

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

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

August 4, 2026

A. CALL TO ORDER/ROLL CALL

B. INVOCATION: Chase Fluhart: Trinity Church

C. PLEDGE OF ALLEGIANCE

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

E. 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.)

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

F. ANNOUNCEMENTS:

1. City Council
2. Mayor

G. 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 July 21, 2026 and July 27, 2026, Council Meetings.
2. Approval of Bills as Submitted.
3. Setting of General Services Committee meeting August 10, 2026
4. Approval of Final Plat for SS-26-05, Double B Tracts

As Recommended by the City Engineer

5. **Resolution No. 26-060-**

- a. Easement Agreement with Bear Waterfront, LLC, (Robert Bloem, Manager) for parking and drainage off Tilford Lane/Beebe Boulevard

As Recommended by the Community Planning Director

- b. Removal of Ronald G. Jacobson signature authority and authorization of Michael Dominguez for financial signature authority.

As Recommended by the City Treasurer/Finance Director

H. OTHER BUSINESS:

- 1. **Resolution No. 26-061** – Ratification of an updated Code of Conduct and Conflict of Interest Policy, to meet Federal HUD Grant requirements.

Staff Report by: Sherrie Badertscher, Community Development Specialist

- 2. **Resolution No. 26-062** – Approval for the Police Department to apply for and, if awarded, accept a 2026 COPS Community Policing Development Microgrants Program in the amount of approximately \$128,290.00.

Staff Report by: Police Captain Jeff Walther

- 3. **Resolution No. 26-063** -- Approving an amendment No. 1 to the Agreement with Poe Asphalt Paving Inc. for the 2026 Chip Seal Project.

Staff Report by: Todd Feusier, Streets and Engineering Director

- 4. **Resolution No. 26-064** -- Approving the setting of a public hearing for September 1, 2026, and setting the high dollar amount (\$155,307,037.00) for expenditures for the 2026-2027 Fiscal Year Financial Plan (Annual Appropriation).

Staff Report by: Katie Ebner, Finance Director

- 5. **Resolution No 26-065** - Expressing opposition to the construction, development, expansion, or approval of data center facilities within the City limits, until the city completes further analysis, study, and policy review.

As Requested by City Council

- 6. **Resolution No 26-066** - Amendment to the City of Coeur d'Alene Benefit Trust Irrevocable Trust Agreement.

Staff Report: Randy Adams, City Attorney

As Recommended by the Benefits Trust Board of Trustees

I. PUBLIC HEARING: Please feel free to sign up in advance of the meeting to testify at <https://www.cdaid.org/signinpublic/Signinformlist> prior to 3:00 p.m. the day of the hearing.

1. Amendments to City fees for services as proposed by the Building, Library, Planning, Streets & Engineering and Water Departments.

Staff Report: Renata McLeod, Municipal Services Director

- a. **Resolution No. 26-067** - Amendments to City fees for services as proposed by the Building, Library, Planning, Streets & Engineering, and Water Departments.
2. (Legislative) Community Development Block Grant - Plan Year 2026 Annual Action Plan

Staff Report: Sheri Badertscher, Community Development Specialist

J. EXECUTIVE SESSION: Pursuant to Idaho Code § 74-206A(1)(a) - to Consider a labor contract offer or to formulate a counteroffer

K. RECESS: Recess to August 5, 2026, at 6:00 P.M. at North Idaho College Driftwood Bay Room, Edminster Student Union Building, 495 N College Dr, Coeur d'Alene, for a Joint Workshop with North Idaho Board of Trustees.

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

Coeur d'Alene CITY COUNCIL MEETING

August 4, 2026

MEMBERS OF THE CITY COUNCIL:

Daniel K. Gookin, Mayor

Council Members English, Evans, Miller, Wood, Gabriel, Sheckler

ANNOUNCEMENTS

CONSENT CALENDAR

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

July 21, 2026

The Mayor and Council of the City of Coeur d'Alene met in a regular session of said Council at the Coeur d'Alene City Library Community Room on July 21, 2026, at 6:00 p.m., there being present the following members:

Dan Gookin, Mayor

Amy Evans, Council President	) Members of Council Present
Dan English	)
Kenny Gabriel	)
Kiki Miller	)
Christie Wood	)
Dan Sheckler	) Member of Council Absent

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

INVOCATION: Matt Dean of the Berean Missionary Baptist Church provided the invocation.

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

NORTH IDAHO SAUSA: Shoshone County Prosecutor Benjamin Allen introduced the first North Idaho Special Assistant United States Attorney (SAUSA), Julia Zimny. He noted that the SAUSA position was years in the making, built on community collaboration, with Coeur d'Alene as an original local partner.

Ms. Zimny introduced herself as the first North Idaho SAUSA focused specifically on prosecuting federal drug crimes affecting Coeur d'Alene and the I-90 corridor. She described starting in late April, already working on about 20 narcotics-related cases with local prosecutors and law enforcement, and emphasized that adopting appropriate state cases federally can save significant state tax dollars and improve accountability for traffickers. She mentioned her Gonzaga University education and prior prosecutorial experience in Spokane and King County, and noted upcoming specialized narcotics training. She expressed gratitude for the opportunity and hopes to return with concrete statistics on reduced trafficking of drugs and cost savings to demonstrate the position's impact.

PUBLIC COMMENTS:

Matt Macniak, Coeur d'Alene, noted that he lives on Roosevelt Avenue next to Capones. He thanked Mayor Gookin for meeting with him and his neighbor about parking and traffic situation that now funnel off the I-90 exit onto their street since resident parking signs were removed. He said this creates hardship for residents and undermines the city's goal of protecting neighborhoods

near commercial areas. He urged a permanent residents parking solution, noting that neighbors are committed to working cooperatively with the city to restore safety and access on their block.

Scott Ferguson, Coeur d'Alene, CEO of St. Vincent de Paul North Idaho, thanked the Mayor and Council for considering the use of Community Development Block Grant funds to renovate the kitchen at their Women and Children's Emergency Transitional Shelter. He explained that the facility serves about 310 women and children per year as they move from emergency shelter to transitional shelter to permanent supportive housing, and that the upgraded kitchen will improve safety, accessibility, and functionality. He emphasized that this investment creates a welcoming environment where families can focus on healing, gaining self-sufficiency, and securing employment.

ANNOUNCEMENTS:

Councilmember Gabriel and Mayor Gookin welcomed new City Administrator Michael Dominguez to his first City Council meeting.

Mayor Gookin responded to Mr. Macniak's public comment stating that it will be a challenging discussion because the restricted parking area was originally implemented as a pilot program. While the need for the parking restrictions is understood, the Council must decide whether to make the program permanent and consider how similar requests for restricted parking might affect other areas of the city.

Mayor Gookin requested the appointment of Daniel Roop to the Urban Forestry Committee.

MOTION: Motion by Wood, seconded by Miller, to confirm the appointment of Daniel Roop to the Urban Forestry Committee. **Motion carried.**

CONSENT CALENDAR:

1. Approval of Council Minutes for the July 7, 2026, Council Meeting.
2. Setting of a Public Hearing for **August 4, 2026** - Proposed fee increases for the Building Department – the appeal fee; valuation table; hourly inspection/plan review rates; permits and fees and the addition of a reinstatement of expired permit fee and refund of permit fees clarification; Library – establishment of a 3D Printing fee; Planning Department –In-Lieu of Parking fees and Water Department – user fees/rates including call out fees and delinquent charges.
3. Approval of Bills as Submitted.
4. Approval of Financial Report.

MOTION: Motion by Evans, seconded by Gabriel, to approve the Consent Calendar as presented.

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

RESOLUTION NO. 26-058

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, APPROVING FUNDING FOR AND AUTHORIZING STAFF TO EXECUTE A PLAN YEAR 2025 CDBG AGREEMENT WITH ST. VINCENT DE PAUL NORTH IDAHO, UTILIZING PY22 AND PY24 GRANT FUNDS, IN THE AMOUNT OF \$3,799.89, FOR PUBLIC FACILITIES IMPROVEMENTS AT ITS WOMEN AND CHILDREN'S EMERGENCY TRANSITIONAL SHELTER.

STAFF REPORT: CDBG Specialist Sherrie Badertscher presented a request for Council approval to award Community Development Block Grant (CDBG) funds to St. Vincent de Paul North Idaho to improve the kitchen at its Women and Children's Emergency Transitional Shelter. She briefly reviewed eligible CDBG activities and U.S. Department of Housing and Urban Development (HUD) requirements, noted that this project qualifies as a public facility improvement benefiting low and moderate-income residents, and showed how it fits within the City's five-year consolidated plan goals. She outlined the 2025 CDBG budget, listing prior council-approved allocations to Heritage Place Apartments LLC, Coeur d'Alene School District 271, and Lake City Center "Meals on Wheels." She explained that the \$3,799.89 for this project comes from reallocated under-utilized funds from prior plan years. Ms. Badertscher asked Council to approve the award and authorize staff to execute the grant agreement.

DISCUSSION: Councilmember Wood thanked CDA Press reporter, Ray Erku, for the article published today about the proposed CDBG funding for St. Vincent de Paul North Idaho. She added that the grant is desperately needed to help the Women and Children's Emergency Transitional Shelter.

MOTION: Motion by Evans, seconded by Miller, to approve **Resolution No. 26-058** – Approving CDBG Plan Year 2025 grant funding for, and authorization for staff to enter into a Community Development Block Grant (CDBG) award agreement with St. Vincent de Paul North Idaho in the amount of \$3,799.89 for public facilities improvement at its Women and Children's Emergency Transitional Shelter.

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

RESOLUTION NO. 26-059

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, APPROVING THE PURCHASE OF FIFTEEN (15) TASERS FROM AXON ENTERPRISE INC. IN AN AMOUNT NOT TO EXCEED \$19,037.94, AND SIX (6) BALLISTIC HELMETS FROM LCEO, LLC, DBA OWN THE NIGHT, IN AN AMOUNT NOT TO EXCEED \$9,497.70, FOR THE POLICE DEPARTMENT.

STAFF REPORT: Police Chief Greg Yeager requested approval to purchase 15 Axon Taser devices and six ballistic helmets to replace aging and unsupported equipment. The department's current Taser model has been in service for 17 years, is no longer supported by the manufacturer, and has a documented fault rate that could pose risks during critical incidents. The new Taser 10

model offers improved technology to resolve dangerous situations quickly and reduce the need for higher levels of force. Additionally, six ballistic helmets will be purchased for the SWAT Team to replace equipment that expires every five years and to establish a staggered replacement schedule. The cost consists of \$19,037.94 for the 15 tasers and \$9,497.70 for the six ballistic helmets, funded through existing Police Department personnel budget savings within the General Fund appropriation.

DISCUSSION: Councilmember Miller asked Chief Yeager to clarify whether the requested Tasers represented an expansion of the department's inventory or simply a replacement of existing devices. Chief Yeager explained that the 15 Taser units are strictly replacements for older models that have reached the end of their service life, not an increase in the overall number of Tasers in use by the department.

MOTION: Motion by Wood, seconded by English, to approve **Resolution No. 26-059** - Approving the purchase of fifteen (15) taser devices in an amount not to exceed \$19,037.94 and six (6) ballistic helmets in an amount not to exceed \$9,497.70 for the Police Department, utilizing remaining personnel budget authority in the Department's existing General Fund appropriation.

DISCUSSION: Councilmember English asked Chief Yeager whether there was any way to repurpose or recover costs from the old Tasers, similar to how some used police vehicles can be repurposed or sold. Chief Yeager explained that there is no aftermarket or cost recovery option for these devices; once they reach end of life, they are sent back to the manufacturer for safe decommissioning, and no parts are serviceable.

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

RECESS: Motion by Miller, seconded by Evans, to recess to July 27, 2026 for a budget workshop in the Library Community Room at 12:00 noon. **Motion carried.**

The meeting ended at 6:26p.m.

Daniel K. Gookin, Mayor

ATTEST:

Jo Anne Mateski
Executive Assistant

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

July 27, 2026

The Mayor and Council of the City of Coeur d' Alene met in a continued session of said Council at the Coeur d' Alene City Library Community Room on July 27, 2026, at 12:00 Noon, there being present the following members:

Dan Gookin, Mayor

Kenny Gabriel) Members of Council Present
Dan Sheckler)
Amy Evans)
Kiki Miller)
Christie Wood) (joined by phone at 12:25 p.m.)

Dan English) Member of Council Absent

DEPARTMENT HEADS PRESENT: Michael Dominguez, City Administrator; Renata McLeod, Municipal Services Director/City Clerk; Katie Ebner, Finance Director/ City Treasurer; Ted Lantzy, Building Official; Jon Fugitt, Fire Chief; Melissa Tosi, Human Resource Director; Elizabeth Westenburg, Library Director; Adam Rouse, Parks & Recreation Director; Greg Yeager, Police Chief; Todd Feusier, Streets & Engineering Director; Randy Adams, City Attorney; Kyle Marine, Water Director; Mike Becker, Capital Programs Manager; and Sean Holm, Senior Planner.

COMPENSATION AND CLASSIFICATION STUDY: Human Resources Director Melissa Tosi introduced David Jeppson, Best Day HR Consultant. Mr. Jeppson presented the Compensation and Classification Study findings. He noted that the City of Coeur d' Alene's overall pay is competitive with the market, with an overall comparison ratio of 102% and a ranking of 3rd out of 12 peer organizations. Of the 123 positions, about 87 are within market, 29 above, and 7 notably below the market. Some positions for priority review are the HR Specialist and Street Maintenance Worker, plus a few others like Parks Superintendent, Wastewater Maintenance Mechanic, and Lead Custodian with thinner comparison data. He emphasized that the City's pay structure is working as intended. Below-market or above-market findings do not require immediate across-the-board raises or cuts, but rather targeted review and phased adjustments over several budget cycles. Over the past nine years, the City has done a strong job maintaining competitive pay through cost-of-living adjustments, targeted market-based hiring efforts, and position-specific compensation reviews. However, the current 22-grade salary structure would benefit from a comprehensive review, as several grades are unused, overlap significantly, and create ambiguity between position levels. Mr. Jeppson recommended transitioning to a streamlined 16-grade structure with clearer distinctions between levels while maintaining sufficient room for employee growth and advancement. This change would improve transparency, consistency, predictability, and internal equity across departments. He stated that structural revisions are not intended to reduce employee pay, but rather to ensure positions are appropriately classified and compensated.

He also recommended annually reviewing market and cost of living adjustments and conducting a full compensation study every four to five years to keep pace with changing labor market conditions.

Mr. Jeppson also reviewed compensation compression, noting that compression occurs when positions with substantially different levels of responsibility are paid similarly. While some compression was identified, particularly among collectively bargained positions due to negotiated pay structures and tenure-related factors, no widespread systemic issues were found among non-represented employees. Recommendations included monitoring compression, prioritizing below-market positions for potential adjustment, evaluating alignment between water and wastewater roles, documenting positions that are compensated above market rates, and understanding where represented versus non-represented employee groups limit or allow compensation changes. Overall, the analysis concluded that the City remains competitive in the market, has valuable position-level compensation data to guide future decisions, and can address identified issues gradually through normal budget cycles rather than through immediate large-scale changes.

CALL TO ORDER: Mayor Gookin called the meeting to order at 12:25 p.m.

DISCUSSION: Water Director Kyle Marine asked whether the consultant had specifically compared Water and Wastewater Department positions as part of the study or if that analysis still needed to be completed. Mr. Jeppson confirmed that they did review each of the department's positions.

City Administrator Michael Dominguez asked about the ranking and the compensation gap between Coeur d'Alene and the municipalities ranked immediately above and below it in the market group comparison, given that the city was ranked third overall. Mr. Jeppson explained that Coeur d'Alene appears to pay employees at a higher level than many comparable municipalities. Overall, Coeur d'Alene was found to be well positioned compared with similar Idaho cities, ranking close to municipalities such as Boise and Meridian and above many others in the study. Mr. Jeppson also noted that Coeur d'Alene is recognized as a strong-paying employer and may even be used by other municipalities as a comparison point when conducting compensation studies. He stated that the study focused only on base pay and did not evaluate total compensation, including retirement and other benefits. If total compensation were compared to private-sector employers, the city's overall competitiveness would likely appear even stronger.

FISCAL YEAR 2026-2027 PRELIMINARY BUDGET: Finance Director Katie Ebner presented an overview of the FY 2027 General Fund budget, highlighting revenue and expenditure trends, annual cost increases, and the City's ongoing budget sustainability challenges. The General Fund budget includes all departmental requests and areas where Council has the most budgetary discretion. Property taxes remain the largest revenue source, followed by intergovernmental revenues, licenses and permits, and operating transfers. The proposed budget reflects a 7% increase in property tax revenue, driven by a 3% statutory increase, the use of 1% foregone taxing authority, and a potential 3% temporary increase for capital expenditures. For a home with a taxable value of \$600,000, the estimated impact would be about \$7.84 per month, or \$94.12 annually. Ms. Ebner also noted net decrease in intergovernmental receipts of \$525,771.00 largely due to highway user revenue projected to be lower than recent fiscal years. State liquor tax revenues may also decline

because a portion of those funds are now being shared with the Idaho State Police, although overall alcohol sales trends also affect distributions. On a positive note, increased EMS funding is expected to offset the cost of additional EMS positions. State sales tax revenues, while still a major funding source, appear to have leveled off. Additionally, the City is phasing out its reliance on annexation fee funds, a one-time revenue source that has supported General Fund operations for several years but is nearing depletion. On expenditures, Ms. Ebner noted that personnel costs remain the largest component of the General Fund budget. Wage increases include negotiated 3.5% raises for most employee groups, while police contract negotiations have not yet been budgeted. Proposed staffing additions include positions in Legal, Building Maintenance, Fire, and Building Permitting, with some supported by dedicated funding sources. Employee benefit costs are projected to rise significantly, with health insurance premiums estimated to increase by 16%. Public safety continues to represent the largest share of City expenditures, followed by general government, public works, and culture and recreation. Regarding budget sustainability, Ms. Ebner noted several positive factors, including stable inflation, competitive employee compensation, and operational efficiencies that have allowed support departments to keep pace with growth without significant staffing increases. However, she stressed that growth does not generate enough new property tax revenue to fully offset the increased demand for City services. State-imposed property tax limitations have reduced the City's ability to capture revenue from new development, creating a growing gap between service demands and available funding. As a result, while the City continues to grow, the revenue generated from that growth has not kept pace with the costs of maintaining service levels expected by the community.

Councilmember Gabriel noted that House Bill 389 has gutted the city's ability to raise additional revenue and asked how close the city would be to the \$1.94 million if prior law still applied. Mayor Gookin replied that the city would be even because the anticipated \$3 million in ongoing urban renewal revenue became just \$1 million when the district closed. Ms. Ebner explained that the city is now permanently constrained by the statutory 8% cap on recapturing urban renewal value as other districts close, removing a key tool the city had long used to catch up revenues.

Ms. Ebner noted that staffing levels have remained relatively flat despite rapid community growth, service demands continue to rise, and state-imposed limits on new-growth revenues have eroded budget flexibility. Assuming a 7% property tax increase, the city's projected revenues for FY27 is \$58,789,686 while projected general fund expenditures is \$61,869,952. The projected deficit in the general fund would be \$3,080,266. Next steps are to bring Council a high-water-mark budget resolution on the August 4, 2026, Council meeting, then work with the City Administrator and Department Directors to trim requests and narrow the deficit before the final budget ordinance.

Mayor Gookin discussed the city's annual Software as a Service expenditures. He explained that instead of buying software outright like in the past, the city now pays ongoing subscription fees, which is the market trend, often with data stored in the cloud and returned only in difficult-to-use formats if the subscription ends. These fees are rising steadily and are essentially unavoidable in the short term because the systems are critical to operations. He believes that over time these escalating subscription costs could reach a point where it would be cheaper to hire a team of programmers than to continue leasing software, and his intention is to flag this as a long-term budget pressure the Council will need to monitor, even if no immediate action is being taken. Councilmember Sheckler asked if this could be coordinated with the Association of Idaho Cities

(AIC) or the city would do independently. Councilmember Gabriel replied that there is currently no active AIC discussion about this issue.

DISCUSSION: Mayor Gookin stated that Council's main decision is whether to approve a 7% property tax increase, noting that many other cities are facing similar challenges. He clarified that while the city is financially stable, rising costs, inflation, and state legislative restrictions on local governments are creating budget pressures. He cautioned that not using available foregone taxes and capital expenditure options could worsen future financial flexibility.

Councilmember Gabriel stated that the city is left with no choice in order to maintain current service levels and preserve any chance to advance in the future. Councilmember Sheckler agreed, emphasizing that with so much of the budget devoted to public safety, meaningful cuts would effectively mean defunding police and fire, which he sees as unacceptable. Councilmember Wood voiced support as well and asked whether a total valuation of city assets has been undertaken. Mayor Gookin explained that Planning Director Hilary Patterson is gathering the information on city properties and Council will have a workshop on the disposition; however, any proceeds from property sales would be a one-time source of funding that would not address ongoing budget needs but could help with capital items. Councilmember Wood asked if department requests will be reviewed again and be brought back to Council with recommendations. Mr. Dominguez confirmed he will work with Ms. Ebner to look for further reductions before the final budget.

Mayor Gookin noted that the budget figures currently do not include the Police Officers Association agreement, which will be discussed by Council in the near future. He thanked staff for their work on a difficult budget and highlighted the city's limited ability to benefit from new growth, describing it as frustrating that \$83 million in new growth generates only about \$200,000 in revenue for the city. He pointed out that this situation is largely driven by state legislative constraints and said the city must continue to manage these challenges as effectively as possible.

ADJOURNMENT: MOTION: Motion by Gabriel, seconded by Evans, that there being no other business, this meeting be adjourned. **Motion carried.**

The meeting adjourned at 1:17 p.m.

Daniel K. Gookin, Mayor

ATTEST:

Jo Anne Mateski
Executive Assistant

CITY COUNCIL STAFF REPORT

DATE: August 4, 2026
FROM: Dennis Grant, Engineering Project Manager
SUBJECT: **SS-26-05, Double B Tracts: Final Plat Approval**

DECISION POINT

Staff is requesting the following:

1. City Council approval of the final plat document, a two (2) lot Residential subdivision.

HISTORY

- a. Applicant: Drew Dittman, PE
Lake City Engineering, Inc.
126 E. Poplar Avenue
Coeur d'Alene, ID 83814
- b. Location: 1041 W. Mill Avenue (North of Mill Avenue between Scoop Street & College Way)
- c. Previous Action:
 1. Preliminary plat approval, June 17, 2026

FINANCIAL ANALYSIS

There are no financial issues with this development.

PERFORMANCE ANALYSIS

This residential development is a re-plat of a portion of Lot 4, Block 17 of the Plat of East Lacrosse Addition to Coeur d'Alene. This subdivision created two (2) lots. The conditions will be taken care of at the building permit stage; therefore, the document is ready for approval and recordation.

DECISION POINT RECOMMENDATION

City Council approval of the final plat document

OWNER'S CERTIFICATE

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

BEING A PORTION OF LOT 4, BLOCK 17, PLAT OF EAST LACROSSE ADDITION TO COEUR D'ALENE, RECORDED AT BOOK B OF PLATS, PAGE 119, RECORDS OF KOOTENAI COUNTY, IDAHO, LOCATED IN THE SOUTHWEST QUARTER OF SECTION 11, TOWNSHIP 50 NORTH, RANGE 4 WEST, BOISE MERIDIAN, CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHWEST CORNER OF LOT 1, BLOCK 1 OF THE PLAT OF GRAY'S ADDITION, RECORDED AT BOOK I OF PLATS, PAGE 9, RECORDS OF KOOTENAI COUNTY, IDAHO, ON THE NORTH RIGHT-OF-WAY OF MILL AVENUE, FROM WHICH THE SOUTHWEST CORNER OF LOT 3, BLOCK 1 OF SAID PLAT OF GRAY'S ADDITION BEARS SOUTH 88°49'50" EAST, A DISTANCE OF 149.67 FEET;

THENCE NORTH 88°49'50" WEST ALONG SAID NORTH RIGHT-OF-WAY OF MILL AVENUE, A DISTANCE OF 100.03 FEET TO THE SOUTHWEST CORNER OF SAID EAST 100 FEET OF THE SOUTH 138.25 FEET OF LOT 4, BLOCK 17 OF THE PLAT OF EAST LACROSSE ADDITION;

THENCE NORTH 01°10'34" EAST ALONG THE WEST LINE OF SAID EAST 100 FEET OF THE SOUTH 138.25 FEET OF LOT 4, BLOCK 17 OF THE PLAT OF EAST LACROSSE ADDITION, A DISTANCE OF 137.99 FEET TO THE NORTHWEST CORNER OF SAID EAST 100 FEET OF THE SOUTH 138.25 FEET OF LOT 4, BLOCK 17 OF THE PLAT OF EAST LACROSSE ADDITION;

THENCE SOUTH 88°47'53" EAST ALONG THE NORTH LINE OF SAID EAST 100 FEET OF THE SOUTH 138.25 FEET OF LOT 4, BLOCK 17 OF THE PLAT OF EAST LACROSSE ADDITION, A DISTANCE OF 99.93 FEET TO THE NORTHWEST CORNER OF SAID LOT 1, BLOCK 1 OF THE PLAT OF GRAY'S ADDITION;

THENCE SOUTH 01°08'00" WEST ALONG THE WEST LINE OF SAID LOT 1, BLOCK 1 OF THE PLAT OF GRAY'S ADDITION, A DISTANCE OF 137.94 FEET TO THE POINT OF BEGINNING;

CONTAINING 13,793 SQUARE FEET, OR 0.317 ACRES.

TOGETHER WITH AND SUBJECT TO:

EXISTING RIGHTS-OF-WAY AND EASEMENTS OF RECORD AND OR APPEARING ON SAID ABOVE DESCRIBED PARCEL.

