

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

**AGENDA**

**VISION STATEMENT**

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

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 and Council will not normally allow audience participation at any other time.

**6:00 P.M.**

**MARCH 7, 2017**

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

**B. INVOCATION:** Pastor Craig Miles, Real Life Ministries CDA

**C. PLEDGE OF ALLEGIANCE**

**D. AMENDMENTS TO THE AGENDA:** Any items added less than forty eight (48) hours prior to the meeting are added by Council motion at this time.

**E. PRESENTATIONS:**

1. State of the School – District 271

**Presented by: Matt Handelman, School District 271 Superintendent**

2. Proclamation of March 2017 as American Red Cross Month

**Presented by: Bobbi Putman, Red Cross Volunteer**

3. Idaho Energy Code Collaborative – October 1, 2017 Start Date

**Presented by: David Freelove, Idaho Energy Circuit Rider**

**F. 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 February 21, 2017 Council Meeting.
2. Approval of Bills as Submitted.
3. Approval of the Public Works and General Service Meeting Minutes from the meeting held on February 27, 2017.
4. Setting of General Services and Public Works Committees meetings for March 13, 2017 at 12:00 noon and 4:00 p.m. respectively.
5. Approval of a Beer and Wine License transfer of ownership from Alley Cat, LLC. to Scott Gittel for Strada; located at 1830 N. 3<sup>rd</sup> Street.
6. Approval of Cemetery lot transfers as follows:
  - a. From Don E. Weitz to Lari Carol Pearcy, Lot 10, Block 57, Section C, Forest Cemetery
  - b. From Ronald and Ardelle Holmquist to Rhonda Esco, Lots 5,6,15, Block 68, Section C, Forest Cemetery
  - c. From Ronald and Ardelle Holmquist to Karen Groce, Lots 1,2,10, Block 68, Section C, Forest Cemetery
  - d. From Ronald and Ardelle Holmquist to Ronald Holmquist, Lots 12,13,14, Block 68, Section C, Forest Cemetery
7. Approval of Cemetery lot repurchases as follows:
  - a. From Shawnda Hoops, Lot 50, Block E, Section RIV, Forest Cemetery
  - b. From Charlene Nelson, Lot 136, Block C, RIV, Forest Cemetery Annex
8. Approval of Final Plat for SS-7-16c, The Ave Condominiums
9. **Resolution No. 17-013-**
  - a. Amendment to Personnel Rule V: Compensation, Section 6: Pay Periods transitioning the current pay days from the 6th & 21st to the 7th & 22<sup>nd</sup> of each month.

**As Recommended by the General Services Committee**

- b. Approval of Destruction of Public Records within the Municipal Services Department, Human Resources Department, Legal Department, and Parks and Recreation Department.

**As Recommended by the General Services Committee**

- c. Approval of a State/Local Agreement with Idaho Transportation Department for construction of the Government Way, Hanley Avenue to Prairie Avenue project

**As Recommended by the Public Works Committee**

**G. 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.)

**H. ANNOUNCEMENTS**

**1. City Council**

**2. Mayor -**

- a. Appointment of Greg Lewis and Kristen Lahner to the Arts Commission

## **I. PUBLIC WORKS:**

1. **Resolution No. 17-014** – Amending the Policy for Water Service Outside the City Limits

**Staff Report by Terry Pickel, Water Superintendent**

## **J. OTHER BUSINESS**

1. Authorize funding for a Utility Billing Specialist position.

**Staff Report by Troy Tymesen, Finance Director**

## **K. PUBLIC HEARINGS**

1. (Legislative) V-16-5, Vacation of a portion of Appleway Avenue right-of-way adjoining the southwesterly boundary of Lot 4, Block 1 of the Zanetti Subdivision to the City of Coeur d'Alene.

- a. **Council Bill No. 17-1005** Ordinance for V-16-5, Vacation of a portion of Appleway Avenue right-of-way adjoining the southwesterly boundary of Lot 4, Block 1 of the Zanetti Subdivision to the City of Coeur d'Alene

**Presented by: Dennis Grant, Engineering Project Manager**

2. (Legislative) V-17-1, Vacation of Vacation of alley right-of-way within a portion of Block 4 of the Kootenai Addition

- a. **Council Bill No. 17-1006** -17-1, Vacation of Vacation of alley right-of-way within a portion of Block 4 of the Kootenai Addition

**Presented by: Dennis Grant, Engineering Project Manager**

## **L. ADJOURNMENT**

*This meeting is aired live on CDA TV Cable Channel 19*



# Coeur d'Alene

## CITY COUNCIL MEETING

*March 7, 2017*

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**MEMBERS OF THE CITY COUNCIL:**

**Steve Widmyer, Mayor**

**Council Members Edinger, English, Evans, Gookin, McEvers, Miller**

# PRESENTATIONS

Coeur d'Alene  
**CITY COUNCIL  
MEETING**

**CdA Public Schools Performance Data / Levy & Bond**

**Tuesday, March 7, 2017**

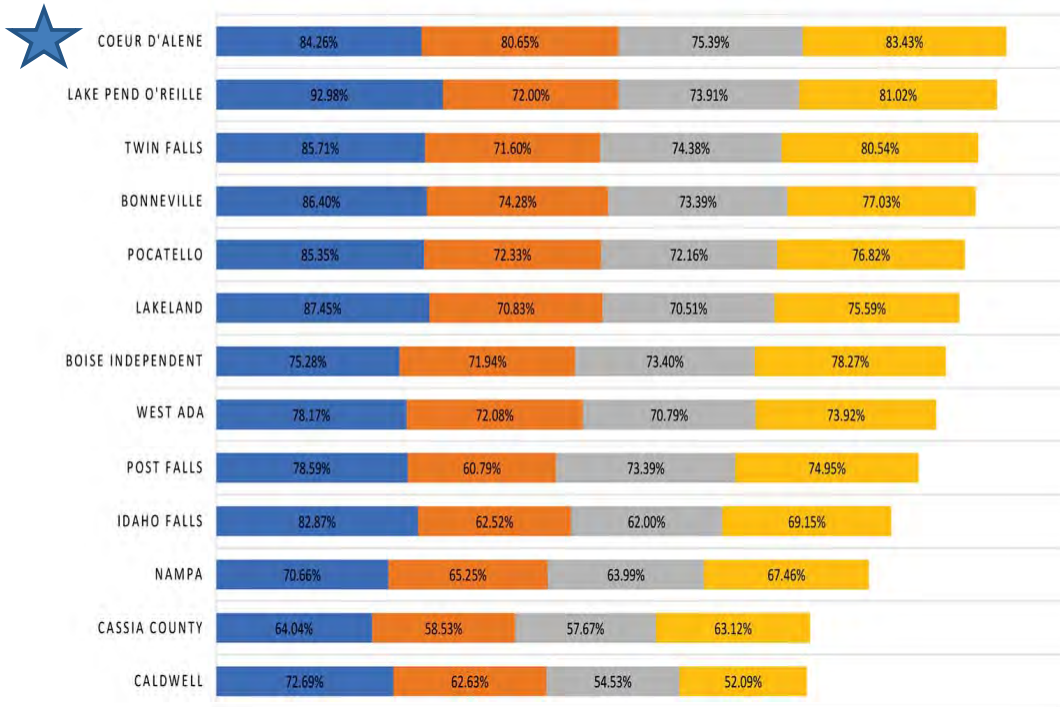


We appreciate our  
**COMMUNITY PARTNERSHIPS:**

- **Parks & Recreation**
- **SRO Program**
- **Lake City Public Library**
- **Safe Routes to Schools**
- **Boys & Girls Club**

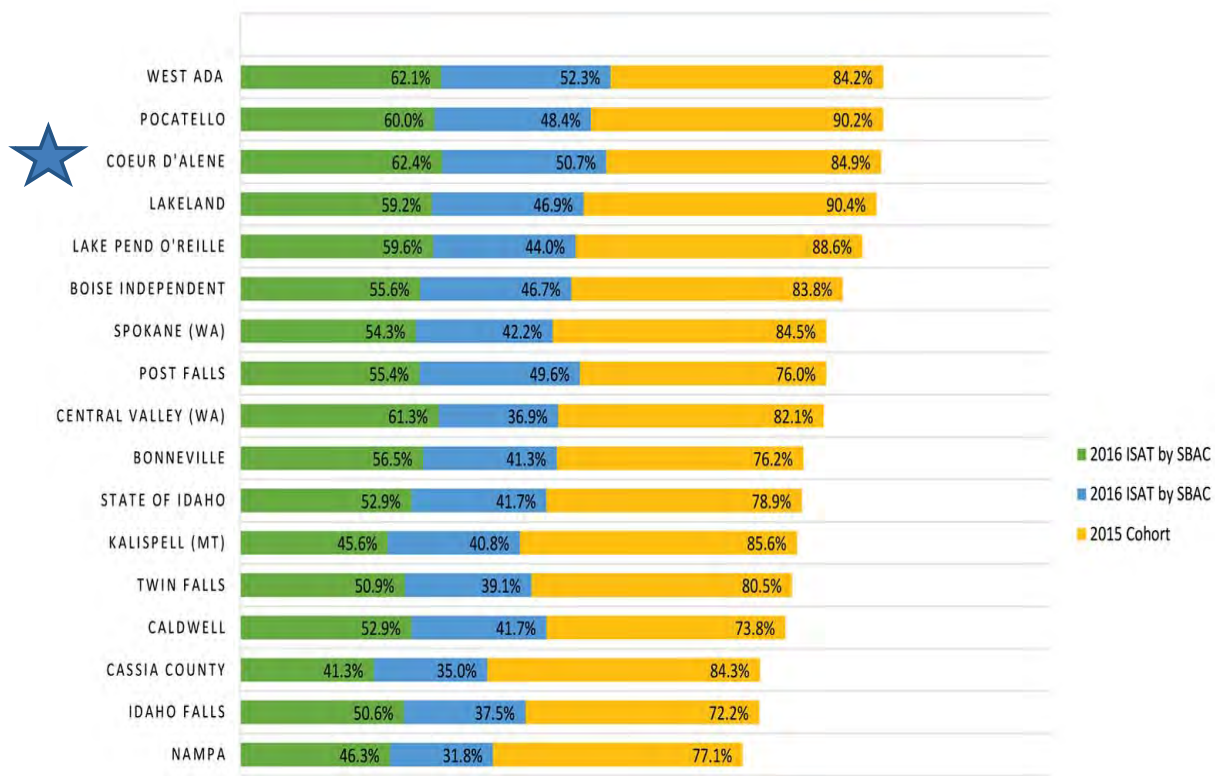
**THANK YOU!**

Grade KG - LSF    Grade 01 - R-CBM    Grade 02 - R-CBM    Grade 03 - R-CBM



# How Are We Doing?

Comparison of Large Districts – Spring 2016 Idaho Reading Indicator Proficiency



# How Are We Doing?

Comparing Proficiency -Smarter Balanced (ISAT) & Cohort District Graduation Rate



# About Idaho Law

## LEARNING

### M&O Levy

Our state requires approved LEVIES to expire after two years

To maintain our current standard of education we must ask voters for renewal every two years

## BUILDING

### Construction

### Bond

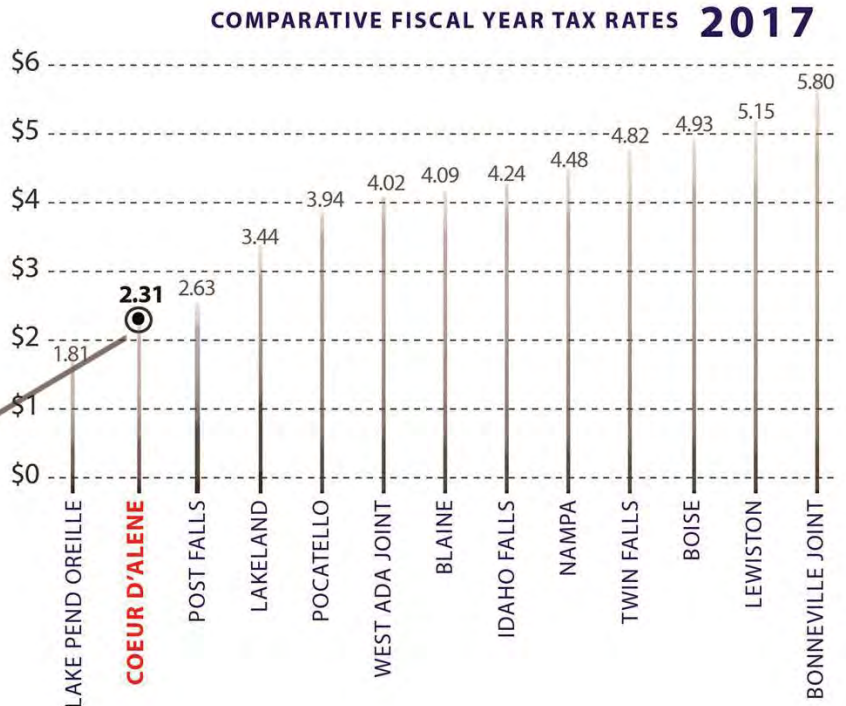
State provides NO funding for school construction

State does NOT allow for the collection of development impact fees



## COMPARE COEUR D'ALENE SCHOOL DISTRICT'S TAX RATE STATE WIDE

Coeur d'Alene School District ranks as one of the lowest in tax rates of any of the 13 largest districts in Idaho at \$2.31 per \$1,000, providing value for our taxpayers.



# Comparative Tax Rate



# Overall Impact

Enhancing student supports & educational opportunities,  
addressing overcrowding & preparing for the future  
— without changing the current tax rate.

## TAXPAYER IMPACT

Current Rate: \$2.31 • Proposed Combined Rate: \*\*\$2.31\*\*

	\$ PER 1000	MONTHLY COST	ANNUAL COST
TOTAL CURRENT RATE	\$2.31	\$24.06	\$288.75
PROPOSED LEVY	<b>\$2.31</b>	<b>\$24.06</b>	<b>\$288.75</b>

Based on a \$225K tax assessed value (Less 2017 homeowners exemptions of \$100K) = \$125K assessed value

## About the Levy **LEARNING**

THE LEVY COMPRISES **22%** OF OUR OPERATING BUDGET

### The M&O Levy funds essential programs & opportunities:

- Academic enrichment (high achievers)
- Additional staff to support student learning
- Enhanced transportation
- Student Resource Officers (SROs)
- Remediation support (struggling students)
- Technology and tools to enhance education



### Additional \$1M will provide new initiatives:

- New busses
- Additional curriculum
- Resources to continue class size reduction

**\$16M**  
M&O  
LEVY

for two years.

Requires a  
simple  
**50% + 1**  
**majority**  
from voters  
to pass.



# About the Bond BUILDING

ADDRESSING SAFETY, EQUITY, GROWTH & OVERCROWDING

- **New Elementary School** in NW section of district
- **Coeur d'Alene High School** — Replace portables with classrooms, additions/upgrades to address overcrowding
- **Lake City High School** — Replace portables with classrooms, additions/upgrades to address overcrowding, parking lot/bus loop
- **Lakes Magnet Middle** — Health & safety additions, upgrades to common areas, new security, safety addition to lot/bus loop
- **Dalton Elementary** — Additions to address overcrowding, lack of storage & safety addition to lot/bus loop
- **Fernan STEM Academy** — Safety addition to lot/bus loop
- **Hayden Meadows Elementary** — Upgrade gym floor

**\$35.5M  
BOND**

The Bond requires a **66.67% super majority** from voters to pass.



Our Levy & Bond has been

**ENDORSED BY:**

**CDA Press**

Coeur d'Alene  
**Association of  
Realtors**

**Balance  
North Idaho**

**Jobs Plus**

Coeur d'Alene  
**Chamber of  
Commerce**

**NIBCA**

North Idaho Building Contractors Assoc.



**PLEASE VOTE MARCH 14**

**PROCLAMATION**

*WHEREAS, the American Red Cross has touched many lives in Coeur d'Alene as well as across the country and around the world.*

*WHEREAS, the American Red Cross is synonymous with helping people, and has been doing so for more than 130 years.*

*WHEREAS, throughout the past year, the American Red Cross launched hundreds of disaster relief operations in the United States to help people affected by fires, floods, hurricanes and tornadoes.*

*WHEREAS, our local Greater Inland Northwest Chapter of the Red Cross works tirelessly through its strong network of local volunteers to support us when disaster strikes, when someone needs life-saving blood, or the comfort of a helping hand. When disasters like wildland fires, flooding, and severe weather emergencies strike, our local Red Cross volunteers are there to support our public safety responders and provide emergency shelters for our community.*

*WHEREAS, our Greater Inland Northwest Chapter local disaster teams respond to assist the families displaced by house or apartment fires. It also provides 24-hour support to members of the military, veterans and their families, and provides training in first aid and CPR.*

*WHEREAS, for nearly 100 years, United States presidents have called on the American people to support the Red Cross and its humanitarian mission.*

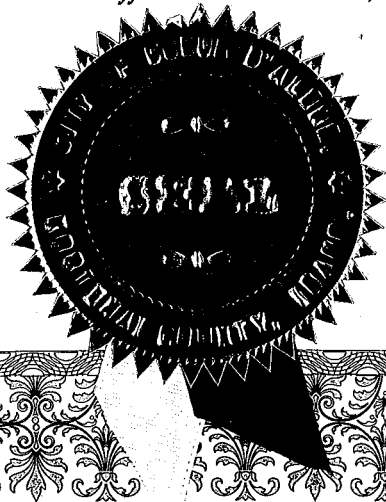
*WHEREAS, our community depends on the American Red Cross and because it is not a government agency, the Red Cross depends on support from the public to continue its humanitarian work.*

*NOW, THEREFORE, I STEVE WIDMYER Mayor of the City of Coeur d'Alene, Idaho, do hereby proclaim the month of March, 2017 as*

**"RED CROSS MONTH"**

*I encourage the people of the City of Coeur d'Alene and our community to take steps to be ready for emergencies through preparedness activities. Also, to support the humanitarian mission of the Greater Inland Northwest Chapter of the American Red Cross by volunteering, getting trained, or donating.*

*IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of Coeur d'Alene to be affixed this March 7th, 2017.*



\_\_\_\_\_  
Steve Widmyer, Mayor

ATTEST:

\_\_\_\_\_  
Renata McLeod, City Clerk

## Air Balance Requirement



David Freelove  
Idaho Energy Code Circuit Rider



## About Idaho Code Collaborative

### **Mission:**

The Idaho Energy Code Collaborative facilitates energy code implementation through education, outreach and technical assistance and prepares for the adoption of new energy codes by vetting changes and providing an open forum for stakeholders to voice concerns and reach consensus.



## History of Energy Codes

- MEC 1992, '93, 95 – “Early” energy codes,
- complicated, DP windows required
- IECC 98, 2000, '03 – “Strengthening”,
- SHGC of 0.4 required where < 3500 HDD
- IECC 2004, '06 – “Simplification”,
- Fewer CZ's, eliminate % glazing,
- certificate required
- IECC 2009 – Duct + envelope testing,
- efficient lighting – ARRA “mandated”
- IECC 2012 – More challenging than ever – much
- stricter testing requirements!
- The code keeps raising the bar (typically 1-3%) until more recently!
- '09 Code is ~15% more stringent than '06 version
- '12 Code is ~26% more stringent than '06 version
- '15 Code target is ?? > than '06 version



## Manual J, S, D

- 2012 IECC Section 403.6

**R403.6 Equipment Sizing (Mandatory).** Heating and cooling equipment shall be sized in accordance with ACCA Manual S based on building loads calculated in accordance with ACCA Manual J or other *approved* heating and cooling calculation methodologies.

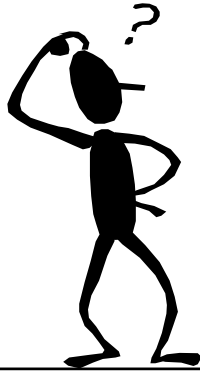
- 2012 IMC Section 603.2

**603.2 Duct sizing.** Ducts installed within a single *dwelling unit* shall be sized in accordance with ACCA Manual D or other *approved* methods. Ducts installed within all other buildings shall be sized in accordance with the ASHRAE *Handbook of Fundamentals* or other equivalent computation procedure.

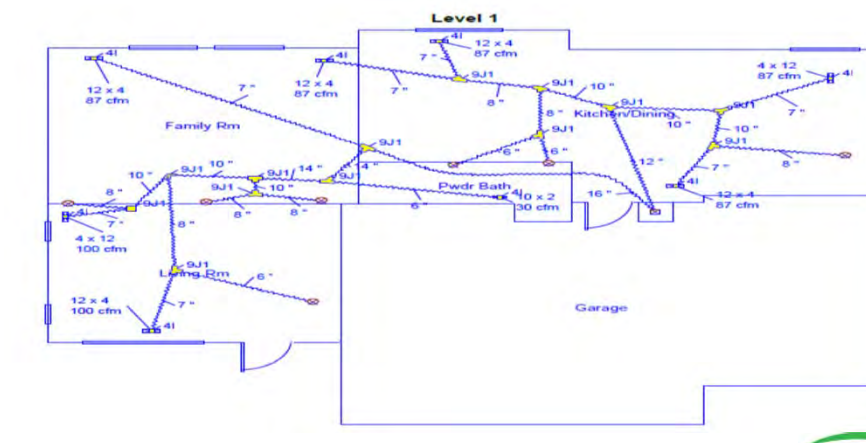


## Why Balance?

Homeowner complaints usually not  
a result of equipment failure or  
inadequacy.



## Manual D Design



- Provides duct sizing
- Provides duct layout
- Provides register sizes
- Provides CFM requirement



## Supported by IDABO

- IDABO ( Idaho Association of Building Official)
- Is implemented in other major regions of the State of Idaho
- Has been required for 8 years
- 5000+ houses
- Will provide up to 25 air balance certification at no charge in support of the implementation



## Cost

- If done by third party contractor \$125-225 per home
- Contractor can self-certify balance
- In most cases can be completed in an hour or less
- Cost of testing equipment \$1300
- Test equipment need for more than air balance alone
- Verification of exhaust flows/ Fresh air intakes/ Air infiltration rates



## Submittal for Compliance



### IDABO RESIDENTIAL HVAC AIR-BALANCING FORM

PROJECT INFORMATION					
ADDRESS		Readings by		Certification#	
Test instrument used		Calibration date			
Balancing done on (date):					
EQUIPMENT					
FURNACE/BLOWER	Brand	Model#	BTU output	Strip #/W	
OUTDOOR UNIT	Brand	Model#	Rated tons		
INDOOR COIL	Brand	Model#	Rated tons		
DESIGN PERFORMANCE					
Design total Static Pressure		Design S.P. (+)		Design S.P. (-)	
Design total CFM					
MEASURED PERFORMANCE					
Measured total CFM (1 <sup>st</sup> test, all dampers open)					
Measured S.P. (+)		Measured S.P. (-)		Total Static Pressure	
PROPORTIONED CFM (If Measured Total differs from Design Total by 10% or more)					
Measured total CFM ÷ Design total CFM = % (Adjust all room CFM's by this % to re-proportion airflow)					
INDIVIDUAL REGISTERS					
Room name	Design CFM	1 <sup>st</sup> Test	Bal. to %	2 <sup>nd</sup> Test	3 <sup>rd</sup> Test

## Questions

David Freelove

Idaho Energy Code Circuit Rider

208-880-7589

[energy@idabo.org](mailto:energy@idabo.org)





# 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

February 21, 2017

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 February 21, 2017 at 6:00 p.m., there being present upon roll call the following members:

Steve Widmyer, Mayor

Dan Gookin	)	Members of Council Present
Amy Evans	)	
Kiki Miller	)	
Dan English	)	
Woody McEvers	)	
Loren Ron Edinger	)	

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

**INVOCATION:** Pastor Paul Peabody, Grace Bible Church provided the invocation.

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

**PRESENTATION OF THE IGNITE CDA ANNUAL REPORT:** Executive Director Tony Berns provided an overview of the history of ignite CDA (ignite) and the area covered by the Lake and River Districts. He reviewed the goals and activities for 2016. Highlights included the completion of the Four Corners Master Plan, completion of new infrastructure within the higher education corridor, the Midtown modern theater partnership formed with the Housing Company, several housing partnerships, the funding of the Seltice Way revitalization and reconstruction, and continued funding of sidewalk enhancements within the downtown area. Goals continue to include the Higher Education Campus with the collaborative education facility, job creation and retention, housing, infrastructure enhancements along Seltice Way, creation of new and enhanced existing public spaces, public parking, and downtown vitalization. He clarified that the homes located on lots along Young Avenue south of City Hall have been demolished in anticipation of selling the parcels. They will be asking the City to convey another parcel to square up the land. Currently, they are conducting a market value analysis. Councilmember McEvers congratulated the ignite Board on its accomplishments over the years. Councilmember English noted that property within the downtown area is very expensive and asked what they are proposing to do in regard to affordable housing. Mr. Berns noted that they have worked with developers within Riverstone and Seltice Way and had been working on a project with the Housing Company in Mid-town, which was not able to move forward. They are looking for other partnerships, but Mr. Berns noted that they are running out of time in the Lake District. Councilmember Edinger asked if ignite was working with the carousel group. Mr. Bern noted that they are not funding the carousel, but assisted with the improvements surrounding the site.

## **PRESENTATION OF PRELIMINARY PARKING GARAGE DESIGN – COEUR D’ALENE AVENUE BETWEEN 3RD AND 4TH STREETS**

**STAFF REPORT:** Deputy City Administrator Sam Taylor noted that the downtown parking project has been in the works for many years. Over the past year, the parking study was updated and it noted a 221 parking stall deficit, and within five years a 290 stall deficit within the downtown area. The parking study discussed the parking garage and noted that development is not occurring in the downtown area, as there is a high need for additional parking. Dick Stauffer, Miller Stauffer Architects, explained that one of the priorities established between the City Council and ignite was a downtown parking structure, as a way to foster development in the downtown areas. He presented a vicinity map of the civic uses surrounding the proposed parking location. He reiterated that area buildings are not being developed because of a lack of available parking stalls. He noted that the site is south of Coeur d’Alene Avenue between 3rd and 4th Street north of the alleyway. He explained the site conditions and proposed ingress and egress. The parking structure is targeted to include 360 parking spaces, with a simple open-air design, and a design that blends with existing architecture in the area. Mr. Stauffer reviewed the preliminary design for each of the four levels of the structure. He noted an area with a higher ceiling that could accommodate a retail component. He also noted that within the main parking level there are 84 stalls that could be leased or left as part of the public parking. Mr. Stauffer presented a rendering of the proposed facility including brick elements, landscaping, and public art opportunities. Some options that could be included would allow for closing the structure, potential bridging, and lower level independence. He noted that the estimate of construction costs is estimated to be \$5,925,000, which equals \$40.19 square feet and \$14,428.19 per car parking space (minus the permit and site preparation costs).

