



Rathdrum

City Council Agenda

May 27, 2020

6:00 p.m.

Location: City Council Chamber - Zoom Conference information will be on the
8047 W. Main Street City Website – www.rathdrum.org
Rathdrum, ID 83858
(208) 687-0261

WELCOME-PLEASE TURN OFF CELL PHONES- Thank You.

- 1) CALL THE MEETING TO ORDER
- 2) PLEDGE OF ALLEGIANCE
- 3) ROLL CALL
- 4) AMENDMENTS TO THE AGENDA AND DECLARATION OF CONFLICT, EX-PARTE CONTACTS AND SITE VISITS The declaration and justification of an amendment must be approved by motion of the Council.
- 5) **ACTION ITEM: CONSENT CALENDAR APPROVAL**
 - A) Regular Council Minutes of May 13, 2020
 - B) Special Council Minutes of May 19, 2020
 - C) Regular and Special Bills as presented
- 6) CEREMONIES AND REPORTS
- 7) VISITORS COMMENTS – An opportunity to address concerns not on the agenda (No formal action allowed – 3-minute time limit per issue) issues may be placed on subsequent agenda. Comments regarding performance by city employees are inappropriate at this time and should be directed to the Mayor, either by subsequent

appointment or after tonight's meeting, if time permitting. Repeated comments of the same or similar topic will be considered out of order and not allowed.

8) OLD BUSINESS

9) PUBLIC HEARING

10) NEW BUSINESS

A) ACTION ITEM: Consideration of the Mailbox replacement Policy

B) ACTION ITEM: Consideration of the Zahran Conditional Use Permit Request

11) STAFF REPORTS

A) Finance Reporting

B) City Administrator

12) MAYOR'S REPORT/APPOINTMENTS

13) COUNCIL REPORTS

14) ADJOURN

Rathdrum City Hall is an ADA accessible building. Assistance for persons with disabilities will be provided upon 24-hours' notice prior to the meeting.

The background of the page is a soft-focus photograph of several purple flowers, likely hydrangeas, with green stems and leaves. The flowers are scattered across the frame, with some in the foreground and others in the background, creating a gentle, naturalistic setting.

Council Calendar

May 27th, 2020

May 27	6:00 pm	Regular Council Meeting
June 02	7:00 am	Jobs Plus
June 03	6:00 pm	Urban Renewal
June 03	7:00 pm	Historical Society
June 04	6:00 pm	Budget Workshop – Public Works
June 05	8:00 am	Council Payday
June 10	6:00 pm	Regular Council Meeting
June 11	10:30 am	Senior Center Meeting
June 13	12:00 pm	Litter Pick-up
June 18	1:30 pm	KMPO (3 rd Thursday)
June 17	6:00 pm	Planning & Zoning Commission
June 18	11:50 am	Chamber Luncheon
June 20	9:00 am	Mayor's Cup at Twin Lakes G
June 23	8:00 am	KCATT
June 24	6:00 pm	Regular Council Meeting



Rathdrum

City Council Minutes

May 13, 2020

6:00 p.m.

Location: City Council Chamber - Zoom Conference information will be on the
8047 W. Main Street City Website – www.rathdrum.org
Rathdrum, ID 83858
(208) 687-0261



WELCOME-PLEASE TURN OFF CELL PHONES- Thank You.

1) CALL THE MEETING TO ORDER

Meeting called to order at 6:00 pm

2) PLEDGE OF ALLEGIANCE

3) ROLL CALL

PRESENT: Mayor Holmes. Councilor Hill, Councilor Laws, Councilor Rickard, and Councilor Adams via Zoom video Conference

ABSENT:

STAFF: City Administrator Duce. City Clerk Halligan, City Engineer/Public Works Director Jump, Police Chief McLean, City Planner Siess, Park and Recreation Director Singer and City Attorney Herrington via Zoom video Conference

4) AMENDMENTS TO THE AGENDA AND DECLARATION OF CONFLICT, EX-PARTE CONTACTS AND SITE VISITS The declaration and justification of an amendment must be approved by motion of the Council.

5) ACTION ITEM: CONSENT CALENDAR APPROVAL

A) Regular Council Minutes of April 22, 2020

- B) Regular and Special Bills as presented
- C) Changing the safety deposit Box from a 10x10 box to a 3x5 box
- D) Westwood Pines Development Agreement

City Administrator gave a brief presentation on the consent calendar

Councilor Laws made a MOTION that we approve the Consent Calendar as presented. Motion seconded by Councilor Rickard.

AYES: Councilor Laws
Councilor Rickard
Councilor Hill
Councilor Adams

NAYES: None

ABSENT:

Passed by all

6) CEREMONIES AND REPORTS

7) VISITORS COMMENTS – An opportunity to address concerns not on the agenda (No formal action allowed – 3-minute time limit per issue) issues may be placed on subsequent agenda. Comments regarding performance by city employees are inappropriate at this time and should be directed to the Mayor, either by subsequent appointment or after tonight’s meeting, if time permitting. Repeated comments of the same or similar topic will be considered out of order and not allowed.

8) OLD BUSINESS

9) PUBLIC HEARING

- A) Timber Glade Annexation**

City Planner Siess gave a presentation on the Timber Glade Annexation.

The applicant is seeking approval of annexation of approximately 9.75 acres of real property (excluding rights of way) for the purpose of incorporating the property into the city limits of Rathdrum. The property is adjacent to existing city limits to the north, south and west. The annexation will include the adjoining and extended approximately 1.4 acres of public right-of-way for Meyer Road which is currently still within County jurisdiction.

The property is generally located west of N Meyer Road, south of W Christine Street and north of W Flagstaff Street.

The proposed zoning is Residential R-2S (single family, low-medium density). The proposed zoning will allow for permitting and development of a new residential neighborhood with approximately 31 single family lots (57 lots are incorporated into an overall subdivision proposal which includes this property and property located to the north, subject to separate permitting). Minimum lot size will be 7,500 square feet in area.

Ray Kimball
Whipple Consulting Engineers
21 S Pines Rd
Spokane Valley, WA

Mr. Kimball is here tonight representing the applicant Wild Horse Investments, LLC.

Mr. Kimball gave a power point presentation.

The property consists of two parcels, totaling approximately 19 acres. It is located between Flagstaff Street and Christine Street, just west of Meyer. The current use of the northern parcel is residential, consisting of an existing home and some outbuildings which are equestrian in nature. The home will remain, but the outbuildings will be demolished. The southern parcel is vacant. The site is generally forested with new growth pines and is considered flat, with approximately 10 feet of relief across the entire site. As such, there are no physical limitations that would prohibit land development as proposed. The northern parcel is part of the Park Rose Ranch subdivision and has a City zoning of R-2S. The southern parcel is subject to this proposed annexation, which is being processed concurrently with the subdivision annexation with a proposed zoning of R-2S.

The proposed annexation and subdivision is supported by the comprehensive plan and the proposed subdivision meets the requirements of the City's subdivision ordinance; therefore, we are requesting approval of the annexation and subdivision of the property as present ed.

Mayor Holmes opened the hearing to the public

In Favor

Thomas Barney
5994 W Twister St
Rathdrum, ID

Wade Jacklin
3764 Nettleton Gulch
Coeur D'Alene, ID

Neutral

Kathleen Robson
15387 Liane St
Rathdrum, ID

Against

William Baragona Jr
15386 Liane Ln
Rathdrum, ID

City Administrator Duce read Mr. Baragona Jr.'s letter into the record.

Don Robson
15387 Liane Ln
Rathdrum, ID
Kathleen Robson
15387 Liane Ln
Rathdrum, ID

Dale Zirbel
6608 W Christine St
Rathdrum, ID

Kim Zirbel
6608 W Christine St
Rathdrum, ID

Sarah Santos
6576 W Christine St
Rathdrum, ID

City Planner Siess stated the City planning and public works staff and the Planning and Zoning Commission have reviewed the proposed annexation and zoning request.

The proposal is consistent with and implements several goals and policies of the City's Comprehensive Plan.

The City of Rathdrum Planning and Zoning Commission recommends approval of the annexation request finding that it is compliant with the City of Rathdrum Comprehensive Plan and Rathdrum City Code as shown within the Code and Comprehensive Plan analysis found in the Staff Report dated March 11, 2020.

Ray Kimball addressed some of the citizens' concerns that were brought up.

Mayor Holmes then closes the public portion of the hearing

Council discussed their concerns with the annexation zoning change from R2S to R1 at length.

City Administrator Duce explained that if the annexation passes and the area is zoned R1 that the area to the north will remain R2S with a minimum lot size of 7,500 square feet.

10) NEW BUSINESS

A) **ACTION ITEM:** Consideration of Timber Glade Annexation Ordinance

Councilor Rickard make a MOTION that Timber Glade Annexation Ordinance, zoned R2S be placed on its first reading by title only, under suspension of the rules and to waiver its second & third readings.

Motion dies for lack of second

Councilor Rickard make a MOTION that Timber Glade Annexation Ordinance, with a zoning of R1 be placed on its first reading by title only, under suspension of the rules and to waiver its second & third readings. Motion seconded by Councilor Laws.

AYES: Councilor Rickard
Councilor Laws

NAYES: Councilor Hill
Councilor Adams

ABSENT:

Mayor Holmes broke the tie by voting Aye

Passed

Mayor then reads Ordinance by title only.

Councilor Rickard make a MOTION to adopt Timber Glade Annexation Ordinance with R1 Zoning and to publish by summary only & incorporate the title of the Ordinance into the body of the summary. Motion seconded by Councilor Laws.

AYES: Councilor Rickard
Councilor Laws

NAYES: Councilor Hill
Councilor Adams

ABSENT:

Mayor Holmes broke the tie by voting Aye

Passed

B) ACTION ITEM: Consideration of Timber Glade Annexation Agreement

Councilor Rickard made a MOTION that we authorize the Mayor to sign the Annexation Agreement for Timber Glade 2020 Annexation and with the change to R1 zoning. Motion seconded by Councilor Laws.

AYES: Councilor Rickard
Councilor Laws

NAYES: Councilor Hill
Councilor Adams

ABSENT:

Mayor Holmes broke the tie by voting Aye

Passed

C) ACTION ITEM: Consideration Intermax Franchise Agreement

City Administrator Duce gave a brief presentation on the Intermax Franchise Agreement.

Councilor Rickard made a MOTION that we authorize the Mayor to sign the right-a-way use agreement to Intermax Networks. Motion seconded by Councilor Hill.

AYES: Councilor Rickard
Councilor Hill
Councilor Laws
Councilor Adams

NAYES: None

ABSENT:

Passed by all

- D) ACTION ITEM:** Consideration of Memorandum of Understanding between the Sheriff's Office of Kootenai County and the Rathdrum Police Department

This Memorandum of Understanding by and between the Sheriff's Office of Kootenai County, and the police departments of the cities of Coeur d'Alene, Post Falls, Rathdrum, and Spirit Lake, is entered into for the purpose of establishing a mutual aid compact and granting authority to officers in each agency to exercise peace officer authority in the jurisdiction of the other agencies upon request.

Councilor Hill made a MOTION that we authorize the Mayor to sign the Memorandum of Understanding with the local jurisdictions listed in the Memorandum of Understanding (MOU). Motion seconded by Councilor Laws.