ALL MATTERS DELINEATED ON THE OFFICIAL PLAT OF EAST LACROSSE ADDITION, ON FILE AND OF RECORD AS BOOK B, PAGE 119, OFFICIAL RECORD OF KOOTENAI COUNTY, STATE OF IDAHO.

BE IT FURTHER KNOWN THAT:

WATER SERVICE FOR LOTS 1 AND 2 WILL BE PROVIDED BY THE CITY OF COEUR D'ALENE.

SANITARY SEWER SERVICES FOR LOTS 1 AND 2 WILL BE PROVIDED BY A THE CITY OF COEUR D'ALENE.

Tyler Thomas Mort
TYLER THOMAS MORT, MANAGER
TAMARACK MOUNTAIN HOMES LLC

7/27/26
DATE

SURVEYOR'S NARRATIVE

1. THE PURPOSE OF THIS PROJECT WAS TO SUBDIVIDE THE PROPERTY INTO LOTS THAT MEET THE CITY OF COEUR D'ALENE TITLE 17 ZONING REQUIREMENTS.
2. THE FIELDWORK FOR THIS PROJECT WAS STARTED ON JANUARY 6, 2026.
3. ALL DISTANCES SHOWN HEREON ARE GROUND DISTANCES IN US SURVEY FEET.
4. SEE RECORD INFORMATION FOR DOCUMENTS USED ON THIS PROJECT TO ASSIST IN BOUNDARY DETERMINATION. THE RECORD INFORMATION SHOWN HEREON WAS VERIFIED AND THERE WERE NO SIGNIFICANT DISCREPANCIES FROM OUR FIELD OBSERVATIONS.
5. THE SURVEY WAS PERFORMED WITH THE BENEFIT OF A TITLE COMMITMENT POLICY PREPARED BY NORTH IDAHO TITLE INSURANCE, INC., DATED NOVEMBER 14, 2025, ORDER NUMBER N-69813.
6. THE BOUNDARY WAS ESTABLISHED PER THE FOLLOWING INFORMATION:

THE RIGHT-OF-WAY FOR MILL AVENUE WAS ESTABLISHED BY HOLDING THE SOUTHWEST CORNER OF LOT 1, BLOCK 1, GRAY'S ADDITION AND THE SOUTHEAST CORNER OF THE WEST HALF AND SOUTH HALF OF LOT 2, BLOCK 17, PLAT OF EAST LACROSSE ADDITION.

THE EAST LINE OF BLOCK 17, PLAT OF EAST LACROSSE WAS ESTABLISHED BY HOLDING THE GEOMETRY PER EAST DAVIDSON ADDITION.

THE EAST 100 FEET OF THE SOUTH 138.25 FEET OF LOT 4, BLOCK 17, PLAT OF EAST LACROSSE WAS CALCULATED BY THE FOLLOWING:

HOLDING THE SOUTHWEST CORNER OF LOT 1, BLOCK 1, PLAT OF GRAY'S ADDITION FOR THE SOUTHEAST CORNER OF THE SUBJECT PROPERTY.

CALCULATING THE NORTHWEST CORNER OF LOT 1, BLOCK 1, PLAT OF GRAY'S ADDITION BY MEANS OF HOLDING THE GEOMETRY FOR GRAY'S ADDITION FOR THE NORTHEAST CORNER OF THE SUBJECT PROPERTY.

THE NORTHWEST CORNER OF THE SUBJECT PROPERTY WAS ESTABLISHED BY SINGLE PROPORTION ALONG THE NORTH LINE HOLDING THE MIDPOINT ALONG THE WEST LINE OF BLOCK 17, PLAT OF EAST LACROSSE ADDITION. THE FOUND 1/2" IRON PIPE NEAR SAID NORTHWEST CORNER WAS NOT HELD DUE TO THE FACT THAT IT DOES NOT FIT THE GEOMETRY OF PRIOR SURVEYS COMPUTED IN LOTS 2, 3, 4 AND 5, BLOCK 17, PLAT OF EAST LACROSSE ADDITION.

THE SOUTHWEST CORNER OF THE SUBJECT PROPERTY WAS ESTABLISHED BY SINGLE PROPORTION ALONG THE LINE BETWEEN THE SOUTHWEST CORNER OF LOT, BLOCK 1, PLAT OF GRAY'S ADDITION AND THE COMPUTED SOUTHWEST CORNER OF BLOCK 17, PLAT OF EAST LACROSSE ADDITION. THE FOUND 1/2" IRON PIPE NEAR SAID SOUTHWEST CORNER WAS FOUND TO BE LEANING AND PROJECTING OUT OF THE GROUND AND THEREFOR WAS NOT HELD FOR EITHER THE NORTH RIGHT-OF-WAY LINE OF MILL AVENUE OR THE WEST LINE OF THE SUBJECT PROPERTY. THIS SURVEY AGREES WITH R8 AND R9 THAT THE FOUND 1/2" IRON PIPE IS NOT THE SOUTHWEST CORNER OF THE SUBJECT PROPERTY.

ACKNOWLEDGMENT

STATE OF Idaho)
COUNTY OF Kootenai) SS.
THIS RECORD WAS ACKNOWLEDGED BEFORE ME, Andrea L. Dittman
ON THE 27th DAY OF July, 2026.

TYLER THOMAS MORT, MANAGER OF TAMARACK MOUNTAIN HOMES LLC, AN IDAHO LIMITED LIABILITY COMPANY.

Andrea L. Dittman
(SIGNATURE OF NOTARY PUBLIC)

RESIDING AT Dalton Gardens Idaho
MY COMMISSION EXPIRES 11.3.31

ANDREA L. DITTMAN
COMM. NO. 57253
NOTARY PUBLIC
STATE OF IDAHO

PANHANDLE HEALTH DISTRICT APPROVAL

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

HEALTH DISTRICT SIGNATURE St.C. All

DATE: 7/24/2026

CITY COUNCIL APPROVAL

THIS PLAT WAS BEEN EXAMINED BY THE COEUR D'ALENE CITY COUNCIL AND IS HEREBY APPROVED FOR FILING.

THIS _____ DAY OF _____, 2026.

COEUR D'ALENE CITY CLERK

CITY ENGINEER

I HEREBY CERTIFY THAT I HAVE EXAMINED THIS SUBDIVISION PLAT AND APPROVE THE SAME FOR FILING.

THIS 4th DAY OF August, 2026.

Chad W. Boly 1510804
CITY OF COEUR D'ALENE, ENGINEER



VICINITY MAP
SECTION 11, T 50 N, R 4 W, B. M.
SCALE: 1"=1200'

KOOTENAI COUNTY RECORDER

I HEREBY CERTIFY THAT THIS PLAT WAS FILED FOR RECORD IN THE OFFICE OF THE RECORDER OF KOOTENAI COUNTY, IDAHO AT THE REQUEST OF TAMARACK MOUNTAIN HOMES, LLC.

THIS _____ DAY OF _____, 20____, AT _____ M. AND DULY RECORDED IN

BOOK _____ OF PLATS AT PAGE(S) _____ AS INSTRUMENT

NUMBER _____

FEES: \$ _____

BY DEPUTY: _____

KOOTENAI COUNTY CLERK: JENNIFER LOCKE

KOOTENAI COUNTY TREASURER

I HEREBY CERTIFY THAT THE TAXES DUE FOR THE PROPERTY DESCRIBED IN THE OWNERS CERTIFICATE HAVE BEEN PAID THROUGH December 31, 2025

THIS 27th DAY OF July, 2026.

Kelli Ann Dwyer
KOOTENAI COUNTY TREASURER

KOOTENAI COUNTY SURVEYOR

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

DATED THIS _____ DAY OF _____, 2026.



SURVEYOR'S CERTIFICATE

I, HUNTER M. HARTWIG, DO HEREBY CERTIFY THAT I AM A REGISTERED LAND SURVEYOR, LICENSED BY THE STATE OF IDAHO, AND THAT THIS PLAT, AS DESCRIBED IN THE CERTIFICATE OF OWNERS CERTIFICATE AND THE ATTACHED PLAT, WAS DRAWN FROM AN ACTUAL SURVEY MADE ON THE GROUND UNDER MY DIRECT SUPERVISION AND ACCURATELY REPRESENTS THE POINTS PLATTED THEREON, AND IS IN CONFORMITY WITH THE STATE OF IDAHO CODE RELATING TO PLATS, SURVEYS, AND THE CORNER PERPETUATION AND FILING ACT.

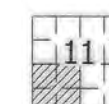


SHEET 1 OF 2

DATE: JULY 23, 2026
H2 PROJECT NUMBER: 2026-002
LCE PROJECT NUMBER: 25-076



126 E. POPLAR AVENUE
COEUR D'ALENE, IDAHO 83814
PHONE: 208.676.0230



SECTION INDEX

7600 N. MINERAL DR., STE. 120 • COEUR D'ALENE, ID 83815
PHONE: (208) 772-6600 • FAX: (208) 772-6619
WWW.H2SURVEY.COM

DOUBLE B TRACTS

A PORTION OF LOT 4, BLOCK 17, PLAT OF EAST LACROSSE ADDITION TO COEUR D'ALENE
LOCATED IN THE SOUTHWEST QUARTER OF SECTION 11, TOWNSHIP 50 NORTH, RANGE 4 WEST,
BOISE MERIDIAN, CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO

BOOK _____, PAGE _____
INSTRUMENT # _____

BASIS OF BEARINGS

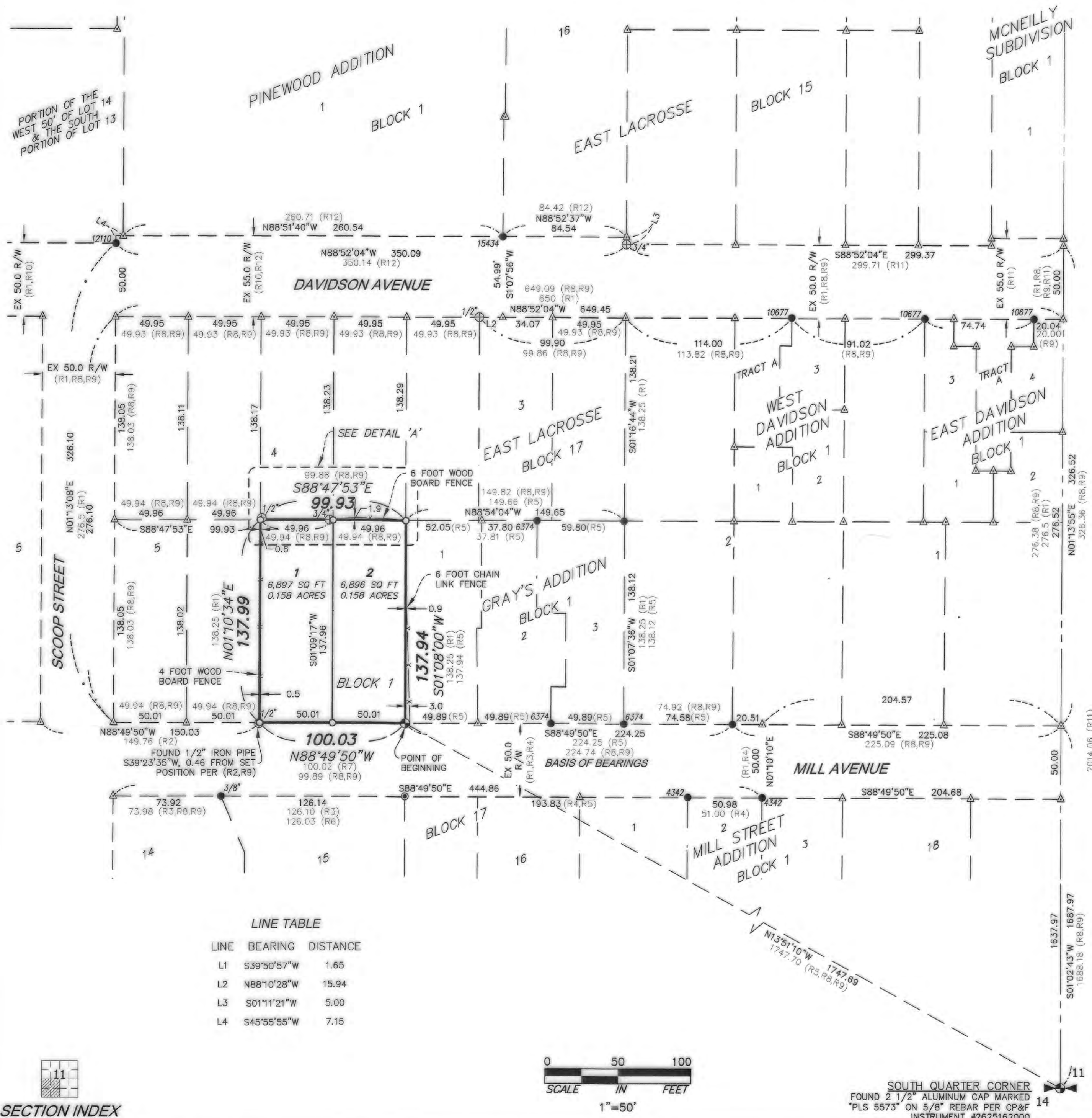
THE NORTH RIGHT-OF-WAY OF MILL AVENUE BETWEEN THE SOUTHWEST CORNER OF GRAY'S ADDITION AND THE SOUTHEAST CORNER OF THE WEST HALF AND SOUTH HALF OF LOT 2, BLOCK 17, PLAT OF EAST LACROSSE, BEARS SOUTH 88°49'50" EAST, BETWEEN FOUND MONUMENTS, AS SHOWN HEREON AND PER R10.

RECORD INFORMATION

- R1 - PLAT OF EAST LACROSSE, BOOK B, PAGE 119, INSTRUMENT # 25108000, RECORDS OF KOOTENAI COUNTY, IDAHO.
- R2 - PLAT OF EAST LACROSSE ADDITION, BOOK G, PAGE 42, INSTRUMENT # 1297553000, RECORDS OF KOOTENAI COUNTY, IDAHO.
- R3 - BOUNDARY LINE ADJUSTMENT RECORD OF SURVEY, BOOK 15, PAGE 129, INSTRUMENT # 1364507000, RECORDS OF KOOTENAI COUNTY, IDAHO.
- R4 - MILL STREET ADDITION, BOOK G, PAGE 277, INSTRUMENT # 1408800000, RECORDS OF KOOTENAI COUNTY, IDAHO.
- R5 - GRAY'S ADDITION, BOOK I, PAGE 9, INSTRUMENT # 1518299000, RECORDS OF KOOTENAI COUNTY, IDAHO.
- R6 - RECORD OF SURVEY, BOOK 24, PAGE 39, INSTRUMENT # 2001145000, RECORDS OF KOOTENAI COUNTY, IDAHO.
- R7 - RECORD OF SURVEY, BOOK 26, PAGE 266, INSTRUMENT # 2238416000, RECORDS OF KOOTENAI COUNTY, IDAHO.
- R8 - WEST DAVIDSON ADDITION, BOOK L, PAGE 62, INSTRUMENT # 2534288000, RECORDS OF KOOTENAI COUNTY, IDAHO.
- R9 - EAST DAVIDSON ADDITION, BOOK L, PAGE 63, INSTRUMENT # 2534290000, RECORDS OF KOOTENAI COUNTY, IDAHO.
- R10 - RECORD OF SURVEY, BOOK 32, PAGE 679, INSTRUMENT # 2956461000, RECORDS OF KOOTENAI COUNTY, IDAHO.
- R11 - MCNEILLY SUBDIVISION, BOOK L, PAGE 320, INSTRUMENT # 2685379000, RECORDS OF KOOTENAI COUNTY, IDAHO.
- R12 - PINWOOD ADDITION, BOOK M, PAGE 47, INSTRUMENT # 3012117000, RECORDS OF KOOTENAI COUNTY, IDAHO.
- D1 - WARRANTY DEED, INSTRUMENT # 3023762000, RECORDS OF KOOTENAI COUNTY, IDAHO.

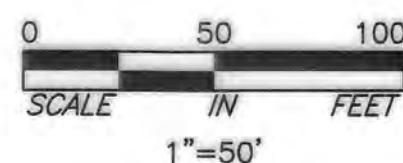
LEGEND

- △ = CALCULATED POINT (NOTHING FOUND OR SET)
- = FOUND 2" ALUMINUM CAP MARKED "GRAY'S ADDITION PLS 6374" (UNLESS OTHERWISE NOTED)
- = FOUND 5/8" REBAR WITH NO IDENTIFICATION (UNLESS OTHERWISE NOTED)
- 12110 ● = FOUND 5/8" REBAR WITH PLASTIC CAP MARKED "H2 PLS 12110"
- 15434 ● = FOUND 5/8" REBAR WITH PLASTIC CAP MARKED "STORHAUG PLS 15434"
- 6374 ● = FOUND 5/8" REBAR WITH PLASTIC CAP MARKED "MECKEL PLS 6374"
- 4342 ● = FOUND 5/8" REBAR WITH PLASTIC CAP MARKED "MECKEL PLS 4342"
- 10677 ● = FOUND 5/8" REBAR WITH PLASTIC CAP MARKED "STRATTON PLS 10677"
- 5289 ● = FOUND 5/8" REBAR WITH PLASTIC CAP MARKED "PLS 5289"
- ⊙ = FOUND TACK WITH ILLEGIBLE BRASS WASHER
- ⊕ = FOUND IRON PIPE (SIZE AS NOTED)
- = SET 5/8"X30" REBAR WITH PLASTIC CAP MARKED "H2 PLS 4371398"
- = BOUNDARY LINE
- = LOT LINE
- = ADJACENT PROPERTY LINE
- = RIGHT-OF-WAY LINE
- - - = EXISTING FENCE (AS NOTED)
- (R#) = RECORD DISTANCE

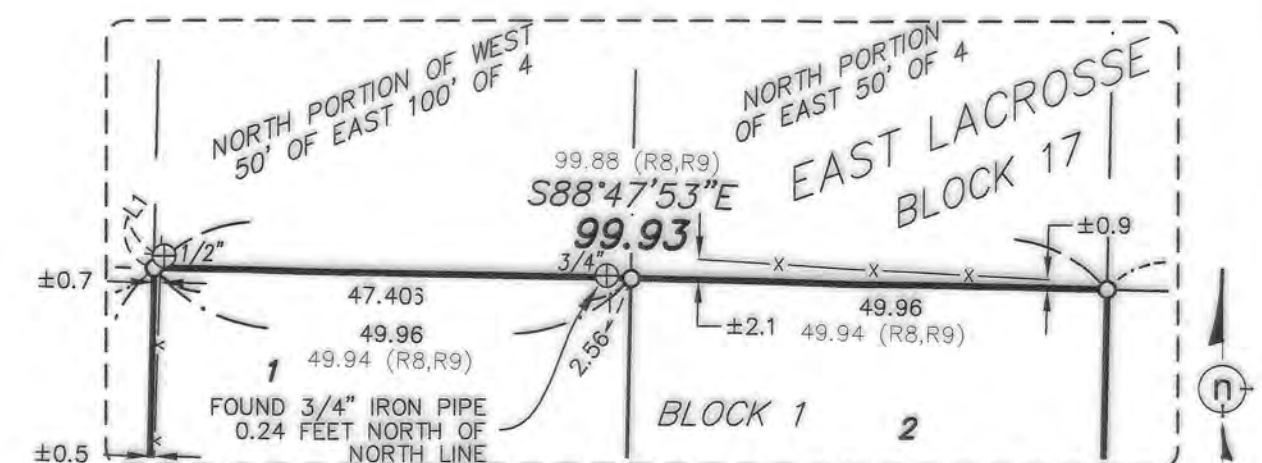


LINE TABLE

LINE	BEARING	DISTANCE
L1	S39°50'57"W	1.65
L2	N88°10'28"W	15.94
L3	S01°11'21"W	5.00
L4	S45°55'55"W	7.15



SOUTH QUARTER CORNER
FOUND 2 1/2" ALUMINUM CAP MARKED
"PLS 5573" ON 5/8" REBAR PER OP&F
INSTRUMENT #2625162000



DETAIL A

SCALE: 1"=20'

SHEET 2 OF 2

DATE: JULY 23, 2026
H2 PROJECT NUMBER: 2026-002
LCE PROJECT NUMBER: 25-076



7600 N. MINERAL DR., STE. 120 • COEUR D'ALENE, ID 83815
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PHONE: 208.676.0230

SECTION INDEX

RESOLUTION NO. 26-060

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, APPROVING A NON-EXCLUSIVE EASEMENT AGREEMENT WITH BEAR WATERFRONT, LLC, (ROBERT BLOEM, MANAGER) FOR PARKING AND DRAINAGE, AND THE REMOVAL OF RONALD G. JACOBSON SIGNATURE AUTHORITY AND THE AUTHORIZATION OF MICHAEL DOMINGUEZ FOR FINANCIAL SIGNATURE AUTHORITY.

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

- A) Easement Agreement with Bear Waterfront, LLC, (Robert Bloem, Manager) for parking and drainage off Tilford Lane/Beebe Boulevard;
- B) Removal of Ronald G. Jacobson signature authority and authorization of Michael Dominguez for financial signature authority;

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 agreement and take the 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 an Easement Agreement and take the other actions for the subject matter, as set forth in substantially the form attached hereto as Exhibits "A" and "B" and incorporated herein by reference, with the provision that the Mayor, City Administrator, and City Attorney are hereby authorized to modify said agreement and the other action documents, so long as the substantive provisions of the agreement and the other actions remain intact.

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

DATED this 4th day of August, 2026.

Daniel K. Gookin, 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 SHECKLER Voted

COUNCIL MEMBER ENGLISH Voted

COUNCIL MEMBER GABRIEL Voted

COUNCIL MEMBER WOOD Voted

was absent. Motion .

**CITY COUNCIL
STAFF REPORT**

DATE: August 4, 2026

FROM: Hilary Patterson, Community Planning Director

SUBJECT: Easement Agreement with Bear Waterfront, LLC, for access, parking, grease interceptor, stormwater and utilities

DECISION POINT: Should Council approve the easement agreement with Bear Waterfront, LLC, (Robb Bloem) for access, parking, grease interceptor, stormwater and utilities related to the Delores Depot commercial property that is part of the Mahogany Lane PUD project?

HISTORY & PERFORMANCE ANALYSIS: The Mahogany Lane PUD (PUD-3-21) and Subdivision (S-5-21) were approved by the Planning and Zoning Commission in 2021. The project included a commercial property called the Delores Depot. The City entered into an easement agreement with Bear Waterfront, LLC, on May 17, 2022, for access, parking purposes, airspace and drainage (instrument number 2901357000). The easement agreement came before City Council as a consent calendar item; therefore, the substitute easement agreement is also being presented as a consent calendar item.

Bear Waterfront, LLC, requested and was approved for a Planned Unit Development on February 10, 2026, that changed the design and layout of the Delores Depot commercial use and parking lot. The change to the Delores Depot design resulted in modifications to the public parking along Tilford Lane whereby nine (9) parking stalls would be moved from the roadside and replaced, together with an additional thirteen (13) public parking stalls, within the parking lot for the Delores Depot located on the Grantor's property. The total number of public parking spaces will be increased by this design modification to a total of twenty-one (21) public parking stalls. Additionally, the stormwater design has been changed and a grease interceptor would be located on the Grantor's property along with private water and sanitary sewer lines would also run through the City's property.

As a result, the easement and the exhibits needed to be revised to reflect the project design and reflect updated legal descriptions of the real properties bound by the easements. Upon recordation of the substitute easement agreement, the prior easement between the parties would be extinguished and released. The easement before the City Council for approval includes language to protect the public's right to parking in the area covered by the agreement.

FINANCIAL ANALYSIS: Approval of this agreement will have no fiscal impact to the City. The new site layout would result in additional parking stalls for use by the public.

DECISION POINT/RECOMMENDATION: Council should approve the easement agreement with Bear Waterfront, LLC, for access, parking, grease interceptor, stormwater and utilities related to the Delores Depot commercial property that is part of the Mahogany Lane PUD project.

AFTER RECORDING, PLEASE RETURN TO

**City of Coeur d'Alene
710 E. Mullan Ave.
Coeur d'Alene, ID 83814
(208) 769-2231**

**EASEMENT AGREEMENT
(For Access, Parking, Grease Interceptor, Stormwater and Utilities)**

Grantor: CITY OF COEUR D ALENE, an Idaho Municipality
Grantee: BEAR WATERFRONT, LLC, an Idaho Limited Liability Company
Assessor's Tax Parcel Nos: C-L708-000-001-A and C-L820-001-001-0

This Easement Agreement (for Access, Parking, Grease Interceptor, Stormwater and Utilities) is entered into this ____ day of August 2026, by and between **CITY OF COEUR D ALENE**, an Idaho Municipality ("Grantor"), and **BEAR WATERFRONT, LLC**, an Idaho Limited Liability Company ("Grantee") (collectively referred to as the "Parties").

RECITALS

WHEREAS, Grantor is the owner of that certain real property located in Kootenai County, Idaho, and is described as Parcel C-L708-000-001-A, located South of W. Tilford Lane, and abutting the west right-of-way boundary of N. Beebe Boulevard (the "Grantor's Property")

WHEREAS, Grantee is the owner of that certain real property located in Kootenai County, Idaho, and is described as Parcel C-L820-001-001-0, located South of W. Tilford Lane, and abutting the west right-of-way boundary of N. Beebe Boulevard (the "Grantee's Property");

WHEREAS, Grantor desires to grant, and Grantee desires to receive, a road and parking easement for ingress, egress, and parking, over that portion of Grantor's Property as legally described in **Exhibit A** and as depicted in **Exhibit B** and as depicted and highlighted in Red on **Exhibit E** ("Easement Area 1") under the terms and conditions outlined hereafter;

WHEREAS, Grantor also desires to grant, and Grantee desires to receive, a depot building setback, sidewalk, grease interceptor, and stormwater and utility easement for ingress, egress, airspace, utilities, and drainage, over and under, that portion of Grantor's Property as legally

described in **Exhibit C** and as depicted in **Exhibit D** and as depicted and highlighted in Green on **Exhibit E** (“Easement Area 2”) under the terms and conditions outlined hereafter;

WHEREAS, Grantor and Grantee entered into an Easement Agreement on May 17, 2022, for a road easement, a parking easement for ingress, egress, parking, and a drainage easement.