**DISCUSSION:** Councilmember Edinger asked how the project would be funded. Mr. Berns noted that ignite has the funding for the project. Councilmember Gookin expressed concern about future expansion. Mr. Stauffer noted additional levels could be added onto the structure if additional footings are added to the project, which would be additional \$220,000. He did note that, historically, very few projects add the future levels, as it tends to be less attractive and difficult to squeeze in the future construction. He clarified that the addition of a roof is estimated to be \$1,000,000. Councilmember Gookin expressed concern about including retail space, as he sees it as competition with existing businesses, and he would be concerned with the City managing a rental. Councilmember English expressed support for the retail space, believes there are ways that the City would not have to manage the rental of the space, and that it complemented the design. Mayor Widmyer noted that in talking to planners they believe a small retail site would be a positive space and would create activity in the area. Councilmember McEvers felt that the expenditure of \$220,000 (for additional support for future levels) today would provide options for the future. Mr. Stauffer noted that a future parking need might be better served at another location rather than adding to the parking garage in the future. Councilmember McEvers noted that the Hospital and the Kroc Center recently added on a deck. Councilmember Gookin noted that within Riverstone they wanted to add a deck but could not because they did not have large enough footings. Mr. Stauffer clarified that the \$220,000 is not included in the current cost estimate, and can be added in later in the project design. Councilmember Miller asked for clarification of the design process and the timeline. Mr. Stauffer noted that ignite will move forward with an RFQ for a design firm, with the facility

constructed one year out. Mr. Taylor clarified that the final design will be presented to the Council. Mayor Widmyer asked if the additional footings could be an add-alternate to the bid. Mr. Stauffer confirmed that additional footings could be an add-alternate. Councilmember Evans felt the retail would be a great addition to that block, likes the wider sidewalks, and bike spaces. Councilmember McEvers likes the potential retail space and would like it to be flexible and not committed to retail. Councilmember Miller would not be in favor of the retail space for just commercial gain, but maybe an information center or police substation, bus stop, or general public use space. Mr. Stauffer noted that the infrastructure for security would be there, but the cameras and software are not included in the cost estimate. Mayor Widmyer summarized that the majority of the Council are in favor of the space, but not committed to a specific use.

**MOTION:** Motion by Evans, seconded by McEvers to approve the preliminary design of the joint ignite/City parking garage located at Coeur d'Alene Avenue between 3rd and 4th Streets, so that ignite may proceed with a Request for Qualifications for final design.

**Motion carried.**

**CONSENT CALENDAR:** Motion by McEvers, second by Evans to approve the consent calendar.

- a. Approval of Council Minutes for the February 7, 2017 Council Meeting.
- b. Approval of Bills as Submitted.
- c. Approval of the General Services & Public Works Committee Meeting Minutes held on February 13, 2017.
- d. Setting of General Services and Public Works Committees meetings for February 27, 2017 at 12:00 noon and 4:00 p.m. respectively.
- e. Setting of a Public Hearing on March 7, 2017 for V-17-1, Vacation of alley right-of-way within a portion of Block 4 of the Kootenai Addition
- f. **Resolution No. 17-010-** A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, AUTHORIZING THE BELOW MENTIONED CONTRACTS AND OTHER ACTIONS OF THE CITY OF COEUR D'ALENE, INCLUDING APPROVAL OF A PERSONNEL RULE AMENDMENT – ADDITION OF COMMUNITY DEVELOPMENT SPECIALIST TO THE CITY'S CLASSIFICATION AND COMPENSATION PLAN; AND APPROVAL OF AN ELECTRICAL SERVICE AGREEMENT WITH AVISTA CORPORATION FOR THE AWTF TERTIARY TREATMENT PHASE 2 PROJECT.

**ROLL CALL:** Evans Aye; English Aye; Edinger Aye; Miller Aye; McEvers Aye; Gookin Aye.  
**Motion Carried.**

#### **PUBLIC COMMENTS:**

Sledding Hill: Marilyn Welch, Coeur d'Alene, noted that she lives on Boyd Avenue where the sledding hill is located. This year the City plowed the cross streets which caused kids to get hurt because they were hitting pavement. She requested the City manage the sledding hill between November and January with no plowing of the cross streets then plow it out in February. She also requested the City plow the alley behind her house, as she cannot put her garbage cans out front due to the sledding hill.

Street Lights: Bob McAdams, Coeur d'Alene, explained that he is the President of the Downtown Garden District, and over the past six months they have been having discussions and expressing concerns about Avista street light replacements. Avista plans to use 4,000 Kelvin LED lights and their District would rather that the warm 3,000 Kelvin LED lights be used. Community Planning Director Hilary Anderson explained that she and other staff members met with Avista, and they are willing to do a demonstration project and seek feedback from the community. They are working on the logistics and timing of the demonstration project, which will take place after the snow has melted. They plan to use three different types of lights – 3,000K LED lights, 4,000K LED lights, and the existing high-pressure sodium lights within a specific area so people can see the difference and provide feedback. Councilmember Gookin asked if there were any policies regarding the issue of light spilling into someone's window. Ms. Anderson noted that the city has some code regarding lights within business parks but can add more. She clarified that Avista has requested they be notified of any light spillage complaints as they can offer some mitigation.

Susan Snedaker, Coeur d'Alene, explained that she has worked on residential and ambient lighting previously and feels it is a big issue. The City of Hailey has adopted a dark sky ordinance. She noted that due to ambient light stars cannot be seen. She stated that she is willing to work on a subcommittee regarding lighting. Another element to consider is that older person's eyes are light sensitive.

ADA Access: Mike Fuller, Coeur d'Alene, noted that he is a member of the Pedestrian Bicycle Committee and is excited that the bike storage would be included in the parking garage. He is requesting that the City promote snow removal on sidewalks as a serious ADA issue. He noted that the Downtown Association ran out of deicer, and that they agreed to buy a pallet next year.

Denise Jesska, Coeur d'Alene, noted that she serves on the Pedestrian Bicycle Committee as an ADA advocate to the committee. She has been in her downtown home over the past 18 years. She still has to travel in the street to get downtown, as there is no accessible route. During the summer, the sidewalks are not accessible to her until she gets close to Sherman Avenue. This winter has been exceptional to everyone; however, it is ten times worse for someone in a wheelchair or with a cane. She requested citizens and businesses be better with snow plowing and removal of snow from the sidewalks. She provided pictures of ADA parking stalls piled over with snow and noted that very few stores are keeping the snow clear. Snow berms are high around the intersections with lights and pedestrian buttons. The Mayor encouraged everyone to do better next year.

## **COUNCIL ANNOUNCEMENTS:**

Councilmember McEvers noted that Jim Sheppard passed away today. He was a citizen noted for his involvement with the VFW and noted that Mr. Sheppard will be missed. Councilmember McEvers expressed condolences to the family.

Councilmember Miller noted that the CDA 2030 Board held its annual retreat and will be bringing forward some plans prior to the City's annual budget meeting. Hilary Anderson gave a detailed report regarding the Vacation Rental Ordinance, pocket housing, historic

neighborhoods, and east Sherman to the North Idaho Building Contractors Association and the Board of Realtors. She expressed appreciation for Ms. Anderson's efforts and the importance of engaging those groups.

**COUNCIL BILL NO. 17-1004  
ORDINANCE 3560**

AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, AMENDING MUNICIPAL CODE SECTIONS 16.15.160(B), 17.03.030(B), 17.05.090, 17.05.100, 17.05.150, 17.05.160, 17.05.170, 17.05.180, 17.05.230, 17.05.240, 17.05.250, 17.05.260, 17.05.270, 17.05.290, 17.05.310, 17.05.320, 17.05.340, 17.05.350, 17.05.390, 17.05.400, 17.05.500, 17.05.560, 17.05.580, 17.05.820(B), 17.05.835(B), and 17.44.030 TO REMOVE REFERENCES TO POCKET RESIDENTIAL DEVELOPMENT; REPEALING SECTION IX OF MUNICIPAL CODE CHAPTER 17.07 ENTITLED POCKET RESIDENTIAL DEVELOPMENT; PROVIDING FOR THE REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE PUBLICATION OF A SUMMARY; AND PROVIDING FOR AN EFFECTIVE DATE.

**STAFF REPORT:** Community Planning Director Hilary Anderson noted that the City Council adopted the Pocket Residential Development (PRD) Ordinance in 2007 and explained that the ordinance allows PRD, which is more commonly referred to as "pocket housing," within the R-8, R-12, R-17, C-17 and C-17L zoning districts. The original purpose of the ordinance was to allow more efficient land use and provide a broader range of housing type. She provided a list of concerns and complaints that have become known since its inception. Staff is requesting the repeal the ordinance rather than a Band-Aid approach to try to fix the ordinance. Some of the concerns include that it does not require the property to be within an infill or redevelopment area, there are no minimum lot sizes, it undoes required compliance with the subdivision code, there are a variety of open space types, and no interior setbacks required, which is problematic for snow and stormwater issues. If approved, staff will bring back a new ordinance focused on infill housing that addresses concerns with input from stakeholders. Staff has met with the North Idaho Building Contractors Association (NIBCA) and they would support this repeal as long as another tool is brought forward to replace it. A newly designed ordinance would seek to incentivize infill development that fits well with surrounding residential uses and that does not duplicate PUD projects or projects that could occur as a standard project under the Subdivision Code.

**DISCUSSION:** Councilmember McEvers expressed concern with regulating siding quality, and agrees that this code was intended for infill use and is not producing what was intended. He believes it does provide a product that people can afford, so he requested that staff keep an open mind to options and create affordable opportunities. Councilmember Miller noted that representatives from the Realtor Association and NIBCA would sit on Ad hoc Committee to help draft the code. Ms. Anderson confirmed that they would help to develop a usable code that is compatible with existing uses. Councilmember Gookin asked when the replacement code would be brought forward. Ms. Anderson felt it could be within six months. Councilmember English expressed concern that there is no replacement code prior to repealing this one. He noted that he appreciates the need for low-income housing and is sensitive to the need for that product in

Coeur d'Alene. Councilmember McEvers felt it would be important to have minimum and maximum-sized lots.

**MOTION:** Motion by McEvers, seconded by Gookin, to dispense with the rule and read **Council Bill No. 17-1004** once by title only.

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

**MOTION:** Motion by McEvers, seconded by Gookin, to adopt **Council Bill 17-1004**.

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

**DECLARATION OF ZERO VALUE AND INTENT TO CONVEY PROPERTY TO LAKES HIGHWAY DISTRICT, THE CITY OF HAYDEN AND THE CITY OF DALTON GARDENS PROPERTY LOCATED ALONG GOVERNMENT WAY AND SET A PUBLIC HEARING FOR MARCH 21, 2017.**

**STAFF REPORT:** City Attorney Mike Gridley explained that the City of Coeur d'Alene is the project sponsor of the next phase of the Government Way improvement project, Hanley to Prairie Avenue. As the project sponsor the City acquired property on the east side of Government Way that lies in Lakes Highway District and the cities of Hayden and Dalton Gardens. The City now needs to convey the property to the respective entities where the property lies. The properties were acquired with funding from the federal government grant. The property has no value to the City and state law allows cities to convey property to other taxing entities for no consideration. He also noted that the conveyance of the right-of-way has no impact on the City.

**MOTION:** Motion by Gookin, seconded by Evans to authorize the conveyance of City-owned real Property, located along Government Way to Lakes Highway District, the City of Hayden and the City of Dalton Gardens, declaring zero value and setting of a public hearing on March 21, 2017. **Motion carried.**

**RESOLUTION NO. 17-011**

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, AUTHORIZING A CONTRACT WITH BIG SKY DEVELOPMENT FOR THE 2017 OPEN TRENCH PROJECT.

**STAFF REPORT:** Councilmember McEvers explained that the Public Works Committee wanted to bring this item forward as an opportunity to share new technology. Wastewater Utility Project Manager Mike Becker presented a request for Council approval of a contract with Big Sky Development for the Wastewater Utility's 2017 Open Trench Project. This project includes replacing approximately 2,500 LF of existing sewer pipe via open trench excavation at three different locations with an Additive Alternative Project located at a possible fourth location. The

City Street Department will repave the streets upon project completion. The apparent low and responsive Base Bid was submitted by Big Sky Development for the price of \$323,564.35. The Wastewater Utility has the available funds for this project. Big Sky Development has successfully completed previous open trench projects. The construction start date for Schedules A, B and C is April 1st, with substantial completion on June 1st. Construction will begin in the spring to minimize the overall impact to the community during the summer tourist months. Schedule D is an Additive Alternate project with construction starting in October, and substantial completion by November 20th. Mr. Becker reiterated that the goal is to replace older pipe with new pipe with a longer life span. He said that there is enough money in the budget to do the Additive Alternate Schedule D at this time, but they have discovered some new technology that the utility would like to utilize on a pilot project this summer regarding the issue of manhole lifting. This pilot project would take some of the money ordinarily used for rehabilitation to adjust the manholes to finish surface with a various types of circle patches including asphalt, asphalt concrete mix, and colored concrete. The hope of the pilot project would be to determine a method that allows fewer cracks for water to penetrate, which causes the lifting of asphalt and manhole covers.

**MOTION:** Motion by English, seconded by Edinger to approve **Resolution No. 17-011**, approving an agreement with Big Sky Development for the 2017 Open Trench Project.

**ROLL CALL:** Edinger Aye; Miller Aye; McEvers Aye; Gookin Aye; Evans Aye; English Aye.  
**Motion Carried.**

#### **RESOLUTION NO. 17-012**

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH J-U-B, ENGINEERS, INC., FOR THE NORTHEAST WATER SYSTEM IMPROVEMENT DESIGN AND CONSTRUCTION SERVICES, PHASE II.

**STAFF REPORT:** Water Superintendent Terry Pickel presented a request for Council approval of a consultant contract with JUB Engineers, Inc. for engineering and consultant services for Phase II of the design, construction and implementation of new Water System Improvements. He explained that the water department is asking for less money for this project than originally estimated. He noted that the original scope of the project was to design and construct a new storage facility in the northeast quadrant of the city. With the update to a new dynamic water model that more closely reflects the actual operation of the system, it was determined that a new storage facility would not resolve the current issues with pressure fluctuations. Instead, relatively minor modifications to the system would better serve the immediate needs. The consultant discovered problems with the current pump level operation, problems with existing pressure reducing valves that did not adequately control flow and pressures, and reaffirmed a known flaw with the Best Hill Tank. The proposal for Phase II includes: design and construction management of a new booster pump station for Best Hill Tank; completion of the analysis for pump operation set points to minimize loss of reservoir levels during peak demands; completion of the analysis to determine modifications of existing pressure reducing valves (PRVs) to pressure sustaining valves (PSVs) which will maintain pressure in the



northeast quadrant; and expansion of the High Zone south to Appleway Avenue, from Government Way to Ramsey Road, including activation of a static PRV on Lee Court, and pursue future tank sites for future needs. Mr. Pickel is in hopes that most of the improvements will be operational by summer, with the exception of the booster station. They will observe the operations and if all works out they can close out the project or, if not, they will plan for future Phase III projects, which could include a booster pump at Honeysuckle Well, and a new General Zone source. The modifications are expected to be under \$1.3 million dollars rather than the original estimate of \$3.5 Million for a tank. They will continue to look for property for a new tank for future needs. He noted that they need more power for the Best Hill tank and are in discussions with Avista.

**DISCUSSION:** Councilmember McEvers asked how many wells it takes to manage water usage in the summer. Mr. Pickel explained that it takes all 10 wells, with 27 million gallons of use a day to keep up with summer demand. In contrast, it takes two wells in the winter to keep up with demand. Councilmember Gookin noted that within the 2012 water study the rates were based on the need for a new tank, and asked if the City can now lower rates. Mr. Pickel clarified that they are starting an update to the rate study; however, he noted that that in 2012 they estimated developer participation of 50% in projects and they are lagging behind that in cap fees due to a lack of development.

**MOTION:** Motion by McEvers, seconded by Edinger to approve **Resolution No. 17-012**, approving a Contract with JUB Engineering, Inc. for engineering and consultant services for Phase II of the new water system improvements.

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

**RECESS:** The Mayor called for a 7-minute recess at 8:18 p.m. The meeting resumed at 8:25 p.m.

**(LEGISLATIVE HEARING) A-1-17 - A PROPOSED ANNEXATION FROM COUNTY AGRICULTURE SUBURBAN TO CITY R-3 (RESIDENTIAL AT 3 UNITS/ACRE) ZONING AT N. OF THOMAS LANE, REQUESTED BY: ASPEN HOMES, LLC.**

**STAFF REPORT:** Planner Mike Behary noted that the applicant, Aspen Homes and Development LLC, has requested the annexation of approximately 10 acres of land located immediately north of the intersection of Thomas Lane and Thomas Hill Drive with the requested zoning of R-3 (Residential at 3 units/acre). He reviewed the property history, location, area zoning, and area land uses. He noted that the property owner has used the property as part of their residential yard for years. He noted that the Findings required for the annexation include the following: that this proposal is or is not in conformance with the Comprehensive Plan policies; that the public facilities and utilities are or are not available and adequate for the proposed use; that the physical characteristics of the site make or do not make it suitable for the request at this time; and that the proposal would or would not adversely affect the surrounding neighborhood with regard to traffic, neighborhood character, and/or existing land uses. Mr. Behary noted several applicable Comprehensive Plan policies and characteristics of the site. He

noted items to be included in the Annexation Agreement include the extension of public sanitary sewer infrastructure and installation of sewer laterals to each newly created lot will be required prior to final plat approval, all water rights associated with the parcel to be annexed shall be transferred to the City at the owner's expense, and that Thomas Lane frontage of the proposed development shall be improved to City Standards.

**APPLICANT:** The Clerk swore in the applicant. Todd Stam, Coeur d'Alene, expressed that the subdivision will be compatible with the surrounding R-3 neighborhoods.

**DISCUSSION:** Councilmember Gookin asked if the developer would be building less than the allowed density. Mr. Stam confirmed that they would be building at a lower density with 28 lots. He reiterated that they initially requested a PUD and that was denied, so they are doing a straight subdivision, with no open space requirement. He noted that the neighbors wanted larger lot sizes over open space.

**PUBLIC TESTIMONY:** Mayor Widmyer called for public comments. The Clerk swore in those providing testimony.

Nils Rosdahl, Coeur d'Alene, said that he wanted to see the new plan with the larger lot sizes and questioned how many lots were being proposed. Mr. Behary noted that there is a new plan on file, and that the lot sizes are the standard R-3 dimensions. He clarified that there are now 28 lots versus 30.

Erik Lewerenz, Coeur d'Alene, said his only concern is additional cars flowing through 15<sup>th</sup> and Thomas as he believes cars will begin cutting through 22<sup>nd</sup> Street to get to Kathleen. He believes that left turns are difficult at the intersection already and he would like the option of adding a light at 15<sup>th</sup> Street and Thomas Lane.

Public testimony was closed.

**DISCUSSION:** Councilmember Gookin asked for clarification about the PUD going back to the Planning Commission in March. Mr. Behary explained that there were two applications one for annexation and zoning, and another for the PUD and subdivision. The developer is moving forward with a 28-lot subdivision and no PUD, which is the item that will come back to the Planning Commission in March.

**MOTION:** Motion by McEvers, seconded by Gookin to approve A-1-17 - A proposed annexation from County Agriculture Suburban to City R-3 (Residential at 3 units/acre) zoning at N. of Thomas Lane, requested by: Aspen Homes, LLC., to direct staff to negotiate an annexation agreement, and to develop the necessary Findings and Order, and for staff to review and consider the need for a traffic signal at 15<sup>th</sup> Street and Thomas Lane.

**DISCUSSION:** Councilmember Evans asked for clarity regarding the addition of the traffic signal at 15<sup>th</sup> and Thomas Lane, as she was concerned it would hold up the annexation. City Administrator Jim Hammond noted that a traffic signal could cost up to \$250,000. Mr. McEvers confirmed he did not intend to tie the annexation to the traffic signal. He would like staff to

review the option and potential future need. Councilmember Edinger questioned if the light would be too close to the existing light on 15<sup>th</sup> at Shaddock. Mr. Taylor clarified that the engineers will look at need and placement.

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

## **CONSENT CALENDAR DISCUSSION**

**STAFF REPORT:** Municipal Services Director Renata McLeod explained that on November 15, 2016 the City Council had requested information regarding the Consent Calendar be brought forward for Council discussion. She clarified that there is no Idaho Code regulating the use a Consent Calendar, so Council has broad discretion regarding what and how they would like to use this tool. Historically some form of consent calendar has been used since the 1970's. She provided some examples of items historically placed on the Consent Calendar and reminded the Council that any member of the Council can pull an item from the Consent Calendar for separate discussion without a motion. She also noted that the Public Works and General Services sub-committees were utilized as an opportunity to vet items prior to a Council meeting and to present items that meet code requirements, but need council approval.

**DISCUSSION:** The Mayor felt that it was important for one councilmember to have the ability to pull an item from the Consent Calendar. Councilmember Edinger felt that the status quo is working and agreed that one Councilmember could take an item off the Consent Calendar agenda. The Mayor clarified there is no written policy on the issue and it would be up to Council if they would like to direct staff to prepare a policy. Councilmember McEvers noted that the only limitation is that if staff is not present to aid in the discussion it may be a problem. Councilmember Gookin noted that he would generally inform staff that the item is going to be pulled so staff can be present. He also noted that he would like it in written policy and would recommend that if a Councilmember wanted to pull more than one item it would require a motion. Councilmember English said that he does not think we need to over regulate this item, as the current system is working and there is mutual respect between the Councilmembers. Councilmember Evans agrees that the system has worked well and leans toward Councilmember Edinger's years of experience. Mayor Widmyer clarified that Council should inform staff in advance of pulling an item from the Consent Calendar so they can be present. Councilmember Miller noted that as a newer Councilmember it was hard to understand what would be automatic and what was available to be pulled from the Consent Calendar. She would support one Councilmember begin able to pull an item and to inform staff in advance. She wondered if it was possible to annually review the list that is going on the Consent Calendar so that Council can agree that the items are routine. Councilmember Gookin felt that there are some things that go on the Consent Calendar after sub-committee such as an award of a Contract that is not routine and should be automatically placed on the main agenda rather than sent through a sub-committee. He expressed concern with holding sub-committees meetings with only two Councilmembers present, as that does not mean that half the Council has reviewed the items. He is concerned with efficiencies versus transparency with meetings held at noon and 4:00 p.m. Mr. Taylor clarified that it is an administrative decision as to which items go to subcommittees, and noted that questions are asked that give staff the ability to clarify and provide information that is

more thorough. Councilmember Gookin noted that he spoke to past mayor Jim Fromm, who created the sub-committees to lessen the amount of time spent in Council meetings on items that were going to happen anyway and were routine. Councilmember Gookin noted that there is no code that creates these subcommittees and their roles and he would like to have staff create that code. Councilmember Miller felt that the sub-committees get to vet things out and it is important to continue that process. She would like more clarity provided to newly seated Councilmembers. Councilmember English expressed support for the continued use of the subcommittees as it also provides an additional method of getting information to the public prior to the Council meetings. Mayor Widmyer summarized that one councilmember can pull an item off the consent without a formal motion, that an annual review of consent items will occur, and otherwise status quo would continue. Councilmember Evans reiterated that it is difficult to navigate the committees for newly elected Councilmembers, so it would be helpful to have in-depth training on how the subcommittees work when they are elected.

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

The meeting adjourned at 9:07 p.m.

ATTEST:

\_\_\_\_\_  
Steve Widmyer, Mayor

\_\_\_\_\_  
Renata McLeod, CMC, City Clerk

**PUBLIC WORKS COMMITTEE  
MINUTES  
February 27, 2017  
4:00 p.m., Library Community Room**

**COMMITTEE MEMBERS PRESENT**

Councilmember Woody McEvers  
Councilmember Dan English  
Councilmember Dan Gookin

**STAFF PRESENT**

Troy Tymesen, Finance Director  
Sam Taylor, Deputy City Admin.  
Amy Ferguson, Executive Asst.  
Terry Pickel, Water Supt.  
Jim Hammond, City Administrator  
Tim Martin, Streets & Eng. Director  
Chris Bosley, City Engineer  
Randy Adams, Deputy City Attorney

**Item 1            Revised Policy for Water Service Outside City Limits  
Agenda**

Terry Pickel, Water Superintendent, presented a request for council approval of a revision of the Water Service Outside City Limits Policy. Mr. Pickel stated in his staff report that since the acquisition of the public water system by the City in the mid 1970's there have been continuous requests for water service outside of the corporate city limits. In the early 1980's the City adopted an initial policy regarding the future provision of water service outside City limits. Over the past four decades that policy has been the subject of near continuous dispute, several subsequent revisions and much debate between Council and staff. Current policy limits those connections to properties that can prove a previous (grandfathered) right for participation in the original water system construction, are contiguous and can annex, or have a failing well with no reasonably economical means for new service. Proof of right to service is becoming increasingly difficult to track as records were not adequately kept by Idaho Water and properties have changed hands several times, lacking the empirical evidence. As such, staff has been working on updating and clarifying the policy regarding provision of water service outside City limits. The intent is to definitively identify those properties that may have right to service to relieve the increasing demand on Water, Legal and Administrative staff time to research new service requests. Under the proposed revised policy, a property would have to prove they could be annexed if contiguous to the City limits or can become contiguous by bringing in other properties who have previously consented to annexation, or if they could not satisfy the annexation requirement within reason, service outside City limits may be granted to those properties fronting existing mains as identified. Further, only one residential hook-up for each identified residential property, or one commercial and one irrigation service in the case of commercial property, at the time of adoption, would be allowed in order to prevent a property from being further subdivided, thereby creating additional service requests. Overall impact to the system would be relatively minimal.

Mr. Pickel presented a Powerpoint reviewing the history of providing water service outside the City Limits. He noted that the county building department does not require proof of water service when issuing permits. The first policy was adopted by resolution in 1976, and revised in 1982, and the second policy revision was adopted in 1988. Mr. Pickel noted that one of the biggest problems they have had is in regard to property owners who want water service but don't want to annex. The third policy revision was adopted in 2006 and added a "good neighbor" clause for failing wells and restricted water service to the first service for subdivided lots.

Mr. Pickel reviewed the proposed 2016 revision to the water policy in detail. He noted that it would require a Water Service Agreement that would be attached to the deed. The new water policy would impact approximately 118 new parcels at this time, unless an area annexes. Mr. Pickel reviewed maps showing parcels that would be impacted by the revised water policy, and those parcels which would not be affected by the changes.

Mr. Pickel noted that it takes a lot of staff time right now to research the applications for water service, and they have always been brought before the council for approval. The revised water policy would establish as of the date of adoption whether or not water service is available. The determination would be “black or white, with no gray areas.” The revision is impartial and fair and allows the city to be a good neighbor.

Councilmember Gookin asked about a failing well and if the property owner was out in the middle of nowhere and were willing to pay to extend a main. Mr. Pickel said that they do not allow it unless there is some way that the property can be annexed into the city. He noted that they don’t want to overtax the system and have gotten to the point where they have mains that are at or beyond their service life, and someone has to pay for it. With the few residents in those outlying areas, money would have to come out of rates. They are looking to relieve the burden on customers in the city limits. They will be looking at rates, and other options could include a surcharge. Mr. Pickel noted that they can’t do LID’s in the county. He also noted that in the event that the city provides water service, any water rights would be required to be transferred to the city.

Mr. Pickel said that they need to figure out a way to work with the county, possibly by providing them with detailed maps, so that property owners will know if they have a right to water service. He also noted that Renata McLeod, Municipal Services Director, conducted a poll of Idaho cities, and 16 out of the 19 cities that responded allow water service outside of their city limits in some fashion.

Councilmember McEvers commented that it is not the city’s responsibility to take care of people’s water problems who are outside of the city limits, unless they want to annex. He asked if adding more homes to a main would take away from fire hydrant flows. Mr. Pickel said that it could, but most likely would not because flows are intermittent. Councilmember McEvers asked if the city is providing fire flow when it supplies water outside of the city. Mr. Pickel responded that it was, and noted that the hydrants already exist, so the obligation is already there and established.

Councilmember McEvers asked about Blackwell Hill and if it can be subdivided and grow. Mr. Pickel said that it can be subdivided, but they only have right to one service unless they annex. If they annex, they are required to bring in sewer. Councilmember English asked what is the connection between sewer and water access? Mr. Pickel said that if they annex, they would have to provide sewer. If they are not annexing, sewer is not required.