AYES: Councilor Hill
Councilor Laws
Councilor Rickard
Councilor Adams

NAYES: None

ABSENT:

Passed by all

11) STAFF REPORTS

- A) Public Works Reporting**
- B) Police Reporting**
- C) Park and Recreation Reporting**
 - Memorial Day Ceremony on May 25th at 12:00 pm at it will be virtual
 - Mayor's Cup will be held on Saturday, June 20th
- D) City Administrator**
 - COVID-19 report
 - Budget workshop – Tuesday, May 19th at 6:00 pm at City Hall

12) MAYOR'S REPORT/APPOINTMENTS

- A) Memorial Day Proclamation**

Mayor Holmes will read the Memorial Day Proclamation at the virtual ceremony on May 25th at 12:00 pm

13) COUNCIL REPORTS

14) ADJOURN

Meeting was adjourned at 8:10 pm

Vic Holmes, Mayor

Attest:

Sherri L Halligan, City Clerk

Rathdrum City Hall is an ADA accessible building. Assistance for persons with disabilities will be provided upon 24-hours' notice prior to the meeting.



Rathdrum

City Council Special Minutes

May 19, 2020
6:00 p.m.



Location: City Council Chamber
8047 W. Main Street
(208) 687-0261

WELCOME-PLEASE TURN OFF CELL PHONES- Thank You.

1) CALL THE MEETING TO ORDER

Meeting called to order at 6:00 p.m.

2) PLEDGE OF ALLEGIANCE

3) ROLL CALL

PRESENT: Mayor Holmes. Councilor Hill, Councilor Laws, Councilor Rickard, and Councilor Adams

ABSENT: None

STAFF: City Administrator Duce, Finance Director Taylor, Police Chief McLean & Parks & Recreation Director Singer

4) MAYORS APPOINTMENT- ACTION ITEM: Consideration of Appointment of Sheri Holmes to the Parks & Recreation Commission.

Councilor Laws made a MOTION that we approve the Appointment of Sheri Holmes to the Parks & Recreation Commission. Motion seconded by Councilor Rickard.

AYES: Councilor Laws
Councilor Hill
Councilor Rickard
Councilor Adams

NAYES: None

ABSENT:

Passed by all

5) BUDGET WORKSHOP- Police Department and Parks & Recreation.

Police Chief Tomi McLean gave an overview of the proposed Police Department budget for FY20-21. Council discussion ensued. Parks & Recreation Director Eric Singer gave an overview of his proposed budget for FY20-21 highlighting a few changes. Both departments cut their budget by 5% or more from last year at the request of Finance Director Melissa Taylor.

6) ADJOURN

Meeting adjourned at 9:20 p.m.

Vic Holmes, Mayor

Attest:

Sherri L Halligan, City Clerk

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Report Criteria:

Detail report.
Invoices with totals above \$0.00 included.
Only unpaid invoices included.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
10-217500							
2008	PRINCIPAL LIFE INS CO	622020	Vision	05/18/2020	677.82	.00	
2160	Regence Blue Shield of Idaho	201330053311	June premium	05/12/2020	40,920.60	.00	
Total 10-217500:					41,598.42	.00	
10-217900							
1670	NCPERS GROUP LIFE INS, C/O	C61600000000	June premium	05/13/2020	256.00	.00	
Total 10-217900:					256.00	.00	
10-218100							
1620	MUTUAL of OMAHA	G000BKTN-JU	June premium	05/19/2020	687.89	.00	
Total 10-218100:					687.89	.00	
10-218400							
2008	PRINCIPAL LIFE INS CO	622020	Dental	05/18/2020	2,945.10	.00	
Total 10-218400:					2,945.10	.00	
10-218500							
2008	PRINCIPAL LIFE INS CO	622020	June Premium Life ins	05/18/2020	944.30	.00	
Total 10-218500:					944.30	.00	
10-411-470							
210	ASSOCIATION OF IDAHO CITIE	200006803	Virtual Conference Delegate Regi	05/13/2020	297.00	.00	
Total 10-411-470:					297.00	.00	
10-414-470							
210	ASSOCIATION OF IDAHO CITIE	200006794	2020 Virtual Conference Leon Du	05/12/2012	99.00	.00	
Total 10-414-470:					99.00	.00	
10-415-310							
134	AMAZON CAPITAL SERVICES	17PT-1QNH-Q	Office supplies	05/16/2020	33.41	.00	
134	AMAZON CAPITAL SERVICES	1G7K-HVVN-1	Cleaning wipes, zipfizz, mouse	05/16/2020	27.98	.00	
1240	J.THAYER COMPANY, INC	1452506-0	Copy paper, ink jet, binders	05/12/2020	68.77	.00	
Total 10-415-310:					130.16	.00	
10-415-480							
480	COEUR D'ALENE PRESS, INC.	44125JUN20	Subscription	05/18/2020	44.14	.00	
530	COSTCO, INC.	1111117821894	Annual membership	05/15/2020	10.98	.00	
Total 10-415-480:					55.12	.00	
10-415-510							
75	TIME WARNER CABLE	016285305092	Internet fee	05/09/2020	71.66	.00	
2950	ZIPLY FIBER	2086870261AP	Telephone	05/04/2020	132.17	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 10-415-510:					203.83	.00	
10-415-796							
2033	QUADIENT LEASING USA, Inc.	N8298079	Meter lease	05/10/2020	316.02	.00	
2271	ROYAL BUSINESS SYSTEMS-T	27080116	Copiers	05/20/2020	416.82	.00	
Total 10-415-796:					732.84	.00	
10-415-890							
2814	VISION MUNICIPAL SOLUTIONS	09-7549	Desktop Monitoring	05/19/2020	51.57	.00	
Total 10-415-890:					51.57	.00	
10-421-310							
134	AMAZON CAPITAL SERVICES	164T-QXN1-1N	Item returned	04/13/2020	39.99-	.00	
Total 10-421-310:					39.99-	.00	
10-421-320							
436	CLEARWATER SPRINGS	668526	Cooler rent & water	04/17/2020	20.00	.00	
2011	Public Safety Center	5925296	ALC hand wipes	04/29/2020	36.97	.00	
2011	Public Safety Center	5926427	Disposable gloves	05/05/2020	135.00	.00	
Total 10-421-320:					191.97	.00	
10-421-370							
2773	THE UPS STORE-#2461	4838	Coban return-postage	05/11/2020	62.97	.00	
Total 10-421-370:					62.97	.00	
10-421-423							
430	CITY OF POST FALLS	INV04623	Legal fees	05/15/2020	5,400.00	.00	
Total 10-421-423:					5,400.00	.00	
10-421-480							
436	CLEARWATER SPRINGS	666358	Water	04/03/2020	25.00	.00	
Total 10-421-480:					25.00	.00	
10-421-610							
1505	LES SCHWAB TIRES	12700291130	Flat tire repair	05/05/2020	20.00	.00	
1505	LES SCHWAB TIRES	12700296174	Tires Mount & balance	05/05/2020	218.23	.00	
Total 10-421-610:					238.23	.00	
10-421-685							
1390	KOOTENAI HUMANE SOCIETY	RATH 4-2020	Animal care	05/07/2020	380.00	.00	
Total 10-421-685:					380.00	.00	
10-421-750							
1016	INTERMOUNTAIN SIGN & SAFE	11967	Cones	05/13/2020	132.00	.00	
Total 10-421-750:					132.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
10-421-760							
732	JOSEPH HUME	2020-0256	Security camera	05/05/2020	1,668.98	.00	
Total 10-421-760:					1,668.98	.00	
10-421-775							
732	JOSEPH HUME	2020-0511-S	Service contract	05/11/2020	400.00	.00	
Total 10-421-775:					400.00	.00	
10-421-796							
2033	QUADIENT LEASING USA, Inc.	N8298079	Meter lease	05/10/2020	316.01	.00	
2271	ROYAL BUSINESS SYSTEMS-T	27080116	Copiers	05/20/2020	416.82	.00	
Total 10-421-796:					732.83	.00	
10-423-310							
134	AMAZON CAPITAL SERVICES	1G7K-HVVN-1	Liquid contact cleaner	05/16/2020	15.96	.00	
1240	J.THAYER COMPANY, INC	1453818-0	Clipboard tape, calculator	05/19/2020	104.31	.00	
Total 10-423-310:					120.27	.00	
10-423-320							
1815	O'REILLY AUTO PARTS	3930-494243	Flashlight	05/13/2020	12.99	.00	
2144	RATHDRUM TRADING POST HA	5286/1	Milkhouse utility heater	12/18/2019	25.49	.00	
2518	SUPER ONE FOODS	03-2087098	Batteries & creamer	05/20/2020	15.05	.00	
Total 10-423-320:					53.53	.00	
10-423-330							
960	HICO COUNTRY STORE, INC.	112754	May fuel PW	05/15/2020	20.31	.00	
960	HICO COUNTRY STORE, INC.	112756	May fuel PW	05/18/2020	40.00	.00	
Total 10-423-330:					60.31	.00	
10-423-510							
2950	ZIPLY FIBER	2086875542AP	Telephone	05/04/2020	456.88	.00	
Total 10-423-510:					456.88	.00	
10-423-520							
240	AVISTA UTILITIES	3797170000AP	Comfort billing-Chamber	04/20/2020	60.00	.00	
240	AVISTA UTILITIES	8475570000AP	GAS & ELECTRIC	04/20/2020	322.79	.00	
1370	KOOTENAI COUNTY SOLID WA	30302APR20	General refuse	04/01/2020	3.90	.00	
1370	KOOTENAI COUNTY SOLID WA	80608APR20	Garbage dumpster	04/30/2020	312.00	.00	
1370	KOOTENAI COUNTY SOLID WA	81011APR20	Garbage dumpster	04/30/2020	26.00	.00	
Total 10-423-520:					724.69	.00	
10-423-610							
1505	LES SCHWAB TIRES	12700305163	Winter changeover	12/13/2019	60.00	.00	
Total 10-423-610:					60.00	.00	
10-423-720							
732	JOSEPH HUME	2020-0233	Fixed cable o camera system	04/29/2020	60.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 10-423-720:					60.00	.00	
10-423-890							
2814	VISION MUNICIPAL SOLUTIONS	09-7511BAL	James's computer	10/31/2019	407.77	.00	
Total 10-423-890:					407.77	.00	
10-423-920							
2033	QUADIENT LEASING USA, Inc.	N8298079	Meter lease	05/10/2020	316.01	.00	
2271	ROYAL BUSINESS SYSTEMS-T	27080116	Copiers	05/20/2020	416.82	.00	
Total 10-423-920:					732.83	.00	
10-424-429							
480	COEUR D'ALENE PRESS, INC.	100378365-042	Public Hearing -Lgl 3467	04/28/2020	116.99	.00	
2850	WELCH COMER & ASSOC., INC.	41127200-010	General engineering	04/23/2020	305.50	.00	
Total 10-424-429:					422.49	.00	
10-424-440							
480	COEUR D'ALENE PRESS, INC.	1003799630505	Public Hearing P & Z LGL 3503	05/05/2020	194.48	.00	
480	COEUR D'ALENE PRESS, INC.	100379967-050	Public Hearing -Lgl 3504	05/05/2020	103.13	.00	
Total 10-424-440:					297.61	.00	
10-431-320							
277	BEAN TOOLS, INC	333084	C-clamps	05/06/2020	86.00	.00	
1830	OXARC, INC.	60631544	Acetylene	04/30/2020	11.95	.00	
2144	RATHDRUM TRADING POST HA	5654/1	Braided tube	02/14/2020	11.21	.00	
2328	SERIGHT'S ACE HARWARE 3	14352/3	Chain loop,tank	05/05/2020	72.87	.00	
Total 10-431-320:					182.03	.00	
10-431-390							
200	ARROW CONSTRUCTION SUPP	268222	Marking paint	05/13/2020	35.98	.00	
1016	INTERMOUNTAIN SIGN & SAFE	11933	No Parking sign	05/07/2020	79.80	.00	
1016	INTERMOUNTAIN SIGN & SAFE	11959	"No Parking Sign"	05/12/2020	110.00	.00	
2144	RATHDRUM TRADING POST HA	5369/1	Concrete mix	12/30/2019	17.24	.00	
Total 10-431-390:					243.02	.00	
10-431-429							
78	A DRUG FREE ALLIANCE	34103	Clinic collection-Kieffer	05/04/2020	45.00	.00	
Total 10-431-429:					45.00	.00	
10-431-510							
222	AT & T MOBILITY	287262285686	Call out phone	05/05/2020	145.65	.00	
Total 10-431-510:					145.65	.00	
10-431-525							
240	AVISTA UTILITIES	0204138305AP	Street lights	04/20/2020	38.33	.00	
240	AVISTA UTILITIES	0395820000AP	ELECTRIC	04/20/2020	35.93	.00	
240	AVISTA UTILITIES	0432070000AP	Street lights	04/20/2020	51.07	.00	
240	AVISTA UTILITIES	4527920000AP	Street lights	04/20/2020	34.65	.00	
240	AVISTA UTILITIES	5798260000AP	Street lights	04/20/2020	60.91	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
240	AVISTA UTILITIES	5828150000AP	Street lights	04/20/2020	13.13	.00	
240	AVISTA UTILITIES	6732020000AP	Street lights	04/20/2020	32.21	.00	
240	AVISTA UTILITIES	6852400000AP	Street lights	04/20/2020	13.13	.00	
240	AVISTA UTILITIES	7122810000AP	Street lights	04/20/2020	13.13	.00	
Total 10-431-525:					292.49	.00	
10-431-610							
1650	NAPA AUTO STORE, CDA, INC.	905898	Fleet pads	05/07/2020	92.94	.00	
1815	O'REILLY AUTO PARTS	3930-493976	Disconnect, drain pan	05/12/2020	36.47	.00	
Total 10-431-610:					129.41	.00	
10-431-730							
2144	RATHDRUM TRADING POST HA	6172/1	Broadleaf herbicide	05/01/2020	30.46	.00	
Total 10-431-730:					30.46	.00	
10-431-846							
830	GIBBS LUMBER LLC	10192946	Plumb bob	05/11/2020	23.62	.00	
Total 10-431-846:					23.62	.00	
10-435-310							
134	AMAZON CAPITAL SERVICES	1G7K-HVVN-1	Liquid contact cleaner	05/16/2020	15.96	.00	
Total 10-435-310:					15.96	.00	
10-435-330							
960	HICO COUNTRY STORE, INC.	112801	May fuel PR	05/19/2020	21.89	.00	
960	HICO COUNTRY STORE, INC.	113441	May fuel PR	05/06/2020	39.54	.00	
960	HICO COUNTRY STORE, INC.	113445	May fuel PR	05/09/2020	66.59	.00	
960	HICO COUNTRY STORE, INC.	113447	May fuel PR	05/14/2020	51.07	.00	
Total 10-435-330:					179.09	.00	
10-435-420							
2948	YOUSEY, CINDER	003-2020	Mountain Site Host	05/12/2020	600.00	.00	
2948	YOUSEY, CINDER	004-2020	Rathdrum Mountain Site Host	05/15/2020	600.00	.00	
Total 10-435-420:					1,200.00	.00	
10-435-720							
1936	POINTE PEST CONTROL	1262459	2 com qtrly general	05/15/2020	100.00	.00	
Total 10-435-720:					100.00	.00	
10-435-740							
1605	MODERN GLASS	161095	Polycarb	05/08/2020	410.83	.00	
2144	RATHDRUM TRADING POST HA	6294/1	Hose repairs	05/14/2020	12.22	.00	
Total 10-435-740:					423.05	.00	
10-435-890							
2814	VISION MUNICIPAL SOLUTIONS	09-7549	Desktop Monitoring	05/19/2020	154.68	.00	
Total 10-435-890:					154.68	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
10-435-920							
2033	QUADIENT LEASING USA, Inc.	N8298079	Meter lease	05/10/2020	316.01	.00	
2271	ROYAL BUSINESS SYSTEMS-T	27080116	Copiers	05/20/2020	416.81	.00	
Total 10-435-920:					732.82	.00	
10-438-320							
1726	NORTH 40 OUTFITTERS	031492/E	Jackets	05/12/2020	48.97	.00	
2144	RATHDRUM TRADING POST HA	6210/1	Caulk, scraper	05/05/2020	30.55	.00	
2144	RATHDRUM TRADING POST HA	6255/1	App grade lumber , furring strip	05/11/2020	20.17	.00	
2144	RATHDRUM TRADING POST HA	6269/1	Percussion bit	05/12/2020	5.00	.00	
2144	RATHDRUM TRADING POST HA	6287/1	Paint, line strip, tray	05/13/2020	23.91	.00	
2144	RATHDRUM TRADING POST HA	6329/1	Measure cup	05/19/2020	1.61	.00	
2328	SERIGHT'S ACE HARWARE 3	14414/3	Molding	05/13/2020	14.37	.00	
Total 10-438-320:					144.58	.00	
10-438-330							
960	HICO COUNTRY STORE, INC.	113438	May fuel PR	05/04/2020	21.10	.00	
960	HICO COUNTRY STORE, INC.	113439	May fuel PR	05/05/2020	12.01	.00	
960	HICO COUNTRY STORE, INC.	113440	May fuel PR	05/05/2020	35.59	.00	
960	HICO COUNTRY STORE, INC.	113442	May fuel PR	05/07/2020	5.01	.00	
960	HICO COUNTRY STORE, INC.	113443	May fuel PR	05/08/2020	25.59	.00	
960	HICO COUNTRY STORE, INC.	113446	May fuel PR	05/12/2020	10.49	.00	
960	HICO COUNTRY STORE, INC.	113447	May fuel PR	05/14/2020	28.90	.00	
960	HICO COUNTRY STORE, INC.	113448	May fuel PR	05/14/2020	16.59	.00	
960	HICO COUNTRY STORE, INC.	113449	May fuel PR	05/15/2020	37.39	.00	
Total 10-438-330:					190.67	.00	
10-438-360							
981	HORIZON	2S127000	Ittitrol	05/06/2020	14.46	.00	
981	HORIZON	2S127614	Carson	05/13/2020	68.50	.00	
2144	RATHDRUM TRADING POST HA	6214/1	Pipe, riser, tee	05/06/2020	66.44	.00	
2144	RATHDRUM TRADING POST HA	6251/1	Elbow, clamp	05/11/2020	19.90	.00	
2144	RATHDRUM TRADING POST HA	6257/1	Clamp	05/11/2020	13.99	.00	
2328	SERIGHT'S ACE HARWARE 3	14388/3	Adapter	05/07/2020	7.61	.00	
Total 10-438-360:					190.90	.00	
10-438-570							
2515	SUN RENTAL POST FALLS	371577-01	Trencher	05/07/2020	198.00	.00	
Total 10-438-570:					198.00	.00	
10-438-610							
1490	LES SCHWAB TIRE CENTER	12700294703	Lawn & garden tube	05/18/2019	17.99	.00	
1650	NAPA AUTO STORE, CDA, INC.	906461	Radiator	05/11/2020	185.40	.00	
Total 10-438-610:					203.39	.00	
10-438-750							
2760	UNDERGROUND EXPRESSION	3619	Shirts	05/14/2020	72.00	.00	
Total 10-438-750:					72.00	.00	
10-438-755							
2090	RAGAN EQUIP & IRRIGATION, I	01-73409	Yardboss	05/11/2020	377.95	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
2144	RATHDRUM TRADING POST HA	174902/1	Push mowers	05/12/2020	700.01	.00	
Total 10-438-755:					1,077.96	.00	
10-438-780							
2311	SAWYER PLUMBING LLC	309-11401	Toilet repairs	05/19/2020	222.50	.00	
Total 10-438-780:					222.50	.00	
10-439-320							
2144	RATHDRUM TRADING POST HA	6206/1	Concrete mix	05/05/2020	12.93	.00	
2144	RATHDRUM TRADING POST HA	6252/1	Drill bits	05/11/2020	33.52	.00	
2328	SERIGHT'S ACE HARWARE 3	14409/3	Sprayer	05/12/2020	6.29	.00	
Total 10-439-320:					52.74	.00	
10-439-330							
960	HICO COUNTRY STORE, INC.	113444	May fuel PR	05/08/2020	37.26	.00	
Total 10-439-330:					37.26	.00	
10-439-360							
2144	RATHDRUM TRADING POST HA	6322/1	Fip cap	05/18/2020	10.04	.00	
Total 10-439-360:					10.04	.00	
10-439-610							
2144	RATHDRUM TRADING POST HA	6262/1	Fuel	05/12/2020	24.29	.00	
Total 10-439-610:					24.29	.00	
10-440-750							
134	AMAZON CAPITAL SERVICES	1VNG-FT6M-7	Phone tripod, cell phone mount	05/11/2020	34.99	.00	
2328	SERIGHT'S ACE HARWARE 3	14367/3	Tote's	05/06/2020	80.94	.00	
2328	SERIGHT'S ACE HARWARE 3	14431/3	Totes	05/14/2020	94.42	.00	
Total 10-440-750:					210.35	.00	
13-400-100							
1418	LAKE CITY ENGINEERS	7101	Lancaster & Meyer Roundabout	05/10/2020	5,775.00	.00	
Total 13-400-100:					5,775.00	.00	
60-434-310							
134	AMAZON CAPITAL SERVICES	17PT-1QNH-Q	Office supplies	05/16/2020	33.40	.00	
134	AMAZON CAPITAL SERVICES	1G7K-HVVN-1	Mouse, cleaning wipes, zippfizz	05/16/2020	27.98	.00	
1240	J.THAYER COMPANY, INC	1452506-0	Copy paper, ink jets, binders	05/12/2020	68.76	.00	
Total 60-434-310:					130.14	.00	
60-434-480							
480	COEUR D'ALENE PRESS, INC.	44125JUN20	Subscription	05/18/2020	44.13	.00	
530	COSTCO, INC.	1111117821894	Annual membership	05/15/2020	10.98	.00	
Total 60-434-480:					55.11	.00	
60-434-510							
75	TIME WARNER CABLE	016285305092	Internet fee	05/09/2020	71.66	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
2950	ZIPLY FIBER	2086870261AP	Telephone	05/04/2020	132.17	.00	
Total 60-434-510:					203.83	.00	
60-434-890							
2814	VISION MUNICIPAL SOLUTIONS	09-7549	Desitop monitoring	05/19/2020	51.56	.00	
Total 60-434-890:					51.56	.00	
60-435-520							
2950	ZIPLY FIBER	2080016152AP	Water pumping	05/04/2020	28.43	.00	
2950	ZIPLY FIBER	2080016635AP	Water pumping	05/04/2020	13.80	.00	
2950	ZIPLY FIBER	2080019017AP	Water pumping	05/04/2020	28.43	.00	
2950	ZIPLY FIBER	2080019365AP	Water pumping	05/04/2020	13.80	.00	
2950	ZIPLY FIBER	2086871575AP	Water pumping	05/04/2020	80.91	.00	
2950	ZIPLY FIBER	2087700742AP	Water pumping	05/04/2020	13.80	.00	
2950	ZIPLY FIBER	2087700805AP	Water pumping	05/04/2020	13.80	.00	
Total 60-435-520:					192.97	.00	
60-436-310							
134	AMAZON CAPITAL SERVICES	1G7K-HVVN-1	Liquid contact cleaner	05/16/2020	7.98	.00	
Total 60-436-310:					7.98	.00	
60-436-320							
103	ALSCO	LSPO2294985	Shop towels & medical supplies	04/27/2020	53.07	.00	
103	ALSCO	LSPO2296686	Shop towels & med supplies	05/04/2020	53.07	.00	
103	ALSCO	LSPO2300240	Towels & medical supplies	05/18/2020	53.08	.00	
891	H.D. FOWLER	I5451714	Blind flange	05/04/2020	222.37	.00	
891	H.D. FOWLER	I5451715	Meter adapters	05/04/2020	347.52	.00	
2328	SERIGHT'S ACE HARWARE 3	14359/3	Pipe, circle blade	05/05/2020	66.57	.00	
2328	SERIGHT'S ACE HARWARE 3	14361/3	Elbow	05/05/2020	5.39	.00	
2328	SERIGHT'S ACE HARWARE 3	14403/3	Drill bit set	05/11/2020	23.39	.00	
2328	SERIGHT'S ACE HARWARE 3	14427/3	Supplies	05/14/2020	5.03	.00	
Total 60-436-320:					829.49	.00	
60-436-450							
50	ACCURATE TESTING LABS,LLC	110490	Coliform Presence/Absence	05/04/2020	125.00	.00	
50	ACCURATE TESTING LABS,LLC	110729	Coliform Presence/Absence	05/19/2020	100.00	.00	
Total 60-436-450:					225.00	.00	
60-436-490							
1120	IDAHO RURAL WATER ASSOCIA	82118	Valve & Hydrant Maint, Hazard Co	05/20/2020	300.00	.00	
Total 60-436-490:					300.00	.00	
60-436-520							
2950	ZIPLY FIBER	2086875003AP	Telephone	05/04/2020	32.06	.00	
Total 60-436-520:					32.06	.00	
60-436-610							
891	H.D. FOWLER	I5451716	#88 Kupferle SS Sampling Station	05/04/2020	1,188.84	.00	
891	H.D. FOWLER	I5463260	Meter flange angle	05/14/2020	310.28	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 60-436-610:					1,499.12	.00	
60-436-730							
2070	R.C. WORST, INC.	295623	Thayer Well 2 repairs	05/15/2020	1,942.05	.00	
Total 60-436-730:					1,942.05	.00	
60-490-429							
2850	WELCH COMER & ASSOC., INC.	41335100-003	Sewer Syst Anals-Basin #3 Mod	04/09/2020	510.00	.00	
Total 60-490-429:					510.00	.00	
60-490-690							
2095	RAILROAD MANAGEMENT CO 1	419434	Two water pipe line crossings	05/12/2020	517.85	.00	
Total 60-490-690:					517.85	.00	
61-208000							
430	CITY OF POST FALLS	INV04631	Sewer cap fees Feb	05/15/2020	107,746.00	.00	
Total 61-208000:					107,746.00	.00	
61-434-310							
134	AMAZON CAPITAL SERVICES	17PT-1QNH-Q	Office supplies	05/16/2020	33.40	.00	
134	AMAZON CAPITAL SERVICES	1G7K-HVVN-1	Mouse, cleaning wipes, zipfizz	05/16/2020	27.98	.00	
1240	J.THAYER COMPANY, INC	1452506-0	Copy paper, ink jets, binders	05/12/2020	68.76	.00	
Total 61-434-310:					130.14	.00	
61-434-480							
480	COEUR D'ALENE PRESS, INC.	44125JUN20C	Subscription	05/18/2020	44.13	.00	
530	COSTCO, INC.	1111117821894	Annual membership	05/15/2020	10.98	.00	
Total 61-434-480:					55.11	.00	
61-434-510							
75	TIME WARNER CABLE	016285305092	Internet fee	05/09/2020	71.66	.00	
2950	ZIPLY FIBER	2086870261AP	Telephone	05/04/2020	132.16	.00	
Total 61-434-510:					203.82	.00	
61-434-890							
2814	VISION MUNICIPAL SOLUTIONS	09-7549	Desktop Monitoring	05/19/2020	51.56	.00	
Total 61-434-890:					51.56	.00	
61-435-520							
240	AVISTA UTILITIES	0974613342AP	Sewer pumping	04/22/2020	975.93	.00	
240	AVISTA UTILITIES	3052400000AP	Sewer pumping	04/22/2020	21.62	.00	
2950	ZIPLY FIBER	2080011809AP	Sewer pumping	05/04/2020	14.21	.00	
2950	ZIPLY FIBER	2080016021AP	Sewer pumping	05/04/2020	13.80	.00	
2950	ZIPLY FIBER	2080017616AP	Sewer pumping	05/04/2020	17.70	.00	
2950	ZIPLY FIBER	2080018109AP	Sewer pumping	05/04/2020	28.43	.00	
2950	ZIPLY FIBER	2086871655AP	Sewer pumping	05/04/2020	69.39	.00	
Total 61-435-520:					1,141.08	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
61-436-310							
134	AMAZON CAPITAL SERVICES	1G7K-HVVN-1	Liquid contact cleaner	05/16/2020	7.98	.00	
Total 61-436-310:					7.98	.00	
61-436-320							
103	ALSCO	LSPO2294985	Shop towels & med supplies	04/27/2020	53.08	.00	
103	ALSCO	LSPO2296686	Shop towels	05/04/2020	53.08	.00	
103	ALSCO	LSPO2298379	Shop towels & med supplies	05/11/2020	53.07	.00	
103	ALSCO	LSPO2298379	Shop towels & med supplies	05/11/2020	53.08	.00	
103	ALSCO	LSPO2300240	Towels & medical supplies	05/18/2020	53.07	.00	
Total 61-436-320:					265.38	.00	
61-436-520							
2950	ZIPLY FIBER	2086875003AP	Tele	05/04/2020	32.06	.00	
Total 61-436-520:					32.06	.00	
61-490-625							
430	CITY OF POST FALLS	INV04630	Sewer pumping April	05/15/2020	121,112.61	.00	
Total 61-490-625:					121,112.61	.00	
62-400-200							
2144	RATHDRUM TRADING POST HA	6285/1	Screws	05/13/2020	1.82	.00	
Total 62-400-200:					1.82	.00	
Grand Totals:					310,141.28	.00	