WHEREAS, Grantee requested and was approved for a Planned Unit Development on February 10, 2026, that changed the design and layout of the Delores Depot commercial use and parking lot. That change resulted in modifications to the public parking along Tilford Lane whereby nine (9) parking stalls would be moved from the roadside and replaced, together with an additional thirteen (13) public parking stalls, within the parking lot for the Delores Depot located on the Grantor’s property. The total number of public parking spaces will be increased by this design modification to a total of twenty-one (21) public parking stalls. Additionally, the stormwater design has been changed and a grease interceptor would be located on the Grantor’s property. As a result, this Easement Agreement and the exhibits are updated to reflect the project design and public parking configuration. The Agreement also reflects updated legal descriptions of the real properties bound by the easements.

GRANT OF EASEMENT

NOW, THEREFORE, in consideration of the promises and covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree to the following terms:

1. Grant of Easements & Easement Locations: Grantor hereby grants and conveys to Grantee, its successors and assigns, a non-exclusive road and parking easement for ingress, egress, and parking, over, on, across, the Easement Area 1 on Grantor’s Property as legally described in **Exhibit A** and as depicted in **Exhibit B** and depicted and highlighted in Red on **Exhibit E**. Grantee’s rights under this Easement for parking shall be equal to, and not exceed, the public’s right to park in the area covered by this Agreement. Grantor also hereby grants and conveys to Grantee its successors and assigns, an exclusive depot building setback, sidewalk, grease interceptor, and stormwater and utility easement for ingress, egress, airspace, utilities, and drainage, over, on, across, and under, the Easement Area 2 on Grantor’s Property as legally described in **Exhibit C** and as depicted in **Exhibit D** and as depicted and highlighted in Green on **Exhibit E**.

2. Purpose of Easements: Easement Area 1 shall be used for ingress, egress, and road and parking purposes for the benefit of Grantee’s Property. This shall include but not be limited to use for pedestrian and vehicular travel as well as non-exclusive parking of vehicles and other mechanisms of transportation, by Grantee, its guests, invitees, licensees, representatives, and agents, and future owners of any portion of Grantee’s Property and their guests, invitees, licensees, representatives, and agents. Easement Area 2 shall be used for ingress, egress, airspace and drainage, for the benefit of Grantee’s Property to accommodate the depot building setback, sidewalk, grease interceptor, and stormwater and utility facilities. This shall include but not be limited to use for pedestrian and small vehicular travel, by Grantee, its guests, invitees, licensees, representatives, and agents, and future owners of any portion of Grantee’s Property and their

guests, invitees, licensees, representatives, and agents. This shall also include, but not be limited to, use for windows opening into the area, drainage apparatuses extending into the area, and drainage into the area, by Grantee, its representatives and agents, and future owners of any portion of Grantee's Property and their representatives and agents.

3. Improvement and Maintenance of Easement Areas: Grantee shall have the right to construct a roadway, parking, sidewalks, and improvements upon Easement Area 1 for the purposes set forth herein. Grantee shall have the right to construct sidewalks, drainage apparatuses, and improvements upon Easement Area 2 for the purposes set forth herein. In the event a roadway, sidewalks, drainage apparatuses, or other improvement(s) are constructed or installed within Easement Area 1 and/or Easement Area 2 (collectively "Easement Areas") by Grantee for purposes of serving the real property described upon **Exhibit C**, Grantee shall pay all costs associated with installing, maintaining, or repairing the same. Grantor shall have no obligation to pay for installation, maintenance, or repair of any road, sidewalks, drainage apparatuses, parking spots, or improvements located within the Easement Areas, except for repairs necessitated to fix damage caused by the Grantor or the Grantor's agents, invitees, or licensees. Grantee shall not be responsible for the negligent acts of Grantor in, on, or affecting the Easement Areas.

4. Parking Restrictions. Parking on the Grantor's property shall be public in perpetuity. Grantee shall not restrict, in any way, parking by the public in any of the parking stalls located within the Grantor's property, and shall not charge for such parking or sign the public parking to indicate or imply that it is for private use.

5. Easement Obstructions. Grantor shall not cause any fence or other barrier to be erected or permitted within or across the Easement Areas which would prevent or obstruct the passage of pedestrian or vehicular travel or otherwise disturb Grantee's use of the Easement Areas.

6. Consideration. These easements are granted in consideration of \$10.00 and other good and valuable consideration, including but not limited to the satisfaction of conditions precedent to the completion of Grantee's PUD, the receipt and sufficiency of which is hereby acknowledged.

7. Ownership. Grantor represents and warrants that it owns the property over which it is granting the easements contained herein.

8. Counterparts. This Easement Agreement may be executed in counterparts, each part being considered an original document, all parts being but one document.

9. Binding Effect. The rights, conditions, and provisions of this Easement Agreement inure to the benefit of and are binding upon the heirs, executors, administrators, successors, and assigns of the respective Parties hereto. This Easement Agreement and the rights and obligations granted herein run with the land and are perpetual in duration. The land owned by the Grantee, to which these easements are appurtenant, is described on the attached **Exhibits A and C**.

10. Recording. Upon signing, this Easement Agreement shall be recorded with the Kootenai County Auditor's Recorder's Office and indexed against the Parties' respective properties with parcel numbers C-L708-000-001-A and C-L820-001-001-0.

11. Dispute Resolution. In the event that a dispute arises concerning this Easement Agreement, the parties to the dispute shall first attempt to resolve the dispute through good faith negotiation prior to pursuing any further remedies.

12. Jurisdiction and venue. Jurisdiction and venue shall be in the District Court of the State of Idaho in and for the County of Kootenai. The prevailing party, as defined by Idaho law, shall recover its attorney fees and litigation expenses incurred in such action (including but not limited to attorney fees and litigation expenses incurred on any appeal).

13. Prior easement. The prior easement between the parties, recorded as instrument number 2901357000, shall be, and hereby is, extinguished and released. This Easement Agreement shall be the sole and exclusive agreement with Grantee governing parking on City property.

GRANTOR:

CITY OF COEUR D'ALENE

By: Daniel K. Gookin

Its: Mayor

ATTEST:

Renata McLeod, City Clerk

STATE OF IDAHO)
) ss.
County of KOOTNAI)

On this ____ day of August 2026, before me, the undersigned, a Notary Public in and for the State of _____, duly commissioned and sworn personally appeared Daniel K. Gookin and Renata McLeod, to me known to be the Mayor and City Clerk respectively of the **CITY OF COEUR D ALENE**, the municipality that executed the within and foregoing instrument, and acknowledged it to be their free and voluntary act and deed and on oath stated they are authorized to sign on behalf of the municipality.

WITNESS my hand and official seal hereto affixed the day and year in this certificate above written.

NOTARY PUBLIC for the State of _____
_____ residing at _____.
My commission expires _____

GRANTEE:

BEAR WATERFRONT, LLC

By: Robb Bloem

Its: Manager

STATE OF IDAHO)
) ss.
County of KOOTNAI)

On this ____ day of July 2026, before me, the undersigned, a Notary Public in and for the State of _____, duly commissioned and sworn personally appeared Robb Bloem, to me known to be the Manager of Bear Waterfront, LLC, that executed the within and foregoing instrument, and acknowledged it to be their free and voluntary act and deed and on oath stated they are authorized to sign on behalf of the LLC.

WITNESS my hand and official seal hereto affixed the day and year in this certificate above written.

NOTARY PUBLIC for the State of _____
_____ residing at _____.
My commission expires _____



Advanced Technology Surveying & Engineering

EXHIBIT A
LEGAL DESCRIPTION
ACCESS & PARKING EASEMENT ON A PORTION OF
TRACT 1, ATLAS WATERFRONT FIRST ADDITION

A TRACT OF LAND BEING A PORTION OF TRACT 1, ATLAS WATERFRONT FIRST ADDITION, AS RECORDED IN BOOK "L" OF PLATS AT PAGE 519, RECORDS OF KOOTENAI COUNTY AND DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHEASTERLY CORNER OF SAID TRACT 1; THENCE, NORTH 26°41'28" EAST, 60.28 FEET TO AN ANGLE POINT ON THE WEST BOUNDARY OF SAID TRACT 1; THENCE, NORTH 57°57'34" WEST, 1.92 FEET TO AN ANGLE POINT ON THE EASTERLY BOUNDARY OF SAID TRACT 1; THENCE LEAVING SAID EASTERLY BOUNDARY, NORTH 57°58'22" WEST, 78.80 FEET; THENCE ALONG THE SOUTH LINE OF SAID TRACT 1, NORTH 57°58'12" WEST, 116.53 FEET TO THE TRUE POINT-OF-BEGINNING;

THENCE CONTINUING ALONG SAID SOUTH LINE, NORTH 57°58'12" WEST, 199.00 FEET;

THENCE LEAVING SAID SOUTH LINE, NORTH 32°02'25" EAST, 59.72 FEET TO THE NORTH LINE OF SAID TRACT 1;

THENCE ALONG SAID NORTH LINE, SOUTH 57°57'53" EAST, 199.00 FEET;

THENCE LEAVING SAID NORTH LINE, SOUTH 32°02'25" WEST, 59.70 FEET RETURNING TO THE POINT-OF-BEGINNING.

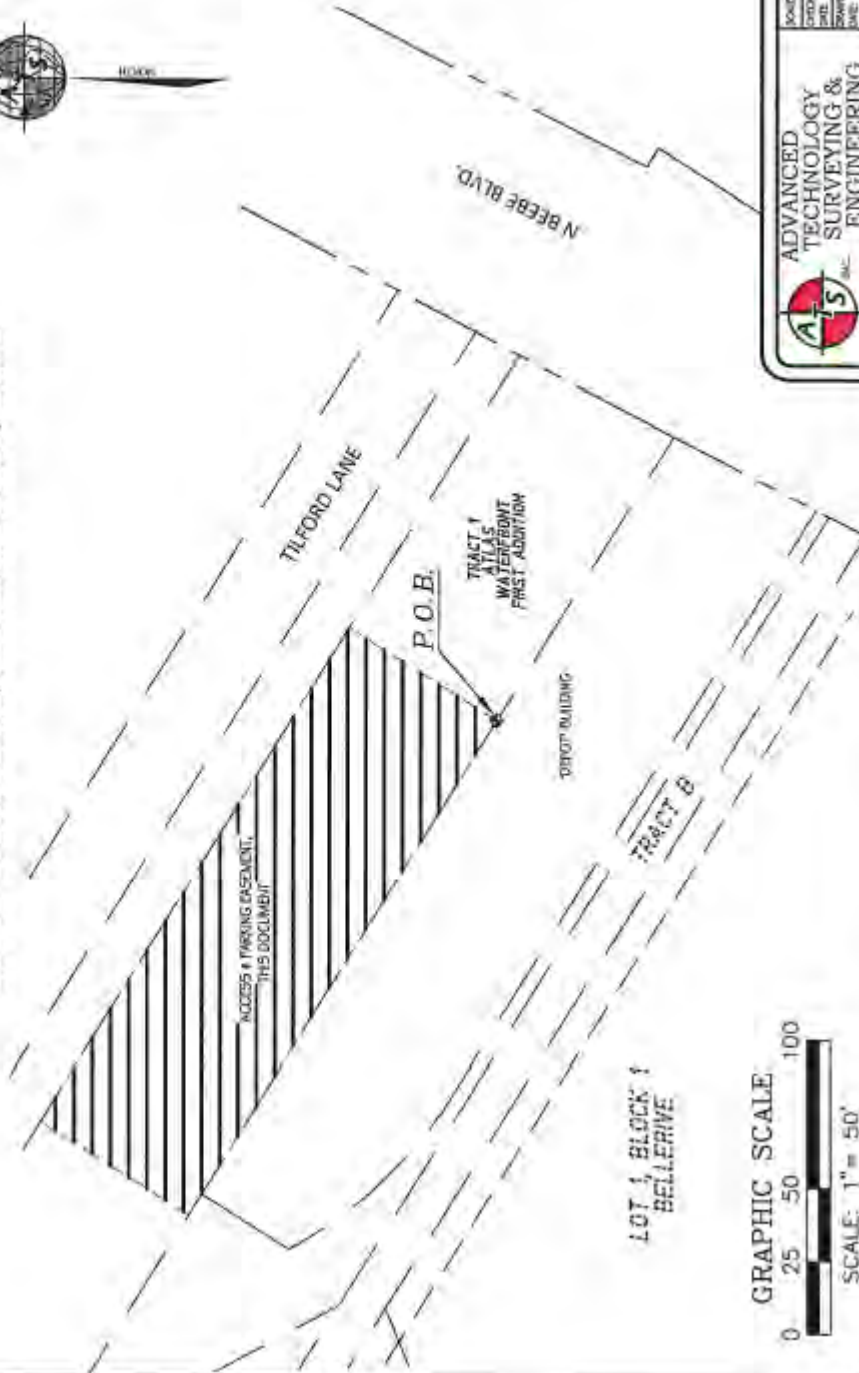
CONTAINING 11.882 SQUARE FEET, MORE OR LESS;

S:\Proj\20-000\20-099\survey\LA\ACCESS & PARKING EASEMENT ON CITY PROPERTY_2 (7-24-2026).doc

P.O. Box 3457, Hayden, Idaho 83835
PH. (208) 772-2745 Fax. (208) 762-7731

EXHIBIT B

FOR ACCESS & PARKING EASEMENT
SECTION 10, TOWNSHIP 50 NORTH, RANGE 04 WEST, B.M.,
CITY OF COEUR 'A'LENE, KOOTENAI COUNTY, IDAHO



ADVANCED TECHNOLOGY & SURVEYING & ENGINEERING

ALTS

101. 2004-2013-2015 • TAX 2100-100-1701 •

DATE: 10-10-17	DATE: 07-24-2015
PROJECT: 1001	PROJECT: 1001
DATE: 04-07-2012	DATE: 04-07-2012
DATE: 04-07-2012	DATE: 04-07-2012
DATE: 04-07-2012	DATE: 04-07-2012



Advanced Technology Surveying & Engineering

EXHIBIT C
LEGAL DESCRIPTION
SIDEWALK, STORMWATER & UTILITY EASEMENT ON A PORTION OF
TRACT 1, ATLAS WATERFRONT FIRST ADDITION

A TRACT OF LAND BEING A PORTION OF TRACT 1, ATLAS WATERFRONT FIRST ADDITION, AS RECORDED IN BOOK "L" OF PLATS AT PAGE 519, RECORDS OF KOOTENAI COUNTY AND DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHEASTERLY CORNER OF SAID TRACT 1; THENCE, NORTH 26°41'28" EAST, 60.26 FEET TO AN ANGLE POINT ON THE WEST BOUNDARY OF SAID TRACT 1; THENCE, NORTH 57°57'34" WEST, 1.92 FEET TO AN ANGLE POINT ON THE EASTERLY BOUNDARY OF SAID TRACT 1; THENCE LEAVING SAID EASTERLY BOUNDARY, NORTH 57°58'22" WEST, 78.80 FEET TO THE TRUE POINT-OF-BEGINNING;

THENCE CONTINUING ALONG THE SOUTH LINE OF SAID TRACT 1, NORTH 57°58'12" WEST, 166.00 FEET;

THENCE LEAVING SAID SOUTH LINE, NORTH 32°02'25" EAST, 45.00 FEET;

THENCE, SOUTH 57°54'23" EAST, 160.98 FEET;

THENCE, SOUTH 28°55'04" WEST, 45.00 FEET RETURNING TO THE POINT-OF-BEGINNING.

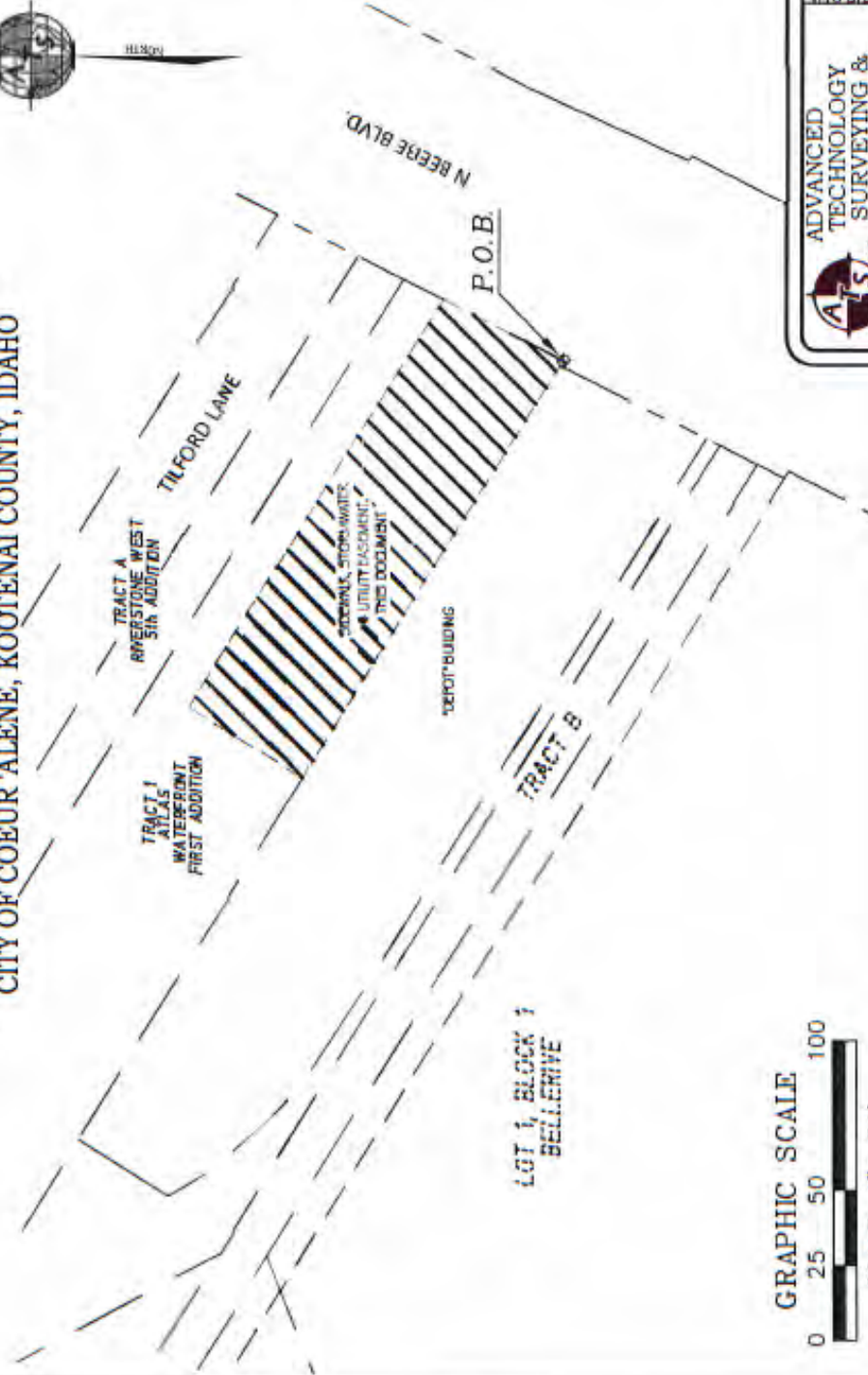
CONTAINING 7320 SQUARE FEET, MORE OR LESS.

S:\Prj\20-000\20-099\A\LA\SIDEWALK STORM AND UTILITY EASEMENT ON QTY PROPERTY_2 (7-24-2026).doc

P.O. Box 3457, Hayden, Idaho 83835
PH. (208) 772-2745 Fax. (208) 762-7731

EXHIBIT D

FOR SIDEWALK, STORMWATER & UTILITY EASEMENT
SECTION 10, TOWNSHIP 50 NORTH, RANGE 04 WEST, B.M.,
CITY OF COEUR 'ALENE, KOOTENAI COUNTY, IDAHO



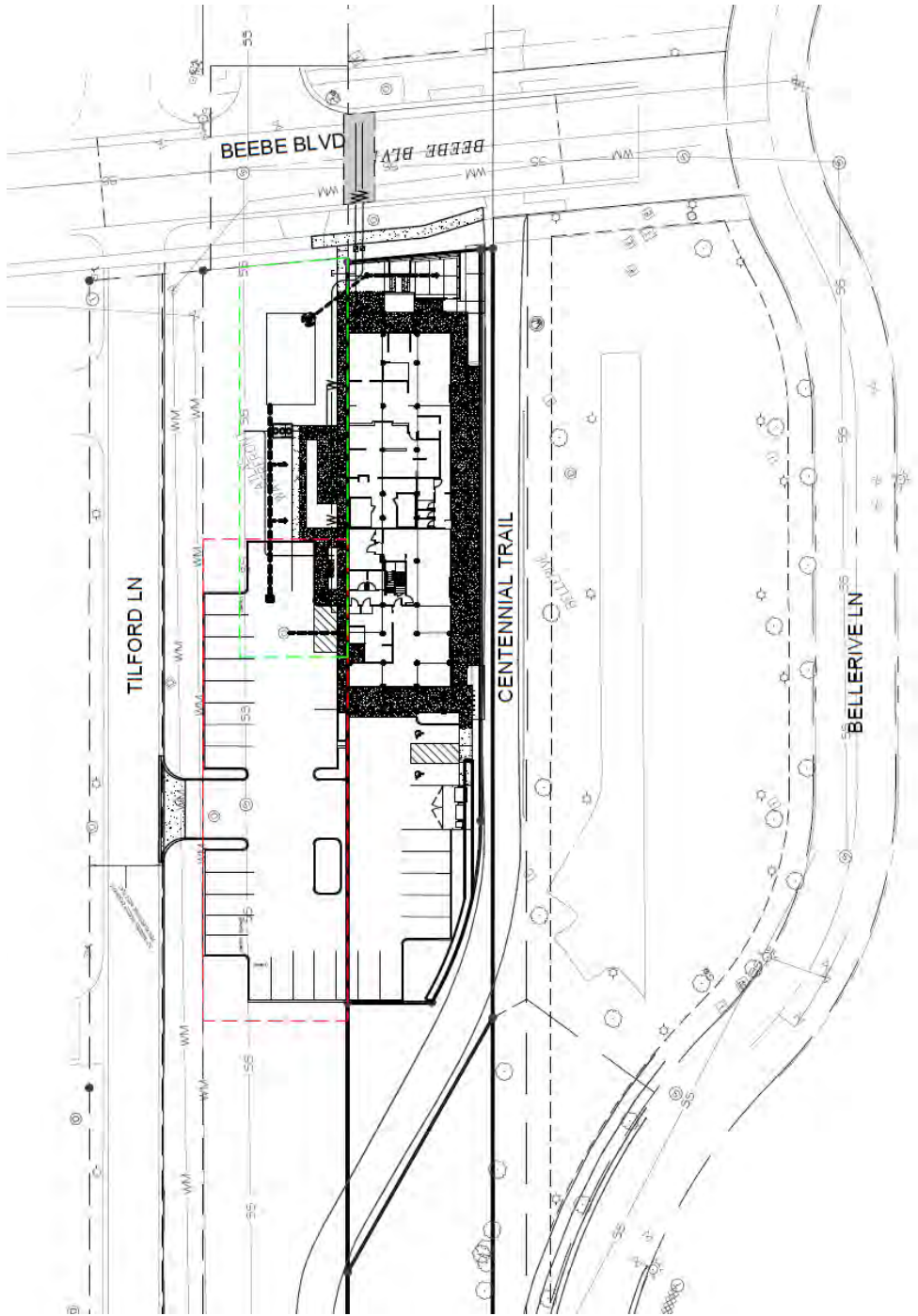
**ADVANCED
TECHNOLOGY
&
SURVEYING &
ENGINEERING**

INC.

P.O. BOX 3457, HATTON IDAHO 83413
TEL: (208) 755-5755 • FAX: (208) 755-5751 •

SCALE	1"=50'
DRAWN BY	MM
CHECKED BY	MM
DATE	07-24-2023
PROJECT NO.	2023-001
DATE	04-13-2023
DATE	04-13-2023
DATE	04-13-2023
DATE	04-13-2023
DATE	04-13-2023

EXHIBIT E



THE CITY COUNCIL OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, AUTHORIZES THE SIGNATURE AND SIGNATURE AUTHORITY OF MICHAEL DOMINGUEZ.

Pursuant to Resolution No. 26-060, the City Council of the City of Coeur d'Alene authorized Michael Dominguez, whose signature is set forth herein, to withdraw funds and to endorse and receive payment of financial accounts of the City of Coeur d'Alene regarding the handling of notes and bills payable to the City, and financial institutions were authorized to recognize the signature subscribed below in the payment of funds or the transaction of any business for accounts of the City of Coeur d'Alene, effective August 5, 2026.

Michael Dominguez, City Administrator, _____

OTHER BUSINESS

**CITY COUNCIL
STAFF REPORT**

DATE: August 4, 2026

FROM: Sherrie Badertscher, Community Development Specialist and Hilary Patterson,
Community Planning Director

SUBJECT: Resolution Ratifying an Updated Code of Conduct Meeting Federal HUD Grant
Requirements

DECISION POINT: Should Council adopt a Resolution ratifying the updated Code of Conduct and Conflict of Interest Policy (Code of Conduct) for the City of Coeur d'Alene to meet the requirements of the U.S. Department of Housing and Urban Development (HUD) for federal grant programs, including the Automated Permitting Systems Demonstration grant (PDR-2600-DC-0290) and the Community Development Block Grant (CDBG) program?

