CITY COUNCIL MEETING AMENDED AGENDA

May 15, 2024 at 5:30 PM

Council Chambers at City Hall - 1123 W. Lake St. Sandpoint, Idaho

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Call to Order
Roll Call
Pledge of Allegiance
Announcements and Reports

1. Mayor's Proclamation for Sandpoint Senior Center 50th Anniversary
2. Mayor's Proclamation for Peace Officers Memorial Day and Police Week

Public Forum

Consent Calendar - action items

3. Draft Minutes for Approval from May 1, 2024, Meeting - ***action item***
4. Bills for Council Review and Approval - ***action item***
5. Proposed Resolution: PROCUREMENT AND CONTRACT POLICY UPDATE - ***action item***
6. Proposed Resolution: PURCHASE OF STREET REPAIR EQUIPMENT FROM CIMLINE, INC. (CITY PURCHASE ORDER NO. 24-1242) - ***action item***
7. Proposed Resolution: COOPERATIVE AGREEMENT WITH IDAHO TRANSPORTATION DEPARTMENT FOR TRAFFIC SIGNAL, ILLUMINATION, AND RRFBs – FIFTH AVE INTERSECTIONS AT PINE ST AND CHURCH ST - ***action item***
8. Proposed Resolution: TEMPORARY SUSPENSION OF INTEGRATED WEED MANAGEMENT PLAN - ***action item*** ***** (This item was added on May 13.) *****

Old/Unfinished Business

New Business

9. Proposed Resolution: BID SOLICITATION FOR PAVEMENT MAINTENANCE - ***action item***
10. Proposed Resolution: BID SOLICITATION FOR CHIP SEAL PROJECT - ***action item***
11. Proposed Aquatic-based Summer Youth Programs and Lifeguard Program Update
12. Proposed Ordinance and Summary: ADA ADVISORY COMMITTEE - ***action item***
13. Proposed Ordinance and Summary: PARKS AND RECREATION COMMISSION - ***action item***

Adjourn

Public Participation Options and Information
Before the meeting, comment in writing: Email cityclerk@sandpointidaho.gov or deliver to City Hall.
Attend in person: See above for meeting location. Seating available on first-come, first-served basis.
Attend remotely: Register on the Meetings page on the City website: www.sandpointidaho.gov.
After the meeting, view the recording on YouTube: https://www.youtube.com/c/CityofSandpoint.
Special accommodation: Contact (208) 263-3310 or cityclerk@sandpointidaho.gov 48 hours prior.

SANDPOINT

PROCLAMATION

WHEREAS, the Sandpoint Area Senior Center has been serving the elderly members of our Sandpoint community since 1974; and

WHEREAS, in April of this year, the Sandpoint Senior Center celebrated 50 years of dedicated service; and

WHEREAS, we all age, and we are grateful our community has the Sandpoint Senior Center as a resource that is providing invaluable social connections and related services to our seniors and their families; and

NOW, THEREFORE, I, Jeremy Grimm, Mayor of Sandpoint, do hereby proclaim the celebration of the Sandpoint Senior Center's 50th Anniversary, and thank them for their dedication to serving the seniors in our community.

Proclaimed this 15th day of May, 2024, in the City of Sandpoint, Bonner County, Idaho.

Jeremy Grimm, Mayor

SANDPOINT

PROCLAMATION

WHEREAS, In 1962, President Kennedy proclaimed May 15th as National Peace Officers Day and the calendar week in which May 15th falls as National Police Week. Established by a joint resolution of Congress in 1962, National Police Week pays special recognition to those law enforcement officers who have lost their lives in the line of duty for the safety and protection of others; and

WHEREAS, Public Safety Officers of the Sandpoint Police Department stand watch over our citizens, selflessly risking their lives to protect individuals, families, neighborhoods, and property against crimes; and

WHEREAS, Wednesday, May 15th, 2024, is observed nationally as Peace Officers Memorial Day in honor of those law enforcement officers who, through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty; and

WHEREAS, The Sandpoint Police Department, past and present, who, by their faithful and loyal devotion to their responsibilities, have rendered dedicated service to the community;

NOW, THEREFORE, I, Jeremy Grimm, Mayor of Sandpoint, on behalf of the Citizens of Sandpoint, do hereby proclaim May 14th-20th as "National Police Week" within the City of Sandpoint and hereby publicly salute the service of law enforcement officers in our community and in communities across the Nation. Throughout the City of Sandpoint, we urge and encourage all citizens to take time to appreciate our public safety officers, and honor all peace officers who have made the ultimate sacrifice in the line of duty.

Proclaimed this 15th day of May, 2024, in the City of Sandpoint, Bonner County, Idaho.

Jeremy Grimm, Mayor

CITY COUNCIL MEETING MINUTES

May 01, 2024 at 5:30 PM

Council Chambers at City Hall - 1123 W. Lake St. Sandpoint, Idaho

DRAFT

Call to Order

The meeting was called to order at 5:30 p.m. by Mayor Jeremy Grimm, presiding in Council chambers at City Hall, 1123 W. Lake St., Sandpoint, Idaho.

Roll Call

PRESENT
Mayor Jeremy Grimm
Councilor Deb Ruehle, Council President
Councilor Joel Aispuro (attending remotely)
Councilor Justin Dick
Councilor Kyle Schreiber
Councilor Pam Duquette

ABSENT
Councilor Rick Howarth

Mayor Grimm identified Police Chief Corey Coon as sergeant-at-arms for the meeting.

Pledge of Allegiance

The Mayor led all present in the Pledge of Allegiance.

Announcements and Reports

Following some general announcements from the Mayor and City Council, at the Mayor's request and invitation, departmental staff representatives each provided a brief report on current and upcoming activities and projects in their respective departments.

Public Forum

Mayor Grimm proceeded with Public Forum, providing an opportunity for the public to address Council regarding items listed on the Consent Calendar or on any topic not listed on the agenda.

He reminded all in attendance that the City does have a policy on public meeting decorum, with the rules posted in Council chambers at the entrance doors. He summarized by asking that those participating in the meeting please be pleasant and respectful, not make derogatory statements about others, including City staff, and not be boisterous or disruptive. He noted that Council cannot take testimony on any planning-related matter outside of an official public hearing. He also reminded that public comments need to be kept to comments only, with no questions for Council or staff, and welcomed members of the public to contact him during regular business hours with any questions or concerns.

The Mayor provided instructions for Public Forum and other public comment opportunities during the meeting, where each speaker would have up to three minutes to speak and that those speaking should begin by stating their name and whether they reside within Sandpoint city limits.

Information only; no Council action.

Consent Calendar - action item

Item 9, Amendment to Watershed License Agreement with POP, was removed from the Consent Calendar by Councilor Schreiber and addressed at the end of New Business. With the exception of item 9, the Consent Calendar was approved as presented.

Motion made by Councilor Dick, Seconded by Councilor Ruehle
Voting Yea: Councilor Ruehle, Councilor Aispuro, Councilor Dick, Councilor Schreiber, Councilor Duquette

1. DRAFT Minutes 04-17-2024 Sandpoint City Council Meeting - ***action item***

   The 04-17-2024 Sandpoint City Council Meeting Minutes were approved as presented.

2. DRAFT Minutes 04-24-2024 Sandpoint City Council Meeting - ***action item***

   The 04-24-2024 Sandpoint City Council Meeting Minutes were approved as presented.

3. Bills for Payment Approval/Payables and Payroll Report - ***action item***

   The bills presented were approved for payment. Total: $1,345,738.58 ($479,251.44 for regular payables and $866,487.14 for payroll)

4. Financial Report on Cash and Investment Transactions, March 2024 - ***action item***

   The Financial Report on Cash and Investment Transactions for March 2024 was accepted under the Consent Calendar.

5. FY 2024 2nd Quarter Financial Report - ***action item***

   The FY 2024 2nd Quarter Financial Report was accepted under the Consent Calendar.

6. Appointment of Marilyn Sabella to SURA Board - ***action item***

   The Mayor's reappointment of Marilyn Sabella to the Sandpoint Urban Renewal Agency Board of Commissioners was confirmed by Council under the Consent Calendar for another three-year term expiring May 31, 2027.

7. Appointment of Jason Welker to SURA Board - ***action item***

   The Mayor's appointment of Jason Welker to the Sandpoint Urban Renewal Agency Board of Commissioners was confirmed by Council under the Consent Calendar for a three-year term expiring May 31, 2027.

8. Taxi License Approval - ***action item***

   The application for taxi licensing submitted by Panhandle Ride-Share was approved under the Consent Calendar.

9. Proposed Resolution for Amendment to Watershed License Agreement with POP - ***action item***

   REMOVED FROM THE CONSENT CALENDAR – SEE LAST ITEM UNDER NEW BUSINESS

10. Proposed Resolution for Selkirk Recreation District MOU - ***action item***

    Approved under the Consent Calendar.

    RESOLUTION 24-025 MEMORANDUM OF UNDERSTANDING (MOU) WITH SELKIRK RECREATION DISTRICT (CITY AGREEMENT NO. A24-5100-3)

DRAFT

Old/Unfinished Business

11. Proposed Ordinance and Summary for Sidewalk Fee in Lieu of Construction - ***action item***

    ORDINANCE 1415 SIDEWALK FEE IN LIEU OF CONSTRUCTION

    Following an introduction by Mayor Grimm, a presentation by Civil Engineer Brandon Staglund, Council discussion, and public comment, the clerk read the title of the ordinance aloud, as follows:

    AN ORDINANCE OF THE CITY OF SANDPOINT, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, AMENDING SANDPOINT CITY CODE TITLE 7, CHAPTER 3, SECTION 10-H, SIDEWALK FEE IN LIEU OF CONSTRUCTION; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR PUBLICATION AND AN EFFECTIVE DATE.

    Council passed the first reading of the Ordinance by title only and approved the summary.

    Motion made by Councilor Ruehle, Seconded by Councilor Aispuro
    Voting Yea: Councilor Ruehle, Councilor Aispuro, Councilor Dick, Councilor Schreiber, Councilor Duquette

    Council then voted to suspend the rules that require three separate readings, once in the Ordinance's entirety, and passed the second and third readings of the Ordinance under suspension of the rules.

    Motion made by Councilor Dick, Seconded by Councilor Ruehle
    Voting Yea: Councilor Ruehle, Councilor Aispuro, Councilor Dick, Councilor Schreiber, Councilor Duquette

    The Mayor announced that the Ordinance was considered read, passed and adopted under suspension of the rules and would become effective following publication of the Summary in the newspaper.

12. Proposed Resolution for Sidewalk Fee in Lieu of Construction - ***action item***

    RESOLUTION 24-026 REDUCTION IN THE AMOUNT OF THE SIDEWALK FEE IN LIEU OF CONSTRUCTION AND RESULTING AMENDMENT TO THE CITY FEES SCHEDULE

    Following adoption of Ordinance 1415, this accompanying resolution was approved by unanimous vote of the Council members present.

    Motion made by Councilor Dick, Seconded by Councilor Ruehle
    Voting Yea: Councilor Ruehle, Councilor Aispuro, Councilor Dick, Councilor Schreiber, Councilor Duquette

New Business

13. Proposed Resolution for Travers Park Renovations Phase 1, Ginno Construction Agreement Amendment - ***action item***

    RESOLUTION 24-027 AGREEMENT AMENDMENT AS CHANGE ORDER NO. 4 WITH GINNO CONSTRUCTION COMPANY FOR CM/GC SERVICES FOR TRAVERS PARK RENOVATIONS, PHASE 1 (CITY AGREEMENT NO. 23-5300-5)

    Following an introduction by Mayor Grimm, a presentation by Community Planning and Development Director Jason Welker, Council discussion, and public comment, this resolution with accompanying agreement amendment/change order was approved by unanimous vote of the Council members present.

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Motion made by Councilor Ruehle, Seconded by Councilor Dick
Voting Yea: Councilor Ruehle, Councilor Aispuro, Councilor Dick, Councilor Schreiber, Councilor Duquette

Mayor Grimm called for a brief recess at 7:32 p.m., with the meeting reconvening at 7:41 p.m.

14. Proposed Resolution for Travers Park Playground & Splash Pad Construction Bid Solicitation - ***action item***

    RESOLUTION 24-028 BID SOLICITATION FOR TRAVERS PARK ADA-ACCESSIBLE INCLUSIVE PLAYGROUND AND SPLASH PAD

    Following an introduction by Mayor Grimm, a presentation by Mr. Welker, Council discussion, and public comment, this resolution was approved by majority vote of the Council members present.

    Motion made by Councilor Dick, Seconded by Councilor Ruehle.
    Voting Yea: Councilor Ruehle, Councilor Aispuro, Councilor Dick, Councilor Schreiber
    Voting Nay: Councilor Duquette

15. Proposed Ordinance and Summary for Ped-Bike Advisory Committee Code Amendments - ***action item***

    ORDINANCE 1416 PEDESTRIAN AND BICYCLE ADVISORY COMMITTEE

    Following an introduction by Mayor Grimm, a presentation by Mr. Welker, Council discussion, and public comment, the clerk read the title of the ordinance aloud, as follows:

    AN ORDINANCE OF THE CITY OF SANDPOINT, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, AMENDING SANDPOINT CITY CODE TITLE 2, CHAPTER 6, PEDESTRIAN AND BICYCLE ADVISORY COMMITTEE; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR PUBLICATION AND AN EFFECTIVE DATE.

    Council passed the first reading of the Ordinance by title only and approved the summary.

    Motion made by Councilor Schreiber, Seconded by Councilor Dick
    Voting Yea: Councilor Ruehle, Councilor Aispuro, Councilor Dick, Councilor Schreiber, Councilor Duquette

    Council then voted to suspend the rules that require three separate readings, once in the Ordinance's entirety, and passed the second and third readings of the Ordinance under suspension of the rules.

    Motion made by Councilor Dick, Seconded by Councilor Ruehle
    Voting Yea: Councilor Ruehle, Councilor Aispuro, Councilor Dick, Councilor Schreiber, Councilor Duquette

    The Mayor announced that the Ordinance was considered read, passed and adopted under suspension of the rules and would become effective following publication of the Summary in the newspaper.

16. Proposed Ordinance and Summary for Sustainability Committee Code Amendments - ***action item***

    ORDINANCE 1417 SUSTAINABILITY COMMITTEE

    The clerk read the title of the ordinance aloud, as follows:

DRAFT

AN ORDINANCE OF THE CITY OF SANDPOINT, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, AMENDING SANDPOINT CITY CODE TITLE 2, CHAPTER 7, SUSTAINABILITY COMMITTEE; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR PUBLICATION AND AN EFFECTIVE DATE.

Council passed the first reading of the Ordinance by title only and approved the summary.

Motion made by Councilor Schreiber, Seconded by Councilor Duquette
Voting Yea: Councilor Ruehle, Councilor Aispuro, Councilor Dick, Councilor Schreiber, Councilor Duquette

Council then voted to suspend the rules that require three separate readings, once in the Ordinance's entirety, and passed the second and third readings of the Ordinance under suspension of the rules.

Motion made by Councilor Dick, Seconded by Councilor Duquette
Voting Yea: Councilor Ruehle, Councilor Aispuro, Councilor Dick, Councilor Schreiber, Councilor Duquette

The Mayor announced that the Ordinance was considered read, passed and adopted under suspension of the rules and would become effective following publication of the Summary in the newspaper.

9. Proposed Resolution for Amendment to Watershed License Agreement with POP - ***action item***

REMOVED FROM THE CONSENT CALENDAR – MOVED TO END OF NEW BUSINESS

RESOLUTION 24-024 SECOND AMENDMENT TO PEND OREILLE PEDALERS WATERSHED LICENSE AGREEMENT (CITY AGREEMENT NO. A23-5100-1)

Following discussion, with questions fielded by the Mayor, City Attorney Fonda Jovick, and Mr. Welker, the proposed resolution with accompanying agreement amendment was approved by a majority vote of the Council members present.

Motion made by Councilor Dick, Seconded by Councilor Ruehle
Voting Yea: Councilor Ruehle, Councilor Aispuro, Councilor Dick
Voting Nay: Councilor Schreiber, Councilor Duquette

Adjourn

With no further business on the agenda, the meeting was adjourned at 9:09 p.m.

I presided over this meeting and can attest that these minutes, prepared by the City Clerk, were approved by the Sandpoint City Council on _____, 2024.

Jeremy Grimm, Mayor

Melissa Ward, City Clerk

DRAFT

CITY OF SANDPOINT INVOICE REGISTER
PAYABLE DATES OF: 05/02/2024 THROUGH 05/15/2024

Vendor Name	Invoice Number	Invoice Description / Service Area Description	GL Number Description	Line Item Amount	Invoice Amount
Vendor: ACCURATE TESTING LABS LLC					
	137832	WTP: TOTAL SUS SOLIDS & THM'S TST			$265.00
		WATER TREATMENT	TECH SERVICES - LABORATORY	$265.00	
	137867	WWTP: (2) LOW LVL MERCURY TST			$260.00
		WASTEWATER TREATMENT	TECH SERVICES - LABORATORY	$260.00	
	137854	WTP: QRTRLY DRINK WTR TST @VAR LOCTNS			$1,960.00
		WATER TREATMENT	TECH SERVICES - LABORATORY	$1,960.00	
			Total For: ACCURATE TESTING LABS LLC		**$2,485.00**
Vendor: AECOM TECHNICAL SERVICES INC					
	2000876641	PROF CONSULTANT SERVICES - 01/27 THRU 03/29/24 - URBAN AREA TRANSPORTA			$10,034.97
		STREET SERVICES CAPITAL & PROJECTS	MULTIMODAL TRANSPORTATION MASTER P	$9,238.96	
		STREET SERVICES CAPITAL & PROJECTS	MULTIMODAL TRANSPORTATION MASTER P	$731.87	
		STREET SERVICES CAPITAL & PROJECTS	MULTIMODAL TRANSPORTATION MASTER P	$59.44	
		STREET SERVICES CAPITAL & PROJECTS	MULTIMODAL TRANSPORTATION MASTER P	$4.70	
			Total For: AECOM TECHNICAL SERVICES INC		**$10,034.97**
Vendor: AGE HEATING AND COOLING					
	5956424	HVAC MAINTENANCE AND REPAIRS - FY 24			$1,400.00
		GOVERNMENT BUILDING & GROUNDS	SERVICES - BUILDING - R&M	$1,100.00	
		GOVERNMENT BUILDING & GROUNDS	SERVICES - BUILDING - R&M	$300.00	
	5958587	HVAC MAINTENANCE AND REPAIRS-FY 24			$450.00
		GOVERNMENT BUILDING & GROUNDS	SERVICES - BUILDING - R&M	$450.00	
			Total For: AGE HEATING AND COOLING		**$1,850.00**
Vendor: ALLWEST TESTING & ENGINEERING					
	235662	TRVRS PARK GEO TECH INSP SRVCS THRU 04/14/24			$2,664.70
		JAMES E. RUSSELL SPORTS CENTER FAC	CAPITAL CONSTRUCTION SERVICES - BUILD	$2,664.70	
			Total For: ALLWEST TESTING & ENGINEERING		**$2,664.70**
Vendor: Amazon.Com*5b2n76mn3					
	114-0398460-0501829	2-GOJO HAND SOAP-CITY HALL			$99.98
		GOVERNMENT BUILDING & GROUNDS	OPERATIONAL SUPPLIES/EQUIPMENT	$99.98	
			Total For: Amazon.Com*5b2n76mn3		**$99.98**
Vendor: Amazon.Com*c25c75q73					
	112-3086266-0354636	3- 36 PACK FILE FOLDER			$28.37
		CENTRAL SERVICES DIVISION	OFFICE SUPPLIES/EQUIPMENT	$28.37	
			Total For: Amazon.Com*c25c75q73		**$2**

Vendor Name	Invoice Number	Invoice Description / Service Area Description	GL Number Description	Line Item Amount	Invoice Amount
Vendor: Amazon.Com*sm9my2xd3					
	112-9370631-9738604	4 PACK 2IN 3 RING BINDER, 1- 4IN 3 RING BINDER			$36.02
		CENTRAL SERVICES DIVISION	OFFICE SUPPLIES/EQUIPMENT	$36.02	
			Total For: Amazon.Com*sm9my2xd3		**$36.02**
Vendor: American Air					
	T0028-0012134015345	T0028-AIRFARE-ISAC CONF-JUN'24-LANCE BRACE			$763.69
		INFORMATION TECHNOLOGY DIVISION	TRAINING AND TRAVEL	$763.69	
	T0029-0012134015346	T0029-AIRFARE-ISAC CONF-JUN'24-ADAM SKOOG			$763.69
		INFORMATION TECHNOLOGY DIVISION	TRAINING AND TRAVEL	$763.69	
	T0029-0012134015346S	T0029-AIRFARE/SEATS FOR ISAC CONF-JUN'24-ADAM SKOOG			$185.56
		INFORMATION TECHNOLOGY DIVISION	TRAINING AND TRAVEL	$185.56	
	T0028-0012134015345S	T0028-AIRFARE/SEATS-ISAC CONF-JUN'24-LANCE BRACE			$194.85
		INFORMATION TECHNOLOGY DIVISION	TRAINING AND TRAVEL	$194.85	
			Total For: American Air		**$1,907.79**
Vendor: Amzn Mktp Us					
	112-7167156-4689027	WD: VAC-TRK NOZZLES			$710.00
		WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	$710.00	
	114-5674354-7527467	XL NITRILE GLOVES - ALL PARKS			$28.89
		PARK MAINTENANCE DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	$28.89	
	114-3958254-7136210	XL NITRILE GLOVES - ALL PARKS			$29.99
		PARK MAINTENANCE DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	$29.99	
	114-6613677-7599410	11 CASES TOILET BOWL CLEANER- ALL PARKS			$506.88
		PARK MAINTENANCE DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	$506.88	
	111-4461349-6193861	FLOWER BASKETS - PETUNIA FEED			$32.59
		PARK MAINTENANCE DIVISION	TURF/GROUND/TREE/PLANT SUPPLIES/EQU	$32.59	
	113-0532410-6143426	EARBUD EARPIECES FOR 2 WAY RADIOS (2 EA LG & SM - 3 EA MED) PATROL			$73.68
		POLICE DEPARTMENT	OPERATIONAL SUPPLIES/EQUIPMENT	$73.68	
	112-0560607-2254625	1- DESK ORGANIZER, 1- POST-IT FILING TABS			$39.82
		CENTRAL SERVICES DIVISION	OFFICE SUPPLIES/EQUIPMENT	$39.82	
	113-4709854-9077857	10-DURACELL 3V LITHIUM BATTERIES FOR RIFLE LASERS			$63.80
		POLICE DEPARTMENT	OPERATIONAL SUPPLIES/EQUIPMENT	$63.80	
	112-5763101-5662667	1X WHITEBOARD PLANNER, 1X SECURE KEY BOX, 1XDRY ERASE MARKERS			$94.28
		CENTRAL SERVICES DIVISION	OFFICE SUPPLIES/EQUIPMENT	$94.28	
	112-0650043-7068258	MEASURING WHEEL; CALENDAR			$131.80
		ENGINEERING DIVISION	OFFICE SUPPLIES/EQUIPMENT	$123.65	
		UTILITIES ADMINISTRATION	OFFICE SUPPLIES/EQUIPMENT	$8.15	
	111-8388811-7417042	4) T35 TAP TRIMMER HEAD - HUSQVARNA - ROW			$107.88
		PARK MAINTENANCE DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	$107.88	
	114-0362398-5483454	2-LEMON FLOOR CLEANER - CITY BEACH			$169.90
		PARK MAINTENANCE DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	$169.90	
	112-0431132-3052220	FOLDERS FOR PERMIT PACKETS			$26.97
		BUILDING INSPECTION DIVISION	OFFICE SUPPLIES/EQUIPMENT	$26.97	
			Total For: Amzn Mktp Us		**$2,0**
Vendor: ARROW CONSTRUCTION HOLDINGS, LLC					

Vendor Name	Invoice Number	Invoice Description / Service Area Description	GL Number Description	Line Item Amount	Invoice Amount
	397133	ST: (5) BIKE LANE & (10) 4WAY SIGNS			$440.00
		STREET DIVISION	SIGNAGE SUPPLIES/EQUIPMENT	$440.00	
			Total For: ARROW CONSTRUCTION HOLDINGS, LLC		**$440.00**
Vendor: ASAP SERVICES INC					
	2256124	MONTHLY CUSTODIAL SERVICE - APR'24			$4,630.00
		GOVERNMENT BUILDING & GROUNDS	SERVICES - CUSTODIAL	$2,240.00	
		GOVERNMENT BUILDING & GROUNDS	SERVICES - CUSTODIAL	$1,080.00	
		GOVERNMENT BUILDING & GROUNDS	SERVICES - CUSTODIAL	$1,310.00	
			Total For: ASAP SERVICES INC		**$4,630.00**
Vendor: AT&T MOBILITY II, LLC					
	287336485071X050124	WIRELESS PHONE/DATA CHGS- APR'24			$1,668.62
		POLICE DEPARTMENT	TELEPHONE - WIRELESS	$1,107.46	
		POLICE DEPARTMENT	TELEPHONE - WIRELESS	$170.32	
		POLICE DEPARTMENT	TELEPHONE - WIRELESS	$220.52	
		POLICE DEPARTMENT	TELEPHONE - WIRELESS	$170.32	
	287339152904X050124	WIRELESS PHONE/DATA CHGS-APR'24			$961.21
		MAYOR'S OFFICE	TELEPHONE - WIRELESS	$3.82	
		FINANCE DIVISION	TELEPHONE - WIRELESS	$25.29	
		CENTRAL SERVICES DIVISION	TELEPHONE - WIRELESS	$38.79	
		INFORMATION TECHNOLOGY DIVISION	TELEPHONE - WIRELESS	$47.39	
		PARK MAINTENANCE DIVISION	TELEPHONE - WIRELESS	$59.92	
		INFORMATION TECHNOLOGY DIVISION	OFFICE SUPPLIES/EQUIPMENT	$786.00	
	287339151180X050124	WIRELESS PHONE/DATA CHGS- APR'24- PW			$105.44
		WATER TREATMENT	TELEPHONE - WIRELESS	$48.42	
		STREET DIVISION	TELEPHONE - WIRELESS	$(11.36)	
		WASTEWATER COLLECTIONS	TELEPHONE - WIRELESS	$30.12	
		WATER DISTRIBUTION	TELEPHONE - WIRELESS	$(1.78)	
		BUILDING INSPECTION DIVISION	TELEPHONE - WIRELESS	$40.04	
	287339154011X050124	WIRELESS PHONE/DATA CHGS-APR'24-FIRE			$34.39
		FIRE DEPARTMENT - SANDPOINT	TELEPHONE - WIRELESS	$(5.65)	
		FIRE DEPARTMENT - SANDPOINT	TELEPHONE - WIRELESS	$40.04	
	287339153398X050124	WIRELESS PHONE/DATA CHGS-APR'24-PARKS			$23.09
		PARK MAINTENANCE DIVISION	TELEPHONE - WIRELESS	$(16.95)	
		PARKS/REC PLANNING & CULTURE	TELEPHONE - WIRELESS	$40.04	
			Total For: AT&T MOBILITY II, LLC		**$2,792.75**
Vendor: AUTO HAUS INC					
	3502	SHOP: JUMP STARTER			$449.99
		STREET DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	$149.99	
		WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	$150.00	
		WASTEWATER COLLECTIONS	OPERATIONAL SUPPLIES/EQUIPMENT	$150.00	
			Total For: AUTO HAUS INC		**$449.99**
Vendor: Autodesk Ady					

Vendor Name	Invoice Number	Invoice Description / Service Area Description	GL Number Description	Line Item Amount	Invoice Amount
	9071657343	AUTOCAD DESIGN SOFTWARE - 1 YR SUBSCIPTION			$2,780.00
		INFORMATION TECHNOLOGY DIVISION	SOFTWARE/SAAS - PDF/BLUEBEAM/AUTOCA	$2,780.00	
			Total For: Autodesk Ady		**$2,780.00**
Vendor: AUVIK NETWORKS INC					
	INV00169939	ESSENTIALS & PERFORM ADD-ON SOFTWARE 05/01/24 THRU 04/30/25			$4,140.00
		INFORMATION TECHNOLOGY DIVISION	SOFTWARE/SASS - RMM/REMOTE SOFTWAF	$5,520.00	
		INFORMATION TECHNOLOGY DIVISION	SOFTWARE/SASS - RMM/REMOTE SOFTWAF	$(1,380.00)	
			Total For: AUVIK NETWORKS INC		**$4,140.00**
Vendor: AVISTA UTILITIES					
	4707730000-042324	MONTHLY UTILITIES- APR '24			$39,783.01
		GOVERNMENT BUILDING & GROUNDS	ELECTRICITY	$2,803.16	
		PARK MAINTENANCE DIVISION	ELECTRICITY	$134.92	
		PARK MAINTENANCE DIVISION	ELECTRICITY	$127.29	
		PARK MAINTENANCE DIVISION	ELECTRICITY	$20.72	
		PARK MAINTENANCE DIVISION	ELECTRICITY	$104.69	
		PARK MAINTENANCE DIVISION	ELECTRICITY	$430.85	
		PARK MAINTENANCE DIVISION	ELECTRICITY	$37.09	
		PARK MAINTENANCE DIVISION	ELECTRICITY	$799.27	
		PARK MAINTENANCE DIVISION	ELECTRICITY	$18.39	
		GOVERNMENT BUILDING & GROUNDS	ELECTRICITY	$303.99	
		STREET DIVISION	ELECTRICITY	$10,757.08	
		PARK MAINTENANCE DIVISION	ELECTRICITY	$1,646.17	
		WATER TREATMENT	ELECTRICITY	$7,259.19	
		WASTEWATER COLLECTIONS	ELECTRICITY	$1,413.90	
		WASTEWATER TREATMENT	ELECTRICITY	$12,136.54	
		RECREATION PROGRAM DIVISION	ELECTRICITY	$21.01	
		STREET DIVISION	ELECTRICITY	$1,021.86	
		CENTRAL SERVICES DIVISION	ELECTRICITY	$164.34	
		WATER DISTRIBUTION	ELECTRICITY	$473.29	
		GOVERNMENT BUILDING & GROUNDS	ELECTRICITY	$109.26	
			Total For: AVISTA UTILITIES		**$39,783.01**
Vendor: BERRY, DUNN, MCNEIL & PARKER LLC					
	442934	P&R CONSULTING-TRAVERS PRK RENOV THRU 02/29/24			$1,000.00
		JAMES E. RUSSELL SPORTS CENTER FAC	PARK & REC MASTER/OPS PLAN SERVICES	$1,000.00	
	442933	PARKS & REC STAFFING ANALYSIS THRU 2/29/24			$5,300.00
		PARK MAINTENANCE DIVISION	PARK & REC MASTER/OPS PLAN SERVICES	$2,650.00	
		RECREATION PROGRAM DIVISION	PARK & REC MASTER/OPS PLAN SERVICES	$2,650.00	
			Total For: BERRY, DUNN, MCNEIL & PARKER LLC		**$6,300.00**
Vendor: BIG BELLY SOLAR LLC					
	51525	DWNTWN TRSH BINS 5/4 THRU 6/3/24			$480.00
		SANITATION/GARBAGE COLLECTION	MULTI-PURPOSE WASTE DISPOSAL/PORTAL	$480.00	
			Total For: BIG BELLY SOLAR LLC		**$4**

Vendor Name	Invoice Number	Invoice Description / Service Area Description	GL Number Description	Line Item Amount	Invoice Amount
Vendor: BILLING DOCUMENT SPECIALISTS					
	94389	UTILITY BILLING PAST DUE APR'24			$117.26
		UTILITY BILLING & CUSTOMER DIVISION	TECH SERVICES - UTILITY BILLING	$25.47	
		UTILITY BILLING & CUSTOMER DIVISION	POSTAGE	$91.79	
			Total For: BILLING DOCUMENT SPECIALISTS		**$117.26**
Vendor: Blanks/Usa					
	20129966	6 PKS OF 1000-UTILITY BILLING DOOR HANGERS			$412.48
		UTILITY BILLING & CUSTOMER DIVISION	PRINTING AND BINDING	$412.48	
			Total For: Blanks/Usa		**$412.48**
Vendor: Bluebeam Inc.					
	1485-6945	BLUEBEAM LICENSE SUBSCRIPTION- ROD			$300.00
		INFORMATION TECHNOLOGY DIVISION	SOFTWARE/SAAS - PDF/BLUEBEAM/AUTOCA	$300.00	
			Total For: Bluebeam Inc.		**$300.00**
Vendor: BONNER COUNTY SOLID WASTE					
	0054959	10 YDS INERT - SPORTS COMPLEX			$100.00
		PARK MAINTENANCE DIVISION	CAPITAL IMPROVEMENTS OTHER THAN BUI	$50.00	
		PARK MAINTENANCE DIVISION	CAPITAL IMPROVEMENTS OTHER THAN BUI	$50.00	
			Total For: BONNER COUNTY SOLID WASTE		**$100.00**
Vendor: BRANDON STAGLUND					
	042424-MILEAGE	TRAVEL TO DEQ SEMINAR-CDA			$58.96
		ENGINEERING DIVISION	TRAINING AND TRAVEL	$58.96	
			Total For: BRANDON STAGLUND		**$58.96**
Vendor: BROWN'S NORTHSIDE					
	S158955	ST: 2" CLUTCH BRAKE DUMP TRK			$38.71
		STREET DIVISION	VEHICLE & MACH SUPPLIES/PARTS	$38.71	
	S159156	SHOP: (2) OIL FILLER CAP			$45.63
		STREET DIVISION	TOOLS	$15.21	
		WATER DISTRIBUTION	TOOLS	$15.21	
		WASTEWATER COLLECTIONS	TOOLS	$15.21	
			Total For: BROWN'S NORTHSIDE		**$84.34**
Vendor: CARROT-TOP INDUSTRIES INC					
	INV128313	14) FLAGS FOR PARKS			$858.94
		GOVERNMENT BUILDING & GROUNDS	FACILITY SUPPLIES	$239.97	
		PARK MAINTENANCE DIVISION	FACILITY SUPPLIES	$359.95	
		PARK MAINTENANCE DIVISION	FACILITY SUPPLIES	$148.05	
		GOVERNMENT BUILDING & GROUNDS	FACILITY SUPPLIES	$110.97	
			Total For: CARROT-TOP INDUSTRIES INC		**$858.94**
Vendor: CENTURY WEST ENGINEERING CORP					
	248145	H20 SYSTEM STANDBY POWER UPRGRAD-PROF SVCS THRU 03/29/24			$12,8
		WATER CAPITAL PROJECTS	CAPITAL EQUIPMENT & MACHINERY	$12,873.12	

Vendor Name	Invoice Number	Invoice Description / Service Area Description	GL Number Description	Line Item Amount	Invoice Amount
	247909	H2O SYSTEM STANDBY PWR UPGRADES - DESIGN SVCS - 12/29/23 THRU 02/23/202			$956.57
		WATER CAPITAL PROJECTS	CAPITAL EQUIPMENT & MACHINERY	$956.57	
			Total For: CENTURY WEST ENGINEERING CORP		**$13,829.69**
Vendor: CLEARWATER SPRINGS					
	851397	WWTP: DISTILLED H2O & FUEL SURCHARGE			$35.00
		WASTEWATER TREATMENT	LABORATORY SUPPLIES	$35.00	
	854283	WWTP: DISTILLED H2O & FUEL SURCHARGE			$35.00
		WASTEWATER TREATMENT	LABORATORY SUPPLIES	$35.00	
			Total For: CLEARWATER SPRINGS		**$70.00**
Vendor: COLEMAN OIL					
	CP-0119141	MONTHLY FUEL CHRGS APRIL '24			$7,051.21
		CENTRAL SERVICES DIVISION	FUEL - GASOLINE/DIESEL	$142.67	
		STREET DIVISION	FUEL - GASOLINE/DIESEL	$2,968.80	
		WATER DISTRIBUTION	FUEL - GASOLINE/DIESEL	$1,279.96	
		WASTEWATER COLLECTIONS	FUEL - GASOLINE/DIESEL	$255.11	
		WATER TREATMENT	FUEL - GASOLINE/DIESEL	$496.11	
		WASTEWATER TREATMENT	FUEL - GASOLINE/DIESEL	$466.31	
		PARK MAINTENANCE DIVISION	FUEL - GASOLINE/DIESEL	$427.71	
		PARK MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	$729.40	
		PARK MAINTENANCE DIVISION	FUEL - GASOLINE/DIESEL	$142.57	
		PARK MAINTENANCE DIVISION	FUEL - GASOLINE/DIESEL	$142.57	
	CP-0120918	FUEL CHGS - APR '24			$4,121.11
		POLICE DEPARTMENT	FUEL - GASOLINE/DIESEL	$228.44	
		POLICE DEPARTMENT	FUEL - GASOLINE/DIESEL	$660.64	
		POLICE DEPARTMENT	FUEL - GASOLINE/DIESEL	$3,232.03	
	CP-0120566	FUEL FOR VEHICLES APR'24			$1,554.99
		FIRE DEPARTMENT - SANDPOINT	FUEL - GASOLINE/DIESEL	$837.39	
		FIRE DEPARTMENT - SANDPOINT	FUEL - GASOLINE/DIESEL	$92.98	
		FIRE DEPARTMENT - SANDPOINT	FUEL - GASOLINE/DIESEL	$562.87	
		FIRE DEPARTMENT - SANDPOINT	SERVICES - AUTOMOTIVE - R&M	$61.75	
			Total For: COLEMAN OIL		**$12,727.31**
Vendor: COMMERCIAL TIRE INC					
	55-23939	ST: GRADER TIRE RIM ASSEMBLY			$856.84
		STREET DIVISION	VEHICLE & MACH SUPPLIES/PARTS	$856.84	
			Total For: COMMERCIAL TIRE INC		**$856.84**
Vendor: CONSOLIDATED SUPPLY CO.					
	S011885546.001	WD: FIRE HYDRANT VALVE			$702.44
		WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	$702.44	
	S011891333.001	SC: CONCRT GROUT/SWR PIPE			$304.25
		WASTEWATER COLLECTIONS	OPERATIONAL SUPPLIES/EQUIPMENT	$304.25	
	S011890167.001	SC: SWR LATERAL PIPE			$177.33
		WASTEWATER COLLECTIONS	OPERATIONAL SUPPLIES/EQUIPMENT	$177.33	
	S011896170.001	SC: ABS BLK PIPE CEMENT			

Vendor Name	Invoice Number	Invoice Description / Service Area Description	GL Number Description	Line Item Amount	Invoice Amount
		WASTEWATER COLLECTIONS	OPERATIONAL SUPPLIES/EQUIPMENT	$7.43	
			Total For: CONSOLIDATED SUPPLY CO.		**$1,191.45**
Vendor: CO-OP GAS & SUPPLY CO.					
	74211	WWTP: BOX FAN/FREEZER BGS/TAPE/PINS			$87.38
		WASTEWATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	$87.38	
	38934	SC: 60LBS PRE MIX CONCRETE/TOOL BOX			$92.91
		WASTEWATER COLLECTIONS	OPERATIONAL SUPPLIES/EQUIPMENT	$92.91	
	39477	SHOP: SPRAY N WASH/OXI CLN/BRASS CUPLNG			$31.75
		WATER DISTRIBUTION	FACILITY SUPPLIES	$10.58	
		STREET DIVISION	FACILITY SUPPLIES	$10.58	
		WASTEWATER COLLECTIONS	FACILITY SUPPLIES	$10.59	
	38851	SC: INTERIOR DETAILER SPRAY			$9.99
		WASTEWATER COLLECTIONS	OPERATIONAL SUPPLIES/EQUIPMENT	$9.99	
	46891	WTP: COMMERCIAL GRADE HOSE			$97.99
		WATER TREATMENT	TURF/GROUND/TREE/PLANT SUPPLIES/EQU	$97.99	
	72021	WTP: BLDE SHRPNR 4 LAWNMOWER			$14.99
		WATER TREATMENT	TURF/GROUND/TREE/PLANT SUPPLIES/EQU	$14.99	
			Total For: CO-OP GAS & SUPPLY CO.		**$335.01**
Vendor: CULLIGAN LLC					
	202405695182	WWTP: H2O & COOLER RNTL-MAY '24			$34.80
		WASTEWATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	$34.80	
			Total For: CULLIGAN LLC		**$34.80**
Vendor: DISCOUNT PLAYGROUND SUPPLY					
	176635	MUTT MITTS FOR PARKS AND ROW			$6,933.75
		PARK MAINTENANCE DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	$1,849.00	
		GOVERNMENT BUILDING & GROUNDS	OPERATIONAL SUPPLIES/EQUIPMENT	$1,386.75	
		PARK MAINTENANCE DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	$924.50	
		PARK MAINTENANCE DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	$924.50	
		PARK MAINTENANCE DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	$924.50	
		PARK MAINTENANCE DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	$924.50	
			Total For: DISCOUNT PLAYGROUND SUPPLY		**$6,933.75**
Vendor: EDNETICS INC					
	128785	STD/ANALOG USERS VOIP CHARGES-MAR'24			$2,930.74
		INFORMATION TECHNOLOGY DIVISION	TELEPHONE - VOIP	$2,930.74	
			Total For: EDNETICS INC		**$2,930.74**
Vendor: EMSCONNECT					
	10824	EMS/FIRE/CRITICAL CARE TRAINING-MAY'24			$187.50
		FIRE DEPARTMENT - SANDPOINT	EDUCATION/TRAINING SUPPLIES	$187.50	
			Total For: EMSCONNECT		**$187.50**
Vendor: ESRI					
	94719158	ARCGIS RENEWAL - 08/02/24 THRU 08/01/25			$7,6

Vendor Name	Invoice Number	Invoice Description / Service Area Description	GL Number Description	Line Item Amount	Invoice Amount
		INFORMATION TECHNOLOGY DIVISION	SOFTWARE/SAAS - GIS & STR	$1,750.00	
		INFORMATION TECHNOLOGY DIVISION	SOFTWARE/SAAS - GIS & STR	$5,900.00	
				Total For: ESRI	**$7,650.00**
Vendor: FATBEAM LLC					
	44084	INTERNET SVCS-CITY HALL MAY'24			$406.85
		INFORMATION TECHNOLOGY DIVISION	INTERNET - FIBER/T1	$406.85	
				Total For: FATBEAM LLC	**$406.85**
Vendor: FIRST COMMUNICATIONS LLC					
	126613455	LONG DISTANCE PHONE CHGS- MAY'24			$53.63
		INFORMATION TECHNOLOGY DIVISION	TELEPHONE - LANDLINE & OTHER	$53.63	
				Total For: FIRST COMMUNICATIONS LLC	**$53.63**
Vendor: FORTE					
	0012094178	CREDIT CARD TRANSACTION FEES - APR'24			$1,018.78
		PARK MAINTENANCE DIVISION	CREDIT CARD SERVICE	$19.92	
		GOVERNMENT BUILDING & GROUNDS	CREDIT CARD SERVICE	$24.66	
		RECREATION PROGRAM DIVISION	CREDIT CARD SERVICE	$50.06	
		PARK MAINTENANCE DIVISION	CREDIT CARD SERVICE	$22.96	
		PARK MAINTENANCE DIVISION	CREDIT CARD SERVICE	$695.38	
		SANDPOINT RV PARK	CREDIT CARD SERVICE	$205.02	
		RECREATION PROGRAM DIVISION	CREDIT CARD SERVICE	$0.78	
				Total For: FORTE	**$1,018.78**
Vendor: Geg Peetes Coffee A 1310					
	2368	PEETS COFFEE-RESEARCH TRIP-TRAVERSE PARK			$4.03
		UNCLASSIFIED	SUSPENSE ACCOUNT	$4.03	
				Total For: Geg Peetes Coffee A 1310	**$4.03**
Vendor: Geg Spokanesndwch A 2134					
	2091	BRKFST CLUB SUB			$15.25
		UNCLASSIFIED	SUSPENSE ACCOUNT	$15.25	
				Total For: Geg Spokanesndwch A 2134	**$15.25**
Vendor: Government Finance Offic					
	3095034	GOVT FINANCE OFFICERS 2024 EDITION BOOK			$199.00
		FINANCE DIVISION	BOOKS AND PERIODICALS	$199.00	
	3095035	GOVT FINANCE OFFICERS 2024 EDITION BOOK			$199.00
		FINANCE DIVISION	BOOKS AND PERIODICALS	$199.00	
				Total For: Government Finance Offic	**$398.00**
Vendor: GRAINGER INC					
	9085111285	WWTP: VALVE FOR HOT WTR DIGESTER			$74.37
		WASTEWATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	$74.37	
				Total For: GRAINGER INC	**$**
Vendor: Habor Freight Tools3145					

Vendor Name	Invoice Number	Invoice Description / Service Area Description	GL Number Description	Line Item Amount	Invoice Amount
	241934	SHOP: TAIL PIPE EXPANDER			$19.99
		STREET DIVISION	TOOLS	$6.66	
		WATER DISTRIBUTION	TOOLS	$6.66	
		WASTEWATER COLLECTIONS	TOOLS	$6.67	
	240514	SHOP: (2) CABINETS FOR MECHANIC TOOLS			$799.98
		WATER DISTRIBUTION	FACILITY SUPPLIES	$266.66	
		WASTEWATER COLLECTIONS	FACILITY SUPPLIES	$266.66	
		STREET DIVISION	FACILITY SUPPLIES	$266.66	
			Total For: Habor Freight Tools3145		**$819.97**
Vendor: HACH COMPANY					
	14008247	WTP: DIFF SNSR SLT BRIDGE RPLCMNT			$119.70
		WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	$119.70	
	13987288	WTP: WTR TST CHEMICALS			$139.27
		WATER TREATMENT	CHEMICAL SUPPLIES	$139.27	
	13999459	WTP: TEST TUBE AUTO CLEANER			$1,128.95
		WATER TREATMENT	LABORATORY SUPPLIES	$1,128.95	
			Total For: HACH COMPANY		**$1,387.92**
Vendor: HEATHER UPTON					
	T0017-PERDIEM	T0017-PER DIEM 2024 MAIN ST NOW CONFERENCE-BIRMINGHAM, AL 05/05 THRU 0			$414.75
		CENTRAL SERVICES DIVISION	TRAINING AND TRAVEL	$414.75	
			Total For: HEATHER UPTON		**$414.75**
Vendor: Hens Tooth Studio					
	28787	MAT FOR SANDPOINT MAYORS PHOTO FRAME IN CITY HALL/COUNCIL CHAMBERS			$48.00
		MAYOR'S OFFICE	OFFICE SUPPLIES/EQUIPMENT	$48.00	
			Total For: Hens Tooth Studio		**$48.00**
Vendor: Hsi Emergency Care Soluti					
	2021868	11) CPR FIRST AID CERTIFICATION CARDS - APRIL 22, 24 CPR CLASS			$123.51
		RECREATION PROGRAM DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	$123.51	
			Total For: Hsi Emergency Care Soluti		**$123.51**
Vendor: IDAHO STATE POLICE					
	IN2803	ILET ACCESS & USER FEES-POLICE & INV-APR'24 THRU JUN'24			$2,293.75
		INFORMATION TECHNOLOGY DIVISION	PUBLIC SAFETY-MOTOROLA/ERS-CAD/WAT(	$1,356.25	
		INFORMATION TECHNOLOGY DIVISION	PUBLIC SAFETY-MOTOROLA/ERS-CAD/WAT(	$937.50	
			Total For: IDAHO STATE POLICE		**$2,293.75**
Vendor: Idaho.Gov					
	71032	WD: LICENSE RNWL- QUENTIN DUNKEN			$30.00
		WATER DISTRIBUTION	LICENSES/DUES & SUBSCR (JOB RELATED)	$30.00	
	71034	WD: WW LICENSE RNWL-QUENTIN DUNCKEN			$30.00
		WATER DISTRIBUTION	LICENSES/DUES & SUBSCR (JOB RELATED)	$30.00	
	63035472	EMS LICENSE-LILE			$
		FIRE DEPARTMENT - SANDPOINT	TRAINING AND TRAVEL	$26.75	

Vendor Name	Invoice Number	Invoice Description / Service Area Description	GL Number Description	Line Item Amount	Invoice Amount
			Total For: Idaho.Gov		**$86.75**
Vendor: INSIGHT DISTRIBUTING INC					
	0498837-IN	SHOP: 2 CASE OF 24 ROLL PPR TWLS			$97.90
		STREET DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	$32.63	
		WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	$32.63	
		WASTEWATER COLLECTIONS	OPERATIONAL SUPPLIES/EQUIPMENT	$32.64	
	0498771	SPRING & SUMMER RESTROOM SUPPLIES-PARKS & CITY FACILITIES			$1,726.98
		GOVERNMENT BUILDING & GROUNDS	OPERATIONAL SUPPLIES/EQUIPMENT	$39.29	
		PARK MAINTENANCE DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	$196.45	
		PARK MAINTENANCE DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	$78.58	
		GOVERNMENT BUILDING & GROUNDS	OPERATIONAL SUPPLIES/EQUIPMENT	$78.58	
		PARK MAINTENANCE DIVISION	FACILITY SUPPLIES	$78.58	
		PARK MAINTENANCE DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	$139.76	
		PARK MAINTENANCE DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	$139.76	
		GOVERNMENT BUILDING & GROUNDS	OPERATIONAL SUPPLIES/EQUIPMENT	$139.76	
		GOVERNMENT BUILDING & GROUNDS	OPERATIONAL SUPPLIES/EQUIPMENT	$139.76	
		PARK MAINTENANCE DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	$148.20	
		PARK MAINTENANCE DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	$88.28	
		GOVERNMENT BUILDING & GROUNDS	OPERATIONAL SUPPLIES/EQUIPMENT	$88.28	
		PARK MAINTENANCE DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	$88.28	
		GOVERNMENT BUILDING & GROUNDS	OPERATIONAL SUPPLIES/EQUIPMENT	$44.14	
		PARK MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	$79.76	
		PARK MAINTENANCE DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	$79.76	
		GOVERNMENT BUILDING & GROUNDS	OPERATIONAL SUPPLIES/EQUIPMENT	$79.76	
	0499759-IN	29 CASES TOILET PAPER - PARKS & CITY HALL			$1,139.41
		PARK MAINTENANCE DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	$392.90	
		PARK MAINTENANCE DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	$392.90	
		GOVERNMENT BUILDING & GROUNDS	OPERATIONAL SUPPLIES/EQUIPMENT	$353.61	
			Total For: INSIGHT DISTRIBUTING INC		**$2,964.29**
Vendor: JARED RYAN SUNDBERG					
	1565	DIAGNOSE, TEST DRIVE, LOW COOLANT, ORDERED NEW PARTS FOR 1132			$525.00
		FIRE DEPARTMENT - SANDPOINT	SERVICES - AUTOMOTIVE - R&M	$525.00	
			Total For: JARED RYAN SUNDBERG		**$525.00**
Vendor: J-U-B ENGINEERS INC					
	0172223	DSGN SVCS GRT NRTHRN RD 3/3 THRU 3/30/24			$71,382.97
		STREET SERVICES CAPITAL & PROJECTS	OTHER PROF SERVICE - ENGINEERING/ARC	$27,245.01	
		STREET SERVICES CAPITAL & PROJECTS	OTHER PROF SERVICE - ENGINEERING/ARC	$11,538.75	
		STREET SERVICES CAPITAL & PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUI	$8,924.84	
		STREET SERVICES CAPITAL & PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUI	$5,012.39	
		WATER CAPITAL PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUI	$8,132.14	
		WASTEWATER CAPITAL PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUI	$10,529.84	
			Total For: J-U-B ENGINEERS INC		**$71,382.97**
Vendor: KELLER ASSOCIATES INC					

Vendor Name	Invoice Number	Invoice Description / Service Area Description	GL Number Description	Line Item Amount	Invoice Amount
	0241007	DSGN SVCS SWR LFT STATIONS 2/25/24-3/31/24			$10,693.25
		WASTEWATER CAPITAL PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUI	$10,693.25	
			Total For: KELLER ASSOCIATES INC		**$10,693.25**
Vendor: KELLEY CREATE					
	36466769	COPIER LEASE PMT - 01/25 THRU 04/24/24			$360.72
		POLICE DEPARTMENT	COPIER LEASE	$360.72	
			Total For: KELLEY CREATE		**$360.72**
Vendor: KEN RAYMOND					
	MAY CONTRA-24	CONTRA DANCE BAND - MAY 10, 2024			$225.00
		RECREATION PROGRAM DIVISION	TECH SERVICES - PARK/BEACH AND REC	$225.00	
			Total For: KEN RAYMOND		**$225.00**
Vendor: L.N. CURTIS & SONS					
	INV818545	2 - UNIFORM PANTS - JENSEN			$393.74
		FIRE DEPARTMENT - SANDPOINT	UNIFORM & CLOTHING	$371.00	
		FIRE DEPARTMENT - SANDPOINT	UNIFORM & CLOTHING	$22.74	
	INV818492	2 - UNIFORM PANTS - KROM			$393.02
		FIRE DEPARTMENT - SANDPOINT	UNIFORM & CLOTHING	$371.00	
		FIRE DEPARTMENT - SANDPOINT	UNIFORM & CLOTHING	$22.02	
	INV818512	2 - UNIFORM PANTS - LILE			$393.02
		FIRE DEPARTMENT - SANDPOINT	UNIFORM & CLOTHING	$371.00	
		FIRE DEPARTMENT - SANDPOINT	UNIFORM & CLOTHING	$22.02	
	INV818474	2 - UNIFORM PANTS - FRECHETTE			$393.07
		FIRE DEPARTMENT - SANDPOINT	UNIFORM & CLOTHING	$371.00	
		FIRE DEPARTMENT - SANDPOINT	UNIFORM & CLOTHING	$22.07	
	INV818505	1 - UNIFORM PANTS - COLBY			$205.68
		FIRE DEPARTMENT - SANDPOINT	UNIFORM & CLOTHING	$185.50	
		FIRE DEPARTMENT - SANDPOINT	UNIFORM & CLOTHING	$20.18	
	INV818537	2 - UNIFORM PANTS - PALKKI			$393.02
		FIRE DEPARTMENT - SANDPOINT	UNIFORM & CLOTHING	$371.00	
		FIRE DEPARTMENT - SANDPOINT	UNIFORM & CLOTHING	$22.02	
	INV820143	1 PANT - ARMSTRONG			$206.46
		FIRE DEPARTMENT - SANDPOINT	UNIFORM & CLOTHING	$185.50	
		FIRE DEPARTMENT - SANDPOINT	UNIFORM & CLOTHING	$20.96	
	INV820154	2 PANTS & 1 SHIRT - STEINER			$530.02
		FIRE DEPARTMENT - SANDPOINT	UNIFORM & CLOTHING	$371.00	
		FIRE DEPARTMENT - SANDPOINT	UNIFORM & CLOTHING	$137.00	
		FIRE DEPARTMENT - SANDPOINT	UNIFORM & CLOTHING	$22.02	
			Total For: L.N. CURTIS & SONS		**$2,908.03**
Vendor: LANCASTER, TAMMY					
	050824-DEP REIMB	RENTAL DEPOSIT REIMBURSEMENT-901 ONTARIO ST			$2,206.00
		UNCLASSIFIED	DUE TO CUSTOMERS	$2,206.00	
			Total For: LANCASTER, TAMMY		**$2,2**

Vendor Name	Invoice Number	Invoice Description / Service Area Description	GL Number Description	Line Item Amount	Invoice Amount
Vendor: LES SCHWAB TIRE CENTER					
	10800822543	WWTP: WNTR CHANGOVR/SENSOR			$169.94
		WASTEWATER TREATMENT	VEHICLE & MACH SUPPLIES/PARTS	$169.94	
			Total For: LES SCHWAB TIRE CENTER		**$169.94**
Vendor: Lyft *ride Mon 3pm					
	T0020-19392740221553	T0020- LYFT RIDE AT LASERFICHE CONF LAS VEGAS APR'24			$20.73
		INFORMATION TECHNOLOGY DIVISION	TRAINING AND TRAVEL	$20.73	
			Total For: Lyft *ride Mon 3pm		**$20.73**
Vendor: Lyft *ride Thu 11am					
	T0020-19403186330929	T0020- LYFT RIDE AT LASERFICHE CONF LAS VEGAS APR'24			$18.89
		INFORMATION TECHNOLOGY DIVISION	TRAINING AND TRAVEL	$18.89	
			Total For: Lyft *ride Thu 11am		**$18.89**
Vendor: MICHAEL D. TERRELL					
	5827	TRVRS PARK TENNIS COURT REHAB DSGN SVCS APR'24			$2,861.00
		PARK MAINTENANCE DIVISION	CAPITAL IMPROVEMENTS OTHER THAN BUI	$2,861.00	
	5849	PLAYGROUND & SPLASHPAD DESIGN SERVICES - APR'24 TRAVERS PARK PH II			$4,890.02
		PARK MAINTENANCE DIVISION	CAPITAL IMPROVEMENTS OTHER THAN BUI	$2,445.01	
		PARK MAINTENANCE DIVISION	CAPITAL IMPROVEMENTS OTHER THAN BUI	$2,445.01	
			Total For: MICHAEL D. TERRELL		**$7,751.02**
Vendor: MIKE WHITE FORD OF SANDPOINT LLC					
	25116	2024 BRONCO - FORD POLICE SUV VEHICLES - VIN 5731			$29,845.00
		POLICE DEPARTMENT	CAPITAL VEHICLES	$29,845.00	
	25117	2021 BRONCO-FORD POLICE SUV VEHICLES VIN 7208			$29,893.00
		POLICE DEPARTMENT	CAPITAL VEHICLES	$29,893.00	
			Total For: MIKE WHITE FORD OF SANDPOINT LLC		**$59,738.00**
Vendor: NAPA AUTO PARTS					
	178746	SANDING PAD - REPAIR SPEED SIGN			$5.12
		POLICE DEPARTMENT	VEHICLE & MACH SUPPLIES/PARTS	$5.12	
			Total For: NAPA AUTO PARTS		**$5.12**
Vendor: Ngma					
	34749	VIRTUAL ONLINE GRANT TRAINING - NGMA			$943.00
		CENTRAL SERVICES DIVISION	TRAINING AND TRAVEL	$943.00	
			Total For: Ngma		**$943.00**
Vendor: NINJAONE, LLC					
	INV08773922	NINJAONE - REMOTE MONITORING AND MAINTENANCE SOLUTION 5/1/24-4/30/25			$14,781.84
		INFORMATION TECHNOLOGY DIVISION	SOFTWARE/SASS - RMM/REMOTE SOFTWAF	$4,720.08	
		INFORMATION TECHNOLOGY DIVISION	SOFTWARE/SASS - RMM/REMOTE SOFTWAF	$123.60	
		INFORMATION TECHNOLOGY DIVISION	SOFTWARE/SASS - RMM/REMOTE SOFTWAF	$6,165.60	
		INFORMATION TECHNOLOGY DIVISION	SOFTWARE/SASS - RMM/REMOTE SOFTWAF	$2,773.80	
		INFORMATION TECHNOLOGY DIVISION	SOFTWARE/SASS - RMM/REMOTE SOFTWAF	$924.84	