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
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Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Only unpaid invoices included.

April CD Journal



Date	Ref No.	Payee or Description	GL No.	Account Title	Debit
4/3/20	1	Visa Interchange Charges- Online Bill Pay	10-416-429	PROFESSIONAL SERVICES - OTHER	587.15
4/3/20	1	Visa Interchange Charges- Online Bill Pay	60-434-420	PROFESSIONAL SERVICES	587.15
4/3/20	1	Visa Interchange Charges- Online Bill Pay	61-434-429	PROFESSIONAL SERVICES - OTHER	587.15
4/6/20	2	Xpress Bill Pay- Monthly Charges	10-416-429	PROFESSIONAL SERVICES - OTHER	276.53
4/6/20	2	Xpress Bill Pay- Monthly Charges	60-434-420	PROFESSIONAL SERVICES	276.53
4/6/20	2	Xpress Bill Pay- Monthly Charges	61-434-429	PROFESSIONAL SERVICES - OTHER	276.52
4/15/20	3	Monthly SWT- March	10-217200	SWT PAYABLE	5,786.00
4/24/20	4	Monthly Veba Contribution-May	10-217650	VEBA HRA PAYABLE	10,410.00
4/28/20	5	Caselle Monthly Charges	10-415-895	SOFTWARE/CASELLE/LASERFICHE	524.00
4/28/20	5	Caselle Monthly Charges	60-434-850	SOFTWARE/CASELLE/LASERFICHE	524.00
4/28/20	5	Caselle Monthly Charges	61-434-850	SOFTWARE/CASELLE/LASERFICHE	524.00
4/28/20	6	Monthly Banking Fees	10-416-429	PROFESSIONAL SERVICES - OTHER	50.00
4/14/20	7	Bank of American Services Chargeback	60-434-820	SERVICE CHARGES	83.00
4/3/20	15259	Hayden Homes- Credit Balance Refund	01-107500	CASH CLEARING - UTILITY	253.05
4/3/20	15260	Viking Construction- Credit Balance Refund	01-107500	CASH CLEARING - UTILITY	134.51
4/6/20	15261	Code Red Headsets- Earpiece	10-421-765	EQUIPMENT PURCHASE < 1,000	73.75
4/6/20	15262	Knife Guys Inc.- Gloves	10-421-320	OPERATING & SPECIAL DEPT SUPPL	134.00
4/6/20	15263	Great American Financial- PW Copier Pmt	10-423-920	OFFICE EQUIPMENT LEASE	463.65
4/6/20	15264	Lee Swoboda- Gardening Class Refund	10-370-180	CLASSES	15.00
4/6/20	15265	Donna Mapes- Gardening Class Refund	10-370-180	CLASSES	45.00
4/8/20	15266	Peggy Banks- Chess Refund	10-370-180	CLASSES	25.00
4/8/20	15267	Julie See- Chess Refund	10-370-180	CLASSES	20.00
4/8/20	15268	Becca Crouse- Chess Refund	10-370-180	CLASSES	20.00
4/8/20	15269	Carter Logging- Soccer Sponsorship Refund	10-370-190	PARK & REC SPONSORS	225.00
4/8/20	15270	CDA Honda- Soccer Sponsorship Refund	10-370-190	PARK & REC SPONSORS	225.00
4/8/20	15271	Commercial Kitchen- Soccer Sponsorship Refund	10-370-190	PARK & REC SPONSORS	225.00
4/8/20	15272	Ginaree Ann Hice- Soccer Refund	10-370-210	RECREATION FEES	40.00
4/8/20	15273	Chelsee Davis- Soccer Refund	10-370-210	RECREATION FEES	20.00
4/8/20	15274	Derry Callender- Soccer Refund	10-370-210	RECREATION FEES	25.00
4/8/20	15275	Kelsey Clauson- Soccer Refund	10-370-210	RECREATION FEES	40.00
4/8/20	15276	Linzie Murphy- Soccer Refund	10-370-210	RECREATION FEES	40.00
4/8/20	15277	Sydnai Colosimo- Soccer Refund	10-370-210	RECREATION FEES	20.00
4/8/20	15278	Andrew DePaul- Soccer Refund	10-370-210	RECREATION FEES	40.00
4/8/20	15279	Dustin Jurcevich- Soccer Refund	10-370-210	RECREATION FEES	25.00
4/8/20	15280	Kari Lynn Kelly- Soccer Refund	10-370-210	RECREATION FEES	25.00
4/8/20	15281	VOID	10-159000	SUSPENSE	0.00
4/8/20	15282	Julie Leigh- Soccer Refund	10-370-210	RECREATION FEES	40.00
4/8/20	15283	VOID	10-159000	SUSPENSE	0.00
4/10/20	15284	Katie Lohmiller- Soccer Refund	10-370-210	RECREATION FEES	60.00
4/10/20	15285	Amanda Cecil- Soccer Refund	10-370-210	RECREATION FEES	40.00
4/10/20	15286	Robin Morlan- Soccer Refund	10-370-210	RECREATION FEES	20.00
4/10/20	15287	Aimee Burrow- Soccer Refund	10-370-210	RECREATION FEES	20.00
4/10/20	15288	VOID	10-159000	SUSPENSE	0.00
4/10/20	15289	Feicia Tate- Soccer Refund	10-370-210	RECREATION FEES	20.00
4/10/20	15290	Krystal Short- Soccer Refund	10-370-210	RECREATION FEES	60.00
4/10/20	15291	Divan Otto- Soccer Refund	10-370-210	RECREATION FEES	20.00
4/10/20	15292	Britta Kallinski- Soccer Refund	10-370-210	RECREATION FEES	20.00
4/10/20	15293	Nicole Mura- Soccer Refund	10-370-210	RECREATION FEES	50.00
4/10/20	15294	VOID	10-159000	SUSPENSE	0.00
4/10/20	15295	Stephanie Sampson- Credit Balance Refund	01-107500	CASH CLEARING - UTILITY	79.00
4/10/20	15296	Courtney Lambert- Credit Balance Refund	01-107500	CASH CLEARING - UTILITY	83.00
4/10/20	15297	Steven & Leah Reynolds- Credit Balance Refund	01-107500	CASH CLEARING - UTILITY	83.00
4/10/20	15298	Thomas Stovall- Credit Balance Refund	01-107500	CASH CLEARING - UTILITY	26.15
4/10/20	15299	Andy & Christina Edens- Credit Balance Refund	01-107500	CASH CLEARING - UTILITY	83.00