HISTORY: On July 9, 2026, the Mayor signed the Code of Conduct, approving it administratively for purposes of the City's HUD grant application and grant compliance file. The Mayor's letter of approval expressly committed to present the policy to the City Council at a future meeting for ratification or incorporation into the City's procurement policies.

On July 20, 2026, the City received a Technical Cure Notice from HUD's Office of Policy Development and Research regarding the City's application for the Automated Permitting Systems Demonstration grant (PDR-2600-DC-0290, Grants.gov Tracking Number: GRANT14711293). The notice identified a single deficiency: the Code of Conduct was required as a cure item.

On July 21, 2026, City staff submitted the approved Code of Conduct and the Mayor's cover letter to HUD via email. Later that same day, HUD's Grants Management and Oversight division (AskGMO) responded, confirming that the Code of Conduct policy was accepted and would be included in the next quarterly update to HUD's Code of Conduct e-library.

The City Attorney recommended the matter be placed on the City Council agenda for formal ratification to ensure the Code of Conduct meets HUD's standards for the pending PDR-2600-DC-0290 grant application, the City's ongoing CDBG program, and future federal HUD grant opportunities.

The City previously adopted a Code of Conduct for employees as part of the Personnel Rules (Resolution 20-011, February 2020). The Code of Conduct and Conflict of Interest Policy for projects funded with HUD grants addresses a distinct scope, procurement integrity and conflict-of-interest standards specific to federally funded grants, and complements the existing Personnel Rules.

The proposed Resolution ratifies the Code of Conduct for projects funded with HUD grants as City policy, satisfying the requirements for federal grant recipients under 2 CFR § 200.318(c)(1).

DISCUSSION: Federal grant regulations under 2 CFR § 200.318(c)(1) require that recipients of federal awards maintain written standards of conduct covering conflicts of interest and ethical obligations for employees, officers, and agents engaged in the selection, award, and administration of federally funded contracts.

The Code of Conduct, signed by the Mayor on July 9, 2026, and accepted by HUD on July 21, 2026, establishes the following standards:

- Prohibition against participation in any HUD-funded procurement or grant decision where an actual or apparent conflict of interest exists.
- Prohibition against using City positions for personal gain or private benefit.
- Prohibition against soliciting or accepting gratuities, gifts, favors, or anything of monetary value from contractors or parties involved in HUD-funded activities.
- Protection of confidential procurement and grant information.
- Organizational conflict-of-interest provisions.
- Mandatory written disclosure requirements for any actual, potential, or apparent conflict.
- Review and resolution procedures, including recusal, reassignment, mitigation measures, and referral to the City Attorney or HUD.
- Procurement integrity standards requiring full and open competition.
- Documentation and record retention requirements.
- Disciplinary action for violations, up to and including termination, award cancellation, and recovery of funds.

HUD's acceptance of the Code of Conduct confirms that the policy meets applicable federal standards. Formal ratification by the City Council will ensure the policy is fully enforceable as City policy and will satisfy HUD's documentation requirements for the current grant application, ongoing compliance under the CDBG program, and future federal grant opportunities.

FINANCIAL AND PERFORMANCE ANALYSIS: Ratification of the updated Code of Conduct does not impose direct costs on the City. The policy formalizes ethical standards and conflict-of-interest practices already in use by City staff in grant administration. Continued compliance with federal grant requirements is necessary to maintain eligibility for HUD grant funding, including the Automated Permitting Systems Demonstration grant (PDR-2600-DC-0290) and the CDBG program. The Code of Conduct would apply to HUD federal grants; the existing City Personnel Rules Code of Conduct and procurement policies remain in effect.

RECOMMENDATION: Council should approve the Resolution as presented, ratifying the Code of Conduct and Conflict of Interest Policy for Projects Funded with HUD Grants.



MAYOR
Dan Gookin

August 4, 2026

COUNCIL MEMBERS
Amy Evans
Dan English
Kiki Miller
Christie Wood
Kenny Gabriel
Dan Sheckler

Re: Code of Conduct for HUD Grant Programs

The attached Code of Conduct is intended to satisfy the federal requirement that recipients and subrecipients maintain written standards of conduct covering conflicts of interest and governing the actions of employees engaged in the selection, award, and administration of federally funded contracts. The policy does not create a new grant program or authorize expenditure of funds; rather, it documents the standards that will apply to the City's administration of HUD-funded procurement and grant activities.

Sincerely,

Daniel K. Gookin
Mayor

City of Coeur d'Alene
710 E. Mullan Ave., Coeur d'Alene, ID 83814
UEI: N6NELE7F5931
Responsible Official: Daniel K. Gookin
Title: Mayor
Business Email: DGOOKIN@cdaid.org
Business Telephone: (208) 769-2300



RESOLUTION NO. 26-061

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, RATIFYING THE UPDATED CODE OF CONDUCT AND CONFLICT OF INTEREST POLICY FOR THE CITY OF COEUR D'ALENE, TO SATISFY THE REQUIREMENTS OF THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) FOR FEDERAL GRANT PROGRAMS, INCLUDING THE AUTOMATED PERMITTING SYSTEMS DEMONSTRATION GRANT (PDR-2600-DC-0290) AND THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM.

WHEREAS, the Community Development Specialist and Community Planning Director for the City of Coeur d'Alene have recommended ratification of the updated Code of Conduct and Conflict of Interest Policy for projects funded with HUD grants, attached hereto as Exhibit "A;" and

WHEREAS, federal grant regulations under 2 CFR § 200.318(c)(1) require recipients of federal awards to maintain written standards of conduct addressing conflicts of interest and ethical obligations for employees, officers, and agents engaged in the selection, award, and administration of federally funded contracts; and

WHEREAS, on July 9, 2026, the Mayor approved and signed the Code of Conduct and Conflict of Interest Policy for purposes of the City's HUD grant application and grant compliance requirements. The Mayor's letter of approval expressly committed to presenting the policy to the City Council at a future meeting for ratification or incorporation into the City's procurement policies; and

WHEREAS, it is in the best interests of the City of Coeur d'Alene and its citizens to ratify and adopt the updated Code of Conduct and Conflict of Interest Policy be adopted.

NOW, THEREFORE,

BE IT RESOLVED by the Mayor and City Council of the City of Coeur d'Alene that the updated Code of Conduct and Conflict of Interest Policy, attached hereto as Exhibit "A" is hereby ratified and adopted.

DATED this 4th day of August, 2026.

Daniel K. Gookin, Mayor

ATTEST:

Renata McLeod, City Clerk

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

ROLL CALL:

COUNCIL MEMBER SHECKLER Voted

COUNCIL MEMBER MILLER Voted

COUNCIL MEMBER GABRIEL Voted

COUNCIL MEMBER WOOD Voted

COUNCIL MEMBER EVANS Voted

COUNCIL MEMBER ENGLISH Voted

was absent. Motion .

**CODE OF CONDUCT
AND CONFLICT OF INTEREST POLICY
FOR PROJECTS FUNDED WITH HUD GRANTS**

City of Coeur d'Alene, Idaho
Signed by the Mayor on July 9, 2026
Ratified by the City Council on August 4, 2026,
Per Resolution No. 26-061

1. PURPOSE

The purpose of this Code of Conduct and Conflict of Interest Policy (Code of Conduct) is to establish standards governing the conduct of City officers, employees, agents, elected officials, and representatives involved in the administration, procurement, award, or oversight of projects funded in whole or in part with U.S. Department of Housing and Urban Development (HUD) grant funds.

This policy is intended to prevent actual, potential, or apparent conflicts of interest and to ensure that all procurement and grant-related decisions are conducted in a fair, open, and impartial manner.

2. APPLICABILITY

This Code of Conduct applies to all City officers, employees, agents, elected officials, consultants, and representatives who participate in the selection, award, administration, or oversight of contracts or activities funded with HUD funds.

3. STANDARDS OF CONDUCT

No City officer, employee, agent, elected official, or representative shall participate in the selection, award, or administration of a contract supported by HUD funds if a real or apparent conflict of interest would be involved.

A conflict of interest may arise when the individual, any member of the individual's immediate family, the individual's partner, or an organization that employs or is about to employ any of those parties has a financial or other interest in, or receives a tangible personal benefit from, a firm or entity considered for a contract, award, or other HUD-funded activity.

4. PROHIBITED CONDUCT

Individuals covered by this policy shall not:

- Use their position for personal gain or for the private benefit of themselves, family members, business associates, or organizations with which they are associated.
- Participate in any procurement or grant decision where they have an actual, potential, or apparent conflict of interest.
- Solicit or accept gratuities, favors, gifts, meals, entertainment, loans, or anything of monetary value from contractors, potential contractors, subcontractors, consultants, vendors, or parties seeking to do business with the City in connection with a HUD-funded activity.
- Disclose confidential procurement, grant, or proposal information to any person not authorized to receive such information.
- Give preferential treatment to any contractor, vendor, consultant, applicant, or other party involved in a HUD-funded activity.
- Take any action that would create the appearance that the City's decision-making process has been improperly influenced.

5. ORGANIZATIONAL CONFLICTS OF INTEREST

The City shall also avoid organizational conflicts of interest. An organizational conflict of interest may exist when, because of relationships with a parent company, affiliate, subsidiary organization, contractor, consultant, or other entity, the City or a contractor is unable or appears unable to be impartial in conducting a procurement action involving HUD funds.

6. DISCLOSURE REQUIREMENTS

Any person covered by this policy who has, may have, or becomes aware of an actual, potential, or apparent conflict of interest shall immediately disclose the matter in writing to the City Administrator, Finance Director, and/or Mayor and City Council.

The disclosure shall include the nature of the relationship, financial interest, or other circumstances creating the potential conflict. The individual shall not participate in any related discussion, evaluation, recommendation, approval, award, administration, or oversight unless the City determines in writing that no conflict exists or that appropriate mitigation measures have been implemented.

7. REVIEW AND RESOLUTION OF CONFLICTS

Upon receiving a disclosure, the City shall review the facts and determine whether a conflict of interest exists. The City may require one or more of the following actions:

- Recusal from the procurement, grant, or contract decision.
- Reassignment of duties.
- Additional review or approval by an independent official.
- Written mitigation measures.
- Rejection of a proposal, bid, or contract action if necessary to protect the integrity of the procurement.
- Referral to the City Attorney, HUD, or another appropriate oversight agency.

8. GIFTS AND GRATUITIES

City officers, employees, agents, elected officials, and representatives shall not solicit or accept gifts, gratuities, favors, entertainment, or anything of monetary value from contractors, potential contractors, subcontractors, consultants, vendors, or other parties involved in HUD-funded activities.

Items of nominal value may be accepted only when allowed by City policy and applicable law, and only when acceptance would not create an actual or apparent conflict of interest. Cash, gift cards, loans, travel, lodging, or entertainment from parties seeking or performing HUD-funded work are prohibited.

9. PROCUREMENT INTEGRITY

All HUD-funded procurements shall be conducted in a manner that provides full and open competition consistent with federal, state, and local requirements. No person covered by this policy shall draft, structure, or influence a procurement in a way that unfairly restricts competition or gives an improper advantage to a particular contractor, vendor, consultant, or applicant.

10. DOCUMENTATION

The City shall maintain documentation supporting procurement decisions, conflict-of-interest disclosures, recusals, determinations, and corrective actions. Such documentation shall be retained in accordance with the applicable HUD grant agreement, federal retention requirements, and City record retention policies.

11. DISCIPLINARY ACTION

Violations of this Code of Conduct may result in disciplinary action, up to and including removal from participation in the HUD-funded activity, termination of employment or contract, cancellation of an award, recovery of funds, referral to law enforcement or oversight agencies, or other remedies available under City policy, state law, federal law, or the applicable grant agreement.

12. CERTIFICATION

This policy was administratively approved for HUD Grant Application and Compliance.

DATED this 4th day of August, 2026.

By _____
Daniel K. Gookin, Mayor
City of Coeur d'Alene

**CITY COUNCIL
STAFF REPORT**

DATE: August 4, 2026

FROM: Police Department

SUBJECT: Apply for and accept the 2026 COPS Community Policing Development Microgrants Program

=====

DECISION POINT: Staff requests authorization to apply for and accept the 2026 COPS Community Policing Development Microgrant to fund specialized digital forensic equipment, software, certifications, and training that will enhance the Department's ability to process and analyze digital evidence. The grant requires no local match and will not create a new position. Instead, the Department will enhance an existing Crime Analyst position by adding Digital Forensic Investigator responsibilities and providing the necessary training, certifications, software, and equipment to perform digital forensic examinations in support of criminal investigations.

HISTORY: Digital evidence has become a critical component of modern criminal investigations, including child exploitation, solicitation of a minor, narcotics trafficking, violent crime, financial crimes, and missing persons cases. In 2025 alone, the Coeur d'Alene Police Department submitted more than 100 electronic devices into evidence, including cellular phones, computers, tablets, and other digital storage devices.

Currently, digital forensic examinations for major investigations are routinely referred to outside local, state, and federal agencies. While these partnerships are valuable, reliance on external resources often results in delays due to competing caseloads, travel requirements, and limited forensic availability. These delays can impact the timely collection and analysis of critical digital evidence.

Through this grant, an existing Crime Analyst position will be enhanced with Digital Forensic Investigator capabilities through specialized training, certifications, software, and equipment. This investment will allow the Department to conduct cellular device extractions and digital forensic examinations in-house, reducing reliance on outside agencies and significantly decreasing investigative delays. Investigators will have faster access to critical evidence, enabling more comprehensive investigations and quicker case resolution. The enhanced capability will provide valuable support to Internet Crimes Against Children (ICAC) investigations and Community Action Team (CAT) investigations. In addition, the capability will improve the Department's ability to investigate crimes involving digital evidence while providing technical assistance to neighboring law enforcement agencies throughout North Idaho. This project will help position the Department as a more efficient, self-sufficient, and technologically advanced agency capable of conducting timely and thorough digital evidence investigations.

FINANCIAL ANALYSIS: The Coeur d'Alene Police Department anticipates requesting approximately \$128,290 in grant funding over the 24-month grant period, although the COPS Community Policing Development Microgrant program allows for awards of up to \$200,000. The

grant requires no local match and does not require continuation funding after the 24-month grant period; however, the Department intends to seek renewal opportunities if available.

Grant funding will be used to acquire specialized digital forensic hardware, software, certifications, and advanced training necessary to establish an in-house digital forensic capability. Planned purchases include forensic tools and software used to extract, process, and analyze data from cellular devices, as well as hardware and software necessary to conduct computer forensic examinations. Funding will also support advanced training and professional certifications for the existing Crime Analyst who will assume Digital Forensic Investigator responsibilities, along with a modest stipend reflecting the expanded job duties, increased caseload, specialized training requirements, and additional responsibilities associated with the enhanced role.

- **One-Time Implementation Costs:** \$32,850
- **Year 1 Recurring Costs:** \$47,570
- **Year 2 Recurring Costs:** \$47,870
- **Total Project Cost (24 Months):** \$128,290

PERFORMANCE ANALYSIS: Establishing an in-house Digital Forensic Investigator capability will significantly enhance the Coeur d'Alene Police Department's ability to investigate crimes that increasingly rely on digital evidence. By equipping an existing Crime Analyst with specialized training, certifications, software, and forensic tools, the Department will be able to process cellular phones, computers, tablets, and other electronic devices locally rather than routinely relying on outside agencies for analysis. This will reduce investigative delays, improve response times, and allow investigators to obtain critical evidence more quickly.

The capability will directly support investigations involving Internet Crimes Against Children (ICAC), solicitation of a minor offenses, child exploitation, human trafficking, narcotics trafficking, violent crime, financial crimes, fraud, and missing persons cases. Access to immediate digital forensic resources will allow investigators to conduct more detailed examinations, identify additional evidence and suspects, develop investigative leads faster, and strengthen cases for prosecution.

In addition to supporting Coeur d'Alene Police Department investigations, the Digital Forensic Investigator will be available to assist neighboring law enforcement agencies throughout North Idaho, expanding regional digital forensic resources and strengthening cooperative efforts to investigate and prosecute serious crimes.

DECISION POINT/RECOMMENDATION: Staff recommends that Council authorize the Coeur d'Alene Police Department to apply for and accept the 2026 COPS Microgrant for Digital Forensics.

RESOLUTION NO. 26-062

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, AUTHORIZING THE POLICE DEPARTMENT TO APPLY FOR A 2026 COPS COMMUNITY POLICING DEVELOPMENT MICROGRANT AND, IF AWARDED, TO ACCEPT THE GRANT TO FUND SPECIALIZED DIGITAL FORENSIC EQUIPMENT, SOFTWARE, CERTIFICATIONS, AND TRAINING.

WHEREAS, it has been recommended by Coeur d'Alene Police Chief Greg Yeager and Captain Jeff Walther that the Police Department apply for a 2026 COPS Community Policing Development Microgrant in an amount of approximately \$128,290.00 and, if awarded, to accept the grant to fund specialized digital forensic equipment, software, certifications, and training; and

WHEREAS, it is deemed to be in the best interests of the City of Coeur d'Alene and the citizens thereof to apply for and, if awarded, accept the 2026 COPS Community Policing Development Microgrant in an amount of approximately \$128,290.00.

NOW, THEREFORE,

BE IT RESOLVED by the Mayor and City Council of the City of Coeur d'Alene that the Police Department be, and hereby is, authorized to apply for a 2026 COPS Community Policing Development Microgrant in an amount of approximately \$128,290.00 and, if awarded, to accept the grant to fund specialized digital forensic equipment, software, certifications, and training.

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

DATED this 4th day of August, 2026.

Daniel K. Gookin, 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 SHECKLER Voted

COUNCIL MEMBER ENGLISH Voted

COUNCIL MEMBER WOOD Voted

COUNCIL MEMBER GABRIEL Voted

was absent. Motion .

CITY COUNCIL STAFF REPORT

DATE: August 04, 2026

FROM: TODD FEUSIER, STREETS & ENGINEERING DIRECTOR

SUBJECT: APPROVAL OF CHANGE ORDER FOR THE 2026 CHIP SEAL
PROJECT CONTRACT WITH POE ASPHALT PAVING, INC.

DECISION POINT:

Should City Council grant approval of Change Order No. 1 for the 2026 Chip Seal Project with Poe Asphalt Paving, Inc.?

HISTORY:

City Council previously approved a contract with Poe Asphalt Paving for the 2026 Chip Seal Project (Resolution No. 26-035). The low bid total provides an opportunity to expand the project.

FINANCIAL ANALYSIS:

The existing Poe Asphalt Paving Inc. contract amount is \$883,288.00. The total cost of the change order is \$98,287.80, bringing the total project amount to \$981,575.80 which is within the budget amount allocated for this project.

PERFORMANCE ANALYSIS:

The change order provides for an additional street, Canfield Avenue (Ramsey Road to Pinegrove Drive), to be chip sealed and provides for a double chipseal on Wilbur Avenue and Pinegrove Drive, which will further increase the lifespan of the streets.

RECOMMENDATION:

Staff recommend approving Change Order No. 1 in the amount of \$98,287.80, consistent with the current contract with Poe Asphalt Paving, Inc.



1



2026 Chip Seal Project Change Order Request



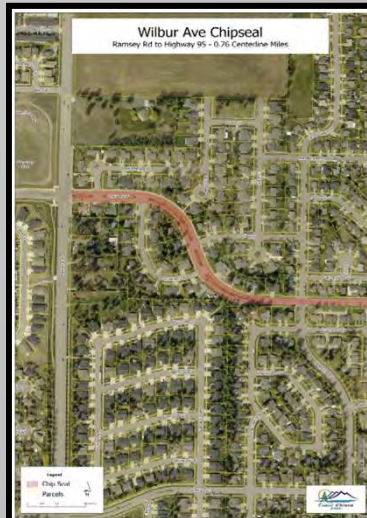
2

Additional Street Canfield Avenue (Ramsey Road to Pinegrove Drive)



3

Pinegrove Drive Wilbur Avenue (Double Chip Application)



4

Change Order Cost \$98,287.80

Original Project Contract \$883,288.00

Total Project w/change order \$981,575.80



RESOLUTION NO. 26-063

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, APPROVING CHANGE ORDER #1 TO THE CONTRACT WITH POE ASPHALT PAVING, INC., REGARDING THE 2026 CHIPSEAL PROJECT, FOR AN AMOUNT NOT TO EXCEED \$98,287.80.

WHEREAS, the City of Coeur d'Alene, pursuant to Resolution No. 26-035, entered into a contract dated the 5th day of May, 2026, with Poe Asphalt Paving, Inc., for the 2026 Chipseal Project pursuant to advertised bidding specifications; and

WHEREAS, it has been determined that modification is necessary, and the Streets and Engineering Director has requested that the City of Coeur d'Alene approve Change Order #1 for the FY 25-26 at an additional cost of \$98,287.80, a copy of which change order is attached hereto marked Exhibit "A" and by reference made a part hereof, thereby increasing the total contract price to \$981,575.80; and

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

NOW, THEREFORE,

BE IT RESOLVED that the Mayor and City Council of the City of Coeur d'Alene hereby approve the requested Change Order #1 to the contract with Poe Asphalt Paving, Inc., as set forth above, a copy of which is attached hereto as Exhibit "A" and by reference made a part hereof.

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

DATED this 4th day of August, 2026.

Daniel K. Gookin, Mayor

ATTEST:

Renata McLeod, City Clerk

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

ROLL CALL:

COUNCIL MEMBER EVANS Voted

COUNCIL MEMBER WOOD Voted

COUNCIL MEMBER GABRIEL Voted

COUNCIL MEMBER ENGLISH Voted

COUNCIL MEMBER SHECKLER Voted

COUNCIL MEMBER MILLER Voted

was absent. Motion .

CHANGE ORDER

NUMBER 1

PROJECT: 2026 Chip Seal

OWNER: City of Coeur d'Alene

EFFECTIVE DATE: 8/04/2026

CONTRACTOR:
Poe Asphalt Paving, Inc.

You are directed to make the following changes in the Contract Documents

Description: Addition of Canfield Avenue (Ramsey Rd. to Pinegrove Dr.) for chip seal and double chip seal on Wilbur Avenue and Pinegrove Drive

Total cost of Change Order: \$98,287.80

Increase/Decrease

CHANGE IN CONTRACT AMOUNT:

CHANGE IN CONTRACT TIMES

Original Amount \$883,288.00

Original contract Days 30

Net Changes from Previous Change Orders

Original Completion Date N/A

Prior Contract Price
Change Order (days)

Net Changes from Previous 0

Net **Increase/Decrease** This Change Order \$98,287.80

Contract Days Prior to 30

Revised Contract Amount \$981,575.80

Net Increase/Decrease of This Change Order (days) 10

Revised Contract Days 40

Revised Completion Date N/A

APPROVED:

ACCEPTED:

BY _____
City of Coeur d'Alene

BY _____
Poe Asphalt Paving, Inc.

DATE _____

DATE _____

**CITY COUNCIL
STAFF REPORT**

DATE: AUGUST 4, 2026

FROM: KATIE EBNER, FINANCE DIRECTOR/TREASURER

SUBJECT: FISCAL YEAR 2026-27 FINANCIAL PLAN

DECISION POINT:

To approve Resolution No 26-064, which sets the public hearing date and the high dollar amount (\$155,307,037) in expenditures for the 2026-2027 Fiscal Year Financial Plan (Annual Appropriation).

HISTORY:

Idaho code requires that the City Council approve an appropriations resolution each year. The purpose of the resolution is to provide notice the ceiling for property tax revenue necessary to be levied in the new fiscal year. The financial plan or budget is the guide and detailed report for establishing these numbers.

FINANCIAL ANALYSIS:

The financial plan is an estimate of revenues and expenditures for the upcoming year. The expenditures are classified by department as well as by fund or service and the revenues are classified by source. Included in the budget document as per Idaho Code 50-1002 are revenues and expenditures from fiscal year 2024-25, budgeted revenues and expenditures for the current fiscal year, and proposed revenues and expenditures for the upcoming fiscal year. The revenue includes \$34,076,270 in property tax revenue – an increase of \$2,950,429 over the previous year.

Summary of changes in property tax levy	
3% Increase over levied taxes in prior year	879,143
Estimated new construction revenue	665,096
Recovery of 1% foregone taxes	308,627
Recovery of 3% foregone taxes for capital expenditures	925,880
Increase for 2025 Fire Bond Payment	171,683
Potential Increase to Levy	\$ 2,950,429

This resolution is intended to serve as a “high water mark” for the budget, with the understanding that further budget development may result in a final amount that is lower, but not higher.

DECISION POINT/RECOMMENDATION:

To approve Resolution No 26-064, which sets the public hearing date and the high dollar amount (\$155,307,037) in expenditures for the 2026-2027 Fiscal Year Financial Plan (Annual Appropriation).

