRIME CONTRACT CHANGE ORDER:</b>	None
<b>FIELD CHANGE:</b>	No		
<b>LOCATION:</b>		<b>ACCOUNTING METHOD:</b>	Amount Based
<b>SCHEDULE IMPACT:</b>		<b>PAID IN FULL:</b>	No
		<b>TOTAL AMOUNT:</b>	\$2,745.25

POTENTIAL CHANGE ORDER TITLE: CE #017 - PR.No.3 - Electrical

CHANGE REASON: Proposal Request

POTENTIAL CHANGE ORDER DESCRIPTION: (The Contract Is Changed As Follows)

CE #017 - PR.No.3 - Electrical Revisions  
PR.No.3 - Electrical Revisions

GWP has to be installed at the ceiling under the stairs. Install under 212 also.

### ATTACHMENTS:

PR 3 - Electrical revisions.pdf

#	Cost Code	Description	Type	Amount
1	26-1000 - Electrical	Electrical Revisions	SUBCONTRACT	\$ 3,692.68
2	09-2900 - Gypsum Board	Delete Gyp Main Floor Ceiling Above ACT	SUBCONTRACT	(\$1,197.00)
Subtotal:				\$2,495.68
OH&P: 10.00% Applies to All Line Items				\$ 249.57
Grand Total:				\$2,745.25

Cory Trapp (Longwell + Trapp Architects)  
8677 N. Wayne Dr., Ste. A  
Hayden Idaho 83835

City of Coeur d'Alene  
710 Mullan Ave.  
Coeur d'Alene Idaho 83814

Ginno Construction Company  
3893 North Schreiber Way  
Coeur d'Alene Idaho 83815

SIGNATURE

DATE

SIGNATURE

DATE

SIGNATURE

DATE

# KAESTNER ELECTRIC, INC.

kaestnerelectricinc@frontier.com  
7735 Aqua Circle, Suite 1  
Dalton Gardens, Idaho 83815  
(208) 772-8589 Fax (208) 772-7401

July 22, 2025

TO: GINNO CONSTRUCTION  
Attn: Cory Quan

RE: PR#3 ELECTRICAL PRICING FOR THE CDA POLICE STORAGE BUILDING

ITEM #1

A	TOTAL
C.T.S. CREDIT (Credit is for 2 data drops per plan)	\$ (232.91)
K.E.I. CREDIT	(70.00)
TOTAL FOR A:	\$ (302.91)

B	TOTAL
C.T.S. CREDIT	\$ (232.91)
K.E.I. CREDIT	(50.00)
TOTAL FOR B:	\$ (282.91)

C	TOTAL
C.T.S. CREDIT	\$ (116.45)
TOTAL FOR C:	\$ (116.45)

D	TOTAL
C.T.S.	\$ 232.91
K.E.I.	\$ 145.00
10% PROFIT	37.79
TOTAL FOR D:	\$ 415.70

E	TOTAL
C.T.S.	\$ 2,410.88
10% PROFIT	241.00
TOTAL FOR E:	\$ 2,651.88

F	TOTAL
K.E.I.	\$ 142.00
10% PROFIT	14.20
TOTAL FOR F:	\$ 156.20

G	TOTAL
K.E.I.	\$ 817.00
10% PROFIT	81.70
TOTAL FOR G:	\$ 898.70

H	TOTAL
C.T.S.	\$ 247.70
10% PROFIT	24.77
TOTAL FOR H:	\$ 272.47

ITEM #2      -0-

TOTAL FOR ALL ADDERS	\$ 4,394.95
TOTAL FOR ALL CREDITS	(702.27)
GRAND TOTAL:	\$ 3,692.68

Respectfully,

Jake Heffter, Project Manager  
Kaestner Electric, Inc.





-1,855

GINNO Construction INC.  
3893 N. Schreiber Way  
Coeur d' Alene, ID 83815

COR # 2R  
July 16, 2025

Attn: Cory Quan

Re: Cd'A Police Storage Bldg.

SCS Job # 1430


We propose to deduct drywall at the underside of the Mezzanine Joists Per CE #013.

Materials	\$ (-499.00)
Labor	\$ (-698.00)
Equipment	\$ 0.00
OH&P @ 10 %	\$ 0.00

**TOTAL**      \$ (-1,197.00)

If you have any questions, or if I can be of any further assistance, please do not hesitate to call.

Thank You,

  
Josh Brady  
Project Manager



Ginno Construction Company  
3893 North Schreiber Way  
Coeur d'Alene, Idaho 83815  
Phone: (208) 667-5560



Project: 25-09 - CDA PD Storage Building  
3858 N. Ramsey Rd.  
Coeur d'Alene, Idaho 83815