April CD Journal



Date	Ref No.	Payee or Description	GL No.	Account Title	Debit
4/10/20	15300	Michelle Capron- Credit Balance Refund	01-107500	CASH CLEARING - UTILITY	88.70
4/10/20	15301	Jeremy Lucas- Credit Balance Refund	01-107500	CASH CLEARING - UTILITY	88.70
4/10/20	15302	Joseph & Sara Rozewiez- Credit Balance Refund	01-107500	CASH CLEARING - UTILITY	83.00
4/16/20	15303	Jennifer Mudge- Soccer Refund	10-370-210	RECREATION FEES	20.00
4/20/20	15304	Regence Blue Shield- May Premium	10-217500	HEALTH INSURANCE PAYABLE	40,479.00
4/20/20	15305	NCPERS- May Premium	10-217900	NCPERS Life Ins. Payable	256.00
4/20/20	15306	Principal Life Insurance- May Premium	10-218500	LIFE INS. (VOL/CITY) PAYABLE	343.16
4/20/20	15306	Principal Life Insurance- May Premium	10-218500	LIFE INS. (VOL/CITY) PAYABLE	592.77
4/20/20	15306	Principal Life Insurance- May Premium	10-218400	DENTAL PAYABLE	3,237.66
4/20/20	15306	Principal Life Insurance- May Premium	10-217550	(VSP) VISION INSURANCE PAYABLE	671.56
4/22/20	15307	VISA- Credit Card Payment/LD	10-411-470	TRAVEL & MEETINGS	166.16
4/22/20	15307	VISA- Credit Card Payment/LD	10-413-470	TRAVEL & MEETINGS	166.16
4/22/20	15307	VISA- Credit Card Payment/LD	10-415-470	TRAVEL & MEETINGS	262.80
4/22/20	15307	VISA- Credit Card Payment/LD	10-425-470	TRAVEL & MEETINGS	166.16
4/22/20	15307	VISA- Credit Card Payment/LD	10-424-470	TRAVEL & MEETINGS	166.17
4/22/20	15307	VISA- Credit Card Payment/LD	10-415-310	OFFICE SUPPLIES	54.64
4/22/20	15307	VISA- Credit Card Payment/LD	10-414-330	FUEL	60.81
4/22/20	15307	VISA- Credit Card Payment/LD	10-415-330	FUEL & VEHICLE MISC	24.99
4/22/20	15307	VISA- Credit Card Payment/LD	10-421-310	OFFICE SUPPLIES	67.84
4/22/20	15307	VISA- Credit Card Payment/LD	10-423-310	OFFICE SUPPLIES	67.84
4/22/20	15308	Mutual of Omaha- May Premium	10-218100	LONG TERM DISABILITY	686.52
4/22/20	15309	VISA- Credit Card Payment/ES	10-435-440	ADVERTISING	34.45
4/22/20	15309	VISA- Credit Card Payment/ES	10-419-700	PARK BENCHES	317.05
4/22/20	15309	VISA- Credit Card Payment/ES	10-440-810	SON PROGRAMS	18.00
4/22/20	15310	Classical Christian Academy- Park Refund	10-370-700	PARK USER FEES	215.00
4/22/20	15310	Classical Christian Academy- Park Refund	10-217400	STATE SALES TAX PAYABLE	8.40
4/23/20	15311	Grizzly Auto Center- Plexiglass/COVID 19 Supplies	10-370-150	MISCELLANEOUS	1,000.90
4/24/20	15312	VISA- Credit Card Payment/TM	10-421-797	SOFTWARE/HARDWARE MAINT AGRMT	34.99
4/24/20	15312	VISA- Credit Card Payment/TM	10-421-470	TRAVEL- MEALS & LODGING	39.71
4/24/20	15312	VISA- Credit Card Payment/TM	10-421-685	ANIMAL CONTROL EXPENSE	116.82
4/28/20	15313	Colonial Life- April Premium	10-218350	COLONIAL PAYABLE	252.90
4/28/20	15314	Columbia Bank- Safe Deposit Box Fee	10-415-480	DUES/SUBSCRIPTIONS/MEMBERSHIPS	40.83
4/28/20	15314	Columbia Bank- Safe Deposit Box Fee	60-434-480	DUES/SUBSCRIPTIONS/MEMBERSHIPS	40.83
4/28/20	15314	Columbia Bank- Safe Deposit Box Fee	61-434-480	DUES/SUBSCRIPTIONS/MEMBERSHIPS	40.84
4/28/20	15315	Hayden Homes- Credit Balance Refund	01-107500	CASH CLEARING - UTILITY	83.00
4/28/20	15316	Melissa Douglas- Credit Balance Refund	01-107500	CASH CLEARING - UTILITY	41.50
4/28/20	15317	Luiz Gochez- Credit Balance Refund	01-107500	CASH CLEARING - UTILITY	118.97
4/28/20	15318	Hayden Homes- Credit Balance Refund	01-107500	CASH CLEARING - UTILITY	55.00
4/28/20	15319	Summer Anderson- Credit Balance Refund	01-107500	CASH CLEARING - UTILITY	163.00
4/28/20	15320	Tim & Heather Gray- Credit Balance Refund	01-107500	CASH CLEARING - UTILITY	19.37
4/28/20	15321	Hayden HomesTim & Heather Gray- Credit Balance Refund	01-107500	CASH CLEARING - UTILITY	2.11
4/28/20	15322	Deborah Borack- Credit Balance Refund	01-107500	CASH CLEARING - UTILITY	110.67
4/28/20	15323	Vicki Richter- Credit Balance Refund	01-107500	CASH CLEARING - UTILITY	99.60
4/29/20	15324	Idaho Department of Labor- Q1 Unemployment	10-421-180	SALARIES/CROSSING GUARDS	52.96
4/29/20	15325	Safelite Auto Glass- Escape Windshield (PW)	10-423-610	EQUIPMENT MAINT/GENERAL VEHICL	409.96
4/30/20	15326	Lindsey Hendewerk- Credit Balance Refund	01-107500	CASH CLEARING - UTILITY	85.75
4/30/20	15327	US Postal Servie- April Utility Bills	10-415-370	POSTAGE	301.06
4/30/20	15327	US Postal Servie- April Utility Bills	60-434-370	POSTAGE	301.07
4/30/20	15327	US Postal Servie- April Utility Bills	61-434-370	POSTAGE	301.06

75,386.58

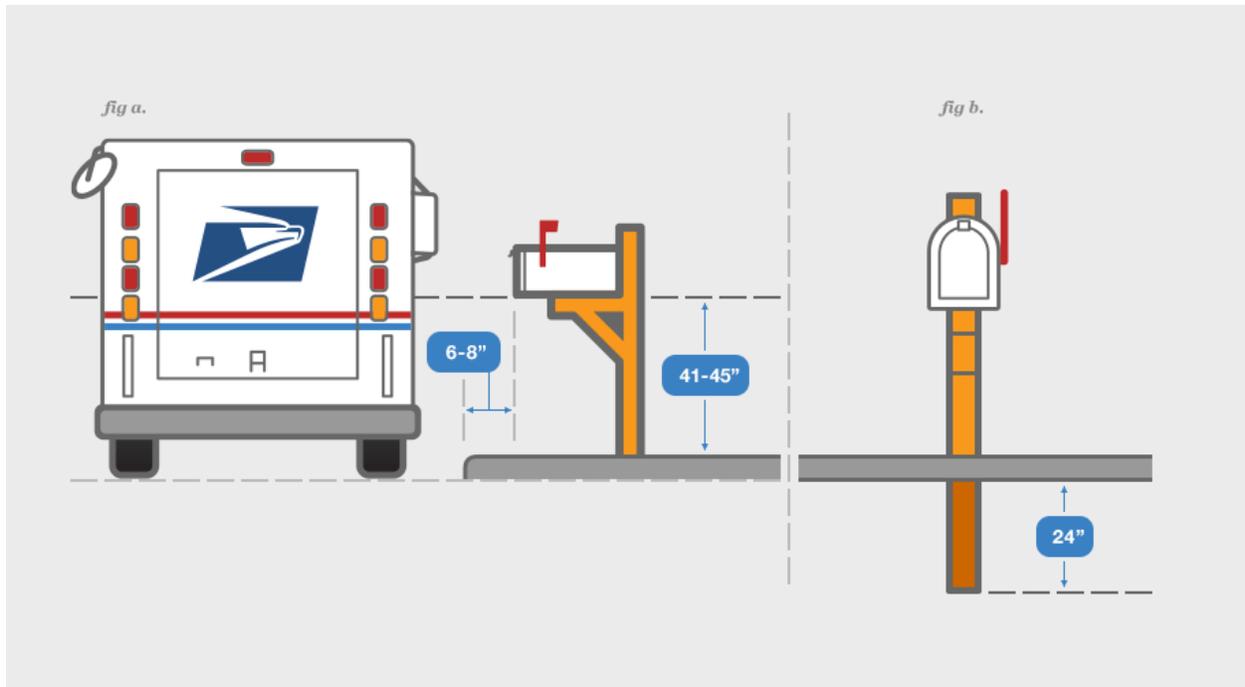
City of Rathdrum Mailbox Policy:

The City of Rathdrum recognizes that during the snowplowing season that there are times that street maintenance may have unintentional consequences in knocking down mailboxes within the community. It is the intent of the City of Rathdrum to address these issues quickly and responsibly. Because of the timing of these situations it may be difficult to permanently replace individual mailboxes, therefore we will locate a temporary mailbox so that the USPS can continue to deliver mail. Once the average daily temperature has exceeded 60 degrees the City will replace like-for-like mailboxes with a limit of \$???, so long as the replacement is compliant with USPS mailbox standards. Below are the USPS standards located on the USPS website as of May 2020. If the standards are changed, we will replace according to the most current standards.

Where to Place the Mailbox

Here are some helpful guidelines to follow when placing your mailbox:

- Position your mailbox 41" to 45" from the road surface to the bottom of the mailbox or point of mail entry.
- Place your mailbox 6" to 8" back from the curb. (Measure from the front of the curb as shown in the graphic.) If you do not have a raised curb, contact your local postmaster for guidance.
- Put your house or apartment number on the mailbox.
- If your mailbox is on a different street from your house or apartment, put your full street address on the box.



Installing the Mailbox Post

The best mailbox supports are stable but bend or fall away if a car hits them. The Federal Highway Administration recommends:

- A 4" x 4" wooden support or a 2"-diameter standard steel or aluminum pipe.
- Avoid unyielding and potentially dangerous supports, like heavy metal pipes, concrete posts, and farm equipment (e.g., milk cans filled with concrete).
- Bury your post no more than 24" deep.