City of Coeur d'Alene High Water Mark for the 2026-27 Budget

8/4/26

Katie Ebner
Finance Director

1

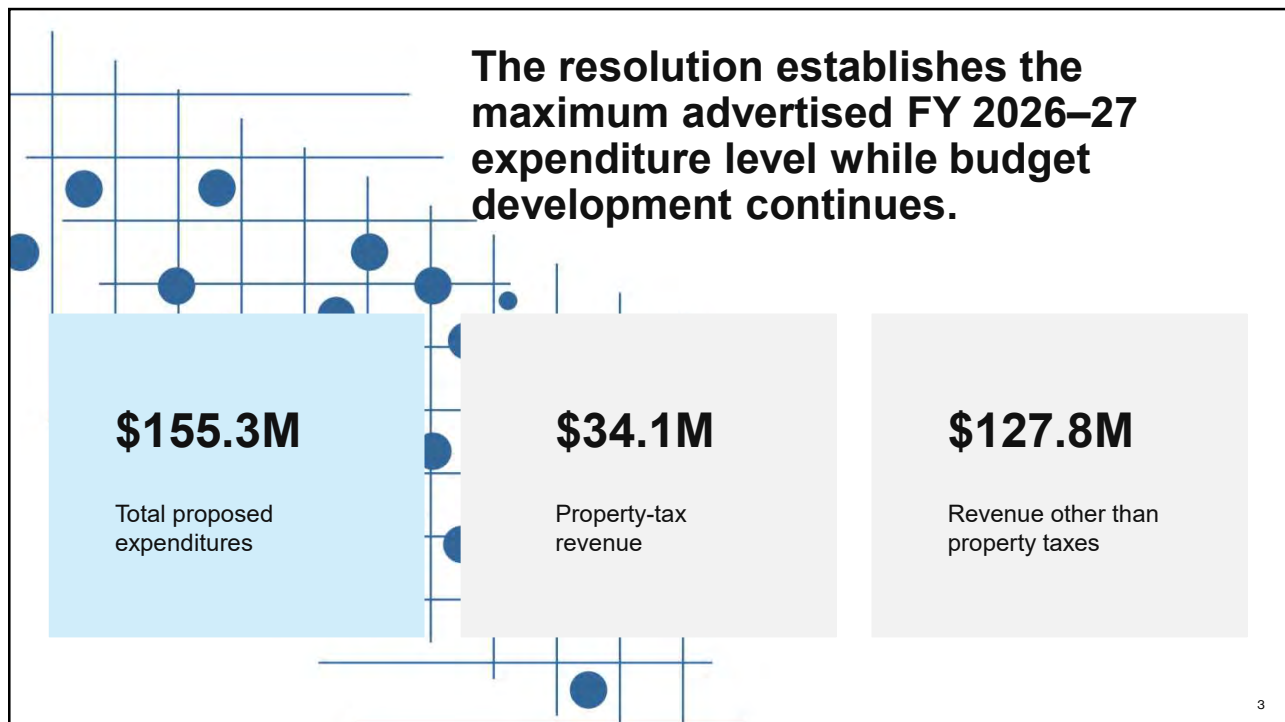
What is the “High Water Mark” budget resolution?

- **Tonight sets the ceiling—not the final budget**
- Idaho Code requires tentative council approval and a published public-hearing notice before Council adopts the annual appropriation ordinance on September 1st.
- Council may adopt a budget at or below the advertised ceiling.

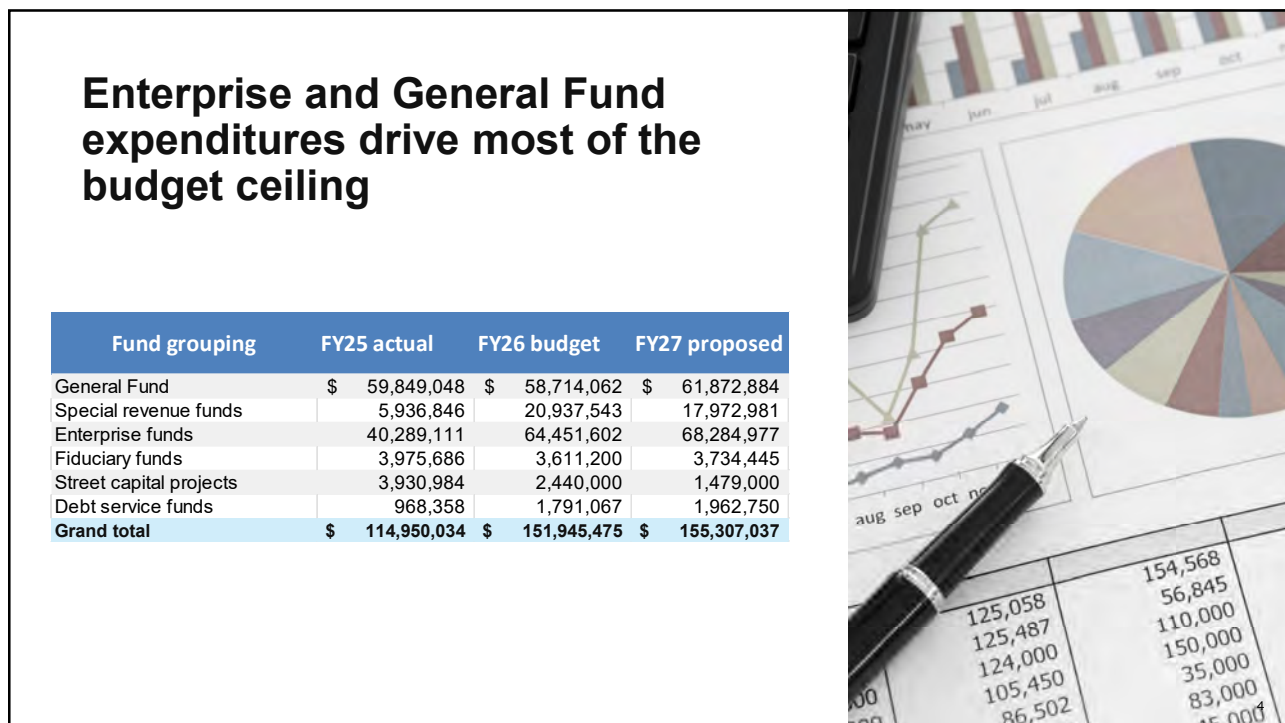


2

2



3



4



5

Revenues	
Projected FY27 General Fund Revenues	58,789,686
Expenditures	
Projected FY27 General Fund Expenditures	61,869,952
Ongoing deficit in general fund	\$ (3,080,266)
Assumptions for this calculation: Revenues include a 7% property tax increase. Expenditures include full budget requests from departments.	

6

Potential reductions to preliminary budget

Proposed changes to preliminary FY27 Budget	
Proposed adjustment	Amount
Final transfer of remaining Annexation Fee Fund balance to the General Fund	477,408
Defer special overlay program increase, maintain regular street overlay budget	250,000
Delay replacement of two Streets/Engineering general use pickup trucks	110,000
Defer additional 1.0 FTE Building Inspector position	104,043
Defer additional 1.0 FTE HVAC Technician position	103,316
Remove vacant 0.5 FTE Deputy City Attorney position	67,882
Delay replacement of Recreation Department general use pickup truck	40,000
Defer Planning Department intern	5,000
Total proposed deficit relief	1,157,649

7

7

Potential reductions to preliminary budget

General Fund projection with proposed changes	
Description	Amount
Preliminary budget deficit	(3,080,266)
Proposed deficit relief	1,157,648
Adjusted budget deficit	(1,922,618)
Projected savings from vacancy management	1,242,086
Projected use of City reserves after adjustments	(680,532)

8

8

WHERE
DOES A TAX
DOLLAR GO?



\$0.07 Culture and Recreation

\$0.12 Public Works

\$0.19 General Government

\$0.62 Public Safety

9

Approval tonight starts the public process

AUGUST 4

Tentative approval

Set the \$155,307,037 ceiling and hearing date.

AUGUST 2026

Publish hearing notice

Publish twice, at least seven days apart.

SEPTEMBER 1 • 6:00 P.M.

Public hearing and final action

Receive public comment; final appropriation may be at or below the ceiling.

Requested action: Adopt Resolution establishing the hearing date and FY27 expenditure ceiling.

6

10

Projected impact to the tax rate

- Higher-than-anticipated new construction values are expected to limit the City's property tax rate increase to approximately \$0.05 per \$1,000 of taxable assessed value.
- For a home with a taxable assessed value of \$600,000, this would result in an estimated annual increase of \$30 on their property taxes.

11

Council Q&A

12

12

RESOLUTION NO. 26-064

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO ESTABLISHING A NOTICE OF TIME AND PLACE OF PUBLIC HEARING OF THE PROPOSED BUDGET FOR FISCAL YEAR 2026-2027, AND INCLUDING PROPOSED EXPENDITURES BY FUND AND/OR DEPARTMENT, AND STATEMENT OF THE ESTIMATED REVENUE FROM PROPERTY TAXES AND THE TOTAL AMOUNT FROM SOURCES OTHER THAN PROPERTY TAXES OF THE CITY FOR THE ENSUING FISCAL YEAR AND LISTING EXPENDITURES AND REVENUES DURING EACH OF THE TWO (2) PREVIOUS FISCAL YEARS, AND PROVIDING FOR PUBLICATION OF THE SAME.

WHEREAS, it is necessary, pursuant to Idaho Code 50-1002, for the City Council of the City of Coeur d'Alene, prior to passing the Annual Appropriation Ordinance, to list expenditures and revenues during each of the two (2) previous fiscal years, prepare a Budget, tentatively approve the same, and enter such Budget at length in the journal of the proceedings and hold a public hearing; NOW, THEREFORE,

BE IT RESOLVED, by the Mayor and City Council of the City of Coeur d'Alene that the following be and the same is hereby adopted as an Estimate of Expenditures and Anticipated Revenue of the City of Coeur d'Alene for the fiscal year beginning October 1, 2026:

	FY 2024-25	FY 2025-26	FY 2026-27
	ACTUAL	BUDGET	PROPOSED
GENERAL FUND EXPENDITURES:			
Mayor and Council	\$293,822	\$286,810	\$287,326
Administration	250,112	259,678	255,770
Finance Department	1,802,140	1,913,676	2,075,382
Municipal Services	2,912,965	3,073,760	3,114,643
Human Resources	450,958	548,119	542,261
Legal Department	1,262,326	1,447,251	1,641,193
Planning Department	776,639	814,379	911,597
Building Maintenance	767,564	928,991	1,274,635
Police Department	24,118,155	21,465,567	21,814,217
Police Department Grants	573,040	567,456	591,369
Fire Department	15,306,087	15,043,792	15,851,605
General Government	110,523	70,810	226,885
Streets/Garage	6,479,965	7,015,993	7,612,473
Parks Department	2,899,510	3,258,893	3,331,246
Recreation Department	810,697	838,840	846,116
Building Inspection	1,034,546	1,180,047	1,496,167
TOTAL GENERAL FUND EXPENDITURES:	\$59,849,048	\$58,714,062	\$61,872,884

	FY 2024-25 ACTUAL	FY 2025-26 BUDGET	FY 2026-27 PROPOSED
SPECIAL REVENUE FUND EXPENDITURES:			
Library Fund	\$2,001,665	\$2,140,076	\$2,241,539
2025 Fire Department Bond	963,835	16,336,161	9,921,970
Community Development Block Grant	358,821	342,971	277,561
Impact Fee Fund	1,093,000	-	1,750,000
Parks Capital Improvements	236,204	781,100	2,597,500
Annexation Fee Fund	580,000	580,000	477,408
Cemetery Fund	409,678	366,420	474,303
Cemetery Perpetual Care Fund	19,912	19,700	19,700
Jewett House	21,770	33,115	39,500
Reforestation/Street Trees/Community Canopy	73,801	137,000	77,500
Public Art Funds	178,159	201,000	96,000
TOTAL SPECIAL FUNDS:	5,936,846	20,937,543	17,972,981
ENTERPRISE FUND EXPENDITURES:			
Street Lighting Fund	\$791,851	\$883,820	\$844,334
Water Fund	10,426,007	16,451,232	17,009,161
Wastewater Fund	15,464,647	28,835,381	28,951,235
Water Cap Fee Fund	2,113,040	3,220,000	5,001,000
WWTP Cap Fees Fund	2,307,673	5,350,000	6,485,400
Sanitation Fund	5,315,154	5,625,198	5,764,356
City Parking Fund	1,784,779	1,834,020	1,918,050
Drainage	2,085,961	2,251,951	2,311,442
TOTAL ENTERPRISE EXPENDITURES:	\$40,289,111	\$64,451,602	\$68,284,977
FIDUCIARY FUNDS:	\$3,975,686	\$3,611,200	\$3,734,445
STREET CAPITAL PROJECTS FUNDS:	3,930,984	2,440,000	1,479,000
DEBT SERVICE FUNDS:	968,358	1,791,067	1,962,750
GRAND TOTAL OF ALL EXPENDITURES:	\$114,950,034	\$151,945,475	\$155,307,037

ESTIMATED REVENUES:	FY 2024-25 ACTUAL	FY 2025-26 BUDGET	FY 2026-27 PROPOSED
Property Taxes:			
General Levy	\$25,493,646	\$26,884,507	\$29,492,912
Library Levy	1,995,707	2,054,267	2,218,608
Fireman's Retirement Fund Levy	250,000	250,000	250,000
Policemen's Retirement Fund Levy	146,179	146,000	152,000
2015 G.O. Bond Levy	878,725	1,791,067	1,962,750
TOTAL REVENUE FROM PROPERTY TAXES:	\$28,764,257	\$31,125,841	\$34,076,270
	FY 2024-25 ACTUAL	FY 2025-26 BUDGET	FY 2026-27 PROPOSED
ESTIMATED OTHER REVENUES:			
Interfund Transfers	\$5,139,997	\$12,808,025	\$17,623,129
Beginning Balance	84,062,787	43,468,204	33,092,635
Other Revenue:			
General Fund	27,582,847	25,621,175	25,747,638
Library Fund	25,623	51,650	66,530
2025 Bond Expenditures			75,000
Community Development Block Grant	358,822	342,971	277,561
Impact Fee Fund	2,798,899	965,000	1,750,000
Parks Capital Improvement Fund	881,005	285,000	351,000
Annexation Fee Fund	1,030,760		-
Cemetery	280,553	261,936	284,303
Cemetery Perpetual Care Fund	124,914	12,500	13,000
Jewett House	62,985	60,000	60,000
Street Trees / Reforestation	61,488	57,000	77,500
Public Art Funds	151,650	21,000	20,000
Street Lighting Fund	817,473	763,500	844,333
Water Fund	9,345,554	8,433,309	13,691,327
Wastewater Fund	18,311,506	17,159,691	18,368,915
Water Capitalization Fees	1,965,393	700,000	625,000
WWTP Capitalization Fees	6,433,283	1,225,000	1,509,600
Sanitation Fund	5,344,892	5,181,550	5,595,164
City Parking Fund	1,592,867	1,068,500	1,584,626
Drainage	1,155,416	1,128,235	1,112,758
Fiduciary Funds	3,888,972	3,518,500	3,563,245
Capital Projects Fund	4,312,961	100,000	1,439,000
Debt Service Fund	17,718	-	-

TOTAL REVENUE OTHER THAN PROPERTY TAXES:	\$175,748,366	\$123,232,746	\$127,772,263
SUMMARY:	FY 2024-25 ACTUAL	FY 2025-26 BUDGET	FY 2026-27 PROPOSED
PROPERTY TAXES	\$28,764,257	\$31,125,841	\$34,076,270
OTHER THAN PROPERTY TAXES	175,748,366	123,232,746	127,772,263
TOTAL ESTIMATED REVENUES	\$204,512,623	\$154,358,587	\$161,848,533

BE IT FURTHER RESOLVED, that the same be spread upon the Minutes of this meeting and published in two (2) issues of the Coeur d'Alene Press, seven (7) days apart.

BE IT FURTHER RESOLVED, that a Public Hearing on the Budget be held on the 1st day September, 2026 at the hour of 6:00 o'clock p.m. on said day, at which time any interested person may appear and show cause, if any he has, why the proposed Budget should or should not be adopted.

DATED this 4th day of August, 2026.

Daniel K. Gookin, Mayor

ATTEST:

Renata M. McLeod, City Clerk

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

ROLL CALL:

COUNCIL MEMBER EVANS	Voted
COUNCIL MEMBER MILLER	Voted
COUNCIL MEMBER SHECKLER	Voted
COUNCIL MEMBER ENGLISH	Voted
COUNCIL MEMBER GABRIEL	Voted
COUNCIL MEMBER WOOD	Voted

_____ was absent. Motion _____.

RESOLUTION NO. 26-065

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COEUR D'ALENE, IDAHO, EXPRESSING OPPOSITION TO THE CONSTRUCTION, DEVELOPMENT, EXPANSION, OR APPROVAL OF DATA CENTER FACILITIES WITHIN THE CITY LIMITS UNTIL THE CITY COMPLETES FURTHER ANALYSES, STUDIES, AND POLICY REVIEWS.

WHEREAS, the City of Coeur d'Alene has adopted strategic goals emphasizing sustainable growth, infrastructure planning, transparency, responsible governance, and preservation of the community's character and long-term livability; and

WHEREAS, the City Council recognizes that large-scale data center developments may have significant impacts on municipal infrastructure, including electrical demand, water consumption, wastewater capacity, drainage systems, transportation networks, emergency services, land use compatibility, environmental sustainability, and long-term economic development planning; and

WHEREAS, the City Council further recognizes that the rapid advancement of artificial intelligence technologies and hyperscale computing facilities has resulted in increasing requests for development of data center facilities across the country; and

WHEREAS, the City Council finds that additional study and analysis are necessary to evaluate the potential impacts of data center development on the City's utility systems, public infrastructure, public safety operations, tax base, economic development goals, environmental resources, and overall community character before such development is considered within the corporate limits of the City of Coeur d'Alene; and

WHEREAS, the City Council desires to ensure that any future consideration of data center development is conducted in a manner that is deliberate, transparent, data-driven, and aligned with the City's Comprehensive Plan, Strategic Plan, and infrastructure capabilities.

NOW, THEREFORE,

BE IT RESOLVED that the Coeur d'Alene City Council hereby expresses its opposition to the construction, development, expansion, or approval of data center facilities within the City limits.

BE IT FURTHER RESOLVED that City staff are directed to identify the studies, infrastructure analyses, policy amendments, and public review processes necessary to evaluate future data center proposals and to return to the City Council with recommendations before any such development is considered for approval.

DATED this 4th day of August 2026.

Daniel K. Gookin, Mayor

ATTEST:

Renata McLeod, City Clerk

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

ROLL CALL:

COUNCIL MEMBER GABRIEL	Voted
COUNCIL MEMBER MILLER	Voted
COUNCIL MEMBER ENGLISH	Voted
COUNCIL MEMBER EVANS	Voted
COUNCIL MEMBER WOOD	Voted
COUNCIL MEMBER SHECKLER	Voted

was absent. Motion .

**CITY COUNCIL
STAFF REPORT**

DATE: August 4, 2026

FROM: Randy Adams, Chair, Board of Trustees
Coeur d’Alene Employee Benefits Trust

SUBJECT: Amendment to Trust Agreement

DECISION POINT: Should Council approve the proposed amendment to the City of Coeur d’Alene Employee Benefits Trust Irrevocable Trust Agreement?

HISTORY: In 2019, the City of Coeur d’Alene decided to provide health insurance for its employees through a self-funded health insurance plan (hereinafter the “Plan”) pursuant to Chapter 40, Title 41, Idaho Code. Such plans must be operated through an independent trust, *see* Idaho Code § 41-4004, while the employer provides the funds to operate its plan. Accordingly, the City created an irrevocable trust and funded it. Vonnie Jensen, Melissa Tosi, Bill Dodd, Brady Reed, and Randy Adams were recommended by the City’s Insurance Committee to serve as the initial Trustees, and they were approved by Council on March 19, 2019. The City of Coeur d’Alene Employee Benefits Trust Irrevocable Trust Agreement (hereinafter the “Agreement”) was approved by Council on December 3, 2019, via Resolution No. 19-063. The Plan went into effect on January 1, 2020.

The Agreement notes that the Plan and the trust funds “shall both be managed and administered by the undersigned Trustees through an entity that is *separate and independent* from the [City].” [Emphasis added.] For that reason, the Trust is neither a committee nor a commission of the City. The Trustees are also fiduciaries “acting on behalf of the Beneficiaries of the Plan and the Trust Fund.” In other words, the Trustees, represent the entire membership of the Plan as a whole, and do not make decisions for the benefit of individual employee groups or other interests. Article 5 of the Trust Agreement provides the rules for changes to the Board of Trustees. Paragraph 5.1 requires *the Board* to provide notice to the DOI of changes to the Trustees. Paragraph 5.2 provides that a Trustee who resigns must give notice *to the Chair of the Board*. Paragraph 5.3 provides that a Trustee may be removed *by the Board*. The City is not involved in any of these actions because the Trust must act as an independent body. In addition, the Trustees owe fiduciary duties to the City’s employees which are different from the duties owed by the City to its employees. Paragraph 8.1 of the Agreement provides, in part: “The Board of Trustees shall have the duties of managing and administering the Trust Fund and administering the Plan, and holding and investing assets held by the Trust Fund for the purpose of providing funding for the self-funded healthcare benefits to be paid under the Plan on behalf of the Beneficiaries” And paragraph 8.2 provides: “The Board of Trustees, collectively and individually, shall discharge their duties and manage and administer the Trust Fund assets as fiduciaries solely in the interest of the Beneficiaries”

Idaho Code § 41-4004(2) sets out the duties of the Trustees regarding filings with the DOI. Pursuant to this statute, the **Trustees** are required to “file the following documents with the director for his review and approval not less than thirty (30) days before the effective date thereof: * * * (f) Any amendments or changes to the trust agreement; and (g) Any change in the trustee or trustees, officers or management of the trust, which notice shall include biographical affidavits of any new trustee, officer or management personnel.” Incidentally, the Agreement itself does not contain any provision governing the amendment of the Agreement.

Paragraph 5.4 of the Agreement concerns the appointment of a successor Trustee. It provides: “In case any Trustee shall die, become incapable of acting under this Agreement, resign, or be removed, a successor Trustee shall promptly be appointed by a written notice signed by the Plan Sponsor and upon written notice to the Director.” The “Plan Sponsor” is the City of Coeur d’Alene. See paragraph 3.11 of the Agreement. Otherwise, the Agreement is silent on the procedure for selecting a successor Trustee.

In the history of the Trust, there have been two successor Trustees appointed. In 2024, Brady Reed resigned. The Trust sent a notice to City employees seeking interested applicants for the open Trustee position. The Trust received two applications and the remaining Trustees voted unanimously to recommend Mike Becker, currently the Wastewater Capital Program Manager, as successor Trustee. At the February 20, 2024, Council meeting, under “Announcements,” Mayor Hammond recommended Mr. Becker’s appointment as Trustee and Council confirmed the appointment. In January 2026, Vonnice Jensen resigned. Again, the Trust sent a notice to City employees seeking interested applicants for the open Trustee position. Again, the Trust received two applications and the remaining Trustees voted unanimously to recommended Katie Ebner, currently the City’s Finance Director and Treasurer, as successor Trustee. On February 3, 2026, the Trust presented its recommendation directly to Council in the form of a Memo to Council and it was approved on the Consent Calendar.

In May 2026, Bill Dodd resigned. The Trust sent a notice to City employees seeking interested applicants for the open Trustee position. The Trust received two applications and the remaining Trustees voted unanimously to recommend Renata McLeod, currently the City Clerk and Municipal Services Director, as successor Trustee. The Mayor then sent an email to the Chair of the Trust, stating: “I would prefer to appoint someone other than Renata to the committee and want to ensure that I have authority to do so.” The Trust responded by stating, in part:

it is important to note that the Trust is not a ‘committee’ of the City. It is an independent body managed by the Trustees. The third paragraph of the Trust Agreement says that ‘the irrevocable trust fund shall both be managed and administered by the undersigned Trustees ***through an entity that is separate and independent from the Plan Sponsor or employer.***’ Article 1 of the Trust says that ‘the business of said management shall be conducted independently from the Plan Sponsor or employer’ through the Coeur d’Alene Employee Benefits Trust. Paragraph 8.1 of the Trust Agreement provides that the Board of Trustees ‘shall have the duties of managing and administering the Trust Fund ***and administering the Plan.***’ This is consistent with State law. Idaho Code § 41-4014(1) provides, in part: ‘Any person acting as a trustee is a fiduciary acting on behalf of the

beneficiaries of the plan and the trust fund in such capacity.’ Therefore, neither the Mayor nor Council can legally administer or manage the Trust.

At that time, I indicated that, because paragraph 5.4 was somewhat vague, the Mayor or a Councilmember could arguably present a recommendation for a successor Trustee for confirmation by Council, but that the Trust’s recommendation should also be presented for confirmation. Instead of moving forward with multiple names, the Mayor suggested: “we might consider modifying the employee benefit trust rules so that appointments are made by the trustees for approval by council, so that there isn’t any ambiguity. In fact, if you want to set that language now and hold the appointment until the language is updated, I’m good with that as well.” This suggestion was followed by the Trust, resulting in the amendment under consideration now, which was approved by the current Trustees at a special meeting on July 20.

FINANCIAL ANALYSIS: There will be no additional cost to the City.

PERFORMANCE ANALYSIS: The Trustees consider that this amendment is critical to the independence of the Trust. State law and the Agreement both emphasize that a health insurance trust is to be managed and administered separately and independently from the employer. This is because the duties of the Trustees toward the employees are different from the duties of the employer to its employees. The independence of the Trust could be called into question if the Trustees themselves are actually selected by City officials or if the Trustees’ selection of a successor Trustee is subject to approval by the City. The City’s sole duties with regard to a self-funded plan, under applicable statutes, is to apply for registration of the plan (I.C. § 41-4005) and to provide adequate funding for the Trust (IDAPA 18.04.05.028). To allow the City, through the Mayor or Councilmembers, to choose, or even to confirm, successor Trustees infringes on the Trustees’ independence and statutory and fiduciary duty to manage and administer the Trust. Additionally, it should be noted that the City has a separate Medical Review Committee consisting of a member from each bargaining group, an unrepresented employee, Human Resources Director, and the City Administrator. The Medical Review Committee meets monthly and is also “activated” under all the collective bargaining agreements when medical premium increase renewals are over 5%. Unlike the Medical Review Committee, the Trustees do not represent individual employee groups, but represent the entire membership as a whole.

Because the Agreement is vague on the appointment of successor Trustees and silent on the amendment of the Agreement, the Trustees believe it is prudent to include Council on this decision to amend the Agreement to make the selection process clear. In the future, the Trustees will proceed as directed by statute to manage and administer the Trust separately and independently from the City.

DECISION POINT/RECOMMENDATION: Council should approve the amendment to the Agreement regarding the appointment of successor Trustees. The City, as the Plan Sponsor, will continue to provide written notice to the DOI of the appointment of successor Trustees.