Vendor Name	Invoice Number	Invoice Description / Service Area Description	GL Number Description	Line Item Amount	Invoice Amount
		INFORMATION TECHNOLOGY DIVISION	SOFTWARE/SASS - RMM/REMOTE SOFTWAF	$73.92	
			Total For: NINJAONE, LLC		**$14,781.84**
Vendor: NORTH 40 OUTFITTERS					
	44265/B	2) HVY T-HNGE, 4) SHF BRKT - BEACH			$113.94
		PARK MAINTENANCE DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	$47.96	
		PARK MAINTENANCE DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	$65.98	
	044606/B	WWTP: GRDN HOSE/UTILTY PUMP			$169.97
		WASTEWATER TREATMENT	FACILITY SUPPLIES	$169.97	
	044613/B	BRUSH, VARATHANE 1 QT, PAINT PADDLE - SPORTS COMPLX			$20.17
		PARK MAINTENANCE DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	$20.17	
	044597/B	TRMMR HEAD, BLWR BCK PCK, TRMR LIN, TRMR STRT, CHN SW KIT- SPORTS COM			$1,017.95
		PARK MAINTENANCE DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	$1,017.95	
	044589/B	WWTP: HOSE DSCHRG/ROPE/SWG PUMP			$322.96
		WASTEWATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	$322.96	
	044454/B	WTP: WEED/FEED LAKE PLANT			$74.99
		WATER TREATMENT	TURF/GROUND/TREE/PLANT SUPPLIES/EQU	$74.99	
	044657/B	WTP: INSECT REPELLENT			$5.99
		WATER TREATMENT	OFFICE SUPPLIES/EQUIPMENT	$5.99	
			Total For: NORTH 40 OUTFITTERS		**$1,725.97**
Vendor: NORTHERN LIGHTS					
	042924	MONTHLY UTILITIES - APRIL '24			$1,463.57
		WATER TREATMENT	ELECTRICITY	$628.10	
		WATER TREATMENT	ELECTRICITY	$408.65	
		WATER TREATMENT	ELECTRICITY	$99.19	
		WASTEWATER COLLECTIONS	ELECTRICITY	$67.95	
		WASTEWATER COLLECTIONS	ELECTRICITY	$50.77	
		STREET DIVISION	ELECTRICITY	$21.89	
		STREET DIVISION	ELECTRICITY	$44.18	
		WASTEWATER COLLECTIONS	ELECTRICITY	$58.67	
		GENERAL GOVERNMENT PROJECTS	ELECTRICITY	$84.17	
			Total For: NORTHERN LIGHTS		**$1,463.57**
Vendor: NORTHERN SAFETY CO INC					
	906173457	EARPLUGS-PARKS			$16.11
		PARK MAINTENANCE DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	$16.11	
	906184435	3-SAFETY GLASSES			$8.07
		PARK MAINTENANCE DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	$8.07	
			Total For: NORTHERN SAFETY CO INC		**$24.18**
Vendor: OXARC INC					
	0061720681	WTP: CHLORINE CYL			$15.30
		WATER TREATMENT	CHEMICAL SUPPLIES	$15.30	
	0032050929	WWTP: YEARLY S02			$3,763.53
		WASTEWATER TREATMENT	CHEMICAL SUPPLIES	$3,763.53	
	0032051431	WWTP: CONTAINER DEPOSIT RETURN			$(3)

Vendor Name	Invoice Number	Invoice Description / Service Area Description	GL Number Description	Line Item Amount	Invoice Amount
		WASTEWATER TREATMENT	CHEMICAL SUPPLIES	$(300.00)	
	0061717968	WWTP: CHLORINE, S02 AND SPECIALTY GASES			$180.30
		WASTEWATER TREATMENT	CHEMICAL SUPPLIES	$180.30	
	0032063668	WWTP: CONTAINER DEPOSIT RTRN			$(150.00)
		WASTEWATER TREATMENT	CHEMICAL SUPPLIES	$(150.00)	
	0032059353	WWTP: (5CYL) CL & (1 CYL) C02			$3,169.38
		WASTEWATER TREATMENT	CHEMICAL SUPPLIES	$3,169.38	
	0032060202	WWTP: CYL DEPOSIT RETURN			$(150.00)
		WASTEWATER TREATMENT	CHEMICAL SUPPLIES	$(150.00)	
			Total For: OXARC INC		**$6,528.51**
Vendor: PASSWORD ANSWER SERVICE INC					
	10252550	AFTER HRS ANSWER SVCS MAY '24			$179.66
		UTILITIES ADMINISTRATION	TELEPHONE - LANDLINE & OTHER	$179.66	
			Total For: PASSWORD ANSWER SERVICE INC		**$179.66**
Vendor: Paypal					
	4EA27776VK681704U	CODE 3 ANIMAL CONTROL VIRTUAL TRNG - JUN 10-14 '24 CRO BARMORE			$561.00
		POLICE DEPARTMENT	TRAINING AND TRAVEL	$561.00	
			Total For: Paypal		**$561.00**
Vendor: PELICANCORP ONE CALL INC					
	INV-0557	UTILITY LOCATOR SERVICE - APR'24			$478.80
		WATER DISTRIBUTION	TELEPHONE - LANDLINE & OTHER	$239.40	
		WASTEWATER COLLECTIONS	TELEPHONE - LANDLINE & OTHER	$239.40	
			Total For: PELICANCORP ONE CALL INC		**$478.80**
Vendor: RED HELMET TRAINING					
	240419-01	IN PERSON TRAINING FOR SELKIRK FIRE LEADERSHIP SYMPOSIUM			$5,319.42
		FIRE DEPARTMENT - SANDPOINT	TRAINING AND TRAVEL	$5,319.42	
			Total For: RED HELMET TRAINING		**$5,319.42**
Vendor: Rs Means					
	Q-272382	CURRENT BUILDING COST BOOK			$360.40
		ENGINEERING DIVISION	BOOKS AND PERIODICALS	$360.40	
			Total For: Rs Means		**$360.40**
Vendor: SANDPOINT BUILDING SUPPLY					
	2464863	SC: WOOD/NAILS FOR PLTFRM - VAC TRK			$198.13
		WASTEWATER COLLECTIONS	OPERATIONAL SUPPLIES/EQUIPMENT	$198.13	
			Total For: SANDPOINT BUILDING SUPPLY		**$198.13**
Vendor: SANDPOINT SUPER DRUG					
	23624/1	SHOP: TRSH BGS/TOILET CLNR			$28.75
		STREET DIVISION	FACILITY SUPPLIES	$9.58	
		WATER DISTRIBUTION	FACILITY SUPPLIES	$9.58	
		WASTEWATER COLLECTIONS	FACILITY SUPPLIES	$9.59	

Vendor Name	Invoice Number	Invoice Description / Service Area Description	GL Number Description	Line Item Amount	Invoice Amount
			Total For: SANDPOINT SUPER DRUG		**$28.75**
Vendor: SEAWESTERN INC					
	INV32060	BRASS HANDLINE NOZZLE - 1.5 INLET 1 1/8 DISCHARGE			$287.78
		FIRE DEPARTMENT - SANDPOINT	OPERATIONAL SUPPLIES/EQUIPMENT	$287.78	
			Total For: SEAWESTERN INC		**$287.78**
Vendor: SELKIRK PRESS INC					
	20672	BUSINESS CARDS - CPD DIRECTOR & REC SUPERVISOR			$53.00
		RECREATION PROGRAM DIVISION	PRINTING AND BINDING	$26.50	
		COMMUNITY DEVELOPMENT ADMINISTRA	PRINTING AND BINDING	$26.50	
			Total For: SELKIRK PRESS INC		**$53.00**
Vendor: SHERWIN-WILLIAMS CO					
	9583-7	ST: POLY KNIT/TIP W GUARD			$61.21
		STREET DIVISION	PAINT & THERMO SUPPLIES/EQUIPMENT	$61.21	
	9582-9	ST: 2-MARKING PAINT			$77.98
		STREET DIVISION	PAINT & THERMO SUPPLIES/EQUIPMENT	$77.98	
			Total For: SHERWIN-WILLIAMS CO		**$139.19**
Vendor: SIRCHIE ACQUISITION CO LLC					
	0641872-IN	10 EA METHAMPHETAMINE TEST KITS			$281.50
		POLICE DEPARTMENT	OPERATIONAL SUPPLIES/EQUIPMENT	$281.50	
			Total For: SIRCHIE ACQUISITION CO LLC		**$281.50**
Vendor: SOUTH FORK HARDWARE (PARKS)					
	373492	2) NUTS & BOLTS - CITY HALL			$1.62
		GOVERNMENT BUILDING & GROUNDS	OPERATIONAL SUPPLIES/EQUIPMENT	$1.62	
	373460	2) RIB PLAS ANC KIT - CITY HALL			$3.18
		GOVERNMENT BUILDING & GROUNDS	OPERATIONAL SUPPLIES/EQUIPMENT	$3.18	
	373433	42 GAL BLK CONT BAG, VINYL FLR SPRD - CITY HALL			$23.78
		GOVERNMENT BUILDING & GROUNDS	OPERATIONAL SUPPLIES/EQUIPMENT	$23.78	
	373431	15) NTS & BLTS, PREMIER ZPRO MI, 5 GAL PAIL - SPORTS COMPLEX			$22.83
		PARK MAINTENANCE DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	$22.83	
	373560	24) NUTS & BOLTS - CITY HALL			$16.40
		GOVERNMENT BUILDING & GROUNDS	OPERATIONAL SUPPLIES/EQUIPMENT	$16.40	
	373544	DRILL BIT, 8 NUTS & BOLTS - SHOOTING RANGE			$16.99
		RECREATION PROGRAM DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	$16.99	
	373398	11) REFLEC NUMBERS - MARINAS			$32.89
		PARK MAINTENANCE DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	$32.89	
	373391	NTS & BLTS, SWEEPER, TRIG NOZZLE, 2) ZINC NOZZLE - BEACH			$42.45
		PARK MAINTENANCE DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	$42.45	
	373341	2) NUTS & BOLTS - PINE ST			$1.34
		PARK MAINTENANCE DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	$1.34	
	373232	GLOVS, NUTS & BOLTS			$20.00
		PARK MAINTENANCE DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	$20.00	
	373305	TAP PLUG - TOOLS - BEACH SHOP			

Vendor Name	Invoice Number	Invoice Description / Service Area Description	GL Number Description	Line Item Amount	Invoice Amount
		PARK MAINTENANCE DIVISION	TOOLS	$6.59	
	373056	CONDUIT, NUTS BOLTS, SCREW CONN - HOT WATER TANK SUPPLIES - SPORTS C(			$179.47
		PARK MAINTENANCE DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	$179.47	
	373832	6) KEYS-COMM HALL, 2) TRASH LINERS - DTS			$51.92
		GOVERNMENT BUILDING & GROUNDS	OPERATIONAL SUPPLIES/EQUIPMENT	$17.94	
		PARK MAINTENANCE DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	$33.98	
	373838	LED BULB - RETURN/CREDIT - JEFF JONES SQ			$(10.99)
		PARK MAINTENANCE DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	$(10.99)	
	373836	LED BULB - JEFF JONES SQ			$10.99
		PARK MAINTENANCE DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	$10.99	
			Total For: SOUTH FORK HARDWARE (PARKS)		**$419.46**
Vendor: SOUTH FORK HARDWARE (PUB WKS)					
	373665	ST:TAPE, PAINT ROLLER/TRAY-DWNTWN ADA PRKNG			$19.05
		STREET DIVISION	PAINT & THERMO SUPPLIES/EQUIPMENT	$19.05	
	372048	WTP: PLUMBING PTS/STOCK LP			$31.26
		WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	$31.26	
	372248	WTP: WEED & FEED			$79.99
		WATER TREATMENT	TURF/GROUND/TREE/PLANT SUPPLIES/EQU	$79.99	
			Total For: SOUTH FORK HARDWARE (PUB WKS)		**$130.30**
Vendor: SPOKANE HOUSE OF HOSE INC					
	1056983	WWTP: FACILITY HOSES			$446.00
		WASTEWATER TREATMENT	FACILITY SUPPLIES	$446.00	
	1059072	WWTP: (2) FIRE NOZZLE			$26.80
		WASTEWATER TREATMENT	FACILITY SUPPLIES	$26.80	
			Total For: SPOKANE HOUSE OF HOSE INC		**$472.80**
Vendor: Spokane International Air					
	071539	PARKING SPOKANE AIRPORT-RESEARCH TRIP TRVS PRK			$18.00
		UNCLASSIFIED	SUSPENSE ACCOUNT	$18.00	
			Total For: Spokane International Air		**$18.00**
Vendor: SPOKANE TESTING SOLUTIONS					
	16341	DOT TESTING APR'24 WWTP-1,WD-5,WTP-3,FIRE-1, CDL QUERIES PARKS-1,STREET			$840.00
		WASTEWATER COLLECTIONS	OTHER PROF SERVICE - MEDICAL	$60.00	
		WATER DISTRIBUTION	OTHER PROF SERVICE - MEDICAL	$455.00	
		WATER TREATMENT	OTHER PROF SERVICE - MEDICAL	$180.00	
		FIRE DEPARTMENT - SANDPOINT	OTHER PROF SERVICE - MEDICAL	$85.00	
		PARK MAINTENANCE DIVISION	OTHER PROF SERVICE - MEDICAL	$20.00	
		STREET DIVISION	OTHER PROF SERVICE - MEDICAL	$40.00	
			Total For: SPOKANE TESTING SOLUTIONS		**$840.00**
Vendor: Staples 00105726					
	61505	WWTP: INK CARTRIDGE			$67.99
		WASTEWATER TREATMENT	OFFICE SUPPLIES/EQUIPMENT	$67.99	
			Total For: Staples 00105726		**$**

Vendor Name	Invoice Number	Invoice Description / Service Area Description	GL Number Description	Line Item Amount	Invoice Amount
Vendor: TAMMY LANCASTER					
	111-9543692-3237018	WIRELESS KEYBOARD/MOUSE COMBO			$34.99
		FINANCE DIVISION	OFFICE SUPPLIES/EQUIPMENT	$34.99	
			Total For: TAMMY LANCASTER		**$34.99**
Vendor: TANIA RILEY					
	T0030-22783	T0030-REIMB-PARKING @ SPOKANE AIRPORT-ILETS CONF-04/29-05/01/24			$45.00
		POLICE DEPARTMENT	TRAINING AND TRAVEL	$45.00	
			Total For: TANIA RILEY		**$45.00**
Vendor: Tequilatown Club And Cuis					
	T0025,26,27-40020	DINNER PLUS TIP-RESEARCH TRIP-JASON, MAEVE, SHAWN-TRAVERS PARK			$84.31
		UNCLASSIFIED	SUSPENSE ACCOUNT	$84.31	
			Total For: Tequilatown Club And Cuis		**$84.31**
Vendor: The Home Depot #1810					
	078562/9023913	PIPES, ADAPTERS, COUPLINGS - SINK & HOT WATER - SPORTS COMPLEX			$155.63
		PARK MAINTENANCE DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	$155.63	
			Total For: The Home Depot #1810		**$155.63**
Vendor: Tlo Transunion					
	5922531-202403-1	CONTRACT CHARGES - MAR'24 - BACKGROUND CHECKS			$135.00
		POLICE DEPARTMENT	BACKGROUND CHECK SERVICES	$135.00	
			Total For: Tlo Transunion		**$135.00**
Vendor: TRAFFICALM SYSTEMS LLC					
	217128-32	RRFB-PED CROSSING SIGNS AND MOUNTING KIT MATERIALS			$10,785.60
		STREET DIVISION	SIGNAGE SUPPLIES/EQUIPMENT	$2,808.96	
		STREET DIVISION	SIGNAGE SUPPLIES/EQUIPMENT	$2,970.24	
		STREET DIVISION	SIGNAGE SUPPLIES/EQUIPMENT	$813.12	
		STREET DIVISION	SIGNAGE SUPPLIES/EQUIPMENT	$141.12	
		STREET DIVISION	SIGNAGE SUPPLIES/EQUIPMENT	$141.12	
		STREET DIVISION	SIGNAGE SUPPLIES/EQUIPMENT	$873.60	
		STREET DIVISION	SIGNAGE SUPPLIES/EQUIPMENT	$215.04	
		STREET DIVISION	SIGNAGE SUPPLIES/EQUIPMENT	$342.72	
		STREET DIVISION	SIGNAGE SUPPLIES/EQUIPMENT	$1,310.40	
		STREET DIVISION	SIGNAGE SUPPLIES/EQUIPMENT	$53.76	
		STREET DIVISION	SIGNAGE SUPPLIES/EQUIPMENT	$262.08	
		STREET DIVISION	SIGNAGE SUPPLIES/EQUIPMENT	$658.56	
		STREET DIVISION	SIGNAGE SUPPLIES/EQUIPMENT	$194.88	
			Total For: TRAFFICALM SYSTEMS LLC		**$10,785.60**
Vendor: USA BLUE BOOK					
	INV00347624	WD: RAIL MRK POST/DECALS/VLV BOX LFTR			$824.54
		WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	$824.54	
	INV00347178	SC: (10) 200EA DYE TABS/GLOVES			$7
		WASTEWATER COLLECTIONS	OPERATIONAL SUPPLIES/EQUIPMENT	$775.18	

Vendor Name	Invoice Number	Invoice Description / Service Area Description	GL Number Description	Line Item Amount	Invoice Amount
	INV00347122	SC: (2) 200EA DYE TAB			$126.98
		WASTEWATER COLLECTIONS	OPERATIONAL SUPPLIES/EQUIPMENT	$126.98	
	INV00339689	WWTP:5-GLOVES, 2-FIBER FILTER, 5-SAFETY GLASSES,3-TAPE			$407.57
		WASTEWATER TREATMENT	LABORATORY SUPPLIES	$407.57	
	INV00349648	WD: (4) HYDRANT MTR LOCK			$726.16
		WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	$726.16	
	INV00354560	WWTP: PH BUFFER/LAB SUPPLIES			$544.63
		WASTEWATER TREATMENT	LABORATORY SUPPLIES	$544.63	
			Total For: USA BLUE BOOK		**$3,405.06**
Vendor: VULCAN INDUSTRIES INC					
	23115-18346	WWTP SCREENING EQUIPMENT			$181,000.00
		WASTEWATER CAPITAL PROJECTS	CAPITAL EQUIPMENT & MACHINERY	$9,250.00	
		WASTEWATER CAPITAL PROJECTS	CAPITAL EQUIPMENT & MACHINERY	$114,500.00	
		WASTEWATER CAPITAL PROJECTS	CAPITAL EQUIPMENT & MACHINERY	$57,250.00	
			Total For: VULCAN INDUSTRIES INC		**$181,000.00**
Vendor: WASTE MANAGEMENT OF IDAHO INC					
	050324	RESIDENTIAL REFUSE & WASTE - MAY '24			$47,715.47
		SANITATION/GARBAGE COLLECTION	TECH SERVICES - GARBAGE REMOVAL	$47,715.47	
	0232766-1827-1	REFUSE/WASTE CHGS APR'24			$2,547.00
		GOVERNMENT BUILDING & GROUNDS	DISPOSAL (GARBAGE) SERVICES	$648.00	
		PARK MAINTENANCE DIVISION	DISPOSAL (GARBAGE) SERVICES	$432.00	
		WASTEWATER TREATMENT	DISPOSAL (GARBAGE) SERVICES	$144.00	
		PARK MAINTENANCE DIVISION	DISPOSAL (GARBAGE) SERVICES	$432.00	
		PARK MAINTENANCE DIVISION	DISPOSAL (GARBAGE) SERVICES	$432.00	
		GOVERNMENT BUILDING & GROUNDS	DISPOSAL (GARBAGE) SERVICES	$45.00	
		UTILITIES ADMINISTRATION	DISPOSAL (GARBAGE) SERVICES	$270.00	
		WATER TREATMENT	DISPOSAL (GARBAGE) SERVICES	$144.00	
	0233112-1827-7	DEMO - TRAVERS RESTROOMS - TRAVERS PROJECT - 04/01 THRU 04/30/24			$2,017.12
		PARK MAINTENANCE DIVISION	CAPITAL IMPROVEMENTS OTHER THAN BUI	$1,008.56	
		PARK MAINTENANCE DIVISION	CAPITAL IMPROVEMENTS OTHER THAN BUI	$1,008.56	
			Total For: WASTE MANAGEMENT OF IDAHO INC		**$52,279.59**
Vendor: WELLS FARGO BANK					
	Q-272382-C	CREDIT FOR TAX-CURRENT BUILDING COST BOOK-INV# Q272382			$(20.40)
		ENGINEERING DIVISION	BOOKS AND PERIODICALS	$(20.40)	
	T0019-F8HJX7-C	T0019-CREDIT-AIRFARE CANCELLED TO LASERFICHE CONF-LANCE BRACE			$(277.20)
		INFORMATION TECHNOLOGY DIVISION	TRAINING AND TRAVEL	$(277.20)	
			Total For: WELLS FARGO BANK		**$(297.60)**
Vendor: ZIPLY FIBER					
	0989-042524	208-265-0989-120808-5 PHONE CHGS APR '24			$60.11
		WASTEWATER COLLECTIONS	TELEPHONE - LANDLINE & OTHER	$60.11	
	3469-042524	208-263-3469-051600-5 PHONE CHGS - TURTLE ROCK APR '24			$42.44
		WATER TREATMENT	TELEPHONE - LANDLINE & OTHER	$42.44	
			Total For: ZIPLY FIBER		**$1**

Vendor Name	Invoice Number	Invoice Description Service Area Description	GL Number Description	Line Item Amount	Invoice Amount

Grand Total: $580,746.03

Signature: _____ Date: _____

Printed Name: _____

AGENDA REPORT

City Council Meeting

TODAY'S DATE: May 7, 2024

MEETING DATE: May 15, 2024

TO: City Council

FROM: Cheryl Hughes, Grants, Contracts & Procurement Manager

SUBJECT: Procurement Policy Update

DESCRIPTION/BACKGROUND:

City Council adopted the City of Sandpoint Procurement Policy in May 2020 and approved updates to the Policy in September 2020, January 2022, June 2023, September 2023, and February 2024. This update is necessary to increase the formal solicitation requirement from $100,000 to $150,000 thresholds, following the change in Idaho Code §67-2806 – Purchasing by Political Subdivisions, of which our Procurement Policy follows. Additionally, there were administrative updates made throughout the Policy, including changing the reference of Divisions to Departments and adding the Mayor as authorizing signatory where reference was for City Administrator approvals. Those areas now reflect, "City Administrator or Mayor". And finally, updating the title of the Contract Procurement Officer to Contract Procurement Manager that is referenced in the Policy.

STAFF RECOMMENDATION:

Staff recommends City Council consider approving the changes to the City of Sandpoint's Contract & Procurement Policy.

ACTION:

Staff asks City Council to approve the changes to City of Sandpoint's Contract & Procurement Policy.

WILL THERE BE ANY FINANCIAL IMPACT? No HAS THIS ITEM BEEN BUDGETED? N/A

ATTACHMENTS:

Proposed Resolution

City of Sandpoint Procurement Policy – May 2024

No: 24-
Date: May 15, 2024

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

TITLE: CITY OF SANDPOINT PROCUREMENT AND CONTRACT POLICY UPDATE

WHEREAS: On May 20, 2020, by Resolution 20-026, Council adopted the City of Sandpoint Procurement Policy, followed by amendments on September 16, 2020, under Resolution 20-040, January 5, 2022, under Resolution 22-001, June 7, 2023, under Resolution 23-052; September 6, 2023, under Resolution 23-067; and February 7, 2024, under Resolution 24-007;

WHEREAS: During their 2024 regular session, the Idaho Legislature approved an amendment to Idaho Code § 67-2806, Purchasing by Political Subdivisions, increasing the requirement for formal solicitation from $100,000 to $150,000, with City staff updating the Policy to reflect this new threshold amount; and

WHEREAS: City staff has taken this opportunity for some "housekeeping" updates throughout the Policy, including the replacement of the term "Division" with "Department" to reflect that the City operates under a department structure, adding "Mayor" to the City Administrator authorized signatory, as the City is currently operating without a City Administrator, and updating a staff job title from "Contract Procurement Officer" to "Contract Procurement Manager".

NOW THEREFORE BE IT RESOLVED THAT: The updated City of Sandpoint Procurement and Contract Policy, incorporating the above-described amendments, a copy of which is attached hereto and made a part hereof as if fully incorporated herein, is hereby adopted and approved.

_____
Jeremy Grimm, Mayor

ATTEST:

_____
Melissa Ward, City Clerk

CITY OF SANDPOINT PROCUREMENT AND CONTRACT POLICY

Approved May 20, 2020
by City Council
Updated: Approved by City Council
September 16, 2020
January 05, 2022
June 07, 2023
September 06, 2023
February 07, 2024
May 15, 2024

I. GENERAL

A. MISSION

The City of Sandpoint is committed to protecting the integrity of the procurement process and seeking out resources in order to secure the highest quality goods, services, and construction in the most ethical and responsible manner for the benefit of the community.

B. GOVERNING AUTHORITY

The Central Services Department shall be responsible for the implementation and administration of this Policy. Subject to the provisions of this Policy, the Contract Procurement Officer shall serve as the principal office for all contracts and the procurement of goods, services, and construction required by the City. All changes to this Policy shall be approved by the City Council.

C. PURPOSE

This Policy establishes a centralized procurement and contract system for the City of Sandpoint to direct the purchases of goods, services, and construction and contracts for the purpose of which is to:

1. Establish rules governing procurement and contracts by the City of Sandpoint;
2. Promote public confidence in the integrity and transparency of the procedures followed to procure goods and services required by the City;
3. Ensure fair and equitable treatment of all persons who participate in the procurement and contract process;
4. Maximize value in procurement activities;
5. Ensure City is protected from liability in contracts; and
6. Establish contract accountability.

D. OBJECTIVES

1. Provide a uniform system to procure supplies, materials, equipment, services, and construction in an efficient and timely manner;
2. Utilize and support local suppliers, contractors, and consultants to the greatest extent possible while still maximizing the value of the goods or services
3. Dispose of surplus of goods and equipment in a manner which brings the most value to the surplus items;
4. To establish responsibility and accountability of City resources;
5. Comply with State of Idaho procurement statutes;
6. To provide protection against liability; and
7. Provides contract accountability.

E. SCOPE

This Policy applies to procurement of:

1. Supplies, materials, and equipment
2. Non-professional services
3. Professional services
4. Public Works construction projects
5. Lease of real property

This Policy is not applicable to the acquisition or sale of real property. If grant funding is involved in the proposed purchase of goods, services, or construction, other requirements may be applicable different from this Policy, which may be more restrictive and those requirements would apply in place of what is stated within this Policy. Consultation with Grants Manager is required for any grant funded purchases of goods or services.

F. CONTROLLING LAW

All procurement shall comply with applicable federal, state, and City laws, rules, regulations, and policies. Any federal or state laws, regulations, grants, or other requirements more restrictive than within this Policy, such laws, regulations, grants, or requirements must be followed.

G. ETHICS

1. **Conflicts of Interest and Gifts**

   The City is committed to providing a fair, equitable, and transparent procurement process. All staff and elected or appointed officials participating in a solicitation and/or award process shall be aware of any perceived or actual conflicts of interest and avoid such actual or perceived conflicts of interest influencing the solicitation and/or award process.

   All gifts, including meals, could be perceived as influencing performance of official duties; a reward for awarding a contract or purchase agreement; or offered to influence, find favor, or with a reasonable expectation of creating an obligation to the giver. All vendors, contractors, and consultants are prohibited from offering gifts during the solicitation and contract award process and staff is prohibited from accepting any such gifts if offered. See Idaho Ethics and Government Act §74-401, and 74-501, et seq.

2. **Former Employees as Vendors/Contractors/Consultants**

   Staff must obtain authorization from their Department Head, who is to obtain authorization from the City Administrator and/or Mayor, before entering into any contract or purchase agreement with a former City employee, which may create an actual or perceived conflict of interest. Legal Counsel should be consulted prior to entering into such contract or purchasing agreement.

II. ACCOUNTABILITY AND COMMUNICATIONS

City staff involved in development of specifications shall consider any and all actual or perceived conflicts of interest and public accountability rules, laws, or regulations.

A. Public Disclosure

The City's procurement process, including all submittals, written communications, materials, information, decisions, and notes relative to the process are all considered public record and subject to public disclosure unless an exemption applies under Idaho Public Records Act §74-101 et seq.

B. Maintain Confidentiality

Documents, decisions, information, and opinions are generally to be kept confidential, except as required for disclosure under the Idaho Public Records Act. Staff is not to share information other than with City staff directly involved in the evaluation and selection process. Only after receiving approval of Contract Procurement Manager or City Administrator and/or Mayor may staff members directly involved in the evaluation and selection process contact respondents to solicitations seeking additional information and clarifications to the submittals, as well as negotiating a contract. Contact with respondents should be limited and caution must be taken in an effort to maintain the objectivity of the evaluation process. Any questions or documentation requests by respondents or others with an interest in the solicitation relative to the evaluation process must be referred to the Contract Procurement Officer.

C. Fair, Prudent, and Thorough Evaluation

The procurement process must remain fair and equitable to all respondents. Careful and thoughtful actions preserve the integrity of solicitations.

1. City staff involved in the development of specifications, the solicitation effort, and the award process, shall be cognizant of actual or perceived conflicts of interest and public accountability rules.

2. If a participating member of a selection committee has or perceives a conflict of interest, they must immediately notify the Contract Procurement Officer and excuse themselves from the procurement process. The Contract Procurement Officer, City Administrator and/or Mayor may consult Legal Counsel in this situation.

Be cautious when discussing any aspect or opinions surrounding the solicitation process, including those of potential respondents until contract award or purchasing agreement is completed. Avoid any actions that present or give an impression of preferential treatment to any respondent.

III. GRANTS AND FEDERAL FUNDING

If the procurement of goods, services, or construction involves grant funding of any kind then STOP!

Solicitations funded in part or in whole with grant or federal funding may not be covered by this Policy and may have their own procurement process requirements. All solicitations that may involve grant or federal funding must be channeled through the City's Grants, Contracts, & Procurement Manager first who will guide next steps to ensure all grant and federal funding procurement process guidelines and requirements are met.

IV. SPLITTING PURCHASES

Dividing of any purchase for goods or services, including construction, is prohibited if doing so is intentionally to avoid the procurement process thresholds. To avoid the splitting of purchases, the following guidelines are to be followed:

1. Combine ALL phases of a public works project when estimating cost to the greatest extent possible;

2. Combine the total of potential identical or similar items procured at the same time or within a fiscal year period, in which the costs exceed competition thresholds (i.e. office supplies, janitorial products, irrigation supplies, utility supplies, etc.);

3. Purchases designed or intended to be used together (i.e. water meters and covers) and the costs exceed competitive limits, should be solicited together.

V. PROCUREMENT PROCESS AND SIGNATURE AUTHORITY

The City Council approves all purchases of goods, services, and construction through the budget process. The following procurement processes and signature authorities is applicable to all goods, services, and construction approved in the fiscal year budget. Any procurement of goods, services, and construction not City Council approved as part of the fiscal year budget process, will require separate City Council approval, no matter the dollar amount of such purchase. Reference Attachment 1 to this Policy for City Council approved Procurement Process and Signature Authority Policy.

A. **Goods and Non-Professional Services**

1. $0.01 - $4,999
    a) Signature authority -
        i. GOODS: Staff at Grade 13 or higher of the City's Grade Chart;

ii. NON-PROFESSIONAL SERVICES: Staff at Grade 13 or higher of the City's Grade Chart.

b) Signature authority – Lease Agreements – City Administrator or Mayor

c) Procurement process – compare prices; preferably compare prices with a minimum of three vendors or contractors.

2. $5,000 - $9,999
   a) Signature authority - Department Head.

   b) Signature authority – Lease Agreements – City Administrator or Mayor.

   c) Procurement Process – solicit for three documented verbal or written quotes. Ensure that you can document or ideally present a written document (i.e. email) from any vendors or contractors that do not respond to request for quote or decline to submit a quote.

3. $10,000 - $24,999
   a) Signature authority – Department Head.

   b) Signature authority – Lease Agreements – City Administrator or Mayor**.**

   c) Procurement process – semi-formal bidding required. Solicit for three written bids. Ensure documentation is obtained from any vendors or contractors that do not respond to request for bid or decline to submit a bid.

4. $25,000 - $49,999
   a) Signature authority – City Administrator or Mayor.

   b) Signature authority – Lease Agreements – City Administrator or Mayor.

   c) Procurement Process - Procurement process – semi-formal bidding required. Solicit for three written bids. Ensure documentation is obtained from any vendors or contractors that do not respond to request for bid or decline to submit a bid.

5. $50,000 - $74,999
   a) Signature authority – Mayor

   b) Signature authority – Lease Agreements – Mayor

c) Procurement process – follow Idaho code §67-2806(1), semi-formal bidding required. Solicit for three written bids.

6. $75,000 and Over
   a) Signature authority – City Council Resolution required / Mayor signature.

   b) Signature authority – Lease Agreements – City Council Resolution required / Mayor signature.

   c) Procurement process - follow Idaho code §67-2806(1), semi-formal bidding required. Solicit for three written bids for procurement of goods or non-professional services up to $150,000 or Idaho Code §67-2806(2), full competitive bid for procurement of goods or non-professional services $150,000 and over.

B. **Services – Professional**

Professional services include consulting services requiring specialized knowledge and not requiring a license per Idaho Administrative Procedures Act 38.05.01-21.

1. $.01 - $4,999
   a. Signature authority - Staff at Grade 13 or higher of the City's Grade Chart.

2. $5,000 - $24,999
   a) Signature authority – Department Head.

   b) Procurement process – none required.

3. $25,000 - $49,999
   a) Signature authority – City Administrator or Mayor.

   b) Procurement process – none required.

4. $50,000 - $74,999
   a) Signature authority – Mayor.

   b) Procurement process – follow Idaho Code §67-2806 – Semi-Formal procurement. Solicit for three written bids or proposals. Discuss best process with Contract Procurement Officer.

5. $75,000 and Over
   a) Signature authority – City Council Resolution required / Mayor signature

   b) Procurement process - follow Idaho Code §67-2806 and Idaho Administrative Procedures Act 38.05.01: full competitive solicitation for services $150,000 and over.

C. **Services – Professional (Licensed)**

Professional services (licensed) include consulting services requiring specialized license: Design, Survey, Construction Management - Architecture and Engineering per Idaho Code §67-2320

1. $.01 - $4,999
    a. Signature authority - Staff at Grade 13 or higher of the City's Grade Chart.

2. $5,000 - $49,999
    a) Signature authority – Department Head.

    b) Procurement process – none required.

3. $25,000 - $49,999
    a) Signature authority – City Administrator or Mayor.

    b) Procurement process – none required.

4. $50,000 - $74,999
    a) Signature authority – Mayor.

    b) Procurement process – follow Idaho Code §67-2320.

5. $75,000 and Over
    a) Signature authority – City Council Resolution required / Mayor signature.

    b) Procurement process – follow Idaho Code §67-2320.

D. **Construction**

Construction is work requiring skilled trades or craft; any construction, repair, or reconstruction - see Idaho Code §54-1901 and 67-2805.

1. $.01 - $4,999
    a. Signature authority - Staff at Grade 13 or higher of the City's Grade Chart.

2. $5,000 - $49,999
    a) Signature authority – Department Head.

    b) Procurement process – none required.

3. $50,000 - $74,999
    a) Signature authority – City Administrator or Mayor.

b) Procurement process – follow Idaho Code §67-2805(1): semi-formal bidding required; solicit for three written bids.

4. $75,000 - $99,999
   a) Signature authority – Mayor.

   b) Procurement process - follow Idaho Code §67-2805(1): semi-formal bidding required; solicit for three written bids.

5. $100,000 and Over
   a) Signature authority - City Council Resolution required / Mayor signature.

   b) Procurement process – follow Idaho Code §67-2805(1): semi-formal bidding required; solicit three written bids for projects up to $200,000 or follow Idaho Code §67-2805(2): full competitive bid for projects $200,000 and over.

E. **Exceptions to Sections Above**

1. Goods have already been competitively bid and an existing purchasing agreement exists through another agency; also known as “piggy backing” or “cooperative agreements”. Discuss potential use of this exception with Contract Procurement Manager.

2. Procurement of an interest in real property whether lease or purchase.

3. Procurement of insurance.

4. Costs of Joint Powers participation.

5. Emergency expenditures.
   a) For an expenditure to be considered an emergency purchase, authorization to purchase as an emergency expenditure must be received by City Administrator or Mayor. Contact the City Contract Procurement Manager for any emergency expenditures prior to making emergency purchase.

6. All Exclusions allowed per Idaho Code §67-2803, in addition to Exceptions identified in Sections E1-5 above.

F. **Additional Requirements to Sections Above**

1. Procurement process may vary if grant or federal funds are involved. Staff must consult with Grants Manager prior to any purchase of goods, services, or construction involving grant or federal funds.

2. All services and/or repairs must have a contract, no exceptions. If service and/or repairs are considered an emergency situation, the Department Head must send a written request to the City Administrator or Mayor requesting the service and/or repair begin without a fully executed contract. The City Administrator or mayor must approve this emergency service and/or repair. In such emergency situations approved by the City Administrator or Mayor, the Contractor must provide insurance certificates prior to commencement of service and/or repair and the contract shall be executed concurrently with the service or repair. An emergency situation does not alleviate the necessity for a fully executed contract.

3. Legal Counsel must review and approve Contracts for all services and construction projects.

4. Signature authority levels:
    a) For non-construction contracts or purchase agreements, the signature authority levels apply to total contract or purchase agreement amounts, including amendments and change orders. If a new/revised contract or purchase agreement amount falls within a new signature authority, the new signature authority level applies, no matter if it results in an increase or a decrease.

    b) For construction and professional services contracts or purchase agreements, the Department Head is authorized to approve change orders or amendments up to the amounts of the total projected budget and not including the contingency amount. For change orders or purchase agreements in excess of the approved project budget but within the approved budgeted contingency amount, the Mayor will have signature authority on change orders or amendments using the contingency portion of the approved budget.

5. Selection and award processes on all contracts and purchases shall be in accordance with Idaho Law.

VI. AWARD, CANCELLATION OR REJECTION OF SOLICITATIONS

No award shall be final and no contract or purchasing agreement shall be created or deemed to exist until such time as a written contract or purchasing agreement has been executed by the selected vendor, consultant, or contractor and required approvals has been obtained.

A. **Cancellation of Solicitations**
At any time prior to final award and approval, a solicitation, contract award, or purchasing agreement may be cancelled or rescinded, or any or all responses received by the City may be rejected by the Contract Procurement Manager when it is determined that such action is in the best interest of the City.

B. **Notice**
A written notice of delay, cancellation, or rejection shall be sent to all respondents who submitted a response to a solicitation.

C. **Public Records**
Should all solicitations be rejected or a solicitation is cancelled, all solicitation responses received may remain confidential at the discretion of the Contract Procurement Manager and in accordance with the State of Idaho Public Records Act.

D. **Contract/Purchasing Agreement**
After notice of intent to award has been made, the City and selected respondent will enter into a contract or purchasing agreement incorporating the requirements of the procurement solicitation and with other terms acceptable by the City. The City reserves the right to negotiate terms and conditions of the contract or purchasing agreement with the respondent and to incorporate provisions acceptable to the City. The City has the right to rescind the contract or purchasing agreement award to the selected respondent if the City and selected respondent do not come to agreement upon terms of the contract or purchasing agreement. The City reserves the right to reject a respondent, including a respondent awarded the contract or purchasing agreement, at any time prior to a fully executed contract or purchasing agreement.

E. **Post Award Termination**
Unless otherwise prohibited by law, in the event the respondent awarded a contract or purchasing agreement by the City through formal procurement is terminated early or suspended from further work or services by the City for default in the performance under the contract, or in the event the City rescinds a contract or purchasing agreement award prior to execution of said contract or purchasing agreement, the City may, without a new solicitation, enter into a contract or purchasing agreement with the next lowest responsive and responsible respondent or next lowest bidder willing and able to complete the work or services if such is determined to be in the best interest of the City. In awarding a contract or purchasing agreement with the next lowest responsive and responsible respondent, the City may accept such respondent's original proposal pricing or negotiate a price more consistent with the original pricing submitted by the defaulting respondent whose contract or purchasing agreement award was rescinded.

VII. LOWEST RESPONSIBLE, RESPONSIVE SOLICITATIONS

A. When solicitations involve the determination of the lowest responsible and responsive bids or proposals, which may or may not include price depending on the solicitation, the City shall have authority as allowed by Idaho law to render decisions on and may accept or reject proposals on the basis of one or more of the following:

1. The ability, capacity, skill, and sufficiency of resources of the respondent to perform the contract or purchasing agreement and provide the requested materials or service;

2. The respondent's ability to perform the contract or purchasing agreement within the time specified;

3. The character, honesty, integrity, reputation, judgment, experience, and efficiency of the respondent;

4. The quality of performance and conduct of the respondent on previous contracts or purchasing agreements with the City or any other entity the respondent has performed work or service for;

5. A respondent's previous failure to meet specified substantial completion dates or other milestone dates on previous contracts or purchasing agreements with the City;

6. A respondent's current workload and projected workload during the performance of the contract or purchasing agreement;

7. The previous and existing compliance by the respondent with federal, state, and local laws, regulations, and ordinances applicable, relating or similar to the contract, purchasing agreement, or work to be performed; to include but not limited to laws, regulations, and ordinances;

8. The quality and availability of the supplies or professional or contractual services to the particular use required;

9. The ability to meet the City's required bonds and insurance to fully protect the City's interests;

10. Whether the respondent is in arrears to the City on any debt, defaulted on any bond or surety, and/or whether the respondent has failed to render payments to subcontractors, suppliers, or the like;

11. Proportional amount of work or services respondent intends to perform with its own organization as compared with the portion intended to be subcontracted and the qualifications of subcontractors whom the respondent proposes to use;

12. Whether the respondent's proposal conforms to the requirements stated in the Request for Proposal or Request for Qualifications issued by the City; and

13. Any other circumstances or factors deemed in the best interest of the City as allowed by State of Idaho Law.

The above factors may be determined by respondent's past performance with the City, information obtained from others, information submitted as part of the proposal or in response to an inquiry by the City, and/or information otherwise known or discovered by the City. The City may conduct detailed inquiries of respondent, including compliance with federal, state, and local laws and all relevant licensing and permitting requirements, and other matters of responsibility relevant to the solicitation process. Failure to respond or provide adequate information in response to the City's inquiry shall be grounds for disqualification in the sole discretion of the City.

B. The City is required to award construction contracts, non-construction projects, and commodities to the lowest responsible and responsive bid except as otherwise provided for by Idaho Law. This applies to requests for quotes, semi-formal bidding, as well as formal competitive bid processes for construction and non-construction projects, as well as commodities.

   Responsible bidders must meet the following criteria:

   1. If for contract work requiring a contractor's license, the respondent must be a registered contractor or public works contractor (if for construction project) with the State of Idaho;

   2. Provide required bond and insurance requirements;

   3. Have no violations and are in good standing with the State of Idaho Department of Occupational and Professional Licenses; and

   4. If a public works contractor for construction projects, contractor to possess all requirements as required by the State of Idaho Department of Building Safety and have no violations and in good standing.

VIII. LOCAL PREFERENCE

In order to promote the economic health of the City, to stimulate and enhance the local economy, to generate jobs and spur further investment into the community, to recognize the amount of sales tax returned to the City as a result of the award of a contract or purchasing agreement for goods and services to a local respondent, and to encourage local participation in the purchase of

goods, equipment, supplies, and non-professional services, the City shall grant a local preference as follows:

A. In determining the price submitted in response to a solicitation, the City shall grant preference to an eligible local provider Sandpoint who submits a price within 10% of the lowest price submitted by any other respondent. This local preference will allow the eligible local provider Sandpoint the opportunity to reduce its price equal to the amount of the lowest price submitted, if the price is submitted by other than an eligible local provider.

B. If there is no local provider Sandpoint, then such preference shall be granted to a local provider Bonner County in the same manner as provided above.

C. This Local preference shall apply so long as the delivery of goods, equipment and/or non-professional services can be made within similar times and under similar circumstances as the non-local provider and in the sole discretion of the City.

D. The preference and opportunity to reduce the price submitted shall be provided first to the lowest eligible local provider Sandpoint and, if not accepted by such eligible local provider Sandpoint within five business days of the closing date of the solicitation, then to each successive eligible local provider, considering all local providers (Sandpoint and Bonner County) that is within 10 percent of the lowest price submitted, in ascending order of the amount of the responses.

E. To be eligible for local preference Sandpoint or Bonner County, the local provider must have a place of business in Sandpoint or Bonner County and have been conducting business for a period of 6 months prior to the solicitation.

F. There is no exemption from Local Sales Tax. Local preference does not exempt any eligible local provider from paying any applicable federal, state, or local sales tax.

G. Local preference shall not apply to projects classified as Construction projects or for Professional services. Local preference applies only to purchase of goods, materials, equipment, and non-professional services.

H. Local preference applies only for purchases of goods, equipment, and non-professional services for amounts $25,000 or less.

I. Local preference shall not be applicable to procurements made with federal or state grant funds or any funding source by which local preference is prohibited.

IX. SOLICITATION PROTESTS

A. Prior to a submission of a protest relating to or arising from a solicitation, all parties shall use their best efforts to resolve concerns raised by an interested party through open and frank discussions.

B. Protests shall be concise and logically presented to facilitate review by the City. Failure to substantially comply with any of the requirements of this section may be grounds for dismissal of the protest.

C. Protests shall include the following information:

1. Name, address and fax and telephone numbers of the protester;
2. Solicitation or contract number;
3. Detailed statement of the legal and factual grounds for the protest, to include a description of resulting prejudice to the protester;
4. Copies of relevant documents;
5. Request for a ruling by the City;
6. Statement as to the form of relief requested;
7. All information establishing that the protester is an interested party for the purpose of filing a protest; and
8. All information establishing the timeliness of the protest.

D. Protests based on alleged apparent improprieties in the solicitation documents and solicitation procedures or evaluation and award criteria shall be filed at least ten (10) calendar days before the proposal submittal date. Failure to promptly file a protest based on solicitation procedures or evaluation and award criteria shall be deemed a waiver of the right to pursue a protest. In all other cases, protests shall be filed no later than five (5) calendar days after the basis of protest is known or should have been known, whichever is earlier, but no later than ten (10) days after the proposal due date.

E. **Action upon receipt of protest**

1. Upon receipt of a protest before award, a contract or purchasing agreement may not be awarded, pending resolution of the protest, unless contract or purchasing agreement award is justified, in writing, to be in the best interest of the City.
2. If award is withheld pending City resolution of the protest, the City will inform the proposers whose proposals might become eligible for award of the contract or purchasing

agreement. If appropriate, the respondent will be requested, before expiration of the time for acceptance of their proposals, to extend the time for acceptance to avoid the need for re-solicitation. In the event of failure to obtain such extension of time, consideration should be given to proceed with award.

3. Upon receipt of a protest within ten (10) days after contract or purchasing agreement award, the City shall immediately suspend performance, pending resolution of the protest, including any review by an independent higher level official, unless continued performance is justified, in writing, for urgent and compelling reasons or is determined, in writing, to be in the best interest of the Owner.

4. Pursuing a protest does not extend the time of obtaining a judicial stay, injunction or other remedy.

5. The City shall make its best efforts to resolve protests within 20 days after the protest is filed. To the extent permitted by law and regulation, the parties may exchange relevant information.

6. City protest decisions shall be well-reasoned and explain the City's position. The protest decision shall be provided to the protestor using a method that provides evidence of receipt.

X. EMERGENCY PROCUREMENT

The Mayor and/or City Administrator may direct or authorize staff to make emergency procurements of goods, equipment, services, or construction when a threat to public health, welfare, or safety exists provided that such emergency procurements are made with such competition as is practicable under the circumstances.

In the event an official state of emergency is declared, the Mayor is expressly authorized to execute contracts or purchasing agreements on behalf of the City in order to accomplish all necessary relief efforts. All procurement made for goods, equipment, services, and construction shall comply with State of Idaho Law and follow required regulations and guidelines set by the Federal Emergency Management Agency (FEMA).

XI. LEASE AGREEMENTS - CITY PROPERTY

For real property the City owns and enters into Lease Agreements with outside parties, the signature authority for said leases, shall conform to the same signature authority levels as for procurement of goods or non-professional services with the exception that the City Administrator or Mayor shall have signature authority for all dollar values up to $50,000, when it then requires the Mayor's approval and signature up to $75,000. Leases that have an obligation of $75,000 or more throughout the term of the lease, shall go to City Council for approval.

PROCUREMENT PROCESS AND SIGNATURE AUTHORITY POLICY FOR GOODS, SERVICES, AND CONSTRUCTION

GOODS AND NON-PROFESSIONAL SERVICES								
	$0.01 - $4,999	**$5,000 - $9,999**	**$10,000 - $24,999**	**$25,000 - $49,999**	**$50,000 - $74,999**	**$75,000 and Over**		
Signature Authority	GOODS: Staff at Grade 13 or Higher of the City's Grade Chart NON-PROFESSIONAL SERVICES: Staff at Grade 13 or Higher of the City's Grade Chart	Department Head	Department Head	City Administrator or Mayor	Mayor	City Council Resolution / Mayor Signature		
Signature Authority – Lease Agreements	City Administrator or Mayor	City Administrator or Mayor	City Administrator or Mayor	City Administrator or Mayor	Mayor	City Council Resolution / Mayor Signature		
Procurement Process	Price Comparison for Purchases of $1,000-$4,999 - Random Annual Department Audits on Purchases to Ensure Compliance with Obtaining Price Comparisons	Obtain Three Verbal (Documented) or Written Quotes	Semi-Formal Bidding: Obtain Three Written Bids	Semi-Formal Bidding: Obtain Three Written Bids	Idaho Code §67-2806 (1): Semi-Formal Bidding: Obtain Three Written Bids	Idaho Code §67-2806 (1): Semi-Formal Bidding: Obtain Three Written Bids up to $150,000 or Idaho Code §67-2806(2): Full Competitive Bid $150K and Over		
SERVICES - PROFESSIONAL		(Consulting services requiring specialized knowledge, not requiring a license) - see Idaho Administrative Procedures Act 38.05.01 - 21						
	$0.01 - $4,999	**$5,000 - $24,999**		**$25,000 - $49,999**	**$50,000 - $74,999**	**$75,000 and Over**		
Signature Authority	Staff at Grade 13 or Higher of the City's Grade Chart	Department Head		City Administrator or Mayor	Mayor	City Council Resolution/ Mayor Signature		
Procurement Process	None Required	None Required		None Required	Idaho Code §67-2806	Idaho Code §67-2806 and Idaho Administrative Procedures Act 38.05.01: Full Competitive Solicitation $150K and Over		
SERVICES - PROFESSIONAL (LICENSED)		(Consulting services requiring specialized license: Design, Survey, Construction Management - Architecture and Engineering) - see Idaho Code §67-2320						
	$0.01 - $4,999	**$0.01 - $24,999**		**$25,000 - $49,999**	**$50,000 - $74,999**	**$75,000 and Over**		
Signature Authority	Staff at Grade 13 or Higher of the City's Grade Chart	Department Head		City Administrator or Mayor	Mayor	City Council Resolution / Mayor Signature		
Procurement Process	None Required	None Required		None Required	Idaho Code §67-2320	Idaho Code §67-2320		
CONSTRUCTION	(Work requiring skilled trades or craft; any construction, repair, or reconstruction) - see Idaho Code §54-1901 and 67-2805							
	$0.01 - $4,999	**$5,000 - $9,999**	**$10,000 - $24,999**	**$25,000 - $49,999**	**$50,000 - $74,999**	**$75,000 - $100,000**	**$100,000 and Over**	
Signature Authority	Staff at Grade 13 or Higher of the City's Grade Chart	Department Head	Department Head	Department Head	City Administrator or Mayor	Mayor	City Council Resolution / Mayor Signature	
Procurement Process	None Required				Idaho Code §67-2805(1): Semi-Formal Bidding: Obtain Three Written Bids	Idaho Code §67-2805(1): Semi-Formal Bidding: Obtain Three Written Bids	Idaho Code §67-2805 (1): Semi-Formal Bidding: Obtain Three Written Bids up to $200,000 or Idaho Code §67-2805 (2): Full Competitive Bid $200K and Over	
Exemptions to Above Policy: In addition to Areas Identified Below, All Exclusions per Idaho Code 67-2803 Shall Be Exempted From Above Policy								
Goods		Already competitively bid (piggy-backing)						
Any Amount		Procurement of an interest in real property (lease or purchase)						
Any Amount		Procurement of insurance						
Any Amount		Costs of Joint Powers participation						
Any Amount		Emergency Expenditures						
Any Amount		Repair of Heavy Equipment						
Any Amount		Purchases of Used Equipment from Public Auction						
Procurement Process may vary if Grant Funding is involved*				***Legal Review on Contracts for All Services and Construction				
PURCHASE ORDER REQUIRED FOR PURCHASES OF $5,000 OR MORE								
If a new/revised Non-Professional Services contract or Good Purchasing Agreement amount falls within a new signature authority, the new signature authority level applies.								
***Selection and award process on all contracts and purchases will be in accordance with State of Idaho Law								

Approved March 18, 2020
Updated May 06, 2020
Update January 05, 2022
Update June 07, 2023
Update September 06, 2023
Update February 07, 2024
Update May 15, 2024

AGENDA REPORT

City Council Meeting

TODAY'S DATE: May 08, 2024

MEETING DATE: May 15, 2024

TO: City Council

FROM: Cheryl Hughes – Grants, Contracts & Procurement Manager

SUBJECT: Approve PO 24-1242 to Cimline, Inc. for Street Repair Equipment

DESCRIPTION/BACKGROUND:

The Public Works Department recognized the need for equipment that will help in Sandpoint street repairs to extend the life and need for major repaving and provide more suitable travel for vehicular traffic. The City was initially going to purchase a new snowblower but after determining that the current snowblower could be repaired, staff recommended the purchase of a Dura Patcher and crack sealer.

The Dura Patcher cleans a pothole area, applies tack coat, sprays emulsion/aggregate mix into the pothole with force to compact the material and follows with dry aggregate to prevent lifting (ConstructionPros.com - https://www.forconstructionpros.com/pavement-maintenance/preservation-maintenance/company/10072801/durapatcher May 08, 2024).

The crack sealer will seal cracks in asphalt and will prevent water damage to the asphalt foundation that causes potholes, alligator cracks, and depressions (Pavemade.com – https://pavemade.com/collections/asphalt-crack-filling-equipment, May 08, 2024).

This equipment will be purchased off of a government cooperative contract as allowed by Idaho Code §67-2807- Cooperative Purchasing. This code allows procurement utilizing cooperative agreements. Cooperative agreements have been competitively solicited and satisfy requirements of formal solicitations as required by Idaho State law and City Policy. These pieces of equipment are being purchased from Cimline Inc's. Sourcewell Cooperative Contract. For reference, the Sourcewell Contract is attached to this Agenda Item.

STAFF RECOMMENDATION:

Staff recommends City Council consider approving Purchase Order 24-1242 to Cimline, Inc. for the purchase of street repair equipment in the amount of $173,960.00.

ACTION:

Staff asks City Council to approve Purchase Order 24-1242 to Cimline, Inc. for the purchase of street repair equipment in the amount of $173,960.00.

WILL THERE BE ANY FINANCIAL IMPACT? Yes **HAS THIS ITEM BEEN BUDGETED?** Budgeted funds are being reallocated to this equipment purchase.

ATTACHMENTS:

Proposed Resolution

Purchase Order 24-1242 – Cimline, Inc.

Cimline Inc Quote

M Series Crack Sealer Brochure

P2 Dura Patcher Brochure

Sourcewell Contract 080521-CME

No: 24-
Date: May 15, 2024

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

TITLE: PURCHASE OF STREET REPAIR EQUIPMENT FROM CIMLINE, INC. (CITY PURCHASE ORDER NO. 24-1242)

WHEREAS: Public Works Department staff has recognized the need for equipment that will assist with street repairs to extend the life of Sandpoint's streets and provide more suitable travel for vehicular traffic;

WHEREAS: With the realization that the City's snowblower can be repaired, negating the purchase of a new snowblower at this time, staff recommends, instead, the purchase of a DuraPatcher and crack sealer;

WHEREAS: The DuraPatcher works by cleaning a pothole area, applying tack coat, spraying emulsion / aggregate mix into the pothole with force to compact the material, and follows with dry aggregate to prevent lifting;

WHEREAS: The crack sealer will seal cracks in asphalt and prevent water damage to the asphalt foundation that causes potholes, alligator cracks, and depressions; and

WHEREAS: Staff has determined that, by utilizing a government cooperative purchasing contract, this equipment can be purchased from Cimline, Inc., through the Sourcewell Cooperative Contract, as allowed by Idaho Code §67-2807, Cooperative Purchasing.

NOW, THEREFORE, BE IT RESOLVED THAT: City of Sandpoint Purchase Order No. 24-1242 for the purchase of street repair equipment, as detailed above, from Cimline, Inc., in the amount of $173,960.00 is hereby approved.

BE IT FURTHER RESOLVED THAT: As set forth in the Procurement Process and Signature Authority Policy for Goods, Services, and Construction and further outlined in the City of Sandpoint Procurement Policy, on behalf of the City, the Mayor or authorized designee is hereby permitted to execute documents necessary to effect this purchase.

_____
Jeremy Grimm, Mayor

ATTEST:

_____
Melissa Ward, City Clerk

PURCHASE ORDER

CITY OF SANDPOINT
1123 LAKE STREET
SANDPOINT, ID 83864

DATE	P.O. No.
05/09/2024	**24-1242**

SUPPLIER:

VENDOR: 004826

CIMLINE, INC
2601 NIAGARA LANE
MINNEAPOLIS, MN 55447
PH: FX:
EMAIL:

SHIP TO:

2024 INDUSTRIAL DRIVE

SANDPOINT, ID 83864
PHONE: (208) 255-2657
EMAIL: CHUGHES@SANDPOINTIDAHO.GOV

Description: DURA PATCH AND CRACK SEALING MACHINES FOR STREET REPAIRS

Details: QUOTE # M1MELTER

CRACK SEALER EQUIPMENT:

PART #311-001-902150 GALLON DIESEL HEATED HOSE, 2022 M-SERIES UPDATE

PART #409128 - PINTLE HITCH M-SERIES

PART #311-229-902 - ENGINE COVER - 2022 M-SERIES UPDATE

CRACK SEALER EQUIPMENT OPTIONS:

PART #311-215-902 - LED ARROW BOARD, M1 AND M2, 2022 M-SERIES UPDATE

PART #408356 - SPARE PARTS KIT, ON BOARD MOUNTED, M-SERIES

PART #407983 - OPERATOR HORM COMMUNICATION FROM WAND, ALL

PART #409115 - 10 LB FIRE EXTINGUISHER

PART #404925 - WORK LIGHT BOOM MOUNTED

PART #29" HITCH EXTENSION M-SERIES
==========

DURAPATCHER EQUIPMENT:

PART #301529 - P2 TRAILER PATCHER WITH T4 FINAL DIESEL ENGINE
PART #408080 - 12 VOLT NOZZLE HEATER
PART #408845 - TANK CONTENTS GAUGE - DURAPATCHER
Internal Use Only: SOURCEWELL CONTRACT #080521-CME

Item No.	QTY	Unit	Description	Unit Price	Amount
1	1.00	UNITS	2022 M SERIES CRACK SEALER 150 GALLON 01-3100-7741-0000-31099430	70,749.00 70,749.00	70,749.00
2	1.00	UNITS	DURA PATCHER P2 DIESEL 01-3100-7741-0000-31099430	99,711.00 99,711.00	99,711.00
3	1.00	FREIGHT	FREIGHT 01-3100-7741-0000-31099430	3,500.00 3,500.00	3,500.00
				Total:	$173,9

PURCHASE ORDER

CITY OF SANDPOINT
1123 LAKE STREET
SANDPOINT, ID 83864

DATE	P.O. No.
05/09/2024	**24-1242**

Subject to the Terms and Conditions Set By the City of Sandpoint
1. Acceptance of this order includes acceptance of all terms, prices, delivery instructions, specifications and conditions.
2. Purchases may not exceed the total amount of this order without prior approval.
3. Invoices and Packages must bear the Purchase Order Number above.
4. All Purchases are subject to a Net 30 payment term.
Visit www.sandpointidaho.gov for More Details

Date Printed: 05/10/2024

Authorized Signature

Cimline, Inc.