City of Rathdrum City Council

Staff Report – Conditional Use Permit

To: Rathdrum City Council
From: City Planning and Zoning Administrator
Date of Report: May 21, 2020
Subject: Zahran CUP 2020-02 – Request to allow residential use on commercially zoned property
Meeting Date: May 27, 2020

PROJECT INFORMATION

Applicant / Owner: Ash Zahran / Zahran Construction, PO Box 1533, Hayden, ID 83835

Site Information / Location of Project: The property is within the Rockwood Business Park located generally west of Highway 41 and south of Boekel Road at the southwest corner of Boekel Road and Rockwood Court.

The Kootenai County Assessors Tax Parcel Numbers are R-6770-001-001-A (8470 W Boekel Rd) and R-6770-001-002-A (8188 W Boekel Rd).

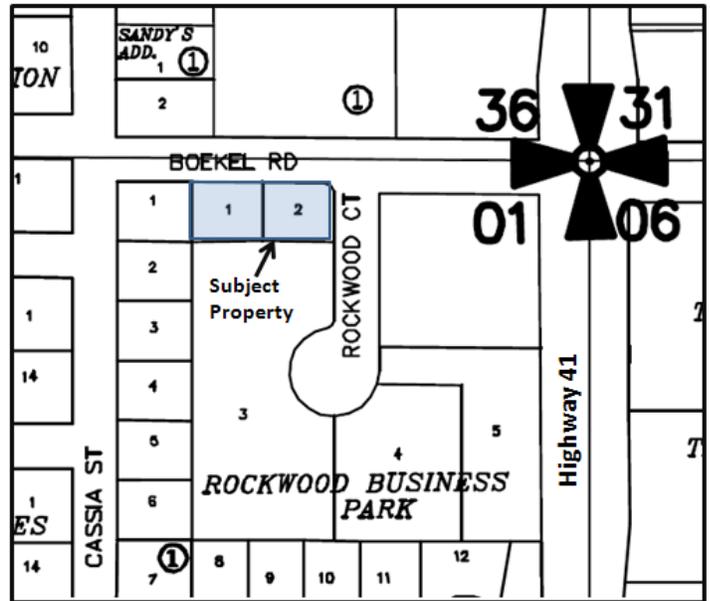
The legal description of the property is Lot 1 and Lot 2, Block 1, Rockwood Business Park.

The subject site is located within the General Commercial (C-1) zone district and is currently vacant.

Adjacent Land Uses:

The surrounding properties are as follows:

- North: Tree House Apartments (Residential: R-3)
- South: Storage Units (Commercial: C-1)
- East: Grange Hall (Commercial: C-1)
- West: Single Family Residential (Duplex) (Residential: R-2)



Request: This is an application for a Conditional Use Permit (CUP) to allow for residential land use to occur on commercially zoned (C-1) property. The Applicant seeks to allow duplex buildings to be built on the subject lots (one duplex per lot).

Pursuant to Rathdrum City Code (RCC), 11-4B-2 (D), General Commercial District, Conditional Uses, all principal and conditional uses permitted in residential districts may be allowed in the C-1 district by

conditional use permit. A conditional use permit may be granted to an applicant if the proposed use is prohibited by the terms of RCC Title 11 but is allowed with conditions under specific provisions of RCC Title 11 and is not in conflict with the comprehensive plan. The minimum criteria and conditions of the RCC shall apply to the approval of any conditional use permit.



PROJECT REVIEW

This staff report reflects an overview of the proposed conditional use based on the submitted application materials and other information available at the time of this report. The project is subject to modification prior to final action of the Rathdrum City Council.

History:

The previous owner applied for a Conditional Use Permit on three separate occasions to utilize the property for residential use - in January of 2013, June 2017 and November 2018. The result of each application was a recommendation for approval by the Planning and Zoning Commission and subsequent approval by the City Council. On each occasion, the Applicant did not move forward with the development within one year, at which time the CUP approval expired pursuant to Rathdrum City Code (RCC), 11-8-5 Time Limit, *“Upon granting of a conditional use permit, the proposed use must be substantially initiated within one year. Failure to comply with this regulation will result in the conditional use permit becoming null and void.”*

The current Applicant purchased the property with an understanding from the previous owner that a duplex could be constructed on each lot and is now applying once again for a Conditional Use Permit to allow this.

Consistency Analysis Rathdrum City Code (RCC): Several titles of City Code provide regulations for the proposal. Those portions of the RCC that pertain to the proposal are described in **Table 1** below. Included for each requirement is an analysis of the proposal’s consistency with that requirement.

Table 1 – Rathdrum City Code Consistency

Code	Consistent	Discussion
<p>11-4B-2 (D) General Commercial District, Conditional Uses. In a general commercial district retail uses, offices and service establishments and their accessory uses are permitted outright. All principal and conditional uses permitted in residential districts are allowed by conditional use.</p>	<p align="center">CUP REQUESTED</p>	<p>The Applicant intends to build residential structures (duplexes) on the subject properties. A conditional use permit is necessary to establish a residential use on the commercially zoned properties.</p>
<p>11-4B-2 (G) General Commercial District, Density Provisions. 10. Residential uses in a commercial district shall comply with applicable residential density provisions as established by this title for the district as determined in processing the required conditional use permit.</p>	<p align="center">Yes, with conditions of approval</p>	<p>Residential density provisions can be applied to the properties through this CUP process, including provisions for setbacks, lot coverage, and building height. The Commission has included recommended conditions of approval to address this requirement.</p>
<p>11-8-1 Conditional (Special) Use Permits, Granting of Permits. A conditional use permit may be granted to an applicant if the proposed use is prohibited by the terms of this title but is allowed with conditions under specific provisions of this title and is not in conflict with the comprehensive plan.</p>	<p align="center">CUP REQUESTED</p>	<p>Residential use of property within the C-1 zone district is not enumerated within RCC 11-4B-2 (C), Principal Uses Permitted Outright. As defined by RCC 11-3-2, any uses which are not specifically enumerated or interpreted as allowable in that district are prohibited. RCC 11-4B-2 (D) enumerates uses permitted in the C-1 district as conditional uses, including all principal and conditional uses permitted in residential districts (includes single family homes and duplexes).</p>
<p>11-8-2 Conditional (Special) Use Permits, Public Notice Procedures. ...</p>	<p align="center">Yes</p>	<p>See Regulatory Compliance section below.</p>
<p>11-8-3: Conditional (Special) Use Permits, Criteria for Granting Conditional Use Permits. The commission has reviewed the particular facts and circumstances of each proposed conditional use permit in terms of the following standards and has found adequate evidence showing that such use at the proposed location:</p> <ul style="list-style-type: none"> A. Constitutes a conditional use as established in this title for the zoning district involved; B. Will be harmonious with and in accordance with the general objectives or with any specific objectives of the comprehensive plan and/or this title; C. Will be served adequately by essential public 	<p align="center">Yes</p>	<p>The Conditional Use Permit application has been subject to commission review.</p> <ul style="list-style-type: none"> A. Residential uses, including duplexes, constitute a conditional use as discussed within 11-4B-2 (D) above. B. The proposal has been determined by the Commission to be harmonious with and in accordance with the comprehensive plan as discussed in Table 1 above. C. Public utility infrastructure, including separate lateral water and sewer connection to each lot (one per lot) is existing. Additional connections to City utility mains can be added at the time of development, as needed, subject to

Code	Consistent	Discussion
<p>facilities and services;</p> <p>D. Will be designed, constructed, operated and maintained to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such use will not change the essential character of the same area;</p> <p>E. Will not create excessive additional requirements as to public cost for public facilities and services and will not be detrimental to the economic welfare of the community;</p> <p>F. Will not involve uses, activities, processes, materials, equipment and conditions of operation that will be detrimental to any persons, property or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare or odors;</p> <p>G. Will have vehicular approaches to the property which shall be so designed as not to create an interference with traffic and surrounding public thoroughfares;</p> <p>H. Will not result in the destruction, loss or damage of a natural, scenic or historic feature of major importance.</p>		<p>approval of the City (one water and one sewer connection per dwelling is required). The Commission has suggested conditions of approval to address the provision of stormwater infrastructure.</p> <p>D. The proposal is for residential use. Adjacent properties to the north and west are zoned residential and are developed with a mix of housing, including apartments, duplexes and single-family homes. The proposal has been determined to not change the character of the area.</p> <p>E. The proposal will require typical services and facilities and has been determined to not create excessive additional requirements or costs for public facilities or services and will not be detrimental to the economic welfare of the community.</p> <p>F. The proposal has been determined to not be detrimental to any person, property or the general welfare of the community because of proposed uses, activities, processes etc. The proposal is for use of two commercially zoned properties as residential lots. The Commission has suggested conditions of approval to address general standards and conditions for the properties.</p> <p>G. Vehicular approaches are reviewed at the time of building and site plan permitting. The Commission has suggested conditions of approval to address this section, including mitigation of potential traffic impacts on Boekel Road.</p> <p>H. No features of importance have been identified on the property or immediate vicinity.</p>
<p>11-8-4: Conditional (Special) Use Permits, Action by Commission and Council.</p> <p>A. Commission:</p> <p>1. Findings And Recommendation: Within sixty (60) days following the public hearing, the commission shall present to city council its findings and recommendation to either approve, conditionally approve or deny the</p>	<p>Yes and Unknown</p>	<p>A.</p> <p>1. The Commission took action to recommend approval of the proposed CUP with the findings of fact, conclusions of law and conditions of approval as found herein on May 20,</p>

Code	Consistent	Discussion
<p>request for a conditional use permit.</p> <p>2. Conditions Of Approval: Upon the granting of a conditional use permit, conditions may be attached to the permit including, but not limited to, the following conditions:</p> <ol style="list-style-type: none"> a. Minimizing adverse impact on other development; b. Controlling the sequence and timing of development; c. Controlling duration of development; d. Assuring that development is properly maintained; e. Designating the exact location and nature of development; f. Requiring the provision for on-site or off-site public facilities or services; g. Requiring more restrictive standards than those generally required. <p>3. Studies Required: Prior to granting a conditional use permit, studies may be required of the social, economic, fiscal, and environmental effects of the proposed use. A conditional use permit shall not be considered as establishing a binding precedent to grant other permits. A conditional use permit is not transferable from one parcel of land to another.</p> <p>B. City Council</p> <ol style="list-style-type: none"> 1. Findings and conclusions: Upon revising or rejecting the recommendation by the Commission, City Council shall establish its own findings and conclusions and shall specify: <ol style="list-style-type: none"> a. The ordinance and standards used in evaluating the application; b. The reasons for approval or denial; c. The actions, if any, that the applicant could take to obtain a conditional use permit. 2. Written Notice: Within ten (10) days after a decision has been rendered by City Council, the City Clerk shall provide the applicant with written notice of the action on the request. 		<p>2020. This recommendation is being provided to the Council within one day of such action.</p> <ol style="list-style-type: none"> 2. The Commission has suggested conditions to attach to approval of the permit by the Council to minimize impacts, control timing of the development, designate the nature of the development, and providing for on and off-site improvements. 3. The Commission did not request additional studies to address possible impacts of the proposal. The Council may request additional studies it deems necessary. <p>B. .</p> <ol style="list-style-type: none"> 1. The Commission has recommended findings, conclusions and conditions. The Council may revise or reject the recommendation by the Commission and establish its own findings and conclusions to support the decision as required by this section. 2. Written notice of the decision shall be provided to the applicant in compliance with this section.
<p>11-8-5: Conditional (Special) Use Permits, Time Limit. Upon granting of a conditional use permit, the proposed use must be substantially initiated</p>	<p>Yes, with conditions of approval</p>	<p>The Commission has suggested conditions of approval to address this requirement.</p>

Code	Consistent	Discussion
within one year. Failure to comply with this regulation will result in the conditional use permit becoming null and void.		