RESOLUTION NO. 26-066

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, APPROVING AN AMENDMENT TO THE CITY OF COEUR D'ALENE EMPLOYEE BENEFIT TRUST IRREVOCABLE TRUST AGREEMENT.

WHEREAS, pursuant to Resolution No. 19-063, adopted on or about the 3rd day of December 2019, the City Council approved the City of Coeur d'Alene Employee Benefit Trust Irrevocable Trust Agreement, which became effective on January 1, 2020; and

WHEREAS, the Board of Trustees of the Coeur d'Alene Employee Benefit Trust has requested approval of an amendment to the Trust Agreement clarifying the process for appointing of successor trustees, as set forth in the Amendment attached hereto as Exhibit "A" and incorporated herein by reference; and

WHEREAS, it is deemed to be in the best interests of the City of Coeur d'Alene and its citizens to approve such Amendment to the Trust Agreement;

NOW, THEREFORE,

BE IT RESOLVED by the Mayor and City Council of the City of Coeur d'Alene that the Amendment to the City of Coeur d'Alene Employee Benefit Trust Irrevocable Trust Agreement, attached hereto as Exhibit "A" and incorporated herein by reference, be approved.

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

DATED this 4th day of August, 2026.

Daniel K. Gookin, Mayor

ATTEST:

Renata McLeod, City Clerk

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

ROLL CALL:

COUNCIL MEMBER WOOD Voted

COUNCIL MEMBER SHECKLER Voted

COUNCIL MEMBER GABRIEL Voted

COUNCIL MEMBER EVANS Voted

COUNCIL MEMBER MILLER Voted

COUNCIL MEMBER ENGLISH Voted

was absent. Motion .

AMENDMENT TO
CITY OF COEUR D'ALENE EMPLOYEE BENEFIT TRUST
IRREVOCABLE TRUST AGREEMENT

This Amendment to the City of Coeur d'Alene Employee Benefit Trust Irrevocable Trust Agreement is adopted this 4th day of August, 2026, by the Trustees of the City of Coeur d'Alene Employee Benefit Trust, pursuant to Chapter 40, Title 41, Idaho Code.

W I T N E S S E T H:

WHEREAS, on the 1st day of January, 2020, the City of Coeur d'Alene Employee Benefit Irrevocable Trust Agreement (hereinafter the "Agreement") was adopted and became effective; and

WHEREAS, the Trustees of the City of Coeur d'Alene Employee Benefit Trust (hereinafter the "Trust") desire to clarify the method of appointment of successor Trustees; and

WHEREAS, the Trustees unanimously voted to approve the herein amendment to the Agreement, clarifying the method of appointment of successor Trustees.

NOW THEREFORE,

Paragraph 5.4 of the Agreement is hereby amended as follows:

5.4 SUCCESSOR TRUSTEE

In case any Trustee shall die, become incapable of acting under this Agreement, resign, or be removed, a successor Trustee shall promptly be appointed by a written notice signed by the Plan Sponsor and upon written notice to the Director.

5.4.1 The successor Trustee shall be chosen by a majority vote of the remaining Trustees. Prior to the vote, the Trust shall give notice to City employees of the vacancy and the opportunity to apply for the Trustee position. The Trust shall provide an application to any interested person. The Trustees may then, in their discretion, interview applicants before choosing the successor Trustee. A successor Trustee must be qualified as provided by Section 4.3 of this Agreement. The name of the successor Trustee shall be forwarded to the City Administrator to issue the notices required.

5.4.~~12~~ Appointment of a successor Trustee shall be effective not less than thirty (30) days after notice is delivered to the Director for his review and approval of such appointment.

5.4.~~23~~ A successor Trustee shall become vested with all the rights, powers, and duties of a Trustee upon (i) appointment as a successor

Trustee, and (ii) acceptance by such successor Trustee of the trusteeship in a writing filed with the Trustees.

5.4.~~34~~ Until the appointment of a successor Trustee, the remaining Trustees' majority vote shall have full power to act under this Agreement.

All other provisions of the original Agreement shall remain in full force and effect.

BY THE BOARD OF TRUSTEES:

_____	_____
Randall R. Adams, Chair	Date

_____	_____
Melissa Tosi, Secretary	Date

_____	_____
Katie Ebner, Treasurer	Date

_____	_____
Michael Becker, Trustee	Date

PLAN SPONSOR

ATTEST:

Daniel K. Gookin, Mayor

Renata McLeod, City Clerk

PUBLIC HEARINGS

**CITY COUNCIL
STAFF REPORT**

DATE: AUGUST 4, 2026

FROM: RENATA MCLEOD, MUNICIPAL SERVICES DIRECTOR/CITY CLERK

RE: FEE INCREASES, CIVIL PENALTIES, AND CLARIFICATIONS

DECISION POINT: Should Council approve fee amendments as proposed by the Building, Library, Planning, Streets & Engineering Departments, and Water?

HISTORY: The City is required to hold a public hearing for any proposed fee increase in excess of five percent (5%) pursuant to Idaho Code § 63-1311A. In addition, Idaho Code § 63-1311 provides that all fees for service shall be reasonably related to, but shall not exceed, the actual cost of the service being rendered. While some of the fees listed below are increasing less than 5%, are simply being clarified, and/or are being removed entirely, and therefore are not required to be included in the public hearing, it is Staff's desire to keep all changes together for ease of tracking. The Departments have evaluated the fee increases and have determined that they are reasonably related to, but do not exceed, the actual cost of the service being rendered. The following is an explanation of the changes for each department and the proposed fees. *Please note that crossed out items are being deleted while underlined items are the new proposed fees and text. All other fees not referenced will remain the same.*

BUILDING: These proposed fee updates are intended to recover the actual cost of providing permits, plan review, inspection, appeal, and abatement services while improving customer service through added staffing and modern permit software.

1. Appeal fees for the Uniform Abatement Code and International Codes have not increased since 1997. The proposed fee is based on the estimated staff time needed for building and fire department data collection, preparation, and the hearing process.
2. New fees are proposed to recover staff costs on dangerous building abatements. For example, staff spent roughly 30 hours on a recent abatement, but the City will collect only \$100 under the current fee structure.
3. Inspection, plan review, and processing fees are proposed to increase to better cover staff wages and overhead. Residential plan review fees currently vary greatly by the building valuation reported on the permit applications. The estimated City cost for a new residential building review is roughly \$400 to \$700, and higher when additional reviews are necessary. A duplex permit issued on 6/8/26 illustrates the difference between the current fee, estimated cost, and new fee:
4. Plan review fee collected under the current fee structure: \$378.38.
5. Estimated cost for staff plan review: \$593.
6. The plan review fee based on updated Building Valuation Data and proposed plan review fee would be \$674.04.
7. Additional plan review fees would be charged at the hourly rate after the third review when the applicant has not provided sufficient information.

8. Re-instatement of expired permits is now separate from the Permit Extension fee. Additional costs are for staff monitoring and sending notifications for expired permits. Some jurisdictions charge up to 50% of the original permit fee.
9. Residential re-roof and re-side permits will be based on roof and wall area rather than the contract price of the project. This change will reduce the effect of low and high contract valuations submitted with permit applications and help ensure customers pay the same rate for the level of service provided. Staff time is still covered by the new rates.
10. Adoption of the current Building Valuation Data published by the International Code Council will help level the cost of the permits and ensure applicants pay their fair and equitable share. Similar Building Valuation Data is currently used by neighboring jurisdictions.

BUILDING FEES	
DESCRIPTION	FEE
APPEALS for UNIFORM ABATMENT and INTERNATIONAL CODES	
IBC, UPC IFC, UPC, etc.	\$75.00 <u>\$250.00</u>
NOTE: This does not apply to appeals involving construction of low- and moderate-income housing as the same is defined by the State of Idaho and the U.S. Dept. of Housing and Urban Development. (R 95-035)	
GENERAL INSPECTION AND PERMIT FEES	
Inspections outside of normal business hours	(Min. charge – 2 hours) \$90.00 <u>\$100.00</u> /hour
Re-inspection fees	(Min. charge – 1 hour) \$70.00 <u>\$100.00</u> /hour
Inspections for which no fee is specifically indicated	(Min. charge – 1 hour) \$70.00 <u>\$100.00</u> /hour
Transfer of building permit	\$40.00 <u>\$50.00</u>
<u>Re-instate Expired Building Permit</u>	<u>\$150.00</u>
<u>Refund of Building Permit Fees</u>	<u>Plan review fees are non-refundable</u>
<u>Processing Fees</u>	<u>Processing fees associated with the issuance of permits are non-refundable</u>
<u>Project Review</u>	<u>\$350.00 for projects valued under \$500,000.00</u> <u>\$750.00 for projects valued between \$501,000.00 and \$1,000,000.00</u> <u>\$1,000.00 for projects valued over \$1,000,000.00</u>
Change of Occupancy Permit with issuance of new Certificate of Occupancy (without a building permit)	Building permit fee calculation Table 1-A, plus \$40 <u>\$50.00</u> processing fee. Minimum Permit Fee - \$150.00
For use of outside consultants for plan checking and inspections or both	Actual Cost, including administrative and overhead costs

<u>Demolition Permits</u>	
Demolition (Residential)	\$70.00 <u>\$100.00</u> + Plumbing and Stormwater fees
Demolition (Commercial)	\$110.00 <u>\$150.00</u> + Plumbing and Stormwater fees
<u>Mandated Abatement</u>	
Abatement of Dangerous Building	Original Fee + 50% (\$100.00 minimum) <u>\$100.00 per hour (\$250.00 minimum)</u>
<u>Manufactured Home/Setting Permit</u>	
Standard Setting (includes installation of deck/landings up to 20 sq. ft. plus stairs at the required exit doors)	\$150/Single Wide + <u>\$50.00 Processing Fee</u> \$200/Double Wide + <u>\$50.00 Processing Fee</u>
MECHANICAL PERMIT FEES Table 3-A	
Inspections outside of normal business hours	(Min. charge – 2 hours) \$90.00 <u>\$100.00</u> /hour
Re-inspection fees assessed	\$70.00 <u>\$100.00</u> /hour one-hour minimum
Inspections for which no fee is specifically indicated	(Min. charge – 1 hour) \$70.00 <u>\$100.00</u> /hour
Additional plan review required by new submissions, changes, additions or revisions	(Min. charge – 1/2hour) \$70.00 <u>\$100.00</u> /hour
For the issuance of each permit	\$40.00 <u>\$50.00</u>
For issuing each supplemental permit	\$40.00 <u>\$50.00</u>
Unit Fee Schedule	
Processing Fee	\$40.00 <u>\$50.00</u>
Mechanical Plan Review Fee	25% of mechanical permit fee (Min. Charge ½ hour \$70.00 <u>\$100.00</u> /hour)
<u>Plumbing, Sewer and Water Permit Fees</u>	
Plumbing Processing Fee	\$40.00 <u>\$50.00</u> + \$10.00/fixture
COMMERCIAL PLUMBING FEE SCHEDULE	
Contract Price =	
PROCESSING FEE	\$40.00 <u>\$50.00</u>
Commercial Plan Check Fee	65% of permit fee (minimum \$70.00) (Min. charge – 1/2hour) <u>\$100.00/hour</u>
Break out from table 2A:	
<u>RESIDENTIAL PATIOS/DECKS</u>	
Deck	20% of R-3 = \$24.49 <u>\$35.18</u>
Deck with cover	30% of R-3 = \$42.86 <u>\$52.77</u>
Patio/deck cover only	20% of R-3 = \$24.49 <u>\$35.18</u>
Fee based on actual construction cost table 1-A.	

PLAN REVIEW FEES	
Commercial	65% of building permit fee (\$40.00 — <u>\$50.00</u> Minimum)
Residential (One and Two Family)	15% 25% of the building permit fee (\$40.00 <u>\$50.00</u> Minimum)
Review fees after permit issuance	\$70.00 <u>\$100.00</u> per hour (1/2 hour minimum)
<u>Third or subsequent review of submitted plans that are not previously approved.</u>	(Min. charge – ½ hour) <u>\$100.00/hour</u>
Additional plan review required by new submissions, changes, additions or revisions to plan <u>after permit issuance.</u> <u>Note: A revised building permit with updated building valuation is required for plan revisions which add square footage.</u>	(Min. charge – ½ hour) \$70.00 <u>\$100.00</u> /hour <u>Additional building permit fees will be charged based on calculation Table 1-A for increased building square footage.</u>
ONE/TWO FAMILY BASEMENTS	
Finished	70% of R-3 = \$85.72 <u>\$123.14</u>
Unfinished	45% of R-3 = \$55.11 <u>\$79.16</u>
Complete unfinished basement	25% of R-3 = \$31.62 <u>\$43.98</u>
MISC.	
<u>Commercial Tenant improvement</u>	<u>Based on the contract price of the work performed (Not less than 20% of the adjusted sq. ft. cost from Table 2-A)</u>
<u>Residential Remodel</u>	Based on the contract price of the work performed (Not less than 20% of the adjusted sq. ft. cost from Table 2-A)
<u>Solar Panels</u>	<u>Based on Contract Price - Building permit fee calculation Table 1-A, plus \$50.00 processing</u>
RESIDENTIAL GARAGE	
Attached/detached	U, Utility table 2-A <u>\$71.07</u>
Carport	50% of U = \$24.37 <u>\$35.14</u>
Pole building	80% of U = \$38.98 <u>\$56.86</u>
RE-ROOF/RE-SIDE	
<u>Commercial</u> Re-roof/Re-siding permit	<u>Contract Price</u> - Building permit fee calculation Table 1-A, plus \$40 <u>\$50.00</u> processing fee
<u>Residential Re-roof or re-siding permit</u>	<u>\$50.00 processing fee +</u> <u>Less than 10 sq = \$100.00</u> <u>11 sq – 25 sq = \$150.00</u> <u>26 sq – 39 sq = \$200.00</u> <u>Above 40 sq = \$250.00</u>
<u>Residential Re-roof with new plywood Sheathing</u>	<u>\$50.00</u>

BUILDING VALUATION DATA
Table 4-A
Square-Foot Construction Cost a,b,c

Occupancy (Group)	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1 Assembly, theaters, with stage	246.61	238.50	232.82	223.18	209.86	203.80	216.12	191.69	184.50
A-1 Assembly, theaters, without stage	225.65	217.54	211.85	202.22	189.15	183.09	195.16	170.98	163.79

A 2 Assembly, nightclubs	191.96	186.56	182.12	174.70	164.94	160.39	168.64	149.29	144.33
A 2 Assembly, restaurants, bars, banquet halls	190.96	185.56	180.12	173.70	162.94	159.39	167.64	147.29	143.33
A 3 Assembly, churches	226.69	218.58	212.89	203.26	191.60	185.54	196.20	173.43	166.24
A 3 Assembly, general, community halls, libraries, museums	190.63	182.52	175.84	167.20	153.09	148.07	160.14	134.97	128.78
A 4 Assembly, arenas	224.65	216.54	209.85	201.22	187.15	182.09	194.16	168.98	162.79
B Business	197.81	190.62	184.70	175.70	160.65	154.63	168.95	141.15	134.99
E Educational	209.43	202.23	196.97	188.01	175.28	166.43	181.55	153.08	148.70
F 1 Factory and industrial, moderate hazard	117.60	112.19	105.97	101.84	91.54	87.26	97.61	75.29	70.95
F 2 Factory and industrial, low hazard	116.60	111.19	105.97	100.84	91.54	86.26	96.61	75.29	69.95
H 1 High Hazard, explosives	109.99	104.58	99.35	94.22	85.14	79.87	89.99	68.89	N.P.
H234 High Hazard	109.99	104.58	99.35	94.22	85.14	79.87	89.99	68.89	63.56
H 5 HPM	197.81	190.62	184.70	175.70	160.65	154.63	168.95	141.15	134.99
I 1 Institutional, supervised environment	197.83	191.05	185.12	177.91	163.28	158.81	178.06	146.98	142.33
I 2 Institutional, hospitals	330.92	323.73	317.81	308.81	292.72	N.P.	302.06	273.22	N.P.
I 2 Institutional, nursing homes	229.68	222.49	216.58	207.57	193.53	N.P.	200.83	174.02	N.P.
I 3 Institutional, restrained	224.86	217.67	211.75	202.75	188.96	181.94	196.00	169.45	161.29
I 4 Institutional, day care facilities	197.83	191.05	185.12	177.91	163.28	158.81	178.06	146.98	142.33
M Mercantile	142.95	137.54	132.11	125.68	115.38	111.83	119.62	99.73	95.77
R 1 Residential, hotels	199.70	192.92	186.99	179.78	164.90	160.43	179.93	148.60	143.96
R 2 Residential, multiple family	167.27	160.49	154.56	147.35	133.71	129.23	147.50	117.40	112.76
R 3 Residential, one and two family	155.84	151.61	147.83	144.09	138.94	135.27	141.72	130.04	122.46
R 4 Residential, care/assisted living facilities	197.83	191.05	185.12	177.91	163.28	158.81	178.06	146.98	142.33
S 1 Storage, moderate hazard	108.99	103.58	97.35	93.22	83.14	78.87	88.99	66.89	62.56

S-2 Storage, low hazard	107.99	102.58	97.35	92.22	83.14	77.87	87.99	66.89	61.56
U Utility, miscellaneous	85.30	80.55	75.51	71.75	64.72	60.49	68.56	51.18	48.73
a. Private garage use Utility, misc. b. Deduct 20% for shell-only buildings c. N.P.= Not permitted									

Building valuation data is based on February 2026 publication by the International Code Council. This table reflects the current national average for construction cost.

Building Valuation Data: Table
2-A Square Foot Construction
Cost a,b,c

<u>Occupancy Group</u>	<u>IA</u>	<u>IB</u>	<u>IIA</u>	<u>IIB</u>	<u>IIIA</u>	<u>IIIB</u>	<u>IV</u>	<u>VA</u>	<u>VB</u>
A-1 Assembly, theaters, with stage	<u>357.33</u>	<u>344.89</u>	<u>333.96</u>	<u>321.01</u>	<u>300.49</u>	<u>291.98</u>	<u>310.03</u>	<u>280.47</u>	<u>269.61</u>
A-1 Assembly, theaters, without stage	<u>328.57</u>	<u>316.12</u>	<u>305.20</u>	<u>292.25</u>	<u>271.49</u>	<u>262.97</u>	<u>281.27</u>	<u>251.46</u>	<u>240.61</u>
A-2 Assembly, nightclubs	<u>277.44</u>	<u>269.30</u>	<u>260.84</u>	<u>250.89</u>	<u>234.99</u>	<u>228.61</u>	<u>242.28</u>	<u>213.69</u>	<u>205.58</u>
A-2 Assembly, restaurants, bars, banquet halls	<u>276.44</u>	<u>268.30</u>	<u>258.84</u>	<u>249.89</u>	<u>232.99</u>	<u>227.61</u>	<u>241.28</u>	<u>211.69</u>	<u>204.58</u>
A-3 Assembly, churches	<u>331.74</u>	<u>319.29</u>	<u>308.36</u>	<u>295.42</u>	<u>275.14</u>	<u>266.62</u>	<u>284.43</u>	<u>255.12</u>	<u>244.26</u>
A-3 Assembly, general, community halls, libraries, museums	<u>276.12</u>	<u>263.67</u>	<u>251.75</u>	<u>239.80</u>	<u>218.28</u>	<u>210.76</u>	<u>228.82</u>	<u>198.26</u>	<u>188.40</u>
A-4 Assembly, arenas	<u>327.57</u>	<u>315.12</u>	<u>303.20</u>	<u>291.25</u>	<u>269.49</u>	<u>261.97</u>	<u>280.27</u>	<u>249.46</u>	<u>239.61</u>
B Business	<u>309.01</u>	<u>297.89</u>	<u>287.04</u>	<u>274.77</u>	<u>250.17</u>	<u>241.34</u>	<u>264.17</u>	<u>223.59</u>	<u>213.27</u>
E Educational	<u>296.02</u>	<u>285.47</u>	<u>275.84</u>	<u>264.24</u>	<u>245.34</u>	<u>232.84</u>	<u>255.15</u>	<u>214.74</u>	<u>207.79</u>
F-1 Factory and industrial, moderate hazard	<u>169.11</u>	<u>160.95</u>	<u>150.84</u>	<u>145.13</u>	<u>129.25</u>	<u>122.95</u>	<u>138.37</u>	<u>107.18</u>	<u>99.77</u>
F-2 Factory and industrial, low hazard	<u>168.11</u>	<u>159.95</u>	<u>150.84</u>	<u>144.13</u>	<u>129.25</u>	<u>121.95</u>	<u>137.37</u>	<u>107.18</u>	<u>98.77</u>
H-1 High Hazard, explosives	<u>157.75</u>	<u>149.59</u>	<u>140.48</u>	<u>133.77</u>	<u>119.20</u>	<u>111.90</u>	<u>127.00</u>	<u>97.13</u>	<u>N.P.</u>
H234 High Hazard	<u>157.75</u>	<u>149.59</u>	<u>140.48</u>	<u>133.77</u>	<u>119.20</u>	<u>111.90</u>	<u>127.00</u>	<u>97.13</u>	<u>88.73</u>
H-5 HPM	<u>309.01</u>	<u>297.89</u>	<u>287.04</u>	<u>274.77</u>	<u>250.17</u>	<u>241.34</u>	<u>264.17</u>	<u>223.59</u>	<u>213.27</u>
I-1 Institutional, supervised environment	<u>283.25</u>	<u>273.10</u>	<u>263.35</u>	<u>253.39</u>	<u>231.93</u>	<u>225.70</u>	<u>252.86</u>	<u>208.88</u>	<u>201.43</u>
I-2 Institutional, hospitals	<u>485.04</u>	<u>473.91</u>	<u>463.07</u>	<u>450.80</u>	<u>425.24</u>	<u>N.P.</u>	<u>440.20</u>	<u>398.66</u>	<u>N.P.</u>
I-2 Institutional, nursing homes	<u>334.61</u>	<u>323.48</u>	<u>312.64</u>	<u>300.37</u>	<u>277.75</u>	<u>N.P.</u>	<u>289.77</u>	<u>251.17</u>	<u>N.P.</u>
I-3 Institutional, restrained	<u>325.77</u>	<u>314.64</u>	<u>303.80</u>	<u>291.53</u>	<u>269.89</u>	<u>260.06</u>	<u>280.93</u>	<u>263.64</u>	<u>230.99</u>
I-4 Institutional, day care facilities	<u>283.25</u>	<u>273.10</u>	<u>263.35</u>	<u>253.39</u>	<u>231.93</u>	<u>225.70</u>	<u>252.86</u>	<u>208.88</u>	<u>201.43</u>
M Mercantile	<u>207.08</u>	<u>198.94</u>	<u>189.48</u>	<u>180.53</u>	<u>164.30</u>	<u>158.91</u>	<u>171.92</u>	<u>143.00</u>	<u>135.89</u>
R-1 Residential, hotels	<u>286.53</u>	<u>276.38</u>	<u>266.63</u>	<u>256.68</u>	<u>234.71</u>	<u>228.48</u>	<u>256.15</u>	<u>211.66</u>	<u>204.20</u>
R-2 Residential, multiple family	<u>239.24</u>	<u>229.09</u>	<u>219.34</u>	<u>209.38</u>	<u>188.69</u>	<u>182.45</u>	<u>208.85</u>	<u>165.63</u>	<u>158.18</u>
R-3 Residential, one- and two-family ^d	<u>224.62</u>	<u>218.65</u>	<u>213.40</u>	<u>208.84</u>	<u>201.86</u>	<u>194.67</u>	<u>213.06</u>	<u>187.70</u>	<u>175.92</u>
R-4 Residential, care/assisted living facilities	<u>283.25</u>	<u>273.10</u>	<u>263.35</u>	<u>253.39</u>	<u>231.93</u>	<u>225.70</u>	<u>252.86</u>	<u>208.88</u>	<u>201.43</u>
S-1 Storage, moderate hazard	<u>156.75</u>	<u>148.59</u>	<u>138.48</u>	<u>132.77</u>	<u>117.20</u>	<u>110.90</u>	<u>126.00</u>	<u>95.13</u>	<u>87.73</u>
S-2 Storage, low hazard	<u>155.75</u>	<u>147.59</u>	<u>138.48</u>	<u>131.77</u>	<u>117.20</u>	<u>109.90</u>	<u>125.00</u>	<u>95.13</u>	<u>86.73</u>
U Utility, miscellaneous	<u>125.18</u>	<u>118.05</u>	<u>109.33</u>	<u>104.91</u>	<u>93.46</u>	<u>87.55</u>	<u>99.89</u>	<u>74.38</u>	<u>71.07</u>

a. Private Garages use Utility, miscellaneous. b. For shell only buildings deduct 20 percent. c. N.P. = not permitted

LIBRARY: 3D printing material costs have increased. The Library would like to pass the cost of materials along to patrons, without the cost of labor.

3D Printing: Printing fees are based on the actual cost to the Library of the amount of filament/consumable materials used. Library staff will estimate the cost before printing.

PLANNING: The Department would like to increase application fees to reflect time spent and adjust for increased costs for all staff members involved in the development review process and increase the fees in lieu of parking in Downtown and Midtown. The in-lieu of parking fees have not been updated since 2008. These fees are adjusted to reflect assessed values following the formula outlined in the Municipal Code for evaluating the fees and were reviewed against land and construction material costs. The application fees were last adjusted in 2024. As a result of legislation, the City will no longer be charging Short-Term Rental Permit fees.