Innovation in Preservation

2601 Niagara Lane
Minneapolis, MN 55447
Phone (800) 328-3874 Fax (866) 557-1971

QUOTE TO:
Factory Direct
City of Sandpoint, Idaho
138917

Chet Jackson

Name:
AGENCY:
MEMBER #:
ADDRESS:
CITY:
STATE/ ZIP:
PHONE:

Sourcewell Quotation

DATE: 4/15/2024
QUOTE # M 1 Melter
Salesman: Dan Horner

Sourcewell
Awarded Contract
Contract #080521-CME

ITEM	DESCRIPTION	PART NO.	QTY	LIST PRICE	DISC. 1	DISC. 2	EXT. PRICE
1	150 Gallon, Diesel, heated Hose, 2022 M-Series Update	311-001-902	1	$ 67,500.00	10%		$ 60,750.00
	Pintle Hitch M-Series	409128	1				$ -
	Engine Cover, 2022 M-Series Update	311-229-902	1	$ 2,600.00	10%		$ 2,340.00
Options							
	LED Arrow Board, M1 and M2, 2022 M-Series Update	311-215-902	1	$ 3,450.00	10%		$ 3,105.00
	Spare Parts Kit, On Board Mounted, M-Series	408356	1	$ 1,825.00	10%		$ 1,642.50
	Operator Horn Communication from Wand, All	407983	1	$ 800.00	10%		$ 720.00
	10 lb. Fire Extinguisher	409115	1	$ 650.00	10%		$ 585.00
	Work Light Boom Mounted	404925	1	$ 525.00	10%		$ 472.50
	29" Hitch Extension M-Series	409125	1	$ 1,260.00	10%		$ 1,134.00
2	P2 Trailer Patcher with T4 Final Diesel Engine	301529	1	$ 109,000.00	10%		$ 98,100.00
	12 Volt Nozzle Heater	408080	1	$ 900.00	10%		$ 810.00
	Tank Contents Gauge, DuraPatcher	408845	1	$ 890.00	10%		$ 801.00

SUBTOTAL	$ 170,460.00
Surcharge %	
Surcharge amount	$ -
TAX RATE	
SALES TAX	-
FREIGHT	3,500.00
TOTAL	$ 173,960.00

Cimline Sourcewell Contract #080521-CME

Delivery 30 to 45 days ARO
Freight is estimated actual to be Invoiced

This Quotation Is Valid for 30 Days from Issue

Manager Signature: Dan Horner

THANK YOU FOR THE OPPORTUNITY TO PROVIDE YOU WITH A QUOTE.

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Sourcewell

Solicitation Number: RFP #080521

CONTRACT

This Contract is between Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 (Sourcewell) and Cimline, Inc., 2601 Niagara Lane N., Plymouth, MN 55447 (Supplier).

Sourcewell is a State of Minnesota local government unit and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that offers cooperative procurement solutions to government entities. Participation is open to eligible federal, state/province, and municipal governmental entities, higher education, K-12 education, nonprofit, tribal government, and other public entities located in the United States and Canada. Sourcewell issued a public solicitation for Roadway Maintenance Equipment from which Supplier was awarded a contract.

Supplier desires to contract with Sourcewell to provide equipment, products, or services to Sourcewell and the entities that access Sourcewell's cooperative purchasing contracts (Participating Entities).

1. TERM OF CONTRACT

A. EFFECTIVE DATE. This Contract is effective upon the date of the final signature below.

B. EXPIRATION DATE AND EXTENSION. This Contract expires October 11, 2025, unless it is cancelled sooner pursuant to Article 22. This Contract may be extended one additional year upon the request of Sourcewell and written agreement by Supplier.

C. SURVIVAL OF TERMS. Notwithstanding any expiration or termination of this Contract, all payment obligations incurred prior to expiration or termination will survive, as will the following: Articles 11 through 14 survive the expiration or cancellation of this Contract. All other rights will cease upon expiration or termination of this Contract.

2. EQUIPMENT, PRODUCTS, OR SERVICES

A. EQUIPMENT, PRODUCTS, OR SERVICES. Supplier will provide the Equipment, Products, or Services as stated in its Proposal submitted under the Solicitation Number listed above. Supplier's Equipment, Products, or Services Proposal (Proposal) is attached and incorporated into this Contract.

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All Equipment and Products provided under this Contract must be new and the current model. Supplier may offer close-out or refurbished Equipment or Products if they are clearly indicated in Supplier's product and pricing list. Unless agreed to by the Participating Entities in advance, Equipment or Products must be delivered as operational to the Participating Entity's site.

This Contract offers an indefinite quantity of sales, and while substantial volume is anticipated, sales and sales volume are not guaranteed.

B. WARRANTY. Supplier warrants that all Equipment, Products, and Services furnished are free from liens and encumbrances, and are free from defects in design, materials, and workmanship. In addition, Supplier warrants the Equipment, Products, and Services are suitable for and will perform in accordance with the ordinary use for which they are intended. Supplier's dealers and distributors must agree to assist the Participating Entity in reaching a resolution in any dispute over warranty terms with the manufacturer. Any manufacturer's warranty that extends beyond the expiration of the Supplier's warranty will be passed on to the Participating Entity.

C. DEALERS, DISTRIBUTORS, AND/OR RESELLERS. Upon Contract execution and throughout the Contract term, Supplier must provide to Sourcewell a current means to validate or authenticate Supplier's authorized dealers, distributors, or resellers relative to the Equipment, Products, and Services offered under this Contract, which will be incorporated into this Contract by reference. It is the Supplier's responsibility to ensure Sourcewell receives the most current information.

3. PRICING

All Equipment, Products, or Services under this Contract will be priced at or below the price stated in Supplier's Proposal.

When providing pricing quotes to Participating Entities, all pricing quoted must reflect a Participating Entity's total cost of acquisition. This means that the quoted cost is for delivered Equipment, Products, and Services that are operational for their intended purpose, and includes all costs to the Participating Entity's requested delivery location.

Regardless of the payment method chosen by the Participating Entity, the total cost associated with any purchase option of the Equipment, Products, or Services must always be disclosed in the pricing quote to the applicable Participating Entity at the time of purchase.

A. SHIPPING AND SHIPPING COSTS. All delivered Equipment and Products must be properly packaged. Damaged Equipment and Products may be rejected. If the damage is not readily apparent at the time of delivery, Supplier must permit the Equipment and Products to be returned within a reasonable time at no cost to Sourcewell or its Participating Entities. Participating Entities reserve the right to inspect the Equipment and Products at a reasonable

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time after delivery where circumstances or conditions prevent effective inspection of the Equipment and Products at the time of delivery. In the event of the delivery of nonconforming Equipment and Products, the Participating Entity will notify the Supplier as soon as possible and the Supplier will replace nonconforming Equipment and Products with conforming Equipment and Products that are acceptable to the Participating Entity.

Supplier must arrange for and pay for the return shipment on Equipment and Products that arrive in a defective or inoperable condition.

Sourcewell may declare the Supplier in breach of this Contract if the Supplier intentionally delivers substandard or inferior Equipment or Products.

B. SALES TAX. Each Participating Entity is responsible for supplying the Supplier with valid tax-exemption certification(s). When ordering, a Participating Entity must indicate if it is a tax-exempt entity.

C. HOT LIST PRICING. At any time during this Contract, Supplier may offer a specific selection of Equipment, Products, or Services at discounts greater than those listed in the Contract. When Supplier determines it will offer Hot List Pricing, it must be submitted electronically to Sourcewell in a line-item format. Equipment, Products, or Services may be added or removed from the Hot List at any time through a Sourcewell Price and Product Change Form as defined in Article 4 below.

Hot List program and pricing may also be used to discount and liquidate close-out and discontinued Equipment and Products as long as those close-out and discontinued items are clearly identified as such. Current ordering process and administrative fees apply. Hot List Pricing must be published and made available to all Participating Entities.

4. PRODUCT AND PRICING CHANGE REQUESTS

Supplier may request Equipment, Product, or Service changes, additions, or deletions at any time. All requests must be made in writing by submitting a signed Sourcewell Price and Product Change Request Form to the assigned Sourcewell Supplier Development Administrator. This approved form is available from the assigned Sourcewell Supplier Development Administrator. At a minimum, the request must:

- Identify the applicable Sourcewell contract number;
- Clearly specify the requested change;
- Provide sufficient detail to justify the requested change;
- Individually list all Equipment, Products, or Services affected by the requested change, along with the requested change (e.g., addition, deletion, price change); and

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- Include a complete restatement of pricing documentation in Microsoft Excel with the effective date of the modified pricing, or product addition or deletion. The new pricing restatement must include all Equipment, Products, and Services offered, even for those items where pricing remains unchanged.

A fully executed Sourcewell Price and Product Change Request Form will become an amendment to this Contract and will be incorporated by reference.

5. PARTICIPATION, CONTRACT ACCESS, AND PARTICIPATING ENTITY REQUIREMENTS

A. PARTICIPATION. Sourcewell's cooperative contracts are available and open to public and nonprofit entities across the United States and Canada; such as federal, state/province, municipal, K-12 and higher education, tribal government, and other public entities.

The benefits of this Contract should be available to all Participating Entities that can legally access the Equipment, Products, or Services under this Contract. A Participating Entity's authority to access this Contract is determined through its cooperative purchasing, interlocal, or joint powers laws. Any entity accessing benefits of this Contract will be considered a Service Member of Sourcewell during such time of access. Supplier understands that a Participating Entity's use of this Contract is at the Participating Entity's sole convenience and Participating Entities reserve the right to obtain like Equipment, Products, or Services from any other source.

Supplier is responsible for familiarizing its sales and service forces with Sourcewell contract use eligibility requirements and documentation and will encourage potential participating entities to join Sourcewell. Sourcewell reserves the right to add and remove Participating Entities to its roster during the term of this Contract.

B. PUBLIC FACILITIES. Supplier's employees may be required to perform work at government-owned facilities, including schools. Supplier's employees and agents must conduct themselves in a professional manner while on the premises, and in accordance with Participating Entity policies and procedures, and all applicable laws.

6. PARTICIPATING ENTITY USE AND PURCHASING

A. ORDERS AND PAYMENT. To access the contracted Equipment, Products, or Services under this Contract, a Participating Entity must clearly indicate to Supplier that it intends to access this Contract; however, order flow and procedure will be developed jointly between Sourcewell and Supplier. Typically, a Participating Entity will issue an order directly to Supplier or its authorized subsidiary, distributor, dealer, or reseller. If a Participating Entity issues a purchase order, it may use its own forms, but the purchase order should clearly note the applicable Sourcewell contract number. All Participating Entity orders under this Contract must be issued prior to expiration or cancellation of this Contract; however, Supplier performance, Participating Entity

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payment obligations, and any applicable warranty periods or other Supplier or Participating Entity obligations may extend beyond the term of this Contract.

Supplier's acceptable forms of payment are included in its attached Proposal. Participating Entities will be solely responsible for payment and Sourcewell will have no liability for any unpaid invoice of any Participating Entity.

B. ADDITIONAL TERMS AND CONDITIONS/PARTICIPATING ADDENDUM. Additional terms and conditions to a purchase order, or other required transaction documentation, may be negotiated between a Participating Entity and Supplier, such as job or industry-specific requirements, legal requirements (e.g., affirmative action or immigration status requirements), or specific local policy requirements. Some Participating Entities may require the use of a Participating Addendum; the terms of which will be negotiated directly between the Participating Entity and the Supplier. Any negotiated additional terms and conditions must never be less favorable to the Participating Entity than what is contained in this Contract.

C. SPECIALIZED SERVICE REQUIREMENTS. In the event that the Participating Entity requires service or specialized performance requirements not addressed in this Contract (such as e-commerce specifications, specialized delivery requirements, or other specifications and requirements), the Participating Entity and the Supplier may enter into a separate, standalone agreement, apart from this Contract. Sourcewell, including its agents and employees, will not be made a party to a claim for breach of such agreement.

D. TERMINATION OF ORDERS. Participating Entities may terminate an order, in whole or in part, immediately upon notice to Supplier in the event of any of the following events:

1. The Participating Entity fails to receive funding or appropriation from its governing body at levels sufficient to pay for the equipment, products, or services to be purchased; or
2. Federal, state, or provincial laws or regulations prohibit the purchase or change the Participating Entity's requirements.

E. GOVERNING LAW AND VENUE. The governing law and venue for any action related to a Participating Entity's order will be determined by the Participating Entity making the purchase.

7. CUSTOMER SERVICE

A. PRIMARY ACCOUNT REPRESENTATIVE. Supplier will assign an Account Representative to Sourcewell for this Contract and must provide prompt notice to Sourcewell if that person is changed. The Account Representative will be responsible for:

- Maintenance and management of this Contract;
- Timely response to all Sourcewell and Participating Entity inquiries; and

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- Business reviews to Sourcewell and Participating Entities, if applicable.

B. BUSINESS REVIEWS. Supplier must perform a minimum of one business review with Sourcewell per contract year. The business review will cover sales to Participating Entities, pricing and contract terms, administrative fees, sales data reports, supply issues, customer issues, and any other necessary information.

8. REPORT ON CONTRACT SALES ACTIVITY AND ADMINISTRATIVE FEE PAYMENT

A. CONTRACT SALES ACTIVITY REPORT. Each calendar quarter, Supplier must provide a contract sales activity report (Report) to the Sourcewell Supplier Development Administrator assigned to this Contract. Reports are due no later than 45 days after the end of each calendar quarter. A Report must be provided regardless of the number or amount of sales during that quarter (i.e., if there are no sales, Supplier must submit a report indicating no sales were made).

The Report must contain the following fields:

- Participating Entity Name (e.g., City of Staples Highway Department);
- Participating Entity Physical Street Address;
- Participating Entity City;
- Participating Entity State/Province;
- Participating Entity Zip/Postal Code;
- Participating Entity Contact Name;
- Participating Entity Contact Email Address;
- Participating Entity Contact Telephone Number;
- Sourcewell Assigned Entity/Participating Entity Number;
- Item Purchased Description;
- Item Purchased Price;
- Sourcewell Administrative Fee Applied; and
- Date Purchase was invoiced/sale was recognized as revenue by Supplier.

B. ADMINISTRATIVE FEE. In consideration for the support and services provided by Sourcewell, the Supplier will pay an administrative fee to Sourcewell on all Equipment, Products, and Services provided to Participating Entities. The Administrative Fee must be included in, and not added to, the pricing. Supplier may not charge Participating Entities more than the contracted price to offset the Administrative Fee.

The Supplier will submit payment to Sourcewell for the percentage of administrative fee stated in the Proposal multiplied by the total sales of all Equipment, Products, and Services purchased by Participating Entities under this Contract during each calendar quarter. Payments should note the Supplier's name and Sourcewell-assigned contract number in the memo; and must be

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mailed to the address above "Attn: Accounts Receivable" or remitted electronically to Sourcewell's banking institution per Sourcewell's Finance department instructions. Payments must be received no later than 45 calendar days after the end of each calendar quarter.

Supplier agrees to cooperate with Sourcewell in auditing transactions under this Contract to ensure that the administrative fee is paid on all items purchased under this Contract.

In the event the Supplier is delinquent in any undisputed administrative fees, Sourcewell reserves the right to cancel this Contract and reject any proposal submitted by the Supplier in any subsequent solicitation. In the event this Contract is cancelled by either party prior to the Contract's expiration date, the administrative fee payment will be due no more than 30 days from the cancellation date.

9. AUTHORIZED REPRESENTATIVE

Sourcewell's Authorized Representative is its Chief Procurement Officer.

Supplier's Authorized Representative is the person named in the Supplier's Proposal. If Supplier's Authorized Representative changes at any time during this Contract, Supplier must promptly notify Sourcewell in writing.

10. AUDIT, ASSIGNMENT, AMENDMENTS, WAIVER, AND CONTRACT COMPLETE

A. AUDIT. Pursuant to Minnesota Statutes Section 16C.05, subdivision 5, the books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by Sourcewell or the Minnesota State Auditor for a minimum of six years from the end of this Contract. This clause extends to Participating Entities as it relates to business conducted by that Participating Entity under this Contract.

B. ASSIGNMENT. Neither party may assign or otherwise transfer its rights or obligations under this Contract without the prior written consent of the other party and a fully executed assignment agreement. Such consent will not be unreasonably withheld. Any prohibited assignment will be invalid.

C. AMENDMENTS. Any amendment to this Contract must be in writing and will not be effective until it has been duly executed by the parties.

D. WAIVER. Failure by either party to take action or assert any right under this Contract will not be deemed a waiver of such right in the event of the continuation or repetition of the circumstances giving rise to such right. Any such waiver must be in writing and signed by the parties.

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E. CONTRACT COMPLETE. This Contract represents the complete agreement between the parties. No other understanding regarding this Contract, whether written or oral, may be used to bind either party.For any conflict between the attached Proposal and the terms set out in Articles 1-22 of this Contract, the terms of Articles 1-22 will govern.

F. RELATIONSHIP OF THE PARTIES. The relationship of the parties is one of independent contractors, each free to exercise judgment and discretion with regard to the conduct of their respective businesses. This Contract does not create a partnership, joint venture, or any other relationship such as master-servant, or principal-agent.

11. INDEMNITY AND HOLD HARMLESS

Supplier must indemnify, defend, save, and hold Sourcewell and its Participating Entities, including their agents and employees, harmless from any claims or causes of action, including attorneys' fees incurred by Sourcewell or its Participating Entities, arising out of any act or omission in the performance of this Contract by the Supplier or its agents or employees; this indemnification includes injury or death to person(s) or property alleged to have been caused by some defect in the Equipment, Products, or Services under this Contract to the extent the Equipment, Product, or Service has been used according to its specifications. Sourcewell's responsibility will be governed by the State of Minnesota's Tort Liability Act (Minnesota Statutes Chapter 466) and other applicable law.

12. GOVERNMENT DATA PRACTICES

Supplier and Sourcewell must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by or provided to Sourcewell under this Contract and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Supplier under this Contract.

13. INTELLECTUAL PROPERTY, PUBLICITY, MARKETING, AND ENDORSEMENT

A. INTELLECTUAL PROPERTY

1. *Grant of License.* During the term of this Contract:
   a. Sourcewell grants to Supplier a royalty-free, worldwide, non-exclusive right and license to use thetrademark(s) provided to Supplier by Sourcewell in advertising and promotional materials for the purpose of marketing Sourcewell's relationship with Supplier.
   b. Supplier grants to Sourcewell a royalty-free, worldwide, non-exclusive right and license to use Supplier's trademarks in advertising and promotional materials for the purpose of marketing Supplier's relationship with Sourcewell.
2. *Limited Right of Sublicense*. The right and license granted herein includes a limited right of each party to grant sublicenses to their respective subsidiaries, distributors, dealers, resellers, marketing representatives, and agents (collectively "Permitted Sublicensees") in

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advertising and promotional materials for the purpose of marketing the Parties' relationship to Participating Entities. Any sublicense granted will be subject to the terms and conditions of this Article. Each party will be responsible for any breach of this Article by any of their respective sublicensees.

3. *Use; Quality Control.*

a. Neither party may alter the other party's trademarks from the form provided and must comply with removal requests as to specific uses of its trademarks or logos.

b. Each party agrees to use, and to cause its Permitted Sublicensees to use, the other party's trademarks only in good faith and in a dignified manner consistent with such party's use of the trademarks. Upon written notice to the breaching party, the breaching party has 30 days of the date of the written notice to cure the breach or the license will be terminated.

4. As applicable, Supplier agrees to indemnify and hold harmless Sourcewell and its Participating Entities against any and all suits, claims, judgments, and costs instituted or recovered against Sourcewell or Participating Entities by any person on account of the use of any Equipment or Products by Sourcewell or its Participating Entities supplied by Supplier in violation of applicable patent or copyright laws.

5. Termination. Upon the termination of this Contract for any reason, each party, including Permitted Sublicensees, will have 30 days to remove all Trademarks from signage, websites, and the like bearing the other party's name or logo (excepting Sourcewell's pre-printed catalog of suppliers which may be used until the next printing). Supplier must return all marketing and promotional materials, including signage, provided by Sourcewell, or dispose of it according to Sourcewell's written directions.

B. PUBLICITY. Any publicity regarding the subject matter of this Contract must not be released without prior written approval from the Authorized Representatives. Publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Supplier individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this Contract.

C. MARKETING. Any direct advertising, marketing, or offers with Participating Entities must be approved by Sourcewell. Send all approval requests to the Sourcewell Supplier Development Administrator assigned to this Contract.

D. ENDORSEMENT. The Supplier must not claim that Sourcewell endorses its Equipment, Products, or Services.

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14. GOVERNING LAW, JURISDICTION, AND VENUE

The substantive and procedural laws of the State of Minnesota will govern this Contract. Venue for all legal proceedings arising out of this Contract, or its breach, must be in the appropriate state court in Todd County, Minnesota or federal court in Fergus Falls, Minnesota.

15. FORCE MAJEURE

Neither party to this Contract will be held responsible for delay or default caused by acts of God or other conditions that are beyond that party's reasonable control. A party defaulting under this provision must provide the other party prompt written notice of the default.

16. SEVERABILITY

If any provision of this Contract is found by a court of competent jurisdiction to be illegal, unenforceable, or void then both parties will be relieved from all obligations arising from that provision. If the remainder of this Contract is capable of being performed, it will not be affected by such determination or finding and must be fully performed.

17. PERFORMANCE, DEFAULT, AND REMEDIES

A. PERFORMANCE. During the term of this Contract, the parties will monitor performance and address unresolved contract issues as follows:

1. *Notification.* The parties must promptly notify each other of any known dispute and work in good faith to resolve such dispute within a reasonable period of time. If necessary, Sourcewell and the Supplier will jointly develop a short briefing document that describes the issue(s), relevant impact, and positions of both parties.
2. *Escalation.* If parties are unable to resolve the issue in a timely manner, as specified above, either Sourcewell or Supplier may escalate the resolution of the issue to a higher level of management. The Supplier will have 30 calendar days to cure an outstanding issue.
3. *Performance while Dispute is Pending*. Notwithstanding the existence of a dispute, the Supplier must continue without delay to carry out all of its responsibilities under the Contract that are not affected by the dispute. If the Supplier fails to continue without delay to perform its responsibilities under the Contract, in the accomplishment of all undisputed work, the Supplier will bear any additional costs incurred by Sourcewell and/or its Participating Entities as a result of such failure to proceed.

B. DEFAULT AND REMEDIES. Either of the following constitutes cause to declare this Contract, or any Participating Entity order under this Contract, in default:

1. Nonperformance of contractual requirements, or
2. A material breach of any term or condition of this Contract.

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The party claiming default must provide written notice of the default, with 30 calendar days to cure the default. Time allowed for cure will not diminish or eliminate any liability for liquidated or other damages. If the default remains after the opportunity for cure, the non-defaulting party may:

- Exercise any remedy provided by law or equity, or
- Terminate the Contract or any portion thereof, including any orders issued against the Contract.

18. INSURANCE

A. REQUIREMENTS. At its own expense, Supplier must maintain insurance policy(ies) in effect at all times during the performance of this Contract with insurance company(ies) licensed or authorized to do business in the State of Minnesota having an "AM BEST" rating of A- or better, with coverage and limits of insurance not less than the following:

1. *Workers' Compensation and Employer's Liability.*
Workers' Compensation: As required by any applicable law or regulation.
Employer's Liability Insurance: must be provided in amounts not less than listed below:
Minimum limits:
$500,000 each accident for bodily injury by accident
$500,000 policy limit for bodily injury by disease
$500,000 each employee for bodily injury by disease

2. *Commercial General Liability Insurance.* Supplier will maintain insurance covering its operations, with coverage on an occurrence basis, and must be subject to terms no less broad than the Insurance Services Office ("ISO") Commercial General Liability Form CG0001 (2001 or newer edition), or equivalent. At a minimum, coverage must include liability arising from premises, operations, bodily injury and property damage, independent contractors, products-completed operations including construction defect, contractual liability, blanket contractual liability, and personal injury and advertising injury. All required limits, terms and conditions of coverage must be maintained during the term of this Contract.
Minimum Limits:
$1,000,000 each occurrence Bodily Injury and Property Damage
$1,000,000 Personal and Advertising Injury
$2,000,000 aggregate for Products-Completed operations
$2,000,000 general aggregate

3. *Commercial Automobile Liability Insurance.* During the term of this Contract, Supplier will maintain insurance covering all owned, hired, and non-owned automobiles in limits of liability not less than indicated below. The coverage must be subject to terms

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no less broad than ISO Business Auto Coverage Form CA 0001 (2010 edition or newer), or equivalent.

Minimum Limits:
$1,000,000 each accident, combined single limit

4. *Umbrella Insurance*. During the term of this Contract, Supplier will maintain umbrella coverage over Employer's Liability, Commercial General Liability, and Commercial Automobile.

Minimum Limits:
$2,000,000

5. *Network Security and Privacy Liability Insurance*. During the term of this Contract, Supplier will maintain coverage for network security and privacy liability. The coverage may be endorsed on another form of liability coverage or written on a standalone policy. The insurance must cover claims which may arise from failure of Supplier's security resulting in, but not limited to, computer attacks, unauthorized access, disclosure of not public data – including but not limited to, confidential or private information, transmission of a computer virus, or denial of service.

Minimum limits:
$1,000,000 per occurrence
$1,000,000 annual aggregate

Failure of Supplier to maintain the required insurance will constitute a material breach entitling Sourcewell to immediately terminate this Contract for default.

B. CERTIFICATES OF INSURANCE. Prior to commencing under this Contract, Supplier must furnish to Sourcewell a certificate of insurance, as evidence of the insurance required under this Contract. Prior to expiration of the policy(ies), renewal certificates must be mailed to Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 or sent to the Sourcewell Supplier Development Administrator assigned to this Contract. The certificates must be signed by a person authorized by the insurer(s) to bind coverage on their behalf.

Failure to request certificates of insurance by Sourcewell, or failure of Supplier to provide certificates of insurance, in no way limits or relieves Supplier of its duties and responsibilities in this Contract.

C. ADDITIONAL INSURED ENDORSEMENT AND PRIMARY AND NON-CONTRIBUTORY INSURANCE CLAUSE. Supplier agrees to list Sourcewell and its Participating Entities, including their officers, agents, and employees, as an additional insured under the Supplier's commercial general liability insurance policy with respect to liability arising out of activities, "operations," or "work" performed by or on behalf of Supplier, and products and completed operations of Supplier. The policy provision(s) or endorsement(s) must further provide that coverage is

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primary and not excess over or contributory with any other valid, applicable, and collectible insurance or self-insurance in force for the additional insureds.

D. WAIVER OF SUBROGATION. Supplier waives and must require (by endorsement or otherwise) all its insurers to waive subrogation rights against Sourcewell and other additional insureds for losses paid under the insurance policies required by this Contract or other insurance applicable to the Supplier or its subcontractors. The waiver must apply to all deductibles and/or self-insured retentions applicable to the required or any other insurance maintained by the Supplier or its subcontractors. Where permitted by law, Supplier must require similar written express waivers of subrogation and insurance clauses from each of its subcontractors.

E. UMBRELLA/EXCESS LIABILITY/SELF-INSURED RETENTION. The limits required by this Contract can be met by either providing a primary policy or in combination with umbrella/excess liability policy(ies), or self-insured retention.

19. COMPLIANCE

A. LAWS AND REGULATIONS. All Equipment, Products, or Services provided under this Contract must comply fully with applicable federal laws and regulations, and with the laws in the states and provinces in which the Equipment, Products, or Services are sold.

B. LICENSES. Supplier must maintain a valid and current status on all required federal, state/provincial, and local licenses, bonds, and permits required for the operation of the business that the Supplier conducts with Sourcewell and Participating Entities.

20. BANKRUPTCY, DEBARMENT, OR SUSPENSION CERTIFICATION

Supplier certifies and warrants that it is not in bankruptcy or that it has previously disclosed in writing certain information to Sourcewell related to bankruptcy actions. If at any time during this Contract Supplier declares bankruptcy, Supplier must immediately notify Sourcewell in writing.

Supplier certifies and warrants that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated by the State of Minnesota; the United States federal government or the Canadian government, as applicable; or any Participating Entity. Supplier certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this Contract. Supplier further warrants that it will provide immediate written notice to Sourcewell if this certification changes at any time.

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21. PROVISIONS FOR NON-UNITED STATES FEDERAL ENTITY PROCUREMENTS UNDER UNITED STATES FEDERAL AWARDS OR OTHER AWARDS

Participating Entities that use United States federal grant or FEMA funds to purchase goods or services from this Contract may be subject to additional requirements including the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 C.F.R. § 200. Participating Entities may have additional requirements based on specific funding source terms or conditions. Within this Article, all references to "federal" should be interpreted to mean the United States federal government. The following list only applies when a Participating Entity accesses Supplier's Equipment, Products, or Services with United States federal funds.

A. EQUAL EMPLOYMENT OPPORTUNITY. Except as otherwise provided under 41 C.F.R. § 60, all contracts that meet the definition of "federally assisted construction contract" in 41 C.F.R. § 60-1.3 must include the equal opportunity clause provided under 41 C.F.R. §60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 C.F.R. §, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 C.F.R. § 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor." The equal opportunity clause is incorporated herein by reference.

B. DAVIS-BACON ACT, AS AMENDED (40 U.S.C. § 3141-3148). When required by federal program legislation, all prime construction contracts in excess of $2,000 awarded by non-federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. § 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 C.F.R. § 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-federal entity must report all suspected or reported violations to the federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. § 3145), as supplemented by Department of Labor regulations (29 C.F.R. § 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-federal entity must report all suspected or reported violations to the federal awarding agency. Supplier must be in compliance with all applicable Davis-Bacon Act provisions.

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C. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT (40 U.S.C. § 3701-3708). Where applicable, all contracts awarded by the non-federal entity in excess of $100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. §§ 3702 and 3704, as supplemented by Department of Labor regulations (29 C.F.R. § 5). Under 40 U.S.C. § 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. § 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence. This provision is hereby incorporated by reference into this Contract. Supplier certifies that during the term of an award for all contracts by Sourcewell resulting from this procurement process, Supplier must comply with applicable requirements as referenced above.

D. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT. If the federal award meets the definition of “funding agreement” under 37 C.F.R. § 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 C.F.R. § 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency. Supplier certifies that during the term of an award for all contracts by Sourcewell resulting from this procurement process, Supplier must comply with applicable requirements as referenced above.

E. CLEAN AIR ACT (42 U.S.C. § 7401-7671Q.) AND THE FEDERAL WATER POLLUTION CONTROL ACT (33 U.S.C. § 1251-1387). Contracts and subgrants of amounts in excess of $150,000 require the non-federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. § 7401- 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. § 1251- 1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA). Supplier certifies that during the term of this Contract will comply with applicable requirements as referenced above.

F. DEBARMENT AND SUSPENSION (EXECUTIVE ORDERS 12549 AND 12689). A contract award (see 2 C.F.R. § 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 C.F.R. §180 that implement Executive Orders 12549 (3 C.F.R. § 1986 Comp., p. 189) and 12689 (3 C.F.R. § 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names

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of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. Supplier certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

G. BYRD ANTI-LOBBYING AMENDMENT, AS AMENDED (31 U.S.C. § 1352). Suppliers must file any required certifications. Suppliers must not have used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Suppliers must disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the non-federal award. Suppliers must file all certifications and disclosures required by, and otherwise comply with, the Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352).

H. RECORD RETENTION REQUIREMENTS. To the extent applicable, Supplier must comply with the record retention requirements detailed in 2 C.F.R. § 200.333. The Supplier further certifies that it will retain all records as required by 2 C.F.R. § 200.333 for a period of 3 years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

I. ENERGY POLICY AND CONSERVATION ACT COMPLIANCE. To the extent applicable, Supplier must comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

J. BUY AMERICAN PROVISIONS COMPLIANCE. To the extent applicable, Supplier must comply with all applicable provisions of the Buy American Act. Purchases made in accordance with the Buy American Act must follow the applicable procurement rules calling for free and open competition.

K. ACCESS TO RECORDS (2 C.F.R. § 200.336). Supplier agrees that duly authorized representatives of a federal agency must have access to any books, documents, papers and records of Supplier that are directly pertinent to Supplier's discharge of its obligations under this Contract for the purpose of making audits, examinations, excerpts, and transcriptions. The right also includes timely and reasonable access to Supplier's personnel for the purpose of interview and discussion relating to such documents.

L. PROCUREMENT OF RECOVERED MATERIALS (2 C.F.R. § 200.322). A non-federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation

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and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. § 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired during the preceding fiscal year exceeded $10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

M. FEDERAL SEAL(S), LOGOS, AND FLAGS. The Supplier not use the seal(s), logos, crests, or reproductions of flags or likenesses of Federal agency officials without specific pre-approval.

N. NO OBLIGATION BY FEDERAL GOVERNMENT. The U.S. federal government is not a party to this Contract or any purchase by an Participating Entity and is not subject to any obligations or liabilities to the Participating Entity, Supplier, or any other party pertaining to any matter resulting from the Contract or any purchase by an authorized user.

O. PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS. The Contractor acknowledges that 31 U.S.C. 38 (Administrative Remedies for False Claims and Statements) applies to the Supplier's actions pertaining to this Contract or any purchase by a Participating Entity.

P. FEDERAL DEBT. The Supplier certifies that it is non-delinquent in its repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowance, and benefit overpayments.

Q. CONFLICTS OF INTEREST. The Supplier must notify the U.S. Office of General Services, Sourcewell, and Participating Entity as soon as possible if this Contract or any aspect related to the anticipated work under this Contract raises an actual or potential conflict of interest (as described in 2 C.F.R. Part 200). The Supplier must explain the actual or potential conflict in writing in sufficient detail so that the U.S. Office of General Services, Sourcewell, and Participating Entity are able to assess the actual or potential conflict; and provide any additional information as necessary or requested.

R. U.S. EXECUTIVE ORDER 13224. The Supplier, and its subcontractors, must comply with U.S. Executive Order 13224 and U.S. Laws that prohibit transactions with and provision of resources and support to individuals and organizations associated with terrorism.

S. PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT. To the extent applicable, Supplier certifies that during the term of this Contract it will comply with applicable requirements of 2 C.F.R. § 200.216.

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T. DOMESTIC PREFERENCES FOR PROCUREMENTS. To the extent applicable, Supplier certifies that during the term of this Contract will comply with applicable requirements of 2 C.F.R. § 200.322.

22. CANCELLATION

Sourcewell or Supplier may cancel this Contract at any time, with or without cause, upon 60 days' written notice to the other party. However, Sourcewell may cancel this Contract immediately upon discovery of a material defect in any certification made in Supplier's Proposal. Cancellation of this Contract does not relieve either party of financial, product, or service obligations incurred or accrued prior to cancellation.

Sourcewell

DocuSigned by:
By: Jeremy Schwartz
C0FD2A139D06489...
Jeremy Schwartz
Title: Chief Procurement Officer
Date: 10/5/2021 | 8:29 PM CDT

Cimline, Inc.

DocuSigned by:
By: Ben Thielbar
2A3E1FB474C548A...
Ben Thielbar
Title: Director
Date: 10/11/2021 | 12:58 PM CDT

Approved:

DocuSigned by:
By: Chad Coauette
7E42B8F817A64CC...
Chad Coauette
Title: Executive Director/CEO
Date: 10/11/2021 | 12:59 PM CDT

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RFP 080521 - Roadway Maintenance Equipment

Vendor Details

Company Name:	Cimline, Inc.
Address:	2601 Niagara Lane N Plymouth, MN, Minnesota 55447
Contact:	Ben Thielbar
Email:	Bthielbar@cimline.com
Phone:	612-916-4966
Fax:	763-694-2665
HST#:	38-3087429

Submission Details

Created On:	Tuesday July 13, 2021 11:45:04
Submitted On:	Thursday August 05, 2021 11:45:07
Submitted By:	Ben Thielbar
Email:	Bthielbar@cimline.com
Transaction #:	4cfb3fe5-521b-4942-a265-8d95d8ab66de
Submitter's IP Address:	75.102.167.44

Specifications

Table 1: Proposer Identity & Authorized Representatives

General Instructions (applies to all Tables) Sourcewell prefers a brief but thorough response to each question. Do not merely attach additional documents to your response without also providing a substantive response. Do not leave answers blank; respond "N/A" if the question does not apply to you (preferably with an explanation).

Line Item	Question	Response *
1	Proposer Legal Name (one legal entity only): (In the event of award, will execute the resulting contract as "Supplier")	Cimline, Inc.
2	Identify all subsidiary entities of the Proposer whose equipment, products, or services are included in the Proposal.	Cimline, Inc. is the proposer for the bid. Cimline, Inc. sister company of Duraco, Inc. dba DuraPatcher manufacturers spray patching equipment that is sold by and under the Cimline product protfolio. Plymouth Industries of Plymouth MN is the Parent Company of both Cimline, Inc. and Duraco, Inc. Cimline, Inc. is the sales outlet for the family of pavement maintenance products.
3	Identify all applicable assumed names or DBA names of the Proposer or Proposer's subsidiaries in Line 1 or Line 2 above.	Cimline, Inc. Duraco, Inc. DuraPatcher
4	Proposer Physical Address:	2601 Niagara Lane N Plymouth, MN 55447
5	Proposer website address (or addresses):	www.cimline.com
6	Proposer's Authorized Representative (name, title, address, email address & phone) (The representative must have authority to sign the "Proposer's Assurance of Compliance" on behalf of the Proposer and, in the event of award, will be expected to execute the resulting contract):	Ben Thielbar Director 2601 Niagara Lanne N Plymouth, MN 55447 bthielbar@cimline.com 612-916-4966 direct cell 763-694-2665 office main line Attached Authorized Signature document from board.
7	Proposer's primary contact for this proposal (name, title, address, email address & phone):	Ben Thielbar Director 2601 Niagara Lanne N Plymouth, MN 55447 bthielbar@cimline.com 612-916-4966 direct cell
8	Proposer's other contacts for this proposal, if any (name, title, address, email address & phone):	Lance Hartmann President Plymouth Industries 2601 Niagara Lane N Plymouth, MN 55447 lhartmann@plymouthind.com 651-231-2252 direct cell 763-694-2665 office main line

Table 2: Company Information and Financial Strength

Line Item	Question	Response *
9	Provide a brief history of your company, including your company's core values, business philosophy, and industry longevity related to the requested equipment, products or services.	Cimline, Inc has been in business for more than 50 years. The best rides are on forgettable roads preserved safely and efficiently by the most innovative pavement preservation equipment. The core values of Cimline, Inc. and all of the Plymouth industries companies are; Be Safe, Impress the Customer, Performance Driven, Quality in All We Do, Acting's with Integrity and Professionalism, Collaborative Continuous Improvement. Additional attachment "Cimline Support Insurance-Sales-Marketing-Quality"
10	What are your company's expectations in the event of an award?	It is the intent of Cimline to use the Sourcewell Contract if Awarded to extend our footprint in the governmental sales with our dealer network across the US and Canada by providing a simple solution to our end users. To do this it is Cimline's expectation is that we would want to display Sourcewell front and center on all literature and marketing material as well as front page to our web site and any national ad campaigns that are taken on. Over 70% of the products produced by Cimline are for the governmental market place. We have the marketing team in place for both digital and print to complete these steps quickly and maximize our ability to utilize a Sourcewell contract and provide superior support to the end user with the Cimline dealer network. The majority of our current dealer network has experience using Sourcewell currently with other products they offer. We have also had other government agencies request by name Sourcewell as a purchasing option they prefer. Cimline sees this opportunity as a key step in future business opportunities.
11	Demonstrate your financial strength and stability with meaningful data. This could include such items as financial statements, SEC filings, credit and bond ratings, letters of credit, and detailed reference letters. Upload supporting documents (as applicable) in the document upload section of your response.	Cimline, Inc. and Duraco, Inc. are both Plymouth Industries Companies. Cimline, Inc. has been in business for over 50 years. Attached you will find Financial statement for Cimline, Inc., Duraco, Inc. and also Plymouth Industries as well as the credit references for Cimline, Inc. are detailed in the Table 2 attachments under Financials.

12	What is your US market share for the solutions that you are proposing?	This detail is provided independently based on an assumed US market size. AEM (Association Equipment Manufacturers) does not compile industry market share in this category. Cimline, Inc. produces about 225 Crack Sealer trailer frames per year. Cimline expects this to bout 35% of the market place in that category. Combination Mastic Melter and Crack Sealer in 1 machine. Cimline is the market leader. Mastic Patch only trailer mounted machines Cimline is the 3rd in the industry as this is a brand new market segment in 2020 for Cimline, Inc. We expect to complete the year at 22 units and this would represent the above ranking. In Spray Patching Equipment Cimline, Inc. with the DuraPatcher trailer patcher is the market leader. We product on average 72 trailer units per year. Rosco, and Crafco have both left this market segment base on the success of the DuraPatcher. In the 1 Person In-Cab Operated Spray Patcher, Duraco is second in the marketplace world wide to Rosco. We currently produce on average 20 of these units a year in the US and Canada. Cimline is the Market Leader in Vertical Asphalt Emulsion Storage Tanks which support the pavement maintenance industry. Cimline currently products on average 38 storage tanks per year. TXDOT is our largest customer with more than 174 tanks over the last 22 years. Other support products offered by Cimline, Inc. include: Tack Kettles for patching (under 500 gallons) Asphalt Routers, Trailer Mounted Emulsion Storage Tanks, Heat Lances to prepare maintenance areas as well as utiltity items to assist in the placement of crack sealant and mastic binder.	*
13	What is your Canadian market share for the solutions that you are proposing?	We expect our market share in candy is directly representative of the same shares above in the US. The market competitors do not change between US and Canada. Marathon is	*
14	Has your business ever petitioned for bankruptcy protection? If so, explain in detail.	No.	*
15	How is your organization best described: is it a manufacturer, a distributor/dealer/reseller, or a service provider? Answer whichever question (either a) or b) just below) best applies to your organization. a) If your company is best described as a distributor/dealer/reseller (or similar entity), provide your written authorization to act as a distributor/dealer/reseller for the manufacturer of the products proposed in this RFP. If applicable, is your dealer network independent or company owned? b) If your company is best described as a manufacturer or service provider, describe your relationship with your sales and service force and with your dealer network in delivering the products and services proposed in this RFP. Are these individuals your employees, or the employees of a third party?	B) Cimline, Inc. is a manufacturer who works through a dealer network in the United States, Canada, and Interantionally. Cimline, Inc. has a sales staff of 1 Director and 7 Regional Sales Managers. The regional manager territories are described as; Northeast which includes eastern Canada, Southeast, Great Lakes which includes Ontario Canada, Midwest with includes Manitoba Canada, the Northwest with includes the remainder of Western Canada, the Southwest Territory, and finally International which is all other outside the United States and Canada. Our International manger Matt McCormick speaks German, Russian, Spanish, Mandarin, and English and has over 20 years experience in exporting products. The sales team all has demonstration equipment and experience in the industry from 7 years to as many as 31 years to assist our dealers in finding solutions in pavement maintenance for their customers. The sales team provides dealer sales and solution training as well as providing continuing education training during the year at events like APWA PWX, LTAP Training, and state Asphalt Paving Associacations. Cimline, Inc. has a service staff that includes 1 Director of Customer Care, 2 technical service specialists for phone and support, 1 order support specialist for data entry in the order process, 1 Sales Support Specialist located at the main office in Plymouth, MN who assists dealers and end customers in training, support, and continued technical education, and 1 Sales Support Specialist located at the Pearl, MS manufacturing location of Duraco, Inc. that also specializes in customer training, support, and continued technical education for our customers and suppliers. The support staff also offers annual service training schools with hands on training at our main facility in Plymouth, MN. In addition, our support staff also provides continued dealers service and support training at dealer facilities as well as providing industry service training and continued training on request of government agencies. In addition to the above, Cimline has support from an engineering staff in Plymouth at the main office consisting of Mike Halvorson, Director Engineering, with over 20 years experience in pavement maintenance product design, as well as 4 other engineers who directly report to Mike. The dealer network for Cimline, Inc is composed of a network with reach and branch locations in all 50 states and also complete coverage of Canada. Many of our dealers have multiple branch locations. Our dealer network has extensive training in asphalt, pavement maintenance, as well as other general large equipment lines like Volvo, John Deere, Komatsu etc. Each dealer for the Cimline network is a stocking dealer. Stocking requirements are placed on both equipment and most importantly service parts so that the entire network is ready to assist a customer at any time. Lastly, Cimline has an internal marketing team of 3 individuals whose primary focus is divided between digital media, product management, and marketing director. All of the employees as described above are direct to Cimline, Inc. Not third party. Attachment Table 2 has a listing of Dealers and branch locations.	*
16	If applicable, provide a detailed explanation outlining the licenses and certifications that are both required to be held, and actually held, by your organization (including third parties and subcontractors that you use) in pursuit of the business contemplated by this RFP.	All cimline dealers are required to participate in both Sales Product Training as well as Sevice Product Training. Service Schools are held annually at the factory in Plymouth, MN as well as being held in each sales territory during the year. Any new dealer has a specific hands on product training held at the new dealer's main location. This training involves both sales and service and is hands on with equipment. All Cimline dealers have a focus in the asphalt and concrete industry in both the paving and maintenance equipment.	*
17	Provide all “Suspension or Debarment” information that has applied to your organization during the past ten years.	None.	*

Table 3: Industry Recognition & Marketplace Success

Line Item	Question	Response *	
18	Describe any relevant industry awards or recognition that your company has received in the past five years	Patent US-2020087868-A1 Methods and Apparatus for Repairing Road Surfaces Patent US-7729836-B2 Patcher System and Associated Methods Cimline has been issued 12 patents for pavement maintenance products over the last 23 years. Contractors Choice Spray Patching Gold 2016, 2017, 2020 and Bronze 2018, 2019. 2015 Risk and Reward of Introducing New Products to Highway Professionals. this was for the introduction of the first combination on demand mastic mixer / crack sealing machine. This is the Cimline model C1 Contractors Choice 2020 Roads and Bridges Contractors Choice 2018 Roads and Bridges	*
19	What percentage of your sales are to the governmental sector in the past three years	For all products sold by Cimline, Inc. including DuraPatcher over 70% of the total sales volume is governmental.	*
20	What percentage of your sales are to the education sector in the past three years	I would answer specifically none. Most education pavement maintenance is done by contract or by the local municipal government.	*
21	List any state, provincial, or cooperative purchasing contracts that you hold. What is the annual sales volume for each of these contracts over the past three years?	MN State Equipment Contract. Primarily Rentals and Patcher Sales. the Cimline Dealers Swanston Equipment and Midstates Equipment both have swift numbers to sell and report on this contract. This contract is used by the state and any participating government agency. It has an estimated value of $248,000 annually, and $744,0000 over the last three years. MiDeal Contact. Again this contract is bid by Cimline, Inc. and the dealer Alta Equipment can also sell and report individually on the contract. This contract is for both rental and sales to the State and any participating agency. In 2021 YTD we have $219,000 in sales and rentals contributed to this contact. Over the last three years it is has a slightly lower annualized rate and totals $431,000.00 Buy Board. This is a cooperative purchasing contract primarily used in Texas. Cimline's three year total sales under this contract is $777,287.00 HGAC contract is national cooperative purchasing contract. It has been used less and less over the last three years as Sourcewell has become a primary resource to most agencies we work with. Total sales for 2019, 20, and 21 are $373,027.00	*
22	List any GSA contracts or Standing Offers and Supply Arrangements (SOSA) that you hold. What is the annual sales volume for each of these contracts over the past three years?	NONE. We do currently have a cage code number to sell to federal agencies under Duraco, Inc. but there is currently no GSA contract in place.	*

Table 4: References/Testimonials

Line Item 23. Supply reference information from three customers who are eligible to be Sourcewell participating entities.

Entity Name *	Contact Name *	Phone Number *	
MI DOT	Scott Poyer, Fleet Specialist	517-719-6802 poyers@michicgan.gov	*
City of Fargo, ND Public Works	Ben Dowd, Public Works Director, City of Fargo	701-241-1463 bdow@cityoffargo.com	*
City of Bismarck, ND Public Works	Kurt Ohnell, Fleet Manager	701-355-1711 office kohnell@bismarcknd.gov	*
Nevada DOT, NV	Jeff Greenblat, Equipment Operations Manager	775-834-8402 jgreenblat@dot.state.nv.us	
City of Yonkers, NY	John Naughton, Equipment Operations	914-490-4867	

Table 5: Top Five Government or Education Customers

Line Item 24. Provide a list of your top five government, education, or non-profit customers (entity name is optional), including entity type, the state or province the entity is located in, scope of the project(s), size of transaction(s), and dollar volumes from the past three years.

Entity Name	Entity Type *	State / Province *	Scope of Work *	Size of Transactions *	Dollar Volume Past Three Years *	
TX DOT and Texas Comptrollers Office	Government	Texas - TX	Build vertical emulsion storage tanks for the state of TX DOT yards for their use in pavement maintenance with chip seal, patching, and paving.	$74,250 each for Vertical Asphalt Emulstion Storage Tank with Pump	11 tanks in last three years $816,750.00	*
State of Michigan	Government	Michigan - MI	Rentals and Sales of DuraPatcher Spray Patching equpemnet as well as Cimline Crack Sealers and Mastic Applicators	From Rentals at $4800 per month to equipment purchase P2 spray injection patchers at $76,512 and ME3 Mastic Patchers at $70,400	This contract is service by both Cimline and Alta Equipment Company the dealer. Approximate Sales and rental totals for 3 years $452,920	*
State of MN DOT	Government	Minnesota - MN	Supply trailer mounted spray patchers and trailer mounted crack sealers for both sales and rentals. This is serviced through the Cimline dealer network	Rentals from $3800 per month to new equipment trailer spray pathchers at $79,500	This contract is serviced mainly by the Cimline Dealer. Total Rentals and Sales is over three years combined with Swanston, MidStates, and Cimline are over $837,000 in total between the three.	*
State of Nevada	Government	Nevada - NV	Supply crack sealing equipment and spray patching equipment for purchase and rental both. This relation ship started 5 years ago by supplying new melters annual for rental and resulted in the purchase of melters and spray patchers both of the last 5 years.	Rentals from $5000 per month to New Melters at $57,650 base price and Trailer spray injection Patchers	Approximately $227,950 in the last three years in sales and rentals.	*
Nebraska Department of Roads	Government	Nebraska - NE	We have held the NDOR contract to supply melters to the state for over 14 straight years now. This bid takes place every 2-3 years with opportunity for extension. Cimline supplies the state trailer mounted crack sealing equipment.	per trailer unit $60,997.00 2021 PO for 5 units	Approximately $548,970.00 or 9 units over last 3 years.	*

Table 6: Ability to Sell and Deliver Service

Describe your company's capability to meet the needs of Sourcewell participating entities across the US and Canada, as applicable. Your response should address in detail at least the following areas: locations of your network of sales and service providers, the number of workers (full-time equivalents) involved in each sector, whether these workers are your direct employees (or employees of a third party), and any overlap between the sales and service functions.

Line Item	Question	Response *	
25	Sales force.	5 Regional Sales Managers for North America. 1 International Sales Manager 2 Product Support Specialist for Demonstration and Field Product Operations Training 1 Sales Director Supporting documentation in Additional Uploads "Cimline Support Insurance-Sales-Service-Marketing-Quality	*
26	Dealer network or other distribution methods.	Strong dealer network. We have locations available to service all US States except Hawaii and all Canadian Provinces. Our dealer network consists of dealers who concentrate in the asphalt paving, concrete paving, and road maintenance industries. Each dealer and branch location are trained in sales, service, and support for Cimline and DuraPatcher products.	*
27	Service force.	3 Technicals service and support staff on hand in Plymouth, MN Factory 2 Techincal service and support staff on hand in Pearl, MS Factory 1 Customer Care Director 2 Product Support Specialists who support sales and service both with travel 1 Senior design Engineer 2 Project Engineers 1 Continuation Engineer. All of our team can travel for levels of support as well as educational training. Supporting documentation in Additional Uploads "Cimline Support Insurance-Sales-Service-Marketing-Quality	*
28	Describe the ordering process. If orders will be handled by distributors, dealers or others, explain the respective roles of the Proposer and others.	The servicing dealer is expected to be the main point of contact by the agency for the equipment so that their support contact is familiar and close to the ordering agency. In this process it is supported both by dealer sales and the Cimline sales team. From the submission of the order with the dealer it is sent into Cimline Customer Care for process. At that time an Order Verification is sent to the dealer and customer to verify the build, options, and matching PO price. After the order is verified by the customer to be correct a delivery date is issued for the machine based on the production lead time at time of order. Once the machine is on the assembly line the dealer is notified that the machine on order is in process near completion. At that time the dealer contacts the end user on an updated delivery notification and begins to plan any training necessary in conjunction with the Cimline Sales and Service Support team.	*
29	Describe in detail the process and procedure of your customer service program, if applicable. Include your response-time capabilities and commitments, as well as any incentives that help your providers meet your stated service goals or promises.	Our customer care team can be contacted by email and or phone number as outlined on the cover of the price pages and the dealer reference guide. Our customer care center has a phone system that works like a call center. When called, the first available representative will answer and begin the support process. Likewise, all emails sent to customer care come in on a main address and are handled by the first available customer care person. These emails are retained on a working list until the ticket is closed. During the service and support process the customer is also given a direct contact to the customer care representative in the case additional information is needed or content shared. All phone calls and emails are tracked and ticketed closed using customer care management platform. We have published hours for "same day shipping" based on our UPS pick-up schedule. All parts and service quotes are given an immediate price and availability sautus. Once an order to customer care is in place an order verification is sent upon data entry similar to the process in sales of new equipment described above.	*
30	Describe your ability and willingness to provide your products and services to Sourcewell participating entities in the United States.	Cimline has had many requests over the last several years to work to gain a contract with Sourcewell. It is Cimline's intent to notify all dealers, and branch locations, with a complete information packet regarding a Sourcewell issued contract and the "how to" process. After dealer notification and process takes place, it is the intent of Cimline to then update the web site main page, LinkedIn account, and all social media with news on the new availability to Sourcewell to simplify government sales opportunities.	*
31	Describe your ability and willingness to provide your products and services to Sourcewell participating entities in Canada.	Cimline treats is Canadian dealers in the exact same manner and process. Cimline has a dealer network that covers all of the lower Canadian provinces from coast to coast. It is Cimline's intent to notify all dealers, and branch locations, with a complete information packet regarding a Sourcewell issued contract and the "how to" process. This is the exact same process we would use for the US dealer network. All of our Canadian dealers are members of AED and operate with the same processes as the US market.	*
32	Identify any geographic areas of the United States or Canada that you will NOT be fully serving through the proposed contract.	Hawaii does not have a service location. In Canada Cimline does not have a service location inside the provinces of Youkon, Nunavut, and the Northwest Territories (they are serviced from the Edmonton Dealer but no physical location)	*
33	Identify any Sourcewell participating entity sectors (i.e., government, education, not-for-profit) that you will NOT be fully serving through the proposed contract. Explain in detail. For example, does your company have only a regional presence, or do other cooperative purchasing contracts limit your ability to promote another contract?	There are no sectors that we will not be fully servicing other than what is described above due to geographic limitations. It is Cimline's intent to promote Sourcewell and reduce its purchasing programs like HGAC, and BuyBoard.	*
34	Define any specific contract requirements or restrictions that would apply to our participating entities in Hawaii and Alaska and in US Territories.	We do not have a service location in Hawaii but have the ability to partner with local contracting services. Alaska Cimline has a participating dealer and support structure. Cimline does not have dealers in other US Territories. The only restriction to Cimline to service customers in this area would be a "freight actual" shipping charge as freight can not be booked at a common milage rate for trucking as it can in the continental North America.	*

Table 7: Marketing Plan

Line Item	Question	Response *	
35	Describe your marketing strategy for promoting this contract opportunity. Upload representative samples of your marketing materials (if applicable) in the document upload section of your response.	Cimline intends to promote the availability of equipment on the Sourcewell contract through all core areas. These areas include but are not limited to: Web Site www.cimline.com Dealer Cimline App on Phone (Modus Communicate): This allows us to upload a dealer Sourcewell folder that any Cimline dealer can access with instructions on the contract and pricing. We can also push notifications through the Cimline App to the dealer network in the form of announcement. National Ad Campaings Print. We currently advertise national in support of our dealer network in Pavement Magazine, Asphalt Paving and Equipment (APE), Roads and Bridges, and also with the Pavement Maintenance Institute. Social Media. Cimline has a presence on LinkedIn, and Instagram where we post weekly regarding new process, demonstration tours, new products, and with high hopes, new contracts like Sourcewell. Print Media Cimline. Cimline would like to incorporate the Sourcewell logo and contract number on its literature brochures that are provided for the government sector. Supporting documentation in Additional Uploads "Cimline Support Insurance-Sales-Service-Marketing-Quality	*
36	Describe your use of technology and digital data (e.g., social media, metadata usage) to enhance marketing effectiveness.	Cimline uses both LinkedIn and Instagram. LinkedIn works well for the professional managers on products and information. Cimline does paid advertising campaigns here and targets for example public works directors and fleet managers directly. It would be the intent of Cimline to run a campaign informing the awarded Sourcewell contract. On Instagram it is more about branding and awareness and less about lead generation. Cimline would post and promote the contract in this manner on Instagram, it is just less formal and more picture orientated. On our web site www.cimline.com we have a main page scrolling banner where we would feature Sourcewell and the contract number. Through navigation of the site in the prodcuts platform we would also like to add a box for "Sourcewell Participating Agency" so that we can track it through our internal lead generation and provide feedback to the dealer instantly on not only the product they are interested in but also the purchasing manner they prefer.	*
37	In your view, what is Sourcewell's role in promoting contracts arising out of this RFP? How will you integrate a Sourcewell-awarded contract into your sales process?	I would expect that Sourcewell promote itself to the agencies in an arena of gaining participating agencies, not specifically promoting a certain contract or company within. I think it is up to the manufacturer to make sure the prospective customer knows and understands the availability of how to purchase from Cimline. It is Cimline's intent to promote Sourcewell as a primary agency purchasing option. this will save both time and money for the customer, the dealer, and Cimline in the total sales process. Availability to a Sourcewell contract will be a leading topic to start that discussion. Sourcewell's online video description is a prime example of Sourcewell promoting the availability to the simplified process and money savings to the agency.	*
38	Are your products or services available through an e-procurement ordering process? If so, describe your e-procurement system and how governmental and educational customers have used it.	Cimline does not have an e-purchsing portal at this time. We do have a support submission for contact on our website for tech support, but not for the ordering process.	*

Table 8: Value-Added Attributes

Line Item	Question	Response *	
39	Describe any product, equipment, maintenance, or operator training programs that you offer to Sourcewell participating entities. Include details, such as whether training is standard or optional, who provides training, and any costs that apply.	All equipment operations training and service training is provided free of charge by Cimline, Inc. or the servicing dealer within the continental US and Canada. We also provide regional service schools for dealers and customers annual upon request in sales regions, as well as annual at the Cimline factory in Plymouth, MN. Cimline also provides training on industry best practices, and new technologies at request. Examples of organizations that we have worked with are; LTAP, NAPA and its state chapters, NPE, APWA and its state chapters. Supporting documentation in Additional Uploads "Cimline Support Insurance-Sales-Service-Marketing-Quality	*
40	Describe any technological advances that your proposed products or services offer.	The C1 Combination Mastic Patcher / Crack Sealer is the industries first mix on demand mastic patcher that allows customers to use local materials rather than shipping pre packaged mastic by the truck load. This design and process is patented by Cimline, Inc. In its most basic comparison, it allows an entity to mix mastic on demand for $0.26 per pound rather than buying it pre packaged at an industry average of $0.62 per pound. When factored into a single ton this provides the agency with a material savings of $700 per ton. On average a user places over 7 tons per day of usage. The P1 is the first in industry gas engine spray injection trailer mounted patcher. It also is the first spray injection patcher to offer a non-pressurized emulsion tank and delivery system. The P2 trailer mounted spray patcher provides the industries only vent flow nozzle that is used on all DuraPatcher spray injection patchers. This allows air to exit the system and the patch to be controlled in finite placement locations. The P2 has also succsellfully forced competitive industry models to exit the market produced by Crafco and Rosco / Leeboy. The P2 is the market leader in its trailer mounted category. The P5 1 Person truck mounted spray provides the industries largest CFM blower for moving aggregate from the rear hopper to the ground. The M series crack sealer has the lowest profile height for loading in the industry which provides the best ergonomics for the operator. It also provides best in case visibility to job site with the low profile. The X2 skid mount compressor is a pavement maintenance tool that is an air compressor with boom to safely swing over the top of any truck or king cab truck to allow the operator to safely operate on the road way in front of the crack sealer tow vehicle. It is the first in industry of its configuration. Them MA4 is the first and only trailer mounted longitudinal joint sealer designed for Hot Rubberized material in a spray pattern with computer rate application control. This machine was designed and manufactured in the request of asphalt liquid material suppliers, contractors, and government agencies. This is an example of how Cimline works with the entire industry to promote best practices and innovation. The MA4 is pavement maintenance before the pavement is laid.	*
41	Describe any “green” initiatives that relate to your company or to your products or services, and include a list of the certifying agency for each.	No certified Green Industry initiatives at this time.	*
42	Identify any third-party issued eco-labels, ratings or certifications that your company has received for the equipment or products included in your Proposal related to energy efficiency or conservation, life-cycle design (cradle-to-cradle), or other green/sustainability factors.	None at this time.	*
43	Describe any Women or Minority Business Entity (WMBE), Small Business Entity (SBE), or veteran owned business certifications that your company or hub partners have obtained. Upload documentation of certification (as applicable) in the document upload section of your response.	None at this time.	*
44	What unique attributes does your company, your products, or your services offer to Sourcewell participating entities? What makes your proposed solutions unique in your industry as it applies to Sourcewell participating entities?	This can best be defined by the core values represented at Cimline and displayed in every office and shop location. Be Safe - this is the first item we discuss and it is not only for the user interface with products we manufacture but also for the manner in which they are produced. Quality In All We Do - Cimline not only products are designed and manufactured with quality, but we need quality in our daily and activity and communication for the team to be successful. Act with Integrity and Professionalism - this is the manner in which we represent the not only the company but also the dealers and customers. Collaborative Continuous Improvement - from performance and safety tracking in manufacturing to working with our dealer and customer partners in providing product. Performance Driven - Not only in our daily activities but in the equipment designed to maintain infrastructure. and Impress the Customer - Its important to deliver on time and work to exceed the customers expectation. Supporting documentation in Additional Uploads "Cimline Support Insurance-Sales-Service-Marketing-Quality	*

Table 9A: Warranty

Describe in detail your manufacturer warranty program, including conditions and requirements to qualify, claims procedure, and overall structure. You may upload representative samples of your warranty materials (if applicable) in the document upload section of your response in addition to responding to the questions below.