Mr. Pickel confirmed that the revised water policy has been vetted through legal and staff.

**MOTION: Motion by Gookin, seconded by English, to place this item on the next Council Meeting agenda for further discussion. Motion carried.**

**Item 2 State and Local Agreement – Construction – Government Way  
Consent Calendar**

Chris Bosley, City Engineer, presented a request for Council approval of a State/Local Agreement for construction of the Government Way, Hanley Avenue. to Prairie Avenue project. Mr. Bosley stated in his staff report that construction plans for the reconstruction of Government Way, Hanley Avenue to Prairie Avenue have been completed as part of a Federal Aid project. The design contract for this project began in 2011. Reconstruction is scheduled to begin in spring of 2017. In order to advertise for bids, the Local Highway Technical Assistance Council (LHTAC) requires a signed State/Local agreement for construction. The budgeted amount for this project adequately covers the requested match amount.

Mr. Bosley said that the agreement allows them to enter the construction phase. After the agreement is signed, LHTAC will start the bidding process and select the contractor.

**MOTION: Motion by English, seconded by Gookin, that the City Council approve Resolution No. 17-013 authorizing a State/Local Agreement for construction of Government Way.**

The meeting adjourned at 4:36 p.m.

Respectfully submitted,

Amy C. Ferguson  
Public Works Committee Liaison

February 27, 2017  
**GENERAL SERVICES COMMITTEE**  
**MINUTES**  
**12:00 p.m., Library Community Room**

**COMMITTEE MEMBERS**

Council Member Ron Edinger, Chairperson  
Council Member Kiki Miller  
Council Member Amy Evans

**STAFF**

Juanita Knight, Senior Legal Assistant  
Melissa Tosi, Human Resources Director  
Renata McLeod, Municipal Services Director  
Sam Taylor, Deputy City Administrator  
Mike Gridley, City Attorney  
Troy Tymesen, Finance Director

**CITIZENS**

**Item 1. Personnel Rule Amendment – Pay Periods.**  
**(Consent Resolution 17-013)**

Melissa Tosi is requesting Council authorize an amendment to Rule V: compensation, Section 6: Pay Periods. The amendment is as follows:

Transitioning the current pay days from the 6<sup>th</sup> & 21<sup>st</sup> to the 7<sup>th</sup> and 22<sup>nd</sup>. Time sheets will still be due on the same days as they are currently, the only change is providing Finance with 1 additional Day (1 full week) to process payroll / timesheets. This extra day will immensely help during pay periods that include holidays in which banks are closed an additional day.

Mrs. Tosi went on to explain that in 2004, the City converted from a monthly payroll to our current semi-monthly payroll. At that time, the City employed 275 benefited employees and it was agreed to have a 6 day turnaround to complete payroll from the time the pay period ended to the day employees were paid. Currently, the City has 345 benefited employees, an increase of 30% since 2004. Including temporary and seasonal employees the payroll typically consists of approximately 400 employees. Based on the timing payroll is required to have direct deposits to the bank (a full day before payday), how weekends and holidays fall within the time frame finance is processing payroll, our payroll coordinator has had as little as 1 day to process payroll for 400 employees. This is not sustainable. The proposed amendment has been discussed with the three employee groups and posted for all employees to review. The association/union e-board leaders brought the information to their employees and agreed they would support moving the paydays to the 7th & 22st.

Council Member Edinger asked Troy Tymesen, Finance Director, if this works for his people. Mr. Tymesen said yes. It is still a really tight turnaround to get payroll done but it will work.

**MOTION: by Miller, seconded by Evans, to recommend that Council adopt Resolution NO. 17-013 authorizing an amendment to Rule V: Compensation, Section 6, entitled Pay Periods. Motion Carried.**

**Item 2. Request for Destruction of Public Records.**  
**(Consent Resolution 17-013)**

Renata McLeod is requesting Council approve the destruction of certain public records as follows:

**Municipal Services:** is requesting the destruction of semi-permanent records related to the Community Development Block Grant Program (CDBG) prior to 2011 be destroyed. This is an effort to provide more



storage space as well as it has exceeded the time required to maintain them and their useful life has been exhausted. See attached list.

**Human Resources:** has requested the destruction of employee and recruitment files prior to 2012.

**Legal Department:** requests destruction of Police Department VHS tapes and audio tapes from closed cases from 1990-2000. They are no longer needed and are not permanent record.

**Parks and Recreation:** has requested the destruction of Audio CD's, meeting minutes that have been scanned into an electronic file, Johnson Controls grant documents and video CD's prior to 2011. See attached list.

**Urban Forestry:** has requested that hard copies of Urban Forestry Committee Minutes (a permanent record) be destroyed as they have been scanned into an electronic format for keeping into perpetuity.

**MOTION: by Evans, seconded by Miller, to recommend that Council adopt Resolution No. 17-013 authorizing the destruction of records as above noted. Motion Carried.**

The meeting adjourned at 12:08 p.m.

Respectfully submitted,

  
Juanita Knight  
Recording Secretary

# BEER, WINE, AND/OR LIQUOR APPLICATION Expires March 1 annually

City of Coeur d' Alene  
 Municipal Services  
 710 Mullan Avenue  
 Coeur d' Alene, Idaho 83814  
 208.769.2229 Fax 769.2237

[Office Use Only] Amt Pd 400.00  
 Rec No \_\_\_\_\_  
 Date 2/1/17  
 Date to City Council 3/1/17  
 Reg No. \_\_\_\_\_  
 License No. \_\_\_\_\_  
 Rv \_\_\_\_\_

Date that you would like to begin alcohol service March 15, 2017

**Check the ONE box that applies:**

<input type="checkbox"/>	Beer only (canned and bottled) not consumed on premise	\$ 50.00 per year
<input type="checkbox"/>	Beer and Wine (canned and bottled) not consumed on premise	\$250.00 per year
<input type="checkbox"/>	Beer only (canned and bottled only) consumed on premise	\$100.00 per year
<input type="checkbox"/>	Beer and Wine (canned and bottled only) consumed on premise	\$300.00 per year
<input type="checkbox"/>	Beer only (draft, canned, and bottled) consumed on premise	\$200.00 per year
<input checked="" type="checkbox"/>	Beer and Wine (Draft, canned, and bottled) consumed on premise	\$400.00 per year
<input type="checkbox"/>	Beer, Wine, and Liquor (number issued limited by State of Id)	\$762.50 per year
<input type="checkbox"/>	Transfer of ownership of a City license with current year paid Beer-to go only \$6.25 Beer- Can, Bottled only COP \$12.50 Beer- Draft, can, bottled COP \$25 Wine-additional \$25 Consumed on premise yes no Transfer from _____ to _____	\$

Business Name	<u>Strada</u>
Business Mailing Address	<u>1830 N. 3rd</u>
City, State, Zip	<u>Coeur d'Alene, ID 83814</u>
Business Physical Address	<u>1830 N. 3rd</u>
City, State, Zip	<u>Coeur d'Alene, ID 83814</u>
Business Contact	Business Telephone: <u>208.966.4098</u> Fax: _____ Email address: <u>sbgittel@gmail.com</u>
License Applicant	<u>Scott Gittel</u>
If Corporation, partnership, LLC etc. List all members/officers	<u> </u>

CEMETERY LOT TRANSFER/SALE/REPURCHASE PROCEDURE AND ROUTING SLIP

Request received by: Municipal Services 01-19-2017  
Department Name / Employee Name / Date

Request made by: M. Lorraine Weitz  
Name / Phone  
17403 Thompson Creek Rd. Newman Lake WA -  
Address

The request is for: / / Repurchase of Lot(s)  
 Transfer of Lot(s) from Don E. Weitz to Lari Carol Pearcey

Niche(s): \_\_\_\_\_  
Lot(s): 10, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ Block: 57 Section: C

Lot(s) are located in  Forest Cemetery / / Forest Cemetery Annex (Riverview).  
Copy of / / Deed or / / Certificate of Sale must be attached.  
Person making request is / / Owner / / Executor\*  Other\* Surviving Spouse

\*If "executor" or "other", affidaviats of authorization must be attached.

Title transfer fee (\$ 40 ) attached\*\*.  
\*\*Request will not be processed without receipt of fee. Cashier Receipt No.: 012117455

**ACCOUNTING DEPARTMENT** shall complete the following:

Attach copy of original contract.

Vonnie Jones  
Accountant Signature

**CEMETERY SUPERVISOR** shall complete the following:

1. The above-referenced Lot(s) is/are certified to be vacant:  Yes / / No
2. The owner of record of the Lot(s) in the Cemtery Book of Deeds is listed as:  
Don Weitz
3. The purchase price of the Lot(s) when sold to the owner of record was \$ \_\_\_\_\_ per lot.  
MB 3/1/2017  
Supervisor's Init. Date

**LEGAL/RECORDS** shall complete the following:

1. Quit Claim Deed(s) received: / / Yes  No.
- Person making request is authorized to execute the claim: RAA 3/1/17  
Attorney Init. Date

I certify that all requirements for the transfer/sale/repurchase of cemetery lot(s) have been met and recommend that that transaction be completed.

[Signature] 3/1/17  
City Clerk's Signature Date

**COUNCIL ACTION**

Council approved transfer/sale/repurchase of above-referenced Lot(s) in regular session on: \_\_\_\_\_  
Mo./ Day /Yr.

**CEMETERY SUPERVISOR** shall complete the following:

Change of ownership noted/recorded in the Book of Deeds: / / Yes / / No  
Cemetery copy filed / /; original and support documents returned to City Clerk / /

\_\_\_\_\_  
Cemetery Supervisor's Signature Date

Distribution: Original to City Clerk  
Yellow copy Finance Dept.  
Pink copy to Cemetery Dept.

CEMETERY LOT TRANSFER/SALE/REPURCHASE PROCEDURE AND ROUTING SLIP

Request received by: Municipal Services / Kathy Lewis / 01/31/17  
Department Name / Employee Name / Date  
Request made by: Rhonda Esco / 509-255-5023  
Name / Phone  
410 North Garry Dr. / Liberty Lake, WA  
Address

The request is for: / / Repurchase of Lot(s) Ronald & Ardelle  
/  Transfer of Lot(s) from Holmquist to Rhonda Esco

Niche(s): \_\_\_\_\_  
Lot(s): 5, 6, 15, \_\_\_\_\_, \_\_\_\_\_. Block: 48 Section: C

Lot(s) are located in /  Forest Cemetery / / Forest Cemetery Annex (Riverview).  
Copy of / / Deed or /  Certificate of Sale must be attached.  
Person making request is / / Owner / / Executor\* / / Other\* \_\_\_\_\_

\*If "executor" or "other", affidaviats of authorization must be attached.  
Title transfer fee (\$ \_\_\_\_\_) attached\*\*.  
\*\*Request will not be processed without receipt of fee. Cashier Receipt No.: \_\_\_\_\_

**ACCOUNTING DEPARTMENT** Shall complete the following:

Attach copy of original contract.  
Vonnie Jensen  
Accountant Signature

**CEMETERY SUPERVISOR** shall complete the following:

1. The above-referenced Lot(s) is/are certified to be vacant: /  Yes / / No
2. The owner of record of the Lot(s) in the Cemtery Book of Deeds is listed as:  
Ronald & Ardelle Holmquist
3. The purchase price of the Lot(s) when sold to the owner of record was \$ 500<sup>00</sup> per lot.  
MB / 3/1/2017  
Supervisor's Init. / Date

**LEGAL/RECORDS** shall complete the following:

1. Quit Claim Deed(s) received: /  Yes / / No.
- Person making request is authorized to execute the claim: REA / 3/1/17  
Attorney Init. / Date

I certify that all requirements for the transfer/sale/repurchase of cemetery lot(s) have been met and recommend that that transaction be completed.  
[Signature] / 3/1/17  
City Clerk's Signature / Date

**COUNCIL ACTION**

Council approved transfer/sale/repurchase of above-referenced Lot(s) in regular session on: \_\_\_\_\_  
Mo./ Day /Yr.

**CEMETERY SUPERVISOR** shall complete the following:

Change of ownership noted/recorded in the Book of Deeds: / / Yes / / No  
Cemetery copy filed / /; original and support documents returned to City Clerk / /  
\_\_\_\_\_  
Cemetery Supervisor's Signature / Date

Distribution: Original to City Clerk  
Yellow copy Finance Dept.  
Pink copy to Cemetery Dept.

CEMETERY LOT TRANSFER/SALE/REPURCHASE PROCEDURE AND ROUTING SLIP

Request received by: Municipal Services Kathy Lewis 01/31/17  
Department Name / Employee Name / Date

Request made by: Rhonda Esco 509-255-5023  
Name / Phone  
410 North Garry Dr. Liberty Lake WA  
Address

The request is for: / / Repurchase of Lot(s)  
 Transfer of Lot(s) from Ronald + Ardelle Holmquist to Karen Groce

Niche(s): \_\_\_\_\_  
Lot(s): 1, 2, 10, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_. Block: 68 Section: C

Lot(s) are located in /  Forest Cemetery / / Forest Cemetery Annex (Riverview).  
Copy of / / Deed or / / Certificate of Sale must be attached.  
Person making request is / / Owner / / Executor\* /  Other\* \_\_\_\_\_

\*If "executor" or "other", affidaviats of authorization must be attached.

Title transfer fee (\$ 40<sup>00</sup>) attached\*\*.  
\*\*Request will not be processed without receipt of fee. Cashier Receipt No.: \_\_\_\_\_

**ACCOUNTING DEPARTMENT** Shall complete the following:

Attach copy of original contract.  
Vonnie Jensen  
Accountant Signature

**CEMETERY SUPERVISOR** shall complete the following:

1. The above-referenced Lot(s) is/are certified to be vacant: /  Yes / / No
2. The owner of record of the Lot(s) in the Cemetery Book of Deeds is listed as:  
Ronald + Ardelle Holmquist
3. The purchase price of the Lot(s) when sold to the owner of record was \$ 500<sup>00</sup> per lot.  
MB 3/1/2017  
Supervisor's Init. Date

**LEGAL/RECORDS** shall complete the following:

1. Quit Claim Deed(s) received: /  Yes / / No.
- Person making request is authorized to execute the claim: PPA 3/1/17  
Attorney Init. Date

I certify that all requirements for the transfer/sale/repurchase of cemetery lot(s) have been met and recommend that that transaction be completed.  
Myra Lewis, Deputy 3-1-17  
City Clerk's Signature Date

**COUNCIL ACTION**

Council approved transfer/sale/repurchase of above-referenced Lot(s) in regular session on: \_\_\_\_\_  
Mo./ Day /Yr.

**CEMETERY SUPERVISOR** shall complete the following:

Change of ownership/recorded in the Book of Deeds: / / Yes / / No  
Cemetery copy filed / /; original and support documents returned to City Clerk / /  
\_\_\_\_\_  
Cemetery Supervisor's Signature Date

Distribution: Original to City Clerk  
Yellow copy Finance Dept.  
Pink copy to Cemetery Dept.

CEMETERY LOT TRANSFER/SALE/REPURCHASE PROCEDURE AND ROUTING SLIP

Request received by: Municipal Services Kathy Lewis 01/31/17

Department Name / Employee Name / Date

Request made by: Rhonda Esco 509-255-5023

Name / Phone

410 North Garry Dr. Liberty Lake, WA

Address

The request is for: / / Repurchase of Lot(s) Ronald & Ardelle  
/  Transfer of Lot(s) from Holmquist to Ron Holmquist Jr.

Niche(s): \_\_\_\_\_  
Lot(s): 12, 13, 14, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_. Block: 48 Section: C

Lot(s) are located in / / Forest Cemetery / / Forest Cemetery Annex (Riverview).

Copy of / / Deed or / / Certificate of Sale must be attached.

Person making request is / / Owner / / Executor\* / / Other\* \_\_\_\_\_

\*If "executor" or "other", affidaviats of authorization must be attached.

Title transfer fee (\$ \_\_\_\_\_) attached\*\*.

\*\*Request will not be processed without receipt of fee. Cashier Receipt No.: \_\_\_\_\_

**ACCOUNTING DEPARTMENT** Shall complete the following:

Attach copy of original contract.

Vonnie Jensen  
Accountant Signature

**CEMETERY SUPERVISOR** shall complete the following:

1. The above-referenced Lot(s) is/are certified to be vacant:  Yes / / No
2. The owner of record of the Lot(s) in the Cemtery Book of Deeds is listed as:  
Ronald & Ardelle Holmquist
3. The purchase price of the Lot(s) when sold to the owner of record was \$ 500<sup>00</sup> per lot.

MB 3/1/2017  
Supervisor's Init. Date

**LEGAL/RECORDS** shall complete the following:

1. Quit Claim Deed(s) received:  Yes / / No.
- Person making request is authorized to execute the claim: RPA 3/1/17  
Attorney Init. Date

I certify that all requirements for the transfer/sale/repurchase of cemetery lot(s) have been met and recommend that that transaction be completed.

My S Lewis, Deputy 3-1-17  
City Clerk's Signature Date

**COUNCIL ACTION**

Council approved transfer/sale/repurchase of above-referenced Lot(s) in regular session on: \_\_\_\_\_  
Mo./ Day /Yr.

**CEMETERY SUPERVISOR** shall complete the following:

- Change of ownership noted/recorded in the Book of Deeds: / / Yes / / No  
Cemetery copy filed / /; original and support documents returned to City Clerk / /

\_\_\_\_\_  
Cemetery Supervisor's Signature Date

Distribution: Original to City Clerk  
Yellow copy Finance Dept.  
Pink copy to Cemetery Dept.

CEMETERY LOT TRANSFER/SALE/REPURCHASE PROCEDURE AND ROUTING SLIP

Request received by: Municipal Services Kathy Lewis 01/31/17  
Department Name / Employee Name / Date

Request made by: Shawnda Hoops 816-799-7713  
Name / Phone

1106 Crimson Lane Liberty MO 64068  
Address

The request is for:  Repurchase of Lot(s)  
 /  Transfer of Lot(s) from \_\_\_\_\_ to \_\_\_\_\_

Niche(s): \_\_\_\_\_  
Lot(s): 050 Block: E Section: RIV

Lot(s) are located in / / Forest Cemetery / / Forest Cemetery Annex (Riverview).  
Copy of / / Deed or / / Certificate of Sale must be attached.  
Person making request is / / Owner / / Executor\* / / Other\* \_\_\_\_\_

\*If "executor" or "other", affidaviats of authorization must be attached.

Title transfer fee (\$ \_\_\_\_\_ ) attached\*\*.  
\*\*Request will not be processed without receipt of fee. Cashier Receipt No.: \_\_\_\_\_

**ACCOUNTING DEPARTMENT** Shall complete the following:

Attach copy of original contract.

Vonnie Jensen  
Accountant Signature

**CEMETERY SUPERVISOR** shall complete the following:

1. The above-referenced Lot(s) is/are certified to be vacant:  Yes / / No
2. The owner of record of the Lot(s) in the Cemtery Book of Deeds is listed as:  
Roland Rotmark
3. The purchase price of the Lot(s) when sold to the owner of record was \$ 225<sup>00</sup> per lot.  
MB 3/1/2017  
Supervisor's Init. Date

**LEGAL/RECORDS** shall complete the following:

1. Quit Claim Deed(s) received:  Yes / / No.
- Person making request is authorized to execute the claim: RPA 3/1/17  
Attorney Init. Date

I certify that all requirements for the transfer/sale/~~repurchase~~ of cemetery lot(s) have been met and recommend that that transaction be completed.

[Signature] 03/1/17  
City Clerk's Signature Date

**COUNCIL ACTION**

Council approved transfer/sale/repurchase of above-referenced Lot(s) in regular session on: \_\_\_\_\_  
Mo./ Day /Yr.

**CEMETERY SUPERVISOR** shall complete the following:

Change of ownership noted/recorded in the Book of Deeds: / / Yes / / No  
Cemetery copy filed / /; original and support documents returned to City Clerk / /

\_\_\_\_\_  
Cemetery Supervisor's Signature Date

Distribution: Original to City Clerk  
Yellow copy Finance Dept.  
Pink copy to Cemetery Dept.

CEMETERY LOT TRANSFER/SALE/REPURCHASE PROCEDURE AND ROUTING SLIP

Request received by: Municipal Services  
Department Name: Municipal Services Employee Name: Charlene Nelson Date: 7/2-3/83  
Request made by: Charlene Nelson Name: Charlene Nelson Phone: 15946  
Address: 15946 North Ridgeway Lane Hayden

The request is for:  Repurchase of Lot(s)  
 /  Transfer of Lot(s) from \_\_\_\_\_ to \_\_\_\_\_

Niche(s): \_\_\_\_\_  
Lot(s): 136, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ Block: C Section: RIV

Lot(s) are located in / / Forest Cemetery  Forest Cemetery Annex (Riverview).  
Copy of  Deed or / / Certificate of Sale must be attached.  
Person making request is / / Owner / / Executor\*  Other\* \_\_\_\_\_

\*If "executor" or "other", affidaviats of authorization must be attached.  
Title transfer fee (\$ N/A) attached\*\*.  
\*\*Request will not be processed without receipt of fee. Cashier Receipt No.: \_\_\_\_\_

**ACCOUNTING DEPARTMENT** Shall complete the following:  
Attach copy of original contract.

Vonnie Jensen  
Accountant Signature

**CEMETERY SUPERVISOR** shall complete the following:

1. The above-referenced Lot(s) is/are certified to be vacant:  Yes / / No
2. The owner of record of the Lot(s) in the Cemtery Book of Deeds is listed as:  
Coragonia Nelson
3. The purchase price of the Lot(s) when sold to the owner of record was \$ 500<sup>00</sup> per lot.  
MB 3/1/2017  
Supervisor's Init. Date

**LEGAL/RECORDS** shall complete the following:

1. Quit Claim Deed(s) received:  Yes / / No.
- Person making request is authorized to execute the claim: REA 3/1/17  
Attorney Init. Date

I certify that all requirements for the transfer/sale/repurchase of cemetery lot(s) have been met and recommend that that transaction be completed.  
[Signature] 3/1/17  
City Clerk's Signature Date

**COUNCIL ACTION**

Council approved transfer/sale/repurchase of above-referenced Lot(s) in regular session on: \_\_\_\_\_  
Mo./ Day /Yr.

**CEMETERY SUPERVISOR** shall complete the following:

Change of ownership noted/recorded in the Book of Deeds: / / Yes / / No  
Cemetery copy filed / /; original and support documents returned to City Clerk / /  
\_\_\_\_\_  
Cemetery Supervisor's Signature Date

Distribution: Original to City Clerk  
Yellow copy Finance Dept.  
Pink copy to Cemetery Dept.



# CITY COUNCIL STAFF REPORT

**DATE:** March 7, 2017  
**FROM:** Dennis J. Grant, Engineering Project Manager  
**SUBJECT:** **SS-7-16c, The Ave Condominiums, Final Plat Approval**

---

## DECISION POINT

Staff is requesting the following:

1. City Council approval of the final plat document, a one (1) lot, four (4) unit residential condominium subdivision.

## HISTORY

**Applicant:** Matthew Bryan  
Riverstone Resources & Construction  
2586 E. Mountain Vista  
Coeur d'Alene, ID 83815

**Location:** Northwest corner of Coeur d'Alene Avenue and 8<sup>th</sup> Street.

## FINANCIAL ANALYSIS

There are no financial issues with this development.

## PERFORMANCE ANALYSIS

This is a replat of the existing Lots 11, 12 & the East 30 feet of Lot 10, Block 30 in the Town of Coeur d'Alene & Kings Addition located in Coeur d'Alene, into one (1) lot that contains four (4) condominium units. All infrastructure improvements were addressed during the construction of the residential units on the subject property, and the property is now fully developed and ready for final plat approval.

## DECISION POINT RECOMMENDATION

City Council approval of the final plat document

# THE "AVE" CONDOMINIUMS

LOTS 11, 12 & THE EAST 30 FEET OF LOT 10, TOWN OF COEUR D'ALENE & KINGS ADDITION  
 LOCATED IN THE SW 1/4 OF SECTION 13, T. 50 N., R. 4 W., B.M.  
 CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO

INSTRUMENT No. \_\_\_\_\_

## BASIS OF BEARING

GRID BEARING OF NORTH 00°52'53" EAST BETWEEN FOUND MONUMENTS ALONG THE EAST RIGHT OF WAY OF N 8TH STREET, PLAT O'BRIENS ADDITION TO THE TOWN OF COEUR D'ALENE, IS BASED ON THE IDAHO COORDINATE SYSTEM OF 1983, WEST ZONE, 2011 ADJUSTMENT.

## REFERENCES: RECORDS OF KOOTENAI COUNTY

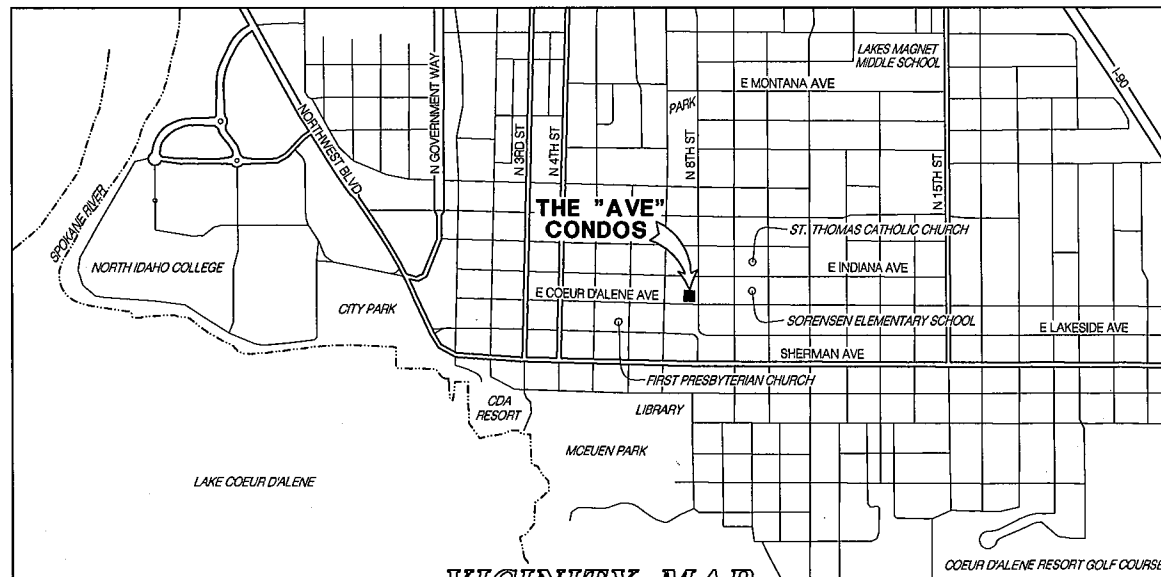
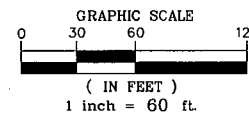
- (R1) RECORD OF SURVEY, RECORDED IN BOOK 28 OF SURVEYS AT PAGE 479.
- (R2) RECORD OF SURVEY, RECORDED IN BOOK 18 OF SURVEYS AT PAGE 495.
- (R3) AMENDED PLAT OF O'BRIEN'S FIRST ADDITION, RECORDED IN BOOK A OF PLATS AT PAGE 99.
- (R4) TOWN OF COEUR D'ALENE & KINGS ADDITION, RECORDED IN BOOK C OF DEEDS AT PAGE 144.
- PLAT OF O'BRIEN'S SECOND ADDITION, RECORDED IN BOOK A OF PLATS AT PAGE 100.
- RECORD OF SURVEY, RECORDED IN BOOK 29 OF SURVEYS AT PAGE 224.
- RECORD OF SURVEY, RECORDED IN BOOK 14 OF SURVEYS AT PAGE 14.
- RECORD OF SURVEY, RECORDED IN BOOK 28 OF SURVEYS AT PAGE 101.
- RECORD OF SURVEY, RECORDED IN BOOK 29 OF SURVEYS AT PAGE 224.
- RECORD OF SURVEY, RECORDED IN BOOK 29 AT PAGE 237.
- NORTHERNAIRE CONDOMINIUMS, RECORDED IN BOOK I OF PLATS AT PAGE 224.