DESIGN REVIEW FEES

Design Review Commission	\$2,000.00 <u>\$2,400.00</u>
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IN-LIEU OF PARKING FEES

Downtown	\$10,000.00* <u>\$25,000.00*</u>
Midtown	\$ 5,000.00* <u>\$10,000.00*</u>

*Per parking stall

SHORT-TERM RENTAL (STR) ~~PERMITS FEES~~

~~Short Term (Vacation) Rental Permits 1st year: \$285.00~~

~~Short Term (Vacation) Rental Permits Renewals: \$180.00~~

STR-Civil Penalty for violation ~~for operating without a permit:~~ \$1,000.00

PLANNING & ZONING FEES

Interpretation \$ 200.00 \$350.00

Comprehensive Plan Amendment (Text only) \$1,000.00 \$1,400.00

Comprehensive Plan Amendment (Map only) \$1,000.00 \$1,400.00

Comprehensive Plan Amendment (Text & Map) \$2,000.00 \$2,800.00

PUD Pre-Application Meeting \$750.00, \$300 follow-up meetings

Planned Unit Development (PUD) Request \$2,400.00* \$3,800.00*

*Includes Final Development Plan (FDP) review

Limited Design Planned Unit Development (LDPUD) \$1,800.00* \$2,400.00*

Planned Unit Development Amendment (PUD&LDPUD) \$1,000.00 \$2,000.00

PUD Extension Request \$350.00

Special Use Permit Request \$ 800.00 \$1,800.00

Variance Request \$1,200.00 \$1,800.00

Zone Change \$1,200.00 \$3,500.00

Pre-Annexation Meeting \$350.00 \$750.00, \$300 follow-up meetings

Annexation Request \$2,000.00 \$3,500.00***

*** Includes time for city contracted surveyor to verify map and legal description accuracy

ADU Review \$150.00

Nonconforming Use Certificate \$150.00

SUBDIVISION FEES

Preliminary Plat Preapplication Meeting ~~\$350.00~~ \$750.00, \$300 follow-up meetings

Preliminary Formal Subdivision Request ~~\$2,000.00~~ \$3,000.00**

+\$100.00 per lot for each: lot, tract, or similar over 5

**Formal Subdivision: 5 or more lots, tracts, parcels, or sites

Preliminary Short Subdivision ~~\$1,000.00~~ \$1,600.00***

***4 or less lots, tracts, parcels, or sites

Condominium Plat ~~\$1,000.00~~ \$1,600.00

STREETS & ENGINEERING: The Department would like to add a fee for independent review of Traffic Impact Analyses (TIAs) by third-party consultants for proposed developments expected to generate substantial traffic volumes. Reviewing TIAs is time consuming, detracting from other duties of the City Engineer, essentially passing the cost on to taxpayers. Additionally, review by an independent consultant may help protect the City from liability and defend against legal challenges by using unbiased technical experts. The consultant would be selected by the City. The Department is also requesting an increase in Street/Plat Vacation costs to reflect the actual cost of noticing by mail.

DEVELOPMENTS

Traffic Impact Analysis review by City's consultant Pass through cost (\$1000.00 deposit).

PLATS

Street/Plat Vacation ~~\$1,000.00 + \$2.45/applicable mailing~~ noticing
costs

Construction Drawing Review for Formal Subdivisions \$3,000.00

WATER: The Department is proposing user fees to be increased in accordance with expenses. The actual cost of the Overdue Backflow Assembly Test Tag Fees was determined to be \$100.00 more than previously thought, which includes labor and certified mailing costs. It was determined it was necessary to create a fourth offense fee/penalty for unauthorized operation of water infrastructure control devices. The Endpoint Fee should have been put in a table format in July 2025 fee update, in accordance with the approved rate study, which include a 8.6% annual increase, so it has been added at this time.

CALL OUT WATER SERVICES

Normal Working Hours:

Special Meter Reading ~~\$34.00~~ \$36.00

DELINQUENT UTILITY CHARGES

Reconnection Fee – Off Hours ~~\$92.00~~ \$97.00

Tag Fee ~~\$34.00~~ \$36.00
 Overdue Backflow Assembly Test Tag Fees ~~\$34.00~~ \$134.00
 Shut Off Fee ~~\$34.00~~ \$36.00
Turn On Fee \$36.00

BULK WATER USE FEES

Fill Station Access Fee (Permanent Station) \$ 25.00
 Minimum Usage Fee \$ ~~5.25~~ 5.00/month
 Water Drawn from Permanent Stations \$ ~~1.50~~ 1.40/1,000 gallons
 Water Drawn from Portable Station \$ ~~1.05~~ 1.10/1,000 gallons
~~3rd~~ 2nd and Subsequent Requests to Move Portable Stations \$ ~~47.00~~ \$54.00
 Minimum Charge \$ ~~5.00~~ 5.25

IMPROPER OPERATION OF WATER FACILITIES FEE (unauthorized operation of water infrastructure control devices including but not limited to: meter shut off valves, water main valves, or fire hydrants)

- First offence: Verbal Warning
- Second offence: ~~\$55.00~~ 60.00
- Third offence: ~~\$551.00~~ 579.00 and a complaint to DOPL
- **Fourth offence** \$1000.00 and a complaint to DOPL

~~Endpoint fee – \$197.00 for all services (whether city installed or not).~~

<u>Endpoint Fee for All Services City Installed or Not</u>	<u>Effective August 5, 2026</u>	<u>Effective April 1, 2027</u>	<u>Effective April 1, 2028</u>	<u>Effective April 1, 2029</u>	<u>Effective April 1, 2030</u>
	<u>\$214.00</u>	<u>\$232.00</u>	<u>\$252.00</u>	<u>\$274.00</u>	<u>\$298.00</u>

FINANCIAL: The fees are intended to cover City costs and are reasonably related to, but do not exceed, the actual cost of the service being rendered.

DECISION POINT/RECOMMENDATION: Council should approve fee amendments as proposed by the Building, Library, Planning, Streets & Engineering Departments, and Water.



1

Fee Increases

Pursuant to Idaho Code 63-1311A: New fees and increases in excess of 5% must be approved by a Resolution and a Public Hearing.

A small version of the City of Coeur d'Alene logo is located in the bottom right corner of the slide. It includes the stylized mountain, tree, and sun/moon graphic, along with the text 'City of Coeur d'Alene IDAHO'.

2

BUILDING

The Department is requesting an increase in the valuation fee schedule which is comparable to the neighboring jurisdictions. Additionally, the fee increases are intended to be used for staffing costs, in hopes of hiring an additional plans reviewer/inspector to aid in more timely permit reviews and/or technological enhancements such as new permitting software.

- ▶ Highlights include the addition of reinstatement of expired permit fee; appeal fee; project review fee; and processing fee for manufactured home setting;
- ▶ The building valuation table is pulled from the February 2026 International Code Council;
- ▶ Clarification that plan review and processing fees are non-refundable.



3

LIBRARY

- ▶ 3D Printing materials costs will be based on actual costs.

PLANNING

- ▶ Fees are increased based on the time spent and staffing costs associated.
- ▶ The in-lieu of parking fees have not been updated since 2008.
- ▶ Short Term Rental Permit fees are being removed as a result of recent legislation.



4

STREETS AND ENGINEERING

- ▶ Addition of a fee for independent review of Traffic Impact Analyses (TIAs) by third-party consultants for proposed developments expected to generate substantial traffic volumes.
- ▶ Addition of a construction drawing review fee for formal subdivisions
- ▶ Increase in Street/Plat Vacation costs to reflect the actual cost of noticing by mail.



5

WATER

- ▶ Fees have been adjusted to reflect actual costs.
- ▶ The actual cost of the Overdue Backflow Assembly Test Tag Fees was determined to be \$100.00 more than previously thought, which includes labor and certified mailing costs.
- ▶ The Endpoint Fee should have been put in a table format in July 2025 fee update, in accordance with the approved rate study, which include an 8.6% annual increase.
- ▶ The addition of a fourth offense category for improper operation of water facilities.



6

COUNCIL MEETING DECISION

- ▶ Accept Public Comments
- ▶ Approve Resolution No. 26-066; Approving fee amendment as proposed within Building, Finance, Library, Planning, Streets and Engineering, and Water Departments.



RESOLUTION NO. 26-067

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, ESTABLISHING AND AMENDING CERTAIN CITY FEES FOR SERVICES PURSUANT TO IDAHO CODE §§ 63-1311 AND 63-1311A AS PROPOSED BY THE BUILDING, LIBRARY, PLANNING, STREETS & ENGINEERING, AND WATER DEPARTMENTS.

WHEREAS, the City of Coeur d'Alene is authorized by law to establish reasonable fees for services provided by the City or administrative costs incurred by the City; and

WHEREAS, the City Council has determined that reasonable adjustments to certain City Fees for services are necessary, all as set forth in the attached Exhibit "A" attached hereto and incorporated herein by reference; and

WHEREAS, the proposed fees are reasonably related to, and do not exceed, the actual cost of the services rendered; and

WHEREAS, it is deemed to be in the best interests of the City of Coeur d'Alene and the citizens thereof that the following new and adjusted fees shall be established.

NOW, THEREFORE,

BE IT RESOLVED by the Mayor and City Council that the amended fees, as set forth in the attached Exhibit "A," are hereby adopted, effective immediately.

DATED this 4th day of August, 2026.

Daniel K. Gookin, Mayor

ATTEST:

Renata McLeod, City Clerk

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

ROLL CALL:

COUNCIL MEMBER GABRIEL Voted

COUNCIL MEMBER MILLER Voted

COUNCIL MEMBER SCHEKLER Voted

COUNCIL MEMBER EVANS Voted

COUNCIL MEMBER WOOD Voted

COUNCIL MEMBER ENGLISH Voted

was absent. Motion .

HISTORY: The City is required to hold a public hearing for any proposed fee increase in excess of five percent (5%) pursuant to Idaho Code § 63-1311A. In addition, Idaho Code § 63-1311 provides that all fees for service shall be reasonably related to, but shall not exceed, the actual cost of the service being rendered. While some of the fees listed below are increasing less than 5%, are simply being clarified, and/or are being removed entirely, and therefore are not required to be included in the public hearing, it is Staff's desire to keep all changes together for ease of tracking. The Departments have evaluated the fee increases and have determined that they are reasonably related to, but do not exceed, the actual cost of the service being rendered. The following is an explanation of the changes for each department and the proposed fees. *Please note that crossed out items are being deleted while underlined items are the new proposed fees and text. All other fees not referenced will remain the same.*

BUILDING: These proposed fee updates are intended to recover the actual cost of providing permits, plan review, inspection, appeal, and abatement services while improving customer service through added staffing and modern permit software.

1. Appeal fees for the Uniform Abatement Code and International Codes have not increased since 1997. The proposed fee is based on the estimated staff time needed for building and fire department data collection, preparation, and the hearing process.
2. New fees are proposed to recover staff costs on dangerous building abatements. For example, staff spent roughly 30 hours on a recent abatement, but the City will collect only \$100 under the current fee structure.
3. Inspection, plan review, and processing fees are proposed to increase to better cover staff wages and overhead. Residential plan review fees currently vary greatly by the building valuation reported on the permit applications. The estimated City cost for a new residential building review is roughly \$400 to \$700, and higher when additional reviews are necessary. A duplex permit issued on 6/8/26 illustrates the difference between the current fee, estimated cost, and new fee:
4. Plan review fee collected under the current fee structure: \$378.38.
5. Estimated cost for staff plan review: \$593.
6. The plan review fee based on updated Building Valuation Data and proposed plan review fee would be \$674.04.
7. Additional plan review fees would be charged at the hourly rate after the third review when the applicant has not provided sufficient information.
8. Re-instatement of expired permits is now separate from the Permit Extension fee. Additional costs are for staff monitoring and sending notifications for expired permits. Some jurisdictions charge up to 50% of the original permit fee.
9. Residential re-roof and re-side permits will be based on roof and wall area rather than the contract price of the project. This change will reduce the effect of low and high contract valuations submitted with permit applications and help ensure customers pay the same rate for the level of service provided. Staff time is still covered by the new rates.
10. Adoption of the current Building Valuation Data published by the International Code Council will help level the cost of the permits and ensure applicants pay their fair and equitable share. Similar Building Valuation Data is currently used by neighboring jurisdictions.

BUILDING FEES	
DESCRIPTION	FEE
APPEALS for UNIFORM ABATMENT and INTERNATIONAL CODES	
IBC, UPC IFC, UPC, etc.	\$75.00 <u>\$250.00</u>
NOTE: This does not apply to appeals involving construction of low- and moderate-income housing as the same is defined by the State of Idaho and the U.S. Dept. of Housing and Urban Development. (R 95-035)	
GENERAL INSPECTION AND PERMIT FEES	
Inspections outside of normal business hours	(Min. charge – 2 hours) \$90.00 <u>\$100.00</u> /hour
Re-inspection fees	(Min. charge – 1 hour) \$70.00 <u>\$100.00</u> /hour
Inspections for which no fee is specifically indicated	(Min. charge – 1 hour) \$70.00 <u>\$100.00</u> /hour
Transfer of building permit	\$40.00 <u>\$50.00</u>
<u>Re-instate Expired Building Permit</u>	<u>\$150.00</u>
<u>Refund of Building Permit Fees</u>	<u>Plan review fees are non-refundable</u>
<u>Processing Fees</u>	<u>Processing fees associated with the issuance of permits are non-refundable</u>
<u>Project Review</u>	<u>\$350.00 for projects valued under \$500,000.00</u> <u>\$750.00 for projects valued between \$501,000.00 and \$1,000,000.00</u> <u>\$1,000.00 for projects valued over \$1,000,000.00</u>
Change of Occupancy Permit with issuance of new Certificate of Occupancy (without a building permit)	Building permit fee calculation Table 1-A, plus \$40 <u>\$50.00</u> processing fee. Minimum Permit Fee - \$150.00
For use of outside consultants for plan checking and inspections or both	Actual Cost, including administrative and overhead costs

<u>Demolition Permits</u>	
Demolition (Residential)	\$70.00 <u>\$100.00</u> + Plumbing and Stormwater fees
Demolition (Commercial)	\$110.00 <u>\$150.00</u> + Plumbing and Stormwater fees
<u>Mandated Abatement</u>	
Abatement of Dangerous Building	Original Fee + 50% (\$100.00 minimum) <u>\$100.00 per hour (\$250.00 minimum)</u>
<u>Manufactured Home/Setting Permit</u>	
Standard Setting (includes installation of deck/landings up to 20 sq. ft. plus stairs at the required exit doors)	\$150/Single Wide + <u>\$50.00 Processing Fee</u> \$200/Double Wide + <u>\$50.00 Processing Fee</u>
MECHANICAL PERMIT FEES Table 3-A	
Inspections outside of normal business hours	(Min. charge – 2 hours) \$90.00 <u>\$100.00</u> /hour
Re-inspection fees assessed	\$70.00 <u>\$100.00</u> /hour one-hour minimum
Inspections for which no fee is specifically indicated	(Min. charge – 1 hour) \$70.00 <u>\$100.00</u> /hour
Additional plan review required by new submissions, changes, additions or revisions	(Min. charge – 1/2hour) \$70.00 <u>\$100.00</u> /hour
For the issuance of each permit	\$40.00 <u>\$50.00</u>
For issuing each supplemental permit	\$40.00 <u>\$50.00</u>
Unit Fee Schedule	
Processing Fee	\$40.00 <u>\$50.00</u>
Mechanical Plan Review Fee	25% of mechanical permit fee (Min. Charge ½ hour \$70.00 <u>\$100.00</u> /hour)
<u>Plumbing, Sewer and Water Permit Fees</u>	
Plumbing Processing Fee	\$40.00 <u>\$50.00</u> + \$10.00/fixture
COMMERCIAL PLUMBING FEE SCHEDULE	
Contract Price =	
PROCESSING FEE	\$40.00 <u>\$50.00</u>
Commercial Plan Check Fee	65% of permit fee (minimum \$70.00) (Min. charge – 1/2hour) <u>\$100.00/hour</u>
Break out from table 2A:	
<u>RESIDENTIAL PATIOS/DECKS</u>	
Deck	20% of R-3 = \$24.49 <u>\$35.18</u>
Deck with cover	30% of R-3 = \$42.86 <u>\$52.77</u>
Patio/deck cover only	20% of R-3 = \$24.49 <u>\$35.18</u>
Fee based on actual construction cost table 1-A.	

PLAN REVIEW FEES	
Commercial	65% of building permit fee (\$40.00 — <u>\$50.00</u> Minimum)
Residential (One and Two Family)	15% 25% of the building permit fee (\$40.00 <u>\$50.00</u> Minimum)
Review fees after permit issuance	\$70.00 <u>\$100.00</u> per hour (1/2 hour minimum)
<u>Third or subsequent review of submitted plans that are not previously approved.</u>	(Min. charge – ½ hour) <u>\$100.00/hour</u>
Additional plan review required by new submissions, changes, additions or revisions to plan <u>after permit issuance.</u> <u>Note: A revised building permit with updated building valuation is required for plan revisions which add square footage.</u>	(Min. charge – ½ hour) \$70.00 <u>\$100.00</u> /hour <u>Additional building permit fees will be charged based on calculation Table 1-A for increased building square footage.</u>
ONE/TWO FAMILY BASEMENTS	
Finished	70% of R-3 = \$85.72 <u>\$123.14</u>
Unfinished	45% of R-3 = \$55.11 <u>\$79.16</u>
Complete unfinished basement	25% of R-3 = \$31.62 <u>\$43.98</u>
MISC.	
<u>Commercial Tenant improvement</u>	<u>Based on the contract price of the work performed (Not less than 20% of the adjusted sq. ft. cost from Table 2-A)</u>
<u>Residential Remodel</u>	Based on the contract price of the work performed (Not less than 20% of the adjusted sq. ft. cost from Table 2-A)
<u>Solar Panels</u>	<u>Based on Contract Price - Building permit fee calculation Table 1-A, plus \$50.00 processing</u>
RESIDENTIAL GARAGE	
Attached/detached	U, Utility table 2-A <u>\$71.07</u>
Carport	50% of U = \$24.37 <u>\$35.14</u>
Pole building	80% of U = \$38.98 <u>\$56.86</u>
RE-ROOF/RE-SIDE	
<u>Commercial</u> Re-roof/Re-siding permit	<u>Contract Price</u> - Building permit fee calculation Table 1-A, plus \$40 <u>\$50.00</u> processing fee
<u>Residential Re-roof or re-siding permit</u>	<u>\$50.00 processing fee +</u> <u>Less than 10 sq = \$100.00</u> <u>11 sq – 25 sq = \$150.00</u> <u>26 sq – 39 sq = \$200.00</u> <u>Above 40 sq = \$250.00</u>
<u>Residential Re-roof with new plywood Sheathing</u>	<u>\$50.00</u>

BUILDING VALUATION DATA

Table 4-A

Square-Foot Construction Cost a,b,c

Occupancy (Group)	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1 Assembly, theaters, with stage	246.61	238.50	232.82	223.18	209.86	203.80	216.12	191.69	184.50
A-1 Assembly, theaters, without stage	225.65	217.54	211.85	202.22	189.15	183.09	195.16	170.98	163.79

A 2 Assembly, nightclubs	191.96	186.56	182.12	174.70	164.94	160.39	168.64	149.29	144.33
A 2 Assembly, restaurants, bars, banquet halls	190.96	185.56	180.12	173.70	162.94	159.39	167.64	147.29	143.33
A 3 Assembly, churches	226.69	218.58	212.89	203.26	191.60	185.54	196.20	173.43	166.24
A 3 Assembly, general, community halls, libraries, museums	190.63	182.52	175.84	167.20	153.09	148.07	160.14	134.97	128.78
A 4 Assembly, arenas	224.65	216.54	209.85	201.22	187.15	182.09	194.16	168.98	162.79
B Business	197.81	190.62	184.70	175.70	160.65	154.63	168.95	141.15	134.99
E Educational	209.43	202.23	196.97	188.01	175.28	166.43	181.55	153.08	148.70
F 1 Factory and industrial, moderate hazard	117.60	112.19	105.97	101.84	91.54	87.26	97.61	75.29	70.95
F 2 Factory and industrial, low hazard	116.60	111.19	105.97	100.84	91.54	86.26	96.61	75.29	69.95
H 1 High Hazard, explosives	109.99	104.58	99.35	94.22	85.14	79.87	89.99	68.89	N.P.
H234 High Hazard	109.99	104.58	99.35	94.22	85.14	79.87	89.99	68.89	63.56
H 5 HPM	197.81	190.62	184.70	175.70	160.65	154.63	168.95	141.15	134.99
I 1 Institutional, supervised environment	197.83	191.05	185.12	177.91	163.28	158.81	178.06	146.98	142.33
I 2 Institutional, hospitals	330.92	323.73	317.81	308.81	292.72	N.P.	302.06	273.22	N.P.
I 2 Institutional, nursing homes	229.68	222.49	216.58	207.57	193.53	N.P.	200.83	174.02	N.P.
I 3 Institutional, restrained	224.86	217.67	211.75	202.75	188.96	181.94	196.00	169.45	161.29
I 4 Institutional, day care facilities	197.83	191.05	185.12	177.91	163.28	158.81	178.06	146.98	142.33
M Mercantile	142.95	137.54	132.11	125.68	115.38	111.83	119.62	99.73	95.77
R 1 Residential, hotels	199.70	192.92	186.99	179.78	164.90	160.43	179.93	148.60	143.96
R 2 Residential, multiple family	167.27	160.49	154.56	147.35	133.71	129.23	147.50	117.40	112.76
R 3 Residential, one and two family	155.84	151.61	147.83	144.09	138.94	135.27	141.72	130.04	122.46
R 4 Residential, care/assisted living facilities	197.83	191.05	185.12	177.91	163.28	158.81	178.06	146.98	142.33
S 1 Storage, moderate hazard	108.99	103.58	97.35	93.22	83.14	78.87	88.99	66.89	62.56

S-2 Storage, low hazard	107.99	102.58	97.35	92.22	83.14	77.87	87.99	66.89	61.56
U Utility, miscellaneous	85.30	80.55	75.51	71.75	64.72	60.49	68.56	51.18	48.73
a. Private garage use Utility, misc. b. Deduct 20% for shell-only buildings c. N.P.= Not permitted									

Building valuation data is based on February 2026 publication by the International Code Council. This table reflects the current national average for construction cost.

Building Valuation Data: Table
2-A Square Foot Construction
Cost a,b,c

<u>Occupancy Group</u>	<u>IA</u>	<u>IB</u>	<u>IIA</u>	<u>IIB</u>	<u>IIIA</u>	<u>IIIB</u>	<u>IV</u>	<u>VA</u>	<u>VB</u>
A-1 Assembly, theaters, with stage	<u>357.33</u>	<u>344.89</u>	<u>333.96</u>	<u>321.01</u>	<u>300.49</u>	<u>291.98</u>	<u>310.03</u>	<u>280.47</u>	<u>269.61</u>
A-1 Assembly, theaters, without stage	<u>328.57</u>	<u>316.12</u>	<u>305.20</u>	<u>292.25</u>	<u>271.49</u>	<u>262.97</u>	<u>281.27</u>	<u>251.46</u>	<u>240.61</u>
A-2 Assembly, nightclubs	<u>277.44</u>	<u>269.30</u>	<u>260.84</u>	<u>250.89</u>	<u>234.99</u>	<u>228.61</u>	<u>242.28</u>	<u>213.69</u>	<u>205.58</u>
A-2 Assembly, restaurants, bars, banquet halls	<u>276.44</u>	<u>268.30</u>	<u>258.84</u>	<u>249.89</u>	<u>232.99</u>	<u>227.61</u>	<u>241.28</u>	<u>211.69</u>	<u>204.58</u>
A-3 Assembly, churches	<u>331.74</u>	<u>319.29</u>	<u>308.36</u>	<u>295.42</u>	<u>275.14</u>	<u>266.62</u>	<u>284.43</u>	<u>255.12</u>	<u>244.26</u>
A-3 Assembly, general, community halls, libraries, museums	<u>276.12</u>	<u>263.67</u>	<u>251.75</u>	<u>239.80</u>	<u>218.28</u>	<u>210.76</u>	<u>228.82</u>	<u>198.26</u>	<u>188.40</u>
A-4 Assembly, arenas	<u>327.57</u>	<u>315.12</u>	<u>303.20</u>	<u>291.25</u>	<u>269.49</u>	<u>261.97</u>	<u>280.27</u>	<u>249.46</u>	<u>239.61</u>
B Business	<u>309.01</u>	<u>297.89</u>	<u>287.04</u>	<u>274.77</u>	<u>250.17</u>	<u>241.34</u>	<u>264.17</u>	<u>223.59</u>	<u>213.27</u>
E Educational	<u>296.02</u>	<u>285.47</u>	<u>275.84</u>	<u>264.24</u>	<u>245.34</u>	<u>232.84</u>	<u>255.15</u>	<u>214.74</u>	<u>207.79</u>
F-1 Factory and industrial, moderate hazard	<u>169.11</u>	<u>160.95</u>	<u>150.84</u>	<u>145.13</u>	<u>129.25</u>	<u>122.95</u>	<u>138.37</u>	<u>107.18</u>	<u>99.77</u>
F-2 Factory and industrial, low hazard	<u>168.11</u>	<u>159.95</u>	<u>150.84</u>	<u>144.13</u>	<u>129.25</u>	<u>121.95</u>	<u>137.37</u>	<u>107.18</u>	<u>98.77</u>
H-1 High Hazard, explosives	<u>157.75</u>	<u>149.59</u>	<u>140.48</u>	<u>133.77</u>	<u>119.20</u>	<u>111.90</u>	<u>127.00</u>	<u>97.13</u>	<u>N.P.</u>
H234 High Hazard	<u>157.75</u>	<u>149.59</u>	<u>140.48</u>	<u>133.77</u>	<u>119.20</u>	<u>111.90</u>	<u>127.00</u>	<u>97.13</u>	<u>88.73</u>
H-5 HPM	<u>309.01</u>	<u>297.89</u>	<u>287.04</u>	<u>274.77</u>	<u>250.17</u>	<u>241.34</u>	<u>264.17</u>	<u>223.59</u>	<u>213.27</u>
I-1 Institutional, supervised environment	<u>283.25</u>	<u>273.10</u>	<u>263.35</u>	<u>253.39</u>	<u>231.93</u>	<u>225.70</u>	<u>252.86</u>	<u>208.88</u>	<u>201.43</u>
I-2 Institutional, hospitals	<u>485.04</u>	<u>473.91</u>	<u>463.07</u>	<u>450.80</u>	<u>425.24</u>	<u>N.P.</u>	<u>440.20</u>	<u>398.66</u>	<u>N.P.</u>
I-2 Institutional, nursing homes	<u>334.61</u>	<u>323.48</u>	<u>312.64</u>	<u>300.37</u>	<u>277.75</u>	<u>N.P.</u>	<u>289.77</u>	<u>251.17</u>	<u>N.P.</u>
I-3 Institutional, restrained	<u>325.77</u>	<u>314.64</u>	<u>303.80</u>	<u>291.53</u>	<u>269.89</u>	<u>260.06</u>	<u>280.93</u>	<u>263.64</u>	<u>230.99</u>
I-4 Institutional, day care facilities	<u>283.25</u>	<u>273.10</u>	<u>263.35</u>	<u>253.39</u>	<u>231.93</u>	<u>225.70</u>	<u>252.86</u>	<u>208.88</u>	<u>201.43</u>
M Mercantile	<u>207.08</u>	<u>198.94</u>	<u>189.48</u>	<u>180.53</u>	<u>164.30</u>	<u>158.91</u>	<u>171.92</u>	<u>143.00</u>	<u>135.89</u>
R-1 Residential, hotels	<u>286.53</u>	<u>276.38</u>	<u>266.63</u>	<u>256.68</u>	<u>234.71</u>	<u>228.48</u>	<u>256.15</u>	<u>211.66</u>	<u>204.20</u>
R-2 Residential, multiple family	<u>239.24</u>	<u>229.09</u>	<u>219.34</u>	<u>209.38</u>	<u>188.69</u>	<u>182.45</u>	<u>208.85</u>	<u>165.63</u>	<u>158.18</u>
R-3 Residential, one- and two-family ^d	<u>224.62</u>	<u>218.65</u>	<u>213.40</u>	<u>208.84</u>	<u>201.86</u>	<u>194.67</u>	<u>213.06</u>	<u>187.70</u>	<u>175.92</u>
R-4 Residential, care/assisted living facilities	<u>283.25</u>	<u>273.10</u>	<u>263.35</u>	<u>253.39</u>	<u>231.93</u>	<u>225.70</u>	<u>252.86</u>	<u>208.88</u>	<u>201.43</u>
S-1 Storage, moderate hazard	<u>156.75</u>	<u>148.59</u>	<u>138.48</u>	<u>132.77</u>	<u>117.20</u>	<u>110.90</u>	<u>126.00</u>	<u>95.13</u>	<u>87.73</u>
S-2 Storage, low hazard	<u>155.75</u>	<u>147.59</u>	<u>138.48</u>	<u>131.77</u>	<u>117.20</u>	<u>109.90</u>	<u>125.00</u>	<u>95.13</u>	<u>86.73</u>
U Utility, miscellaneous	<u>125.18</u>	<u>118.05</u>	<u>109.33</u>	<u>104.91</u>	<u>93.46</u>	<u>87.55</u>	<u>99.89</u>	<u>74.38</u>	<u>71.07</u>

a. Private Garages use Utility, miscellaneous. b. For shell only buildings deduct 20 percent. c. N.P. = not permitted

LIBRARY: 3D printing material costs have increased. The Library would like to pass the cost of materials along to patrons, without the cost of labor.