Line Item	Question	Response *	
45	Do your warranties cover all products, parts, and labor?	Yes. Standard is 1 year all, and 2 years engine. Both the standard warrantees and available extended warranties for the products are part of the upload attachments. Cimline Warranty Spray Patcher Warranty Storage Tank Warranty Extended Warranty Cimline Extended Warranty Spray Patchers The Kenworth K370 Standard warranty that the P5 Spray Patcher is mounted on is covered by Kenworth. Extended Warranty can be purchased through Kenworth at time of install.	*
46	Do your warranties impose usage restrictions or other limitations that adversely affect coverage?	We do limit wear items. Specifically the wear item of a heated asphalt hose on the Cimline melters is limited on an hour usage. The heated hose is a main artery of the melter, so we do not treat this as a normal wear item. It is warranted for 1 year with hour limit deductions. This is in place both when purchased on the machine and also purchased as a service part.	*
47	Do your warranties cover the expense of technicians' travel time and mileage to perform warranty repairs?	Our warranties cover travel milage but not travel time. We do however work with our dealers to make sure the end user is happy and covered complete during the warranty period.	*
48	Are there any geographic regions of the United States or Canada (as applicable) for which you cannot provide a certified technician to perform warranty repairs? How will Sourcewell participating entities in these regions be provided service for warranty repair?	Yes, currently Hawaii is not certified but service is available. In Canada, the Youkon, Northwest Territories, Nunavut, and Nufundland are covered by dealers remotely and not by brick and mortar locations. It would be the intent of Cimline to provide extra training on service to these customers and reimburse them directly for their time.	*
49	Will you cover warranty service for items made by other manufacturers that are part of your proposal, or are these warranties issues typically passed on to the original equipment manufacturer?	Engines are passed through to the engine supplier. Most of our Cimline Dealers are also certified to work on the manufactured engines. The other item that is a pass through is the Air Compressor provided for support tools. Cimline warranties the manufactured configuration but not the actual compressor. Warranty docs are uploaded under warranty upload.	*
50	What are your proposed exchange and return programs and policies?	Cimline has a detailed RMA policy for our dealers. It is part of the attached information. Must obtain a Return Merchandise Authorization (RMA) 0% restocking fee on current production parts less than 12 months from purchase. 25% restocking fee on current production parts from 13 to 24 months from purchase. 50% restocking feee on current production parts from 25 to 36 months. Factory certified special order or not current production parts will have a 50% restocking fee from 0 to 3 months and only accepted on a case by case basis. Parts Return Policy is published in the price pages attached under pricing.	*
51	Describe any service contract options for the items included in your proposal.	If a customer is outside of the reach of the dealer network or would like to perform their own service we process their warranty at the same rate and rules as a servicing dealer. That policy detailed in the price book and reference guide.	*

Table 9B: Performance Standards or Guarantees

Describe in detail your performance standards or guarantees, including conditions and requirements to qualify, claims procedure, and overall structure. You may upload representative samples of your performance materials (if applicable) in the document upload section of your response in addition to responding to the questions below.

Line Item	Question	Response *	
52	Describe any performance standards or guarantees that apply to your services	All products produced by Cimline are covered in our standard warranty documents. Extended warranty if purchased with the machine has specific service intervals that must be recorded and maintained. The service records are detailed in the extended warranty as well as the recommend service schedule in each machine manual, and placard on each machine.	*
53	Describe any service standards or guarantees that apply to your services (policies, metrics, KPIs, etc.)	Manufacturing of Cimline equipment follows the quality metrics provided by Plymouth Industries the parent company. That quality metric is attached and detailed in the attachment Plymouth Industries Quality Manual. Aside from its policies, we also include the customer and dealer feedback with the management team in a weekly CARB meeting CARB stands for Corrective Action Review Board. Each week this group looks at way to improve from equipment quality metrics to shipping standards, to customer care response time. Any issue reported through the customer care team that needs to be elevated as a concern or trend goes through the CARB team. Supporting documentation in Additional Uploads "Cimline Support Insurance-Sales-Service-Marketing-Quality	*

Table 10: Payment Terms and Financing Options

Line Item	Question	Response *	
54	Describe your payment terms and accepted payment methods?	Payment terms are standard net 30 upon receipt. We accept check, wire transfer, or credit card. Transactions on credit card over $5,000 have a 3% surcharge. Payments are also defined in the price pages in the pricing attachment.	*
55	Describe any leasing or financing options available for use by educational or governmental entities.	We do not offer leasing and finance options directly as Cimline, Inc. but have partnering companies that offer competitive quote for both lease and finance purchases.	*
56	Describe any standard transaction documents that you propose to use in connection with an awarded contract (order forms, terms and conditions, service level agreements, etc.). Upload a sample of each (as applicable) in the document upload section of your response.	in the order process, first is a quote, then PO to match the quote, then order entry. Once the order is entered it will generate an OV or order verification for the customer to review and acknowledge accurate. From order verification it goes to shop order and a completion date is assigned and sent to the customer for notification. Once the order is filled the customer is notified of the ship date to the dealer or customer depending on the preferred shipping destination. The invoice follows the shipping notification.	*
57	Do you accept the P-card procurement and payment process? If so, is there any additional cost to Sourcewell participating entities for using this process?	Cimline does not accept a P-card procurement at this time, but would be willing to take the steps necessary upon customer request. It has just not been an item of request to this point in time.	*

Table 11: Pricing and Delivery

Provide detailed pricing information in the questions that follow below. Keep in mind that reasonable price and product adjustments can be made during the term of an awarded Contract as described in the RFP, the template Contract, and the Sourcewell Price and Product Change Request Form.

Line Item	Question	Response *	
58	Describe your pricing model (e.g., line-item discounts or product-category discounts). Provide detailed pricing data (including standard or list pricing and the Sourcewell discounted price) on all of the items that you want Sourcewell to consider as part of your RFP response. If applicable, provide a SKU for each item in your proposal. Upload your pricing materials (if applicable) in the document upload section of your response.	Attached is a Price List prepared for a Sourcewell contract. The price list is orientated by product type with models first, and options listed after. A SKU number is provided for each item.	*
59	Quantify the pricing discount represented by the pricing proposal in this response. For example, if the pricing in your response represents a percentage discount from MSRP or list, state the percentage or percentage range.	List Price is stated in the Pricing attachment. Cimline, Inc. is offering a 10% discount from the attached Sourcewell price list for any purchasing agency.	*
60	Describe any quantity or volume discounts or rebate programs that you offer.	No rebate programs are offered. Quantity discounts are offered if a quantity of 5 or more base model machines are ordered on a single purchase order. That discount is an additional 3%.	*
61	Propose a method of facilitating “sourced” products or related services, which may be referred to as “open market” items or “nonstandard options”. For example, you may supply such items “at cost” or “at cost plus a percentage,” or you may supply a quote for each such request.	Non standard items are common in our industry in items such as strobe lights, beacons, arrow board models, etc. The process of Cimline, Inc. is to accommodate these special items Cimline will provide a quote by request with description of the open market or non standard request from the customer.	*
62	Identify any element of the total cost of acquisition that is NOT included in the pricing submitted with your response. This includes all additional charges associated with a purchase that are not directly identified as freight or shipping charges. For example, list costs for items like pre-delivery inspection, installation, set up, mandatory training, or initial inspection. Identify any parties that impose such costs and their relationship to the Proposer.	The only item which does not follow the normal discount structure listed in the price list the Kenworth K370 Chassis. It is listed in the price list as NO DISCOUNT. Pre-delivery inspection for installation of equipment is included in the proposal price list and is not an add on item. In the case of Vertical Storage Tanks for Emulsion in support of pavement maintenance the purchasing agency is responsible for the concrete pad, electrical hook up to the storage tank, and the crane to stand the tank up.	*
63	If freight, delivery, or shipping is an additional cost to the Sourcewell participating entity, describe in detail the complete freight, shipping, and delivery program.	Shipping is charged as Actual, or $3.50 per mile from the manufacturing facility which ever is lower priced to the purchasing agency. All Cimline products are shipped from Plymouth, MN 55447. All DuraPatcher Spray Patchers and Emulsion Storage Tanks are shipped from Pearl, MS 39208 Freight is also described by insert in the Price Pages upload.	*
64	Specifically describe freight, shipping, and delivery terms or programs available for Alaska, Hawaii, Canada, or any offshore delivery.	Alaska, Hawaii, Canada, and off shore are quoted at the time of quote and purchase order from the participating agency. This will allow 24 hours for Cimline to obtain the proper quotes and documentation services fees.	*
65	Describe any unique distribution and/or delivery methods or options offered in your proposal.	The P5 One Person Truck Mounted Spray Patcher is delivered by Cimline, Inc. as a driven delivery as the unit is truck mounted to a K370 Kenworth Chassis. This also allows Cimline, Inc. to participate directly with the dealer and purchasing agency in receiving the machine. Drive away freight if chosen rather than flat bed truck is billed at $2.25 per mils from Pearl, MS 39208.	*

Table 12: Pricing Offered

Line Item	The Pricing Offered in this Proposal is: *	Comments
66	c. better than the Proposer typically offers to GPOs, cooperative procurement organizations, or state purchasing departments.	Cimline is offering a better than typical discount because Sourcewell is simplifying the process for sale.

Table 13: Audit and Administrative Fee

Line Item	Question	Response *	
67	Specifically describe any self-audit process or program that you plan to employ to verify compliance with your proposed Contract with Sourcewell. This process includes ensuring that Sourcewell participating entities obtain the proper pricing, that the Vendor reports all sales under the Contract each quarter, and that the Vendor remits the proper administrative fee to Sourcewell. Provide sufficient detail to support your ability to report quarterly sales to Sourcewell as described in the Contract template.	All sales and dealer sales will have the attached Sourcewell Price Pages with discount instructions provided same as sourcewell submission. Formal Quote and PO from purchasing agency must match. At time of order a Contract Sales Form, which is an internal document is submitted with the customer order. The form triggers accounting on the amount of sale and % of accrual for administrative fees. Thees fees are recorded by Accounting at time of the order booking for the reporting period. Attached is a template for the administrative fees worksheet. It resembles the same process and worksheet used today in reporting on the MNDOT pavement maintenance contract.	*
68	If you are awarded a contract, provide a few examples of internal metrics that will be tracked to measure whether you are having success with the contract.	Each sale on the contract is coded in our Syteline ERP system. This allows us to view ytd or quarterly sales totals to gauge contract item sky usage and dollar volume. Also, the sales team will be noting all Sourcewell purchasing agencies in our CRM system so that we can form a direct list of participating agencies in our product for sales and marketing specifically. Attachment with example documentation is supplied in uploads.	*
69	Identify a proposed administrative fee that you will pay to Sourcewell for facilitating, managing, and promoting the Sourcewell Contract in the event that you are awarded a Contract. This fee is typically calculated as a percentage of Vendor's sales under the Contract or as a per-unit fee; it is not a line-item addition to the Member's cost of goods. (See the RFP and template Contract for additional details.)	2% per unit fee, freight costs not included.	*

Table 14A: Depth and Breadth of Offered Equipment Products and Services

Line Item	Question	Response *	
70	Provide a detailed description of the equipment, products, and services that you are offering in your proposal.	The detailed price list is attached. Below is a description. Cimline M-Series Crack Sealers / Melter Applicators and options. 3 Sizes 150 gal, 230 gal, 410 gal. M-Series Quick Service and Shipout Items, these are commonly ordered with equipment as service parts. Cimline M-Series Hose and Wands. Listed with special pricing and available for Sourcewell extra discount. This page offers different methods of hose and sealing tips for a M-Series Melter. Cimline R-Seris Pavement Routers. Routers used to prep crack repair areas. Cimline X-2 Compressor and Heat Lance. Tools used to prepare for pavement maintenance repairs. Cimline ME-3 Mastic Melter / Extruder and Options. Cimline C-1 Combination Mastic Melter and Crack Sealer and Options. Cimline MA-4 Longitudinal Joint Sealer with Computer Application Spray Rate. Cimline K-Series Emulsion Kettles for pavement maintenance repairs and preparation. Cimline P1 Two Person Trailer Mounted Spray Patcher and Options (Gas Engine). Cimline P2 Two Person Trailer Mounted Spray Patcher and Options (Diesel Engine). P3 Skid Mounted Spray Patcher and Options for mounting on customer supplied Chassis. P5 1 Person Truck mounted Spray Patcher and Options. Cimline T-Series Storage Tanks Trailer Mounted and Vertical Standing with Options. Supporting documentation in Additional Uploads "Cimline Support Insurance-Sales-Service-Marketing-Quality	*
71	Within this RFP category there may be subcategories of solutions. List subcategory titles that best describe your products and services.	Emulsion Storage Tanks for productive pavement maintenance material storage. Routers for Crack for pavement maintenance preparation Skid Mounted Compressor for pavement maintenance preparation Emulsion Kettles for pavement maintenance support tools	*

Table 14B: Depth and Breadth of Offered Equipment Products and Services

Indicate below if the listed types or classes of equipment, products, and services are offered within your proposal. Provide additional comments in the text box provided, as necessary.

Line Item	Category or Type	Offered *	Comments	
72	Asphalt recycles and reclaimers	○ Yes ◉ No	None Offered	*
73	Patchers, seal coaters, crack sealers, and mastic and adhesive melters	◉ Yes ○ No	Crack Sealers Mastic Patcher Combination Crack Sealer Mastic Patcher Spray Patchers trailer mounted Spray Patchers truck mounted Spray Patchers Skid Mounted	*
74	Chip spreaders, asphalt brooms, and pavement grinding or grooving equipment	○ Yes ◉ No	None Offered	*
75	Pavement marking application and removal equipment	○ Yes ◉ No	None Offered	*
76	Other	◉ Yes ○ No	Support tools to go with our pavement maintenance equipment. Examples: Air Compressors skid mounted and machine mounted for cleaning and preparation. Asphalt Routers and cutters to route and clean cracks. Heat Lances used in preparation of patching and crack sealing. Tack Kettles for asphalt patching and maintenance surface preparation.	*

Exceptions to Terms, Conditions, or Specifications Form

Only those Proposer Exceptions to Terms, Conditions, or Specifications that have been accepted by Sourcewell have been incorporated into the contract text.

Documents

Ensure your submission document(s) conforms to the following:

1. Documents in PDF format are preferred. Documents in Word, Excel, or compatible formats may also be provided.

2. Documents should NOT have a security password, as Sourcewell may not be able to open the file. It is your sole responsibility to ensure that the uploaded document(s) are not either defective, corrupted or blank and that the documents can be opened and viewed by Sourcewell.

3. Sourcewell may reject any response where any document(s) cannot be opened and viewed by Sourcewell.

4. If you need to upload more than one (1) document for a single item, you should combine the documents into one zipped file. If the zipped file contains more than one (1) document, ensure each document is named, in relation to the submission format item responding to. For example, if responding to the Marketing Plan category save the document as “Marketing Plan.”

- Pricing - Cimline 2021 Pricing Guide SOURCEWELL.pdf - Thursday August 05, 2021 11:15:48
- Financial Strength and Stability - Cimline Financial Documentation Sourcewell.pdf - Thursday August 05, 2021 10:35:43
- Marketing Plan/Samples (optional)
- WMBE/MBE/SBE or Related Certificates (optional)
- Warranty Information - Cimline Warranty Information Sourcewell.pdf - Thursday August 05, 2021 11:02:02
- Standard Transaction Document Samples - Standard Transactin Document Samples.pdf - Thursday August 05, 2021 10:57:33
- Upload Additional Document - Cimline Support Insurance-Sale-Servcie-Marketing-Quality.pdf - Thursday August 05, 2021 10:53:23

PROPOSER AFFIDAVIT AND ASSURANCE OF COMPLIANCE

I certify that I am the authorized representative of the Proposer submitting the foregoing Proposal with the legal authority to bind the Proposer to this Affidavit and Assurance of Compliance:

1. The Proposer is submitting this Proposal under its full and complete legal name, and the Proposer legally exists in good standing in the jurisdiction of its residence.

2. The Proposer warrants that the information provided in this Proposal is true, correct, and reliable for purposes of evaluation for contract award.

3. The Proposer, including any person assisting with the creation of this Proposal, has arrived at this Proposal independently and the Proposal has been created without colluding with any other person, company, or parties that have or will submit a proposal under this solicitation; and the Proposal has in all respects been created fairly without any fraud or dishonesty. The Proposer has not directly or indirectly entered into any agreement or arrangement with any person or business in an effort to influence any part of this solicitation or operations of a resulting contract; and the Proposer has not taken any action in restraint of free trade or competitiveness in connection with this solicitation. Additionally, if Proposer has worked with a consultant on the Proposal, the consultant (an individual or a company) has not assisted any other entity that has submitted or will submit a proposal for this solicitation.

4. To the best of its knowledge and belief, and except as otherwise disclosed in the Proposal, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest. An organizational conflict of interest exists when a vendor has an unfair competitive advantage or the vendor's objectivity in performing the contract is, or might be, impaired.

5. The contents of the Proposal have not been communicated by the Proposer or its employees or agents to any person not an employee or legally authorized agent of the Proposer and will not be communicated to any such persons prior to Due Date of this solicitation.

6. If awarded a contract, the Proposer will provide to Sourcewell Participating Entities the equipment, products, and services in accordance with the terms, conditions, and scope of a resulting contract.

7. The Proposer possesses, or will possess before delivering any equipment, products, or services, all applicable licenses or certifications necessary to deliver such equipment, products, or services under any resulting contract.

8. The Proposer agrees to deliver equipment, products, and services through valid contracts, purchase orders, or means that are acceptable to Sourcewell Members. Unless otherwise agreed to, the Proposer must provide only new and first-quality products and related services to Sourcewell Members under an awarded Contract.

9. The Proposer will comply with all applicable provisions of federal, state, and local laws, regulations, rules, and orders.

10. The Proposer understands that Sourcewell will reject RFP proposals that are marked "confidential" (or "nonpublic," etc.), either substantially or in their entirety. Under Minnesota Statutes Section 13.591, subdivision 4, all proposals are considered nonpublic data until the evaluation is complete and a Contract is awarded. At that point, proposals become public data. Minnesota Statutes Section 13.37 permits only certain narrowly defined data to be considered a "trade secret," and thus nonpublic data under Minnesota's Data Practices Act.

11. Proposer its employees, agents, and subcontractors are not:
    1. Included on the "Specially Designated Nationals and Blocked Persons" list maintained by the Office of Foreign Assets Control of the United States Department of the Treasury found at: https://www.treasury.gov/ofac/downloads/sdnlist.pdf;

    2. Included on the government-wide exclusions lists in the United States System for Award Management found at: https://sam.gov/SAM/; or

    3. Presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated by the State of Minnesota; the United States federal government or the Canadian government, as applicable; or any Participating Entity. Vendor certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this solicitation.

☑ By checking this box I acknowledge that I am bound by the terms of the Proposer's Affidavit, have the legal authority to submit this Proposal on behalf of the Proposer, and that this electronic acknowledgment has the same legal effect, validity, and enforceability as if I had hand signed the Proposal. This signature will not be denied such legal effect, validity, or enforceability solely because an electronic signature or electronic record was used in its formation. - Benjamin Thielbar, Director of Sales, Cimline, Inc.

The Proposer declares that there is an actual or potential Conflict of Interest relating to the preparation of its submission, and/or the Proposer foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the bid.

○ **Yes** ◉ **No**

The Bidder acknowledges and agrees that the addendum/addenda below form part of the Bid Document.

Check the box in the column "**I have reviewed this addendum"** below to acknowledge each of the addenda.

File Name	I have reviewed the below addendum and attachments (if applicable)	
Addendum_4_Roadway_Maint_Equipt_RFP_080521 Wed July 28 2021 06:54 PM	☑	2
Addendum_3_Roadway_Maint_Equipt_RFP_080521 Mon July 26 2021 04:56 PM	☑	2
Addendum_2_Roadway_Maint_Equipt_RFP_080521 Fri July 16 2021 12:55 PM	☑	1
Addendum_1_Roadway_Maint_Equipt_RFP_080521_Draft Thu June 24 2021 04:18 PM	☑	1

Contact us today: 877.841.0848

CRACK SEALING PRODUCTS

M-Series™ Crack Sealer Machine

M1™ - 150 Gallons of Material Capacity
M2™ - 230 Gallons of Material Capacity
M4™ - 410 Gallons of Material Capacity

Benefits:

- Lowest load height in the pavement maintenance industry optimizes operator safety
- Safer road crack sealing machine operation with noise levels up to 40% lower
- Simplify training with easy-to-use automatic controls
- Superior ergonomics with either the new M-Series Lightweight wand or Dripless wand and heated hose

Featuring:

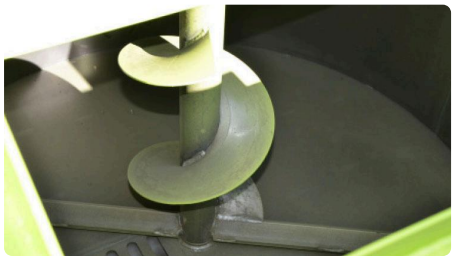
- Wide selection of models with up to a 410-gallon material capacity and several industry-leading options
- Best operating range with Cimline's no-stress boom swivel
- Environmentally friendly and compliant Tier IV diesel engine that is high performance while maximizing fuel economy
- Easy, ergonomic material loading with a large door and low loading height
- Cimline has excellent flow control using with Cimline's digital flow control system
- Cimline's new heated hose has 66% greater heat wrap coverage than the previous hose
- New Lightweight wand with best in class ergonomics for fatigue free all day crack sealing
- Dripless wand delivers the utmost in material control when appearance and minimizing material waste is important

(images/products/mseries 750x421/M-Series Loading Door.jpg)

(images/products/mseries 750x421/M-Series No-stress boom rotates around hose.jpg)

(images/products/mseries 750x421/M-Series Control Panel and Key Switch.jpg)

(images/products/mseries 750x421/M-Series Wheel.jpg)



(images/products/mseries 750x421/mseries-6-750x421.jpg)

(images/products/mseries 750x421/M-Series Tail Light.jpg)

REQUEST A QUOTE (QUOTE.HTML)

M1 AND M2 MANUAL (HTTPS://DRIVE.GOOGLE.COM/FILE/D/1RIMHAQEXQBVQVGGABX6TKSN8YNVZANB7/VIEW?USP=DRIVE_LINK)

DOWNLOAD M-SERIES LITERATURE (HTTPS://DRIVE.GOOGLE.COM/FILE/D/1HNGF7PABXR4ZJBAF3FTWLANS-5IRHTBA/VIEW?USP=DRIVE_LINK)

DOWNLOAD M-SERIES SKID-MOUNT LITERATURE (HTTPS://DRIVE.GOOGLE.COM/FILE/D/1OYZH6MRRPDSQQVV2VXV_XWB3ZM4YEX_C/VIEW?USP=DRIVE_LINK)

DOWNLOAD PREVENTATIVE MAINTENANCE LITERATURE (HTTPS://DRIVE.GOOGLE.COM/FILE/D/1-VWF1NZLKC9FLWVO6RPTXAMDPR6KZAOW/VIEW?USP=DRIVE_LINK)

VIDEO - CIMLINE M-SERIES START-UP AND OPERATIONS (HTTPS://WWW.YOUTUBE.COM/WATCH?V=QPMV2XSEGR4&AB_CHANNEL=CIMLINEINC.)

No Pump M1 M2 M4 Heated Wand and Hose

M-SERIES NO PUMP

Big performance in a small package. Available in 150 or 230 gallon capacity. See the general guidelines below to match your requirements:

- Your work consists mainly of parking lot with some road/ municipal work.
- You typically seal less than 6,000-7,000 Linear feet in a day.
- You prefer using Banders or Pour Pots.

Crack Sealing Machine

(r3.html)

R3 Router (r3.html)

LEARN MORE (R3.HTML)

PRODUCTS

P2 (p2.html)

P3 (p3.html)

P4 (p4.html)

P5 (p5.html)

M-Series (mseries.html)

MA4 (ma4.html)

K-Series (kseries.html)

T1 (T1.html)

T-Series (tseries.html)

R3 Router (r3.html)

NAVIGATE

Pothole Patching (potholepatching.html)

Crack Sealing (cracksealing.html)

Emulsion Storage (emulsionstorage.html)

Resources (index.html)

About (about.html)

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International (international-contact.html)

Request a Quote (quote.html)

Tech Support (techsupport.html)

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POTHOLE PATCHING PRODUCTS

P2™ Two-Person Patcher with DuraPatcher™ Technology

Benefits:

- Lowest cost per patch with as little as 2-person crew and lower material costs
- Maximizes your budget by never having to patch the same pothole twice
- Faster and simpler patching process with our pothole patching machine that limits public disruption

Featuring:

- Virtually no moving parts in the delivery system which lowers maintenance costs
- Onboard heat allows patching in cold weather conditions
- Ergonomic, no-stress boom easily covers an 18-foot working radius
- Specially designed Vent-Flo™ nozzle that thoroughly coats the aggregate with emulsion, ensuring a permanent patch
- Powerful blower and DuraPatcher venturi system can reliably delivers aggregate up to 2.5” in diameter

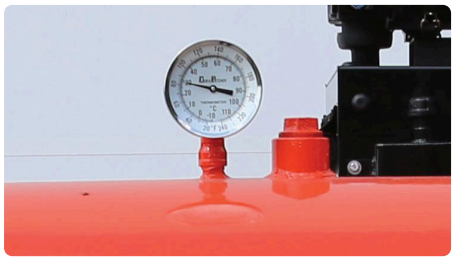
Item # 6.

(images/products/p2 750x421/P2™ Two-Person Patcher with DuraPatcher™ Technology 1.jpg)

(images/products/p2 750x421/P2™ Two-Person Patcher with DuraPatcher™ Technology 3.jpg)

(images/products/p2 750x421/P2™ Two-Person Patcher with DuraPatcher™ Technology 4.jpg)

(images/products/p4 750x421/p4-3-750x421.jpg)



(images/products/p2 750x421/p2-3-750x421.jpg)

(images/products/p2 750x421/P2™ Two-Person Patcher with DuraPatcher™ Technology Ergonomic no-stress boom.jpg)

(images/products/p2 750x421/P2™ Two-Person Patcher with DuraPatcher™ Technology Overnight heating system.jpg)

(images/products/p2 750x421/Hitch adjusts for height and distance.jpg)

REQUEST A QUOTE (QUOTE.HTML)

DOWNLOAD LITERATURE (HTTPS://DRIVE.GOOGLE.COM/FILE/D/1TNZTE2ZUY24VS2S2Y2QREJSILP7CUCXA/VIEW?USP=DRIVE_LINK)

BID SPECIFICATION (HTTPS://DRIVE.GOOGLE.COM/FILE/D/1KH31VEQHRFRN7XACJYB7KLPFZFXOP1O4/VIEW?USP=DRIVE_LINK)

VIDEO - CLIMLINE P2 (HTTPS://YOUTU.BE/SBVQ9TBXD3U)

MANUAL (HTTPS://DRIVE.GOOGLE.COM/FILE/D/1Z4WZJOGJ-M1LBFSYSO-0J8_IY4N-SOFV/VIEW?USP=DRIVE_LINK)

SPECIFICATIONS

Due to continuous improvement, specifications are subject to change without notice.

Emulsion Capacity: 250 Gallons

Engine: 74HP IT4 Diesel

Heating Method (Overnight): Electric Blanket

Heat Rating: 2 x 1500 Watts

Tank Insulation: R 15

Blower: 450 CFM at 1500 RPM, 10 PSI

GVWR (lbs): 10,400

GAWR (lbs): 2 x 6000

Axles/ Suspension: 2 (Leaf Spring)

Brake Type: Electric

Clean Out: 15 Gallons

Fuel Capacity: 18 Gallons

Trailer Construction: 2″ x 6″ x 1/4″ Rectangular Tube

Drain Valve: 3″

Temperature Gauge: 5"

Dimensions (l x w x h) 194″ x 96″ x 91″

Shipping Weight : 5,560 lb.

Warranty: Two Year Limited

Pothole Patcher Machine

P3 Truck Mounted Patcher (p3.html)

LEARN MORE (P3.HTML)

P4 Roll-Off Patcher (p4.html)

LEARN MORE (P4.HTML)

P5 One-Person Patcher (p5.html)

LEARN MORE (P5.HTML)

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MA4 (ma4.html)
K-Series (kseries.html)
T1 (T1.html)
T-Series (tseries.html)
R3 Router (r3.html)

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AGENDA REPORT

City Council Meeting

TODAY'S DATE: 5/6/2024

MEETING DATE: 5/15/2024

TO: MAYOR AND CITY COUNCIL

FROM: Holly Ellis, Construction Manager

SUBJECT: Cooperative Agreement with the Idaho Transportation Department – Pine/Fifth (US-2) Traffic Signal

DESCRIPTION/BACKGROUND:

On May 6, 2021 (Resolution No. 21-022), City Council adopted the Multimodal Transportation Master Plan (MTMP). In August of 2023 the City contracted with Welch Comer Engineers (Resolution No. 23-065) to design the Pine/Fifth (US-2) Traffic Signal, advancing the first phase of the East-West Connection Short Term Plan identified in the MTMP.

On August 2, 2023 (Resolution No. 23-058), the City Council approved the Memorandum of Understanding with the Idaho Transportation Department (ITD). This agreement established expectations of ITD and the City regarding the design of traffic flow management improvements for the Pine/Fifth (US-2) Traffic Signal Project. City Council approved the preliminary design for the project on December 20, 2023, and staff was authorized to finalize the bid documents and advertise the project for bids. On March 20, 2024 (Resolution 24-015), City Council awarded the contract to Sonray Enterprises for construction.

The Cooperative Agreement with ITD will establish ownership, operation, and maintenance expectations for the traffic signal, illumination, and pedestrian rectangular rapid flashing beacon (RRFB) assemblies. This agreement acknowledges and continues to support the terms and commitments of 2015 Transfer of Ownership Agreement (Resolution No. 15-17). The level of service terms are in alignment with the goals outlined in the MTMP. By execution of the agreement, ITD will approve the construction documents.

STAFF RECOMMENDATION:

Staff recommends authorizing the Mayor to sign the Cooperative Agreement with ITD for the Pine/US-2 Traffic Signal project, to implement to first phase of the MTMP East West Connection – Short Term Plan.

ACTION:

Move to authorize the Mayor to sign the Cooperative Agreement with ITD for the Pine/US-2 Traffic Signal project.

WILL THERE BE ANY FINANCIAL IMPACT? Yes **HAS THIS ITEM BEEN BUDGETED?** Yes

Funds for construction of the project will be appropriated from Impact Fees.

ATTACHMENTS:

1. Proposed Resolution with Cooperative Agreement between the Idaho Transportation Department and the City of Sandpoint for US-2 / Pine St Traffic Signal Project
2. Resolution 23-058
3. Resolution 15-17

No: 24-
Date: May 15, 2024

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

TITLE: COOPERATIVE AGREEMENT WITH IDAHO TRANSPORTATION DEPARTMENT FOR TRAFFIC SIGNAL, ILLUMINATION, AND RRFBs – FIFTH AVE INTERSECTIONS AT PINE ST AND CHURCH ST

WHEREAS: On May 6, 2021, under Resolution 21-022, City Council adopted the Multimodal Transportation Master Plan (MTMP);

WHEREAS: In August 2023, the City contracted with Welch Comer Engineers under Resolution 23-065 to design the Pine/Fifth (US-2) Traffic Signal, advancing the first phase of the East-West Connection Short Term Plan identified in the MTMP;

WHEREAS: On August 2, 2023, under Resolution 23-058, Council approved the Memorandum of Understanding with the Idaho Transportation Department (ITD), establishing expectations of ITD and the City regarding the design of traffic flow management improvements for the Pine/Fifth (US-2) Traffic Signal Project;

WHEREAS: Council approved the preliminary design for the project on December 20, 2023, authorizing staff to finalize the bid documents and advertise the project for bids, with the construction contract award on March 20, 2024, under Resolution 24-015 to Sonray Enterprises;

WHEREAS: The Cooperative Agreement with ITD will establish ownership, operation, and maintenance expectations for the traffic signal, illumination, and pedestrian rectangular rapid flashing beacon (RRFB) assemblies, acknowledging and continuing to support the terms and commitments of the Transfer of Ownership Agreement approved under Resolution 15-17, where the level of service terms are in alignment with the goals outlined in the MTMP; and

WHEREAS: Execution of this Cooperative Agreement will approve the construction documents.

NOW, THEREFORE, BE IT RESOLVED THAT: The Cooperative Agreement with the Idaho Transportation Department for Traffic Signal, Illumination, and RRFBs for the Fifth Ave. Intersections at Pine St. and Church St. is hereby approved.

BE IT FURTHER RESOLVED THAT: The Mayor or authorized designee is hereby authorized, on behalf of the city, to sign and enter into the above-reference Agreement, a copy of which is attached hereto and made a part hereof as if fully incorporated herein.

_____
Jeremy Grimm, Mayor

ATTEST:

_____
Melissa Ward, City Clerk

COOPERATIVE AGREEMENT

Traffic Signal, Illumination, & RRFBs
Fifth Avenue (US 2) & Pine Street
Fifth Avenue (US 2) & Church Street

Permit No. 1-24-231-O
City of Sandpoint

Parties:

THIS AGREEMENT is made and entered into this _____ day of _____, _____ by and between the IDAHO TRANPSORTATION DEPARTMENT, hereafter called the "State", and CITY OF SANDPOINT, hereafter called the "City".

Purpose:

This Agreement is entered into for the purpose of maintaining the traffic signal and lighting per 1-24-231-O on Fifth Avenue at both Pine Street and Church Street within the incorporated limits of Sandpoint, in Bonner County.

The Parties mutually agree that it is in the public's best interest to move the traffic signal from Fifth Avenue (US 2) and Church Street and reinstall at the intersection of Fifth Avenue (US 2) and Pine Street, which is within the corporate limits of the City of Sandpoint. Such improvements are to be made in accordance with the attached project plans and documents entitled Exhibit "B", and Department encroachment permit 1-24-231-O.

The City, by authority of Title 50 of Idaho Code, may adopt and enforce traffic control ordinances within its corporate limits in accordance with the Manual on Uniform Traffic Control Devices on Streets and Highways, hereafter referred to as the MUTCD, as adopted by the State.

Authority for this Agreement is established by Sections 40-317, 67-2326 through 67-2333, and 67-2339 of Idaho Code.

The Parties Agree as Follows:

Section 1 *That the State will:*

1. Upon application of the City, issue a permit allowing for the work within the rights-of-way of US 2 (both Fifth Avenue and a portion of Pine Street west of the intersection of Fifth Avenue and Pine Street), including the development of highway frontage, and the improvements of the east approach of the intersection of Fifth Avenue and Pine Street, and the east and west approaches of Fifth Avenue and Church Street.

2. By execution of this Agreement, approve the construction plans and specifications for the capital improvements that include moving of the traffic signal at Fifth Avenue and Church Street to Fifth

Avenue and Pine Street, and the associated improvements being made to each intersection as attached and made part of this Agreement as Exhibit "B".

3. Accept ownership of the traffic signal cabinet, structure, and all associated components, installed per requirements of the approved encroachment permit and assume all necessary maintenance and operational responsibilities and cost thereof that will be required to keep the traffic signal, as installed, in continuous operation in conformance with the requirements of the MUTCD except as provided in Sections II and III.

4. Accept ownership of the highway lighting equipment installed in accordance with Exhibit "B" and assume all operation and maintenance of highway and street lighting installed within highway right-of-way in accordance with Exhibit "B" and the costs thereof, required to maintain the luminaire equipment in continuous service during the hours of darkness, and not remove, alter, or abandon the lighting equipment without the prior concurrence of the City. In the event that the "Average Maintained Foot-Candles" of the lighting system drops below seventy (70), cause the light intensity to be restored to approximately the original values. Any combination of relamping and/or cleaning of fixtures to achieve the necessary desired intensity. Maintenance includes all upkeep of interconnecting service lines, cleaning, lamp renewal, and associated labor and material costs required to maintain the lighting equipment.

5. Train representative(s) designated by the City on emergency procedures related to signal shutdown or partial operation due to power failure, accident(s), or equipment malfunction per Exhibit "A".

6. Upon completion of construction and thereafter, periodically perform checks of the traffic signal equipment and operation; implement modified or new signal timing plans; replace signal modules and heads on an as-needed basis; replace any regulatory, warning, and guide signs required for traffic signal operation by the MUTCD; and respond promptly to notifications from the City that a traffic signal related emergency exists per Exhibit "A". Response is normally the next business day.

Section II *That the City will:*

1. By execution of this Agreement, hereby approve the plans and specifications attached as Exhibit "B".

2. Assume all energy costs required to electrify and operate the traffic signal and any street lighting, and perform emergency measures as necessary in accordance with Exhibit "A" including prompt notification to the State of any equipment malfunction or required maintenance.

3. Obtain concurrence of the State before using the traffic signal poles or mast arms, or highway luminaire poles and mast arms for any purpose other than to support traffic control devices (e.g. signs, signal heads) or luminaires.

4. Assume all operation and maintenance of highway and street lighting within City right-of-way, and all associated components and wiring installed in accordance with Exhibit "B" and the costs thereof, required to maintain the luminaire equipment in continuous service during the hours of darkness, and not remove, alter, or abandon the lighting equipment without the prior concurrence of the State. If the "Average Maintained Foot-Candles" of the lighting system drops below seventy (70), cause the light intensity to be restored to approximately the original values. Use any combination of relamping and/or cleaning of fixtures to achieve the necessary desired intensity. Maintenance includes all upkeep of interconnecting service lines, cleaning, lamp renewal, and associated labor and material costs required to maintain the lighting equipment.

5. Assume all installation, operation, maintenance, and accident-related replacement of any pedestrian rectangular rapid flashing beacons (RRFB) assemblies installed per Exhibit "B". Pedestrian RRFBs must be installed to meet current Americans with Disabilities Act requirements and their operation not adversely interfere with highway traffic operations of US 2. Broken or malfunctioning pedestrian RRFBs must be fixed in a timely manner or be removed; otherwise, be subject to removal by the State and equipment returned to the City.

6. Continue to comply with terms and commitments outlined in the prior agreement dated March 26, 2015, concerning the minimum level of service (LOS) requirements regarding traffic flow on US 2 and side-streets. This agreement is submitted as Exhibit "C".

Section III *Both Parties Agree That:*

1. Traffic signal installation will not be altered or abandoned without the prior concurrence of both parties.

2. Should any of the traffic signal installation be damaged or destroyed through the wrongful or negligent act of any third party, both parties will attempt to determine the identity and whereabouts of the responsible party, and the State will attempt collection of the cost of repair or replacement. The Parties will share the costs of repair or replacement on an equal (50/50) basis if:

    a. Collection cannot be accomplished after reasonable attempt, or
    b. The damage or destruction was not caused by the wrongful or negligent act of third party.

The City and State agree to advance funds for the repair or replacement on an equal (50/50) basis as provided within this provision. If the State can collect the cost of repair or replacement from the responsible party, it shall reimburse the City the funds it advances.

3. They shall be responsible only for the acts, omissions, or negligence of their own employees. The term "employee" is defined for the purposes of this section as set forth in Idaho Code section 6-902. Nothing in this Agreement shall extend the tort responsibility or liability of either Party beyond that required by the Idaho Tort Claims Act, Idaho Code section 6-901 *et seq.*

4. Entire Agreement. This Agreement constitutes the entire agreement between the Parties and supersedes all prior agreements or understandings between the Parties regarding the purpose of this agreement. No change, modification, or waiver of any term of this Agreement shall be valid unless it is in writing and signed by both Parties.

5. Sufficient Appropriation. It is understood and agreed that the State is a governmental agency, and this Agreement shall in no way be construed so as to bind or obligate the State beyond the term of any particular appropriation of funds by the Federal Government or the State Legislature as may exist from time to time. The State reserves the right to terminate this Agreement if, in its sole judgment, the Federal Government or the legislature of the State of Idaho fails, neglects or refuses to appropriate sufficient funds as may be required for the State to continue payments or fulfill its financial obligations under the Agreement. Any such termination shall take effect immediately upon notice.

6. No Authority to Bind the Other Party. One Party under this Agreement shall have no authority to enter into contracts or agreements on behalf of the other Party. All contracts or agreements shall be entered on behalf of the executing Party or executed jointly by both Parties.

7. Force Majeure. Neither Party will be liable for failure to perform any duty under this Agreement where such failure is due to unforeseeable causes beyond the Parties' control and without the fault or negligence of the Parties, including, but not restricted to, acts of God or the public enemy, fire, flood, epidemics, quarantine, strikes or other natural disasters. Neither Party shall be liable for any failure to perform resulting from any order of any court or state or federal agency.

8. Effective Date. The Agreement shall become effective on the date it is signed by the last party executing the Agreement. The Agreement may be signed in one or more counterparts which shall constitute the final agreement.

AREA LEFT INTENTIONALLY BLANK

Execution:

This Agreement is executed for the State by its District 1 Engineer and executed for the City by the Sandpoint City Council, attested to by the Secretary/Administrator, with the imprinted Corporate Seal of Sandpoint, Idaho.

IDAHO TRANSPORTATION DEPARTMENT
APPROVED BY:

_____
Damon Allen, P.E.
District 1 Engineer

CITY OF SANDPOINT
APPROVED BY:

_____
Council Member

_____
Council Member

_____
Council Member

_____
Council Member

_____
Council Member

_____
Council Member

ATTEST:

_____
Secretary/Administrator

SEAL

COOPERATIVE AGREEMENT

Traffic Signal & Illumination
Fifth Avenue (US 2) & Pine Street
Fifth Avenue (US 2) & Church Street
Permit No. 1-24-231-O | City of Sandpoint

EXHIBIT A - Emergency Traffic Signal Procedures

In all circumstances, the State should be notified that the signal located on the state highway system is having issues. If it is an emergency, call State Comm or 911 to gain further assistance from both the State and Local emergency response teams.

Manipulation of the signal should be limited to only the front "police panel" using provided access keys. If more keys are required, they should be requested from the State.

To better help the State provide timely maintenance operations under the following conditions, please perform listed instructions when necessary.

I. Loss of All Signal Indication

a. Check for Loss of Power

b. If no known power outage, switch signal to flash mode by flipping switch in the "police panel".

c. If signal will not flash, place stop signs at intersection and notify the State of this action.

II. For Partial Operating Signal

a. Check to see if it is a signal module(s) are out.

b. If other type of malfunction, switch signal to flash mode by flipping switch in the "police panel"

III. For Damage from Accident

a. Notify State immediately and provide any information on the extent of damage.

b. Inspect damage and attempt to document (e.g. written description and pictures) the scene.

c. Determine if signal is still operational. Switch into flash mode if damage is minimal and does not pose a risk to drivers.

d. If damage is significant enough that wires are exposed/damaged, cabinet is damaged, and/or signal structure is damaged, flip the power switch in the "police panel" if possible. If the electrical service box is damaged, do nothing and call the utility provider's emergency hotline, if possible.

e. Install stop signs at intersection in the interim until State and emergency crews can respond.

f. Aid in obtaining accident information and forward any documentation or reports to the State within ten days of the accident.

IV. For Immediate/Emergency Maintenance

a. When critical or emergency maintenance is required, notify the Idaho Transportation Department, District One Signal Technicians at telephone number 208.772.1299.

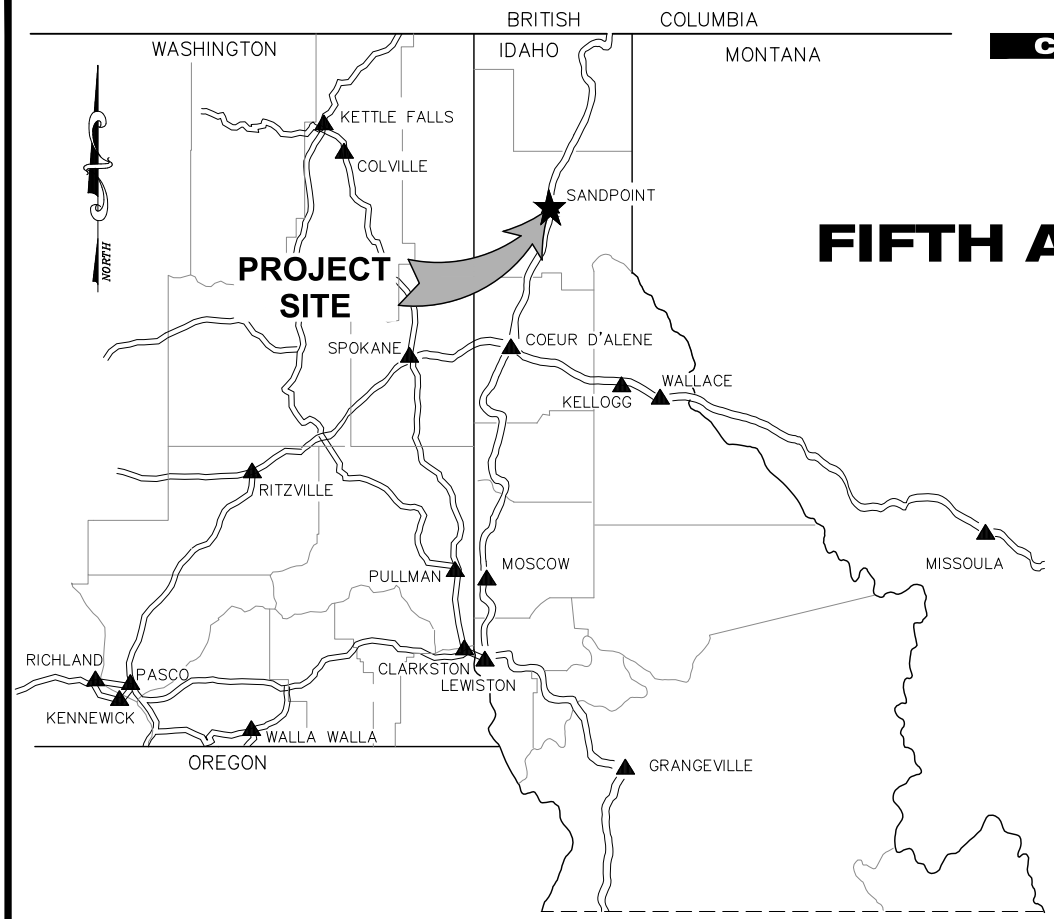
COOPERATIVE AGREEMENT

Traffic Signal & Illumination

Fifth Avenue (US 2) & Pine Street
Fifth Avenue (US 2) & Church Street

Permit No. 1-24-231-O
City of Sandpoint

EXHIBIT B – Project Plans & Associated Documents



CONSTRUCTION DRAWINGS

City of Sandpoint
Bonner County, Idaho

FIFTH AND PINE STREET SIGNAL

Project No. 44050.010

January 2024

PROFESSIONAL ENGINEER LICENSED 15695 STATE OF IDAHO ADAM J DORSEY

01/15/2024

QAQC PLAN REVIEW		
	REVIEWED BY	DATE
ENGINEERING	MRG	1/8/24
SURVEY	MLH	1/8/24

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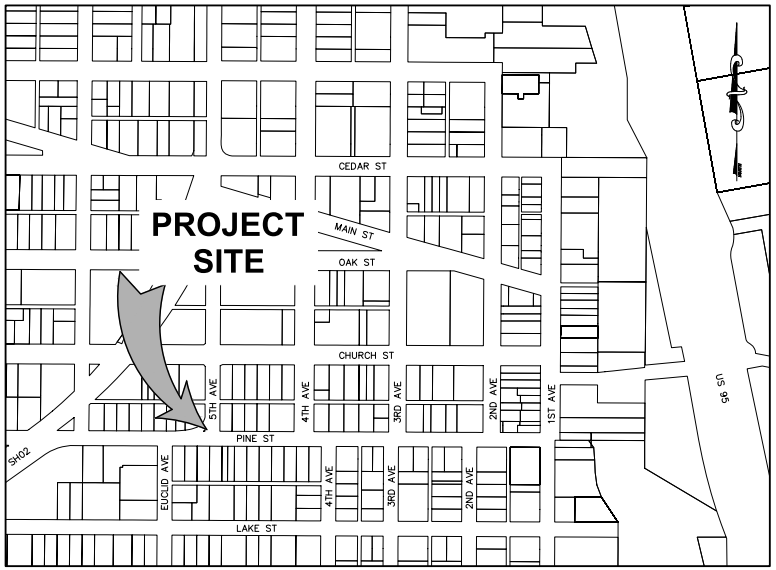

VICINITY MAP

UNDERGROUND SERVICE ALERT
ONE-CALL NUMBER
811
CALL TWO BUSINESS DAYS BEFORE YOU DIG

SURVEY CONTROL TABLE

POINT NO.	ELEVATION	NORTHING	EASTING	DESCRIPTION
301	2092.44	2409914.79	2429714.22	CO PK
501	2092.98	2409906.38	2429666.43	CO NAI
55	2096.14	2409999.29	2429261.32	CO PK
56	2094.75	2409852.11	2429118.75	CO PK
57	2094.88	2409886.71	2429351.23	CO PK
58	2091.57	2409856.21	2429777.61	CO PK
500	2093.72	2409886.98	2429543.56	CO PK

CIVIL SHEET INDEX

SHEET NO.	DESCRIPTION
A1	COVERSHEET
A2	INDEX SHEET AND GENERAL NOTES
A3	LEGEND-ABBREVIATIONS
DM1	DEMOLITION PLAN
DM2	DEMOLITION PLAN
C1	INTERSECTION PLAN
C2	INTERSECTION PLAN
C3	NORTH - PLAN AND PROFILE
C4	SOUTH - PLAN AND PROFILE
C5	SOUTH - PLAN AND PROFILE
C6	INTERSECTION PLAN AND PROFILE
C7	PEDESTRIAN RAMP GRADING
C8	PEDESTRIAN RAMP GRADING
SGL1	SIGNAL QUANTITIES
SGL2	SIGNAL PLAN
SGL3	SIGNAL PHASING DIAGRAM
SGL4	CONDUIT DIAGRAM
SGL5	FIELD WIRING DIAGRAM
SGL6	SIGNAL HEAD AND SIGN MOUNTING PLAN
SD1	SIGNAL DETAILS
SD2	SIGNAL DETAILS
SD3	SIGNAL DETAILS
SD4	SIGNAL DETAILS
SD5	SIGNAL DETAILS
SD6	SIGNAL DETAILS
SD7	SIGNAL DETAILS
SD8	SIGNAL DETAILS
SD9	SIGNAL DETAILS
SD10	SIGNAL DETAILS
SD11	SIGNAL DETAILS
PM1	PAVEMENT MARKINGS PLAN
DT1	SIDEWALKS
DT2	SIDEWALKS
DT3	CURB RAMPS
DT4	CURB RAMPS
DT6	CURB AND GUTTER
DT5	CURB RAMPS
DT7	PIPE AND CONDUIT INSTALLATION
DT8	SIGNAGE
DT9	PAVEMENT AND SURFACING
DT10	PAVEMENT MARKINGS
DT11	PAVEMENT MARKINGS
DT12	INLETS & CATCH BASINS
DT13	FLASHING BEACONS
DT14	SIGN POST AND FOUNDATION
TC1	TRAFFIC CONTROL PLAN

HORIZONTAL AND VERTICAL DATUM:

HORIZONTAL DATUM: NAD 83/11 AT GROUND WITH A GRID SCALE FACTOR OF 0.999879811

VERTICAL DATUM: NAVD 88, GEOID18

GENERAL PROJECT NOTES

1. ALL EXISTING UTILITIES SHOWN ON THESE PLANS ARE BASED ON BEST AVAILABLE INFORMATION, AND ARE FOR REFERENCE ONLY. CONTRACTOR SHALL CONTACT THE APPROPRIATE UTILITY OWNERS FOR ACTUAL FIELD LOCATIONS PRIOR TO CONSTRUCTION. CONTRACTOR SHALL VERIFY ALL EXISTING PIPE SIZE, TYPE, INVERT ELEVATIONS AND PIPE DEPTHS AT CROSSINGS AND CONNECTIONS PRIOR TO CONSTRUCTION. CALL BEFORE YOU DIG – UTILITY ONE CALL NUMBER 811
2. ACCESSIBLE ROUTES, AS REQUIRED BY THE PUBLIC RIGHTS OF WAY ACCESSIBILITY GUIDE LINES (PROWAG) AND AMERICANS WITH DISABILITIES ACT MUST BE PROVIDED THROUGHOUT THE PROJECT BY THE CONTRACTOR. THE ACCESSIBLE ROUTE MUST BE A MINIMUM OF 4' WIDE, WITH A MAXIMUM CROSS–SLOPE OF 2.00% AND A MAXIMUM LONGITUDINAL SLOPE OF 5.00%. WHERE THE ROAD PROFILE EXCEEDS 5% THE SIDEWALK LONGITUDINAL SLOPE IS ALLOWED TO MATCH THE GRADE OF THE ROAD. STRAIGHT GRADING THE SIDEWALK MAY NOT PROVIDE THE NECESSARY CROSS–SLOPES REQUIRED FOR THE ACCESSIBLE ROUTE. SLIGHT GRADE BREAKS MAY BE REQUIRED.
3. LANDINGS WITH CROSS SLOPES OF 2.10% OR LESS IN ANY DIRECTION MUST BE PROVIDED AT ALL CURB RAMPS. LANDINGS MUST BE A MINIMUM OF 4' WIDE AND EXTEND AT LEAST 4' FROM THE TOP OF RAMP.
4. PRIOR TO POURING CURB, CONTRACTOR SHALL VERIFY THAT SIDEWALKS AND CURB RAMPS WILL BE ADA/PROWAG COMPLIANT BY CHECKING GRADES FROM THE CURB FORMS TO THE MATCH POINTS AT THE BACK OF WALK. COORDINATE WITH CITY.
5. CONTRACTOR SHALL PROVIDE POSITIVE DRAINAGE ON ALL SIDEWALK AND CURB. SIDEWALK SHALL NOT DRAIN TO PRIVATE PROPERTY.
6. CONTRACTOR TO COORDINATE WITH CITY PRIOR TO DEMOLITION OF SIDEWALK TO DETERMINE BEST POINT OF REMOVAL TO MINIMIZE DAMAGE.
7. CONTRACTOR SHALL BE RESPONSIBLE FOR ALL PERMITS AND FEES REQUIRED FOR THE WORK.
8. ALL WORK PREFORMED IN THE ITD (IDAHO TRANSPORTATION DEPARTMENT) RIGHT OF WAY THAT REQUIRES A TWO LANE CLOSURE SHALL BE PREFORMED AT NIGHT TO REDUCE TRAFFIC RELATED IMPACTS. CONTRACTOR SHALL PERFORM ALL WORK THAT IMPACTS THROUGH TRAFFIC ON US2 AT NIGHT.
9. THE CITY WILL BE RESPONSIBLE FOR OBTAINING AN ITD ENCROACHMENT PERMIT PRIOR TO THE START OF WORK.
10. ALL CONSTRUCTION ACTIVITIES SHALL BE CONFINED TO THE RIGHT OF WAY.
11. ANY REQUIRED EXCAVATION AND HAUL WILL NOT BE PAID FOR SEPARATELY, BUT IS CONSIDERED INCIDENTAL TO OTHER ITEMS.
12. DURING THE PREPARATION OF THE CONSTRUCTION DRAWINGS, REVIEW OF AVAILABLE RECORDS AND A FIELD SEARCH WAS CONDUCTED UNDER THE DIRECTION OF A PROFESSIONAL LAND SURVEYOR TO LOCATE EXISTING SURVEY MONUMENTS WITHIN AND ADJACENT TO THE PROJECT CONSTRUCTION LIMITS IN ACCORDANCE WITH IDAHO CODE 55–1613. EXISTING SURVEY MONUMENTS ARE IDENTIFIED WITHIN THE PLANS. MONUMENTS IDENTIFIED AS 'OWNER TO REPLACE' WILL BE REPLACED AT THE EXPENSE OF THE OWNER. ALL OTHER MONUMENTS ARE INTENDED TO BE PRESERVED AND IF DESTROYED THE REPLACEMENT OF SAID MONUMENTS IS THE RESPONSIBILITY OF THE CONTRACTOR. REF (IC 55–1613). IF MONUMENTS ARE REPLACED BY THE CONTRACTOR THE ENGINEER AND OWNER WILL BE NOTIFIED BY THE CONTRACTOR UPON RE–ESTABLISHMENT OF THE MONUMENTS.