## NOTES:

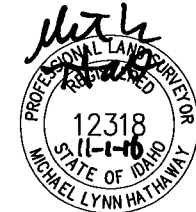
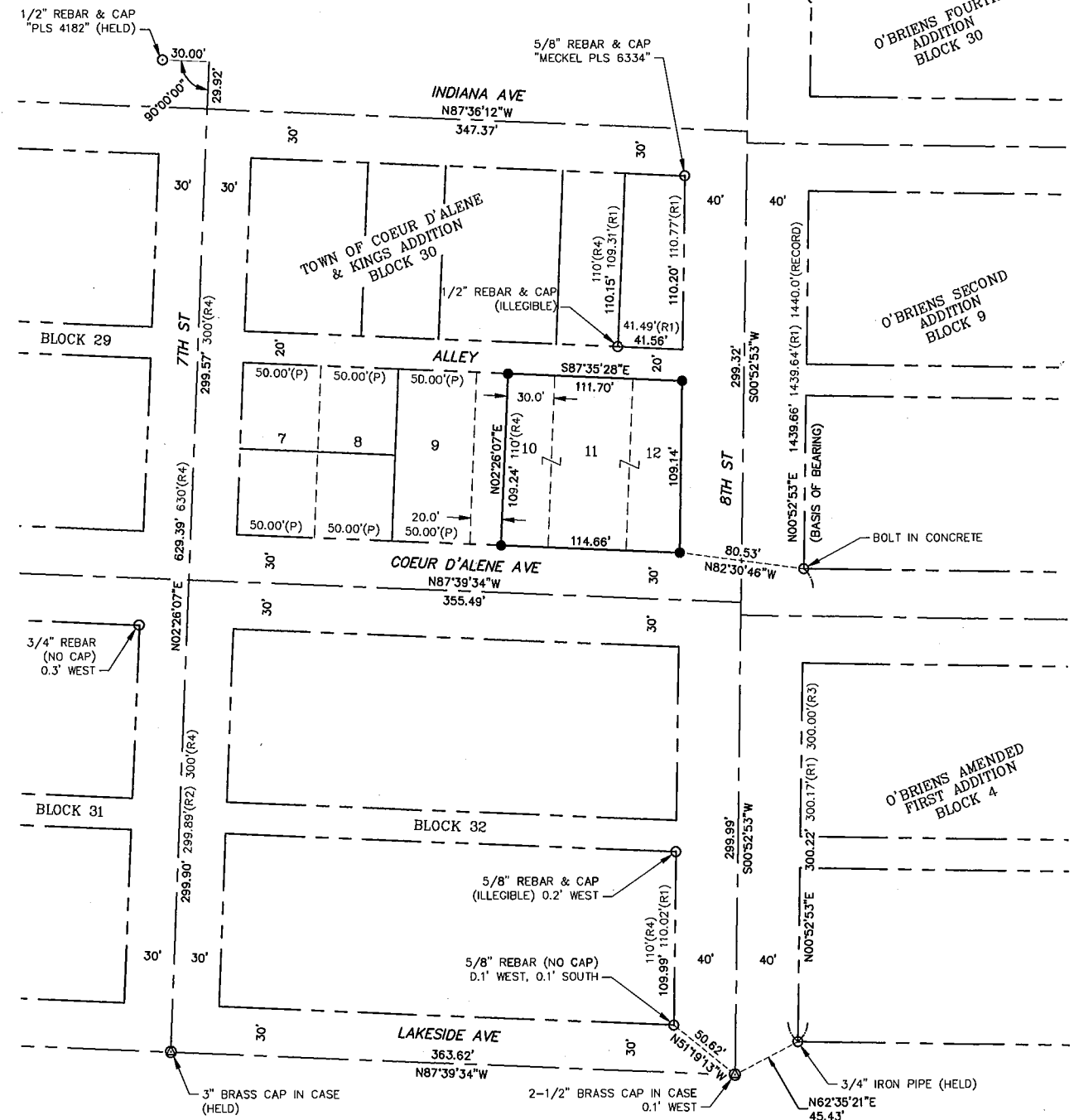
1. LOT BOOK REPORT BY PIONEER TITLE CO., FILE N. 608644, EFFECTIVE OCTOBER 19, 2016, WAS RELIED UPON FOR PROPERTY DESCRIPTION AND EASEMENTS.

## LEGEND

- FOUND MONUMENT (AS NOTED)
- SET 5/8" x 30" REBAR WITH CAP MARKED "WELCH COMER PLS 12318"
- ⊙ FOUND CASED MONUMENT (AS NOTED)
- (R#) REFERENCE BEARING AND/OR DISTANCE



VICINITY MAP  
 NOT TO SCALE



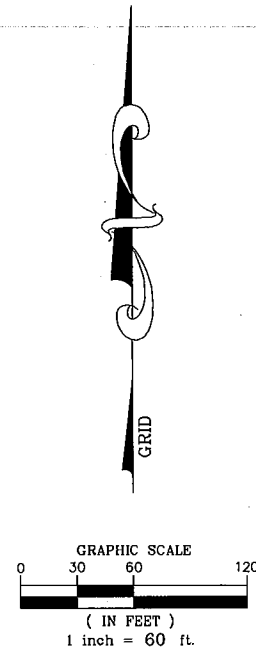
<b>WELCH-COMER</b> ENGINEERS & SURVEYORS www.welchcomer.com 350 E. Kathleen Ave. Coeur d'Alene, ID 83815	208-664-9382 (toll free) 877-515-5672 (fax) 208-664-5946	<b>THE "AVE" CONDOMINIUMS</b>	
		IN THE SW 1/4 OF SEC. 13, T. 50 N., R. 4 W., B.M., KOOTENAI COUNTY, IDAHO	
		PROJECT NO.: 41270 DESIGNED BY: JNM DRAWN BY: JNM CHECKED BY: MLH DWG NAME: 41270CONDO	DATE: 11/01/2016 SCALE: 1" = 60' SHEET NO.:
		<b>1 OF 5</b>	

MCHMED ProjectM12707Production DrawingM1270CONDO.dwg, 11/1/2016 11:18:34 AM, jnm.dwg, 1:1

# THE "AVE" CONDOMINIUMS

INSTRUMENT No. \_\_\_\_\_

LOTS 11, 12 & THE EAST 30 FEET OF LOT 10, TOWN OF COEUR D'ALENE & KINGS ADDITION  
 LOCATED IN THE SW 1/4 OF SECTION 13, T. 50 N., R. 4 W., B.M.  
 CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO



## BASIS OF BEARING

GRID BEARING OF NORTH 00°52'53" EAST BETWEEN FOUND MONUMENTS ALONG THE EAST RIGHT OF WAY OF N 8TH STREET, PLAT O'BRIENS ADDITION TO THE TOWN OF COEUR D'ALENE, IS BASED ON THE IDAHO COORDINATE SYSTEM OF 1983, WEST ZONE, 2011 ADJUSTMENT.

## NOTES

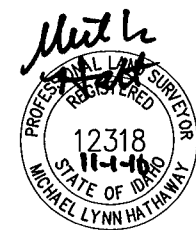
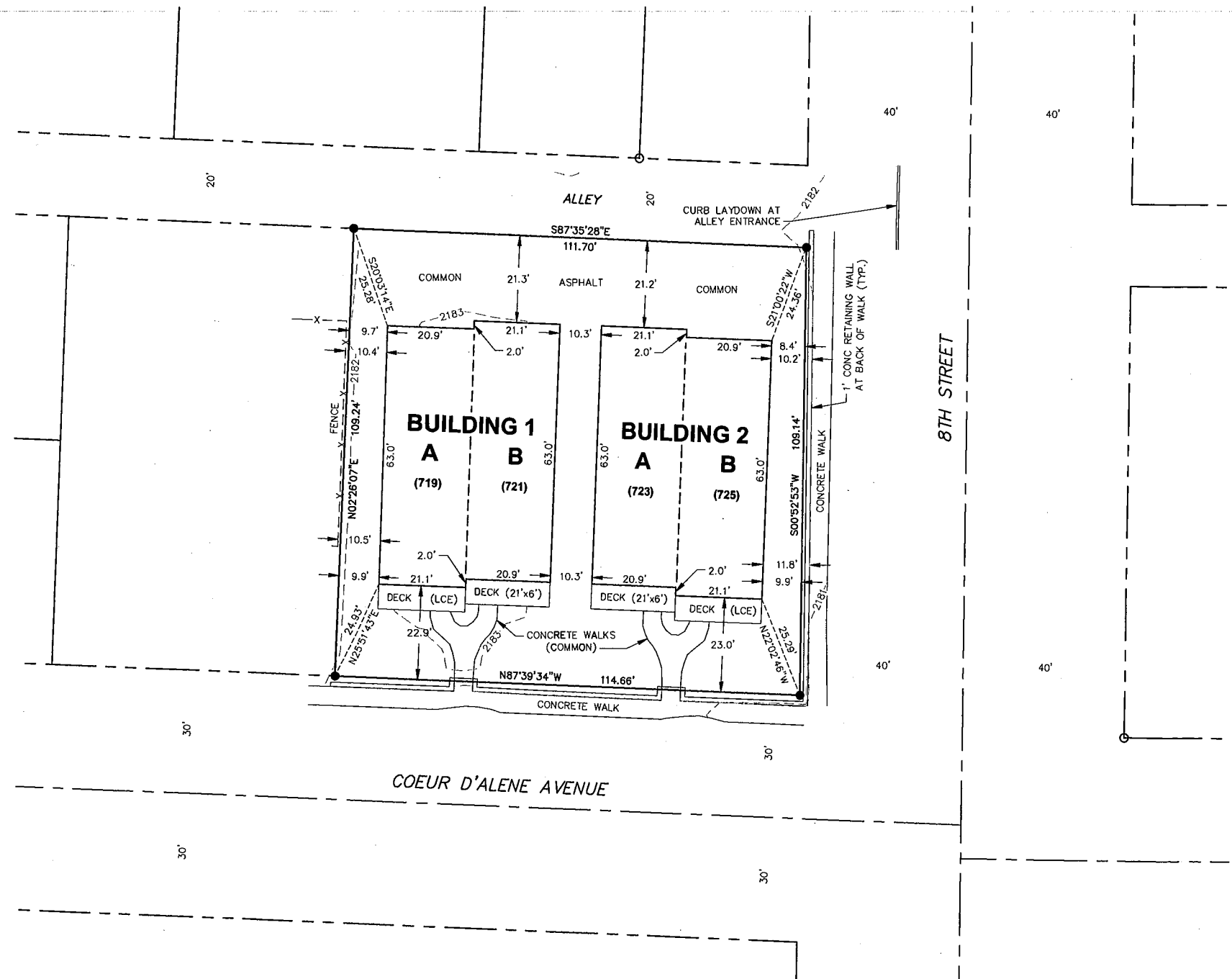
1. LOT BOOK REPORT BY PIONEER TITLE CO., FILE N. 608644, EFFECTIVE OCTOBER 19, 2016, WAS RELIED UPON FOR PROPERTY DESCRIPTION AND EASEMENTS.
2. THIS MAP DOES NOT ATTEMPT TO SHOW ALL UNRECORDED EASEMENTS, PRESCRIPTIVE EASEMENTS, OR PHYSICAL FEATURES OF THE PROPERTY.
3. ALL DIMENSIONS FROM STRUCTURES OR FENCES ARE MEASURED AT RIGHT ANGLES TO THE PROPERTY LINE.
4. BUILDING DIMENSIONS SHOWN ON THIS SHEET ARE EXTERIOR MEASUREMENTS. SEE SHEETS 3 & 4 FOR INTERIOR DIMENSIONS.

## LEGEND

- FOUND MONUMENT (SEE SHEET 1 FOR DESCRIPTIONS)
- SET 5/8" x 30" REBAR WITH CAP MARKED "WELCH COMER PLS 12318"
- LCE LIMITED COMMON ELEMENT

### PRELIMINARY PLAT NOTE:

A VARIANCE APPLICATION WAS SUBMITTED CONCURRENTLY WITH THIS PRELIMINARY PLAT APPLICATION TO REQUEST A REDUCTION OF THE SIDE STREET SETBACK DISTANCE FROM 10 FEET TO 8 FEET.

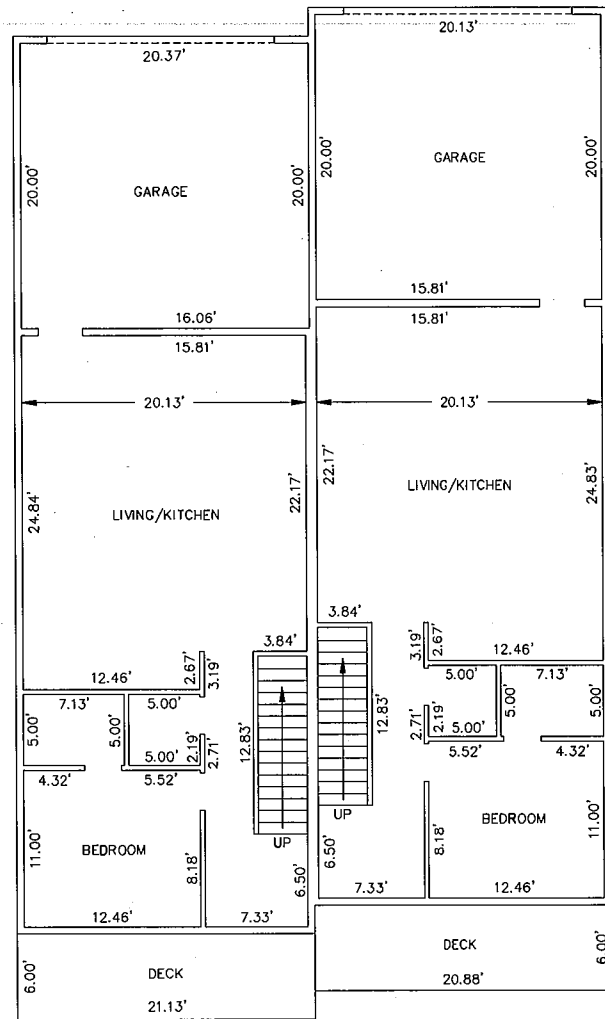


<b>WELCH-COMER</b> ENGINEERS & SURVEYORS www.welchcomer.com 350 E. Kathleen Ave. Coeur d'Alene, ID 83815	208-664-9382 (toll free) 877-815-5672 (fax) 208-664-5946	<b>THE "AVE"                  CONDOMINIUMS</b>		PROJECT NO.: 41270 DESIGNED BY: JNM DRAWN BY: JNM CHECKED BY: MLH DWG NAME: 41270CONDO DATE: 11/01/2016 SCALE: 1" = 20' SHEET NO:
		IN THE SW 1/4 OF SEC. 13, T.50N., R.4W., B.M., KOOTENAI COUNTY, IDAHO		2 OF 5

# THE "AVE" CONDOMINIUMS

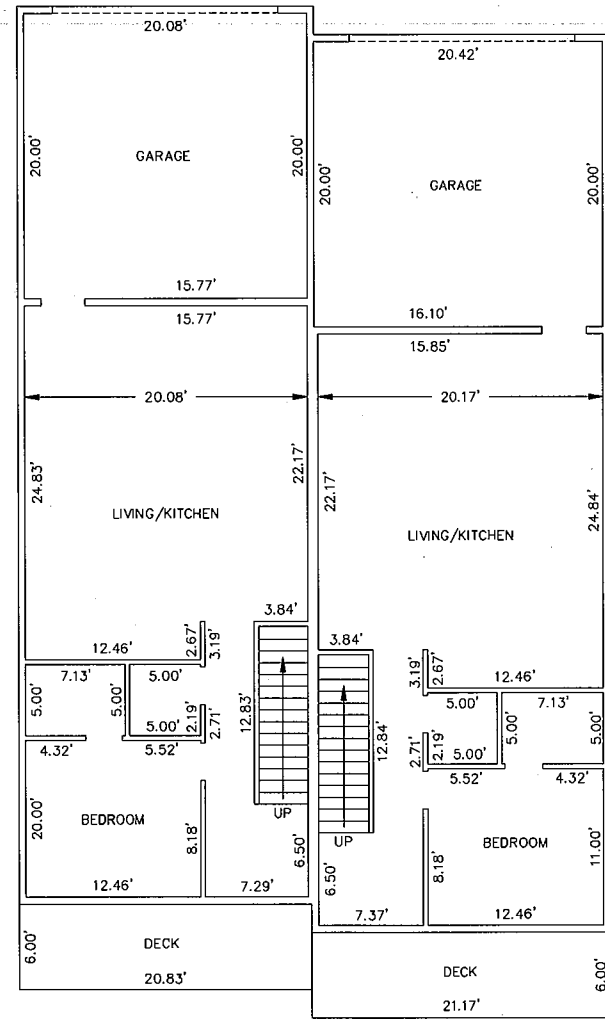
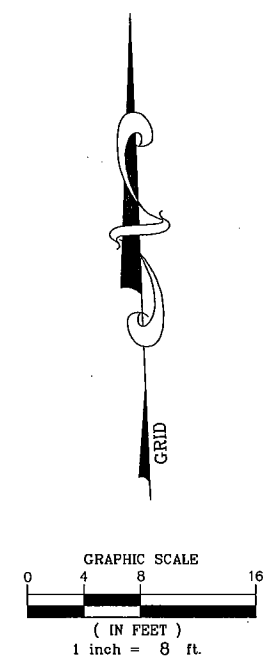
INSTRUMENT No. \_\_\_\_\_

LOTS 11, 12 & THE EAST 30 FEET OF LOT 10, TOWN OF COEUR D'ALENE & KINGS ADDITION  
 LOCATED IN THE SW 1/4 OF SECTION 13, T. 50 N., R. 4 W., B.M.  
 CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO



**BUILDING 1**

UNIT A (719)		UNIT B (721)	
GARAGE:	408 S.F.	GARAGE:	403 S.F.
MAIN FLOOR:	821 S.F.	MAIN FLOOR:	821 S.F.
DECK (LCE):	127 S.F.	DECK (LCE):	125 S.F.
FF ELEVATION:	2184.28'	FF ELEVATION:	2184.28'
CEILING HEIGHT:	9 FT.	CEILING HEIGHT:	9 FT.

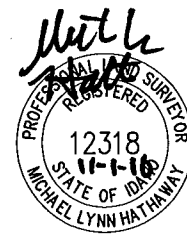


**BUILDING 2**

UNIT A (723)		UNIT B (725)	
GARAGE:	402 S.F.	GARAGE:	408 S.F.
MAIN FLOOR:	820 S.F.	MAIN FLOOR:	823 S.F.
DECK (LCE):	125 S.F.	DECK (LCE):	127 S.F.
FF ELEVATION:	2184.29'	FF ELEVATION:	2184.29'
CEILING HEIGHT:	9 FT.	CEILING HEIGHT:	9 FT.

**NOTES:**

1. THE CONSTRUCTION PLANS FOR "SCHMIDT DUPLEX" WERE PROVIDED BY THE BUILDER AND RELIED UPON FOR THE INTERIOR DIMENSIONS SHOWN HEREON. THE PLANS PROVIDED FOR UNITS 719 & 721 WERE DATED 1/27/2016 AND THE PLANS PROVIDED FOR UNITS 723 & 725 WERE DATED 3/8/2016.
2. AREA CALCULATIONS WERE PERFORMED USING THE "PAINT TO PAINT" METHOD AND DO NOT INCLUDE EXTERIOR OR INTERIOR WALLS.
3. SEE SHEET 2 FOR BUILDING POSITIONS ON LOT.
4. FINISHED FLOOR (FF) ELEVATIONS ARE BASED ON CITY (NGVD 29) VERTICAL DATUM.

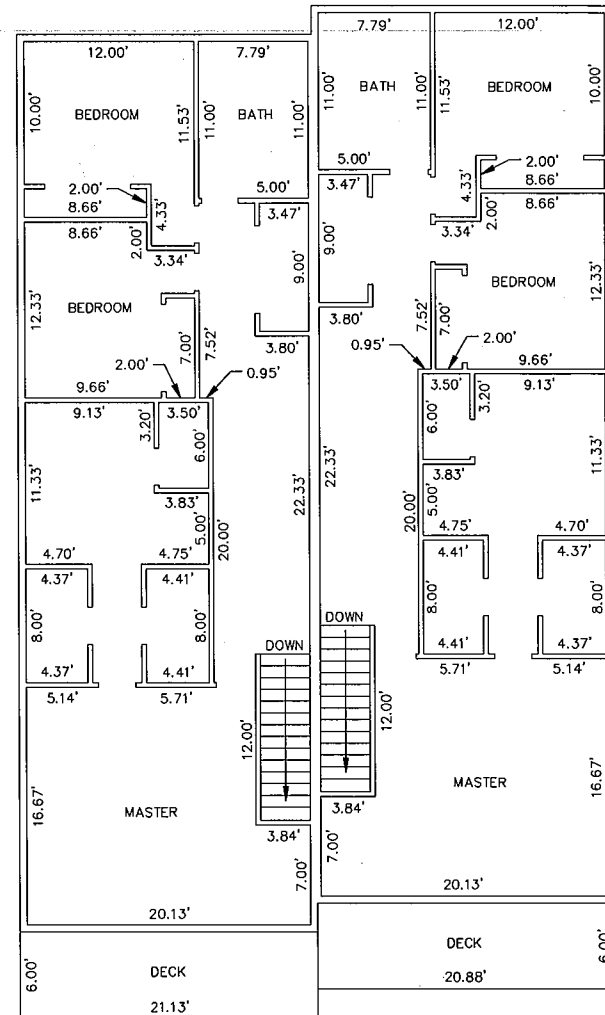


<b>WELCH-COMER</b> ENGINEERS   SURVEYORS www.welchcomer.com 350 E. Kathleen Ave. Coeur d'Alene, ID 83815	208-664-9382 (toll free) 877-815-5872 (fax) 208-664-5946	<b>THE "AVE"                  CONDOMINIUMS</b>		PROJECT NO.: 41270 DESIGNED BY: JNM DRAWN BY: JNM CHECKED BY: MLH DWG NAME: 41270CONDO DATE: 11/01/2016 SCALE: 1/8" = 1' SHEET NO:
		IN THE SW 1/4 OF SEC. 13, T.50N., R.4W., B.M., KOOTENAI COUNTY, IDAHO		<b>3 OF 5</b>

# THE "AVE" CONDOMINIUMS

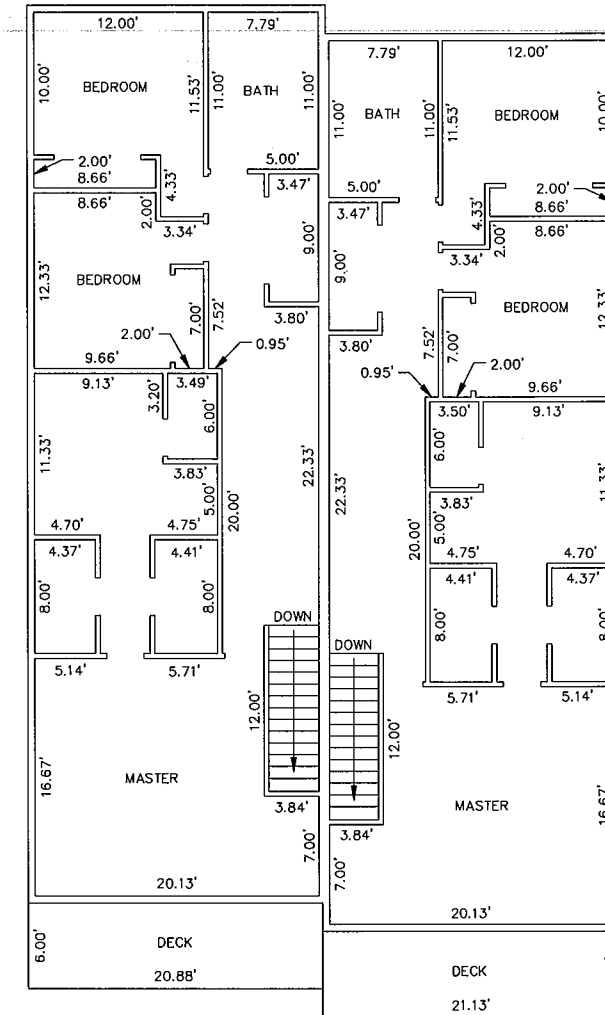
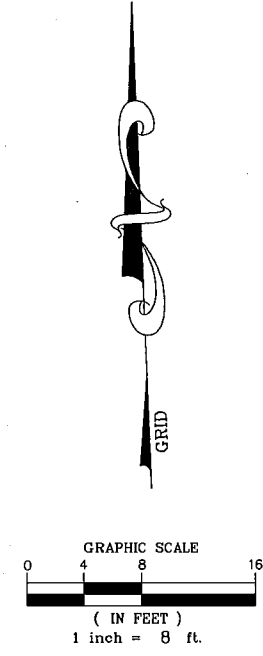
INSTRUMENT No. \_\_\_\_\_

LOTS 11, 12 & THE EAST 30 FEET OF LOT 10, TOWN OF COEUR D'ALENE & KINGS ADDITION  
 LOCATED IN THE SW 1/4 OF SECTION 13, T. 50 N., R. 4 W., B.M.  
 CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO



**BUILDING 1**

UNIT A (719)		UNIT B (721)	
UPPPER FLOOR:	1,206 S.F.	UPPPER FLOOR:	1,206 S.F.
DECK (LCE):	127 S.F.	DECK (LCE):	125 S.F.
FF ELEVATION:	2194.50'	FF ELEVATION:	2194.50'
CEILING HEIGHT:	8 FT.	CEILING HEIGHT:	8 FT.



**BUILDING 2**

UNIT A (723)		UNIT A (725)	
UPPPER FLOOR:	1,206 S.F.	UPPPER FLOOR:	1,206 S.F.
DECK (LCE):	125 S.F.	DECK (LCE):	127 S.F.
FF ELEVATION:	2194.51'	FF ELEVATION:	2194.51'
CEILING HEIGHT:	8 FT.	CEILING HEIGHT:	8 FT.

**NOTES:**

1. THE CONSTRUCTION PLANS FOR "SCHMIDT DUPLEX" WERE PROVIDED BY THE BUILDER AND RELIED UPON FOR THE INTERIOR DIMENSIONS SHOWN HEREON. THE PLANS PROVIDED FOR UNITS 719 & 721 WERE DATED 1/27/2016 AND THE PLANS PROVIDED FOR UNITS 723 & 725 WERE DATED 3/8/2016.
2. AREA CALCULATIONS WERE PERFORMED USING THE "PAINT TO PAINT" METHOD AND DO NOT INCLUDE EXTERIOR OR INTERIOR WALLS.
3. SEE SHEET 2 FOR BUILDING POSITIONS ON LOT.
4. FINISHED FLOOR ELEVATIONS (FF) ARE BASED ON NGVD 29 VERTICAL DATUM.