3D Printing: Printing fees are based on the actual cost to the Library of the amount of filament/consumable materials used. Library staff will estimate the cost before printing.

PLANNING: The Department would like to increase application fees to reflect time spent and adjust for increased costs for all staff members involved in the development review process and increase the fees in lieu of parking in Downtown and Midtown. The in-lieu of parking fees have not been updated since 2008. These fees are adjusted to reflect assessed values following the formula outlined in the Municipal Code for evaluating the fees and were reviewed against land and construction material costs. The application fees were last adjusted in 2024. As a result of legislation, the City will no longer be charging Short-Term Rental Permit fees.

DESIGN REVIEW FEES

Design Review Commission	\$2,000.00 <u>\$2,400.00</u>
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IN-LIEU OF PARKING FEES

Downtown	\$10,000.00* <u>\$25,000.00*</u>
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Midtown	\$ 5,000.00* <u>\$10,000.00*</u>
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*Per parking stall

SHORT-TERM RENTAL (STR) ~~PERMITS FEES~~

~~Short Term (Vacation) Rental Permits 1st year: \$285.00~~

~~Short Term (Vacation) Rental Permits Renewals: \$180.00~~

STR-Civil Penalty for violation ~~for operating without a permit:~~ \$1,000.00

PLANNING & ZONING FEES

Interpretation	\$ 200.00 <u>\$350.00</u>
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Comprehensive Plan Amendment (Text only)	\$1,000.00 <u>\$1,400.00</u>
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Comprehensive Plan Amendment (Map only)	\$1,000.00 <u>\$1,400.00</u>
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Comprehensive Plan Amendment (Text & Map)	\$2,000.00 <u>\$2,800.00</u>
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PUD Pre-Application Meeting \$750.00, \$300 follow-up meetings

Planned Unit Development (PUD) Request	\$2,400.00* <u>\$3,800.00*</u>
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*Includes Final Development Plan (FDP) review

Limited Design Planned Unit Development (LDPUD)	\$1,800.00* <u>\$2,400.00*</u>
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Planned Unit Development Amendment (PUD&LDPUD)	\$1,000.00 <u>\$2,000.00</u>
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PUD Extension Request \$350.00

Special Use Permit Request	\$ 800.00 <u>\$1,800.00</u>
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Variance Request	\$1,200.00 <u>\$1,800.00</u>
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Zone Change	\$1,200.00 <u>\$3,500.00</u>
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Pre-Annexation Meeting	\$350.00 <u>\$750.00, \$300 follow-up meetings</u>
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Annexation Request	\$2,000.00 <u>\$3,500.00</u> ***
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*** Includes time for city contracted surveyor to verify map and legal description accuracy

ADU Review \$150.00

Nonconforming Use Certificate \$150.00

SUBDIVISION FEES

Preliminary Plat Preapplication Meeting ~~\$350.00~~ \$750.00, \$300 follow-up meetings

Preliminary Formal Subdivision Request ~~\$2,000.00~~ \$3,000.00**

+\$100.00 per lot for each: lot, tract, or similar over 5

**Formal Subdivision: 5 or more lots, tracts, parcels, or sites

Preliminary Short Subdivision ~~\$1,000.00~~ \$1,600.00***

***4 or less lots, tracts, parcels, or sites

Condominium Plat ~~\$1,000.00~~ \$1,600.00

STREETS & ENGINEERING: The Department would like to add a fee for independent review of Traffic Impact Analyses (TIAs) by third-party consultants for proposed developments expected to generate substantial traffic volumes. Reviewing TIAs is time consuming, detracting from other duties of the City Engineer, essentially passing the cost on to taxpayers. Additionally, review by an independent consultant may help protect the City from liability and defend against legal challenges by using unbiased technical experts. The consultant would be selected by the City. The Department is also requesting an increase in Street/Plat Vacation costs to reflect the actual cost of noticing by mail.

DEVELOPMENTS

Traffic Impact Analysis review by City's consultant Pass through cost (\$1000.00 deposit).

PLATS

Street/Plat Vacation ~~\$1,000.00 + \$2.45/applicable mailing~~ noticing
costs

Construction Drawing Review for Formal Subdivisions \$3,000.00

WATER: The Department is proposing user fees to be increased in accordance with expenses. The actual cost of the Overdue Backflow Assembly Test Tag Fees was determined to be \$100.00 more than previously thought, which includes labor and certified mailing costs. It was determined it was necessary to create a fourth offense fee/penalty for unauthorized operation of water infrastructure control devices. The Endpoint Fee should have been put in a table format in July 2025 fee update, in accordance with the approved rate study, which include a 8.6% annual increase, so it has been added at this time.

CALL OUT WATER SERVICES

Normal Working Hours:

Special Meter Reading ~~\$34.00~~ \$36.00

DELINQUENT UTILITY CHARGES

Reconnection Fee – Off Hours ~~\$92.00~~ \$97.00

Tag Fee ~~\$34.00~~ \$36.00
 Overdue Backflow Assembly Test Tag Fees ~~\$34.00~~ \$134.00
 Shut Off Fee ~~\$34.00~~ \$36.00
Turn On Fee \$36.00

BULK WATER USE FEES

Fill Station Access Fee (Permanent Station) \$ 25.00
 Minimum Usage Fee \$ ~~5.25~~ 5.00/month
 Water Drawn from Permanent Stations \$ ~~1.50~~ 1.40/1,000 gallons
 Water Drawn from Portable Station \$ ~~1.05~~ 1.10/1,000 gallons
~~3rd~~ 2nd and Subsequent Requests to Move Portable Stations \$ ~~47.00~~ \$54.00
 Minimum Charge \$ ~~5.00~~ 5.25

IMPROPER OPERATION OF WATER FACILITIES FEE (unauthorized operation of water infrastructure control devices including but not limited to: meter shut off valves, water main valves, or fire hydrants)

- First offence: Verbal Warning
- Second offence: ~~\$55.00~~ 60.00
- Third offence: ~~\$551.00~~ 579.00 and a complaint to DOPL
- **Fourth offence** \$1000.00 and a complaint to DOPL

~~Endpoint fee – \$197.00 for all services (whether city installed or not).~~

<u>Endpoint</u> <u>Fee for</u> <u>All</u> <u>Services</u> <u>City</u> <u>Installed</u> <u>or Not</u>	<u>Effective</u> <u>August</u> <u>5, 2026</u>	<u>Effective</u> <u>April 1,</u> <u>2027</u>	<u>Effective</u> <u>April 1,</u> <u>2028</u>	<u>Effective</u> <u>April 1,</u> <u>2029</u>	<u>Effective</u> <u>April 1,</u> <u>2030</u>
	<u>\$214.00</u>	<u>\$232.00</u>	<u>\$252.00</u>	<u>\$274.00</u>	<u>\$298.00</u>

**CITY COUNCIL
STAFF REPORT**

DATE: AUGUST 4, 2026

FROM: SHERRIE BADERTSCHER, COMMUNITY DEVELOPMENT
SPECIALIST AND HILARY PATTERSON, COMMUNITY PLANNING
DIRECTOR

SUBJECT: CDBG: SUBMITTAL OF THE PLAN YEAR 2026 ANNUAL ACTION
PLAN TO HUD

DECISION POINT: Should Council Approve the Submittal of the Community Development Block Grant Plan Year 2026 Annual Action Plan to the U.S. Department of Housing and Urban Development?

HISTORY: The City of Coeur d’Alene (City) receives an annual direct allocation of Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD). Plan Year 2026’s (PY26) annual allocation will be \$272,696.00 based on notification from HUD. Every year the City is required to complete an Annual Action Plan (AAP), inviting the public to attend a public forum prior to drafting the plan in order to identify needs and allowing the public a minimum of 30 days to share comments on the posted draft AAP. The PY26 AAP forum was held in person on June 25, 2026, followed by an online survey. The City provided 33 days of public comment between July 2, 2025, and August 4, 2025, culminating in an opportunity for the public to comment at the August 4, 2026 Public Hearing. The draft PY26 AAP was advertised to the public in the following ways: Coeur d’Alene Press notice, City’s social media, website updates, in the July Municipal Milestones newsletter, CDA-TV, and emails to 190+ community stakeholders.

The draft PY26 AAP outlines how the City intends to spend its CDBG funds and fulfill its program reporting requirements and is available for review in person at City Hall and on the City’s website: <https://www.cdaid.org/cdbg>.

PERFORMANCE ANALYSIS: Authorizing this item will allow staff to include public comments and any changes made by City Council and submit the PY26 AAP to HUD for official review. Pending acceptance of this AAP by HUD, staff will move forward in implementing the agreed upon goals, and executing the PY26 funding agreement with HUD. Upon notification from HUD that PY26 funds are available (mid-October), staff will bring forward the recommended grant award agreements to City Council for approval.

The Volunteer Ad-Hoc Committee met and reviewed the proposals and recommended the following Community Opportunity Grant (COG) funding in PY26:

- \$10,000 - Coeur d’Alene School District 271; McKinney-Vento Supports (Public Service)
- \$10,000 - CDAIDE; Emergency Rent Assistance (Public Service)
- \$22,770 - Lake City Center; Replacement of Furnace and A/C units (Public Facility Project)

- \$17,252 - St. Vincent de Paul; Balance of funding needed for the Women and Children's Emergency Shelter Rehabilitation Project (Public Facility Project)

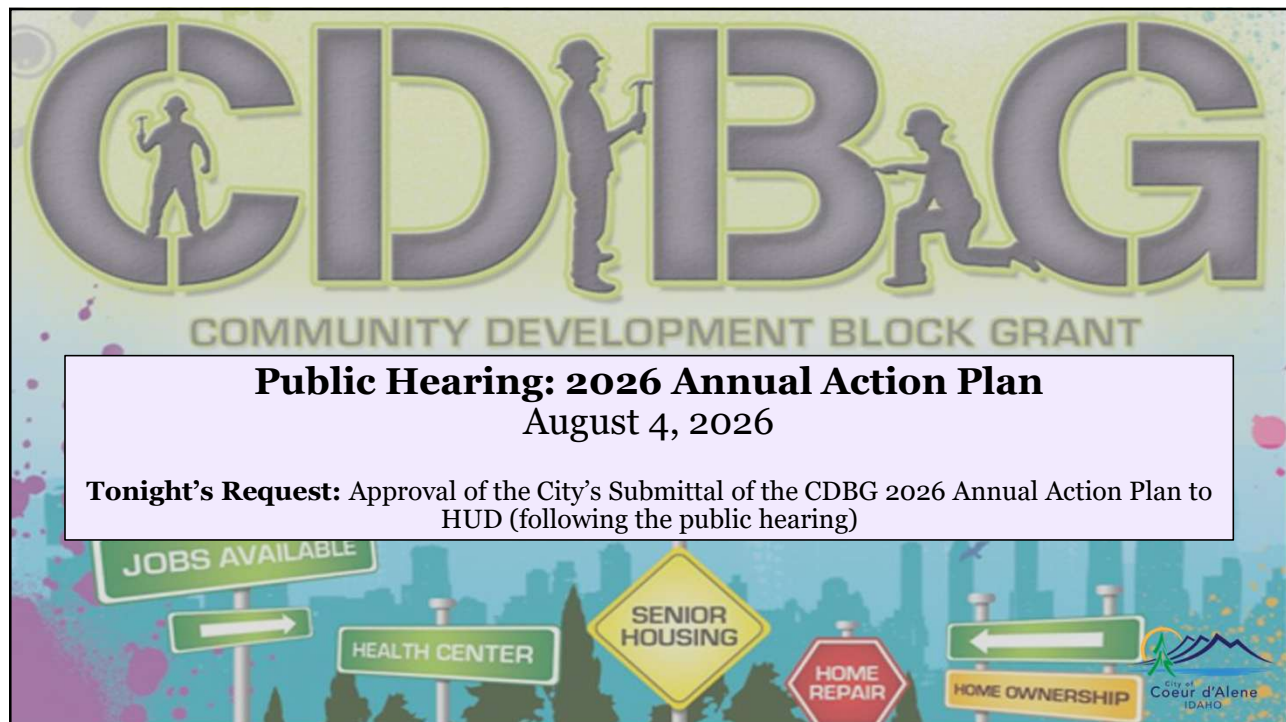
FINANCIAL ANALYSIS: Based on notification from HUD, the City's PY26 allocation is anticipated to be \$272,696.00. Additionally, funds in Plan Years 2019 and 2022 have been identified in the estimated amount of \$4,865.00 to be reprogrammed in PY26, bringing the total anticipated PY26 budget to \$277,561.00.

The following is a breakdown of the proposed funding for projects based on greatest community needs identified in the PY26 AAP public forum, survey, recommendations from the City's CDBG Ad-Hoc Committee, and direction from the Council:

Plan Year 2026 Budget.

2026 Funding	Project
\$143,000	Emergency Minor Home Repair and Accessibility Improvement Program (EMRAP)
\$60,022	Community Opportunity Grants: \$10,000 – CDA School District 271 McKinney-Vento Supports (Public Service) \$10,000 – CDAIDE Emergency Rent Assistance (Public Service) \$22,770 – Lake City Center Furnace/A/C replacements (Public Facility Project) \$17,252 – St. Vincent de Paul Women/Children's Emergency Shelter rehab (Public Facility Project) Includes Public Service Activities capped at 15% of annual allocation
\$20,000	Lake City Center "Meals on Wheels"
\$54,539	Administration: Employee wages and benefits, administration of the EMRAP program, travel and training expenses, advertising, supplies, support of Fair Housing activities (subject to 20% cap of annual allocation)
\$277,561	Plan Year 2026 Grant Total

DECISION POINT: Council should approve the submittal of the Plan Year 2026 Annual Action Plan to HUD for official review.



1

Brief History

The City's Community Development Block Grant (CDBG) is a grant from the Housing and Urban Development Agency (HUD) to support low –and moderate-income Coeur d'Alene residents through specific allowable activities.

The City first became eligible to receive CDBG funds in 2007.




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CDBG Key Terms

LMI (Low –and moderate-income) = HUD designation of a household whose total earnings are based on 30%, 50%, and 80% of the yearly area median income

HUD's **2026 Median Income** determination for Kootenai County: **\$108,300** (based on a family of four)



3

Sample of CDBG Eligible Activities

- ☐ Rehabilitation of Residential and Non-Residential Structures
- ☐ Construction of Public Facilities and Improvements
- ☐ Acquisition of Real Property
- ☐ Public Services (maximum 15% of annual allocation)



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Sample of Eligible Public Service Activities

- ❖ Mental Health Services
- ❖ Fair Housing Counseling
- ❖ Education Programs
- ❖ Energy Conservation
- ❖ Services for Senior Citizens
- ❖ Services for Homeless Persons
- ❖ Employment Services
- ❖ Crime Prevention
- ❖ Public Safety
- ❖ Childcare
- ❖ Health Services
- ❖ Substance Abuse Services

Capped at 15%= \$40,904 for PY26
 “Meals on Wheels” Annual Grant =\$20,000
 \$20,904 Available for Public Service Activities



5

Selecting Activities Each Year

- ❖ Activities must meet a ***National Objective***:
 - ***Benefit to low –and moderate-income (LMI) persons***
 - ***Aid in the prevention of slum and blight***
 - ***Meet an urgent need***
- ❖ Activities must meet **Annual Action Plan** and **Consolidated Plan** Goals and be a HUD approved activity
- ❖ Capacity of City staff, amount of allocation, priorities, and capacity/experience of sub-recipient organizations



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Consolidated Planning Goals for 2023-2027

1. Maintain and Increase Housing Stock (ownership & rentals)
2. Public Facility and Infrastructure Projects
3. Public Services
4. Homelessness Assistance
5. Economic Development



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Overview of Administrative Costs

✦ **Subject to 20% cap of annual allocation budget*

✦

Eligible Administrative Costs:

- ❖ Employee Wages and Benefits
- ❖ Administration of Grant Awards
- ❖ Travel and Training Expenses
- ❖ Consultant Assistance
- ❖ Advertising
- ❖ Supplies
- ❖ Support of Fair Housing Activities



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Citizen Participation

Public Forum, Community Survey, 33-Day Public Comment Period, Public Hearing:

- ✓ Advertised: Coeur d'Alene Press notices, Public Education and Government Channel Ads, City Facebook and website updates, shared community flyers, and ongoing email communications to 190+ community stakeholders

Citizen Participation Results:

- ✓ Public Survey Results, Forum attendees, and Consultations with Stakeholders revealed support for proposed goals set forth in the survey



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2026 Survey Responses

Survey Responses are in Order of Priority:

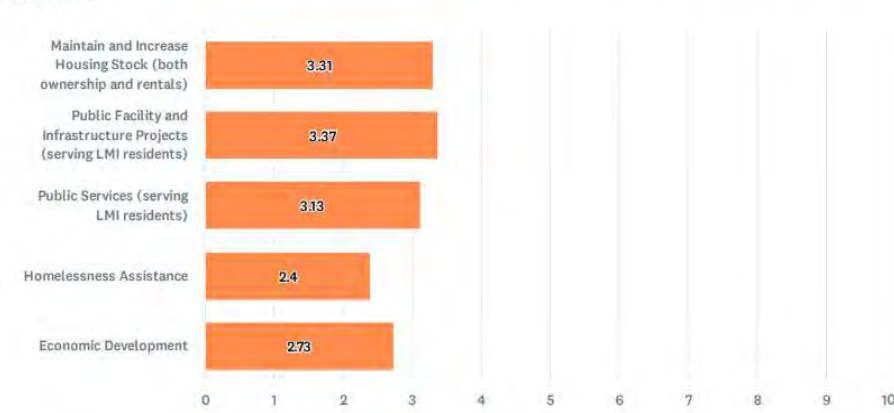
1. Public Facility and Infrastructure Projects
2. Maintain and Increase Housing Stock (ownership and rentals)
3. Public Services
4. Economic Development
5. Homelessness Assistance



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2026 Survey Responses

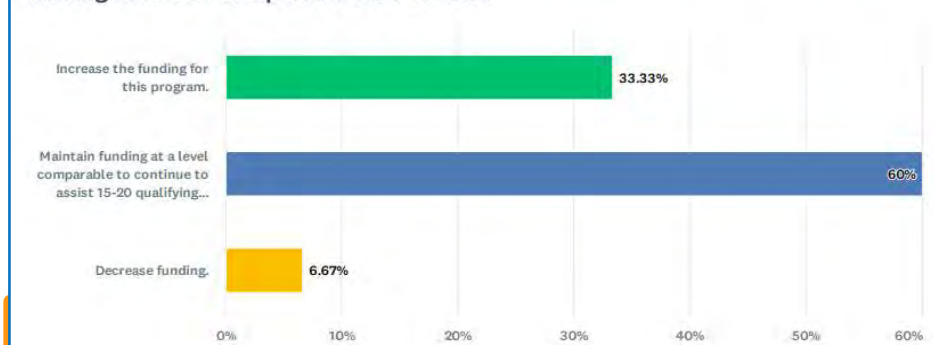
Below are the 5 identified goals established for the City of Coeur d'Alene's CDBG 5-Year Consolidated Plan that was approved by City Council and incorporated public input. Please rank these goals (from highest to lowest) in terms of urgency for PY2026.



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2026 Survey Responses

The City's CDBG funded Emergency Minor Home Repair and Accessibility Improvement Program (EMRAP) received funding in the past year at \$136,700. The great majority of beneficiaries of this program are disabled seniors living on fixed incomes. This program assists an average of 15-20 qualifying Low- and Moderate-Income (LMI) homeowners each year by addressing housing deteriorations which threaten the livability of the home. Do you support maintaining this program's funding at a level comparable for PY 2026?



Responses

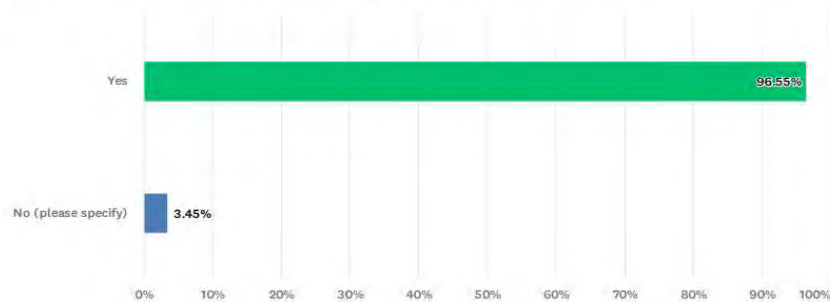
Increase Funding 33.3%
Maintain Funding 60%
 Decrease Funding 6.6%



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2026 Survey Responses

The City's CDBG Grant supports an annual Community Opportunity Grant which allows for private and non-profit entities to submit an application soliciting funding to target community needs. All projects are considered on a competitive basis, must be a HUD eligible activity, and must benefit low- and moderate-income (LMI) residents of Coeur d'Alene. Community Opportunity Grant funding varies based on the CDBG Grant's annual allocation. Do you support funding the Community Opportunity Grant in its current competitive fashion?



Responses
 Yes 96.5%
 No 3.4%



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Draft 2026 AAP Budget

Based on Funding of Annual Allocation of \$272,696 + \$4,865 of Prior Year Funds. Total: \$277,561

2026 Funding	Project
\$20,000	Lake City Center's "Meals on Wheels"
\$143,000	Emergency Minor Home Repair and Accessibility Improvement Program (EMRAP)
\$60,022	Community Opportunity Grants (Includes Public Service activities capped at 15% annual allocation) *Includes \$4,865 of prior year funds
\$54,539	Administration (Employee wages and benefits, administration of EMRAP program, travel and training expenses, advertising, supplies, support of Fair Housing activities—Subject to 20% cap of annual allocation budget)
\$277,561	PY26 Total



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AD-HOC COMMITTEE FUNDING RECOMMENDATIONS

AMOUNT	ORGANIZATION
\$10,000	Coeur d'Alene School District 271- McKinney-Vento Supports (Public Service)
\$10,000	CDAIDE- Emergency Rent Assistance (Public Service)
\$22,770	Lake City Center- Replacement of Furnaces and A/C units (Public Facility Project)
\$17,252	St. Vincent de Paul- Balance of funding needed for Women and Children's Emergency Shelter Rehabilitation Project (Public Facility Project)

Community Opportunity Grants: \$60,022

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Tonight's Actions:

➤ Hold the Public Hearing on the 2026 AAP

➤ City Council Decision Point:

Approve the Submittal of the 2026 Annual Action Plan to HUD for Official Review.



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