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LICENSED
15695
STATE OF IDAHO
ADAM J DORSEY

01/15/2024

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(fax) 208-664-5946

NO.	DATE	REVISION DESCRIPTION	BY

CITY OF SANDPOINT
FIFTH AND PINE STREET SIGNAL
INDEX SHEET AND GENERAL NOTES

PROJ NO:	44050.010
DESIGNED BY:	AJD
DRAWN BY:	JT
CHECKED BY:	AJD
DWG:	44050.010CS01.DWG
DATE:	12/26/23
SHEET NO:	A2

LEGEND

- EXISTING SANITARY SEWER MANHOLE
- EXISTING SANITARY SEWER MANHOLE
- EXISTING ECCENTRIC SANITARY SEWER MANHOLE
- EXISTING CLEANOUT
- EXISTING AIR RELEASE VALVE
- EXISTING CATCH BASIN
- EXISTING DRYWELL
- EXISTING DRYWELL
- EXISTING STORM SEWER MANHOLE
- EXISTING STORM SEWER MANHOLE
- EXISTING ECCENTRIC STORM SEWER MANHOLE
- EXISTING SPRINKLER HEAD
- EXISTING FIRE HYDRANT
- EXISTING WELL
- EXISTING YARD HYDRANT
- EXISTING WATER VALVE
- EXISTING CURB STOP
- EXISTING WATER METER
- EXISTING POST INDICATOR VALVE
- EXISTING POWER POLE
- EXISTING GUY WIRE
- EXISTING LIGHT POLE
- EXISTING POWER WARNING SIGN
- EXISTING POWER VAULT
- EXISTING TELEPHONE PEDESTAL
- EXISTING CABLE TV PEDESTAL
- EXISTING JUNCTION BOX
- EXISTING TELEPHONE VAULT
- EXISTING TELEPHONE WARNING SIGN
- EXISTING GAS METER
- EXISTING GAS VALVE
- EXISTING GAS RISER
- EXISTING GAS WARNING SIGN
- EXISTING TELEPHONE MANHOLE
- EXISTING TELEPHONE MANHOLE
- EXISTING MAILBOX
- EXISTING SIGN
- EXISTING UNKNOWN
- EXISTING SHRUB
- EXISTING TREE
- EXISTING BUILDING
- WATER LEVEL

- PROPOSED SANITARY SEWER MANHOLE
- PROPOSED SANITARY SEWER MANHOLE
- PROPOSED ECCENTRIC SANITARY SEWER MANHOLE
- PROPOSED CLEANOUT
- PROPOSED AIR RELEASE VALVE
- PROPOSED DRYWELL
- PROPOSED CATCH BASIN
- PROPOSED CATCH BASIN
- PROPOSED INLET CATCH BASIN
- PROPOSED STORM SEWER MANHOLE
- PROPOSED STORM SEWER MANHOLE
- PROPOSED ECCENTRIC STORM SEWER MANHOLE
- PROPOSED WATER VALVE
- PROPOSED CURB STOP
- PROPOSED FIRE HYDRANT
- PROPOSED DOWN SPOUT
- PROPOSED YARD HYDRANT
- PROPOSED BLOW OFF ASSEMBLY
- PROPOSED SINGLE WATER METER SERVICE
- PROPOSED WELL
- PROPOSED REDUCER
- PROPOSED BENDS/FITTINGS
- PROPOSED IRRIGATION BOX
- PROPOSED GAS METER
- PROPOSED GAS VALVE
- PROPOSED JUNCTION BOX
- PROPOSED GUY WIRE
- PROPOSED UTILITY POLE
- PROPOSED LIGHT
- PROPOSED LIGHT
- PROPOSED TELEPHONE PEDESTAL
- PROPOSED TV PEDESTAL
- PROPOSED SIGN
- PROPOSED MAILBOX
- OWNERSHIP DELINEATION
- DIRECTION AND SLOPE
- FOUND SURVEY MONUMENT
- SURVEY CONTROL MONUMENT
- TEST HOLE
- TYPICAL SECTION REFERENCE
- DETAIL SHEET REFERENCE

- EXISTING EASEMENT
- EXISTING RIGHT-OF-WAY
- EXISTING PROPERTY LINE
- EXISTING FENCE
- EXISTING CURB
- EXISTING CURB AND GUTTER
- EXISTING DITCH
- EXISTING CENTERLINE OF ROAD
- EXISTING SHOULDER
- EXISTING EDGE OF GRAVEL OR DIRT
- EXISTING EDGE OF ASPHALT
- EXISTING CULVERT
- EXISTING WATER LINE
- EXISTING SANITARY SEWER LINE
- EXISTING SEWER STUB
- EXISTING STORM SEWER LINE
- EXISTING BURIED TELEPHONE LINE
- EXISTING OVERHEAD TELEPHONE LINE
- EXISTING BURIED POWER LINE
- EXISTING POWER LINE
- EXISTING OVERHEAD POWER LINE
- EXISTING GAS LINE
- EXISTING BURIED CABLE TV LINE
- EXISTING OVERHEAD CABLE TV LINE
- EXISTING IRRIGATION LINE
- EXISTING 5' CONTOURS
- EXISTING 1' CONTOURS
- EXISTING TREE LINE
- EXISTING TOP OF BANK
- EXISTING TOE OF BANK
- PROPOSED EASEMENT
- PROPOSED RIGHT-OF-WAY
- PROPOSED PROPERTY LINE
- SECTION LINE
- PHASE BOUNDARIES
- PROPOSED FENCE
- PROPOSED SILT FENCE
- PROPOSED CURB
- PROPOSED CURB AND GUTTER
- PROPOSED GRADE BREAK
- PROPOSED DITCH
- PROPOSED CENTERLINE OF ROAD
- PROPOSED SHOULDER
- PROPOSED EDGE OF ASPHALT
- PROPOSED CULVERT

- PROPOSED WATER LINE
- PROPOSED SANITARY SEWER LINE
- PROPOSED SEWER STUB
- PROPOSED STORM SEWER LINE
- PROPOSED BURIED TELEPHONE LINE
- PROPOSED OVERHEAD TELEPHONE LINE
- PROPOSED BURIED POWER LINE
- PROPOSED OVERHEAD POWER LINE
- PROPOSED GAS LINE
- PROPOSED BURIED CABLE TV LINE
- PROPOSED OVERHEAD CABLE TV LINE
- PROPOSED IRRIGATION LINE
- PROPOSED SIDEWALK
- PROPOSED CURB DROP
- PROPOSED SIDEWALK UNDERDRAIN
- HMA REHABILITATION AREA
- CONCRETE DRIVEWAYS
- ADA SIDEWALK REPLACEMENT

ABBREVIATIONS

AC	ASPHALT CEMENT PAVEMENT
BOW	BOTTOM OF WALL
C1	CURVE DATA REFERENCE NUMBER
FG	FINISH GRADE ELEVATION
FL	FLOW LINE
FOC	FACE OF CURB
MEG	MATCH EXISTING GRADE
GIA	GRASSED INFILTRATION AREA
GRD BRK	GRADE BREAK
IE	INVERT ELEVATION
L1	LINE DATA REFERENCE NUMBER
L or LT	LEFT
PC	POINT OF CURVATURE
PT	POINT OF TANGENCY
ROW	RIGHT-OF-WAY
R or RT	RIGHT
SWR	SEWER
TA	TOP OF ASPHALT
TBC	TOP BACK OF CURB
TC	TOP CONCRETE
TFC	TOP FACE OF CURB
TOW	TOP OF WALL
WTR	WATER
XING	CROSSING

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01/15/2024

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(fax) 208-664-5946

NO.	DATE	REVISION DESCRIPTION	BY

CITY OF SANDPOINT

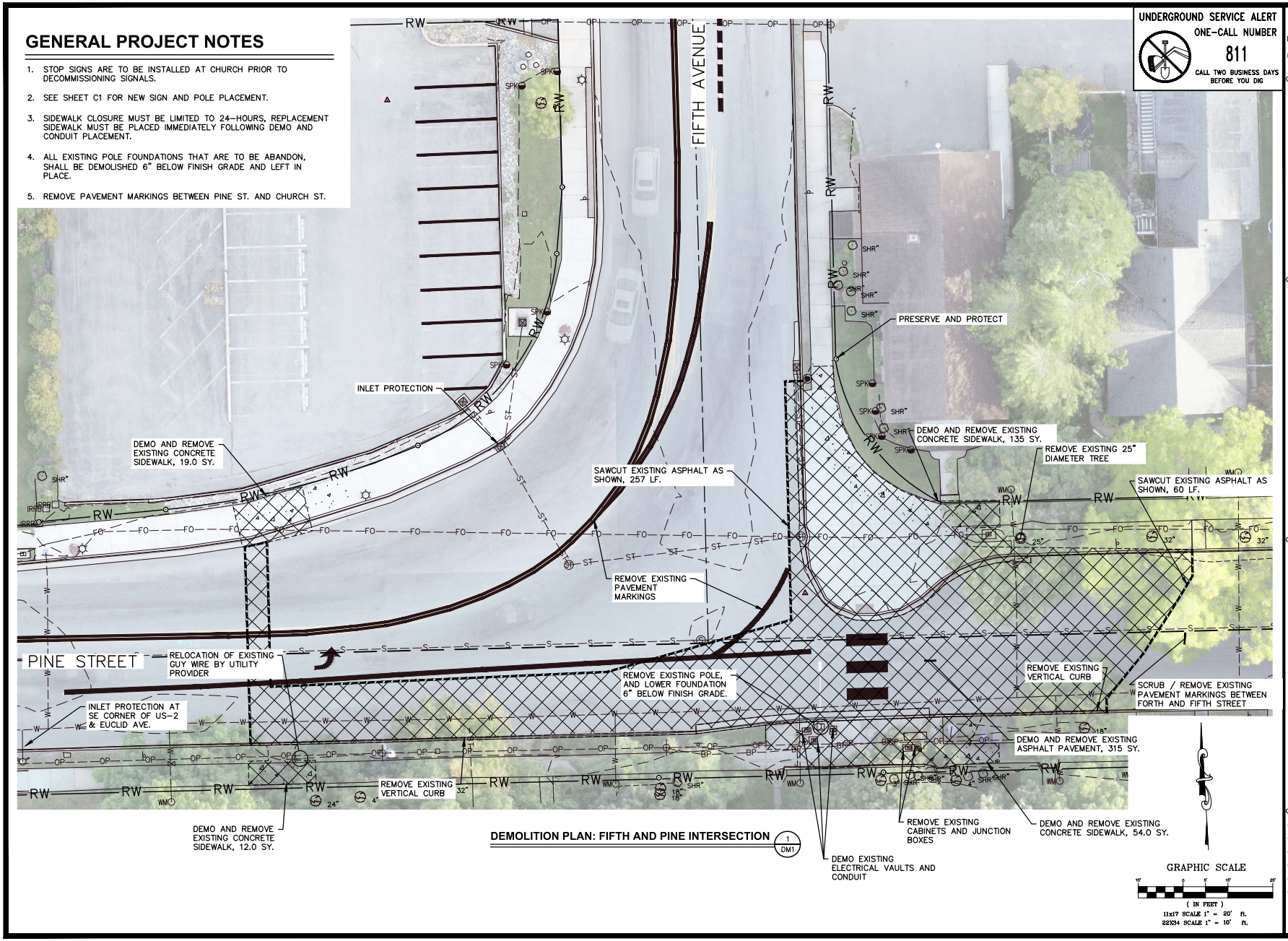
FIFTH AND PINE STREET SIGNAL

LEGEND-ABBREVIATIONS

PROJ NO:	44050.010
DESIGNED BY:	AJD
DRAWN BY:	JDY
CHECKED BY:	AJD
DWG:	44050.010CS01.DWG
DATE:	11-02-2023
SHEET NO:	A3

GENERAL PROJECT NOTES

1. STOP SIGNS ARE TO BE INSTALLED AT CHURCH PRIOR TO DECOMMISSIONING SIGNALS.
2. SEE SHEET C1 FOR NEW SIGN AND POLE PLACEMENT.
3. SIDEWALK CLOSURE MUST BE LIMITED TO 24-HOURS, REPLACEMENT SIDEWALK MUST BE PLACED IMMEDIATELY FOLLOWING DEMO AND CONDUIT PLACEMENT.
4. ALL EXISTING POLE FOUNDATIONS THAT ARE TO BE ABANDON, SHALL BE DEMOLISHED 6" BELOW FINISH GRADE AND LEFT IN PLACE.
5. REMOVE PAVEMENT MARKINGS BETWEEN PINE ST. AND CHURCH ST.



DEMOLITION PLAN: FIFTH AND PINE INTERSECTION (1 / DM1)

GRAPHIC SCALE
(IN FEET)
11x17 SCALE 1" = 20' ft.
22X34 SCALE 1" = 10' ft.

UNDERGROUND SERVICE ALERT
ONE-CALL NUMBER
811
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15695
STATE OF IDAHO
ADAM J DORSEY
01/15/2024

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(fax) 208-664-5946

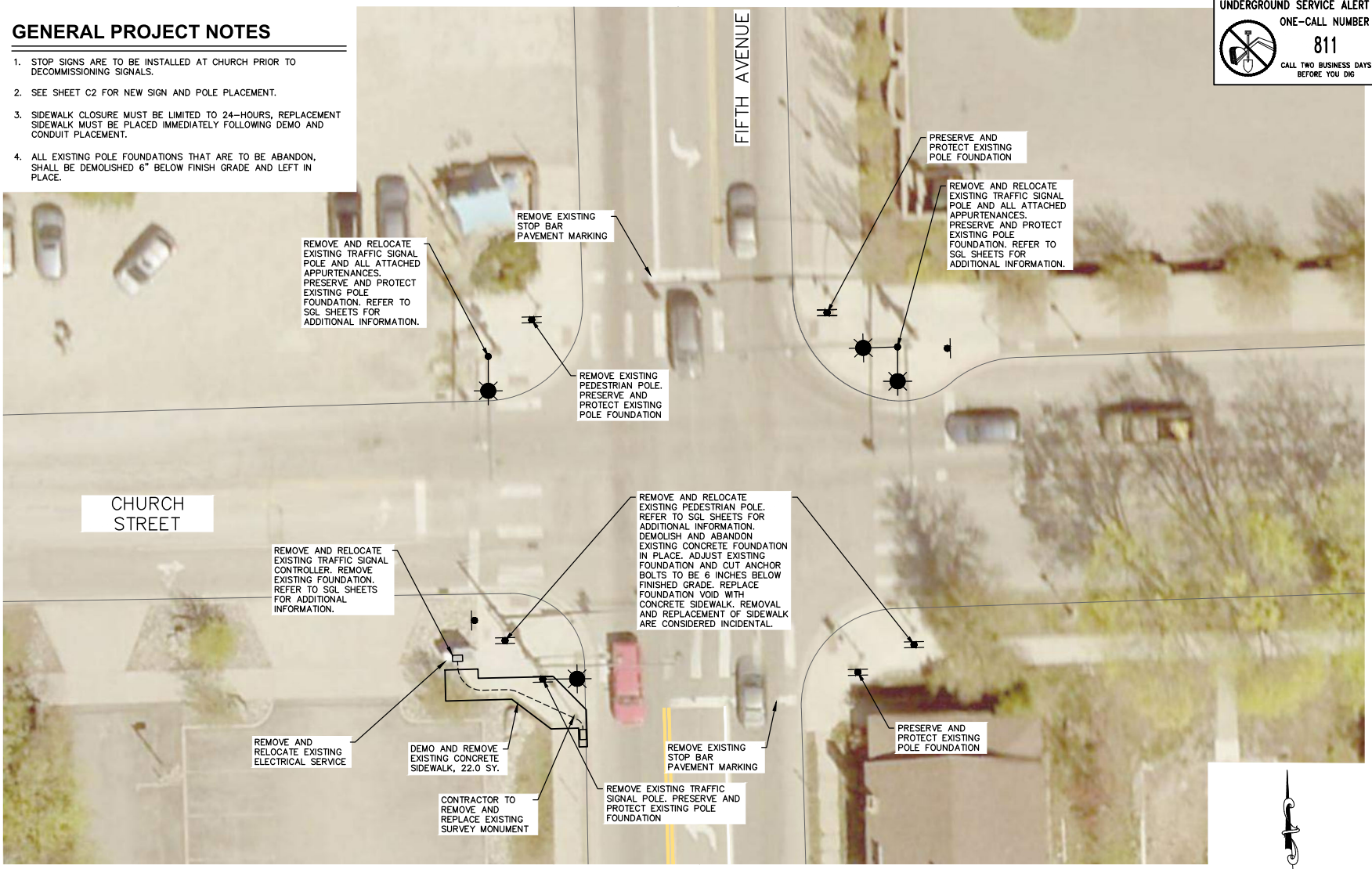
NO.	DATE	REVISION DESCRIPTION	BY

CITY OF SANDPOINT
FIFTH AND PINE STREET SIGNAL
DEMOLITION PLAN

PROJ NO:	44050.010
DESIGNED BY:	AJD
DRAWN BY:	JT
CHECKED BY:	AJD
DWG NAME:	44050.010PL01.DWG
DATE:	01-09-2023
SHEET NO:	DM1

GENERAL PROJECT NOTES

1. STOP SIGNS ARE TO BE INSTALLED AT CHURCH PRIOR TO DECOMMISSIONING SIGNALS.
2. SEE SHEET C2 FOR NEW SIGN AND POLE PLACEMENT.
3. SIDEWALK CLOSURE MUST BE LIMITED TO 24-HOURS, REPLACEMENT SIDEWALK MUST BE PLACED IMMEDIATELY FOLLOWING DEMO AND CONDUIT PLACEMENT.
4. ALL EXISTING POLE FOUNDATIONS THAT ARE TO BE ABANDON, SHALL BE DEMOLISHED 6" BELOW FINISH GRADE AND LEFT IN PLACE.



DEMOLITION PLAN: FIFTH AND CHURCH INTERSECTION (1 / DM2)

GRAPHIC SCALE

(IN FEET)

11x17 SCALE 1" = 20' ft.

22X34 SCALE 1" = 10' ft.

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NO.	DATE	REVISION DESCRIPTION	BY

CITY OF SANDPOINT

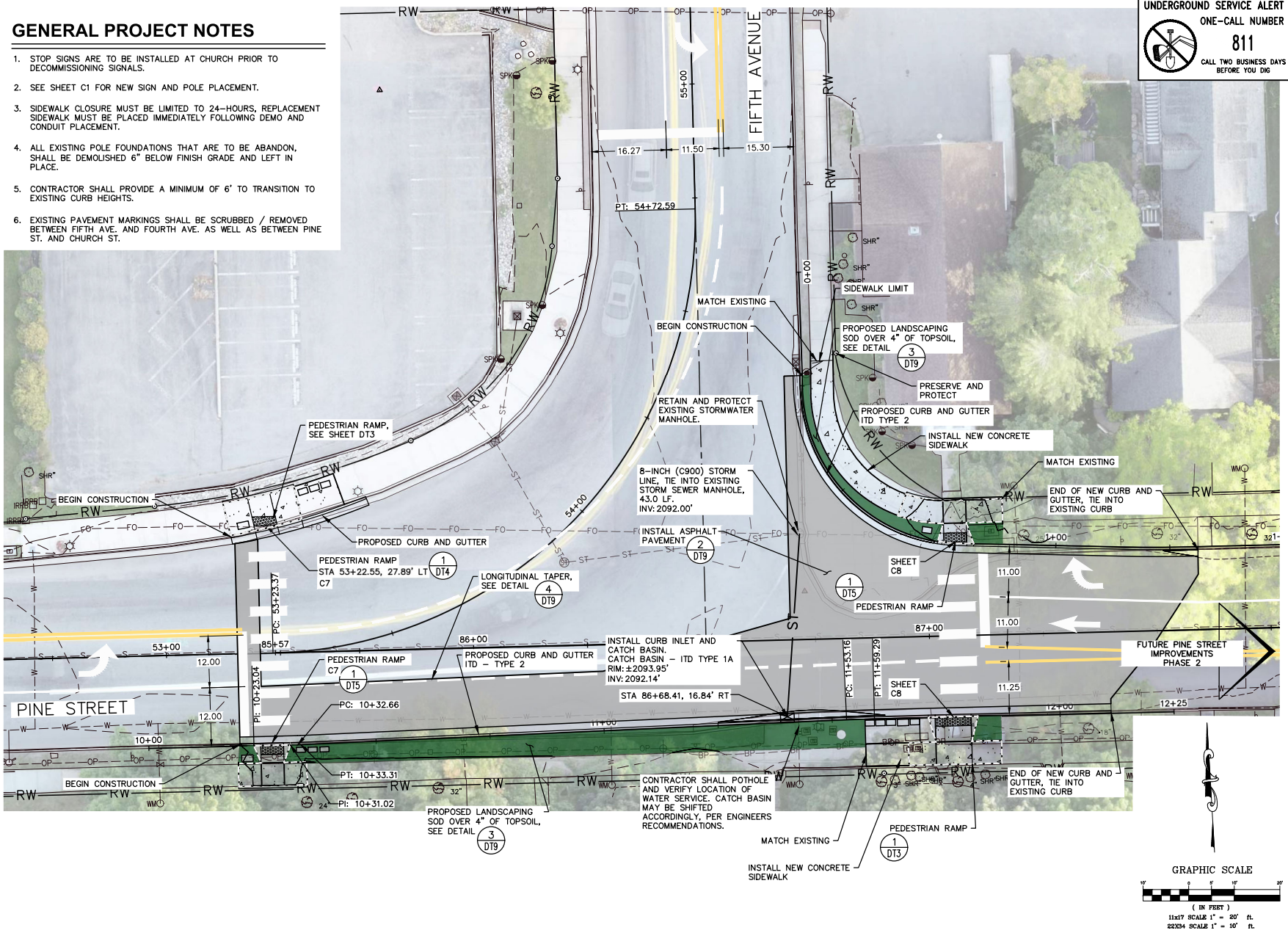
FIFTH AND PINE STREET SIGNAL

DEMOLITION PLAN

PROJ NO:	44050.010
DESIGNED BY:	AJD
DRAWN BY:	CSH
CHECKED BY:	AJD
DWG NAME:	44050.010PL01.DWG
DATE:	01-09-2023
SHEET NO:	DM2

GENERAL PROJECT NOTES

1. STOP SIGNS ARE TO BE INSTALLED AT CHURCH PRIOR TO DECOMMISSIONING SIGNALS.
2. SEE SHEET C1 FOR NEW SIGN AND POLE PLACEMENT.
3. SIDEWALK CLOSURE MUST BE LIMITED TO 24–HOURS, REPLACEMENT SIDEWALK MUST BE PLACED IMMEDIATELY FOLLOWING DEMO AND CONDUIT PLACEMENT.
4. ALL EXISTING POLE FOUNDATIONS THAT ARE TO BE ABANDON, SHALL BE DEMOLISHED 6" BELOW FINISH GRADE AND LEFT IN PLACE.
5. CONTRACTOR SHALL PROVIDE A MINIMUM OF 6' TO TRANSITION TO EXISTING CURB HEIGHTS.
6. EXISTING PAVEMENT MARKINGS SHALL BE SCRUBBED / REMOVED BETWEEN FIFTH AVE. AND FOURTH AVE. AS WELL AS BETWEEN PINE ST. AND CHURCH ST.



GRAPHIC SCALE
(IN FEET)
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22X34 SCALE 1" = 10' ft.

UNDERGROUND SERVICE ALERT
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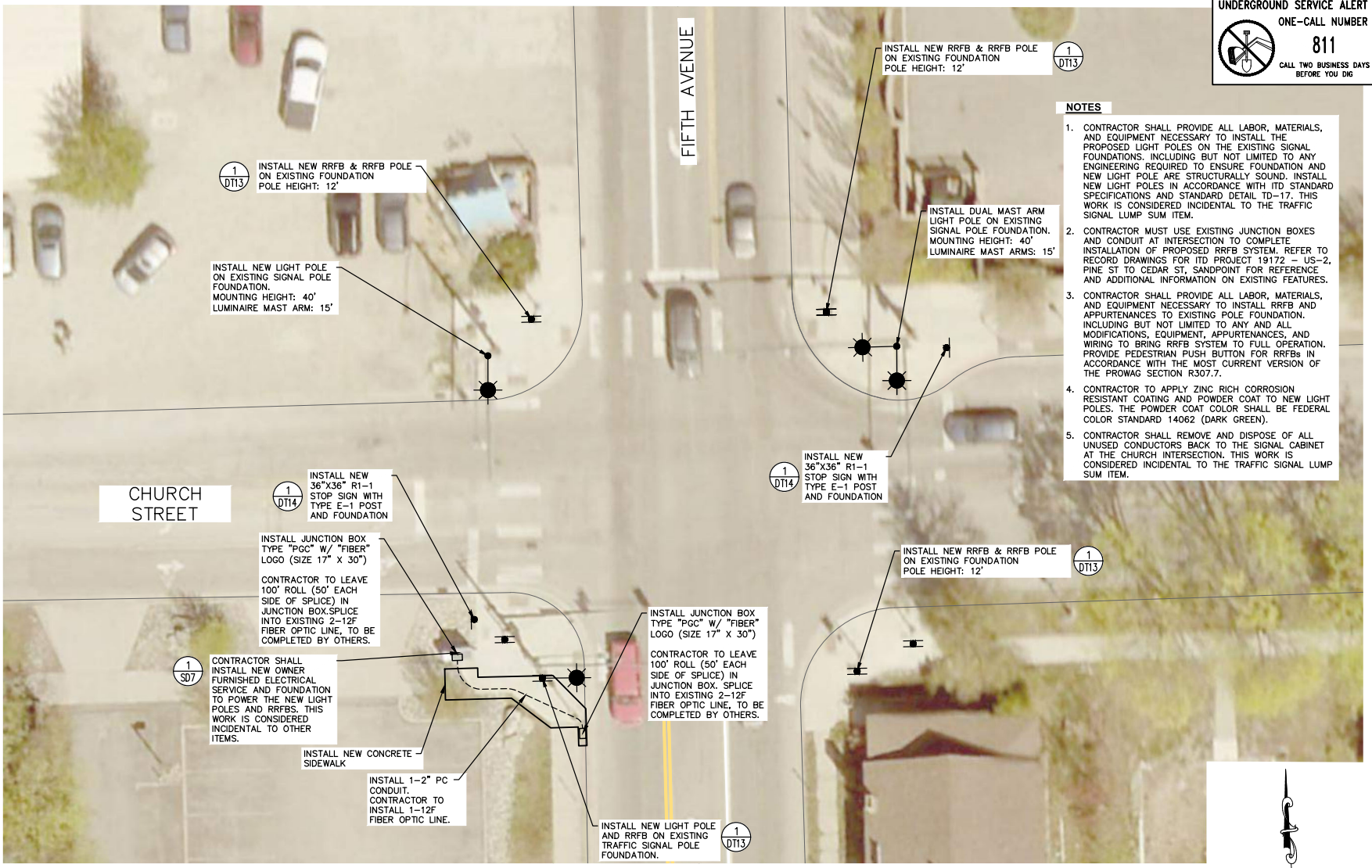
NO.	DATE	REVISION DESCRIPTION	BY

CITY OF SANDPOINT
FIFTH AND PINE STREET SIGNAL
INTERSECTION PLAN

PROJ NO:	44050.010
DESIGNED BY:	AJD
DRAWN BY:	JT
CHECKED BY:	AJD
DWG NAME:	44050.010PL01.DWG
DATE:	01–09–2023
SHEET NO:	C1



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NOTES

1. CONTRACTOR SHALL PROVIDE ALL LABOR, MATERIALS, AND EQUIPMENT NECESSARY TO INSTALL THE PROPOSED LIGHT POLES ON THE EXISTING SIGNAL FOUNDATIONS. INCLUDING BUT NOT LIMITED TO ANY ENGINEERING REQUIRED TO ENSURE FOUNDATION AND NEW LIGHT POLE ARE STRUCTURALLY SOUND. INSTALL NEW LIGHT POLES IN ACCORDANCE WITH ITD STANDARD SPECIFICATIONS AND STANDARD DETAIL TD-17. THIS WORK IS CONSIDERED INCIDENTAL TO THE TRAFFIC SIGNAL LUMP SUM ITEM.
2. CONTRACTOR MUST USE EXISTING JUNCTION BOXES AND CONDUIT AT INTERSECTION TO COMPLETE INSTALLATION OF PROPOSED RRFB SYSTEM. REFER TO RECORD DRAWINGS FOR ITD PROJECT 19172 – US-2, PINE ST TO CEDAR ST, SANDPOINT FOR REFERENCE AND ADDITIONAL INFORMATION ON EXISTING FEATURES.
3. CONTRACTOR SHALL PROVIDE ALL LABOR, MATERIALS, AND EQUIPMENT NECESSARY TO INSTALL RRFB AND APPURTENANCES TO EXISTING POLE FOUNDATION. INCLUDING BUT NOT LIMITED TO ANY AND ALL MODIFICATIONS, EQUIPMENT, APPURTENANCES, AND WIRING TO BRING RRFB SYSTEM TO FULL OPERATION. PROVIDE PEDESTRIAN PUSH BUTTON FOR RRFBs IN ACCORDANCE WITH THE MOST CURRENT VERSION OF THE PROWAG SECTION R307.7.
4. CONTRACTOR TO APPLY ZINC RICH CORROSION RESISTANT COATING AND POWDER COAT TO NEW LIGHT POLES. THE POWDER COAT COLOR SHALL BE FEDERAL COLOR STANDARD 14062 (DARK GREEN).
5. CONTRACTOR SHALL REMOVE AND DISPOSE OF ALL UNUSED CONDUCTORS BACK TO THE SIGNAL CABINET AT THE CHURCH INTERSECTION. THIS WORK IS CONSIDERED INCIDENTAL TO THE TRAFFIC SIGNAL LUMP SUM ITEM.

GRAPHIC SCALE
(IN FEET)
11x17 SCALE 1" = 20' ft.
22X34 SCALE 1" = 10' ft.

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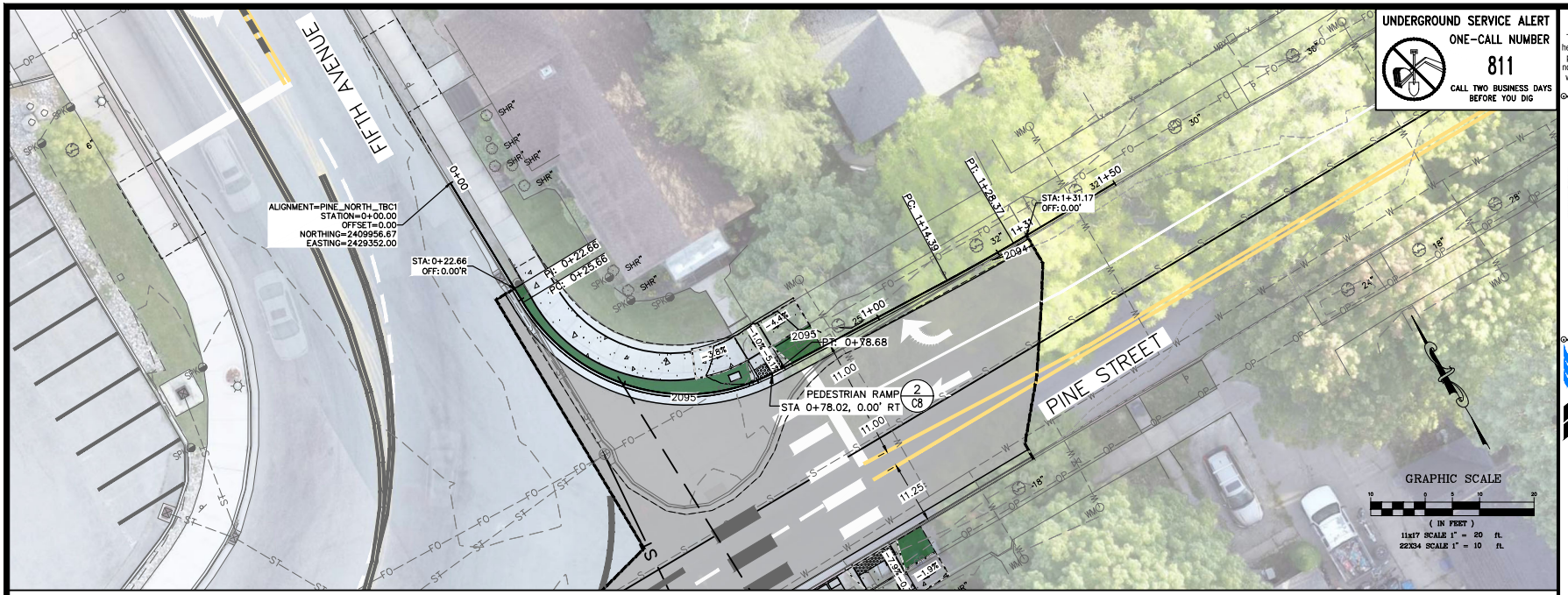
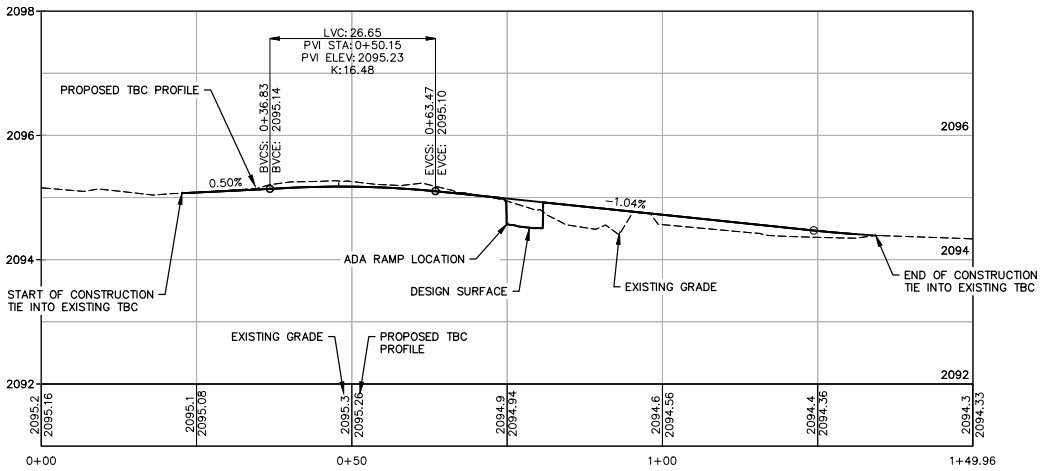
(fax) 208-664-5946

NO.	DATE	REVISION DESCRIPTION	BY

CITY OF SANDPOINT
FIFTH AND PINE STREET SIGNAL
INTERSECTION PLAN

PROJ NO:	44050.010
DESIGNED BY:	AJD
DRAWN BY:	JDY
CHECKED BY:	AJD
DWG NAME:	44050.010PL01.DWG
DATE:	01-12-2023
SHEET NO:	C2





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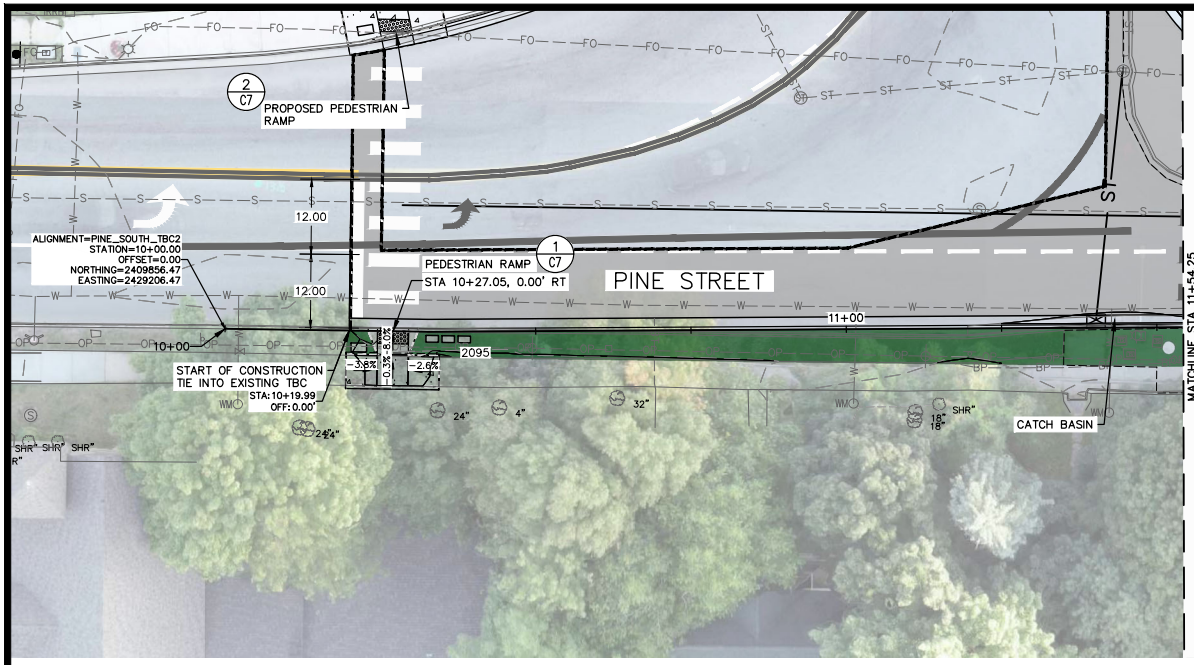
NO.	DATE	REVISION DESCRIPTION	BY

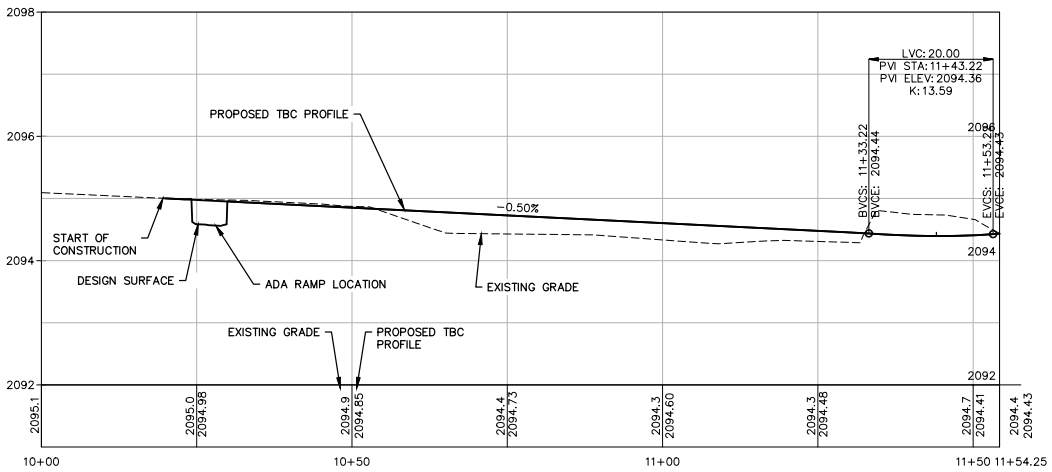
CITY OF SANDPOINT

FIFTH AND PINE STREET SIGNAL

NORTH – PLAN AND PROFILE

PROJ NO:	44050.010
DESIGNED BY:	AJD
DRAWN BY:	JT
CHECKED BY:	AJD
DWG:	44050.010PL03.DWG
DATE:	12/26/23
SHEET NO:	C3





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GRAPHIC SCALE
(IN FEET)
11x17 SCALE 1" = 20 ft.
22X34 SCALE 1" = 10 ft.

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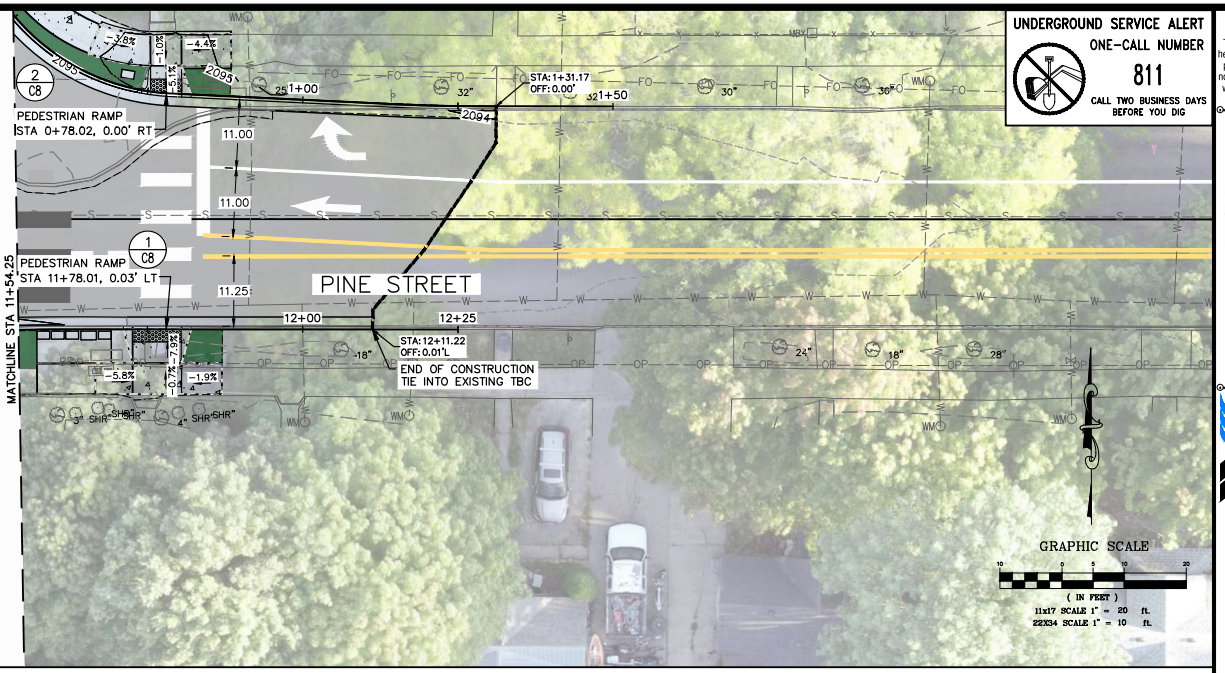
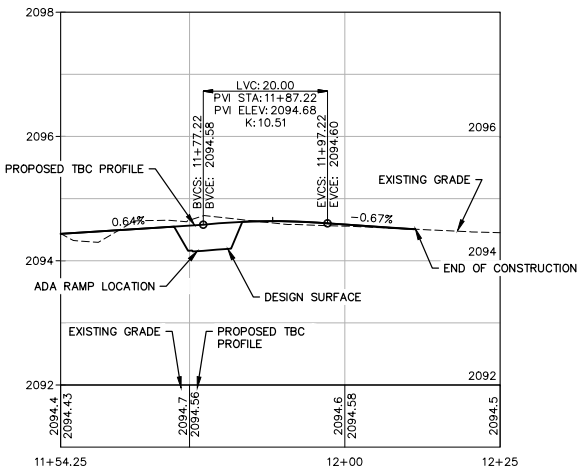
NO.	DATE	REVISION DESCRIPTION	BY

CITY OF SANDPOINT
FIFTH AND PINE STREET SIGNAL
SOUTH – PLAN AND PROFILE

PROJ NO:	44050.010
DESIGNED BY:	AJD
DRAWN BY:	JT
CHECKED BY:	AJD
DWG:	44050.010PL03.DWG
DATE:	12/26/23
SHEET NO:	C4





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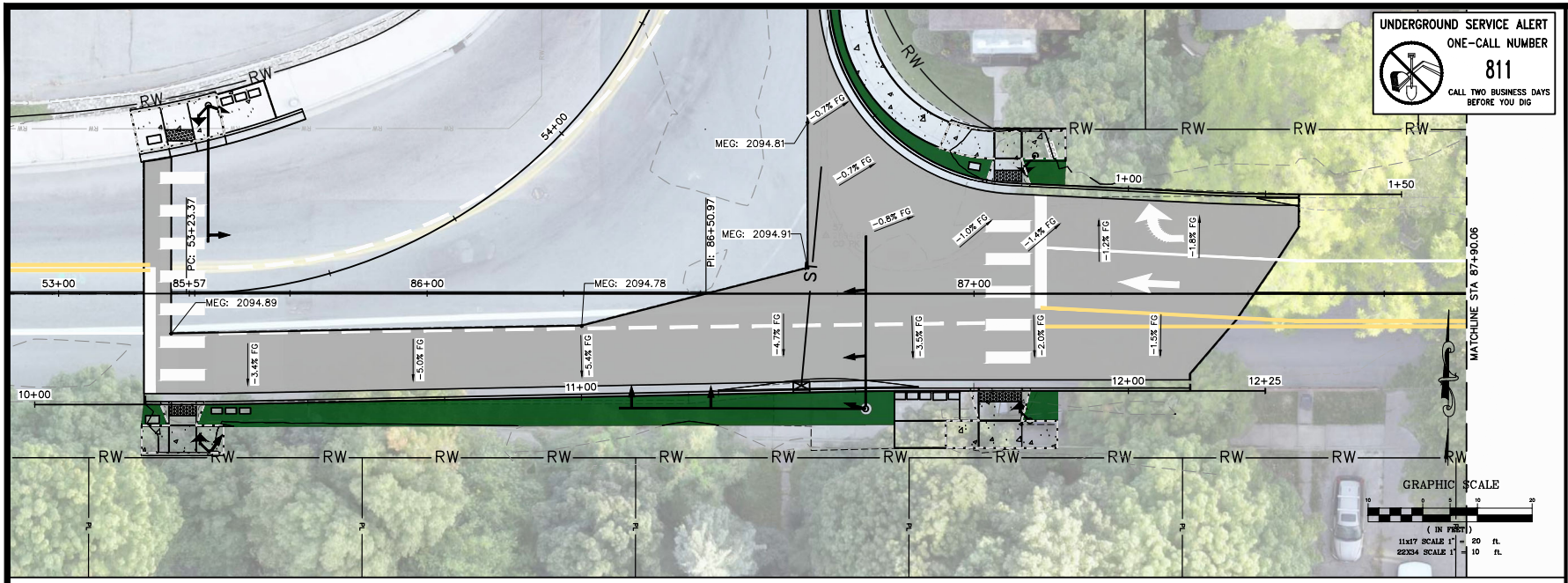
NO.	DATE	REVISION DESCRIPTION	BY

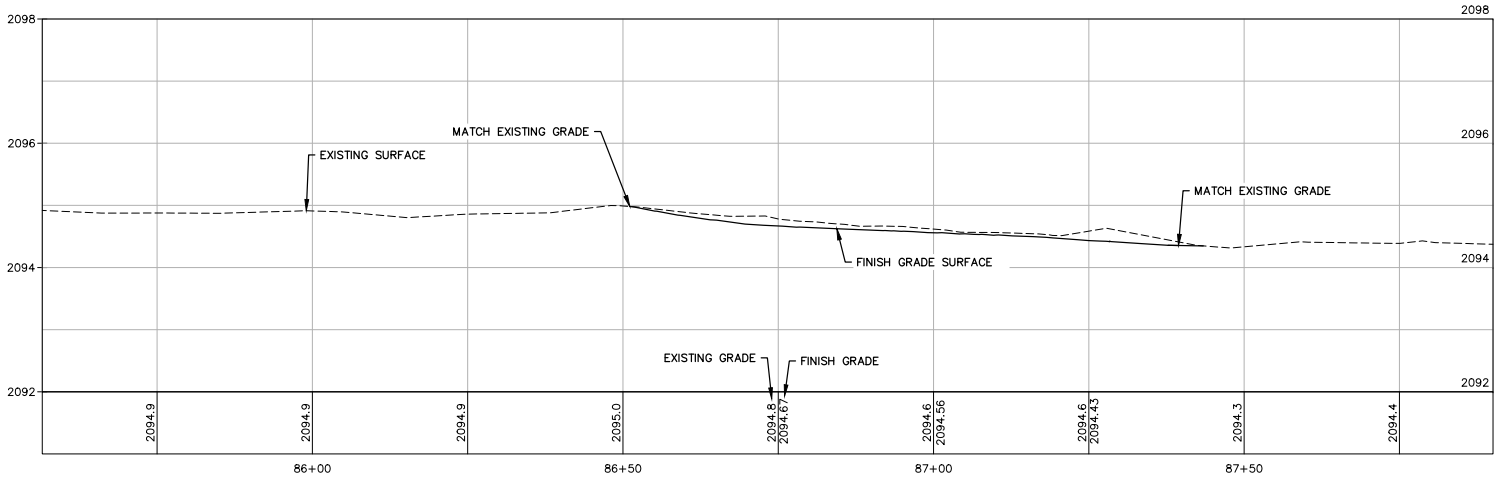
CITY OF SANDPOINT

FIFTH AND PINE STREET SIGNAL

SOUTH – PLAN AND PROFILE

PROJ NO:	44050.010
DESIGNED BY:	AJD
DRAWN BY:	JT
CHECKED BY:	AJD
DWG:	44050.010PL03.DWG
DATE:	12/16/23
SHEET NO:	C5





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NO.	DATE	REVISION DESCRIPTION	BY

CITY OF SANDPOINT

FIFTH AND PINE STREET SIGNAL

INTERSECTION PLAN AND PROFILE

PROJ NO:	44050.010
DESIGNED BY:	AJD
DRAWN BY:	JT
CHECKED BY:	AJD
DWG NAME:	44050.010DS02.DWG
DATE:	12/26/23
SHEET NO:	C6

GENERAL PROJECT NOTES

1. SPOT ELEVATIONS AND SLOPES ARE INTENDED FOR INFORMATIONAL PURPOSES ONLY, AND SHOULD NOT BE RELIED ON SOLELY FOR CONSTRUCTION OF ADA COMPLIANT PEDESTRIAN RAMPING.

UNDERGROUND SERVICE ALERT
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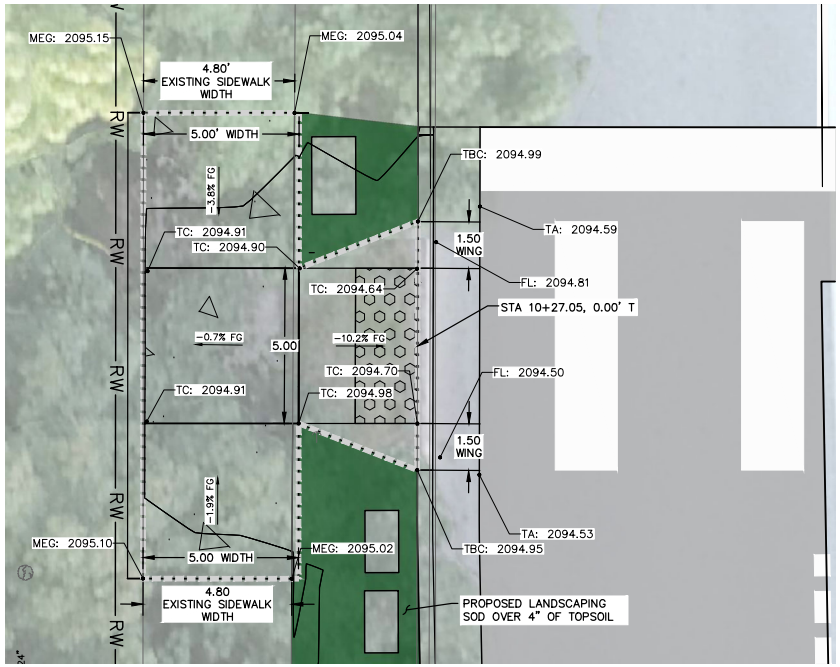
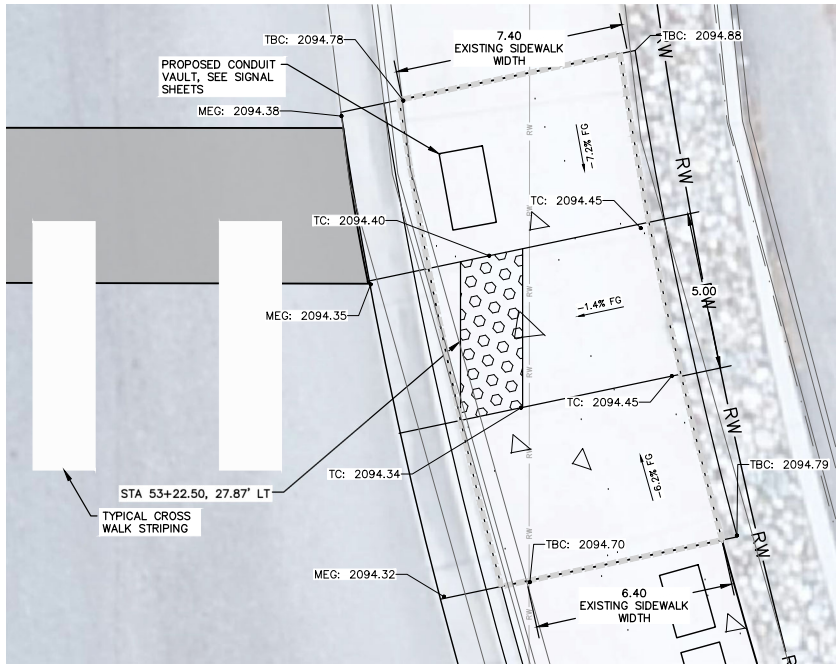
GRAPHIC SCALE
(IN FEET)
11x17 SCALE 1" = 4' ft.
22X34 SCALE 1" = 2' ft.



PEDESTRIAN RAMP GRADING - SOUTHWEST 1/C7



PEDESTRIAN RAMP GRADING - NORTHWEST 2/C7

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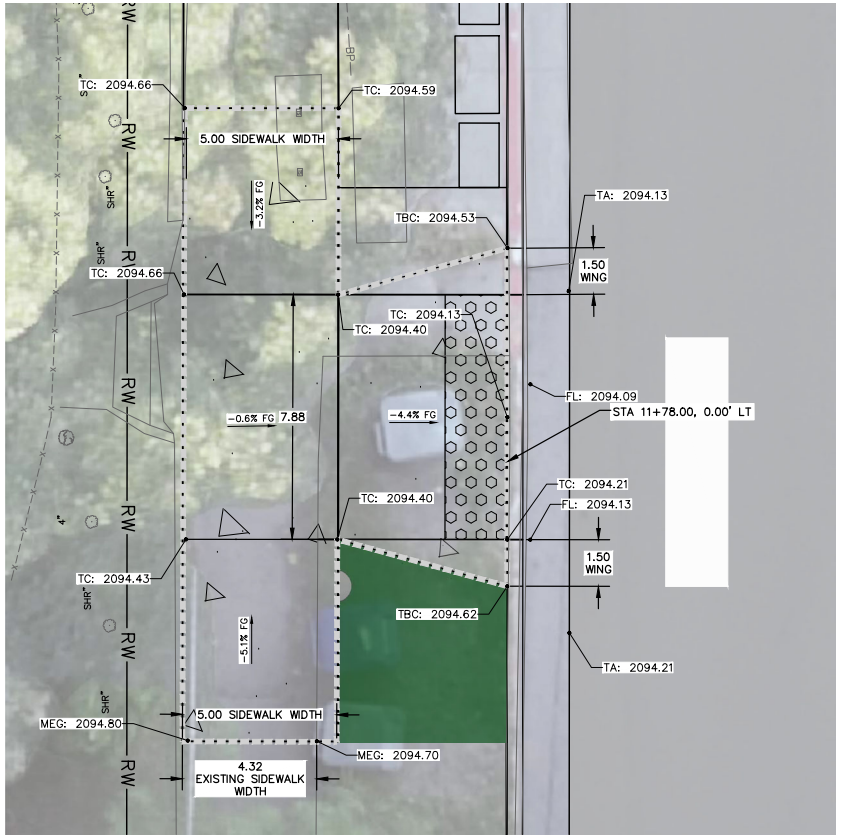
NO.	DATE	REVISION DESCRIPTION	BY

CITY OF SANDPOINT
FIFTH AND PINE STREET SIGNAL
PEDESTRIAN RAMP GRADING

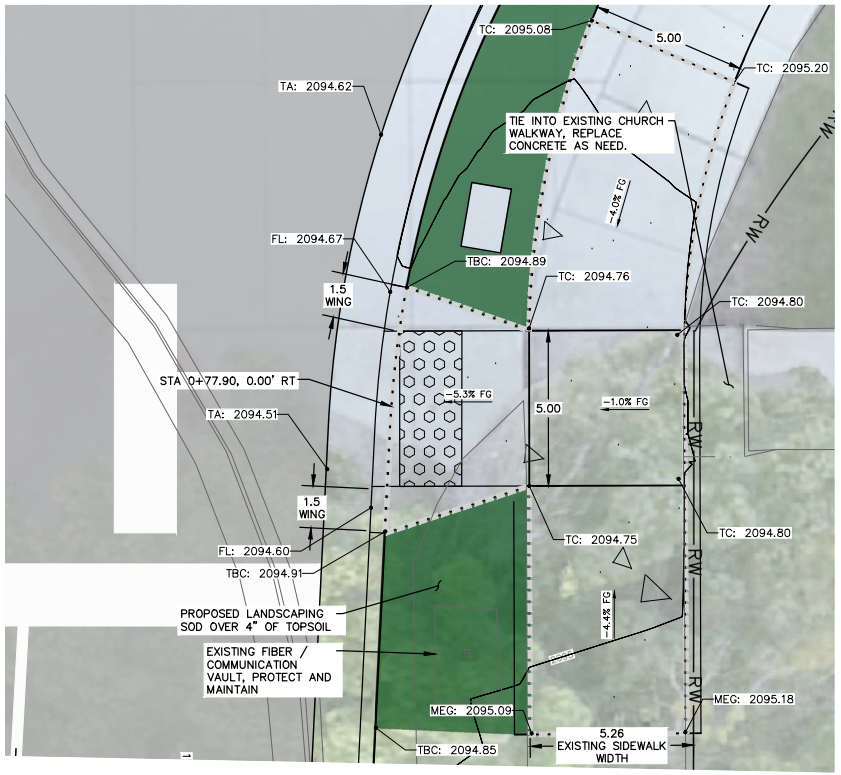
PROJ NO:	44050.010
DESIGNED BY:	AJD
DRAWN BY:	JT
CHECKED BY:	
DWG NAME:	44050.010DS01.DWG
DATE:	12/26/23
SHEET NO:	C7

GENERAL PROJECT NOTES

1. SPOT ELEVATIONS AND SLOPES ARE INTENDED FOR INFORMATIONAL PURPOSES ONLY, AND SHOULD NOT BE RELIED ON SOLELY FOR CONSTRUCTION OF ADA COMPLIANT PEDESTRIAN RAMPING.



PEDESTRIAN RAMP GRADING - SOUTHEAST (1 / C8)



PEDESTRIAN RAMP GRADING - NORTHEAST (2 / C8)

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GRAPHIC SCALE
(IN FEET)
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NO.	DATE	REVISION DESCRIPTION	BY

CITY OF SANDPOINT
FIFTH AND PINE STREET SIGNAL
PEDESTRIAN RAMP GRADING

PROJ NO:	44050.010
DESIGNED BY:	AJD
DRAWN BY:	JT
CHECKED BY:	
DWG NAME:	44050.010DS01.DWG
DATE:	12/26/23
SHEET NO:	C8

ITEM NO.	QUAN.	FIFTH AND PINE STREET SIGNAL QUANTITIES
		EXISTING ITEMS TO BE RELOCATED BY CONTRACTOR
1	1 EA	TRAFFIC SIGNAL CONTROLLER AND CABINET, TO BE EXISTING SIGNAL CONTROLLER AND CABINET.
2	1 EA	ELECTRICAL SERVICE PEDESTAL, TO BE EXISTING CHURCH STREET TRAFFIC SIGNAL ELECTRICAL SERVICE PEDESTAL.
3	2 EA	TRAFFIC SIGNAL POLE, REMOVE AND REINSTALL EXISTING SIGNAL POLES, MAST ARMS, PUSH BUTTONS AND LUMINAIRES AS SHOWN ON PLANS. INCLUDES ALL OTHER MISCELLANEOUS ITEMS, EQUIPMENT, OR LABOR NECESSARY FOR COMPLETE INSTALLATION AND OPERATION.
4	3 EA	PEDESTRIAN POLE, REMOVE AND REINSTALL EXISTING PEDESTRIAN POLES AND PUSH BUTTONS AS SHOWN ON PLANS. INCLUDES ALL OTHER MISCELLANEOUS ITEMS, EQUIPMENT, OR LABOR NECESSARY FOR COMPLETE INSTALLATION AND OPERATION.
5	8 EA	LED TRAFFIC SIGNAL HEAD, REMOVE AND REINSTALL EXISTING TRAFFIC SIGNAL HEAD, SIGNAL HEAD VISOR, SIGNAL BACKPLATE, AND LED VEHICLE SIGNAL MODULES (120 VOLT). INCLUDING MOUNTING BRACKETS AND ALL OTHER MISCELLANEOUS ITEMS, EQUIPMENT, OR LABOR NECESSARY FOR COMPLETE INSTALLATION AND OPERATION.
6	4 EA	PEDESTRIAN SIGNAL HEAD, REMOVE AND REINSTALL EXISTING PEDESTRIAN SIGNAL HEAD AND ORIENT TO BE PARALLEL TOWARDS RESPECTIVE CROSSING AS SHOWN ON PLANS. EXISTING PEDESTRIAN SIGNAL BULBS AND MODULES TO BE PRESERVED AND PROTECTED. INCLUDES MOUNTING BRACKETS AND ALL OTHER MISCELLANEOUS ITEMS, EQUIPMENT, OR LABOR NECESSARY FOR COMPLETE INSTALLATION AND OPERATION.
7	6 EA	STREET NAME SIGN BRACKET, REMOVE AND REINSTALL EXISTING MAST ARM STREET NAME SIGN MOUNTS. INCLUDES ANY AND ALL EQUIPMENT, LABOR, OR MODIFICATIONS NECESSARY FOR COMPLETE INSTALLATION AND OPERATION.