<p>WELCH-COMER ENGINEERS &amp; SURVEYORS</p> <p>www.welchcomer.com 350 E. Kathleen Ave. Coeur d'Alene, ID 83815</p>	<p>208-664-9382 (toll free) 877-815-5672 (fax) 208-664-5946</p>	<p>THE "AVE" CONDOMINIUMS</p> <p>IN THE SW 1/4 OF SEC. 13, T.50N., R.4W., B.M., KOOTENAI COUNTY, IDAHO</p>	PROJECT NO.: 41270 DESIGNED BY: JNM DRAWN BY: JNM CHECKED BY: MLH DWG NAME: 41270CONDO DATE: 11/01/2016 SCALE: 1/8" = 1' SHEET NO:
			<p><b>4 OF 5</b></p>

N:\CHBD Projects\41270\Production Drawings\41270CONDO.dwg, 11/02/16 11:21:31 AM, jmmakad, 11



RESOLUTION NO. 17-013

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, AUTHORIZING THE BELOW MENTIONED CONTRACTS AND OTHER ACTIONS OF THE CITY OF COEUR D'ALENE INCLUDING APPROVING AN AMENDMENT TO PERSONNEL RULE V COMPENSATION, SECTION 6 PAY PERIODS, TO TRANSITION THE CURRENT MONTHLY PAY DAYS FROM THE 6<sup>TH</sup> AND 21<sup>ST</sup> TO THE 7<sup>TH</sup> AND 22<sup>ND</sup> OF EACH MONTH; APPROVING THE DESTRUCTION OF PUBLIC RECORDS WITHIN THE MUNICIPAL SERVICES, HUMAN RESOURCES, LEGAL, AND PARKS & RECREATION DEPARTMENTS; AND APPROVING A STATE / LOCAL AGREEMENT WITH THE IDAHO TRANSPORTATION DEPARTMENT FOR CONSTRUCTION OF THE GOVERNMENT WAY, HANLEY AVENUE TO PRAIRIE AVENUE PROJECT.

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

- A) Approving an amendment to Personnel Rule V: COMPENSATION, Section 6: PAY PERIODS to transition the current monthly pay days from the 6<sup>th</sup> and 21<sup>st</sup> to the 7<sup>th</sup> and 22<sup>nd</sup> of each month;
- B) Approving the Destruction of Public Records within the Municipal Services, Human Resources, Legal, and Parks & Recreation Departments;
- C) Approving a State / Local agreement with the Idaho Transportation Department for construction of the Government Way, Hanley Avenue to Prairie Avenue project;

AND;

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

NOW, THEREFORE,

BE IT RESOLVED by the Mayor and City Council of the City of Coeur d'Alene that the City enter into agreements or other actions for the subject matter, as set forth in substantially the form attached hereto as Exhibits "A," "B," and "C" and incorporated herein by reference, with the provision that the Mayor, City Administrator, and City Attorney are hereby authorized to

modify said agreements or other actions so long as the substantive provisions of the agreements or other actions remain intact.

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

DATED this 7<sup>th</sup> day of March, 2017.

\_\_\_\_\_  
Steve Widmyer, 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 MCEVERS Voted \_\_\_\_\_

COUNCIL MEMBER ENGLISH Voted \_\_\_\_\_

COUNCIL MEMBER GOOKIN Voted \_\_\_\_\_

COUNCIL MEMBER EDINGER Voted \_\_\_\_\_

\_\_\_\_\_ was absent. Motion \_\_\_\_\_.





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**To:** General Services  
**From:** Melissa Tosi; Human Resources Director  
**Re:** Personnel Rule Amendment  
**Date:** February 27, 2017

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**Decision Point:** The City Council is requested to approve the amendments to Rule V: Compensation, Section 6: Pay Periods, the amendment is as follows:

Transitioning the current pay days from the 6<sup>th</sup> & 21<sup>st</sup> to the 7<sup>th</sup> & 22<sup>nd</sup>. Time sheets will still be due on the same days as they are currently, the only change is providing Finance with 1 additional day (1 full week) to process payroll/timesheets. This extra day will immensely help during pay periods that include holidays in which banks are closed an additional day.

**History:** In 2004, the City of Coeur d'Alene converted from a monthly payroll to our current semi-monthly payroll. At that time, the City employed 275 benefited employees and it was agreed to have a 6 day turnaround to complete payroll from the time the pay period ended to the day employees were paid. Currently, the City has 345 benefited employees, an increase of 30% since 2004. Additionally, including temporary and seasonal employees, payroll typically consists of approximately 400 employees.

Based on the timing payroll is required to have direct deposits to the bank (a full day before payday), how weekends and holidays fall within the time frame finance is processing payroll, our payroll coordinator has had as little as 1 day to process payroll for 400 employees. This is not sustainable.

The proposed amendment has been discussed with the three employee groups and posted for all employees to review. The association/union e-board leaders brought the information to their employees and agreed they would support moving the paydays to the 7<sup>th</sup> & 22<sup>st</sup>.

**Financial Analysis:** There are no hard costs associated with this Personnel Rule amendment.

**Performance Analysis:** Authorizing this amendment will provide an additional day to process payroll, which is critical especially during the pay periods with holidays, and allow the city's payroll coordinator the time she needs to do her job efficiently.

**Recommendation:** The City Council is requested to approve the amendment to Rule V: Compensation, Section 6: Pay Periods.

MEMORANDUM

DATE: FEBRUARY 22, 2017  
TO: CITY COUNCIL  
FROM: RENATA MCLEOD, MUNICIPAL SERVICES DIRECTOR  
RE: REQUEST FOR DESTRUCTION OF RECORDS

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**DECISION POINT:**

Would the City Council approve the destruction of certain public records?

**HISTORY:**

The Municipal Services Department is requesting the destruction of semi-permanent records related to the Community Development Block Grant Program (CDBG) prior to 2011 be destroyed. This is an effort to provide more storage space as well as it has exceeded the time required to maintain them and their useful life has been exhausted. See attached list.

The Human Resources Department has requested the destruction of employee and recruitment files prior to 2012. See attached list.

The Legal Department requests destruction of VHS tapes and audio tapes from closed police cases from the 1990-2000. They are no longer needed and are not permanent record.

The Parks and Recreation Department has requested the destruction of Audio CD's, meeting minutes that have been scanned into an electronic file, Johnson Controls grant documents and video CD's prior to 2011. See attached list.

The Urban Forestry Division has requested that hard copies of Urban Forestry Committee Minutes (a permanent record) be destroyed as they have been scanned into an electronic format for keeping into perpetuity.

**PERFORMANCE ANALYSIS:** Because of the lack of storage space, records are routinely reviewed to determine if the necessity of maintaining the record is warranted. Because the attached list of records has exceeded the time required to maintain them and their useful life has been exhausted, it is necessary to purge these files in order to maintain storage space for future records.

**DECISION POINT:** To authorize staff to proceed with the destruction of records as listed pursuant to I.C. 50-907 and 50-908.

REQUEST FOR DESTRUCTION OF RECORDS  
DEPARTMENT: VARIOUS  
DATE: FEBRUARY 27, 2017

RECORD DESCRIPTION	TYPE OF RECORD (Perm./Semi-P/Temp)	DATES OF RECORDS (From - To)
Municipal Services Community Development Block Grant Records	Temporary	2006-2011
2008 Plan Amendment folder	Electronic	
2008 Consolidated & Action Plan folder	Electronic	
2009 Action Plan Folder		
2010 Action Plan		
2010 CAPER		
2010 Plan Year Amendment		
2011 Action Plan		
2011 CAPER		
2011 Community Grants		
Annual MBE, Section 3, SF425 Reports	Electronic and paper	2008-2011
PAC Monthly meeting agendas and notes	Electronic and paper	2008-2011
Grant Services request for proposals 2009-rating sheets, proposals, correspondence	Paper and electronic	2009
2008 – 2011 EMRAP Files -	Paper and electronic	2008-2011
Human Resource Records		
Employee Personnel Files	Semi-Permanent	February 2012 and prior
Temporary Employee Files- All files	Semi-Permanent	February 2012 and prior
Recruitment Files All files February	Temporary	2015 and prior
Parks and Recreation Department – Urban Forestry		
Urban Forestry Committee Minutes (electronic copies kept)	Permanent	2002-2012

Parks and Recreation- General		
Audio CDs of Parks & Rec Commission Meetings	Semi-Permanent	2009-2011
Notebooks-Parks & Rec Commission Meeting Minutes	Permanent – Save electronically	1997-2011
Tubbs Hill Committee Meeting Minutes, Agendas, Etc.	Permanent – saved electronically	Nov 1985 to Aug 1998
Johnson Controls Proposal-Energy Grant	Semi-Permanent	2010
4 CDs-Water Conservation-Doug explaining system installed in some of the parks	Temporary	2007-2008
Legal Department	Semi-permanent	
VHS tapes and audio cassettes from closed cases (Police Department)		1990-2000

**PUBLIC WORKS COMMITTEE  
STAFF REPORT**

**DATE:** February 16, 2017  
**FROM:** Chris Bosley – City Engineer  
**SUBJECT:** State/Local Agreement – Construction – Government Way

=====

**DECISION POINT:**

Should the City Council approve the State/Local Agreement for construction of the Government Way, Hanley Ave to Prairie Ave project?

**HISTORY:**

Construction plans for the reconstruction of Government Way, Hanley Ave to Prairie Ave have been completed as part of a Federal Aid project. The design contract for this project began in 2011. Reconstruction is scheduled to begin in spring of 2017. In order to advertise for bids, the Local Highway Technical Assistance Council (LHTAC) requires a signed State/Local agreement for construction.

**FINANCIAL ANALYSIS:**

The budgeted amount for this project adequately covers the requested match amount.

**PERFORMANCE ANALYSIS:**

Approval of this agreement will allow for advertisement to bid for construction of the project during an optimal bidding time.

**DECISION POINT/RECOMMENDATION:**

The City Council is being asked to approve the State/Local Agreement for construction of Government Way. Approval of the agreement enables the project to advance to the bidding and construction phase.

**STATE/LOCAL AGREEMENT  
(CONSTRUCTION)  
PROJECT NO. A012(308)  
N GOVERNMENT WAY; HANLEY AVE TO PRAIRIE AVE  
KOOTENAI COUNTY  
KEY NO. 12308**

**PARTIES**

THIS AGREEMENT is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by and between the **IDAHO TRANSPORTATION BOARD** by and through the **IDAHO TRANSPORTATION DEPARTMENT**, hereafter called the State, and the **CITY OF COEUR D'ALENE**, acting by and through its Mayor and Council, hereafter called the Sponsor.

**PURPOSE**

The Sponsor has requested federal participation in the costs of constructing N Government Way, Hanley Ave to Prairie Ave, to consist of roadway widening and sidewalks with ADA ramps, which has been designated as Project No. A012(308). This Agreement sets out the responsibilities of the parties in the construction and maintenance of the project.

Authority for this Agreement is established by Section 40-317 of the Idaho Code.

The Parties agree as follows:

**SECTION I. GENERAL**

1. This Agreement is entered into for the purpose of complying with certain provisions of the Federal-Aid Highway Act in obtaining federal participation in the construction of the project.
2. Federal participation in the costs of the project will be governed by the applicable sections of Title 23, U.S. Code (Highways) and rules and regulations prescribed or promulgated by the Federal Highway Administration, including, but not limited to, the requirements of 23 U.S.C. §313.23, CFR §635.410, and 28 CFR Part II.

*State/Local Agreement (Construction)  
N Government Way; Hanley Ave to Prairie Ave  
Key No. 12308  
Page No. 1*

3. Funds owed by the Sponsor shall be remitted to the State through the ITD payment portal at: <https://apps.itd.idaho.gov/PayITD> .
4. All information, regulatory and warning signs, pavement or other markings, and traffic signals, the cost of which is not provided for in the plans and estimates, must be erected at the sole expense of the Sponsor upon the completion of the project.
5. The location, form and character of all signs, markings and signals installed on the project, initially or in the future, shall be in conformity with the Manual of Uniform Traffic Control Devices as adopted by the State.
6. This State/Local Agreement (Construction) upon its execution by both Parties, supplements the State/Local Agreement (Project Development) by and between the same parties, dated May 3, 2011.
7. Sufficient Appropriation. It is understood and agreed that the State is a governmental agency, and this Agreement shall in no way be construed so as to bind or obligate the State beyond the term of any particular appropriation of funds by the Federal Government or the State Legislature as may exist from time to time. The State reserves the right to terminate this Agreement if, in its sole judgment, the Federal Government or the legislature of the State of Idaho fails, neglects or refuses to appropriate sufficient funds as may be required for the State to continue payments. Any such termination shall take effect immediately upon notice and be otherwise effective as provided in this Agreement.

**SECTION II.** That the State shall:

1. Enter into an Agreement with the Federal Highway Administration covering the federal government's pro rata share of construction costs.
2. Advertise, open bids, prepare a contract estimate of cost based on the successful low bid and notify the Sponsor thereof.

*State/Local Agreement (Construction)  
N Government Way; Hanley Ave to Prairie Ave  
Key No. 12308  
Page No. 2*

3. Award a contract for construction of the project, based on the successful low bid, if it does not exceed the State's estimate of cost of construction by more than ten (10) percent. If the low bid exceeds the estimate by more than 10%, the bid will be evaluated, and if justified, the contract will be awarded and the Sponsor will be notified.
4. Obtain concurrence of the Sponsor before awarding the contract if the Sponsor's share of the low bid amount exceeds the amount set forth in Section III, Paragraph 1 by more than ten (10) percent.
5. Provide to the Sponsor sufficient copies of the Contract Proposal, Notice to Contractors, and approved construction plans.
6. Designate a resident engineer and other personnel, as the State deems necessary, to supervise and inspect construction of the project in accordance with the plans and specifications in the manner required by applicable state and federal regulations. This engineer, or his authorized representatives, will prepare all monthly and final contract estimates and change orders, and submit all change orders to the Sponsor for their concurrence. If the Sponsor's share of any change order exceeds \$1,000.00, the State will submit a statement to the Sponsor indicating the amount owed by the Sponsor.
7. Appoint the Local Highway Technical Assistance Council as the contract administrator for the State.
8. Notify the Sponsor when construction engineering and inspection (CE&I) costs have reached approximately 85% of the estimated cost for CE&I.
9. Maintain complete accounts of all project funds received and disbursed, which accounting will determine the final project costs.
10. Upon completion of the project, after all costs have been accumulated and the final voucher paid by the Federal Highway Administration, provide a statement to



the Sponsor summarizing the estimated and actual costs, indicating an adjustment for or against the Sponsor. Any excess funds transmitted by the Sponsor and not required for the project will be applied to any outstanding balance the Sponsor may have on a previously completed project. If no such outstanding balance exists, the excess funds will be returned to the Sponsor.

**SECTION III.** That the Sponsor shall:

1. Pay to the State before the advertisement for bids, the amount of **ONE MILLION THREE HUNDRED FIFTY THOUSAND SIX HUNDRED TWENTY-THREE DOLLARS (\$1,350,623)**, which is the Sponsor's estimated share of the cost for construction plus preliminary engineering, and construction engineering & inspection (CE&I), and after deducting credit for the Sponsor's previous deposit as applies to Preliminary Engineering and the Sponsor's match for the consulting agreement. These costs and the Sponsor's match are detailed in the attached *Worksheet for State/Local Construction Agreements* marked Exhibit A. The actual cost to the Sponsor will be determined from the total quantities obtained by measurement plus the actual cost of engineering and contingencies required to complete the work. Construction engineering, inspection and contingencies will be approximately 29.5% of the total construction cost.
2. Upon approval of the lowest qualified bid received, if the Sponsor's share exceeds the amount set forth in Section III, Paragraph 1, transmit to the State the Sponsor's portion of such excess cost.
3. Authorize the State to administer the project and make any necessary changes and decisions within the general scope of the plans and specifications. Prior approval of the Sponsor will be obtained if it is necessary, during the life of the construction contract, to deviate from the plans and specifications to such a degree that the costs will be increased or the nature of the completed work will be significantly changed.

4. Designate an authorized representative to act on the Sponsor's behalf regarding action on change orders. That authorized representative's name is \_\_\_\_\_, Phone No. \_\_\_\_\_.
5. When change orders are submitted by the State for approval pursuant to Section II, Paragraph 6, the Sponsor or its authorized representative shall give approval of same as soon as possible, but no later than ten (10) calendar days after receipt of the change order. If approval is delayed, any claims due to that delay shall be the responsibility of the Sponsor.
6. Upon receipt of any statement referred to in Section II, Paragraphs 6 and 10, indicating an adjustment in cost against the Sponsor, promptly remit to the State a check or warrant in that amount.
7. Maintain the project upon completion to the satisfaction of the State. Such maintenance includes, but is not limited to, preservation of the entire roadway surface, shoulders, roadside cut and fill slopes, drainage structures, and such traffic control devices as are necessary for its safe and efficient utilization. Failure to maintain the project in a satisfactory manner will jeopardize the future allotment of federal-aid highway funds for projects within the Sponsor's jurisdiction.
8. To the extent permitted by Idaho law and as provided by the Idaho Tort Claims Act, indemnify, save harmless the State, regardless of outcome, from the expenses of and against suits, actions, claims or losses of every kind, nature and description, including costs, expenses and attorney fees that may be incurred by reason of any act or omission, neglect or misconduct of the Sponsor or its consultant in the design, construction and maintenance of the work which is the subject of this Agreement, or Sponsor's failure to comply with any state or federal statute, law, regulation or rule. Nothing contained herein shall be deemed to constitute a waiver of the State's sovereign immunity, which immunity is hereby expressly reserved.

**WORKSHEET FOR STATE / LOCAL CONSTRUCTION AGREEMENTS**

Key No: 12308  
 Project No: A012(308)  
 Project Name: N Government Way  
 Sponsor: City of Coeur d'Alene

Description of work: This project will widen the two-lane roadway into five-lane and install sidewalk with ADA sidewalk ramps.

5/3/2011

<b>TOTAL ESTIMATED COST OF CONSTRUCTION</b> <i>Includes E&amp;C</i>	\$5,580,786		
<b>APPROVED FORCE ACCOUNT WORK</b>	\$0		
<b>PLUS PE BY STATE</b> <i>(from 2101)</i>	\$10,000		
<b>PLUS PC BY LHTAC</b> <i>(from 2101)</i>	\$70,000		
<b>PLUS PC</b> <i>(from PC Agreements)</i>	\$466,000		
<b>MINUS ALL NON-PARTICIPATING PARTICIPATING TOTAL</b>	\$5,106,798		
<b>MATCH PERCENTAGES</b>		92.66%	7.34%
<b>PERCENTAGE AMOUNTS</b>		\$4,731,959.03	\$374,838.97
<b>MINUS FEDERAL MAXIMUM</b>		\$0	
<b>ADD Overage</b> <i>( If Any To Local )</i>		4,731,959	\$0
<b>LOCAL SHARE OF CONSTRUCTION AMOUNT</b>			\$374,839

**ADJUSTMENTS**

<b>PLUS ALL NON-PARTICIPATING</b> <i>(From above if work by contract)</i>	\$1,019,988
<b>MINUS FUNDS ADVANCED BY THE SPONSOR FOR STATE PE</b> <i>(from PD Agreement)</i>	\$10,000
<b>MINUS APPROVED FORCE ACCOUNT WORK</b> <i>(From above)</i>	\$0
<b>MINUS PRELIMINARY ENGINEERING PAID BY LOCAL</b>	\$34,204

*(If LPA has not rec'd reimbursement, use actual PC dollars paid by LPA)  
 (If LPA has rec'd reimbursement, use local match % of actual PC dollars paid by LPA)  
 (Amounts must be supported by District Records Inspector Audit)*

**CONSTRUCTION AMOUNT REQUIRED FROM SPONSOR AFTER ADJUSTMENTS** \$1,350,623

Comments:

PREPARED BY: | Heather Parker | | Date: 7/13/2016

# ANNOUNCEMENTS

# Memo to Council

DATE: March 1, 2017

RE: Appointments to Boards/Commissions/Committees

The following appointments are presented for your consideration for the March 7th Council Meeting:

GREG LEWIS

KRISTEN LAHNER

ARTS COMMISSION

ARTS COMMISSION

Copies of the data sheets have been placed by your mailboxes.

Sincerely,

---

Amy Ferguson  
Executive Assistant

cc: Renata McLeod, Municipal Services Director  
Sam Taylor, Arts Commission Liaison

**PUBLIC WORKS COMMITTEE**

**PUBLIC WORKS COMMITTEE  
STAFF REPORT**

**DATE:** February 27, 2017  
**FROM:** Terry Pickel, Water Superintendent  
**SUBJECT:** Revised Policy for Water Service Outside City Limits

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**DECISION POINT:**

Staff requests Council approval of a proposed revision of the Water Service Outside City limits Policy.

**HISTORY:**

Since the acquisition of the public water system by the City in the mid 1970's there have been continuous requests for water service outside of the corporate city limits. The private system owner, Idaho Water, was not obligated by city boundaries so infrastructure was installed to serve County residents as well. In the early 1980's the City adopted an initial policy regarding the future provision of water service outside City limits. Over the past four decades that policy has been the subject of near continuous dispute, several subsequent revisions and much debate between Council and Staff. Staff has received an increasing amount of requests for water service outside City limits, primarily fueled by the growth of our area. Current policy (#06-022) limits those connections to properties that can prove a previous (grandfathered) right for participation in the original water system construction, are contiguous and can annex, or have a failing well with no reasonably economical means for new service. Proof of right to service is becoming increasingly difficult to track as records were not adequately kept by Idaho Water and properties have changed hands several times, lacking the empirical evidence. As such, Staff has been working on updating and clarifying the policy regarding provision of water service outside City limits. The intent is to definitively identify those properties that may have right to service to relieve the increasing demand on Water, Legal and Administrative staff time to research new service requests.

**FINANCIAL ANALYSIS:**

While the current policy has limited the potential for increased water system demands, it has also limited new revenue sources as well. The policy was intended to restrict the City from providing water service to more properties than were originally intended under the policy. However, the City's infrastructure in these areas is at or near its intended service life and is inadequate for fire protection that is provided. The restriction in potential revenue and lack of additional capitalization fees means that the majority of the burden for replacement will be placed on all customers. Adopting a new policy allowing new customers fronting existing mains may help to close this gap.

**PERFORMANCE ANALYSIS:**

The original intent and interpretation of this policy was to provide service to only those properties that could either prove right to service through written documentation (grandfathered), or were contiguous and could annex. There was also an exception for verifiable proof of a failing well (good neighbor policy). Under the proposed revised policy, a property would have to prove they could be annexed if contiguous to the City limits or can become contiguous by bringing in other properties who have previously consented to annexation, or if they could not satisfy the annexation requirement within reason, service outside City limits may be granted to those properties fronting existing mains as identified. Further, only one residential hook-up for each identified residential property, or one commercial and one irrigation service in the case of commercial property, at the time of adoption, would be allowed in order to prevent a property from being further subdivided thereby creating additional service requests. Overall impact to the system would be relatively minimal.

**DECISION POINT/RECOMMENDATION:**

Staff requests that City Council approve a proposed revision of the Water Service Outside City limits Policy.

RESOLUTION NO. 17-014

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, AMENDING THE POLICY FOR WATER SERVICE OUTSIDE CITY LIMITS AND APPROVING THE FORM OF AN AGREEMENT FOR PROVISION OF WATER SERVICE OUTSIDE CITY LIMITS.

WHEREAS, the original policy regarding the provision of water service outside City limits was adopted in 1976, amended by Resolution No. 82-061, amended by Resolution No. 88-065, and amended by Resolution No. 06-022; and

WHEREAS, the Water Department has proposed amendments to the policy regarding these issues, and the same were discussed at the Public Works Committee meeting on February 27, 2017, and the amended policy is attached hereto as Exhibit "A"; and

WHEREAS, the Water Department has proposed a form of an Agreement for Water Service Outside City Limits, which is attached hereto as Exhibit "B"; and

WHEREAS, it is deemed to be in the best interests of the City of Coeur d'Alene and the citizens thereof that such amended policy and the form of an Agreement be adopted;

NOW, THEREFORE,

BE IT RESOLVED by the Mayor and City Council of the City of Coeur d'Alene that the amended policy and the form of an Agreement, attached hereto as Exhibits "A," and "B," be and are hereby adopted.

DATED this 7<sup>th</sup> day of March, 2017.

---

Steve Widmyer, Mayor

ATTEST:

---

Renata McLeod, City Clerk



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

ROLL CALL:

COUNCIL MEMBER MILLER Voted \_\_\_\_\_

COUNCIL MEMBER EVANS Voted \_\_\_\_\_

COUNCIL MEMBER MCEVERS Voted \_\_\_\_\_

COUNCIL MEMBER ENGLISH Voted \_\_\_\_\_

COUNCIL MEMBER GOOKIN Voted \_\_\_\_\_

COUNCIL MEMBER EDINGER Voted \_\_\_\_\_

\_\_\_\_\_ was absent. Motion \_\_\_\_\_.



Policy #:	Title:	Effective Date:
17.001	WATER SERVICE OUTSIDE CITY LIMITS	04/01/17

**PURPOSE**

The purpose of this policy is to establish an approved procedure for residential, commercial, industrial and irrigation water service application and approval outside of the City Limits. The policy shall further establish that desired service to new subdivisions or split parcels platted outside City Limits as of (adoption date, see Water Dept. maps) shall **not** be permitted without annexation.

**REFERENCE**

This amended policy statement references a policy established by Resolution No. 06-022 restricting new water service outside City Limits, to establish revised eligibility limits for granting new service connections outside City Limits, as set forth and adopted on (Date) by City Council.

**POLICY**

**WATER SERVICE OUTSIDE CITY LIMITS**

**I Goals:**

**A.** To the extent possible it is the intention of this policy to:

- 1) Limit new water service outside City Limits to those properties that: have a grandfathered/vested right to water service created by; monetary participation by the owner or a predecessor in interest; ~~in~~ for construction of the main that would provide service to the property; are contiguous to the city limits and therefore must annex to be eligible for service; are in an existing subdivision as listed below; is a non-contiguous County parcel existing as of (adoption date, see Water Dept. maps) and is fronted by an existing City water main. A property owner will **not** be permitted to extend a water main to a parcel that does not currently abut an existing water main in order to be eligible for water service. **Main extensions will only be allowed under annexation.**

- 2) Require qualifying properties to annex if contiguous and possible, or if not contiguous, require the owner to sign a Water Service Agreement form regarding rights to future annexation.
- 3) Limit those residential properties outside City Limits qualifying for water service to one residential (single family residence, ¾" meter) SFD Residential connection hook up for each parcel/lot existing at the time of approval of this policy revision, (adoption date, see Water Dept. maps) the property qualified to receive water service. Commercial or Industrial zoned parcels, existing as of date of adoption, that may meet the requirements of this policy may be eligible for one commercial metered service up to 2" in size and one metered irrigation service up to 1" in size. Applicable capitalization fees will be paid based on service tap size.
- 4) Ensure the integrity of City boundaries.
- 5) Minimize expenses for the City Water Department: customers within the City limits for in upgrading facilities solely serving those properties outside of the City limits.
- 6) Ensure that the quality and quantity of City water service for City residents is not diminished by providing new water service outside City limits.
- 7) Require the party seeking service to establish verify eligibility for a right to the one SFD residential connection.