Consistency Analysis Comprehensive Plan: The relevant goals and policies established within the Rathdrum Comprehensive Plan that pertain to the proposal are listed in **Table 2** below. Also included is an analysis of whether the proposed project is generally consistent with the requirements of those goals and policies.

Table 1 – Comprehensive Plan Consistency

Goal/Policy	Consistent	Discussion
Land Use Element		
<i>II B. Land Use, Goal 1, Policy F: Consider special use permits only where proposed land uses can be demonstrated to be consistent with goals of the Comprehensive Plan.</i>	Yes, with conditions of approval	Consistency with the goals of the Comprehensive Plan can be demonstrated as discussed herein. The Planning and Zoning Commission has suggested, and the City Council shall be responsible for determining any conditions of approval necessary to ensure compliance.
Sewer and Water Element		
<i>II E.-2 Water and Sewer, Goal 1, Policy B: Promote development in areas with municipal sewer and water systems in place.</i>	Yes	Municipal water and sewer utilities are available to the properties. As necessary, the applicant shall make improvements to the infrastructure to support the proposed use(s) at the time of development.
Housing Element		
II G. Housing, Goal 1: Apply four primary principles, 1) Sense of Community, 2) Variety, 3) Affordability and 4) Integration, in the enhancement and maintenance of existing residential areas and the design of new housing developments. B) Variety: Provide a broad mix of housing choices for a mix of people with differing economic means, ages and lifestyles. Types of housing may include, but are not limited to, apartments, townhouses, multi-family units, manufactured homes and small, as well as large, lot single family residences.	Yes	Allowing residential development on the lots will help provide more variety in housing options.
<i>II G. Housing, Goal 2, Policy C: Enforce buffering requirements for non-residential activities developed adjacent to residential areas.</i>	Yes, with conditions of approval	The existing adjacent commercial activities have been determined to not provide screening to the properties proposed for use as residential lots as required by RCC 11-5-3 (A) (2) (b): uses or activities related to nonresidential and

Goal/Policy	Consistent	Discussion
		multi-family residential uses shall not be located nor conducted closer than forty feet (40') to any lot line of a residential district except that the minimum yard requirements may be reduced fifty percent (50%) if acceptable landscaping or screening, approved by the administrator, is provided. The Commission has suggested conditions of approval to address this provision.
<i>II G. Housing, Goal 2, Policy F: Protect the continuity and inherent character of existing neighborhoods in planning and zoning decisions.</i>	Yes	The existing neighborhood is a mix of uses, including single family homes, duplexes, multi-family apartments and commercial activities. The proposal appears to be within the character of the neighborhood.
<i>II G. Housing, Goal 3, Policy B: Require pedestrian and bicycle pathways in new residential development and encourage the development of additional pathways in existing neighborhoods to provide interconnectivity.</i>	Yes	There are existing sidewalks adjacent to the subject property.
<i>II G. Housing, Goal 4, Policy C: Provide an adequate supply of land in appropriate land use designations that meets the future needs and demand for a broad range of residential types.</i>	Yes	The proposed project will add to the availability of residential property.
<i>II G. Housing, Goal 5, Policy A: Encourage infill and redevelopment of existing lots.</i>	Yes	The proposed project will provide infill of two existing vacant lots within an area which is generally built-out.
Community Design Element, Balanced Development		
<i>II K.-2 Community Design, Balanced Development, Goal 2, Policy D: Encourage residential development within commercial nodes.</i>	Yes	The proposal is to allow residential development within a C-1 zone.

The application reflects many Goals and Policies within the City of Rathdrum Comprehensive Plan. Such Goals and Policies were considered in the development and adoption of the General Commercial District standards and specifications by the City of Rathdrum Council as reflected within Rathdrum City Code.

REGULATORY COMPLIANCE

Public Noticing: RCC 11-8-2 lays out the process which is followed for a Conditional Use Permit application which requires an open record public hearing before the Planning and Zoning Commission as directed by Idaho Statute 67-6512. Not more than sixty (60) days following the filing of an application and prior to granting a conditional use permit, at least one public hearing at which interested persons shall have an opportunity to be heard shall be held by the planning and zoning commission.

The application was received on March 17, 2020. A Public Hearing before the Planning and Zoning Commission was held on May 20, 2020 – 64 days following submittal. Scheduling of a public hearing was delayed due to the shut down directed by the Governor of the State of Idaho due to the Covid-19

crisis.

At least fifteen (15) days prior to the hearing, notice of the time, place and a summary of the proposal shall be published in the official newspaper of the city.

Notice of the hearing, including time, place and summary of the proposal was posted in the Coeur d'Alene Record on May 5, 2020 in compliance with this section.

Notice by regular mail shall be provided at least ten (10) days prior to the hearing to record property owners of land situated within three hundred feet (300') of the external boundaries of the land being considered, and any additional area that may be substantially impacted by the proposed conditional use permit as determined by the administrator.

Notice by regular mail to all property owners of land situated within three hundred feet of the external boundaries of the proposal was provided on May 5, 2020 in compliance with this section.

Notice shall further be posted on the concerned property at least seven (7) days prior to the public hearing.

A Public Notice was posted on the property on May 6, 2020 in compliance with this section.

Notice was also posted as a courtesy on the City's web site and notice board outside of City Hall on May 1, 2020.

When notice is required for two hundred (200) or more property owners, in lieu of the mail notification, three (3) notices in the official newspaper of the city is sufficient; provided that, the third notice appears at least ten (10) days prior to the public hearing.

Not Applicable.

A public hearing was held before the Planning and Zoning Commission on May 20, 2020.

The application has been processed in conformance with this Code.

Furthermore, prior to the date of the public hearing, the City issued a written staff report, integrating any public comments received regarding the application, and made available to the public a copy of the staff report for review and inspection. A copy of the staff report was provided to the Applicant or the Applicant's designated representative and the Planning Commission prior to the hearing.

Comments Received: The issuance of the Notification of Public Hearing included an invitation for the public to provide written comment for a period of seven (7) days in addition to the ability of the public to provide comment during the hearing for this proposal. Agencies with jurisdiction were also provided an opportunity to provide comment during review of this application. One written comment regarding this proposal was received by the City and is attached hereto within Exhibit C.

Comment Consideration: Comments provided prior to and during the hearing were considered in the project analysis by the Planning and Zoning Commission.

RECOMMENDATION

The Rathdrum Planning and Zoning Commission recommends APPROVAL of the application, subject to the suggested findings of fact, conclusions of law, and conditions of approval as found in Exhibit B.

STAFF CONTACT

Cary Siess, City Planner / Planning and Zoning Administrator
City of Rathdrum Public Works Department
8047 W. Main Street, Rathdrum, Idaho 83858
Phone: 208-687-2700 x 117
Email: cary@rathdrum.org

Attached Exhibits:

Exhibit A – CUP Application, Maps and Narrative

Exhibit B – Suggested Findings of Fact / Conclusions of Law and Conditions of Approval

Exhibit C – Comments Received

City of Rathdrum
Planning & Zoning
8047 W. Main Street
Rathdrum, ID 83858

208 687-2700 ext. 124



CONDITIONAL USE PERMIT APPLICATION
(Conditional Use Permits Addressed in Code Section 11-8)

Make an appointment with the City Planner and Building Official prior to preparing your application.

Applicant's Name: ASH ZAHRAW
Address: PO BOX 44 City: POST FALLS State: ID Zip: 83877
Legal Owner-Name: ZAHRAW CONSTRUCTION Phone: _____
Legal Owner-Address: PO BOX 1533 HAYDEN, ID 83835
Contact Person-Name: ASH ZAHRAW Phone: 208-449-8034*
Contact Person-Address: PO BOX 44 POST FALLS, ID 83877
Street Address of Property: _____
Legal Description: Lot # 1+2 Block # 1 Parcel # R-6770-001-001-A + R-6770-001-002A
Subdivision: _____ Current Zoning District: _____

Attach the following information:

1. Written description of both the existing and proposed use of property.
2. Written description of the steps you intend to take to minimize the impacts on surrounding properties from the proposed land use.
3. Site plan showing the following information for both the existing and proposed land uses:
 - > Location of all buildings
 - > Traffic access and circulation
 - > Signage
 - > Parking and loading areas
 - > Open spaces and landscaping
 - > Service areas

NOTE: Site plans need to be prepared by a design professional unless the Planning and Zoning Administrator finds otherwise.
4. Listing and three (3) sets of mailing labels of property owners within a 300 foot radius of the property as prepared by a licensed Kootenai County title company and issued within the past 60 days. Include your own address and others whom you wish to receive hearing notices.
5. Processing fee made payable to the City of Rathdrum: _____ (Fee covers all city review processes, including cost of publication and mailing of the legal notice)

[Signature]
Applicant's Signature

3/11/2020
Date

Rathdrum Special Use Permit

Existing Property- Two vacant lots for development located on the corner of Boekel and Rockwood ct. approx. 319ft west of the intersection at hwy 41 and Boekel

Size- Lot 1 (6,999.4 Sqf) Lot 2 (8,045.6 Sqf)

Proposed Use of Property- To build two duplexes on lots 1 and 2 which will front the Treehouse Apartments across the street.

Steps taken to minimize impact

- Provide quality landscaping to create a buffer between surrounding properties
- All landscaping to meet and exceed code RCC 11.5.213.
- All traffic access to and from Boekel St.
- Minimize street parking to Rockwood ct.
- Providing a combination of lawn, trees, and shrubs to soften driveway approaches
- Side yard setbacks to be 6ft, 10ft rear, 20ft front, and 20ft front corner flanking yard.

CITY OF RATHDRUM

Suggested Findings of Fact / Conclusions of Law and Conditions of Approval for Zahran CUP

FINDINGS OF FACT / CONCLUSIONS OF LAW

1. The applicant / project proponent and property owner is Ash Zahran / Zahran Construction, PO Box 1533, Hayden, ID 83835.
2. The Applicant seeks approval of a Conditional Use Permit (CUP) to allow for residential use (duplexes) of commercially zoned property pursuant to Rathdrum City Code (RCC) 11-4B-2 (D) (General Commercial District, Conditional Uses), and 11-8 (Conditional Uses). A Conditional Use Permit subject to review and recommendation of the Planning and Zoning Commission, and approval of the City Council is necessary to allow for the proposed use.
3. The subject site is located at 8470 and 8188 W. Boekel Road, Rathdrum Idaho, within the General Commercial (C-1) zone district. The Kootenai County Assessors Tax Parcel Numbers are R-6770-001-001-A and R-6770-001-002-A respectively.
4. In the General Commercial district all principal and conditional uses permitted in residential districts may be allowed by Conditional Use Permit. Conditions of approval may be attached to the permit to minimize impacts, control timing of the development, designate the nature of the development, provide for on and off-site improvements, require studies and/or plans and other provisions as required by the Rathdrum Comprehensive Plan and Rathdrum City Code.
5. Several Goals and Policies of the City's Comprehensive Plan and standards within Rathdrum City Code pertain to the proposal. The Staff Report includes a comprehensive analysis of the proposal's consistency with the Plan and Code. With the provision of Conditions of Approval, the proposal can implement goals and policies of the City's Comprehensive Plan and be consistent with City Code.
6. The surrounding properties include commercial operations within the C-1 district, apartment homes within the R-3 district, and duplexes within the R-2 zone district. The proposed use is consistent with surrounding land use activities and will not cause significant adverse impacts on the human, aesthetic, or natural environments that cannot be mitigated by Conditions of Approval.
7. The entire file of record was reviewed by City staff in review of the proposal and development of the Staff Report dated May 14, 2020 and considered by the Planning and Zoning Commission.
8. The application has been processed in compliance with the regulations of RCC 11-8-2 and Idaho Statute 67-6512.