ITEM NO.	QUAN.	FIFTH AND PINE STREET SIGNAL QUANTITIES
		ITEMS FURNISHED AND INSTALLED BY CONTRACTOR
1	1 EA	PHOTOELECTRIC CONTROL CELL, TO BE FISHER PIERCE 6690B, GENERAL ELECTRIC P.E. CONTROL 240V (CATALOG NO. PECOTL) WITH BRACKET (CATALOG NO. MB-PECTL), INTERMATIC P.E. CONTROL 240V (K1200 SERIES) WITH BRACKET (CATALOG NO. K122) OR APPROVED EQUAL.
2	2 EA	DETECTION MOUNTING BRACKET, TO BE SMARTSENSOR MOUNT PART NO: WX-SS-611, POWDER COATED GREEN, FED COLOR 14062, OR APPROVED EQUAL.
3	1 EA	RADAR DETECTION SYSTEM, TO BE ECONOLITE EVO, SMART MICRO TRUE GUARD STREAM OR APPROVED EQUAL. THE DETECTION SYSTEM SHALL INCLUDE ALL ITEMS NECESSARY FOR A COMPLETE INSTALLATION, INCLUDING ALL INTERNAL CABINET COMPONENTS, MOUNTING EQUIPMENT, AND ALL NECESSARY HARDWARE AND SOFTWARE TO SERVICE THE INTERSECTION APPROACHES AS SHOWN ON THE PLANS.
4	1 EA	FOUNDATION, REINFORCED CONCRETE, TYPE P FOR COMBINATION SIGNAL CABINET AND SERVICE PEDESTAL WITH CONCRETE PAD, REFER TO ITD STANDARD DRAWINGS I-7-A-1 FOR CONCRETE AND REINFORCING STEEL QUANTITIES AND CONFIGURATION DETAILS.
5	1 EA	FOUNDATION, REINFORCED CONCRETE, TYPE D FOR SIGNAL POLE WITH SINGLE MAST ARM. REFER TO ITD STANDARD DRAWINGS I-7-C FOR CONCRETE AND REINFORCING STEEL QUANTITIES AND CONFIGURATION DETAILS.
6	1 EA	FOUNDATION, REINFORCED CONCRETE, TYPE F FOR SIGNAL POLE WITH DOUBLE MAST ARM. REFER TO ITD STANDARD DRAWINGS I-7-C FOR CONCRETE AND REINFORCING STEEL QUANTITIES AND CONFIGURATION DETAILS.
7	3 EA	FOUNDATION, REINFORCED CONCRETE, TYPE A FOR PEDESTRIAN SIGNAL POLE. REFER TO ITD STANDARD DRAWINGS I-7-C FOR CONCRETE AND REINFORCING STEEL QUANTITIES AND CONFIGURATION DETAILS. INCLUDES 4-INCH, RIGID STEEL CONDUIT, THREADED TO MATCH PELCO FRANGIBLE CASE BASE.
8	5 EA	FOUNDATION, SINGLE POLE BREAKAWAY CONNECTOR KITS, (2 KITS PER LUMINAIRE) TO BE BUSSMAN MFG. NO. HEB-JW-RLC-J, LITTLEFIELD NO. LEC-JJ-S, FERRAZ-SHAWMUT FEB-81-81-BA OR APPROVED EQUAL.
9	8 EA	JUNCTION BOX, COMPOSITE, 13" X 24" X 18" DEEP, QUARZITE NO. PG1324Z850, CARSON PG1324-18-T22, ARMORCAST A6001946HDAPCX18 WITH "SIGNAL" LOGO FOR SIGNAL AND DETECTION BOXES OR APPROVED EQUAL.
10	3 EA	JUNCTION BOX, COMPOSITE, 13" X 24" X 18" DEEP, QUARZITE NO. PG1324Z850, CARSON PC1324-18-T22 ARMORCAST A6001946HDAPCX18 WITH "LIGHTING" LOGO FOR LIGHTING BOXES OR APPROVED EQUAL.
11	3 EA	JUNCTION BOX, COMPOSITE, 17" X 30" X 18" DEEP, QUARZITE NO. PG1730Z850, CARSON PC1730-18-T22 ARMORCAST A6001946HDAPCX18 WITH "FIBER" LOGO FOR FIBER BOXES OR APPROVED EQUAL.
12	1 EA	STREET NAME SIGN, PINE ST (57" X 27"), TO BE D-2K, LETTERING TO BE WHITE ON GREEN REFLECTIVE BACKGROUND. LETTERING STYLE TO BE 10" D TYPEFACE STREET DESIGNATOR. NEW SIGN TO MEET ALL APPLICABLE 2023 ITD AND MUTCD 11 STANDARDS.
13	2 EA	STREET NAME SIGN, FIFTH AVE (90" X 18"). TO BE D-2K, LETTERING TO BE WHITE ON GREEN REFLECTIVE BACKGROUND. LETTERING STYLE TO BE 12" D TYPEFACE STREET DESIGNATOR. NEW SIGN TO MEET ALL APPLICABLE 2023 ITD AND MUTCD 11 STANDARDS.
14	1 EA	SIGN, NO RIGHT TURN ON RED FOR TRUCKS (24" X 30"). LETTERING TO BE BLACK ON WHITE REFLECTIVE BACKGROUND. LETTERING STYLE TO BE 4" B TYPEFACE. NEW SIGN TO MEET ALL APPLICABLE 2023 ITD AND MUTCD 11 STANDARDS.
15	1 EA	SIGN BRACKET, FOR MAST ARM MOUNTING OF STREET NAME SIGNS, TO BE SKY BRACKET GS-SBC(66)-SBK-24TK-14, OR APPROVED EQUAL.
16	6 EA	FUSE, 8 AMP CARTRIDGE TYPE, TO BE BUSSMAN MFG. NO. FNM-8, LITTLE FIELD NO. FLM-8, FERRAZ-SHAWMUT NO. TRM-8 OR APPROVED EQUAL.
17	VAR	MISCELLANEOUS ITEMS, TO INCLUDE 2" AND 3" PLASTIC CONDUIT, INCLUDING SWEEPS AND ELBOWS; RIGID STEEL CONDUIT; WATERTIGHT STEEL ELBOWS; #2 AWG THWN STRANDED COPPER WIRE (600V) FOR GROUND; #12 AWG THWN STRANDED COPPER WIRE (600V); #8 AWG STRANDED BARE COPPER WIRE (600V) FOR GROUND; #12 AWG THWN STRANDED COPPER WIRE (GREEN LOCATE WIRE); #14 AWG 5C SIGNAL CABLE (IMSA NO. 19-1-1984); #18 AWG 4C SIGNAL CABLE (IMSA NO. 19-1-1984); PULL TAPE; SPLICE KIT RAYCHEM CRSM-CT-53/13-200, 3M 82-A SERIES. BLACKBURN USL30 OR APPROVED EQUAL, AND VARIOUS OTHER ITEMS, HARDWARE AND FITTINGS NECESSARY FOR A COMPLETE INSTALLATION.

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01/15/2024

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Coeur d'Alene, ID 83814

NO.	DATE	REVISION DESCRIPTION	BY

CITY OF SANDPOINT

FIFTH AND PINE STREET SIGNAL

SIGNAL QUANTITIES

PROJ NO:	44050.010
DESIGNED BY:	AJD
DRAWN BY:	JDY
CHECKED BY:	
DWG NAME:	44050.010PL02.DWG
DATE:	01–15–2024
SHEET NO:	SGL1

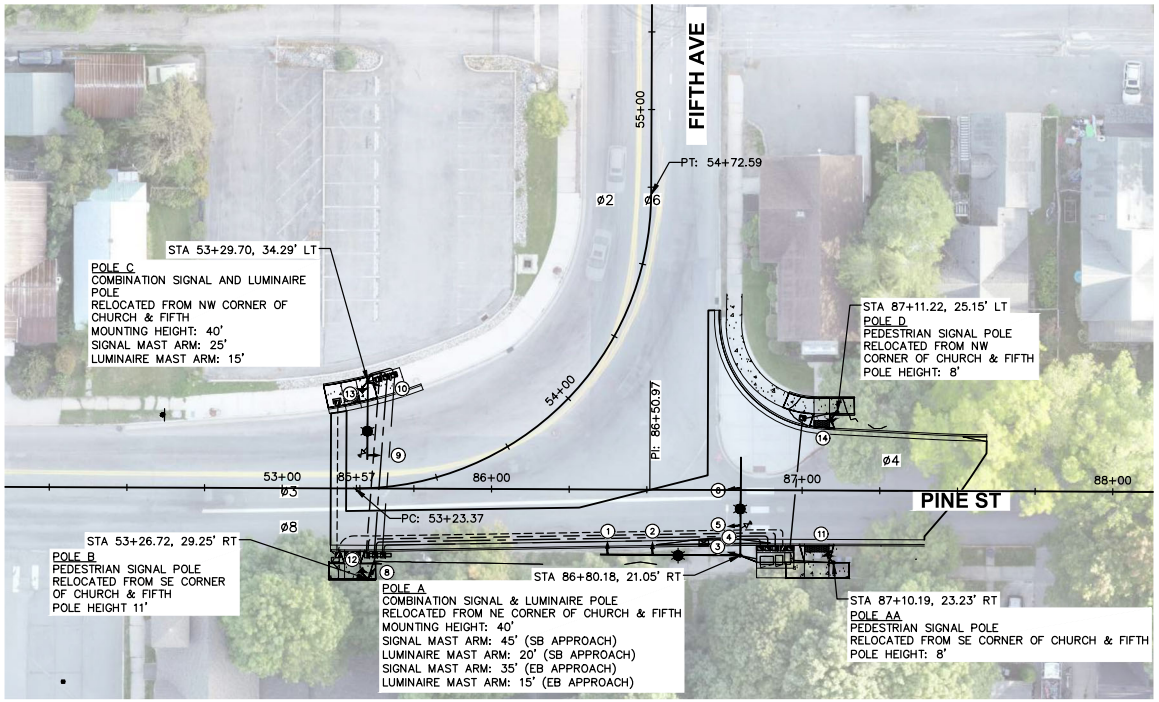
GRAPHIC SCALE

20 0 10 20 40

(IN FEET)

11x17 SCALE 1" = 40 ft.

22X34 SCALE 1" = 20 ft.



LEGEND

- LUMINAIRE
- PEDESTRIAN SIGNAL HEAD
- VEHICLE SIGNAL HEAD
- POLE AND MAST ARM
- VEHICLE DETECTION UNIT
- JUNCTION BOX TYPE "PGB" W/ "SIGNAL" LOGO (SIZE 13" X 24")
- JUNCTION BOX TYPE "PGB" W/ "LIGHTING" LOGO (SIZE 13" X 24")
- JUNCTION BOX TYPE "PGC" W/ "FIBER" LOGO (SIZE 17" X 30")
- SIGNAL CABINET AND SERVICE PEDESTAL
- PEDESTRIAN PUSHBUTTON POLES
- SIGNAL CONDUIT GROUP
- LIGHTING CONDUIT GROUP
- INTERCONNECT CONDUIT GROUP
- DETECTION CONDUIT GROUP

NOTES

1. ALL TRAFFIC CONTROL DEVICES SHALL CONFORM TO THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD) AS ADOPTED BY THE STATE.
2. THE CONTRACTOR SHALL VERIFY AND CHECK ALL DIMENSIONS AND DETAILS SHOWN ON THE DRAWINGS. PRIOR TO START OF CONSTRUCTION, ANY DISCREPANCIES SHALL BE IMMEDIATELY BROUGHT TO THE ATTENTION OF THE ENGINEER FOR CLARIFICATION.
3. CONTRACTOR IS RESPONSIBLE FOR ANY UNNECESSARY DAMAGE TO PROPERTY SURROUNDING THIS CONSTRUCTION SITE.
4. LOCATIONS OF EXISTING UNDERGROUND STRUCTURES AND UTILITIES SUCH AS PIPELINES. CONDUITS, CABLES, ETC. SHOWN ON THESE PLANS ARE APPROXIMATE ONLY. IT IS NOT THE INTENT OF THESE PLANS TO SHOW EXACT LOCATION OF ALL UNDERGROUND UTILITIES AND STRUCTURES. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY LOCATIONS OF ALL EXISTING UTILITIES WITH THE RESPECTIVE OWNERS. EXISTING UTILITIES DAMAGED BY THE CONTRACTOR SHALL BE REPAIRED BY THE CONTRACTOR AT CONTRACTORS EXPENSE.
5. THE LOCATIONS OF THE JUNCTION BOXES, SIGNAL CABINET, SERVICE PEDESTAL AND SIGNAL POLES SHALL BE FIELD VERIFIED BY THE ENGINEER PRIOR TO INSTALLATION.
6. ALL JUNCTION BOXES TO BE OUTSIDE OF SIDEWALK/PATH, IF ROW ALLOWS.
7. TOP OF FOUNDATIONS LOCATED WITHIN THE SIDEWALK SHALL BE 4" BELOW FINISHED GRADE ELEVATION.
8. AT ALL "FIBER" JUNCTION BOXES AND AT ALL SPLICE LOCATIONS, CONTRACTOR TO PROVIDE 100' OF SLACK (50' ON EACH SIDE OF SPLICE).

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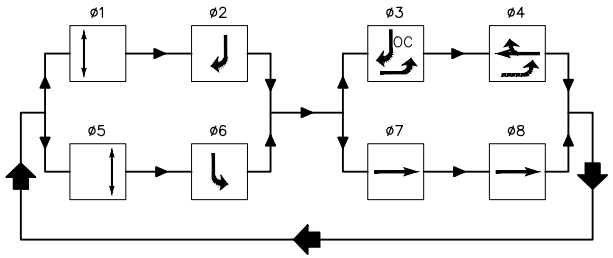
NO.	DATE	REVISION DESCRIPTION	BY

CITY OF SANDPOINT

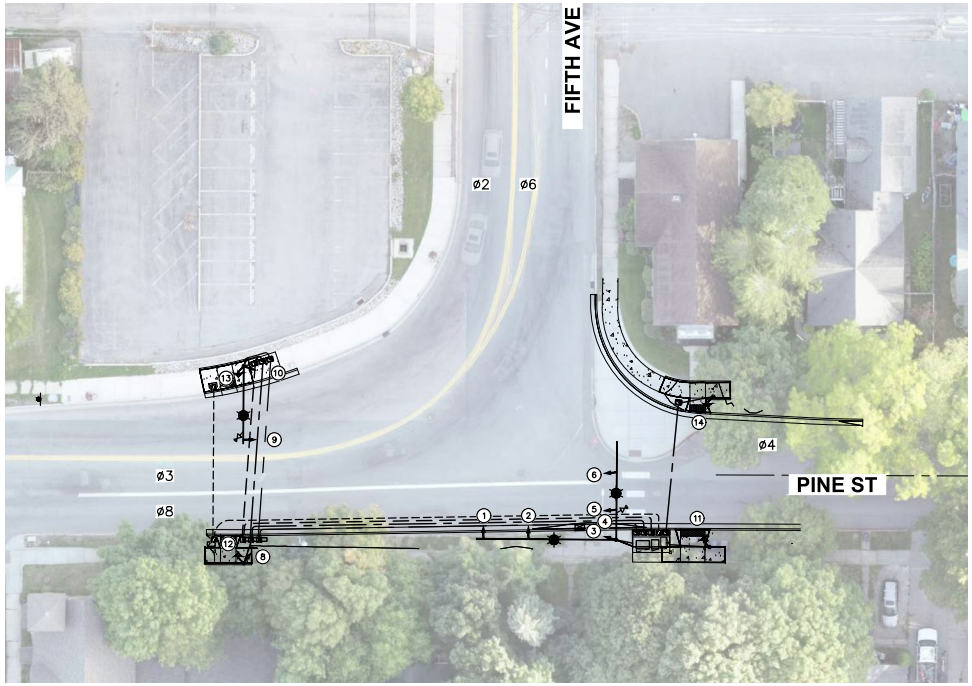
FIFTH AND PINE STREET SIGNAL

SIGNAL PLAN

PROJ NO:	44050.010
DESIGNED BY:	AJD
DRAWN BY:	JDY
CHECKED BY:	
DWG NAME:	44050.010PL02.DWG
DATE:	01-15-2024
SHEET NO:	SGL2



PHASING DIAGRAM 1 SGL3
NOT TO SCALE



SIGNAL HEAD NUMBERS 2 SGL3
NOT TO SCALE

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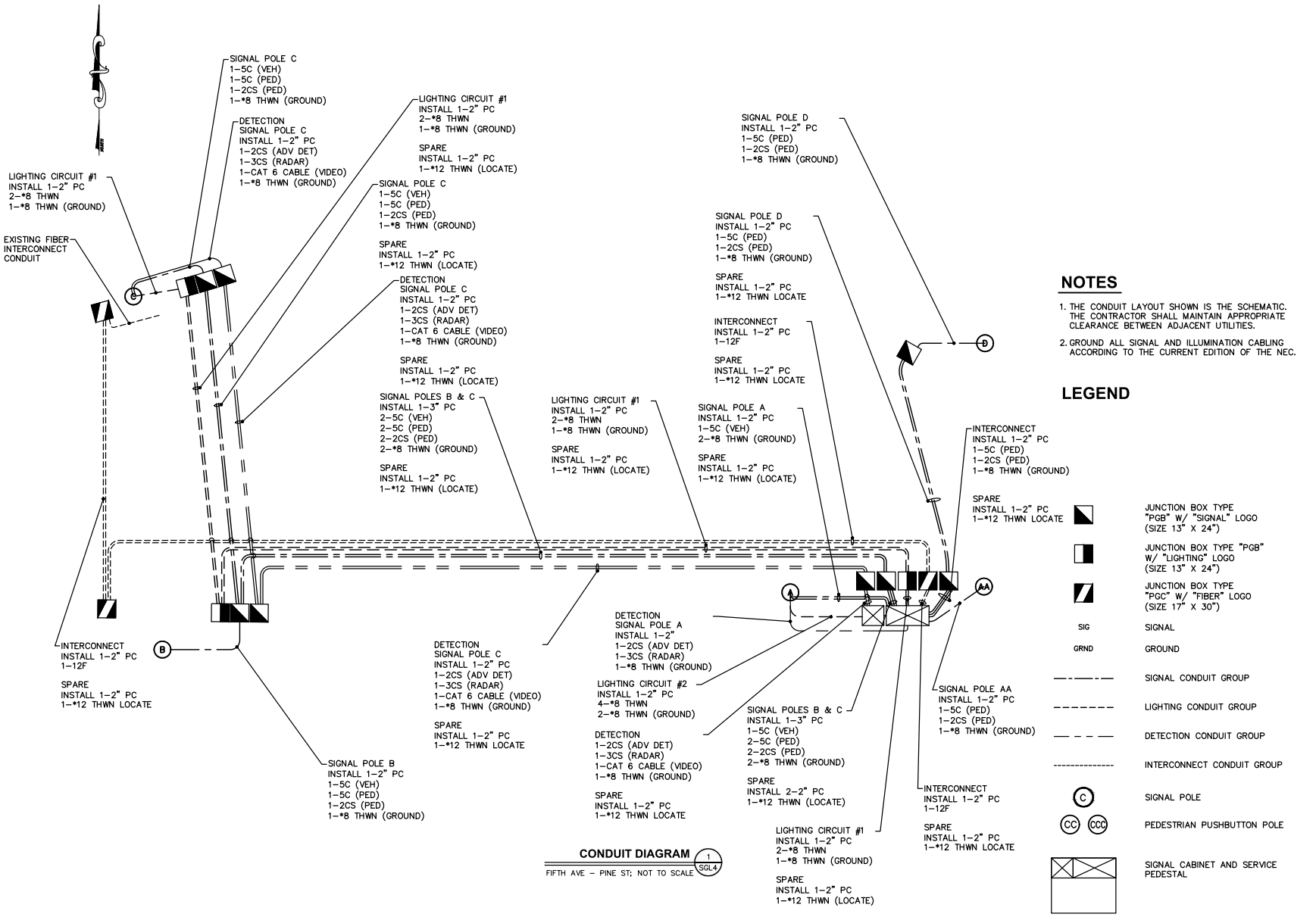
NO.	DATE	REVISION DESCRIPTION	BY

CITY OF SANDPOINT
FIFTH AND PINE STREET SIGNAL
SIGNAL PHASING DIAGRAM

PROJ NO:	44050.010
DESIGNED BY:	AJD
DRAWN BY:	JDY
CHECKED BY:	
DWG NAME:	44050.010PL02.DWG
DATE:	01-15-2024
SHEET NO:	SGL3



CONDUIT DIAGRAM (1 / SGL4)
FIFTH AVE – PINE ST; NOT TO SCALE

NOTES

1. THE CONDUIT LAYOUT SHOWN IS THE SCHEMATIC. THE CONTRACTOR SHALL MAINTAIN APPROPRIATE CLEARANCE BETWEEN ADJACENT UTILITIES.
2. GROUND ALL SIGNAL AND ILLUMINATION CABLING ACCORDING TO THE CURRENT EDITION OF THE NEC.

LEGEND

	JUNCTION BOX TYPE "PGB" W/ "SIGNAL" LOGO (SIZE 13" X 24")
	JUNCTION BOX TYPE "PGB" W/ "LIGHTING" LOGO (SIZE 13" X 24")
	JUNCTION BOX TYPE "PGC" W/ "FIBER" LOGO (SIZE 17" X 30")
SIG	SIGNAL
GRND	GROUND
	SIGNAL CONDUIT GROUP
	LIGHTING CONDUIT GROUP
	DETECTION CONDUIT GROUP
	INTERCONNECT CONDUIT GROUP
C	SIGNAL POLE
CC CCC	PEDESTRIAN PUSHBUTTON POLE
	SIGNAL CABINET AND SERVICE PEDESTAL

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STATE OF IDAHO
ADAM J DORSEY
01/15/2024

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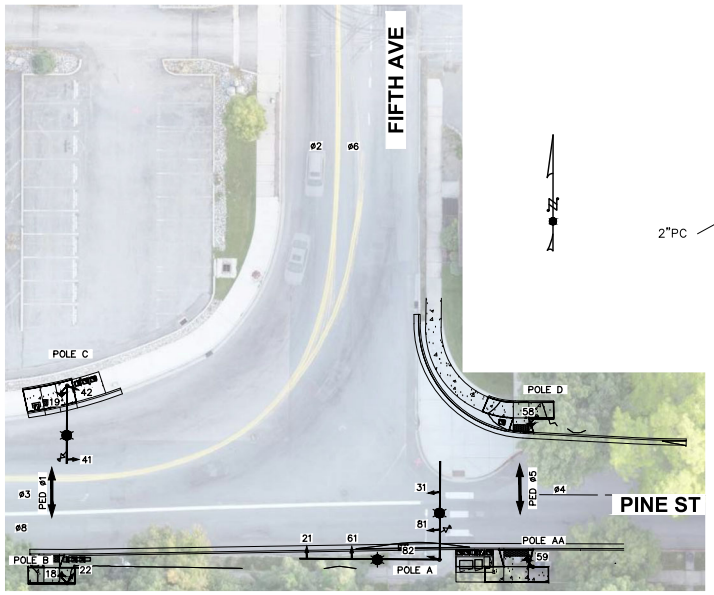
NO.	DATE	REVISION DESCRIPTION	BY

CITY OF SANDPOINT
FIFTH AND PINE STREET SIGNAL
CONDUIT DIAGRAM

PROJ NO:	44050.010
DESIGNED BY:	AJD
DRAWN BY:	JDY
CHECKED BY:	
DWG NAME:	44050.010PL02.DWG
DATE:	01-15-2024
SHEET NO:	SGL4

NOTES:

1. USE 2" PC FROM EACH SIGNAL "C" SIZE JUNCTION BOX TO EACH SIGNAL POLE BASE. THE FILL SHALL BE 5 CONDUCTOR CABLES FOR VEHICLE PHASES, PEDESTRIAN PHASES WITH PUSHBUTTONS AND 2 CONDUCTOR CABLES FOR PREEMPT INDICATORS: TO BE IMSA 19-1 OR 20-1 TYPE CABLES. UNUSED CONDUCTORS SHALL BE RETAINED FULL LENGTH.
2. NON-METALLIC RACEWAYS SHALL HAVE ÍA #8 THWN GROUND CONDUCTOR.
3. SIGNAL INTERSECTION PLAN SHEET FOR LOCATION OF JUNCTION BOXES.
4. PEDESTRIAN PUSHBUTTON WIRING IS TO BE INSTALLED AS PER MANUFACTURER'S INSTRUCTIONS.



NOTES (CONTD):

5. THE 3C(M 913) PRE-EMPT CABLES SHALL NOT BE SPLICED FROM THE CABINET TO THE PRE-EMPT DETECTOR.
6. GROUND ALL SIGNAL AND ILLUMINATION CABLING ACCORDING TO THE CURRENT EDITION OF THE NEC.
7. SEE C SHEETS FOR LOCATIONS OF JUNCTION BOXES.
8. SPARE CONDUITS ARE NOT SHOWN.
9. THE ENDS OF THE CABLES COILED IN THE SIGNAL CONTROLLER CABINET AND SIGNAL MAST ARMS FOR FUTURE CONNECTION SHALL BE SEALED AGAINST MOISTURE.

SYMBOLOGY CHART

- — Indicates multi-conductors or cable assemblies. (IMSA 19-1 or 20-1)
- — Indicates individual conductors or conductor breakout from cable or bundle.
- n — Denotes number of conductors and/or cable(s) per conduit.
- n" PC — Denotes conduit size and type.
- — Camera power cable. See video detection sheet for termination.

SIGNAL FIELD WIRING DIAGRAM (1 / SGL5)

5TH AVE – PINE ST: NOT TO SCALE

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NO.	DATE	REVISION DESCRIPTION	BY

CITY OF SANDPOINT

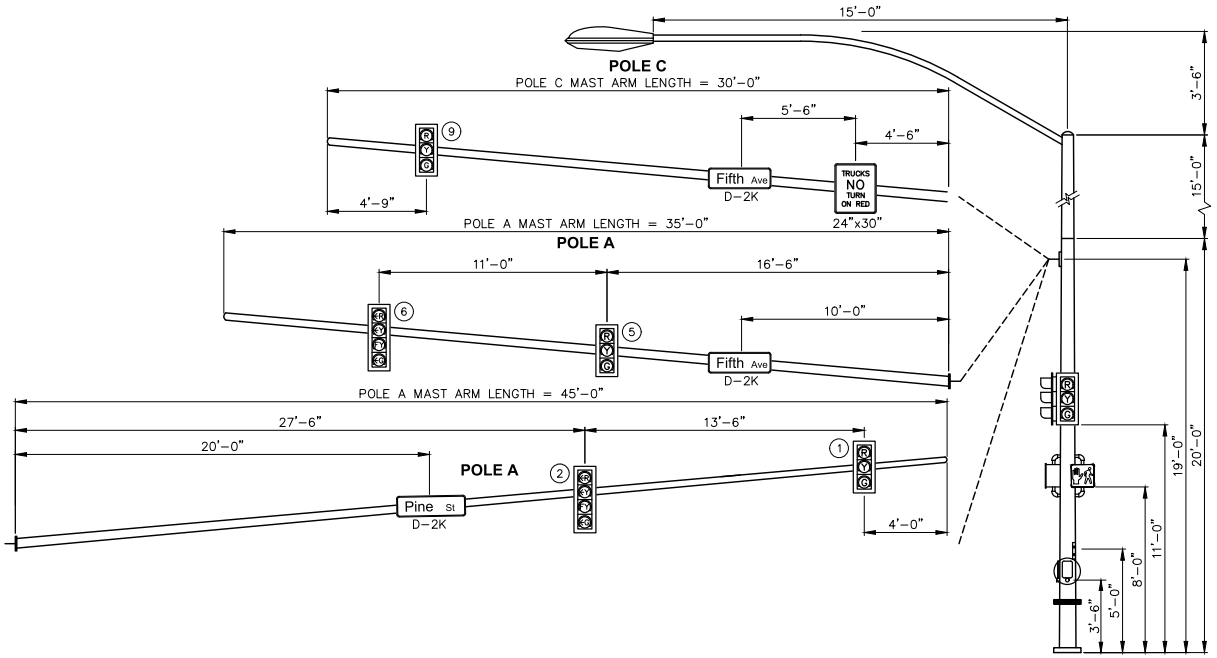
FIFTH AND PINE STREET SIGNAL

FIELD WIRING DIAGRAM

PROJ NO:	44050.010
DESIGNED BY:	AJD
DRAWN BY:	JDY
CHECKED BY:	
DWG NAME:	44050.010PL02.DWG
DATE:	01-15-2024
SHEET NO:	SGL5

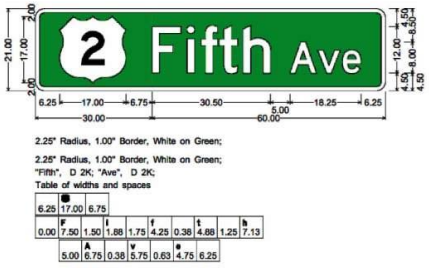
NOTES:

1. DIMENSIONS SHOWN ON THE SIGNAL MAST ARMS ARE ACCURATE FOR THE POLE LOCATIONS SHOWN ON THE PLAN SHEET ONLY. IF THE POLES ARE LOCATED DIFFERENTLY, MAST ARM LENGTHS AND SIGNAL LOCATIONS MAY CHANGE.
2. ALL SIGNING AND MOUNTING BRACKETS SHOWN ON THIS SHEET SHALL NOT BE PAID FOR SEPARATELY, BUT CONSIDERED INCIDENTAL TO TRAFFIC SIGNAL INSTALLATION.

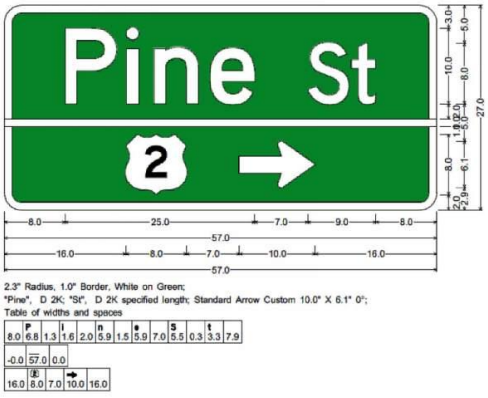


SIGNAL MAST ARM DETAIL 1 SGL6
NOT TO SCALE

TYPICAL SIGNAL POLE DETAIL 2 SGL6
NOT TO SCALE



D-2K



D-2K

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NO.	DATE	REVISION DESCRIPTION	BY

CITY OF SANDPOINT

FIFTH AND PINE STREET SIGNAL

SIGNAL HEAD AND SIGN MOUNTING PLAN

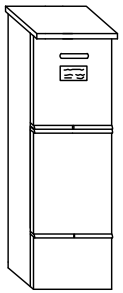
PROJ NO:	44050.010
DESIGNED BY:	AJD
DRAWN BY:	JDY
CHECKED BY:	
DWG NAME:	44050.010PL02.DWG
DATE:	01-15-2024
SHEET NO:	SGL6

DRILL POLE CAP TO ACCEPT PHOTOELECTRIC CONTROL LOCKING TYPE RECEPTACLE. (SIGNAL POLES ONLY)

ILLUMINATION POLES USE POLE TOP ADAPTER FOR THIS LOCATION

ALTERNATE LOCATION

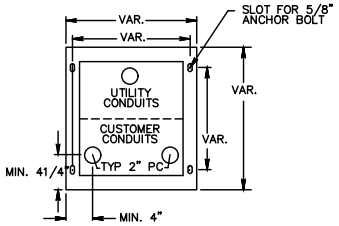
POLE TOP MOUNTING FOR PHOTOELECTRIC CELL



TYPICAL SERVICE PEDESTAL

SEE STANDARD DRAWING 1-7-A FOR FOUNDATION DETAIL

PEDESTAL FLANGE MOUNTING DETAIL



TO BE FURNISHED WITH 4 EACH 5/8" x 6" x 2"-13 NC ANCHOR BOLTS. NO SLEEVE REQUIRED.

METER WHEN REQUIRED

TEST SWITCH

PHOTOELECTRIC CELL TWIST LOCK RECEPTACLE REQUIRED MOUNTED IN UPPER RIGHT SIDE OF CUSTOMER SECTION.

MANUAL CIRCUIT CLOSING METER SOCKET

#8 (TYPICAL OF ALL LIGHTING CIRCUITS)

#3 #3 #3 #3 #10 #10 #10

A× N B× LANDING LUGS

#4

BUS

#6

SEE NOTE 4.

8" MIN

BASE OF PEDESTAL

SIGNAL CONTROLLER

LIGHTING CIRCUIT #1
LIGHTING CIRCUIT #2
LIGHTING CIRCUIT #3
LIGHTING CIRCUIT #4

SHOW UNUSED LIGHTING CIRCUITS AS DASHED LINES AND LABEL AS "SPARE"

TYPE 1 SERVICE

NOTE

⊕ IDENTIFICATION LABELS SHALL BE REQUIRED FOR BRANCH BREAKERS. LIGHTING BRANCH BREAKER LABELS SHALL READ: "LIGHTING CIRCUIT NO. (SEE PLANS)." SIGNAL BRANCH BREAKER LABELS SHALL READ: "SIGNAL AT (IDENTIFY TWO LEGS OF THE INTERSECTION)."

NOTE

⊕ WHEN SIGNAL & LIGHTING BRANCH BREAKERS ARE INSTALLED IN SAME PANEL BOARD, THE MAIN BREAKER SHALL BE PERMANENTLY LABELED AS FOLLOWS:

WARNING

DO NOT USE MAIN BREAKER AS A DISCONNECT THIS PANEL BOARD CONTAINS ONE OR MORE BRANCH BREAKERS CONTROLLING A SIGNALIZED INTERSECTION

SERVICE CABINET SCHEDULE

ITEM	CLASS "B"
① MAIN BREAKER	(SEE SCHEDULE)
② CONTROL BREAKER	1P-15A 120/240 VOLT
③ TEST SWITCH	SPST-15A 120/240 volt
④ LIGHTING BRANCH BREAKER	2P-120/240 VOLT (SEE DETAIL)
⑤ SIGNAL CONTROL BREAKER	1P-120/240 VOLT (SEE SCHEDULE)
⑥ NEMA 14-50R	120/240 VOLT
⑦ LIGHTING CONTACTOR	8P (ANY COMBINATION)
⑧ FLASHER CONTROL BREAKER	1P-120/240 VOLT (SEE SCHEDULE)
⑨ RECEPTACLE BRANCH BREAKER	2P-120/240 VOLT (SEE SCHEDULE)

BREAKER RATING SCHEDULE

CLASS "B"	
ITEM	NO. OF LIGHTING CIRCUITS
MAIN BREAKER	100 AMP 2P
LIGHTING BRANCH BREAKER	30 AMP 2P
SIGNAL CONTROL BREAKER	60 AMP 1P
LIGHTING CONTACTOR	30 AMP 4P
FLASHER CONTROL BREAKER	
SERVICE WIRE	NO. 3 THWN

NOTES:

1. SERVICE CABINETS SHALL BE NEMA TYPE 3R. TO BE FURNISHED WITH A PADLOCK HASP.
2. DEAD FRONT CONSTRUCTION IS REQUIRED ON ALL CABINETS.
3. PLUG-IN TYPE BREAKERS SHALL BE USED ON "B" SERVICES. MAIN BREAKERS SHALL BE BOLT RETAINED.
4. PRESSURE TYPE TERMINALS SHALL BE REQUIRED FOR #8 THROUGH #2 AWG. WIRE.
5. ALL SERVICES SHALL BE U.L. LABELED FOR MAXIMUM 100 AMP BUS RATING, AND "APPROVED FOR SERVICE ENTRANCE EQUIPMENT."
6. THE MAIN BREAKER LABEL SHALL BE MADE OF RED ON WHITE PLASTIC LAMINATE. THE BRANCH BREAKER LABELS SHALL BE MADE OF BLACK ON WHITE PLASTIC LAMINATE. THE LEGENDS SHALL BE ENGRAVED INTO THE STRIP SO AS TO PROVIDE WHITE LEGEND ON THE REQUIRED BACKGROUND. THE LABELS SHALL BE PERMANENTLY ATTACHED TO THE DEAD FRONT, NEXT TO THE CORRESPONDING BREAKERS.
7. LIGHTING CONTACTORS, LIGHTING & SIGNAL BRANCH CIRCUIT BREAKERS TO BE FACTORY INSTALLED.
8. BRANCH CIRCUIT WIRE AND PHOTOELECTRIC CONTROL TO BE SUPPLIED BY THE CONTRACTOR.
9. ALL BUSSING TO BE 100 AMP RATED.
10. WIRING SHALL BE THWN/MTW 600V 90ºC RATED.

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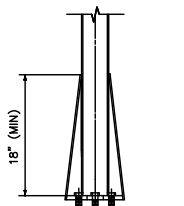
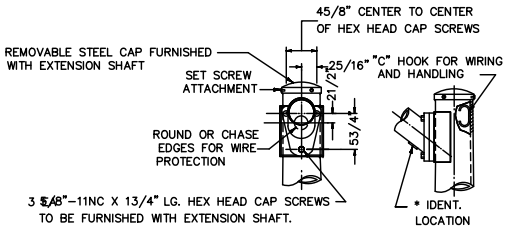
CITY OF SANDPOINT

FIFTH AND PINE STREET SIGNAL

SIGNAL DETAILS

PROJ NO:	44050.010
DESIGNED BY:	AJD
DRAWN BY:	JDY
CHECKED BY:	
DWG NAME:	44050.010PL02.DWG
DATE:	01-15-2024
SHEET NO:	SD1

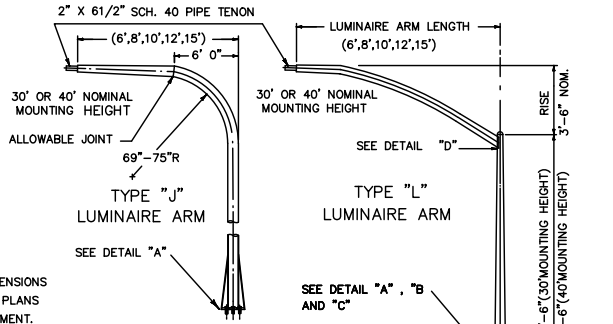




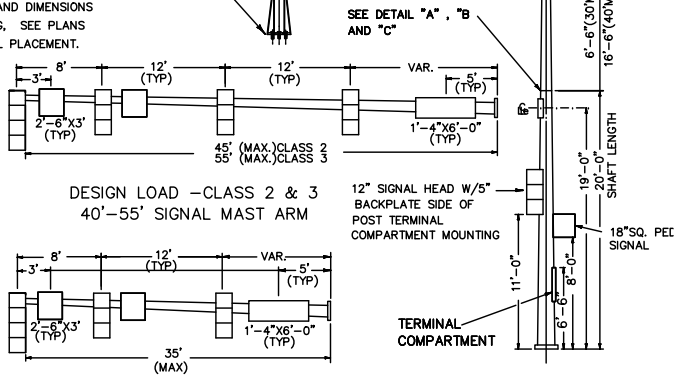
TYPE "L" LUMINAIRE ARM CONNECTION
DETAIL "D"

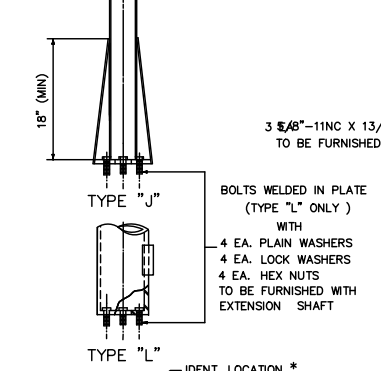
GENERAL NOTES:

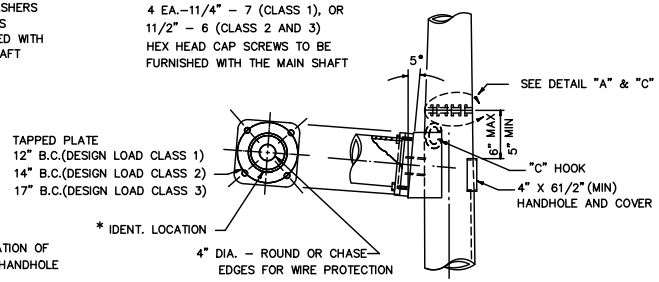
1. THESE STRUCTURES SHALL CONFORM TO THE LATEST REVISION TO THE 1994 AASHTO SPECIFICATIONS FOR STRUCTURAL SUPPORTS FOR HIGHWAY SIGNS, LUMINAIRES AND TRAFFIC SIGNALS. WITH 80 M.P. WIND LOADING. MAXIMUM ALLOWABLE OVERSTRESS SHALL BE 120% FOR GROUPS 2 AND 3.
2. **CLASS 1 LOADS FOR A 20 FT. MAST ARM SHALL BE BASED ON A 3 SECTION SIGNAL HEAD MOUNTED FARTHEST FROM THE POLE.**
3. **DESIGN LOADS SHALL BE BASED ON 12" POLYCARBONATE SIGNAL HEADS WITH 5" BACKPLATES AND STRAP ON BRACKET MOUNTING.**



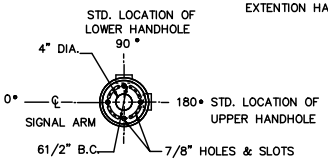
NOTE: HEAD CONFIGURATION AND DIMENSIONS SHOWN FOR MAXIMUM LOADING, SEE PLANS FOR ACTUAL SIGN AND SIGNAL PLACEMENT.

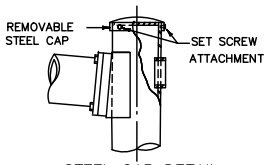






SIGNAL ARM CONNECTION
DETAIL "B"





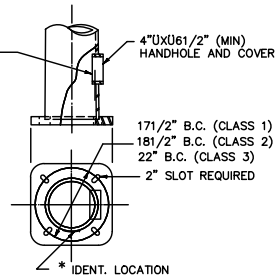
NOTE:
CLEAN ALL THREADS AND SEAT ALL BOLTS BEFORE ASSEMBLY.

1/2" 13NC TAP OR NUT HOLDER FOR GROUNDING

NOTE:
CLEAN ALL THREADS AND SEAT ALL BOLTS.

NOTE:
ANCHOR BOLTS SHALL PROJECT ABOVE THE BASE PLATE THE HEIGHT OF THE WASHER, TWO ANCHOR BOLT **NUTS, AND THREE THREADS (ABOVE THE TOP OF ANCHOR BOLT NUTS).**

4 EA. 13/4" X 84" X 6" ANCHOR BOLTS (CLASS 1, 2 & 3) WITH EIGHT GALV. WASHERS AND TWELVE HEX NUTS. TO BE FURNISHED WITH MAIN SHAFT.



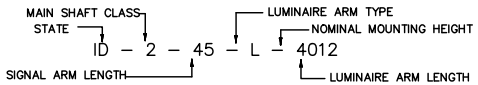
SIGNAL POLE	
MAIN SHAFT	SIGNAL ARM LENGTH
CLASS 1	20' 25' 30' 35'
CLASS 2	40' 45'
CLASS 3	50' 55'

LUMINAIRE ARM		
ARM TYPE	MOUNTING HEIGHT	ARM LENGTH
J OR L	30' 40'	6' 8' 10' 12' 15'

* NOTE:
THE FOLLOWING IDENTIFICATION INFORMATION SHALL BE PERMANENTLY SHOWN ON APPROPRIATE COMPONENTS:

MANUFACTURER AND PRODUCTION DATE,
MAIN SHAFT – (CLASS),
SIGNAL ARM – (LENGTH),
LUMINAIRE EXTENSION – (TYPE & M. H.)
LUMINAIRE ARM – (LENGTH),

POLE ASSEMBLY IDENTIFICATION PROCEDURE



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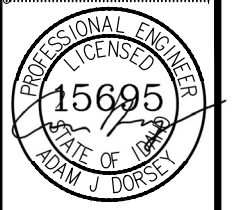

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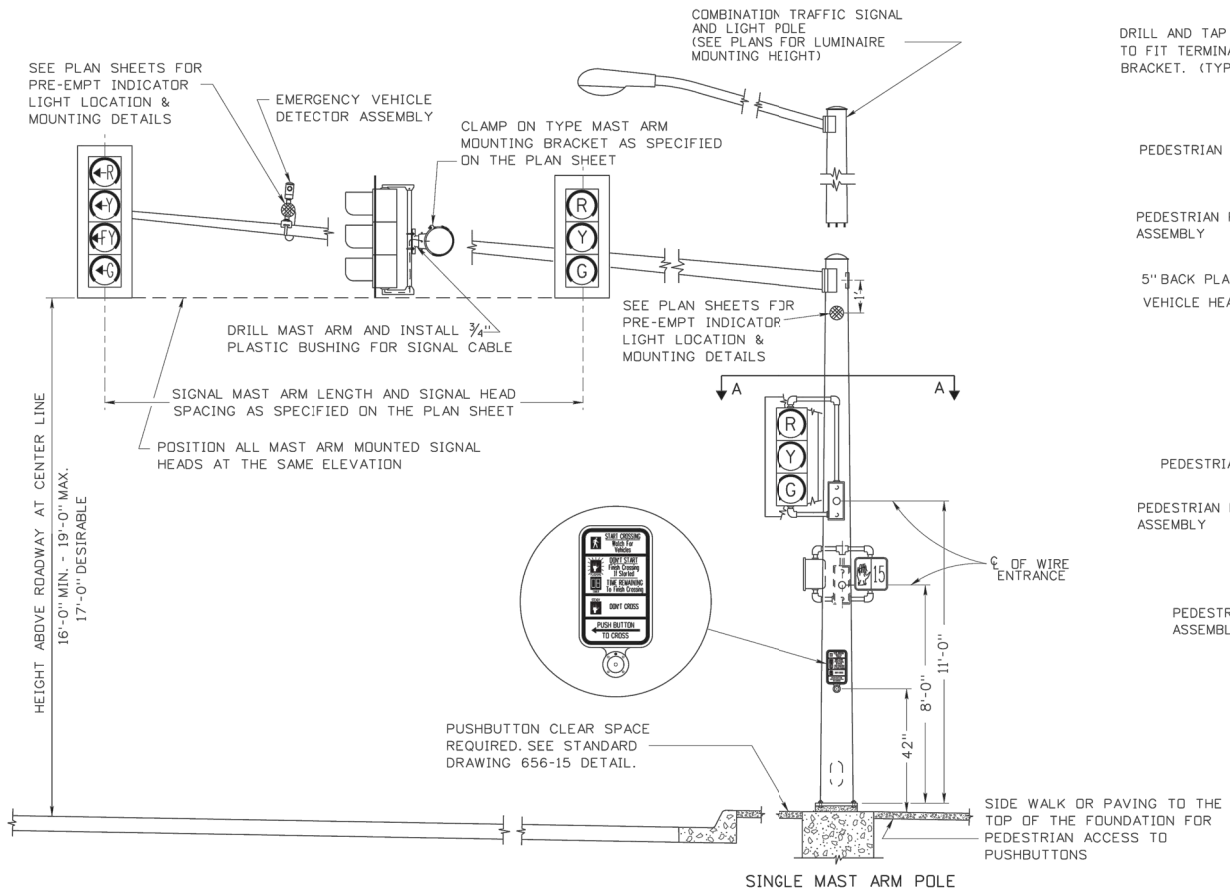
(fax) 208-664-5946

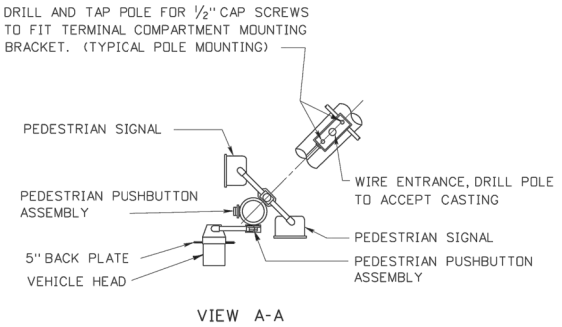
NO.	DATE	REVISION DESCRIPTION	BY

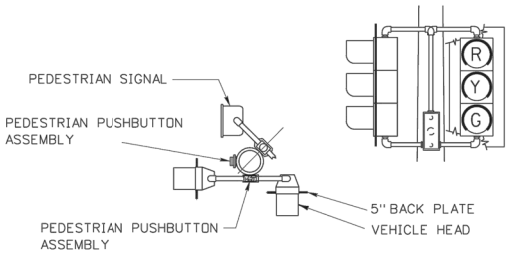
CITY OF SANDPOINT
FIFTH AND PINE STREET
SIGNAL

SIGNAL DETAILS

PROJ NO:	44050.010
DESIGNED BY:	AJD
DRAWN BY:	JDY
CHECKED BY:	
DWG NAME:	44050.010PL02.DWG
DATE:	01-15-2024
SHEET NO:	SD2







POLE MOUNTED HEADS FOR DUAL VEHICLE SIGNAL HEAD INSTALLATION

PEDESTRIAN PUSHBUTTON MOUNTING

1. PEDESTRIAN PUSHBUTTON ASSEMBLIES ARE TO BE MOUNTED AS PER MANUFACTURER'S INSTRUCTIONS.

NOTES:

1. THIS DRAWING SHOWS TYPICAL INSTALLATION DETAILS ONLY. SEE PLAN SHEETS FOR QUANTITY OF SIGNAL AND LIGHTING COMPONENTS TO BE INSTALLED.
2. ORIENTATION OF SIGNAL COMPONENTS SHALL BE AS SHOWN UNLESS OTHERWISE SPECIFIED ON THE PLAN SHEETS.
3. SEE STANDARD DRAWING 656-3 FOR FOUNDATION DETAILS.
4. ALL SIGNAL COMPONENTS SHALL BE LEVELED AFTER THE POLE HAS BEEN PLUMBED.
5. SPECIFIC LOCATION OF EACH POLE INSTALLATION SHALL BE AS INDICATED ON THE PROJECT PLAN SHEETS.

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01/15/2024

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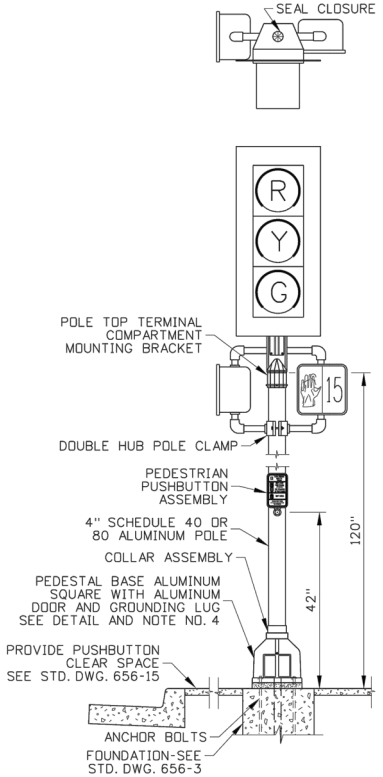
NO.	DATE	REVISION DESCRIPTION	BY

CITY OF SANDPOINT

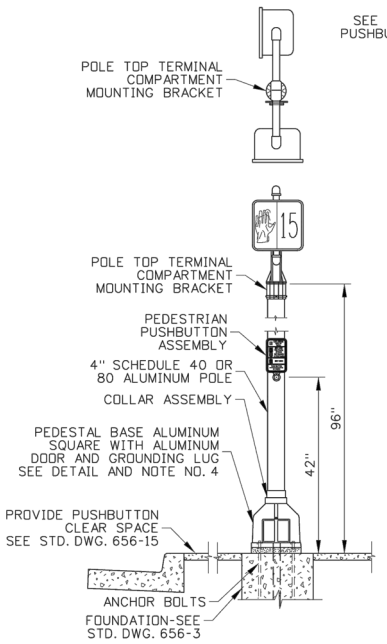
FIFTH AND PINE STREET SIGNAL

SIGNAL DETAILS

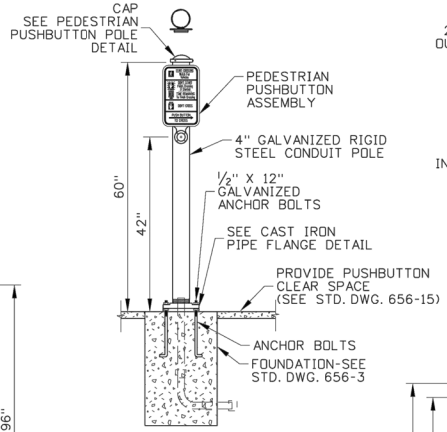
PROJ NO:	44050.010
DESIGNED BY:	AJD
DRAWN BY:	JDY
CHECKED BY:	
DWG NAME:	44050.010PL02.DWG
DATE:	01-15-2024
SHEET NO:	SD3



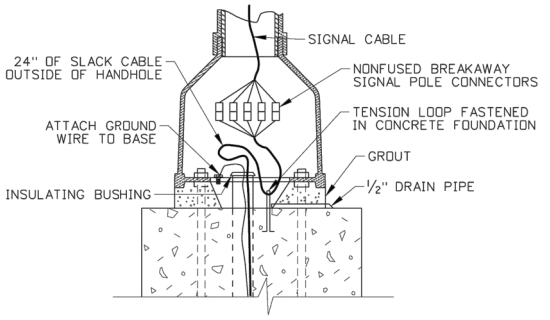
VEHICLE AND PEDESTRIAN SIGNAL



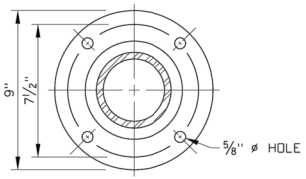
PEDESTRIAN SIGNAL



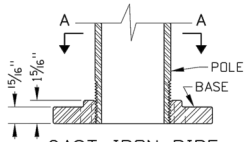
PEDESTRIAN PUSHBUTTON POLE



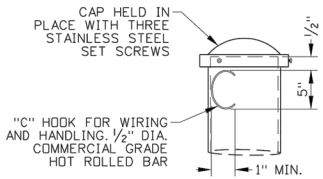
FRANGIBLE ALUMINUM BASE DETAIL



SECTION A-A



CAST IRON PIPE FLANGE DETAIL



PEDESTRIAN PUSHBUTTON POLE DETAIL

NOTES

1. THIS DRAWING SHOWS TYPICAL SIGNAL INSTALLATION DETAILS. THE DETAILS FOR COMPONENTS FROM DIFFERENT SUPPLIERS AND FOR QPL APPROVED PROPRIETARY SYSTEMS MAY VARY.
2. LOCATE POLES AS SHOWN IN THE PLANS AND IN ACCORDANCE WITH STANDARD DRAWING 656-15.
3. ORIENT SIGNAL COMPONENTS AS SHOWN UNLESS OTHERWISE SHOWN ON PLANS.
4. USE STEEL CONDUIT TO EXTEND CONDUIT BEYOND CONCRETE FOUNDATION AND STEEL CONDUIT ELBOWS IN THE FOUNDATION.
5. TERMINATE SPARE STUB OUTS WITH A STEEL COUPLING AND PLASTIC PUSH PLUG AT BOTH ENDS.
6. A FRANGIBLE COUPLING SYSTEM BASE CAN BE SUBSTITUTED FOR A FRANGIBLE CAST ALUMINUM BASE.
7. LEVEL SIGNAL COMPONENTS AFTER THE POLE HAS BEEN PLUMBED.
8. DRAWING NOT TO SCALE.

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PROFESSIONAL ENGINEER LICENSED 15695 STATE OF IDAHO ADAM J DORSEY

01/15/2024

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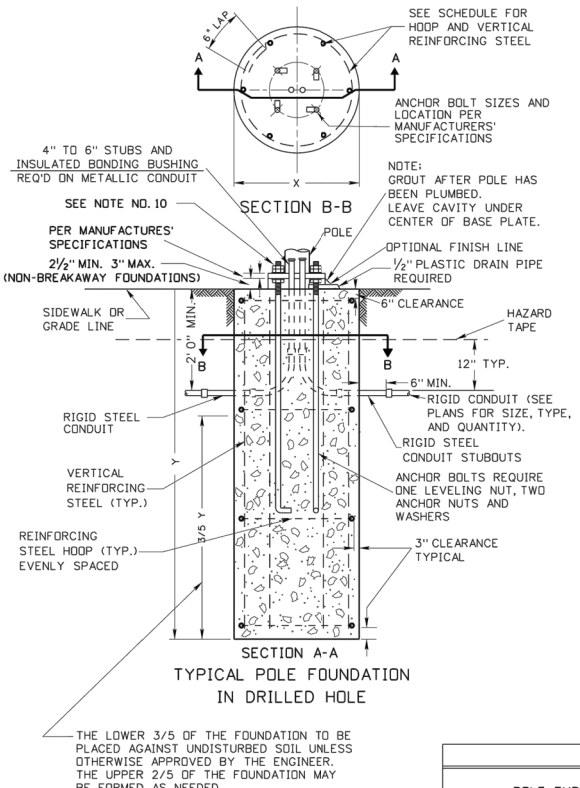
NO.	DATE	REVISION DESCRIPTION	BY

CITY OF SANDPOINT

FIFTH AND PINE STREET SIGNAL

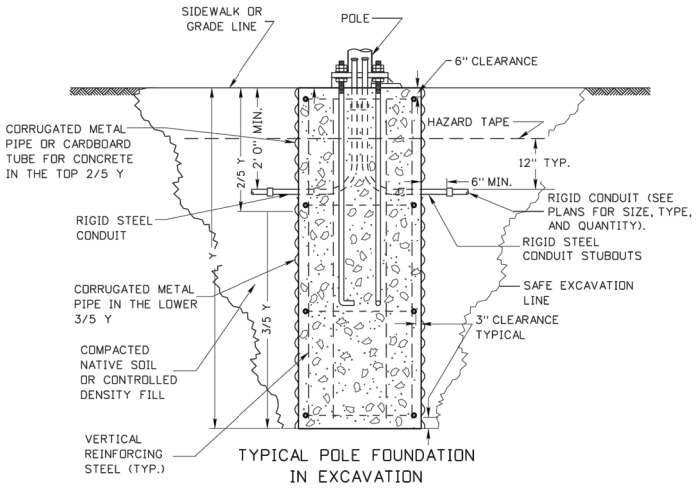
SIGNAL DETAILS

PROJ NO:	44050.010
DESIGNED BY:	AJD
DRAWN BY:	JDY
CHECKED BY:	
DWG NAME:	44050.010PL02.DWG
DATE:	01-15-2024
SHEET NO:	SD4



GENERAL NOTES:

1. THE FOUNDATIONS SHALL BE LOCATED AS INDICATED ON THE PROJECT PLAN SHEETS.
2. FOUNDATION REINFORCING STEEL CAGES MAY BE WELDED IF THE REINFORCING STEEL CONFORMS TO AASHTO M 31 AND ALL WELDING CONFORMS TO ANSI/AWS D1.4 (STRUCTURAL WELDING CODE - REINFORCING STEEL).
3. REINFORCING STEEL IN POLE FOUNDATIONS SHALL BE 60 KSI STEEL.
4. STEEL TEMPLATE REQUIRED FOR ANCHOR BOLT PLACEMENT.
5. SPARE STUBOUTS WHEN SHOWN ON PLAN SHEETS SHALL BE TERMINATED WITH A STEEL COUPLING AND FOAM PLUG AT BOTH ENDS.
6. CLASS 40A CONCRETE SHALL BE USED IN POLE FOUNDATIONS.
7. FOUNDATION CONCRETE SHALL ACHIEVE 100% STRENGTH AND CURE FOR A MINIMUM OF 7 DAYS BEFORE ANY LOADING IS APPLIED.
8. FILLER JOINT MATERIAL WILL BE PLACED AROUND POLE FOUNDATION WHEN POLE FOUNDATION IS IN CONTACT WITH SIDEWALK.
9. ELEVATION OF TOP OF POLE FOUNDATION SHALL MATCH THE ADJACENT PAVEMENT EDGE OR SIDEWALK ELEVATION.
10. ANCHOR BASE ASSEMBLIES SHALL BE INSTALLED AND TIGHTENED IN ACCORDANCE WITH SUBSECTION 619.03 OF THE ITD STANDARD SPECIFICATIONS FOR HIGHWAY CONSTRUCTION AND THE SUPPLEMENTAL SPECIFICATIONS.
11. DRAWING NOT TO SCALE.