## II **Policy:**

- A. Water Service Agreement:** A party seeking water service for a parcel outside City limits will be required to complete and sign a Water Service Agreement stipulating theirs and the City's rights regarding future water service.
- B. Annexation:** A party seeking water service for a parcel outside current City limits must annex into the City prior to receiving water service if the parcel is contiguous to the City limits. The party seeking annexation is responsible for all costs and fees associated with the annexation of their parcel.
- BC. Service Outside City Limits:** If the party seeking water service cannot satisfy the annexation requirement, the party may be entitled to one SFD residential connection hook up for a single family residence (¾ inch meter) if they can prove by a preponderance of the evidence that they meet all of the following conditions as well as one of the exceptions listed below in section III3:
  - 1) The parcel or lot abuts an existing city water service main to which another domestic service line can reasonably be connected; and
  - 2) The City's water service to other customers will not be reduced below adopted standards if the requested water service is provided; and
  - 3) The property owner signs an Water Service Agreement consenting to subsequent annexation by the City at the City's discretion; and

- 4) The property owner agrees, in writing, to convey, without cost, all water rights attached to the parcel to the City upon request.

### **III Exceptions to Section II:**

**GA. Exceptions:** If the party seeking water service meets the conditions in Section 2 above, they may be entitled to water service if they can prove by a preponderance of the evidence that they meet one of the following exceptions:

- 1) **Approved Subdivisions:** Each **originally** platted lot in the following subdivisions is entitled to one SFD residential (3/4" meter) service connection. ~~If the lot, as originally platted has been further subdivided, the connection will be given to the first party who seeks service and meets the requirements of this policy. No service shall be granted to any lot that has been further subdivided as per adoption of this revised policy, (adoption date, see Water Dept. maps).~~
- 2) **Approved Subdivision list:**
  - a. Ponderosa Park. (South of Harrison, Gunnison Dr.)
  - b. Ponderosa Terrace. (South of Ponderosa Park, E. Lilly Dr.)
  - c. Springview Terrace 1<sup>st</sup> addition. (E. Springview Dr.)
  - d. Les James Subdivision.
  - e. Sky Blue Acres. (Millview Ln. and Canal St.)
  - f. Aqua Terrace. (S. Fairmont Loop)
  - g. Nob Hill. (Fairmont Loop)
  - h. Rivercal Subdivision. (Canal St.)
  - i. Morse Subdivision.
  - j. Stanley Hill Terrace.
- 3) **Existing Residence with Failing Water Service:** The owner of a parcel with an existing residence will be allowed one SFD residential connection (3/4" meter) if the owner can prove by a preponderance of the evidence that the parcel's current water service is failing for reasons outside the parcel owner's control and there is no reasonably cost effective alternative to seeking City water service. If the parcel with the failing well is contiguous, the owner will be required to annex.
- 4) **Other Qualifying Parcels:** Owners of parcels not meeting any of the other exceptions listed in this section may be allowed one SFD residential connection (3/4" meter) if they can prove, by a preponderance of the evidence, that the parcel for which service is being sought has a grandfathered right to water service. In order to establish that the parcel has a grandfathered right the owner must establish that the City or one of its predecessors specifically agreed, in writing, to provide water service to the parcel. This may be established by showing that the

developer of the lot had a written agreement with the City or its predecessor to provide water to the lot in question or by establishing that the developer of the lot participated in the funding of the water main extension to the lot. ~~It is not sufficient to merely establish that the lot is within an area where service would have been provided by the City under a previous policy or by one of its predecessors Policy Statement. here~~

- 5) Other Parcels:** Owners of residential parcels that may currently abut an existing water main outside of the City limits that cannot prove a right to service under a previous service agreement, may petition the City for one SFD residential connection. Owners of commercial or industrial lots, currently abutting an existing water main outside the City limits that cannot prove an existing right to service, may petition the City for one commercial service and one irrigation service. New requests for service shall be reviewed on a case by case basis by City staff from the Water Department, Administration and Legal Services to determine if such request meets the conditions of this policy, does not negatively impact adequate service to existing customers in the service area and does not require infrastructure expansion to provide adequate service. If the parcel to be served is contiguous, they will be required to annex. Otherwise completion of a Water Service Agreement and payment of all applicable fees will be required.
- 6) Fees:** The property owner/developer shall be responsible to pay all applicable fees and charges for the service connection. Capitalization fees shall be charged to pay for growth of the public water system. An MXU fee shall be charged to provide connection of the meter to the AMR system. Hookup fees, including any applicable County/Highway District permit fees, shall be charged if the property owner/developer requests that the City install the service. Charges equal to time, special equipment and materials may be charged for installations where rock or other adverse conditions are otherwise encountered.

### **RESPONSIBLE DEPARTMENT**

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The City of Coeur d'Alene Water Department shall be charged with the implementation and follow through of this adopted policy. The Superintendent shall grant final determination of property eligibility for service. Upon determination that the property is eligible and water service shall be supplied to property outside the City limits, the Superintendent is authorized to execute an appropriate agreement with the property owner.

### **REFERENCED INFORMATION**

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SFD Residential Connection – is a 1” service line with a ¾” meter installed per City Standard Drawing W-1

Commercial Service Connection – is a service line and meter from 1” up to 2” installed per City Standard Drawings W-1 and/or W-14.

Irrigation Service Connection – is a 1” service line and meter strictly for commercial and/or

industrial irrigation installed per City Standard Drawing W-1.

Water Dept. maps – The county maps of recorded existing parcels outside the City Limits as of (adoption date) and submitted as an exhibit to this amended policy.

Capitalization Fees – are fees paid to the City for construction of future pumping, storage facilities and transmission mains anticipated and necessary to accommodate new growth.

MXU Fees – are fees paid to the City to connect the meter to a radio read system.

Hook-Up Fees – are fees paid to the City for the installation on one SFD residential connection. The fees include time, equipment and materials related to the complete installation of the service including asphalt replacement. The customer can elect to forego this fee and have a certified contractor perform the installation.

County/Highway District Fees – The County or Highway District will typically charge an encroachment permit fee to ensure that the service installation is inspected and the roadway is properly repaired.

**DATE ISSUED/SUNSET DATE**

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**Issue Date: 04/01/2017**

**Review Date: 04/01/2027**



# CITY OF COEUR D'ALENE

WATER DEPARTMENT

3820 RAMSEY ROAD  
COEUR D'ALENE, IDAHO 83815  
208/769-2210 – FAX 208/769-2336

Policy #:	Title:	Effective Date:
17.001	WATER SERVICE OUTSIDE CITY LIMITS	04/01/2017

## PURPOSE

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The purpose of this policy is to establish an approved procedure for residential, commercial, industrial and irrigation water service application and approval outside of the City Limits. The policy shall further establish that desired service to new subdivisions or split parcels platted outside City Limits as of (adoption date, see Water Dept. maps) shall **not** be permitted without annexation.

## REFERENCE

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This amended policy statement references a policy established by Resolution No. 06-022 restricting new water service outside City Limits, to establish revised eligibility limits for granting new service connections outside City Limits, as set forth and adopted on March 7, 2017 by City Council per Resolution No. 17-014.

## POLICY

### WATER SERVICE OUTSIDE CITY LIMITS

#### I Goals:

A. To the extent possible it is the intention of this policy to:

- 1) Limit new water service outside City Limits to those properties that: have a grandfathered/vested right to water service created by monetary participation by the owner or a predecessor in interest for construction of the main that would provide service to the property; are contiguous to the city limits and therefore must annex to be eligible for service; are in an existing subdivision as listed below; is a non-contiguous County parcel existing as of (adoption date, see Water Dept. maps) and is fronted by an existing City water main. A property owner will **not** be permitted to extend a water main to a parcel that does not currently abut an existing water main in order to be eligible for water service. **Main extensions will only be allowed under annexation.**

- 2) Require qualifying properties to annex if contiguous and possible or if not contiguous, require the owner to sign a Water Service Agreement form regarding rights to future annexation.
- 3) Limit those residential properties outside City Limits qualifying for water service to one SFD Residential connection for each parcel/lot existing at the time of approval of this policy revision, (adoption date, see Water Dept. maps). Commercial or Industrial zoned parcels, existing as of date of adoption, that may meet the requirements of this policy may be eligible for one commercial metered service up to 2" in size and one metered irrigation service up to 1" in size. Applicable capitalization fees will be paid based on service tap size.
- 4) Ensure the integrity of City boundaries.
- 5) Minimize expenses for the City Water Department customers within the City limits for upgrading facilities solely serving those properties outside of the City limits.
- 6) Ensure that the quality and quantity of City water service for City residents is not diminished by providing new water service outside City limits.
- 7) Require the party seeking service to verify eligibility for one SFD residential connection.

## II **Policy:**

- A. **Water Service Agreement:** A party seeking water service for a parcel outside City limits will be required to complete and sign a Water Service Agreement stipulating theirs and the City's rights regarding future water service.
- B. **Annexation:** A party seeking water service for a parcel outside current City limits must annex into the City prior to receiving water service if the parcel is contiguous to the City limits. The party seeking annexation is responsible for all costs and fees associated with the annexation of their parcel.
- C. **Service Outside City Limits:** If the party seeking water service cannot satisfy the annexation requirement, the party may be entitled to one SFD residential connection if they can prove by a preponderance of the evidence that they meet all of the following conditions as well as one of the exceptions listed below in section III:
  - 1) The parcel or lot **abuts** an existing city water main to which another domestic service line can reasonably be connected; and
  - 2) The City's water service to other customers will not be reduced below adopted standards if the requested water service is provided; and
  - 3) The property owner signs a Water Service Agreement consenting to subsequent annexation by the City at the City's discretion; and
  - 4) The property owner agrees, in writing, to convey, without cost, all water rights attached to the parcel to the City upon request.



### III Exceptions to Section II:

A. **Exceptions:** If the party seeking water service meets the conditions in Section 2 above, they may be entitled to water service if they can prove by a preponderance of the evidence that they meet one of the following exceptions:

1) **Approved Subdivisions:** Each **originally** platted lot in the following subdivisions is entitled to one SFD residential service connection. No service shall be granted to any lot that has been further subdivided as per adoption of this revised policy, (adoption date, see Water Dept. maps).

2) **Approved Subdivision list:**

- a. Ponderosa Park. (South of Harrison, Gunnison Dr.)
- b. Ponderosa Terrace. (South of Ponderosa Park, E. Lilly Dr.)
- c. Springview Terrace 1<sup>st</sup> addition. (E. Springview Dr.)
- d. Les James Subdivision.
- e. Sky Blue Acres. (Millview Ln. and Canal St.)
- f. Aqua Terrace. (S. Fairmont Loop)
- g. Nob Hill. (Fairmont Loop)
- h. Rivercal Subdivision. (Canal St.)
- i. Morse Subdivision.
- j. Stanley Hill Terrace.

3) **Existing Residence with Failing Water Service:** The owner of a parcel with an existing residence will be allowed one SFD residential connection if the owner can prove by a preponderance of the evidence that the parcel's current water service is failing for reasons outside the parcel owner's control and there is no reasonably cost effective alternative to seeking City water service. If the parcel with the failing well is contiguous, the owner will be required to annex.

4) **Qualifying Parcels:** Owners of parcels not meeting any of the other exceptions listed in this section may be allowed one SFD residential connection if they can prove, by a preponderance of the evidence, that the parcel for which service is being sought has a grandfathered right to water service. In order to establish that the parcel has a grandfathered right the owner must establish that the City or one of its predecessors specifically agreed, in writing, to provide water service to the parcel. This may be established by showing that the developer of the lot had a written agreement with the City or its predecessor to provide water to the lot in question or by establishing that the developer of the lot participated in the funding of the water main extension to the lot.

- 5) Other Parcels:** Owners of residential parcels that may currently abut an existing water main outside of the City limits that cannot prove a right to service under a previous service agreement, may petition the City for one SFD residential connection. Owners of commercial or industrial lots, currently abutting an existing water main outside the City limits that cannot prove an existing right to service, may petition the City for one commercial service and one irrigation service. New requests for service shall be reviewed on a case by case basis by City staff from the Water Department, Administration and Legal Services to determine if such request meets the conditions of this policy, does not negatively impact adequate service to existing customers in the service area and does not require infrastructure expansion to provide adequate service. If the parcel to be served is contiguous, they will be required to annex. Otherwise completion of a Water Service Agreement and payment of all applicable fees will be required.
- 6) Fees:** The property owner/developer shall be responsible to pay all applicable fees and charges for the service connection. Capitalization fees shall be charged to pay for growth of the public water system. An MXU fee shall be charged to provide connection of the meter to the AMR system. Hookup fees, including any applicable County/Highway District permit fees, shall be charged if the property owner/developer requests that the City install the service. Charges equal to time, special equipment and materials may be charged for installations where rock or other adverse conditions are otherwise encountered.

### **RESPONSIBLE DEPARTMENT**

---

The City of Coeur d'Alene Water Department shall be charged with the implementation and follow through of this adopted policy. The Superintendent shall grant final determination of property eligibility for service. Upon determination that the property is eligible and water service shall be supplied to property outside the City limits, the Superintendent is authorized to execute an appropriate agreement with the property owner.

### **REFERENCED INFORMATION**

---

SFD Residential Connection – is a 1” service line with a ¾” meter installed per City Standard Drawing W-1

Commercial Service Connection – is a service line and meter from 1” up to 2” installed per City Standard Drawings W-1 and/or W-14.

Irrigation Service Connection – is a 1” service line and meter strictly for commercial and/or industrial irrigation installed per City Standard Drawing W-1.

Water Dept. Maps – The county maps of recorded existing parcels outside the City Limits as of (adoption date) and submitted as an exhibit to this amended policy.

Capitalization Fees – are fees paid to the City for construction of future pumping, storage facilities and transmission mains anticipated and necessary to accommodate new growth.

MXU Fees – are fees paid to the City to connect the meter to a radio read system.

Hook-Up Fees – are fees paid to the City for the installation on one SFD residential connection. The fees include time, equipment and materials related to the complete installation of the service including asphalt replacement. The customer can elect to forego this fee and have a certified contractor perform the installation.

County/Highway District Fees – The County or Highway District will typically charge an encroachment permit fee to ensure that the service installation is inspected and the roadway is properly repaired.

**DATE ISSUED/SUNSET DATE**

---

**Issue Date: 04/01/2017**

**Review Date: 04/01/2027**

**DRAFT**

CITY OF COEUR d'ALENE  
AGREEMENT FOR WATER SERVICE  
OUTSIDE THE CITY LIMITS

This Agreement made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by and between the CITY OF COEUR D'ALENE, State of Idaho, a municipal corporation hereinafter called "City," and, \_\_\_\_\_, hereinafter called "Owner," for the purpose of obtaining a Single Family Dwelling (SFD) ¾" metered water service outside of the current City limits.

WHEREAS, Owner certifies that he/she is owner in fee simple or authorized agent of the owner in fee simple of the following described real property:

(Insert property address, acreage and brief description here)

and;

WHEREAS, there is attached hereto and incorporated herein as if the same were set out in full, a certified copy of the deed to the above described real property showing ownership of said real property to be in Owner, or, as the case may be, there is attached hereto and incorporated herein as if the same were set out in full, a copy of the deed to the above described real property showing ownership in fee simple if someone other than Owner together with a notarized authorization, signed by the real property owner, authorizing Owner to act on behalf of said real property, and;

WHEREAS, Owner desires City water service for said real property for the purpose of domestic household use and irrigation, and;

WHEREAS, the Owner agrees and fully acknowledges that the City is under no obligation to provide water service to the Owner and that if such service is allowed the City may place such conditions, limitations and other restrictions as it sees fit upon the real property.

WITNESSETH:

That for and in consideration of the City providing to Owner City water service, hereinafter called "Utility," Owner agrees as follows:

I.

Owner agrees and petitions City to annex into the corporate limits of said City, the above described real property as soon as the same becomes contiguous to said City limits. Owner agrees to annexation of said real property by the City upon the terms and conditions as shall be set forth by said City.

II.

Owner agrees to use said real property for the above described purposes. Should the Owner use the real property for a purpose other than the above described purpose, the City is no longer obligated to provide said utility and may terminate said utility service upon written notice to the Owner. Should the City determine that the use of the real property for the above described purpose should not be allowed then this Agreement becomes null and void.

III.

Owner agrees and fully acknowledges that the City is under no obligation to annex said real property into the corporate limits of said City or provide the service requested. Owner further agrees that City may place such conditions/ limitations and other restrictions, related to the provision of water service, as it sees fit upon the real property. The Owner agrees and fully acknowledges that any utility service granted by the City to an out-of-City user is defined as surplus capacity of the Utility system and at any time the City Council may determine that the surplus condition is in jeopardy, no further out-of-City utility connections shall be allowed.

IV.

Owner agrees that this petition for annexation and Agreement, upon acceptance by the City, shall bind and become obligatory upon his heirs, representatives and assigns forever. This document will be recorded and shall become an addendum to the deed of the property.

V.

Owner agrees that he/she will conform to all applicable sections of the Coeur d'Alene City Codes and policies pertaining to Utility service, together with any rules and regulations for the administration of such codes and policies. Owner acknowledges that he/she has reviewed the provisions of the ordinances, rules and regulations of the City and fully understands the requirement he/she must meet.

VI.

Owner agrees that all construction necessitated by this agreement will be in accordance with the plans and specifications required and approved by the City Engineer.

VII.

Owner agrees to obtain all permits and easements required to connect to the existing City Utility System and submit a copy of such to the City prior to beginning construction thereof.

Owner agrees to dedicate rights-of-way to the public for the future development of all public ways considered necessary by the City for proper traffic flow and for the maintenance and operation of all public utilities. The size and location of said rights-of-way shall be determined by the City at the time this Agreement is executed and said dedication shall be recorded by the Owner in the office of the County Recorder and a certified copy of the recorded dedication filed with the City Clerk within one month after execution of the Agreement.

IX.

Owner agrees to obtain from the City all standard application forms for utility service, execute said applications and pay all fees therefore before connection to the City utility and within one year after execution of the agreement.

X.

Owner agrees to pay the current hookup fees, asphalt patching fees and any actual additional costs incurred for rock excavation or special construction/stabilization requirements necessary to connect to the existing Utility System in accordance with the ordinances, rules and regulations established by the City for such connections.

XI.

Upon approval of this Agreement, Owner agrees to convey, in writing and without cost to the City, all water rights attached to the property which is the subject of this agreement.

**OWNER**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

STATE OF IDAHO )  
 ) ss.  
County of Kootenai )

On this \_\_\_\_ day of 20\_\_ before me, a Notary Public in and for said State, personally appeared \_\_\_\_\_ known to me to be the person whose names is subscribed to the foregoing instrument and acknowledged to me that \_\_\_\_\_ executed the same.

IN WITNESS HEREOF I have hereunto set my hand and official seal the day and year first above written.

\_\_\_\_\_  
Notary Public for Idaho  
Residing in: \_\_\_\_\_  
Commission Expires: \_\_\_\_\_

\*\*\*\*\*

**CITY OF COEUR d'ALENE**

By \_\_\_\_\_  
Its \_\_\_\_\_

STATE OF IDAHO )  
 ) ss.  
County of Kootenai )

On this \_\_\_\_ day of \_\_\_\_\_ 20\_\_ before me, a Notary Public in and for said State, personally appeared \_\_\_\_\_ known to me to be the \_\_\_\_\_ of the City of Coeur d'Alene that executed the foregoing instrument and acknowledged to me that said City of Coeur d'Alene executed the same.

IN WITNESS HEREOF I have hereunto set my hand and affixed my Natarial Seal the day and year in this certificate for above written.

\_\_\_\_\_  
Notary Public for Idaho  
Residing in: \_\_\_\_\_  
Commission Expires: \_\_\_\_\_



# Water Service Outside City Limits

**CDA Water Department**

Presented by Terry Pickel





**Water Service Outside City Limits:  
Council and Staff Discussion:**

**Brief History:**

- History - First Tap Cards in 1903
- Ownership - Idaho Water Company
- City acquired system in 1974
- First city policy adopted in 1976
- Revisions in 1982 and 1988
- Current policy revised in 2006



**Water Service Outside City Limits:  
Council and Staff Discussion:**

**Current Policy, Revised (2006):**

- Resolution 06-22 – Established current policy
- Restrictions – Proof of grandfathered right or annexation only.
- Exceptions – 10 county subdivisions listed
- Additions - “Good Neighbor” clause for failing wells
- Growth Restrictions – Restricts to 1<sup>st</sup> service for subdivided lots



**Water Service Outside City Limits:  
Council and Staff Discussion:**

**Problems Encountered:**

- Service Rights – Require proof of vested rights “grandfathered”, not adequately recorded
- Restrictions - How to moderate rural growth?
- Water System Ramifications – System overload?
- Funding Methods – How to fund rural needs?
- County Permits – Do not require proof of water service, how to resolve
- Continued requests for new services



**Water Service Outside City Limits:  
Council and Staff Discussion:**

**Proposed Policy Revision (2017):**

- Proposal - Allow restricted number of SFD's
- Restrictions - Recognize only lots existing per date of adoption
- Exhibit - Maps identifying eligible parcels
- Requirements – Require annexation where possible, or water service contract where not
- Prohibitions - No water main extensions or service to “new” subdivided lots
- Impact - Approximately 116 parcels, 35 undeveloped lots already “approved”



**Water Service Outside City Limits:  
Council and Staff Discussion:**

**Reasons for requested change:**

- Clarify annexation requirements
- Definitively identify parcels eligible for service and specific requirements – Produce document
- Dozens of documented requests
- Transfers of ownership, proof of vested right lost
- Aging Infrastructure - Near end of useful service life
- Perceived Water Dept. Obligations - Provide domestic service and fire flows



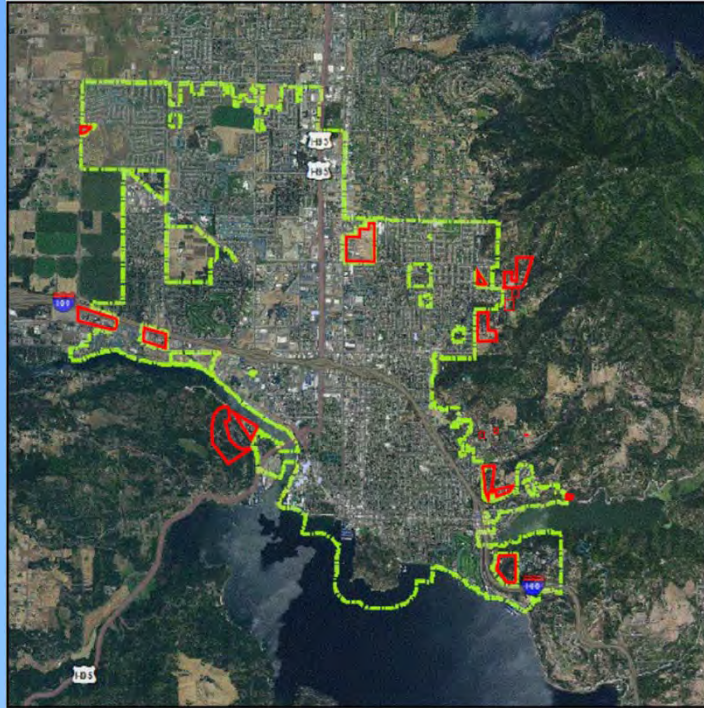
**Water Service Outside City Limits:  
Council and Staff Discussion:**

**Reasons for requested change: (cont.)**

- Improvements – Upgrades needed
- New Cap Fees - Not basin specific
- County Permits – Provide detailed maps
- Contamination Prevention – Limit number of new wells
- Appearance – Impartiality, fairness, being a good neighbor
- AIC Poll - 16 out of 19 cities allow service outside city limits



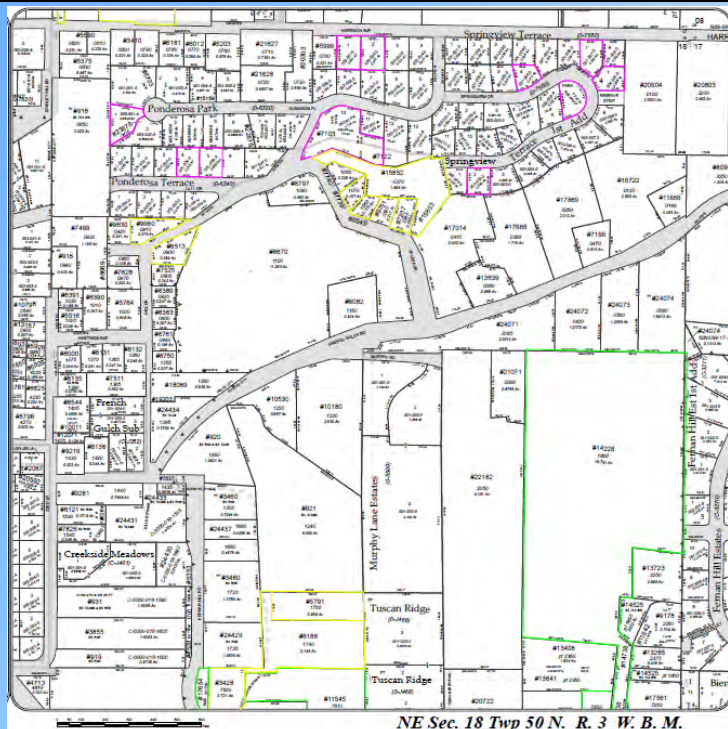
Areas shaded in red located adjacent to existing City water mains.



Purple – Lots in “approved” subdivisions

Green – Lots contiguous to city limits, must annex

Yellow – Lots that abut mains, non-contiguous



**Water Service Outside City Limits:  
Council and Staff Discussion:**

**Conclusion:**

- Policy - Draft policy revision submitted
- Exhibit – Map details included
- Require documents recorded with deed
- Review - Legal and staff have reviewed
- Council Request – Your approval of policy revision and water service contract



**Water Service Outside City Limits:  
Council and Staff Discussion:**

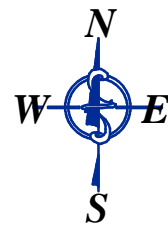
**Thank you for your time and  
consideration!**





### Kootenai County, Idaho

MapTile Location within Township					
6	5	4	3	2	1
7	8	9	10	11	12
18	17	16	15	14	13
19	20	21	22	23	24
30	29	28	27	26	25
31	32	33	34	35	36



THIS DRAWING IS TO BE USED FOR REFERENCE PURPOSES ONLY. THE COUNTY IS NOT RESPONSIBLE FOR ANY INACCURACIES CONTAINED HEREIN.