IV. CONDITIONS OF APPROVAL

1. All conditions imposed herein shall be binding on the "Applicant," which term shall include the owner or owners of the property, heirs, assigns, and successors.
2. The granting of this Conditional Use Permit shall not be considered as establishing a binding precedent to grant other permits, including but not limited to building or site development permits associated with the property.
3. Any change in use, expansion or contraction of the site area, or alteration of use classified as conditional involving the proposal shall be brought to the attention of the City, who can, if deemed necessary, require the changes to be brought before the City Planning and Zoning Commission at a public hearing and City Council for decision. Any expense involved in holding a public hearing would be borne by the Applicant.

4. The proposed use shall be substantially initiated within one year of the date of Council approval. Failure to comply will result in the Conditional Use Permit becoming null and void. At the expiration of its year of approval, and after review by the City and assurance by the City that all Conditions of Approval have been or are being met, any such approved Conditional Use may be continued, shall run with the land, and is non-transferable to other property. All conditions of the permit shall continue to apply throughout the life of the use.
5. Residential development on the properties shall be subject to all provisions of RCC 11-4A-4, R-3 Residential District, including but not limited to lot area, density and setback provisions as follows:
 - a. Minimum lot area: Six thousand (6,000) square feet plus one thousand five hundred (1,500) square feet per each additional dwelling unit over one.
 - b. Maximum lot width to depth ratio: 1:2.5.
 - c. Minimum front yard: Twenty feet (20') measured from the edge of the street right of way to the front of the building.
 - d. Minimum side yard: Six feet (6') wide.
 - e. Minimum side yard flanking street of corner lot: Twenty feet (20') from street right of way.
 - f. Minimum rear yard: Ten feet (10') deep.
 - g. Maximum building height: Not to exceed thirty-five feet (35').
 - h. Maximum lot coverage: Thirty five percent (35%).
 - i. Minimum size for single-family dwelling unit: Six hundred (600) square feet.
 - j. Minimum driveway requirements: Twenty-five feet (25') in length, excluding sidewalk; and
 - k. Setback requirements must be measured from a legally established property line.
6. Residential development on the properties shall be subject to provisions of RCC 11-5-1, General Provisions and Performance Standards, General Standards as follows:
 - a. Right of way / frontage improvements, 1 through 4, including provision of an engineered stormwater management plan and installation of no-parking signs on Boekel Road per City standards.
 - b. Point of access, 1 and 2.
 - c. Visibility at intersections.
 - d. General provision for fencing, 1 through 5 (e), excepting as further conditioned herein to provide screening between residential and commercial uses.
 - e. Architectural projections.
 - f. Stormwater management, 1 through 4; and
 - g. Hazards / Nuisances, 1 through 10.
7. Residential development on the properties shall be subject to provisions of RCC 11-5-2, General Provisions and Performance Standards, Residential Standards as follows:
 - a. Multi-family residential use standards.
 - b. Residential landscaping, 1 through 3.
 - c. Residential driveways and parking requirements, 1 through 3.
 - d. Alternate approach standards for duplexes, 1 and 2, excepting that as requested driveway widths shall be no wider than nineteen feet with a four-foot wide planting strip separating adjoining driveways.
 - e. Corner lot yard definition and setback interpretation.

- f. Conversion of dwellings, 1 through 4.
 - g. Parking and storage of vehicles.
 - h. Garages, 1 and 2.
 - i. Accessory structures, 1 through 6.
 - j. Home occupations, 1 through 8 (b); and
 - k. Manufactured homes, 1(a) through (i).
8. Residential development on the properties shall be subject to provisions of RCC 11-5-3, General Provisions and Performance Standards, Commercial, Industrial, Multi-family and Institutional Standards as follows:
- a. Acceptable landscaping or screening, approved by the administrator, shall be provided along the southern and eastern property boundaries in order to screen the residential uses from the adjacent commercial uses. Such screening shall be a masonry or solid fence between six feet (6') and eight feet (8') in height (except within the front yard setback area), or planted in combination of trees, shrubs, and ground cover which may incorporate small irregular earthen berms and mounds maintained in good condition and free of all advertising or other signs.
9. The Applicant shall comply with all federal, State, and local laws and regulations, including obtaining all permits required by all agencies with jurisdiction.
10. Prior to constructing improvements, the Applicant shall submit Building Permit Application(s) to the City, as applicable, and gain permit approval. All Conditions of approval or permit requirements shall be met prior to occupancy or use and/or receiving final permit sign-off and/or Certification of Occupancy. Additional materials which shall be submitted to the City at the time of Building Permit Application include, but are not limited to:
- a. A landscape and irrigation plan addressing the requirements of Condition of Approval number 8 above.
 - b. An engineered stormwater plan and civil documents addressing street improvements addressing the requirements of Condition of Approval number 6 above.
11. The Applicant shall obtain a Permit to perform work within City right of way for any activities within the right of way, including but not limited to installation of driveway approaches, no-parking signage, stormwater infrastructure, and utility connections, as necessary.
12. This Conditional Use Permit is limited to the proposed project as described in this Recommendation and within the Staff Report and attached Exhibits.

Zahran CUP – Exhibit C

Neutral

From: Cornelius Strain <hacon22@gmail.com>
Sent: Thursday, May 14, 2020 11:18 AM
To: Cary Siess <cary@rathdrum.org>
Subject: Boekel Rd property development

OLGS, LLC

Cornelius and Mary Strain

13705 N Delta Lane

Rathdrum Idaho 83858

208-687-2010

May 14, 2020

Subject: Public Hearing Rathdrum Planning and Zoning Commission

Property on Boekel Road and Rockwood Ct.

We own the adjacent property on 8176 Boekel Road.

We have only 2 concerns for this development.

First the problem is street parking. The City of Rathdrum has restricted parking to only one side of the street on Boekel. Most renters have at least 2 cars per unit and they rarely use the garages provided by the landlord. This must be considered with the development. When winter hits they are required to have their vehicles moved for snow clearing, which is another concern. Also, traffic is dangerous at the Cassia/Boekel intersection for our tenants. ... a stop sign would help. People come quickly from the development onto this street. So therefore, no more than single family or duplex buildings should be built for safety.

Second point. We would like to protect the privacy of our tenants. Please keep that in mind.

Thank you for the notice and please consider the parking issue as very important.

Cornelius and Mary Strain

STAFF REPORT
April 2020
Finance & Administration



CURRENT ACTIVITY

1. New Utility Accounts – 34 – Closed Utility Accounts – 42
 2. Normal Monthly Activity (Utility Bills/Customer Service/Payables/Payroll/General Ledger)
 3. Accounts Payable
 4. Monthly SWT Reporting
 5. Monthly Financial Statements
 6. Monthly Bank Reconciliation
 7. Monthly Investment Pool Reconciliation
 8. Department Head Credit Card Reconciliation
 9. COVID-19 Precautions & Preparation
 10. Senior Center/Community Assistance
 11. Senior Center Meetings
 12. FY20-21 Department Head Kickoff Meeting
 13. FY20-21 Council Priorities
 14. Website Upgrade & updates
 15. Urban Renewal Financials & Billing
 16. File & Retention Organization
 17. Council meeting preparation- Zoom
 18. Attend HR monthly meetings- Remotely
 19. Reconciliation of ICRMP Claims
 20. Reconciliation of State Insurance Fund Claims
 21. Finalize up Audit Work for FY18-19
 22. COVID-19 Reimbursement Grant Work
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CITY OF RATHDRUM

**STATEMENT OF REVENUES, EXPENDITURES, AND FUND BALANCES
GOVERNMENTAL FUNDS
For April 30, 2020**

	<u>YTD ACTUAL</u>	<u>CY BUDGET</u>	<u>Comparison</u>
REVENUES			
<i>General Fund</i>			
Property Taxes	1,718,297	2,935,199	59%
Licenses and Permits	7,500	7,800	96%
Non-Business License & Permits	450,049	285,250	158%
State of Idaho Shared Revenue	902,513	1,225,920	74%
Franchise Fees	104,550	125,000	84%
Enforcement & Protective Services	61,359	65,400	94%
Miscellaneous	372,153	1,140,723	33%
Subtotal General Fund	3,616,421	5,785,292	63%
<i>Water Fund</i>			
Operational Revenue	474,508	909,935	52%
Other Revenue	419,299	39,500	1062%
Subtotal Water Fund	893,807	949,435	94%
<i>Sewer Fund</i>			
Operational Revenue	1,588,575	2,187,127	73%
Other Revenue	41,082	2,000	2054%
Subtotal Sewer Fund	1,629,657	2,189,127	74%
Total Revenues	6,139,884	8,923,855	69%
EXPENDITURES			
<i>Executive & Legislative</i>			
Salaries/Benefits	39,223	67,650	58%
Other Non-Personnel	4,770	4,700	101%
<i>Financial & Administrative</i>			
Salaries/Benefits	175,915	302,175	58%
Other Non-Personnel	24,108	79,650	30%
<i>Law Enforcement</i>			
Salaries/Benefits	938,664	1,580,656	59%
Other Non-Personnel	242,014	479,499	50%
<i>Public Works</i>			
Salaries/Benefits	419,268	711,033	59%
Other Non-Personnel	500,026	1,341,141	37%
<i>Parks & Recreation</i>			
Salaries/Benefits	256,259	518,512	49%
Other Non-Personnel	95,719	268,926	36%
Other Expenditures	1,831,910	431,350	425%
Subtotal General Fund Expenditures	4,527,875	5,785,292	78%
<i>Water Fund</i>			
Salaries/Benefits	182,200	301,629	60%
Operational Expenditures	162,441	634,807	26%
Other Expenditures	1,926	13,000	15%
Subtotal Water Fund Expenditures	346,566	949,436	37%
<i>Sewer Fund</i>			
Salaries/Benefits	182,198	301,629	60%
Operational Expenditures	167,442	664,396	25%
Other Expenditures	1,092,544	1,223,102	89%
Subtotal Sewer Fund Expenditures	1,442,184	2,189,127	66%
Total Expenditures	6,316,625	8,923,855	71%

I certify that the amounts shown above accurately reflect the monthly financial in accordance with the provisions of I.C. §50-208 to the best of my knowledge in accordance with all provisions of Idaho Law.

Melissa Taylor
Melissa Taylor/Finance Director

5/21/2020
Date





City of Rathdrum Cash Balance

For all City Funds as of April 30, 2020

Governmental Funds

General SIP	Fund 10	\$3,345,532.64
Designated Revenue	Fund 12	\$980,438.50
City Hall Facility	Fund 16	\$149,582.65
Cemetery	Fund 20	\$86,661.35

Impact Fees Fund

Circulation	Fund 13	\$1,206,755.78
Parks	Fund 15	\$447,175.06

Enterprise Funds

Water Asset Replacement	Fund 62	\$234,104.88
Water Cap Fees	Fund 63	\$4,649,009.63
Sewer Asset Replacement	Fund 65	\$149,044.71
Sewer Cap Fees	Fund 66	\$4,969,067.30

Total of All Investment Funds	\$16,217,372.50
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Bank Accounts

General Fund	Columbia Bank	\$76,881.89
Repo Sweep	Columbia Bank	\$134,311.84
Water Deposit Account	Columbia Bank	\$35,311.02

Total of All Bank Funds	\$246,504.75
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Total of Funds	\$16,463,877.25
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