EXCAVATION NOTES:

1. IF CORRUGATED METAL PIPE IS USED UP TO SIDEWALK OR GRADE LINE, CUT OUT HOLE FOR THE CONDUITS WILL BE EQUAL TO THE DIAMETER OF CONDUIT OR CONDUITS PLUS ONE INCH.
2. WHEN NATIVE SOIL IS USED FOR BACKFILL, IT SHALL BE COMPACTED IN ACCORDANCE WITH SUBSECTION 210.03 OF THE IDAHO STANDARD SPECIFICATIONS FOR HIGHWAY CONSTRUCTION AND SUPPLEMENTAL SPECIFICATIONS.
3. IF CONTROL DENSITY FILL IS USED FOR BACK FILL, IT SHALL HAVE A COMPRESSIVE STRENGTH OF 100 PSI TO 300 PSI.
4. DRAWING NOT TO SCALE.

POLE FOUNDATION SCHEDULE

POLE TYPE	MT.HT.	MASTARM LENGTH	FOUNDATION TYPE	X	Y	REINFORCING STEEL HOOPS			VERTICAL REINFORCING STEEL			CUBIC YARDS CONCRETE
						QTY.	SIZE	LIN.FT.	QTY.	SIZE	LIN.FT.	
PEDESTRIAN SIGNAL POLE	-	-	A	2'-0"	5'-0"	4	#4	20'-10"	6	#4	25'-6"	.6
SIGNAL POLE		20' - 45'	D	3'-0"	9'-0"	5	#4	41'-10"	8	#6	66'-0"	2.4
PEDESTRIAN PUSHBUTTON POLE	4'-0"	-	E	1'-6"	2'-6"	-	-	-	-	-	-	0.2
DUAL MAST ARM SIGNAL POLE	-	ALL	F	3'-0"	12'-0"	8	#5	66'-10"	12	#6	135'-0"	3.1
SIGNAL POLE	-	50' - 55'	F	3'-0"	12'-0"	8	#5	66'-10"	12	#6	135'-0"	3.1

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NO.	DATE	REVISION DESCRIPTION	BY

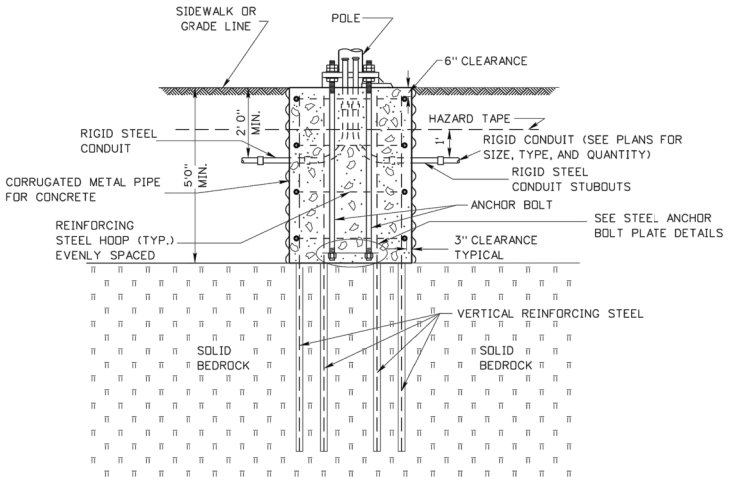
CITY OF SANDPOINT

FIFTH AND PINE STREET SIGNAL

SIGNAL DETAILS

PROJ NO: 44050.010
DESIGNED BY: AJD
DRAWN BY: JDY
CHECKED BY:
DWG NAME: 44050.010PL02.DWG
DATE: 01-15-2024
SHEET NO:

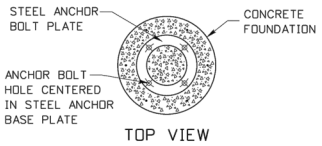
SD5



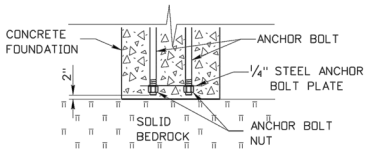
TYPICAL POLE FOUNDATION
IN SOLID BEDROCK

SOLID BEDROCK NOTES:

1. IF DEPTH TO BEDROCK IS LESS THAN 5', NOTIFY THE ENGINEER AND REDESIGN OF THE FOUNDATION MAY BE REQUIRED
2. FOUR REINFORCING STEEL HOOPS TO BE EVENLY SPACED ARE REQUIRED.
3. SOCKET ALL VERTICAL REINFORCING STEEL FULL LENGTH AS SHOWN IN POLE FOUNDATION SCHEDULE ON SHEET 1 IN BEDROCK. DIAMETERS OF DRILLED HOLES FOR VERTICAL REINFORCING STEEL SHALL BE AT LEAST 2 INCHES. FILL DRILLEDHOLES WITH GROUT, 705.02, TYPE B, CLASS 1.
4. EXCAVATION NOTES ON SHEET 1 APPLY TO THIS APPLICATION.
5. DRAWING NOT TO SCALE.



TOP VIEW



SIDE VIEW

ANCHOR BOLT PLATE SCHEDULE		
BOLT CIRCLE	OUTSIDE DIAMETER	INSIDE DIAMETER
17½"	21¼"	13¾"
18½"	22¼"	14¾"
22"	26¼"	17¾"

STEEL ANCHOR BOLT PLATE DETAILS

SEE STANDARD DRAWING 656-3 SHEEET 1 FOR DETAILS

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FIFTH AND PINE STREET SIGNAL

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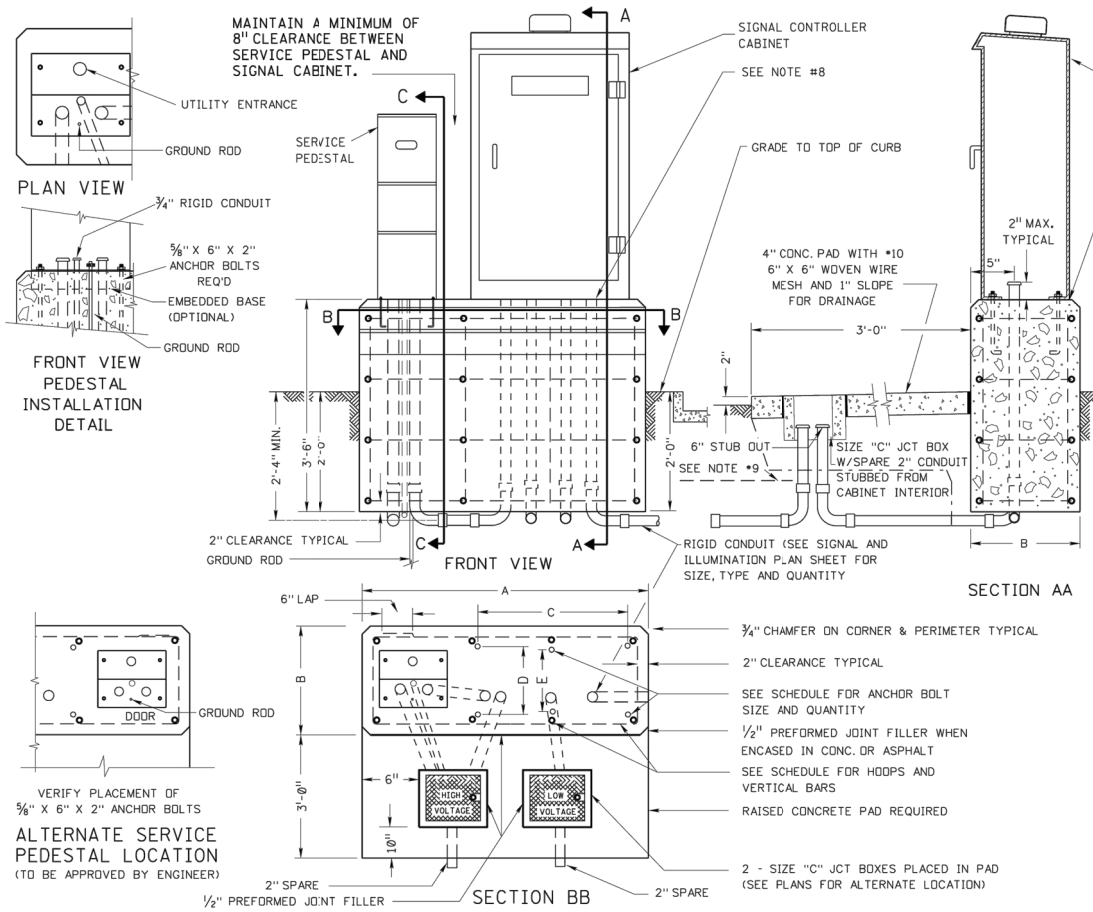
DESIGNED BY:	AJD
DRAWN BY:	JDY
CHECKED BY:	
DWG NAME:	44050.010PL02.DWG
DATE:	01-15-2024
SHEET NO:	SD6



NOTES:

1. THE FOUNDATION SHALL BE LOCATED AS INDICATED ON THE PROJECT PLAN SHEETS.
2. FOUNDATION REBAR CAGES MAY BE WELDED IF THE REBAR CONFORMS TO ASTM A706/A706M AND ALL WELDING CONFORMS TO ANSI/AWS D1.4 (STRUCTURAL WELDING CODE - REINFORCING STEEL).
3. ALL CONDUITS, ELBOWS, AND COUPLINGS WITHIN AND PROTRUDING FROM THE FOUNDATION SHALL BE RIGID STEEL. THE REMAINING CONDUITS SHALL BE AS SHOWN ON THE PLANS.
4. STUBOUTS SHALL BE TERMINATED WITH A STEEL BONDING BUSHING.
5. FOAM PLUG REQUIRED AT BOTH ENDS OF SPARE CONDUITS.
6. GROUND IN ACCORDANCE WITH N.E.C.
7. CONDUIT SHALL BE INSTALLED IN SUCH A MANNER AS TO NOT CAUSE MODIFICATION OF THE CABINETS.
8. GRADE AREA TO PROVIDE DRAINAGE AWAY FROM CABINET FOUNDATION.
9. 6" WIDE ELECTRICAL HAZARD TAPE INSTALLED 1'-0" ABOVE CONDUIT (TYPICAL OF ALL CONDUIT PLACED IN GROUND).
10. IF SUPPLIED, USE SERVICE PEDESTAL BASE FOR ANCHOR BASE TEMPLATE.
11. NOT TO SCALE

FOUNDATION SCHEDULE

CABINET AND SERVICE PEDESTAL

CABINET TYPE	FOUNDATION TYPE	A	B	C	D	E	HOOPS NO.	HOOPS SIZE	HOOPS LIN. FT.	VERTICAL RODS NO.	VERTICAL RODS SIZE	VERTICAL RODS LIN. FT.	CU. YDS. CONC. FOUNDATION	CU. YDS. CONC. PAD	CABINET ANCHOR BOLTS QNTY.	CABINET ANCHOR BOLTS SIZE	SERVICE PEDESTAL ANCHOR BOLTS QNTY.	SERVICE PEDESTAL ANCHOR BOLTS SIZE
SIGNAL	M	5'-6"	1'-8"	–	–	1'-0"	4	#4	54'-0"	8	#4	25'-4"	1.2	.2	2	¾" X 18" X 2¼"	4	⅝" X 6" X2"
	P & R	6'-8"	2'-5"	3'-4¾"	1'-6½"	–	4	#4	69'-4"	8	#4	25'-4"	2.1	.25	4	¾" X 18" X 2¼"	4	⅝" X 6" X2"

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01/15/2024

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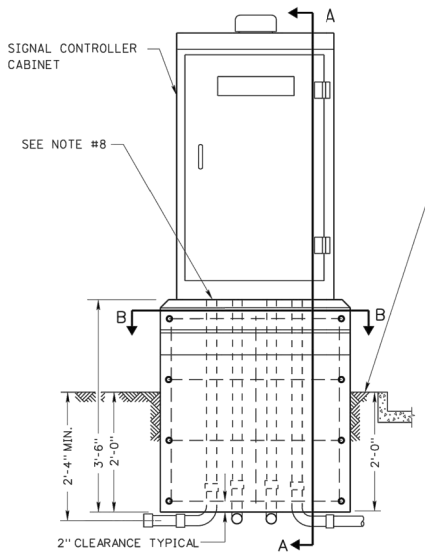
(toll free) 877-815-5672
(fax) 208-664-5946

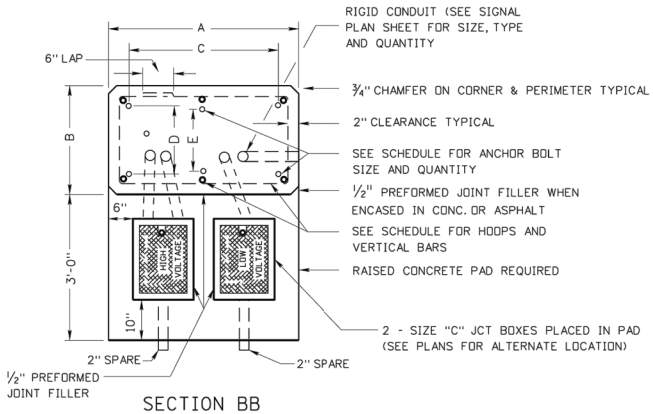
NO.	DATE	REVISION DESCRIPTION	BY

CITY OF SANDPOINT
FIFTH AND PINE STREET SIGNAL
SIGNAL DETAILS

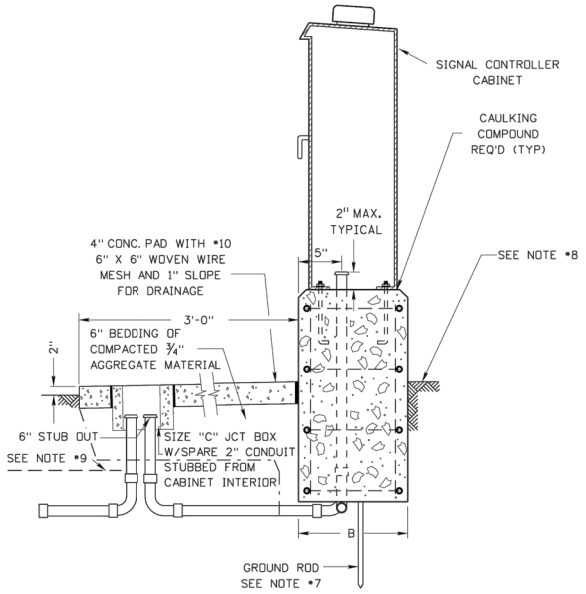
PROJ NO: 44050.010
DESIGNED BY: AJD
DRAWN BY: JDY
CHECKED BY:
DWG NAME: 44050.010PL02.DWG
DATE: 01-15-2024
SHEET NO:
SD7



FRONT VIEW



SECTION BB



SECTION AA

CABINET FOUNDATION SCHEDULE

CABINET TYPE	FOUNDATION TYPE	A	B	C	D	E	HOOPS			VERTICAL RODS			CU. YDS. CONC.		CABINET ANCHOR BOLT	
							NO.	SIZE	LIN. FT.	NO.	SIZE	LIN. FT.	FOUNDATION	PAD	QNTY.	SIZE
SIGNAL	M	2'-9"	1'-8"	–	–	1'-0"	4	#4	32'-0"	6	#4	19'-0"	.6	.14	2	¾" X 18" X 2¼"
	P & R	3'-11"	2'-5"	3'-4¾"	1'-6½"	–	4	#4	47'-4"	6	#4	19'-0"	1.23	.14	4	¾" X 18" X 2¼"

NOTES:

1. THE FOUNDATION SHALL BE LOCATED AS INDICATED ON THE PROJECT PLAN SHEETS.
2. FOUNDATION REBAR CAGES MAY BE WELDED IF THE REBAR CONFORMS TO ASTM A706/A706M AND ALL WELDING CONFORMS TO ANSI/AWS D1.4 (STRUCTURAL WELDING CODE - REINFORCING STEEL).
3. ALL CONDUITS, ELBOWS, AND COUPLINGS WITHIN AND PROTRUDING FROM THE FOUNDATION SHALL BE RIGID STEEL. THE REMAINING CONDUITS SHALL BE AS SHOWN ON THE PLANS.
4. STUBOUTS SHALL BE TERMINATED WITH A STEEL BONDING BUSHING.
5. FOAM PLUG REQUIRED AT BOTH ENDS OF SPARE CONDUITS.
6. GROUND IN ACCORDANCE WITH N.E.C.
7. CONDUIT SHALL BE INSTALLED IN SUCH A MANNER AS TO NOT CAUSE MODIFICATION OF THE CABINETS.
8. GRADE AREA TO PROVIDE DRAINAGE AWAY FROM CABINET FOUNDATION.
9. 6" WIDE ELECTRICAL HAZARD TAPE INSTALLED 1'-0" ABOVE CONDUIT (TYPICAL OF ALL CONDUIT PLACED IN GROUND).
10. NOT TO SCALE.

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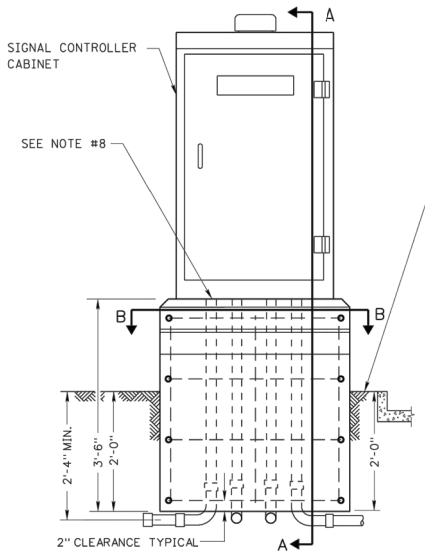
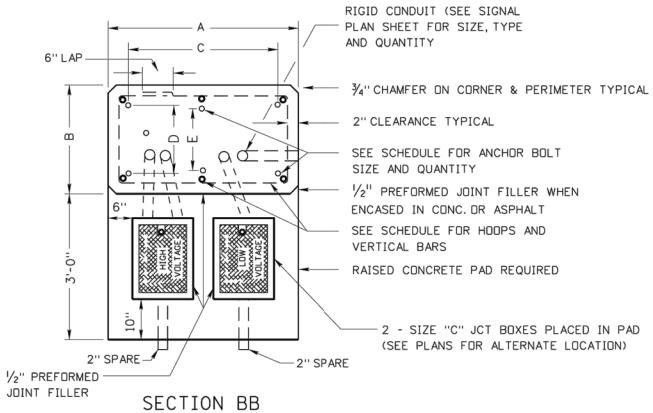
NO.	DATE	REVISION DESCRIPTION	BY

CITY OF SANDPOINT
FIFTH AND PINE STREET SIGNAL
SIGNAL DETAILS

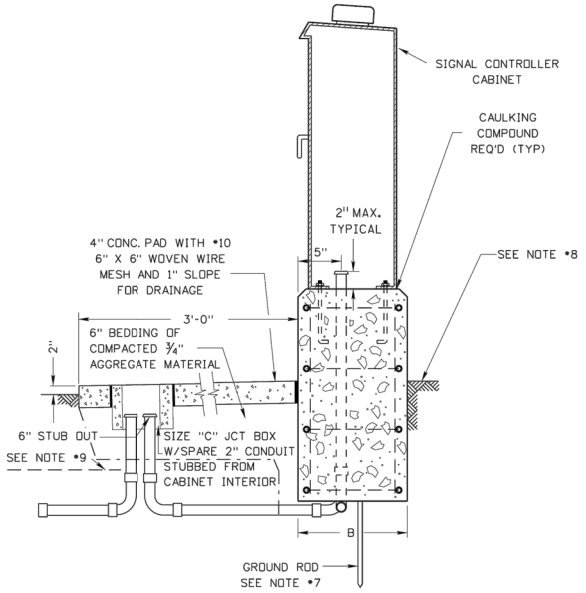
PROJ NO: 44050.010
DESIGNED BY: AJD
DRAWN BY: JDY
CHECKED BY:
DWG NAME: 44050.010PL02.DWG
DATE: 01-15-2024
SHEET NO:
SD8



FRONT VIEW



SECTION BB



SECTION AA

CABINET FOUNDATION SCHEDULE																
CABINET TYPE	FOUNDATION TYPE	A	B	C	D	E	HOOPS			VERTICAL RODS			CU. YDS. CONC.		CABINET ANCHOR BOLT	
							NO.	SIZE	LIN. FT.	NO.	SIZE	LIN. FT.	FOUNDATION	PAD	QNTY.	SIZE
SIGNAL	M	2'-9"	1'-8"	—	—	1'-0"	4	#4	32'-0"	6	#4	19'-0"	.6	.14	2	¾" X 18" X 2¼"
	P & R	3'-11"	2'-5"	3'-4¾"	1'-6½"	—	4	#4	47'-4"	6	#4	19'-0"	1.23	.14	4	¾" X 18" X 2¼"

NOTES:

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2. FOUNDATION REBAR CAGES MAY BE WELDED IF THE REBAR CONFORMS TO ASTM A706/A706M AND ALL WELDING CONFORMS TO ANSI/AWS D1.4 (STRUCTURAL WELDING CODE - REINFORCING STEEL).
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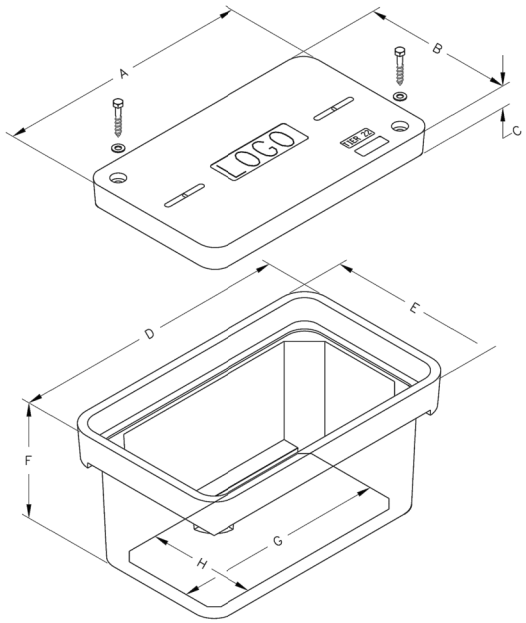
NO.	DATE	REVISION DESCRIPTION	BY

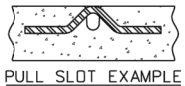
CITY OF SANDPOINT
FIFTH AND PINE STREET SIGNAL
SIGNAL DETAILS

PROJ NO:	44050.010
DESIGNED BY:	AJD
DRAWN BY:	JDY
CHECKED BY:	
DWG NAME:	44050.010PL02.DWG
DATE:	11-21-2023
SHEET NO:	SD9



JUNCTION BOX NOTE:

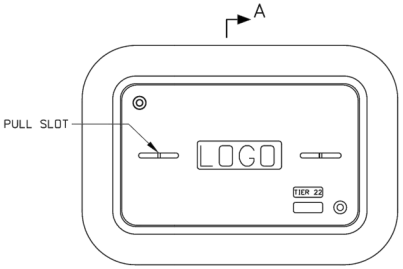
POLYMER CONCRETE JUNCTION BOXES SHALL MEET THE REQUIREMENTS OF THE LATEST EDITION OF THE IDAHO TRANSPORTATION DEPARTMENT STANDARD SPECIFICATIONS FOR HIGHWAY CONSTRUCTION, SUBSECTION 713.06, COMPOSITE JUNCTION BOXES.

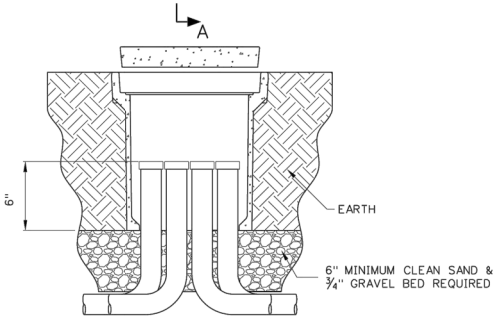


PULL SLOT EXAMPLE

LOGO OPTIONS

1. BLANK
2. SIGNAL
3. LIGHTING





SECTION A-A

TYPICAL JUNCTION BOX

TABLE OF DIMENSIONS (NOMINAL)									
TYPE	DESCRIPTION	DIMENSIONS							
		A	B	C	D	E	F	G	H
PGB	JUNCTION BOX - (13" x 24" x 18")	23¼"	13¾"	2"	25"	15½"	18"	21¼"	11½"
PGC	JUNCTION BOX - (17" x 30" x 18")	30½"	17½"	2"	32¼"	19¼"	18"	28½"	15½"
PGD	JUNCTION BOX - (24" x 36" x 24")	30⅝"	24"	3"	37⅝"	26"	24"	29¾"	20¾"

NOT TO SCALE

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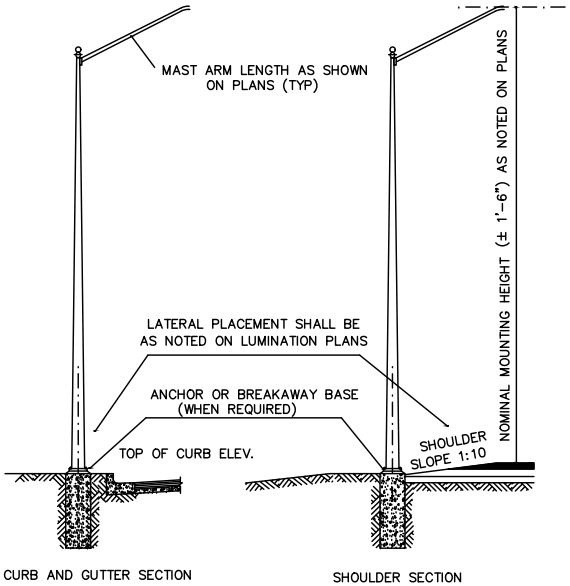
NO.	DATE	REVISION DESCRIPTION	BY

CITY OF SANDPOINT

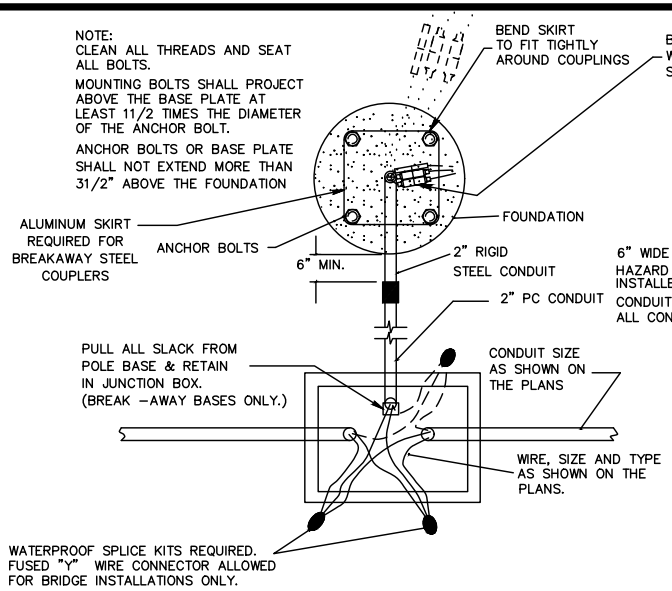
FIFTH AND PINE STREET SIGNAL

SIGNAL DETAILS

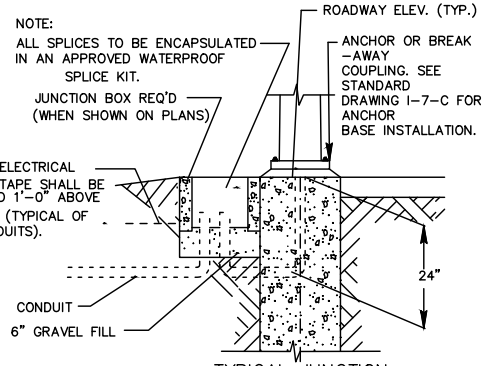
PROJ NO:	44050.010
DESIGNED BY:	AJD
DRAWN BY:	JDY
CHECKED BY:	
DWG NAME:	44050.010PL02.DWG
DATE:	11-21-2023
SHEET NO:	SD10



TYPICAL LIGHT POLE INSTALLATION



DETAIL 1
TYPICAL JUNCTION BOX INSTALLATION

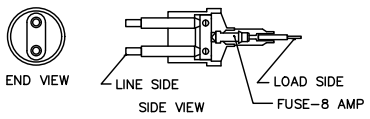


TYPICAL JUNCTION BOX INSTALLATION

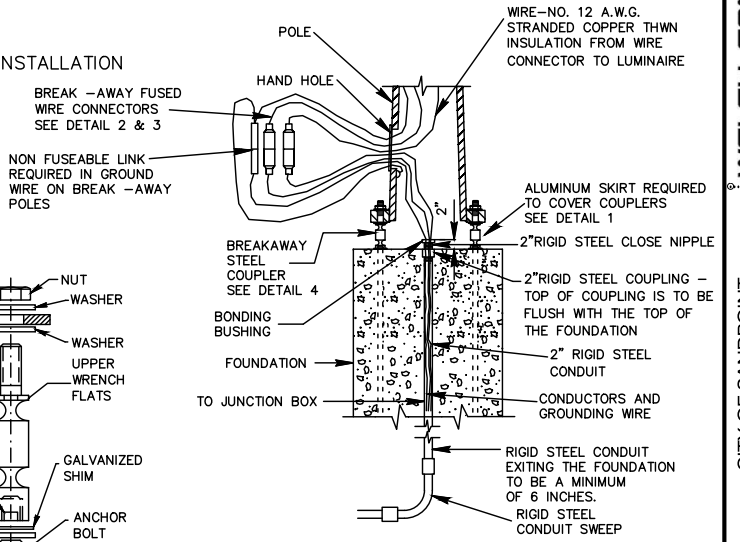
NOTE:
ALLOW 36" LENGTH IN CONDUCTORS FROM OUTSIDE OF HAND HOLE FOR MAINTENANCE LOOP.

AFTER FUSE INSTALLATION, PULL SLACK FROM LOAD SIDE CONDUCTORS TO THE POINT WHERE FUSE HOLDERS MEET CONDUIT BUSHING.

FASTEN GROUND WIRE TO GROUNDING DEVICE NEAR THE HAND HOLD.



DETAIL 2



-CONDUIT BENDS-

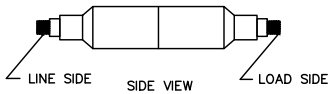
CONDUIT SHALL BE BENT SO THAT THE CONDUIT WILL NOT BE DAMAGED, AND THAT THE INTERNAL DIAMETER OF THE CONDUIT WILL NOT BE EFFECTIVELY REDUCED. THE RADIUS OF THE CURVE OF THE INNER EDGE OF ANY FIELD BEND SHALL NOT BE LESS THAN SHOWN BELOW. ELBOWS, RISERS AND ALL BENDS GREATER THAN 45 ° SHALL BE RIGID STEEL.

SIZE OF CONDUIT	MINIMUM RADIUS
	FIELD BENDS
1"	6"
11/4"	8"
11/2"	10"
2"	12"
21/2"	15"
3"	18"
31/2"	21"
4"	24"

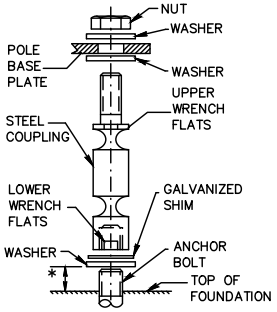
NOTE - NON-FUSED WIRE CONNECTORS REQUIRED ON NEUTRAL OF 120 & 480 VOLT TO GROUND CIRCUITS.

NON FUSEABLE LINK REQUIRED ON GROUNDING CONDUCTORS OF ALL BREAKAWAY INSTALLATIONS.

BREAK -AWAY FUSED WIRE CONNECTORS REQUIRED ON 120, 240 & 480 VOLT PHASE TO PHASE AND PHASE TO GROUND CIRCUITS.



DETAIL 3
FUSED "INLINE" WIRE CONNECTOR



* AS PER MANUFACTURER'S SPECIFICATION

DETAIL 4
TYPICAL BREAKAWAY STEEL COUPLER INSTALLATION

ITD STANDARD DRAWING TD-17 BREAKAWAY STEEL COUPLER AND INLINE CONNECTOR INSTALLATION WITH JUNCTION BOX

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01/15/2024

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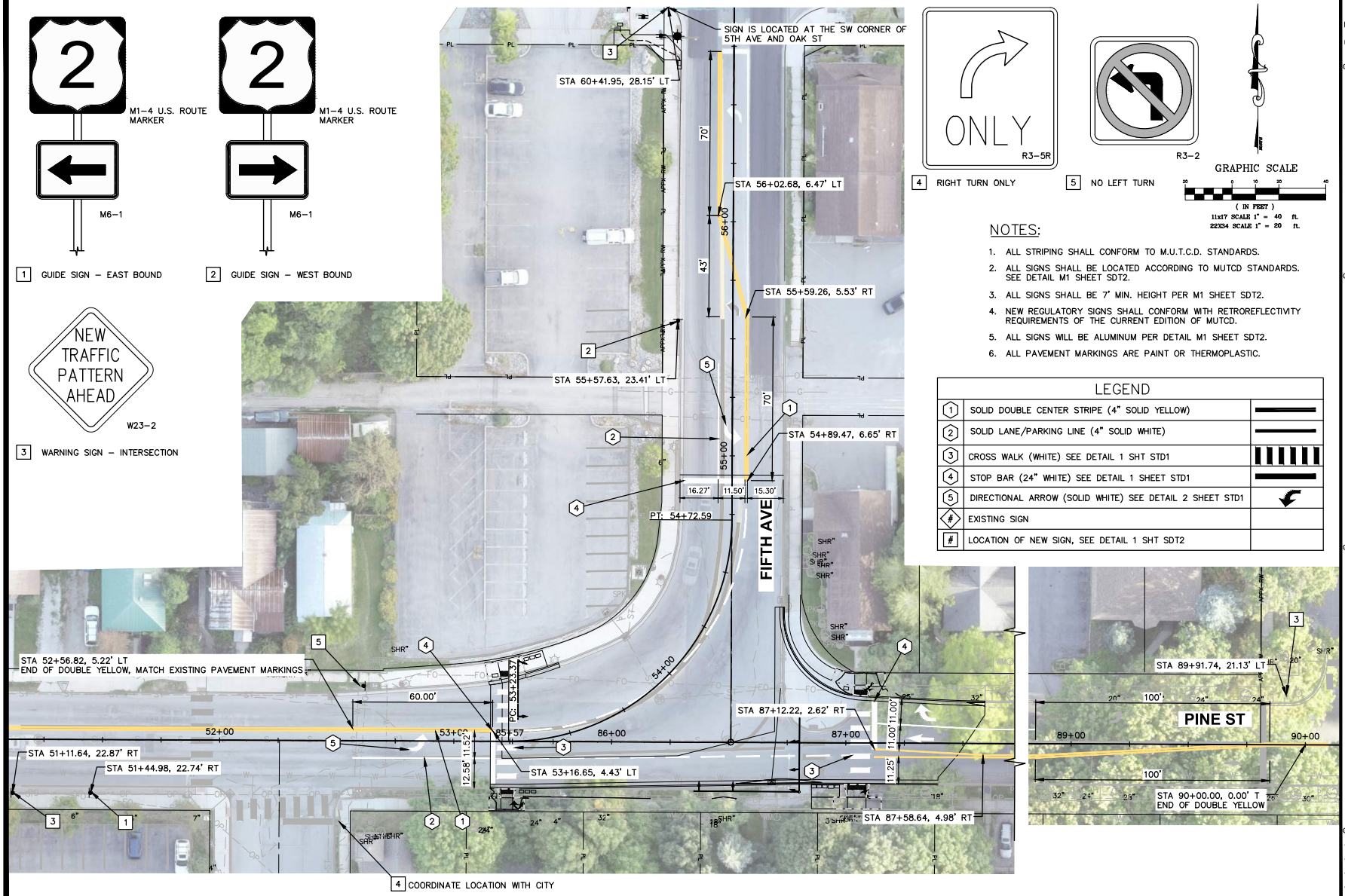
NO.	DATE	REVISION DESCRIPTION	BY

CITY OF SANDPOINT
FIFTH AND PINE STREET SIGNAL
SIGNAL DETAILS

PROJ NO:	44050.010
DESIGNED BY:	AJD
DRAWN BY:	JDY
CHECKED BY:	
DWG NAME:	44050.010PL02.DWG
DATE:	11-21-2023
SHEET NO:	SD11



NOTES:

1. ALL STRIPING SHALL CONFORM TO M.U.T.C.D. STANDARDS.
2. ALL SIGNS SHALL BE LOCATED ACCORDING TO MUTCD STANDARDS. SEE DETAIL M1 SHEET SDT2.
3. ALL SIGNS SHALL BE 7' MIN. HEIGHT PER M1 SHEET SDT2.
4. NEW REGULATORY SIGNS SHALL CONFORM WITH RETROREFLECTIVITY REQUIREMENTS OF THE CURRENT EDITION OF MUTCD.
5. ALL SIGNS WILL BE ALUMINUM PER DETAIL M1 SHEET SDT2.
6. ALL PAVEMENT MARKINGS ARE PAINT OR THERMOPLASTIC.

LEGEND

1	SOLID DOUBLE CENTER STRIPE (4" SOLID YELLOW)
2	SOLID LANE/PARKING LINE (4" SOLID WHITE)
3	CROSS WALK (WHITE) SEE DETAIL 1 SHT STD1
4	STOP BAR (24" WHITE) SEE DETAIL 1 SHEET STD1
5	DIRECTIONAL ARROW (SOLID WHITE) SEE DETAIL 2 SHEET STD1
#	EXISTING SIGN
#	LOCATION OF NEW SIGN, SEE DETAIL 1 SHT SDT2

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Coeur d'Alene, ID 83814

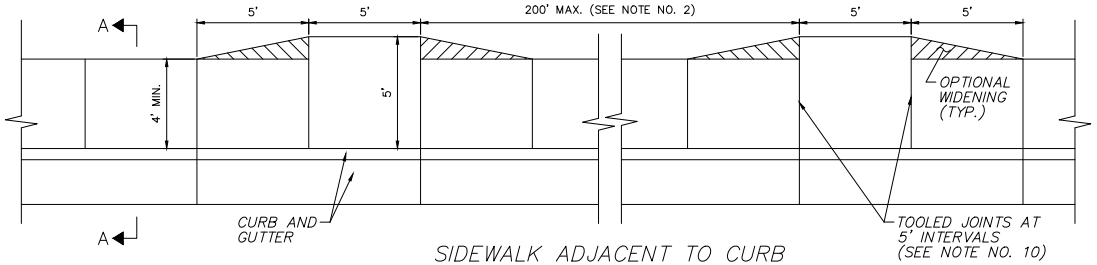
NO.	DATE	REVISION DESCRIPTION	BY

CITY OF SANDPOINT

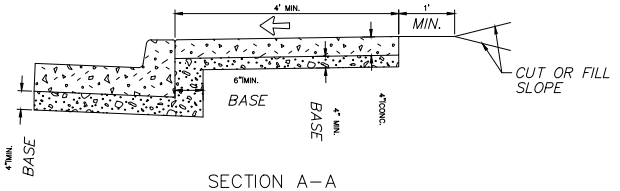
FIFTH AND PINE STREET SIGNAL

PAVEMENT MARKINGS PLAN

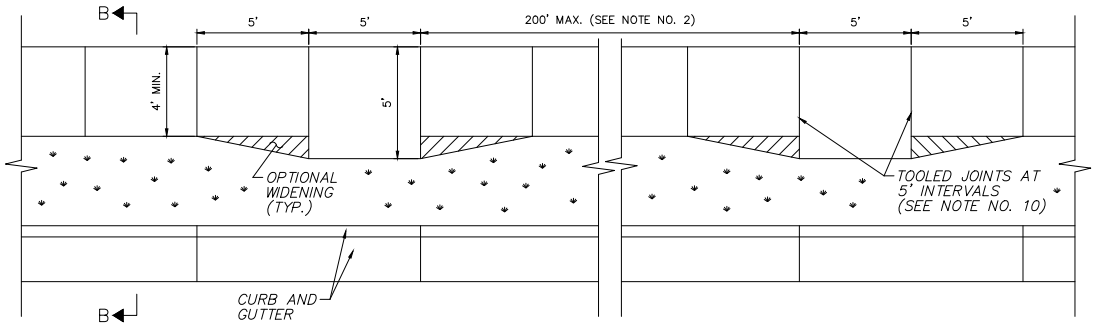
PROJ NO:	44050.010
DESIGNED BY:	AJD
DRAWN BY:	JDY
CHECKED BY:	AJD
DWG:	44050.010ST01.DWG
DATE:	11-21-2023
SHEET NO:	PM1



SIDEWALK ADJACENT TO CURB
SEE NOTE NO. 9



SECTION A–A
SEE NOTE NO. 9

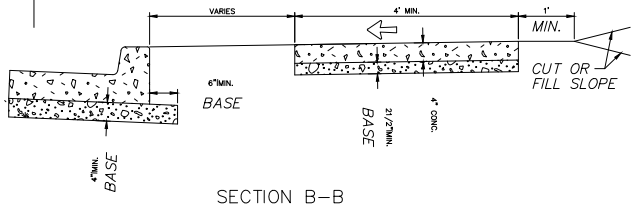


DETACHED SIDEWALK

SYMBOL LEGEND

1.0% TO 2.0% SLOPE

5.0% TO 8.3% RUNNING SLOPE, 2.0% OR FLATTER CROSS SLOPE



SECTION B–B

ITD STANDARD DRAWING
614–1 SIDEWALKS

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15695
STATE OF IDAHO
ADAM J DORSEY

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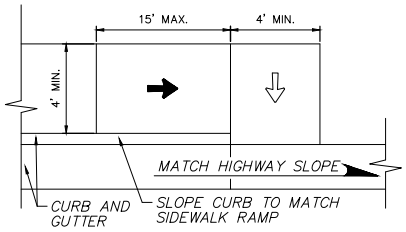
(fax) 208–664–5946

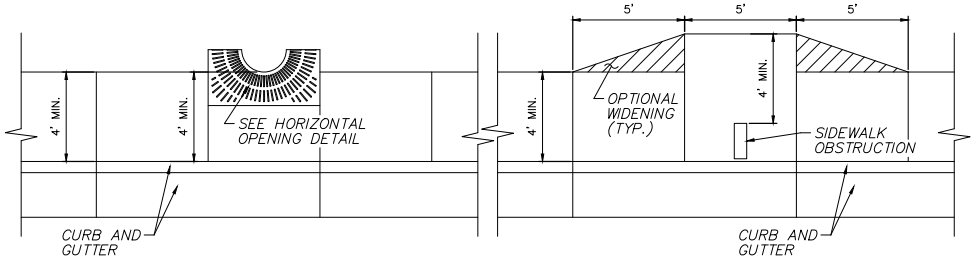
NO.	DATE	REVISION DESCRIPTION	BY

CITY OF SANDPOINT
FIFTH AND PINE STREET SIGNAL
SIDEWALKS

PROJ NO:	44050.010
DESIGNED BY:	AJD
DRAWN BY:	JT
CHECKED BY:	AJD
DWG:	44050.010DT01.DWG
DATE:	11–21–2023
SHEET NO:	DT1

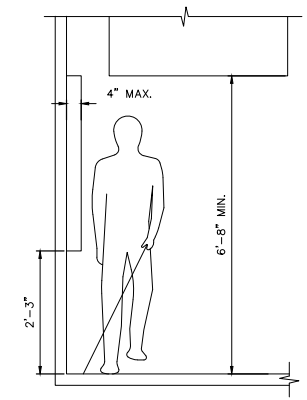


SIDEWALK TERMINATION DETAIL



WIDENING AROUND OBSTRUCTIONS DETAIL

SEE NOTE NOS. 6 & 7



PROTRUDING OBJECT DETAIL

SEE NOTE NO. 7

NOTES

1. SIDEWALKS MAY CONSIST OF A PEDESTRIAN CIRCULATION PATH AND A PEDESTRIAN ACCESS ROUTE. THE PEDESTRIAN CIRCULATION PATH IS A PREPARED SURFACE PROVIDED FOR PEDESTRIAN TRAVEL IN THE PUBLIC RIGHT-OF-WAY. THE PEDESTRIAN ACCESS ROUTE IS A CONTINUOUS AND UNOBSTRUCTED PATH OF TRAVEL PROVIDED FOR PEDESTRIANS WITH DISABILITIES WITHIN OR COINCIDING WITH A PEDESTRIAN CIRCULATION PATH.

2. PROVIDE AT LEAST 4' OF CONTINUOUS CLEAR WIDTH OF PEDESTRIAN ACCESS ROUTE, EXCLUSIVE OF THE CURB WIDTH. WHERE SIDEWALKS ARE WIDER THAN 4', ONLY A PORTION OF THE SIDEWALK IS REQUIRED TO BE PART OF THE PEDESTRIAN ACCESS ROUTE.

   PROVIDE A PASSING SPACE AT 200' OR SHORTER INTERVALS WHEN THE CLEAR WIDTH OF THE PEDESTRIAN ACCESS ROUTE IS LESS THAN 5'. ENSURE THAT THE DIMENSIONS OF THE PASSING SPACE ARE AT LEAST 5' BY 5'. INTERSECTING SIDEWALKS, DRIVEWAYS, AND ALLEYS MAY BE USED AS PASSING SPACES.

3. ENSURE THAT THE GRADE OF THE PEDESTRIAN ACCESS ROUTE DOES NOT EXCEED THE GENERAL GRADE ESTABLISHED FOR THE ADJACENT HIGHWAY.

4. ENSURE THAT THE CROSS SLOPE OF THE PEDESTRIAN ACCESS ROUTE WITHIN THE SIDEWALK DOES NOT EXCEED TWO PERCENT.

5. VERTICAL SURFACE DISCONTINUITIES MAY OCCASIONALLY OCCUR AT EXPANSION JOINTS, UTILITY COVERS, VAULT FRAMES, AND GRATINGS WITHIN THE SIDEWALK. ENSURE THAT VERTICAL SURFACE DISCONTINUITIES DO NOT EXCEED 1/2". BEVEL VERTICAL SURFACE DISCONTINUITIES BETWEEN 1/4" AND 1/2" WITH A 2:1 SLOPE ACROSS THE ENTIRE VERTICAL SURFACE DISCONTINUITY.

6. ENSURE THAT HORIZONTAL OPENINGS IN GRATINGS AND JOINTS DO NOT PERMIT PASSAGE OF A SPHERE MORE THAN 1/2" IN DIAMETER.

7. OBJECTS PROTRUDING INTO OR OVERHANGING A PEDESTRIAN CIRCULATION PATH MUST NOT REDUCE THE MINIMUM CLEAR WIDTH OF THE PEDESTRIAN ACCESS ROUTE. PROTRUDING OBJECTS INCLUDE STREET FURNITURE, STREET LIGHTS, UTILITY POLES, EQUIPMENT CABINETS, SIGN POSTS AND SIGNS, PARKING METERS, TRASH RECEPTACLES, PUBLIC TELEPHONES, MAILBOXES, NEWSPAPER VENDING MACHINES, BENCHES, TRANSIT SHELTERS, KIOSKS, BICYCLE RACKS, PLANTERS AND PLANTED TREES, AND STREET SCULPTURES.

   ENSURE THAT OBJECTS WITH LEADING EDGES BETWEEN 2'-3" AND 6'-8" ABOVE THE FINISH SURFACE DO NOT PROTRUDE MORE THAN 4" HORIZONTALLY INTO THE PEDESTRIAN CIRCULATION PATH.

8. PROVIDE DETECTABLE WARNING SURFACES ON PEDESTRIAN REFUGE ISLANDS WITH CURB RAMPS OR WHEN CUT-THROUGH AT STREET LEVEL AND REFUGE ISLAND WIDTHS ARE GREATER THAN SIX FEET IN THE DIRECTION OF PEDESTRIAN TRAVEL. DO NOT INSTALL DETECTABLE WARNING SURFACES AT PEDESTRIAN REFUGE ISLANDS THAT ARE CUT-THROUGH AT STREET LEVEL AND ARE LESS THAN SIX FEET IN WIDTH IN THE DIRECTION OF PEDESTRIAN TRAVEL. SEE STANDARD DRAWING 614-3 FOR DETECTABLE WARNING SURFACE DETAILS.

9. USE A BOND PREVENTATIVE BETWEEN THE SIDEWALK AND CURB. MONOPOUR IS NOT PERMITTED.

10. ALIGN CURB AND SIDEWALK JOINTS. CONSTRUCT JOINTS AT 5' INTERVALS THAT ARE APPROXIMATELY 1/8" WIDE AND 3/4" IN DEPTH. CONSTRUCT A LONGITUDINAL JOINT WHEN THE SIDEWALK IS 8' WIDE OR WIDER. INSTALL A PREFORMED EXPANSION JOINT FILLER EVERY 20'.

11. DRAWING NOT TO SCALE.

ITD STANDARD DRAWING
614-1 SIDEWALKS

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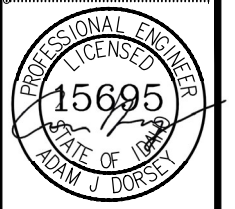

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NO.	DATE	REVISION DESCRIPTION	BY

CITY OF SANDPOINT
FIFTH AND PINE STREET SIGNAL
SIDEWALKS

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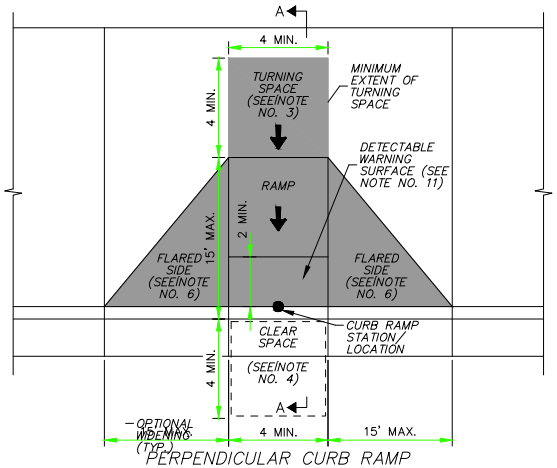
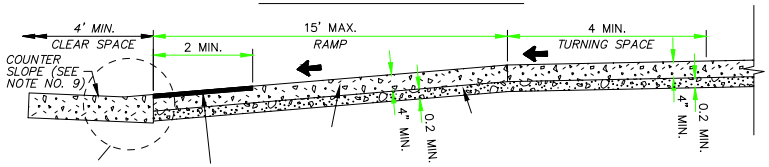
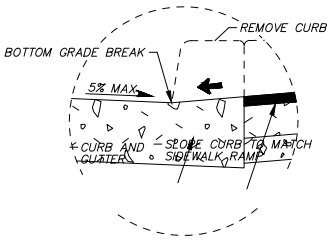
DESIGNED BY:	AJD
DRAWN BY:	JT
CHECKED BY:	AJD
DWG:	44050.010DT01.DWG
DATE:	11-21-2023
SHEET NO:	DT2



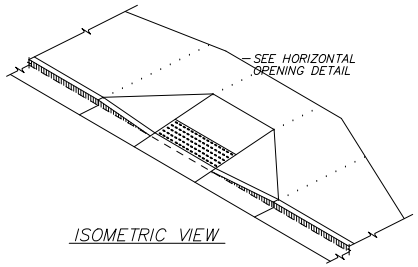
PERPENDICULAR CURB RAMP



SECTION A–A



CURB CUT DETAIL



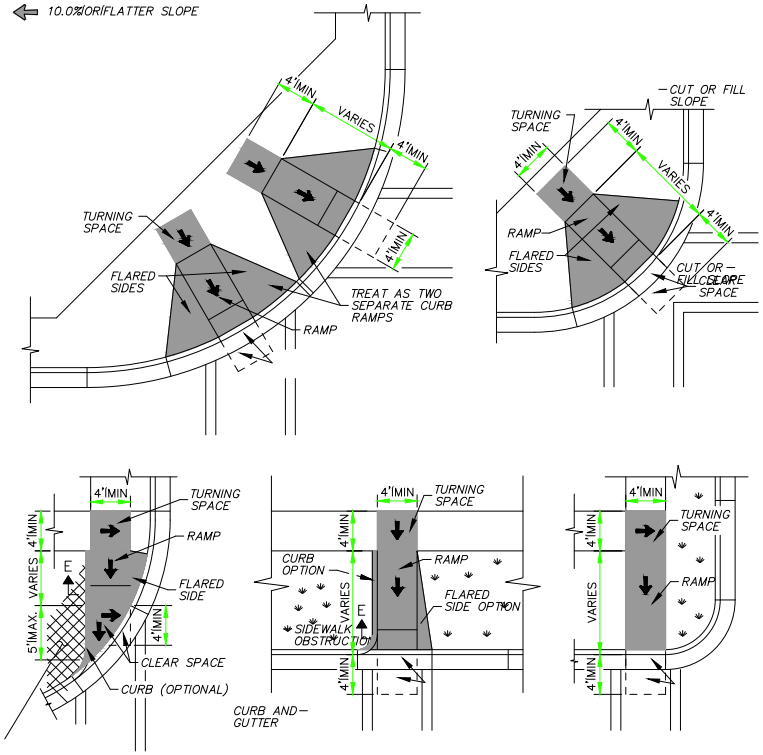
ISOMETRIC VIEW

SYMBOL LEGEND

1.0% TO 2.0% SLOPE

5.0% TO 8.3% RUNNING/SLOPE, 2.0% OR FLATTER CROSS SLOPE

10.0% OR FLATTER SLOPE



EXAMPLE APPLICATIONS

ITD STANDARD DRAWING
614–3 CURB RAMPS

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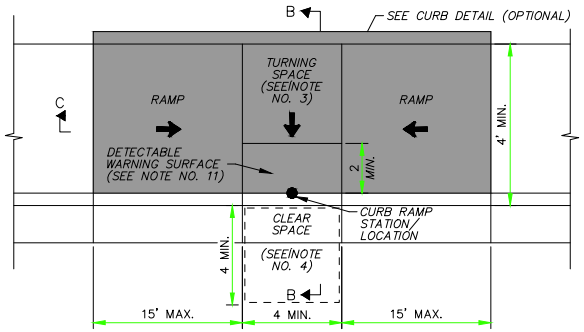
CITY OF SANDPOINT

FIFTH AND PINE STREET SIGNAL

CURB RAMPS

PROJ NO:	44050.010
DESIGNED BY:	AJD
DRAWN BY:	JT
CHECKED BY:	AJD
DWG:	44050.010DT01.DWG
DATE:	11–21–2023
SHEET NO:	DT3



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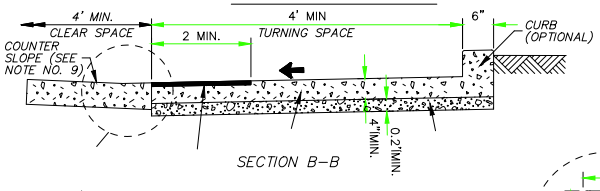

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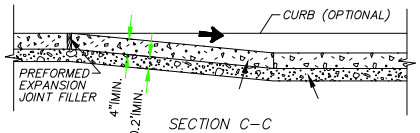

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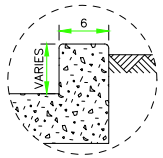
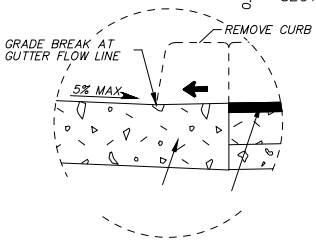


CURB DETAIL



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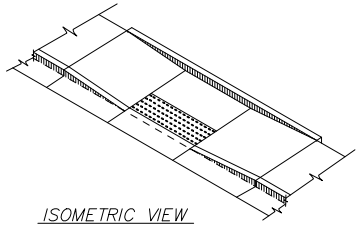
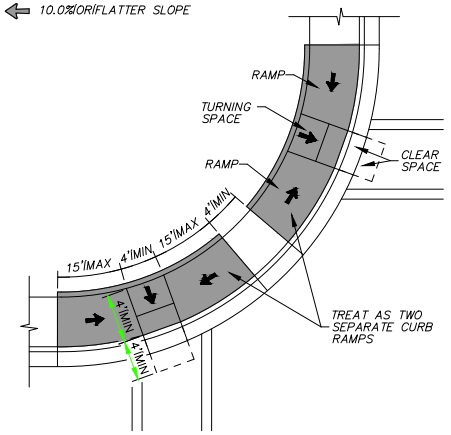
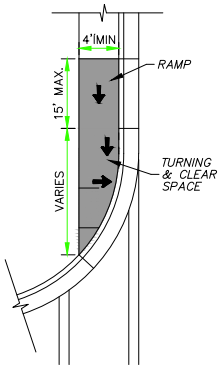


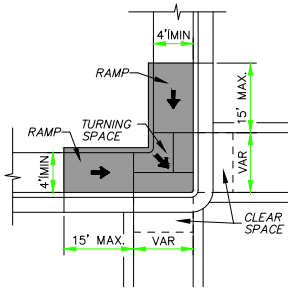
ISOMETRIC VIEW

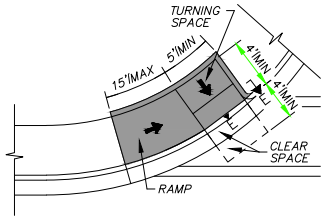
SYMBOL LEGEND

- 1.0% TO 2.0% SLOPE
- 5.0% TO 8.3% RUNNING SLOPE, 2.0% OR FLATTER CROSS SLOPE
- 10.0% OR FLATTER SLOPE









EXAMPLE APPLICATIONS

ITD STANDARD DRAWING
614–3 CURB RAMPS

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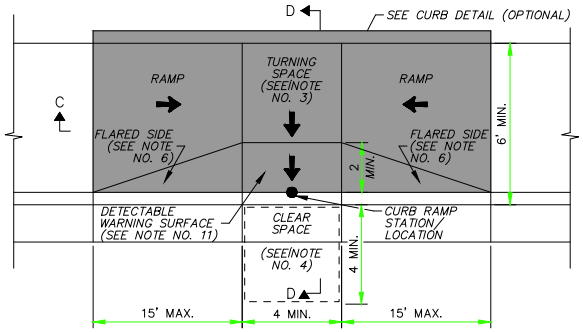
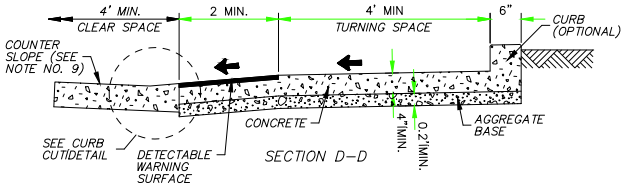
CITY OF SANDPOINT
FIFTH AND PINE STREET SIGNAL
CURB RAMPS

PROJ NO:	44050.010
DESIGNED BY:	AJD
DRAWN BY:	JT
CHECKED BY:	AJD
DWG:	44050.010DT01.DWG
DATE:	11–21–2023
SHEET NO:	DT4



COMBINATION CURB RAMP



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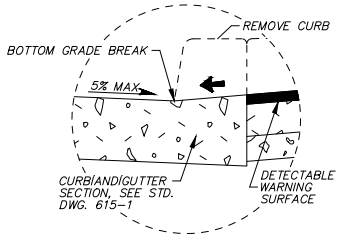
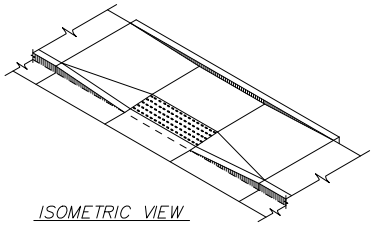


CURB CUT DETAIL



ISOMETRIC VIEW

SYMBOL LEGEND

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5.0% TO 8.3% RUNNING SLOPE, 2.0% OR FLATTER CROSS SLOPE

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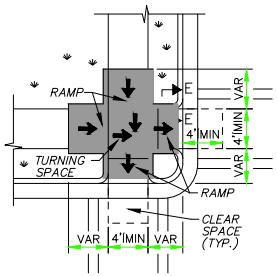

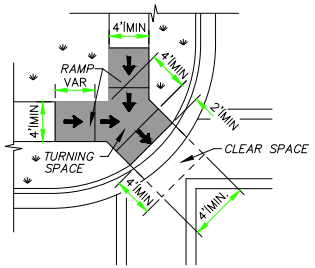

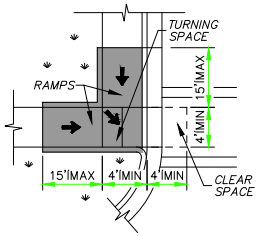

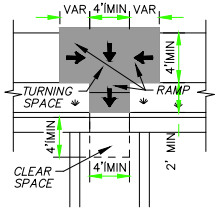

EXAMPLE APPLICATIONS

ITD STANDARD DRAWING
614–3 CURB RAMPS

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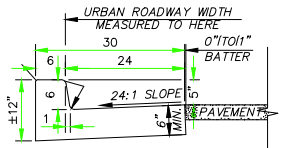
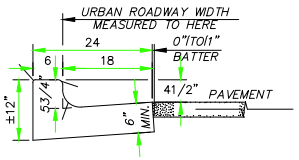
DWG:	44050.010DT01.DWG
DATE:	11–21–2023
SHEET NO:	DT5



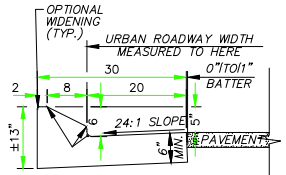
CURB AND GUTTER TYPE 1

CURB AND—GUTTER



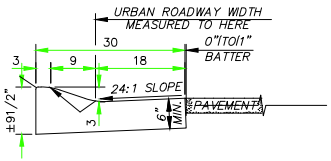
CURB AND GUTTER TYPE 2

(SEE NOTE NO. 4)



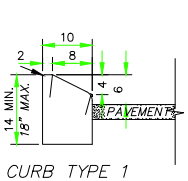
CURB AND GUTTER TYPE 3

—TOOLED JOINTS AT 5' INTERVALS (SEE NOTE NO. 10)

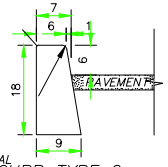


CURB AND GUTTER TYPE 4

—CUT OR FILL SLOPE

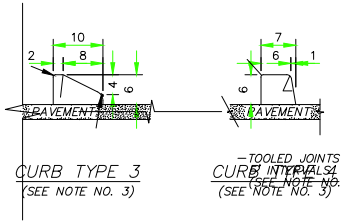


CURB TYPE 1



—OPTIONAL WIDENING (TYP.)