#### Map Revisions

- 03/16/09 - VMW  
50N04W-14-4100 now PROW per Instr#2197324 (10)
- 05-13-09 - ET  
Ptn of 0-6620-001-ORD-B out of RIVERCAL lots as canal;  
Remainder lots 5-10 combined w/ ORD-0 (now -A) (10)  
Ptn of 0-6620-001-011-A redescribed as Tax #22301 (10)
- 07/27/09 - TH  
50N04W-14-3100 (now C-0000-014-3100) annexed into  
City of CDA per Ord #3354 (10)
- 08/21/13 - VMW  
C-0000-014-4400 & 4425 removed CAT 19 per description (14)
- 01/13/15 - bc  
C-3735-000-008-H, 016-A, 018-A, 018-B & 018-C; C-8955-002-017-A, 018-A, 021-A, 003-001-A, 007-A, 011-A, 004-000-A platted into NORTH IDAHO COLLEGE SUB (15)
- 11/20/15 - GP  
Ptn 0-4770-000-002-0 (now -A) combined w/ 003-A as Tax #24255;  
ptn 003-A combined w/ 002-0 (now-A) as Tax #24254 (16)

#### Notes:

\* 60' R/W formerly assessed as 50N04W-14-4100 (#153863)

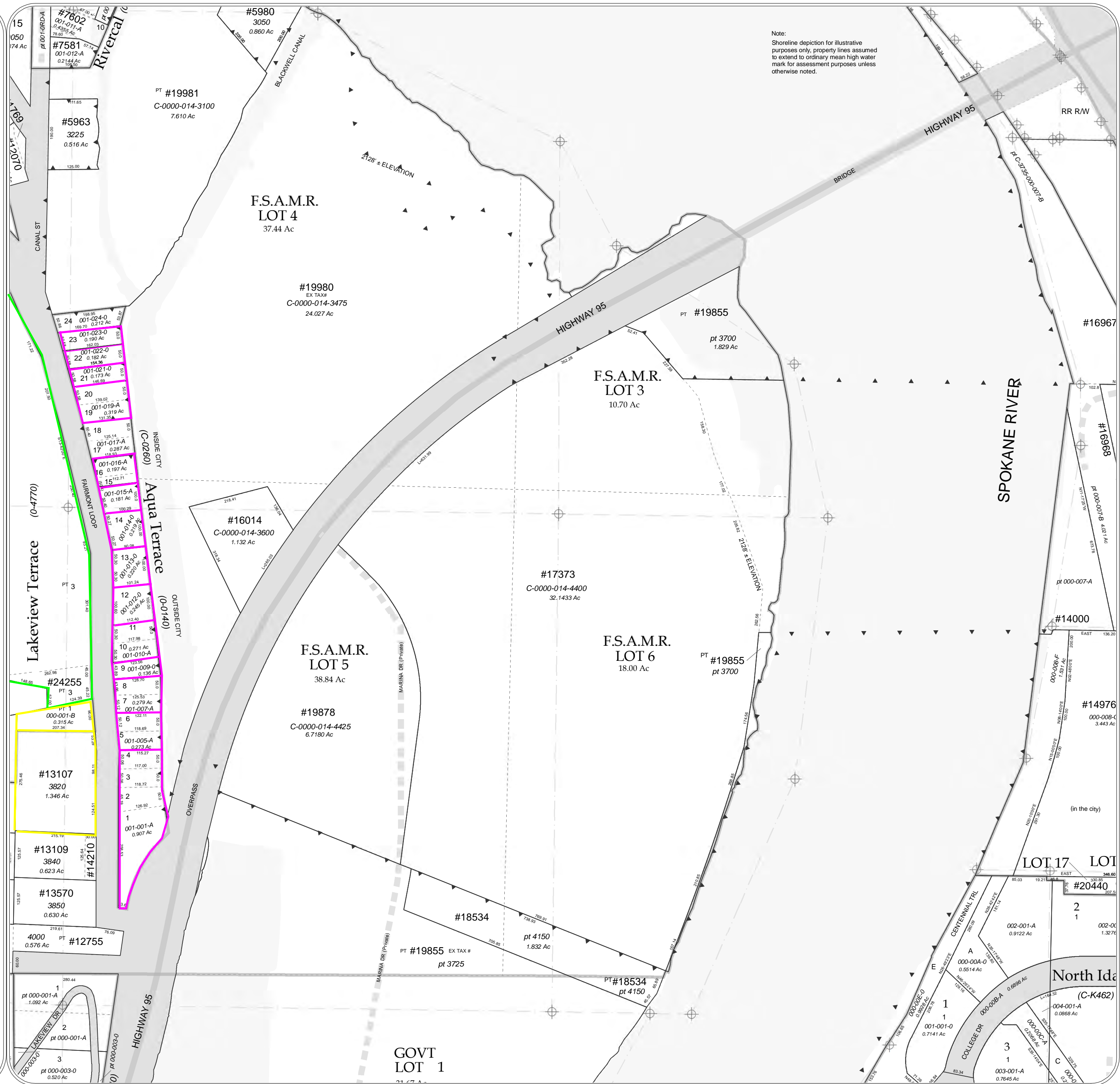
Parcel areas have been calculated by traverse closure when sufficient information has been available. Area shown is Net Assessable Area, Right-of-Way, where applicable, has been subtracted. Distances and curve lengths less than 50' may not be shown due to scale limitations. Dimensions in parenthesis denote record and/or platted lot dimensions.

LOCATION OF ROADS SHOWN ARE BASED ON ADDRESSABLE ROAD INFORMATION AND MAY OR MAY NOT BE PUBLIC.

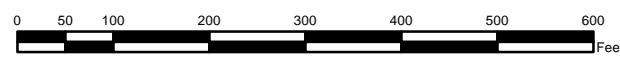
Parcel Identification Number (PIN) are comprised as follows:  
Platted: Sub-code and Parcel ID# ex. C-3510 and 021-999-C Resulting PIN = C-3510-021-999-C or C3510021999C  
Unplatted: TwpRngSec and Parcel ID# ex. 50N03W-16 and 7950 Resulting PIN = 50N03W-16-7950 or 50N03W167950

#### Legend

- (C-5357) Sub-code
- 001-001-A Parcel ID# (PIN)
- TaxParcels
- LegalAreas
- Road RW
- Private Roads
- Plat Boundaries
- Railroad
- City Limits
- GCDB\_Corners
- GCDB\_Lines



Note: Shoreline depiction for illustrative purposes only, property lines assumed to extend to ordinary mean high water mark for assessment purposes unless otherwise noted.



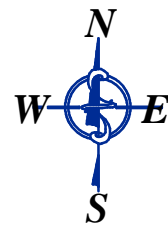




# Kootenai County, Idaho

MapTile Location within Township

6	5	4	3	2	1
7	8	9	10	11	12
18	17	16	15	14	13
19	20	21	22	23	24
30	29	28	27	26	25
31	32	33	34	35	36



THIS DRAWING IS TO BE USED FOR REFERENCE PURPOSES ONLY. THE COUNTY IS NOT RESPONSIBLE FOR ANY INACCURACIES CONTAINED HEREIN.

### Map Revisions

- 04/20/09 - JB  
Ptn of C-1620-001-00P-A as Tax #22271 combined with C-5850-001-002-0 (now -A) (09)
- 08/26/10 - ET  
50N03W-07-6780 out of 6790 (11)
- 08/24/12 - TH  
C-0000-007-5600 platted into CHERRY HILL NORTH (13)
- 12/24/14 - ET  
C-0000-007-6800 acreage adjusted (15)

### Notes:

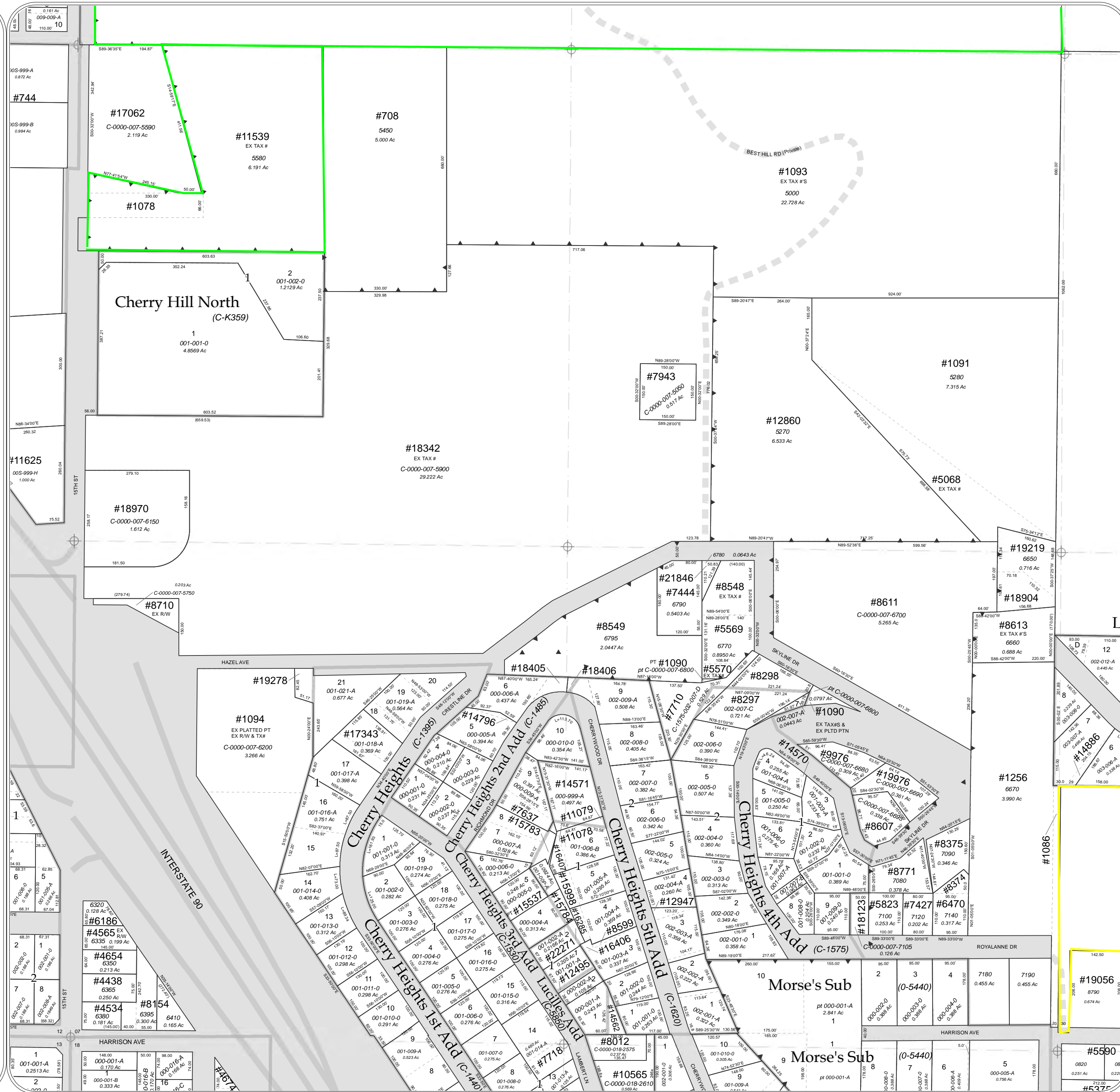
Parcel areas have been calculated by traverse closure when sufficient information has been available. Area shown is Net Assessable Area, Right-of-Way, where applicable, has been subtracted. Distances and curve lengths less than 50' may not be shown due to scale limitations. Dimensions in parenthesis denote record and/or platted lot dimensions.

LOCATION OF ROADS SHOWN ARE BASED ON ADDRESSABLE ROAD INFORMATION AND MAY OR MAY NOT BE PUBLIC.

Parcel Identification Number (PIN) are comprised as follows:  
Platted: Sub-code and Parcel ID# ex. C-3510 and 021-999-C Resulting PIN = C-3510-021-999-C or C3510021999C  
Unplatted: TwpRngSec and Parcel ID# ex. 50N03W-16 and 7950 Resulting PIN = 50N03W-16-7950 or 50N03W167950

### Legend

- (C-5357) Sub-code
- 001-001-A Parcel ID# (PIN)
- TaxParcels
- LegalAreas
- Road RW
- Private Roads
- Plat Boundaries
- Railroad
- City Limits
- GCDB\_Corners
- GCDB\_Lines



## SW Sec. 07 Twp 50 N. R. 3 W. B. M.

Maptile: 50N03W07SW



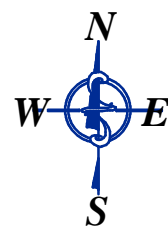




### Kootenai County, Idaho

MapTile Location within Township

6	5	4	3	2	1
7	8	9	10	11	12
18	17	16	15	14	13
19	20	21	22	23	24
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31	32	33	34	35	36



THIS DRAWING IS TO BE USED FOR REFERENCE PURPOSES ONLY. THE COUNTY IS NOT RESPONSIBLE FOR ANY INACCURACIES CONTAINED HEREIN.

#### Map Revisions

- 06/26/09 - ET  
Ptn of C-3330-003-017-0 and 018-0 out to additional Cat 19 R/W (10)
- 04/28/15 - GP  
C-0700-000-002-0 combined w/ 001-0 (now -A) (16)
- 06/25/15 - ET  
Frontage amended for C-8090-001-001-0 & 002-0 (16)

#### Notes:

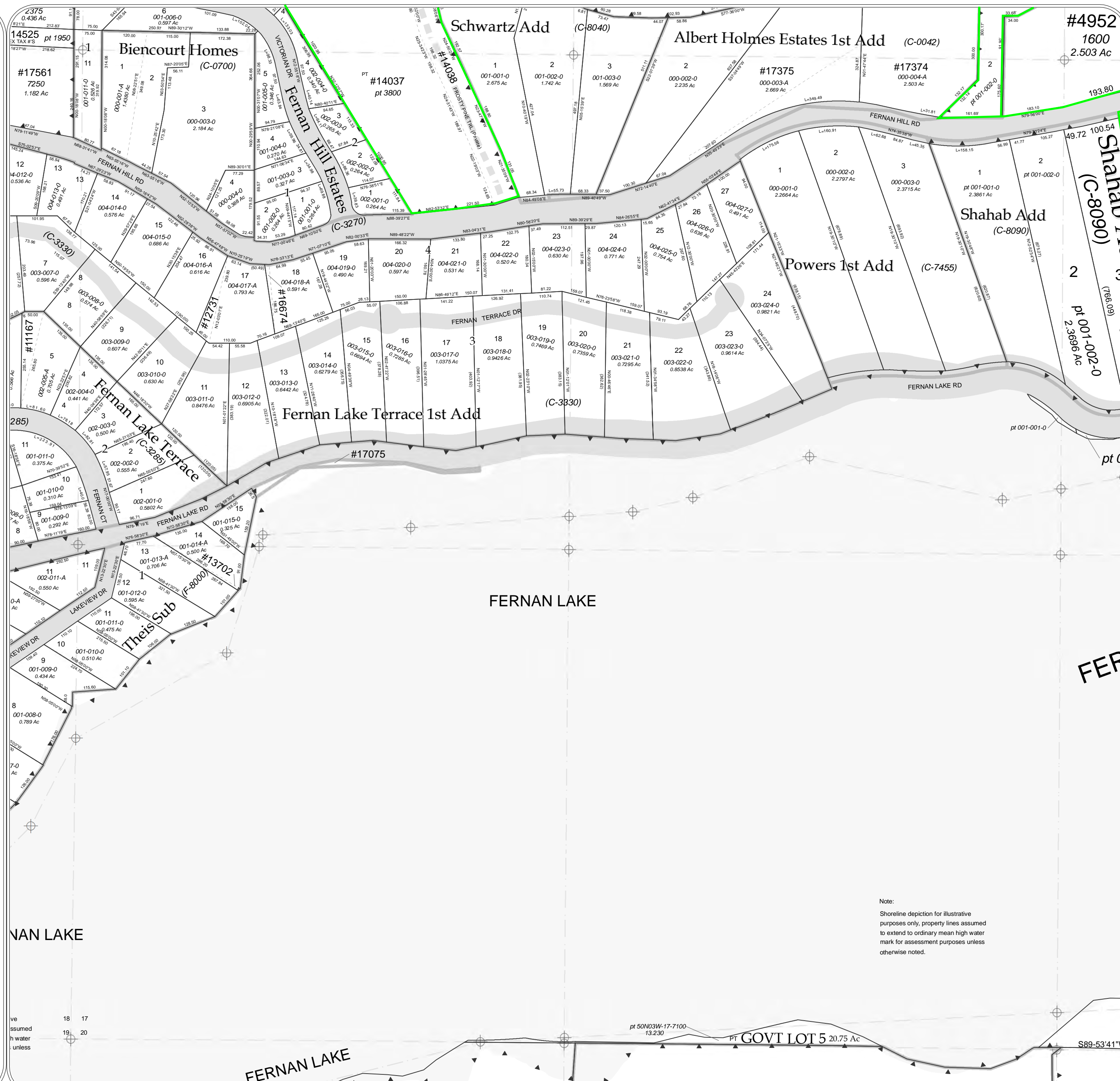
Parcel areas have been calculated by traverse closure when sufficient information has been available. Area shown is Net Assessable Area, Right-of-Way, where applicable, has been subtracted. Distances and curve lengths less than 50' may not be shown due to scale limitations. Dimensions in parenthesis denote record and/or platted lot dimensions.

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Unplatted: TwpRngSec and Parcel ID# ex. 50N03W-16 and 7950 Resulting PIN = 50N03W-16-7950 or 50N03W167950

#### Legend

- (C-5357) Sub-code
- 001-001-A Parcel ID# (PIN)
- TaxParcels
- LegalAreas
- Road RW
- Private Roads
- Plat Boundaries
- Railroad
- City Limits
- GCDB\_Corners
- GCDB\_Lines



Note:  
Shoreline depiction for illustrative purposes only, property lines assumed to extend to ordinary mean high water mark for assessment purposes unless otherwise noted.

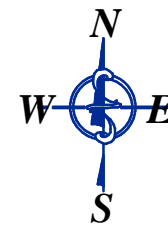




# Kootenai County, Idaho

MapTile Location within Township

6	5	4	3	2	1
7	8	9	10	11	12
18	17	16	15	14	13
19	20	21	22	23	24
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31	32	33	34	35	36



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### Map Revisions

- 12/26/08 - VMW  
50N04W-04-5755 as Tax#15770 now ptn PROW (09)
- 05/25/12 - ET  
C-0000-004-6620 & 50N04W-04-5200 redescribed as Tax #23224 & #23225 for bndry In adj; C-0000-004-6625 out of 6620 as pt Tax #23225 in city & 50N04W-04-5225 out of 5200 as pt Tax #23224 outside city (13)
- 03/21/13 - TH  
50N04W-04-5200 & 5225 (now C-0000-004) annexed into City of CDA; C-0000-004-6625 combined w/ 5200 & C-0000-004-5225 combined w/ 6620 (13)
- 03/07/14 - GJC  
C-6113-001-001-0 platted into MILL RIVER 4TH ADDITION (14)
- 03/11/14 - GP  
Pt C-6114-003-003-0 combined w/ 002-0 as Tax #23771, pt 004-0 combined w/ 003-0 as Tax #23772; pt 005-0 combined w/ 004-0 as Tax #23770; pt 006-0 combined w/ 005-0 as Tax #23769; pt 007-0 combined w/ 006-0 (all now -A) as Tax #23773 (15)
- 02/02/15 - JCJ  
Ptn C-K409-001-001-0 (now -A) combined w/ 002-0 (now -A) & redescribed as Tax#23891, Remainder 001-A redescribed as Tax #23890 (15)
- 02/09/16 - bc  
Ptn 50N04W-04-5500 out to R/W (16)  
50N04W-04-6450 out to R/W (16)  
Ptn 50N04W-04-5900 redescribed as Tax#24397 (16)

### Notes:

- GARAGE TOWN CONDOS (66 UNITS)  
0-2770-001-001-0 THRU 010-0  
0-2770-002-001-0 THRU 012-0  
0-2770-003-001-0 THRU 012-0  
0-2770-004-001-0 THRU 016-0  
0-2770-005-001-0 THRU 016-0
- THE CONDOS AT MILL RIVER (117 UNITS)  
C-J347-0A1-001-0 THRU 009-0  
C-J347-0A2-001-0 THRU 009-0  
C-J347-0A3-001-0 THRU 009-0  
C-J347-0A4-001-0 THRU 009-0  
C-J347-0A6-001-0 THRU 009-0  
C-J347-0A7-001-0 THRU 009-0  
C-J347-0A8-001-0 THRU 009-0  
C-J347-0A9-001-0 THRU 009-0  
C-J347-0B1-001-0 THRU 005-0  
C-J347-0B2-001-0 THRU 005-0  
C-J347-0B3-001-0 THRU 005-0  
C-J347-0B4-001-0 THRU 005-0  
C-J347-0B5-001-0 THRU 005-0  
C-J347-0B6-001-0 THRU 005-0  
C-J347-0B7-001-0 THRU 005-0  
C-J347-0B8-001-0 THRU 005-0  
C-J347-0B9-001-0 THRU 005-0

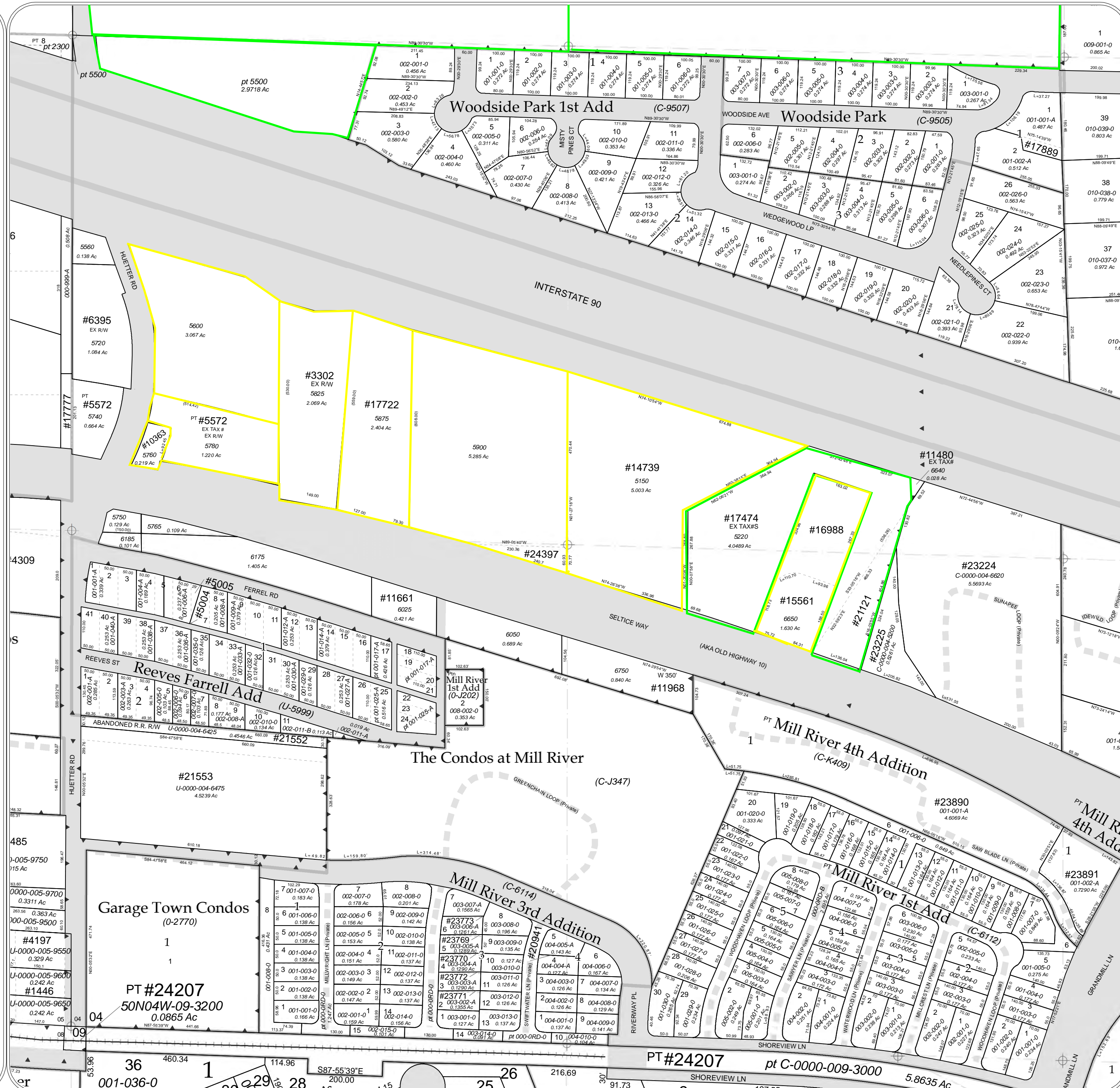
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Unplatted: TwpRngSec and Parcel ID# ex. 50N03W-16 and 7950 Resulting PIN = 50N03W-16-7950 or 50N03W167950

### Legend

- (C-5357) Sub-code
- TaxParcels
- Private Roads
- City Limits
- LegalAreas
- Plat Boundaries
- GCDB\_Corners
- Road RW
- Railroad
- GCDB\_Lines





OTHER BUSINESS

## Finance Department Staff Report

**Date:** March 7, 2017  
**From:** Troy Tymesen, Finance Director  
**Subject:** Funding a part time position to full time benefitted Utility Billing Specialist

**Decision Point:** To approve changing the part-time position in Finance to a full-time benefitted position effective April 1, 2017.

**History:** In FY 2009-10 the Utility Billing Supervisor position in Finance became vacant and has not been filled since that time. This has made it extremely difficult for the Utility Billing function of the Finance Department to keep up with the workload and to provide excellent customer service to the utility customers of the City of Coeur d'Alene. The Lead Utility Specialist position as well as Utility Billing Specialists are routinely working over 40 hours a week to make sure payments are posted and bills are mailed out on time. An immediate concern in the Finance Department is the inability to find time to cross train employees. Currently the billing and payroll functions have no backup. In FY 2014-15 the Finance Department was allowed to hire a part-time person to help with the scanning of utilities payments. This position has evolved into a 29 hour a week position that is essential to the Finance Department. Recently the position has been working 40 hours per week. The department is also handling a large number of customers with traffic citations. The Finance Department currently has 7.73 FTEs. In comparison the City of Lewiston has 12.8 FTEs and a population of 54,441, the City of Pocatello has 8 FTEs and a population of 54,441, the City of Twin Falls with a population of 47,468 has 10 FTEs and the City of Post Falls has 8 FTEs with a population of 30,453.

**Financial Analysis:** The 2016-17 Finance Department budget includes \$25,614 for part-time. Funding this position at 40 hours a week plus benefits for the rest of FY 16-17 will cost an additional \$12,222. The Finance Department is asking for an additional \$9,222 from the General Fund and the remaining \$3,000 would come from postponing some training in the amount of \$3,000. The source of revenue is sales tax in excess of budget.

**Decision Point:** To approve changing the part-time position in Finance to a full-time benefitted position effective April 1, 2017.

# PUBLIC HEARINGS

# CITY COUNCIL STAFF REPORT

**DATE:** March 7, 2017  
**FROM:** Dennis J. Grant, Engineering Project Manager  
**SUBJECT:** **V-16-5, Vacation of a portion of Appleway Avenue right-of-way adjoining the southwesterly boundary of Lot 4, Block 1 of the Zanetti Subdivision to the City of Coeur d'Alene.**

---

## DECISION POINT

The applicant, Zanetti Brothers, Inc., is requesting the vacation of a portion of Appleway Avenue right-of-way that adjoins the southwesterly boundary of their property on Appleway Avenue (1327 W. Appleway Avenue). See attached exhibit.

## HISTORY

It is unknown when the requested right-of-way was originally dedicated to the City of Coeur d'Alene. The Public Works Committee unanimously approved the action at its regularly scheduled meeting on January 23, 2017 and directed staff to proceed onward for Council action.

## FINANCIAL ANALYSIS

The vacation of the requested right-of-way would not have any financial impact on the City and would add approximately 0.23 Acres (10018.8 Square Feet) to the County tax roll. Although a minor amount, it would be a benefit to the municipality as tax revenue, and, to the land owner whose lot adjoins the strip of usable property.

## PERFORMANCE ANALYSIS

The purpose of this request is to realign the excess right-of-way to match the existing public improvements. All utilities are existing and in place, and there is no foreseeable use for this additional right-of-way. Therefore, the vacation of this portion of right-of-way adjoining this parcel would not impact the City and would be a benefit to the property owner.

## RECOMMENDATION

Staff recommends to the City Council to approve the vacation action per Idaho Code Section 50-1306, and, to vacate the property to the applicant, Zanetti Brothers, Inc.