## Prime Contract Potential Change Order #008: CE #015 - Bollard Removal

<b>TO:</b>	City of Coeur d'Alene 710 Mullan Ave. Coeur d'Alene Idaho, 83814	<b>FROM:</b>	Ginno Construction Company 3893 North Schreiber Way Coeur d'Alene Idaho, 83815
<b>PCO NUMBER/REVISION:</b>	008 / 0	<b>CONTRACT:</b>	1 - CDA PD Storage Building
<b>REQUEST RECEIVED FROM:</b>		<b>CREATED BY:</b>	Cory Quan (Ginno Construction Company)
<b>STATUS:</b>	Pending - In Review	<b>CREATED DATE:</b>	8/4 /2025
<b>REFERENCE:</b>		<b>PRIME CONTRACT CHANGE ORDER:</b>	None
<b>FIELD CHANGE:</b>	No		
<b>LOCATION:</b>		<b>ACCOUNTING METHOD:</b>	Amount Based
<b>SCHEDULE IMPACT:</b>		<b>PAID IN FULL:</b>	No
		<b>TOTAL AMOUNT:</b>	\$1,543.30

POTENTIAL CHANGE ORDER TITLE: CE #015 - Bollard Removal

CHANGE REASON: Client Request

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*

CE #015 - Bollard Removal  
Bollard Removal

ATTACHMENTS:

#	Cost Code	Description	Type	Amount
1	02-4119 - Selective Building Demolition	Labor to Demo	LABOR	\$ 340.00
2	03-3100 - Structural Concrete-Foundation		SUBCONTRACT	\$ 1,063.00
Subtotal:				\$1,403.00
OH&P: 10.00% Applies to All Line Items				\$ 140.30
Grand Total:				\$1,543.30

Cory Trapp (Longwell + Trapp Architects)  
8677 N. Wayne Dr., Ste. A  
Hayden Idaho 83835

City of Coeur d'Alene  
710 Mullan Ave.  
Coeur d'Alene Idaho 83814

Ginno Construction Company  
3893 North Schreiber Way  
Coeur d'Alene Idaho 83815

SIGNATURE

DATE

SIGNATURE

DATE

SIGNATURE

DATE

# Evan Ferguson Concrete, Inc

10614 Rantenan Creek Road  
Cataldo, ID 83810

208-676-0447 Phone  
208-665-7240 Fax

Email:  
peterson.efcinc@gmail.com

## Invoice

Date	Invoice #
7/21/2025	1757

Contractor Reg # RCE-1332  
Idaho Public Works Lic # 16857-B-4

### Bill To

Ginno Construction  
3893 N Schreiber Way  
Coeur d'Alene, ID 83815

### Terms

Due by 10th of Month Following

### Job Location

### Description

### Amount

Job: CdA Police

Bollard Patch

1,063.00

\$535 2 yds of concrete and short load  
\$390 6 man hours @ \$65/hr  
\$138 EFC

### TERMS

Amount is due in full on the 10th of the month following purchase. A late charge of one and one-half percent (1 1/2%) per month which is an ANNUAL PERCENTAGE RATE OF eighteen percent (18%), or \$2.00 whichever is greater, is charged on all past due accounts.

### Total

\$1,063.00

**CITY COUNCIL  
STAFF REPORT**

**DATE:** December 16, 2025  
**FROM:** Katie Ebner, Finance Director/Treasurer  
**SUBJECT:** **Resolution Authorizing the Mayor-elect Gookin as a Signer on All City Bank and Investment Accounts effective January 6<sup>th</sup>, 2026**

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**DECISION POINT:** Should the City Council approve a resolution authorizing Mayor-elect Gookin to be added as an authorized signer on all City of Coeur d'Alene bank accounts, investment accounts, and financial instruments?

**HISTORY:** The City maintains multiple bank and investment accounts across four institutions for the purpose of managing operational cash, debt service, reserves, utility payments, and fiduciary funds. In accordance with established internal controls and banking requirements, the Mayor and the Treasurer are authorized to sign checks, banking documents, and other financial instruments on behalf of the City.

With the transition to a new Mayor effective January 6, 2026, updates are needed to remove current Mayor McEvers and add Mayor-elect Gookin.

**DECISION POINT/RECOMMENDATION:** Council should approve the resolution authorizing the new Mayor as an authorized signer on all City of Coeur d'Alene bank and investment accounts.

RESOLUTION NO. 25-076

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO,  
AUTHORIZING THE SIGNATURE AND SIGNATURE AUTHORITY OF DANIEL K.  
GOOKIN.

BE IT RESOLVED by the Mayor and City Council of the City of Coeur d'Alene that Daniel K. Gookin, whose signature is set forth herein, is authorized to withdraw funds and to endorse and receive payment of financial accounts of the City of Coeur d'Alene regarding the handling of notes and bills payable to the City, and financial institutions are hereby authorized to recognize the signature subscribed below in the payment of funds or the transaction of any business for accounts of the City of Coeur d'Alene, effective January 7, 2026.

Daniel K. Gookin, Mayor, \_\_\_\_\_

DATED this 16<sup>th</sup> day of December, 2025.

\_\_\_\_\_  
Woody McEvers, Mayor

ATTEST:

\_\_\_\_\_  
Renata McLeod, City Clerk

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

ROLL CALL:

COUNCIL MEMBER GOOKIN Voted

COUNCIL MEMBER WOOD Voted

COUNCIL MEMBER MILLER Voted

COUNCIL MEMBER EVANS Voted

COUNCIL MEMBER GABRIEL Voted

COUNCIL MEMBER ENGLISH Voted

\_\_\_\_\_ was absent. Motion \_\_\_\_\_.