# EXHIBIT OF RIGHT-OF-WAY VACATION

APPLEWAY AVENUE FRONTING ZANETTI SUBDIVISION  
 IN THE SW<sup>1</sup>/<sub>4</sub> SW<sup>1</sup>/<sub>4</sub>, SEC. 2, T.50N., R.4W., B.M.,  
 CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO

FOUND  $\frac{5}{8}$ "  
 REBAR WITH  
 PLS 6374 CAP  
 LOT G  
 BLOCK ONE  
 CROSSROADS  
 SUBDIVISION  
 BOOK K, PAGE 405  
 S 00°14'50" W  
 188.37'

LOT 4  
 BLOCK ONE  
 ZANETTI SUBDIVISION  
 BOOK K, PAGE 242

SHADED REGION:  
 EXISTING RIGHT-OF-WAY TO BE  
 VACATED. (0.23 AC)

APPLEWAY

AVENUE

POTENTIAL NEW ROW, PENDING  
 THE CITY'S APPROVAL OF  
 VACATION OF THE EXISTING  
 SURPLUS RIGHT-OF-WAY

EXIST. SIDEWALK  
 EXIST. CURB

LINE	LENGTH	BEARING
L1	15.00	N 88°54'22" W
L2	39.09	N 86°55'16" W
L3	14.02	S 00°14'50" W
L4	25.00	S 88°54'22" E

CURVE	LENGTH	RADIUS	DELTA	CHRD. BRG	CHORD
C1	247.94	465.19	30°32'15"	S 55°43'38" E	245.02

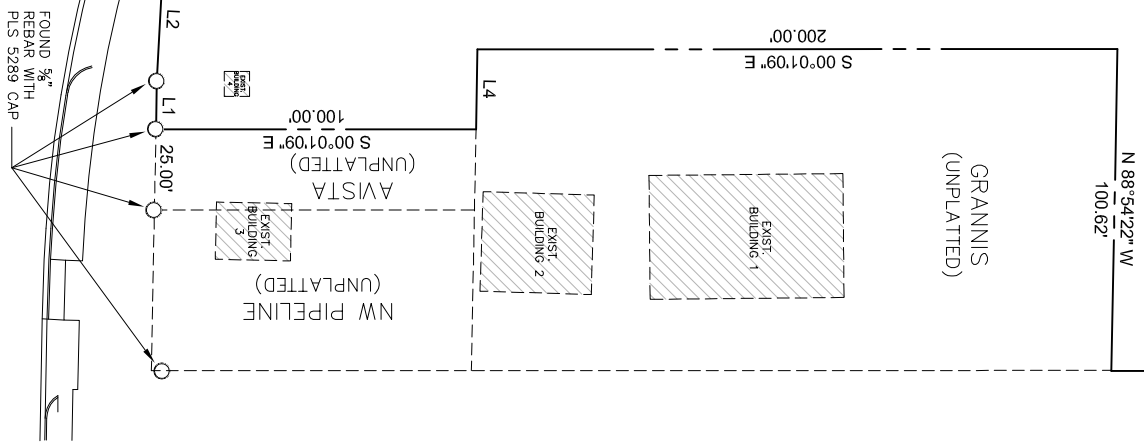


EXHIBIT OF RIGHT-OF-WAY VACATION  
 APPLEWAY AVENUE FRONTING  
 ZANETTI SUBDIVISION

**FRAME & S METANA, PA**  
 Consulting Engineers

**FS**

SCALE: 1"=60'

DATE: 02/22/17

FILE: A223SE

603 North 4th Street, Coeur d'Alene, Idaho, 83814  
 Ph.(208)664-2121/Fax:(208)765-5502/Email:smetana@roadrunner.com

SHEET  
 1 OF 1

COUNCIL BILL NO. 17-1005  
ORDINANCE NO. \_\_\_\_

AN ORDINANCE OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, VACATING A PORTION OF THE APPLEWAY AVENUE RIGHT-OF-WAY, GENERALLY DESCRIBED AS A PARCEL OF LAND ADJOINING THE SOUTHERLY BOUNDARY OF LOT 4, BLOCK ONE OF THE ZANETTI SUBDIVISION TO THE CITY OF COEUR D'ALENE PLAT LOCATED IN THE SOUTHWEST QUARTER OF SECTION 2, TOWNSHIP 50 NORTH, RANGE 4 WEST, BOISE MERIDIAN, CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO; REPEALING ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HEREWITH; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING FOR THE PUBLICATION OF A SUMMARY OF THIS ORDINANCE AND AN EFFECTIVE DATE HEREOF.

WHEREAS, after public hearing, the City Council finds it to be in the best interests of the City of Coeur d'Alene and the citizens thereof that said portion of right-of-way be vacated;

NOW, THEREFORE,

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

SECTION 1. That the following described property, to wit:

Legal description and drawing, attached as Exhibit "A"

be and the same is hereby vacated.

SECTION 2. That said vacated right-of-way shall revert to the adjoining property owner to the north.

SECTION 3. That the existing right-of-way, easements, and franchise rights of any lot owners, public utility, or the City of Coeur d'Alene shall not be impaired by this vacation, as provided by law, and that the adjoining property owners shall in no manner place any obstruction over any public utilities.

SECTION 4. All ordinances and parts of ordinances in conflict with this ordinance are hereby repealed.

SECTION 5. After its passage and adoption, a summary of this Ordinance, under the provisions of the Idaho Code, shall be published once in the official newspaper of the City of Coeur d'Alene, and upon such publication shall be in full force and effect.

*Passed under suspension of rules upon which a roll call vote was duly taken and duly enacted an ordinance of the City of Coeur d' Alene at a regular session of the City Council on March 7, 2017.*

APPROVED by the Mayor this 7<sup>th</sup> day of March, 2017.

---

Steve Widmyer, Mayor

ATTEST:

---

Renata McLeod, City Clerk

SUMMARY OF COEUR D'ALENE ORDINANCE NO. \_\_\_\_\_  
V-16-5, APPLEWAY AVENUE RIGHT-OF-WAY VACATION

The City of Coeur d'Alene, Idaho, hereby gives notice of the adoption of Ordinance No. \_\_\_\_\_, vacating a portion of Appleway Avenue right-of-way as shown in the legal description and map attached to the Ordinance as Exhibit "A." Exhibit "A" is on file in the City Clerk's Office.

The Ordinance further provides that it shall be effective upon publication of this summary. The full text of Ordinance No. 35xx is available at Coeur d'Alene City Hall, 710 E. Mullan Avenue, Coeur d'Alene, Idaho, in the office of the City Clerk.

---

Renata McLeod, City Clerk

STATEMENT OF LEGAL ADVISOR

I, Randall R. Adams, am Chief Civil Deputy City Attorney for the City of Coeur d'Alene, Idaho. I have examined the attached summary of Coeur d'Alene Ordinance No. \_\_\_\_\_, regarding V-16-5, Appleway Avenue right-of-way vacation, and find it to be a true and complete summary of said ordinance which provides adequate notice to the public of the contents thereof.

DATED this 7<sup>th</sup> day of March, 2017.

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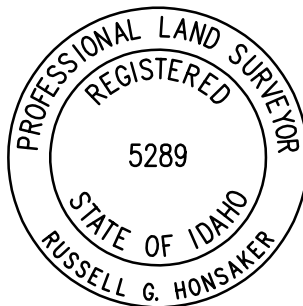
Randall R. Adams, Chief Civil Deputy City Attorney

VACATION OF APPLEWAY AVENUE  
FRONTING  
ZANETTI SUBDIVISION

FEBRUARY 2017

A PORTION OF APPLEWAY AVENUE IN THE SOUTHWEST QUARTER OF SECTION 2, TOWNSHIP 50 NORTH, RANGE 4 WEST, B.M., CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHEAST CORNER OF LOT 4, BLOCK ONE, OF THE PLAT OF ZANETTI SUBDIVISION, BOOK K, PAGE 242, RECORDS OF KOOTENAI COUNTY;  
THENCE ALONG THE SOUTHERLY BOUNDARY LINE OF SAID LOT 4, N 88°54'22" W, 15.00 FEET;  
THENCE N 86°55'16" W, 39.09 FEET TO THE POINT OF CURVATURE OF A NON-TANGENT CURVE CONCAVE TO THE NORTHEAST, SAID POINT BEING THE TRUE POINT OF BEGINNING FOR THIS DESCRIPTION;  
THENCE LEAVING THE SAID BOUNDARY LINE, 247.94 FEET ALONG SAID CURVE, HAVING A RADIUS OF 465.19 FEET, A CENTRAL ANGLE OF 30°32'15", A CHORD BEARING OF N 55°43'38" W, AND A CHORD DISTANCE OF 245.02 FEET;  
THENCE N 40°27'30" W, 160.09 FEET;  
THENCE N 00°14'50" E, 14.02 FEET TO THE SAID SOUTHWESTERLY CORNER OF SAID LOT 4;  
THENCE ALONG THE SOUTHERLY BOUNDARY LINE OF SAID LOT 4, S 48°12'21" E, 410.83 FEET TO THE TRUE POINT OF BEGINNING, CONTAINING APPROXIMATELY 0.230 ACRES, MORE OR LESS.



*Russell G. Honsaker*  
2-22-17

# EXHIBIT OF RIGHT-OF-WAY VACATION

APPLEWAY AVENUE FRONTING ZANETTI SUBDIVISION  
 IN THE SW<sup>1</sup>/<sub>4</sub> SW<sup>1</sup>/<sub>4</sub>, SEC. 2, T.50N., R.4W., B.M.,  
 CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO

LOT G  
 BLOCK ONE  
 CROSSROADS  
 SUBDIVISION  
 BOOK K, PAGE 405

S 00°14'50" W  
 188.37'

FOUND 5/8"  
 REBAR WITH  
 PLS 6374 CAP

LOT 4  
 BLOCK ONE  
 ZANETTI SUBDIVISION  
 BOOK K, PAGE 242

SHADED REGION:  
 EXISTING RIGHT-OF-WAY TO BE  
 VACATED. (0.23 AC)

APPLEWAY

AVENUE

POTENTIAL NEW ROW, PENDING  
 THE CITY'S APPROVAL OF  
 VACATION OF THE EXISTING  
 SURPLUS RIGHT-OF-WAY

EXIST. SIDEWALK

EXIST. CURB



LINE	LENGTH	BEARING
L1	15.00	N 88°54'22" W
L2	39.09	N 86°55'16" W
L3	14.02	S 00°14'50" W
L4	25.00	S 88°54'22" E

CURVE	LENGTH	RADIUS	DELTA	CHRD. BRG	CHORD
C1	247.94	465.19	30°32'15"	S 55°43'38" E	245.02

FOUND 5/8"  
 REBAR WITH  
 PLS 5289 CAP

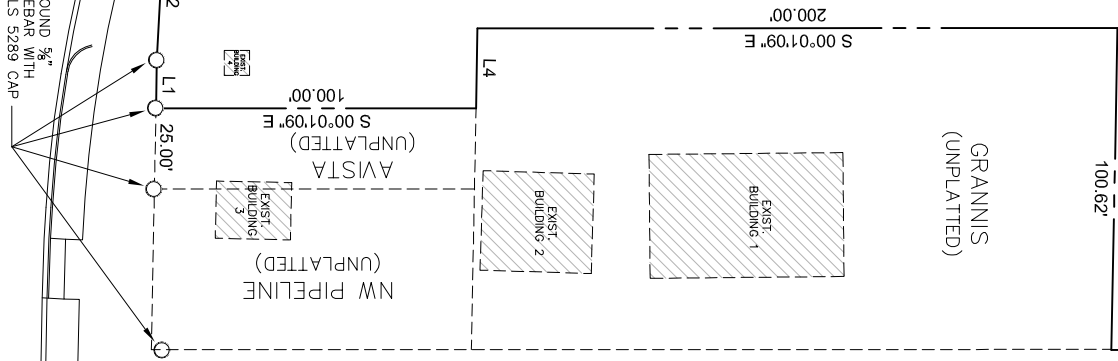


EXHIBIT OF RIGHT-OF-WAY VACATION  
 APPLEWAY AVENUE FRONTING  
 ZANETTI SUBDIVISION

**FRAME & S METANA, PA**  
 Consulting Engineers

**FS**

603 North 4th Street, Coeur d'Alene, Idaho, 83814  
 Ph.(208)664-2121/Fax:(208)765-5502/Email:smetana@roadrunner.com

SHEET  
 1 OF 1

SCALE:  
 1"=60'

DATE:  
 02/22/17

FILE:  
 A223SE

# CITY COUNCIL STAFF REPORT

**DATE:** March 7, 2017  
**FROM:** Dennis J. Grant, Engineering Project Manager  
**SUBJECT:** V-17-1, Vacation of alley right-of-way within a portion of Block 4 of the Kootenai Addition to the City of Coeur d'Alene.

---

## DECISION POINT

The applicant, Melrose Properties, LLC, is requesting the vacation of that portion of the alley within Block 4 as shown on the plat of Kootenai Addition north of Emma Avenue and west of Medina Street. See attached exhibit.

## HISTORY

The requested right-of-way was originally dedicated to the City of Coeur d'Alene in the Kootenai Addition to the City of Coeur d'Alene plat in 1908. The Public Works Committee unanimously approved the action at its regularly scheduled meeting on February 13, 2017 and directed staff to proceed onward for Council action.

## FINANCIAL ANALYSIS

The vacation of the requested right-of-way would not have any financial impact on the City and would add approximately 5,028 square feet to the County tax roll. Although a minor amount, it would be a benefit to the municipality as tax revenue, and, to the land owner whose lots adjoin the alley.

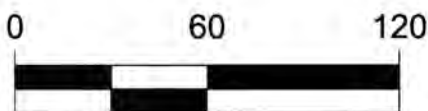
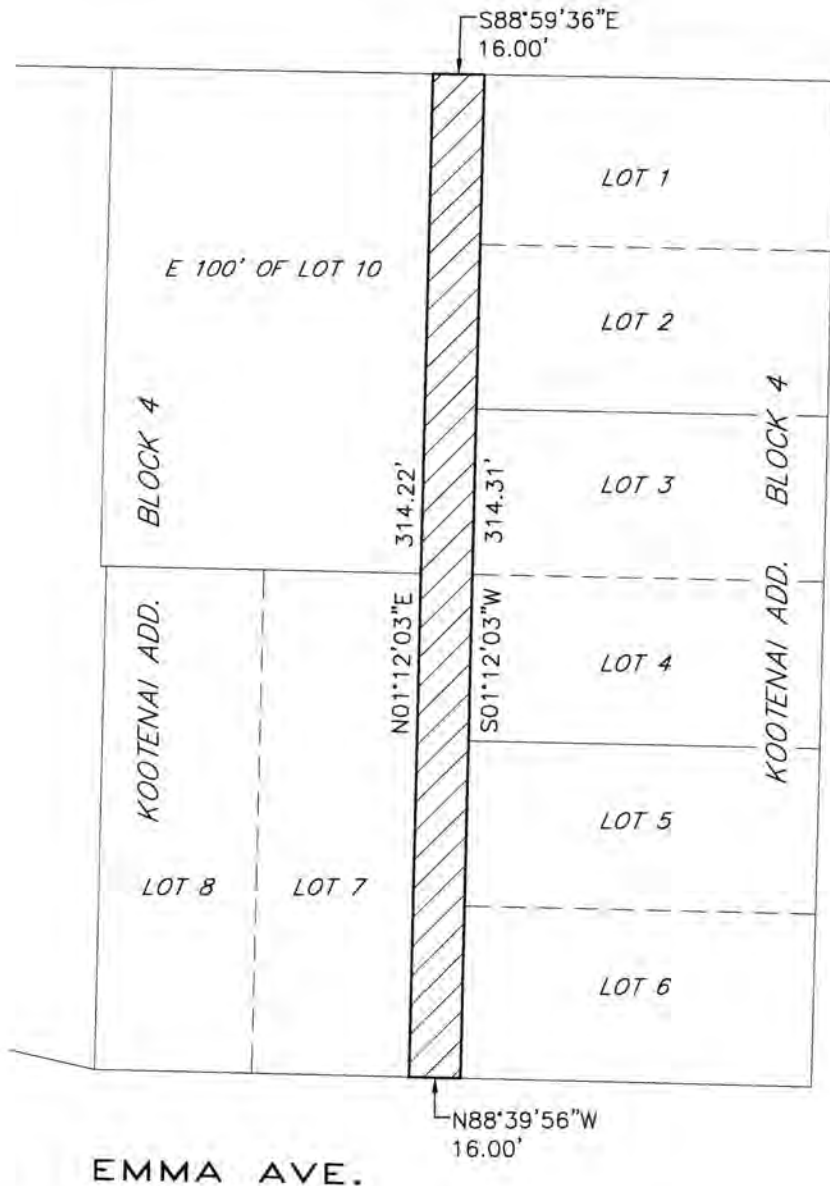
## PERFORMANCE ANALYSIS

The purpose of this request is to vacate a sixteen foot (16') wide, dead-end, and unimproved public alley that there is no foreseeable use for. The property on each side of the alley is owned by the applicant. The subject alley contains City sewer and other franchise utilities which would be contained in an easement as part of the vacation ordinance. This easement would allow unrestricted access to the City utilities in that area until such a time they are relocated in cooperation with the parties benefiting from, serving or being encumbered by these utilities. Therefore, the vacation of the alley right-of-way adjoining these lots would not impact the City and would be a benefit to the property owner.

## RECOMMENDATION

Staff recommends to the City Council to approve the vacation action per Idaho Code Section 50-1306, and, to vacate the property to the applicant, Melrose Properties, LLC.





**LEGEND**

AREA TO BE VACATED



Digitally Signed:  
Feb 03, 2017

Plot Date: 2/3/2017 12:15 PM. Plotted By: David Orsini  
 Date Created: 12/20/16 10:20:48 AM. ES:\PUBLIC\PROJECTS\JUB\2016-088 VETERANS ADMINISTRATION BLVD IDINGCAD\SURVEY\MODEL\2016-088 ROW\_VAC.DWG

REVISION OF DRAWINGS			
NO.	REVISION DESCRIPTION	BY	DATE

FILE: 20-16-088 ROW_VAC
JUB PROJ #: 20-16-088
DRAWN BY: DFG
DESIGN BY:
CHECKED BY: GJR
LAST UPDATED: 12/8/2016



**CITY OF COEUR D'ALENE**  
**VACATION ORDINANCE NO. \_\_\_\_\_**  
 A PORTION OF SEC. 11, T 50N, R 4W, B.M.,  
 CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO

SHEET  
**1**

COUNCIL BILL NO. 17-1006  
ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, VACATING THAT PORTION OF THE ALLEY RIGHT-OF-WAY WITHIN BLOCK 4 AS SHOWN ON THE PLAT OF KOOTENAI ADDITION TO THE CITY OF COEUR D'ALENE, RECORDED IN BOOK C OF PLATS, PAGE 8, RECORDS OF KOOTENAI COUNTY, GENERALLY DESCRIBED AS THAT PORTION OF THE ALLEY WITHIN BLOCK 4 AS SHOWN ON THE PLAT OF KOOTENAI ADDITION NORTH OF EMMA AVENUE AND WEST OF MEDINA STREET BEING SITUATED IN GOVERNMENT LOT 14, SECTION 11, TOWNSHIP 50 NORTH, RANGE 5 WEST, BOISE MERIDIAN, CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO; REPEALING ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HEREWITH; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING FOR THE PUBLICATION OF A SUMMARY OF THIS ORDINANCE AND AN EFFECTIVE DATE HEREOF.

WHEREAS, after public hearing, the City Council finds it to be in the best interests of the City of Coeur d'Alene and the citizens thereof that said portion of alley right-of-way be vacated;

NOW, THEREFORE,

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

SECTION 1. That the following described property, to wit:

Legal description and drawing, attached as Exhibit "A"

be and the same is hereby vacated.

SECTION 2. That said vacated right-of-way shall revert to the adjoining property owner of record on the west and east sides of the vacated area.

SECTION 3. That the existing right-of-way, easements, and franchise rights of any lot owners, public utility, or the City of Coeur d'Alene shall not be impaired by this vacation, as provided by law, and that the adjoining property owners shall in no manner place any obstruction over any public utilities.

SECTION 4. All ordinances and parts of ordinances in conflict with this ordinance are hereby repealed.

SECTION 5. After its passage and adoption, a summary of this Ordinance, under the provisions of the Idaho Code, shall be published once in the official newspaper of the City of Coeur d'Alene, and upon such publication shall be in full force and effect.

*Passed under suspension of rules upon which a roll call vote was duly taken and duly enacted an ordinance of the City of Coeur d' Alene at a regular session of the City Council on March 7, 2017.*

APPROVED by the Mayor this 7<sup>th</sup> day of March, 2017.

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Steve Widmyer, Mayor

ATTEST:

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Renata McLeod, City Clerk

SUMMARY OF COEUR D'ALENE ORDINANCE NO. \_\_\_\_\_  
V-17-1, ALLEY RIGHT-OF-WAY VACATION

The City of Coeur d'Alene, Idaho, hereby gives notice of the adoption of Coeur d'Alene Ordinance No. \_\_\_\_\_, vacating that portion of Alley right-of-way as shown in the legal description and map attached to the Ordinance as Exhibit "A." Exhibit "A" is on file in the City Clerk's Office.

The ordinance further provides that it shall be effective upon publication of this summary. The full text of Ordinance No. 35xx is available at Coeur d'Alene City Hall, 710 E. Mullan Avenue, Coeur d'Alene, Idaho, in the office of the City Clerk.

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Renata McLeod, City Clerk

STATEMENT OF LEGAL ADVISOR

I, Randall R. Adams, am Chief Civil Deputy City Attorney for the City of Coeur d'Alene, Idaho. I have examined the attached summary of Coeur d'Alene Ordinance No. \_\_\_\_, regarding V-17-1, Alley right-of-way vacation, 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 7<sup>th</sup> day of March, 2017.

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Randall R. Adams, Chief Civil Deputy City Attorney

LEGAL DESCRIPTION

VACATION OF ALLEY RIGHT-OF-WAY  
WITHIN A PORTION OF  
BLOCK 4, KOOTENAI ADDITION  
IN THE  
CITY OF COEUR D'ALENE

February 3, 2017

That portion of the alley within Block 4 as shown on the plat of Kootenai Addition to the City of Coeur d'Alene, according to the plat thereof recorded in Book C of Plats, Page 8, records of Kootenai County, Idaho being situated in Government Lot 14, Section 11, Township 50 North, Range 5 West, Boise Meridian, Kootenai County, Idaho, more particularly described as follows:

BEGINNING at the southwest corner of Lot 6 of said plat; thence North  $88^{\circ} 39' 56''$  West along the northerly right-of-way line of Emma Avenue, a distance of 16.00 feet, more or less, to the southeast corner of Lot 7 of said plat;

thence North  $01^{\circ} 12' 03''$  East along the easterly boundary of Lot 7 and 10 of said plat, a distance of 314.22 feet, more or less, to the northeast corner of said Lot 10;

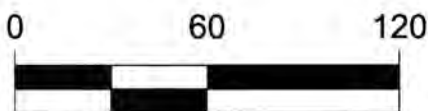
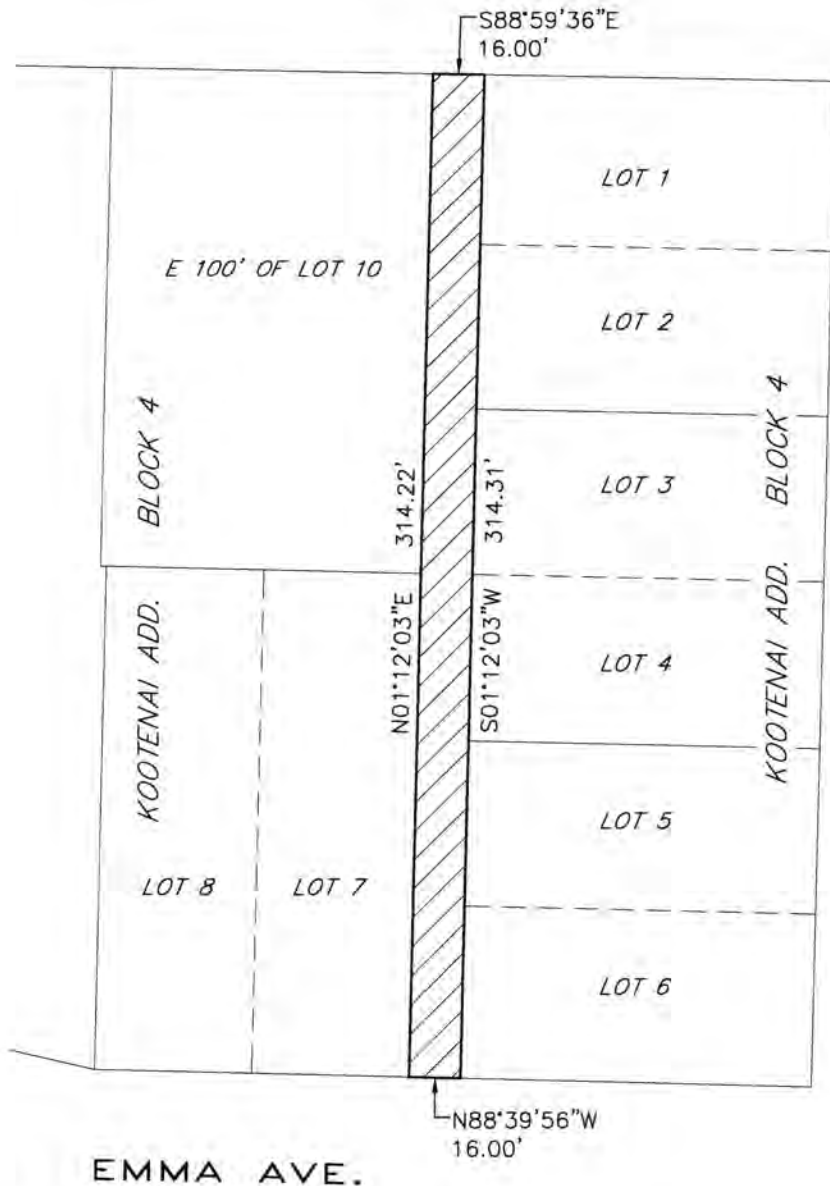
thence South  $88^{\circ} 59' 36''$  East along the north line of said Block 4, a distance of 16.00 feet, more or less, to the northwest corner of Lot 1 of said plat;

thence South  $01^{\circ} 12' 03''$  West along the westerly boundary of Lots 1 through Lot 6, inclusive, of said plat, a distance of 314.31 feet, more or less, to the POINT OF BEGINNING.

Containing 5,028 square feet, more or less.



Digitally Signed:  
Feb 03, 2017



**LEGEND**

AREA TO BE VACATED



Digitally Signed:  
Feb 03, 2017

Plot Date: 2/3/2017 12:15 PM. Plotted By: David Orsini  
 Date Created: 12/20/16 10:20:48 AM. ES:\PUBLIC\PROJECTS\JUB\2016-088 VETERANS ADMINISTRATION\BUI\DMG\CAD\SURVEY\MODEL\2016-088 ROW\_VAC.DWG

REVISION OF DRAWINGS		FILE: 20-16-088 ROW_VAC
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		DESIGN BY:
		CHECKED BY: GJR
NO	REVISION DESCRIPTION	BY APR DATE LAST UPDATED: 12/8/2016



**CITY OF COEUR D'ALENE**  
**VACATION ORDINANCE NO. \_\_\_\_\_**  
 A PORTION OF SEC. 11, T 50N, R 4W, B.M.,  
 CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO

SHEET  
**1**