CURB TYPE 2



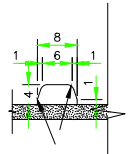
CURB TYPE 3

(SEE NOTE NO. 3)

—TOOLED JOINTS AT 5' INTERVALS (SEE NOTE NO. 10)

CURB TYPE 4

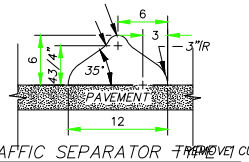
(SEE NOTE NO. 3)



CURB TYPE 5

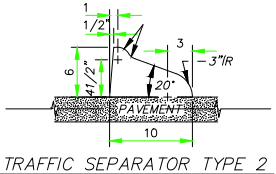
(SEE NOTE NO. 3)

CUT OR—FILL SLOPE SPACE



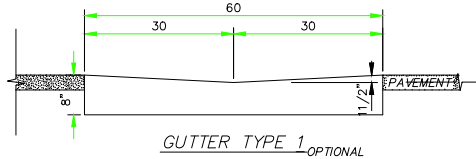
TRAFFIC SEPARATOR TYPE 1

(SEE NOTE NO. 3)



TRAFFIC SEPARATOR TYPE 2

(SEE NOTE NO. 3)



GUTTER TYPE 1

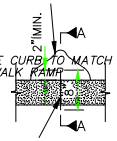
—OPTIONAL WIDENING (TYP.)

—SEE HORIZONTAL OPENING DETAIL

—SIDEWALK OBSTRUCTION

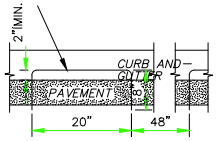
KEY DETAIL

(SEE NOTE NO. 3)

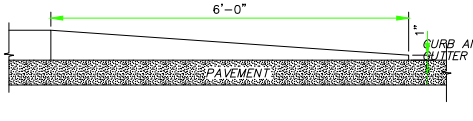


PIN DETAIL

(SEE NOTE NO. 3)



SECTION A—A



CURB TERMINUS DETAIL

(SEE NOTE NO. 5)

NOTES

1. TRANSITION BETWEEN DIFFERENT TYPES OVER 10 FEET.
2. PROVIDE 4 INCHES OF AGGREGATE BASE UNDER CURB AND GUTTER, CURB, OR GUTTER UNLESS THE CURB IS PLACED ON PAVEMENT.
3. PORTLAND CEMENT CONCRETE CURB OR TRAFFIC SEPARATOR ON ASPHALT CONCRETE PAVEMENT:

   PROVIDE A KEY IN THE PAVEMENT AT THE CENTERLINE OF THE CURB OR TRAFFIC SEPARATOR. SEE THE KEY DETAIL.

   CONCRETE CURBS OR TRAFFIC SEPARATORS MAY BE PINNED TO THE PAVEMENT STRUCTURE IN LIEU OF THE KEY. DRILL THE PAVEMENT AND PLACE PINS BEFORE THE CURB OR TRAFFIC SEPARATOR IS CONSTRUCTED. SEE THE PIN DETAIL.

   PORTLAND CEMENT CONCRETE CURB OR TRAFFIC SEPARATOR ON PORTLAND CEMENT CONCRETE PAVEMENT:

   USE AN EPOXY BONDING AGENT. NO KEY IS NEEDED.

   ASPHALT CONCRETE CURB OR TRAFFIC SEPARATOR ON ASPHALT CONCRETE PAVEMENT:

   NO KEY IS NEEDED. ENSURE THAT THE CURB IS BONDED TO THE PAVEMENT.
4. ENSURE THAT THE GUTTER SLOPE DOES NOT EXCEED 5 PERCENT AT CURB RAMPS.
5. TAPER THE LAST 6 FEET OF CURB AND GUTTER TYPES 1, 2, 3, AND 4 AND CURB TYPES 1 AND 2 DOWN TO A 1 INCH HEIGHT. TAPER CURB TYPES 3, 4, AND 5 AND TRAFFIC SEPARATORS TYPES 1 AND 2 DOWN TO A 1 INCH HEIGHT AT A 1:1 SLOPE.
6. DRAWING NOT TO SCALE.

ITD STANDARD DRAWING
615—1 CURB AND GUTTER

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LICENSED
15695
STATE OF IDAHO
ADAM J DORSEY

01/15/2024

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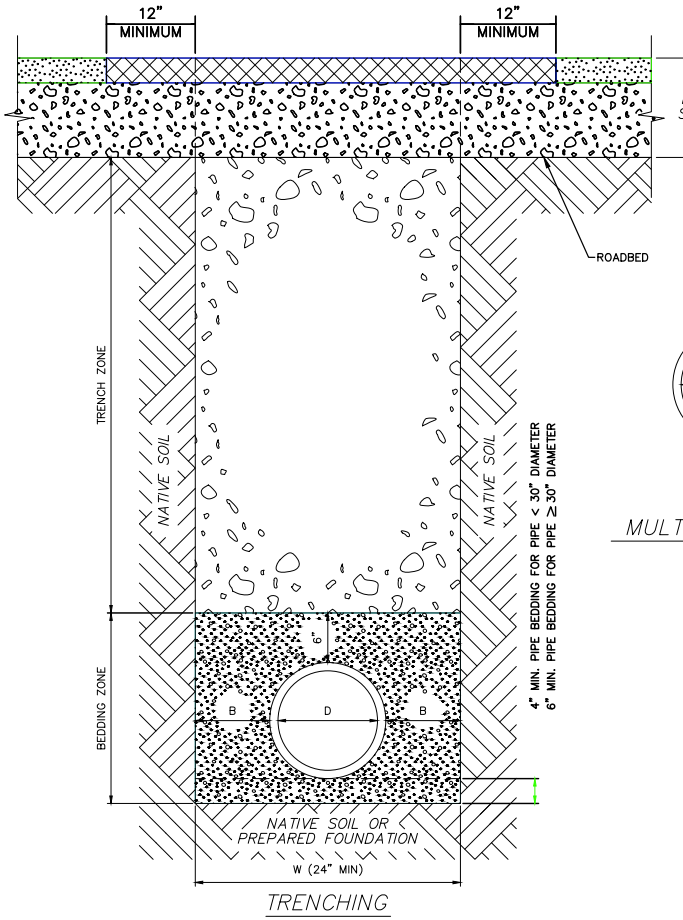
NO.	DATE	REVISION DESCRIPTION	BY

CITY OF SANDPOINT

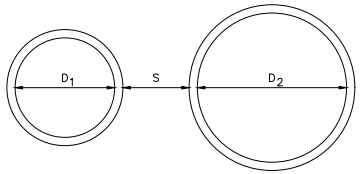
FIFTH AND PINE STREET SIGNAL

CURB AND GUTTER

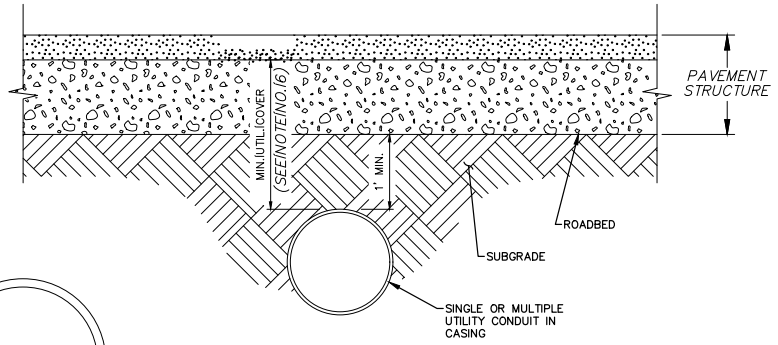
PROJ NO:	44050.010
DESIGNED BY:	AJD
DRAWN BY:	JT
CHECKED BY:	AJD
DWG:	44050.010DT01.DWG
DATE:	11-21-2023
SHEET NO:	DT6



TRENCHING



MULTIPLE PIPE INSTALLATION DETAIL
(SEE NOTE NO. 4)



JACKING, DRIVING, OR BORING

MINIMUM DIMENSION TABLE (SEE NOTE NOS. 3 AND 4)		
D (INCHES)	B (INCHES)	S (INCHES)
≤ 6	10	24
7 TO 15	12	24
16 TO 30	18	24
> 30	24	GREATER OF 24 OR D/2

NOTES

1. PLACE MATERIAL IN ACCORDANCE WITH SECTION 210.
2. CONTROLLED DENSITY FILL (CDF) IN ACCORDANCE WITH SECTION 522 CAN BE USED IF APPROVED BY THE ENGINEER.
3. LOOSE LIFT THICKNESS DIRECTLY ON TOP OF PIPE MAY BE INCREASED WITH APPROVAL TO PREVENT DAMAGE TO PIPE DURING COMPACTION.
4. WHEN TWO DIFFERENT DIAMETER PIPES ARE INSTALLED, USE THE LARGER D DIMENSION TO DETERMINE THE S DIMENSION.
5. WHEN THE PIPE DIAMETER IS 36 INCHES OR GREATER AND THE PIPE IS INSTALLED DURING EMBANKEMENT CONSTRUCTION, USE B DIMENSION EQUAL TO THE PIPE DIAMETER.
6. PROVIDE THE FOLLOWING MINIMUM COVER DEPTHS:
   WATER: 4'
   LIQUID OR GAS PETROLEUM: 4'
   ELECTRICAL MAIN LINE: 4'
   COMMUNICATIONS OR ELECTRONICS: 2'
   UTILITY OWNERS AND LOCAL PUBLIC AGENCIES MAY HAVE DIFFERENT MINIMUM COVER DEPTHS. CONTRACTOR IS RESPONSIBLE FOR VERIFYING THE REQUIRED COVER DEPTHS.
7. PERFORM TRENCHING PER OSHA REQUIREMENTS.
8. DO NOT DISTURB THE INSTALLED PIPE OR CONDUIT, OR LEAVE VOIDS WHEN USING TRENCH BOXES OR SHIELDS.
9. DRAWINGS NOT TO SCALE.

ITD STANDARD DRAWING
601-1 PIPE AND CONDUIT INSTALLATION

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01/15/2024

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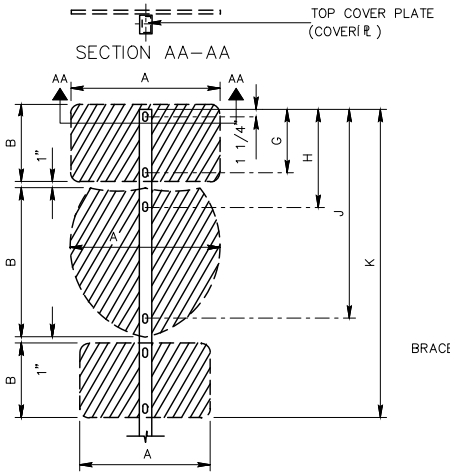
NO.	DATE	REVISION DESCRIPTION	BY

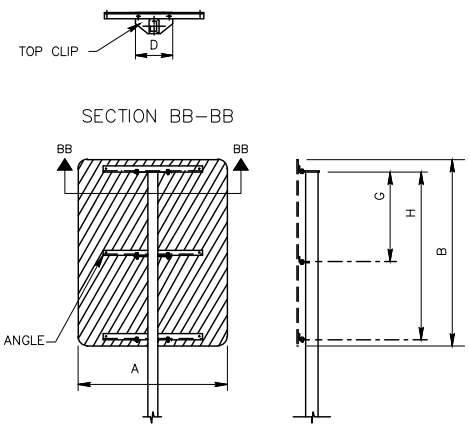
CITY OF SANDPOINT
FIFTH AND PINE STREET SIGNAL
PIPE AND CONDUIT INSTALLATION

PROJ NO:	44050.010
DESIGNED BY:	AJD
DRAWN BY:	JT
CHECKED BY:	AJD
DWG:	44050.010DT01.DWG
DATE:	11-21-2023
SHEET NO:	DT7

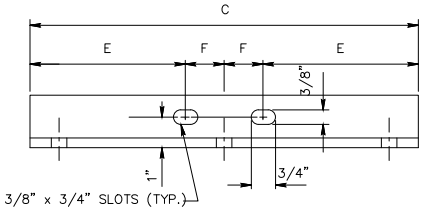


4" x 3" POST DETAILS

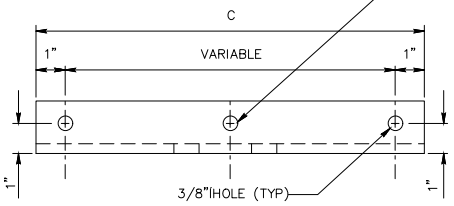
POST DETAILS FOR 4"x3" POSTS						
SIGN DESCRIPTION	SIGN SIZE A	SIGN SIZE B	G	H	J	K
STOP	30"	30"	251/4"	N/A	N/A	281/4"
	36"	36"	311/4"	N/A	N/A	341/4"
YIELD	36"	TRIANGLE	251/4"	N/A	N/A	301/4"
SQUARE AND RECTANGULAR SIGNS	12"	30"	251/4"	N/A	N/A	281/4"
	24"/36"	18"	N/A	N/A	N/A	
	24"/36"	24"	191/4"	N/A	N/A	221/4"
	24"	30"	251/4"	N/A	N/A	281/4"
	30"	30"	251/4"	N/A	N/A	281/4"
	30"	36"	311/4"	N/A	N/A	341/4"
	36"	24"	191/4"	N/A	N/A	221/4"
	36"	30"	251/4"	N/A	N/A	281/4"
WARNING	18" DIAMOND		211/4"	N/A	N/A	231/2"
	30" DIAMOND		311/4"	N/A	N/A	371/4"
WARNING & AUXL. SIGNS	30" DIAMOND		311/4"	N/A	N/A	561/4"
	18"	18"	N/A	393/4"	543/4"	
NO PASS. ZONE	48"	36"	191/4"	N/A	N/A	211/2"
TRAIL BLAZER ASSEMBLY (ASSY.)	24"	12"	101/4"	N/A	N/A	511/4"
	24"	24"	N/A	153/4"	333/4"	
	21"	15"	N/A	N/A	N/A	
ADV. ROUTE MARKER ASSY.	24"	24"	191/4"	N/A	N/A	381/4"
	24"	15"	N/A	243/4"	363/4"	
SINGLE JCT. ASSY.	21"	15"	131/4"	N/A	N/A	393/4"
	24"	24"	N/A	183/4"	363/4"	
HOSPITAL, CAMPING ASSY.	24"	24"	191/4"	N/A	N/A	291/4"
	24"	6"	N/A	243/4"	273/4"	



POST AND BRACE ANGLES
4" x 3", 5" x 5", 6" x 6" POSTS



NOTE:
CENTER HOLES IN THE BRACE ANGLES ARE REQUIRED ONLY FOR THOSE SIGNS WHERE "A" IS 72" OR GREATER.

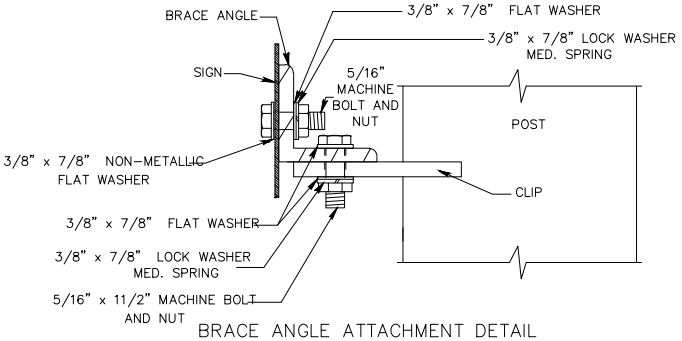


BRACE ANGLE DETAIL

ITD STANDARD DRAWING
616–16 POST AND BRACE

POST AND BRACE ANGLES FOR 4" X 3", 5" X 5", 6" X 6" POSTS									
SIGN DESCRIPTION	SIGN SIZE A	SIGN SIZE B	C	D	E	F	G	H	WEIGHT IN LBS.
STOP	36"	36"	32"	12"	11"	5"	30"	N/A	14.80
	48"	48"	42"	12"	16"	5"	20"	N/A	19.40
YIELD	60" TRIANGLE		48"	12"	19"	5"	N/A	N/A	13.90
			12"	12"	1"	5"	35"		
SQUARE AND RECTANGULAR SIGNS	36"	48"	32"	12"	11"	5"	42"	N/A	14.80
	48"	60"	32"	12"	11"	5"	27"	54"	22.20
	36"	36"	32"	12"	11"	5"	30"	N/A	14.80
	48"	48"	44"	12"	17"	5"	42"	N/A	22.30
	48"	36"	32"	12"	11"	5"	30"	N/A	14.80
	72"	36"	62"	12"	26"	5"	18"	N/A	28.60
	72"	48"	62"	12"	26"	5"	30"	N/A	28.60
	48"	30"	32"	12"	11"	5"	24"	N/A	14.80
	72"	30"	62"	12"	26"	5"	24"	N/A	28.60
	36"	24"	32"	12"	11"	5"	18"	N/A	14.80
	36"	30"	32"	12"	11"	5"	24"	N/A	14.80
WARNING & AUXL. SIGNS	36" DIAMOND		26"	12"	8"	5"	16"	N/A	12.00
	18"	18"	*	*	*	*	*		
	48" DIAMOND		42"	12"	16"	5"	20"	N/A	19.40
	24"	24"	*	*	*	*	*		
WARNING	36" DIAMOND		26"	12"	8"	5"	16"	N/A	12.00
	48" DIAMOND		42"	12"	16"	5"	20"	N/A	19.40
WARNING LARGE ARROW	48"	24"	42"	12"	16"	5"	18"	N/A	19.40
	60"	36"	44"	12"	17"	5"	30"	N/A	20.40
JUNCTION ASSEMBLY	21"	15"	*	*	*	*	POST TOP CLIP NOT REQ'D–COVER ONLY		
	2–24"ROUTE MARKERS		27"	12"	81/2"	5"	20"	38"	12.50
SINGLE CARDINAL DIRECT'L ASSY.	30"	15"	26"	12"	8"	5"	N/A	N/A	15.20
	36"	36"	26"	12"	8"	5"	131/2"	N/A	
			12"	12"	1"	5"	N/A	381/2"	
JUNCTION ASSEMBLY	21"	15"	*	*	*	*	POST TOP CLIP NOT REQ'D–COVER ONLY		
	3–24"ROUTE MARKERS		54"	12"	21"	5"	20"	38"	25.00

NOTES:
1. WEIGHTS OF BRACE ANGLES DO NOT INCLUDE GALVANIZING.
2. ALL BRACE ANGLES SHALL BE 13/4" x 13/4" x 1/4" AT 2.77 LBS./FT.
* 3. THE AUXILIARY SIGNS SHALL BE ATTACHED BY DRILLING THE POST WITH ÚTWO HOLES AND FLUSH MOUNT THE SIGN TO THE FACE OF THE POST.
4. REFER TO STANDARD DRAWING 616–6.
5. WHEN ONLY ONE BRACE IS REQUIRED, PLACE IN THE CENTER OF THE SIGN.



BRACE ANGLE ATTACHMENT DETAIL

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01/15/2024

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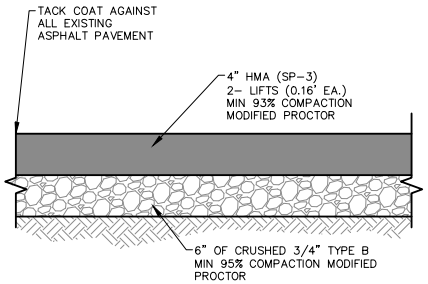
NO.	DATE	REVISION DESCRIPTION	BY

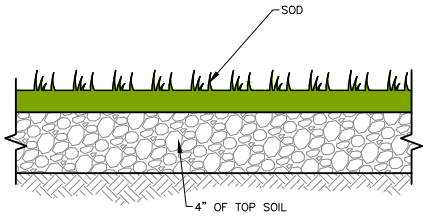
CITY OF SANDPOINT
FIFTH AND PINE STREET SIGNAL
SIGNAGE

PROJ NO:	44050.010
DESIGNED BY:	AJD
DRAWN BY:	JT
CHECKED BY:	AJD
DWG:	44050.010DT01.DWG
DATE:	11–21–2023
SHEET NO:	DT8

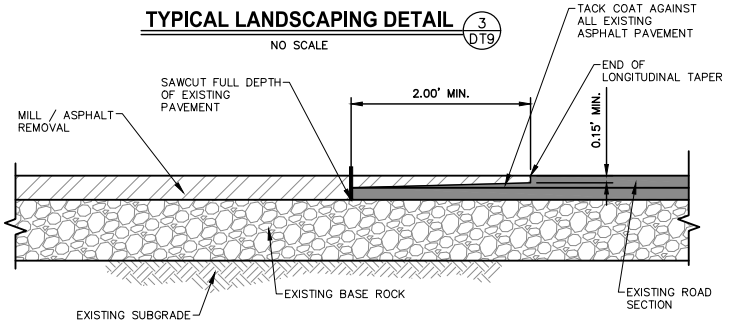
NOT USED (1 DT9)
NO SCALE



ASPHALT PATCH DETAIL (2 DT9)
NO SCALE



TYPICAL LANDSCAPING DETAIL (3 DT9)
NO SCALE



TAPER GRIND - LONGITUDINAL (4 DT9)
NO SCALE

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STATE OF IDAHO
ADAM J DORSEY

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NO.	DATE	REVISION DESCRIPTION	BY

CITY OF SANDPOINT
FIFTH AND PINE STREET
SIGNAL

PAVEMENT AND SURFACING

PROJ NO:	44050.010
DESIGNED BY:	AJD
DRAWN BY:	JDY
CHECKED BY:	AJD
DWG:	44050.010ST02.DWG
DATE:	11-22-2023
SHEET NO:	DT9

NOTES

1. USE WHITE AND YELLOW PAVEMENT MARKINGS AS FOLLOWS:
   WHITE:
   A. THE SEPARATION OF TRAFFIC TRAVELING IN THE SAME DIRECTION.
   B. THE RIGHT–HAND EDGE OF THE HIGHWAY.
   YELLOW:
   A. THE SEPARATION OF TRAFFIC TRAVELING IN OPPOSITE DIRECTIONS.
   B. THE LEFT–HAND EDGE DIVIDED HIGHWAYS, ONE–WAY STREETS, OR RAMPS.
   C. TWO–WAY LEFT–TURN LANES.
2. USE LONGITUDINAL PAVEMENT MARKINGS AS FOLLOWS:
   A. USE SOLID LINES TO INDICATE THE LEFT OR RIGHT EDGE OF TRAVEL WAY OR TO DISCOURAGE LANE CHANGING.
   B. USE DOUBLE LINES TO PROHIBIT PASSING OR LANE CHANGING.
   C. USE BROKEN LINES TO INDICATE PASSING OR LANE CHANGING ARE PERMITTED. USE THE 12' LINE SEGMENT, 38' GAP PATTERN FOR ALL SPEEDS.
   D. USE COMBINATION SOLID AND BROKEN LINES TO PROHIBIT PASSING IN ONE DIRECTION WHILE PERMITTING PASSING IN THE OPPOSITE DIRECTION OR TO INDICATE A TWO–WAY LEFT–TURN LANE.
   E. USE DOTTED LINES AS FOLLOWS:
      3' LINE SEGMENT, 9' GAP:
      I. TO SEPARATE A THROUGH LANE AND A LANE THAT BECOMES A MANDATORY EXIT OR TURN LANE (DROPPED LANE).
      II. TO SEPARATE THROUGH LANES AND TURN LANES OR RAMPS.
      III. TO SEPARATE A THROUGH LANE AND AN AUXILIARY LANE 2 MILES OR LESS IN LENGTH BETWEEN FREEWAY ENTRANCE RAMP AND EXIT RAMPS OR 1 MILE OR LESS IN LENGTH BETWEEN INTERSECTIONS.

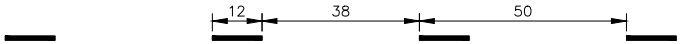
      2' LINE SEGMENT, 6' GAP:
      I. AS A LANE LINE EXTENSION THROUGH AN INTERSECTION.
3. USE 12' VEHICULAR TRAVEL LANES UNLESS OTHERWISE INDICATED. MEASURE LANE WIDTHS FROM THE CENTER OF LINE TO THE CENTER OF LINE.
4. THE PAVEMENT MARKING APPLICATION EXAMPLES PRESENTED SHOW COMMON APPLICATION. MODIFY AS NEEDED TO ACCOMODATE OTHER SITUATIONS.
5. METHODS FOR DETERMINING TURN–LANE LENGTH ARE DESCRIBED IN THE ITD TRAFFIC MANUAL.
6. USE 15W FOR POSTED SPEED LIMITS OF 45 MPH OR GREATER. USE 8W FOR POSTED SPEED LIMITS OF 40 MPH OR LESS. W IS THE OFFSET WIDTH IN FEET.
7. USE DISTANCE L WHEN PRACTICAL. USE THE FOLLOWING EQUATION TO DETERMINE L:
   $L = WS$
   WHERE:
   W = OFFSET WIDTH IN FEET
   S = POSTED SPEED LIMIT
8. USE LANE–USE ARROWS AND WORD PAVEMENT MARKINGS AS SHOWN. SOME MARKINGS ARE OPTIONAL.
   A. USE TWO OR MORE LANE–USE ARROWS UNLESS THE TURN–LANE LENGTH IS LESS THAN 75 FEET. IF SHORTER THAN 75 FEET, THE DOWNSTREAM ARROW CAN BE OMITTED.
   B. USE TWO–WAY LEFT–TURN ARROW MARKINGS NEAR THE BEGINNING OF A TWO–WAY LEFT–TURN LANE AND EVERY 1/2 MILE THEREAFTER.
9. BREAK EDGE AND LANE LINES AT INTERSECTIONS WITH MINOR ROADS. CONTINUE EDGE AND LANE LINES THROUGH DRIVEWAY APPROACHES.
10. ON TWO–LANE HIGHWAYS, PAINT THE CENTERLINE IN ONE DIRECTION IN ASCENDING STATION/MILEPOST DIRECTION AS SHOWN.
11. DRAWINGS NOT TO SCALE.

ITD STANDARD DRAWING
630–1 PAVEMENT MARKINGS

LONGITUDINAL PAVEMENT MARKING LINES

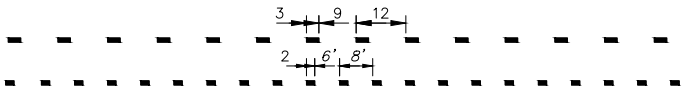
SOLID LINE
COLOR: WHITE OR YELLOW
WIDTH: NORMAL (4" TO 6") OR WIDE (2X NORMAL WIDTH)

DOUBLE LINE
COLOR: WHITE OR YELLOW
WIDTH: NORMAL (4" TO 6" LINE, 3" GAP, 4" TO 6" LINE)

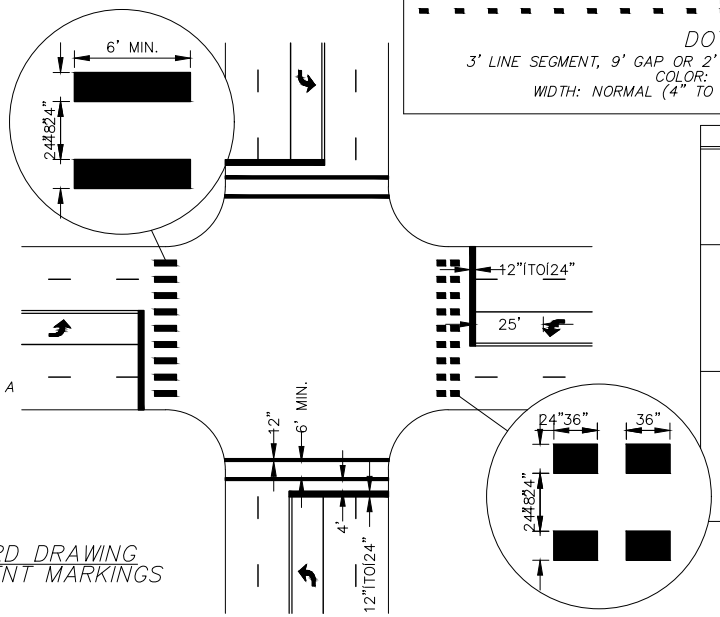


BROKEN LINE
COLOR: WHITE OR YELLOW
WIDTH: NORMAL (4" TO 6")

COMBINATION SOLID AND BROKEN LINE
COLOR: YELLOW
WIDTH: NORMAL (4" TO 6" LINE, 3" GAP, 4" TO 6" LINE)



DOTTED LINE
3' LINE SEGMENT, 9' GAP OR 2' LINE SEGMENT, 6' GAP (SEE NOTE NO. 2)
COLOR: WHITE OR YELLOW
WIDTH: NORMAL (4" TO 6") OR WIDE (2X NORMAL WIDTH)



EXAMPLE STOP LINE AND CROSSWALK DETAIL

LONGITUDINAL PAVEMENT MARKING LINE WIDTHS

NORMAL LINE — 4"TO6"

WIDE LINE — 2X WIDTH OF NORMAL LINE

NORMAL DOUBLE LINE — 4"TO6", 3", 4"TO6"

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01/15/2024

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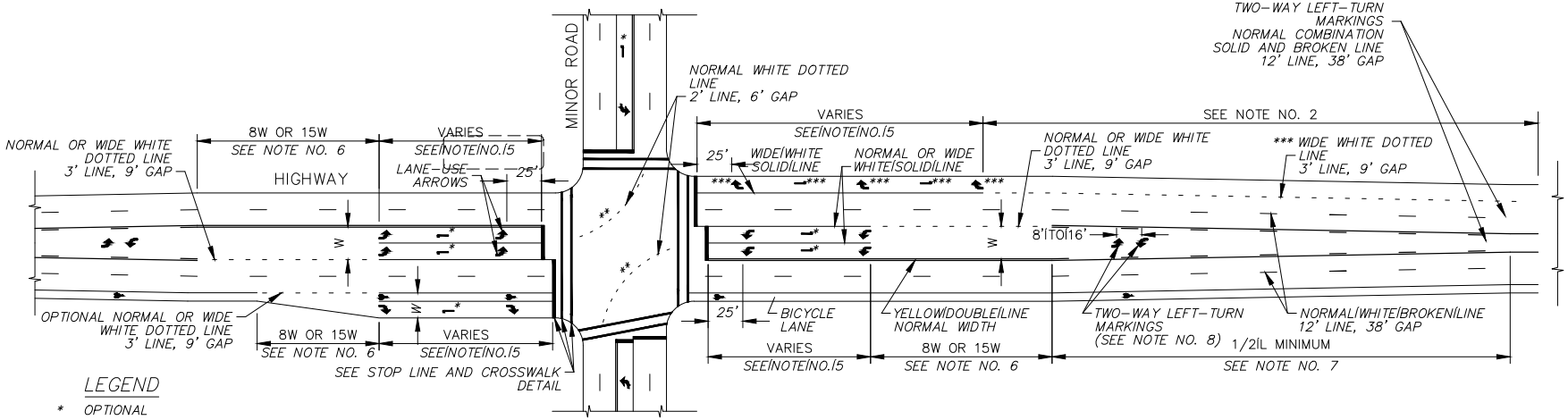
NO.	DATE	REVISION DESCRIPTION	BY

CITY OF SANDPOINT
FIFTH AND PINE STREET SIGNAL
PAVEMENT MARKINGS

PROJ NO:	44050.010
DESIGNED BY:	AJD
DRAWN BY:	JT
CHECKED BY:	AJD
DWG:	44050.010DT01.DWG
DATE:	11–21–2023
SHEET NO:	DT10



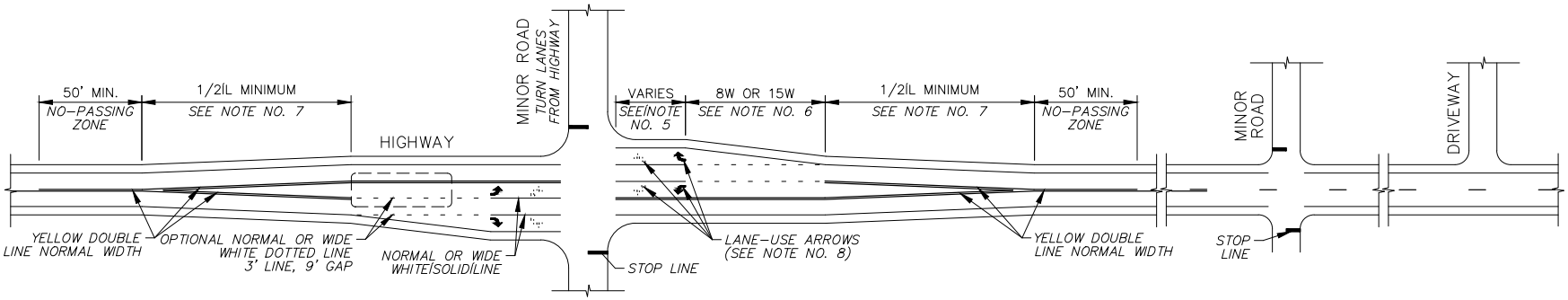
LEGEND

* OPTIONAL

** DOTTED LANE LINE EXTENSION (2' SEGMENT, 6' GAP)

*** REQUIRED WHERE THROUGH LANE BECOMES MANDATORY TURN LANE

EXAMPLE URBAN HIGHWAY PAVEMENT MARKINGS



EXAMPLE RURAL HIGHWAY PAVEMENT MARKINGS

SEE NOTE NO. 9

* SEE PREVIOUS SHEET FOR NOTES

ITD STANDARD DRAWING
630-1 PAVEMENT MARKINGS

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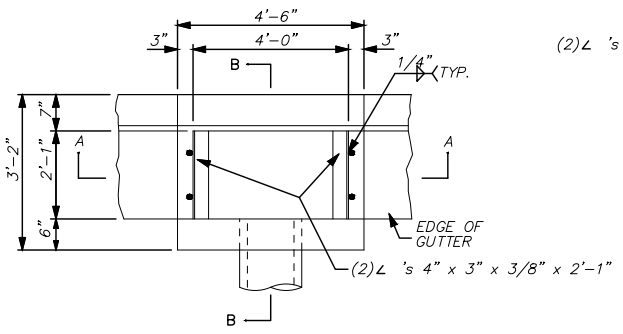
NO.	DATE	REVISION DESCRIPTION	BY

CITY OF SANDPOINT

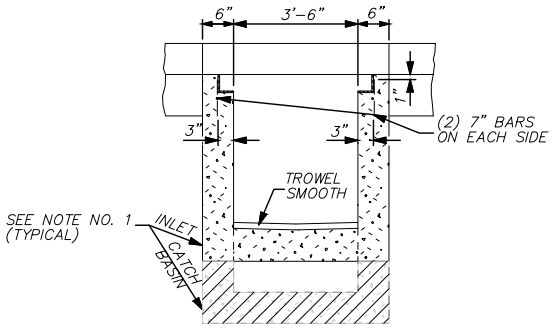
FIFTH AND PINE STREET SIGNAL

PAVEMENT MARKINGS

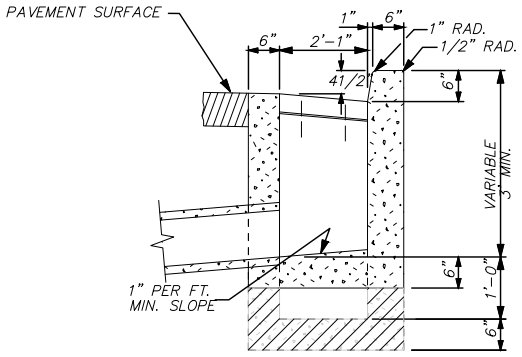
PROJ NO:	44050.010
DESIGNED BY:	AJD
DRAWN BY:	JT
CHECKED BY:	AJD
DWG:	44050.010DT01.DWG
DATE:	11-21-2023
SHEET NO:	DT11



PLAN

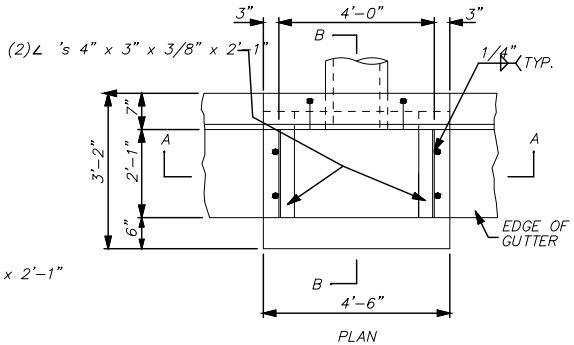


SECTION A–A

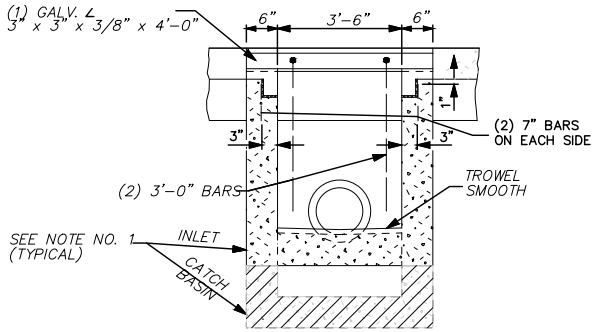


SECTION B–B

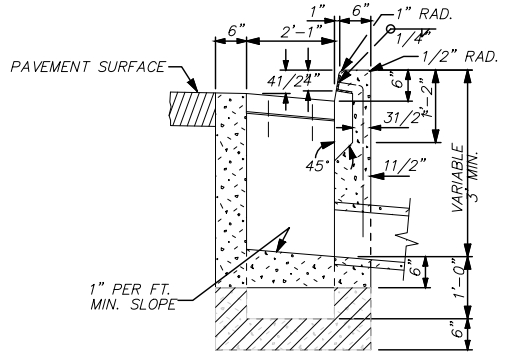
INLET – TYPE 1A
CATCH BASIN – TYPE 1A



PLAN



SECTION A–A



SECTION B–B

INLET – TYPE 2A
CATCH BASIN – TYPE 2A

NOTES

1. PATTERNS USED IN DRAWING:
   - INLET SECTIONS:
   - CATCH BASIN BOTTOMS:
   - PAVEMENT:
2. INLETS AND CATCH BASINS MAY BE EITHER PRECAST OR CAST–IN–PLACE. PRECAST UNITS SHALL MEET THE REQUIREMENTS OF ASTM C 913. (PRIOR APPROVAL OF SHOP DRAWINGS WILL BE REQUIRED ON MODIFIED UNITS.)
3. A 1" SIDE DRAFT IS ALLOWED FOR FORM REMOVAL.
4. CAST–IN–PLACE INLETS AND CATCH BASINS SHALL CONFORM TO SECTION 609 – MINOR STRUCTURES OF THE CURRENT ITD STANDARD SPECIFICATIONS FOR HIGHWAY CONSTRUCTION.
5. THE GRADE LINE OF THE TOP INSIDE OF ANY PIPE SHALL ENTER AT A POINT NO LOWER THAN THE TOP INSIDE OF THE OUTLET PIPE.
6. PIPES CAN ENTER OR LEAVE THE BOX IN ANY DIRECTION. ALL CONNECTIONS AND BROKEN AREAS SHALL BE GROUTED SMOOTH.
7. STEEL ANGLES SHALL BE SET SO THAT EACH BEARING BAR OF PREFABRICATED GRATE SHALL HAVE FULL BEARING ON BOTH ENDS. THE FINISHED TOP OF CONCRETE SHALL BE EVEN WITH THE ANGLE/GRATE SURFACE. THE STRUCTURAL STEEL NEED NOT BE PAINTED BUT SHALL MEET THE REQUIREMENTS OF ASTM A 36.
8. ALL METAL REINFORCEMENT USED SHALL BE NO. 4 BARS. THE METAL REINFORCEMENT SHALL BE SMOOTH CUT TO ACCOMMODATE PIPES.
9. GRAY IRON CAST TO THE DIMENSIONS GIVEN FOR THE STEEL GRATES MAY BE USED. THE CASTINGS SHALL CONFORM TO AASHTO M306 CLASS 35B GRAY IRON CASTINGS.
10. INLET/CATCH BASIN GRATES MAY EITHER BE RESISTANCE WELDED OR ARC WELDED. IN EITHER CASE THE GRATE SHALL BE TRUE AND FLUSH.
11. GRATE B WILL BE USED ONLY WHEN SPECIFIED.
12. NOT TO SCALE.

ITD STANDARD DRAWING
605–21 INLETS & CATCH BASINS

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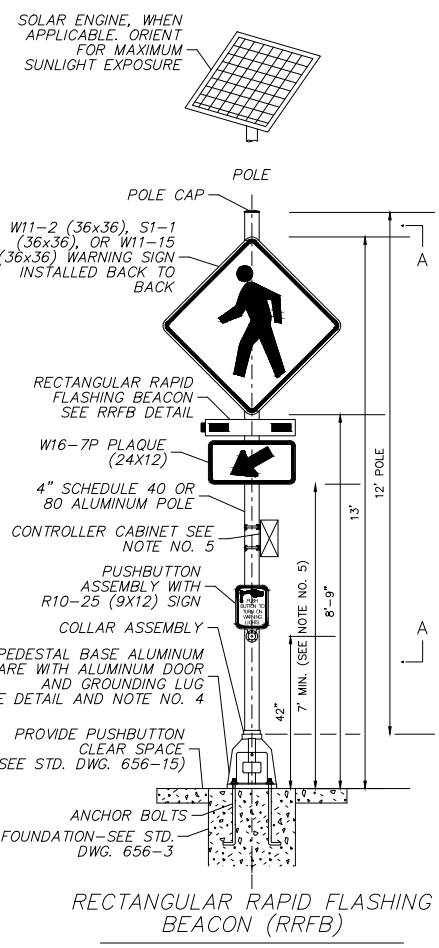
NO.	DATE	REVISION DESCRIPTION	BY

CITY OF SANDPOINT

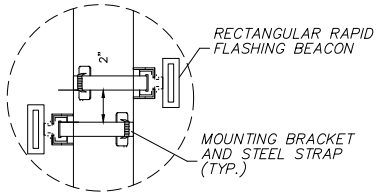
FIFTH AND PINE STREET SIGNAL

INLETS & CATCH BASINS

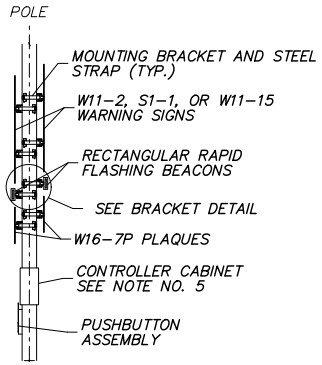
PROJ NO:	44050.010
DESIGNED BY:	AJD
DRAWN BY:	JT
CHECKED BY:	AJD
DWG:	44050.010DT01.DWG
DATE:	11–21–2023
SHEET NO:	DT12



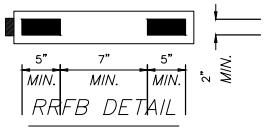
RECTANGULAR RAPID FLASHING BEACON (RRFB)



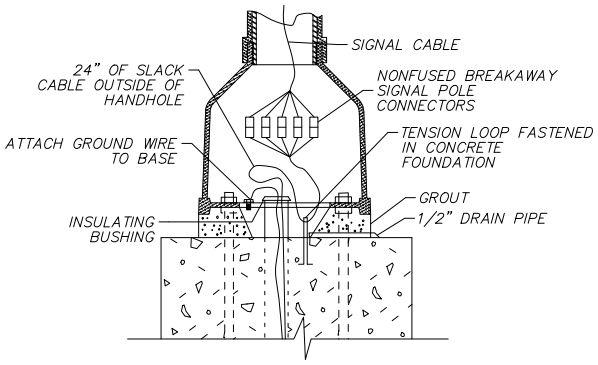
BRACKET DETAIL



SECTION A-A



RRFB DETAIL



FRANGIBLE ALUMINUM BASE DETAIL

NOTES

1. WARNING BEACONS PROVIDE SUPPLEMENTAL EMPHASIS TO WARNING SIGNS. RECTANGULAR RAPID FLASHING BEACONS FUNCTION AS WARNING BEACONS SPECIFICALLY FOR PEDESTRIAN, SCHOOL, AND TRAIL WARNING SIGNS AT MARKED CROSSWALKS ACROSS UNCONTROLLED APPROACHES. LED UNITS IN A SIGN OR SUPPLEMENTAL PLAQUE LEGEND OR BORDER DO NOT CONSTITUTE A WARNING BEACON.
2. THIS DRAWING SHOWS TYPICAL BEACON INSTALLATION DETAILS. THE DETAILS FOR QPL APPROVED PROPRIETARY SYSTEMS MAY VARY.
3. LOCATE RRFB POLES AS SHOWN IN THE PLANS AND IN ACCORDANCE WITH STANDARD DRAWING 656-15. LOCATE WARNING BEACON POLES AS SHOWN IN THE PLANS.
4. *A FRANGIBLE COUPLING SYSTEM BASE CAN BE SUBSTITUTED FOR A FRANGIBLE CAST ALUMINUM BASE.*
5. *ENSURE PUSHBUTTON ASSEMBLY, CONTROLLER CABINET, AND SECONDARY SIGNS DO NOT PROTRUDE MORE THAN 4 INCHES HORIZONTALLY INTO ADJACENT PEDESTRIAN CIRCULATION PATHS IN ACCORDANCE WITH STANDARD DRAWING 614-1.*
6. THE HEIGHT TO THE BOTTOM OF A SECONDARY SIGN MOUNTED BELOW ANOTHER SIGN MAY BE 1 FOOT LESS THAN THE HEIGHT SHOWN PROVIDED THE CONDITIONS IN NOTE NO. 4 ARE MET.
7. USE STEEL CONDUIT ELBOWS IN CONCRETE BASES AND TO EXTEND ELBOWS BEYOND CONCRETE FOUNDATION.
8. TERMINATE SPARE STUB OUTS WITH A STEEL COUPLING AND PLASTIC PUSH PLUG AT BOTH ENDS.
9. PROVIDE CONTROLLER CABINET ENCLOSURE APPROPRIATE FOR THE WARNING BEACON OR RRFB SYSTEM. LOCATE CABINET AS SHOWN IN THE PLANS.
10. INSTALL PEDESTRIAN PUSHBUTTONS IN ACCORDANCE WITH MANUFACTURERS WRITTEN INSTRUCTIONS.
11. DRAWING NOT TO SCALE.

ITD STANDARD DRAWING
657-1 FLASHING BEACONS

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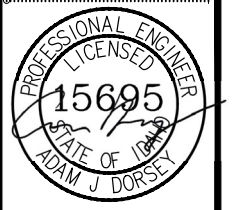

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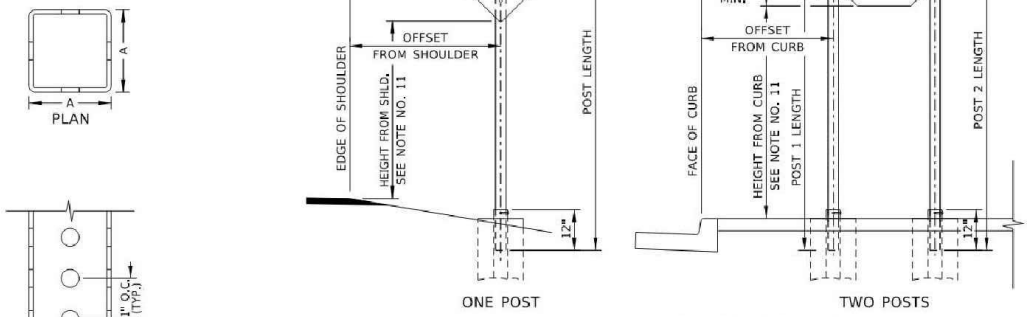
NO.	DATE	REVISION DESCRIPTION	BY

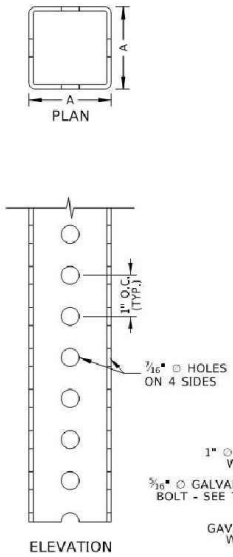
CITY OF SANDPOINT
FIFTH AND PINE STREET SIGNAL
FLASHING BEACONS

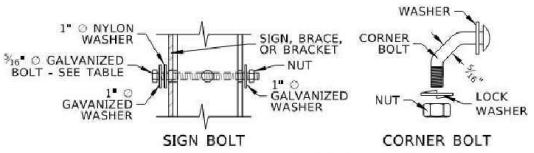
PROJ NO:	44050.010
DESIGNED BY:	AJD
DRAWN BY:	JT
CHECKED BY:	AJD
DWG:	44050.010DT01.DWG
DATE:	11-21-2023
SHEET NO:	DT13



ONE POST TWO POSTS

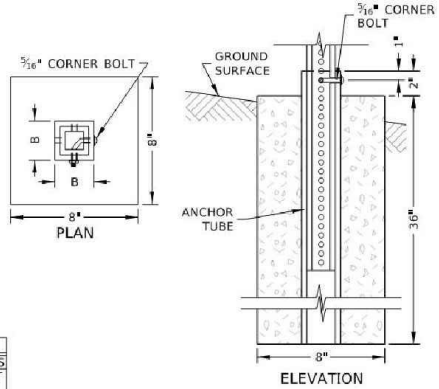
SIGN ASSEMBLY MEASUREMENTS





FASTENER DETAILS

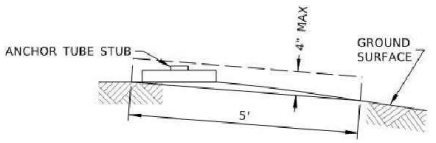
SEE NOTE NO. 10



FOUNDATION

SEE NOTE NOS. 12 & 13

SIGN POST AND FOUNDATION TABLE										
TYPE E PERFORATED STEEL TUBE POST					FOUNDATION		ANCHOR TUBE			FASTENERS
POST TYPE	PERFORATED STEEL TUBE POST SIZE A (IN)	GAUGE	POST WEIGHT (LB/FT)	MAXIMUM SIGN LOAD (SFxFT)	SIZE (INxINxIN)	CONCRETE (CY)	B (IN)	GAUGE	POST WEIGHT (LB/FT)	SIGN BOLT LENGTH (IN)
E-1	2	12	2.42	43	8x8x36	0.05	2½x2½	7	5.59	2½
E-2	2½	12	4.01	91	8x8x36	0.05	3x3	7	6.87	3



FOUNDATION AND STUB HEIGHT DETAIL

SEE NOTE NO. 15

NOTES

1. USE TYPE E - PERFORATED STEEL TUBE POSTS - WITH TYPE B - SHEET ALUMINUM AND TYPE E - HDO PLYWOOD SIGNS.
2. SEE THE TRAFFIC MANUAL TO CALCULATE SIGN LOAD PER POST.
3. SEE PROJECT SIGN SUMMARY FOR SIGN ASSEMBLY DIMENSIONS.
4. USE ONE OR MORE TYPE E - PERFORATED STEEL TUBE POST. DO NOT MIX E-1 AND E-2 POSTS ON THE SAME SIGN ASSEMBLY.
5. POST 1 IS CLOSEST TO THE HIGHWAY, WHETHER INSTALLED ON THE RIGHT OR LEFT SIDE.
6. A BREAKAWAY DEVICE MUST BE INSTALLED IF THREE POSTS ARE USED. REFER TO THE ITD QUALIFIED PRODUCTS LIST FOR BREAKAWAY DEVICES.
7. TYPE E - PERFORATED STEEL TUBE POSTS - DO NOT NEED TO BE SHIELDED BY GUARDRAIL OR BARRIER. WHEN PERFORATED STEEL POSTS ARE INSTALLED BEHIND GUARDRAIL OR BARRIER, ENSURE THE POSTS ARE OUTSIDE OF THE GUARDRAIL OR BARRIER WORKING WIDTH.
8. SIGNS CAN BE MOUNTED BACK-TO-BACK IF THE SHAPE OF STOP, YIELD, OR WARNING SIGNS ARE NOT SHIELDED.
9. SIGNS ARE INSTALLED WITH OR WITHOUT BRACES DEPENDENT ON SIGN SIZE AND APPLICATION.
10. TYPE B - SHEET ALUMINUM - OR TYPE E - HDO PLYWOOD - SIGNS CAN BE AFFIXED TO THE POST OR THROUGH BRACES OR BRACKETS.
11. INSTALL SIGNS AT THE FOLLOWING HEIGHTS:
    A. IF INSTALLED IN A RURAL AREA, 5 FEET ABOVE THE PAVEMENT ELEVATION OR 4 FEET IF A SUPPLEMENTARY PLAQUE IS INSTALLED BELOW THE SIGN.
    B. IF INSTALLED IN THE VICINITY OF A CURB OR IN A BUSINESS, COMMERCIAL, OR RESIDENTIAL AREA WHERE PARKING OR PEDESTRIAN MOVEMENTS ARE LIKELY, 7 FEET ABOVE THE PAVEMENT ELEVATION OR 6 FEET IF A SUPPLEMENTARY PLAQUE IS INSTALLED BELOW THE SIGN. IF INSTALLED LOWER THAN 7 FEET, ENSURE SIGNS DO NOT PROJECT MORE THAN 4 INCHES INTO THE PEDESTRIAN FACILITY.
12. PRECAST FOUNDATION OR CAST FOUNDATION IN PLACE. ENSURE THE BOTTOM OF THE FOUNDATION IS KEPT OPEN TO DRAIN. IF THE ANCHOR TUBE IS PERFORATED, ENSURE THE INSIDE OF THE ANCHOR REMAINS OPEN.
13. IF SOLID BEDROCK IS ENCOUNTERED WITHIN THE FOUNDATION DEPTH, DRILL A 4.5 INCH VERTICAL HOLE AND SOCKET THE ANCHOR TUBE. FILL DRILLED HOLES WITH GROUT, TYPE B, CLASS 1. ENSURE THE INSIDE OF THE ANCHOR TUBE REMAINS OPEN. WHEN INSTALLED IN BEDROCK, ENSURE THE E-1 POST IS EMBEDDED 18 INCHES DEEP AND THE E-2 POST IS EMBEDDED 24 INCHES.
14. WHEN THE SIGN IS INSTALLED ON A BACKSLOPE, ENSURE THE SIGN POST IS AT LEAST 5' HIGHER THAN THE GROUND SURFACE.
15. ENSURE NO PART OF THE FOUNDATION OR SIGN POST STUB PROJECTS MORE THAN 4 IN. ABOVE ANY 5 FT. CHORD ALIGNED PERPENDICULARLY TO THE EDGE OF THE HIGHWAY BETWEEN A POINT ON THE GROUND SURFACE ON ONE SIDE OF THE SUPPORT TO A POINT ON THE GROUND SURFACE ON THE OTHER SIDE OF THE SUPPORT.
16. DRAWING NOT TO SCALE.

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NO.	DATE	REVISION DESCRIPTION	BY

CITY OF SANDPOINT

FIFTH AND PINE STREET SIGNAL

SIGN POST AND FOUNDATION

PROJ NO:	44050.010
DESIGNED BY:	AJD
DRAWN BY:	JT
CHECKED BY:	AJD
DWG:	44050.010DT01.DWG
DATE:	11-21-2023

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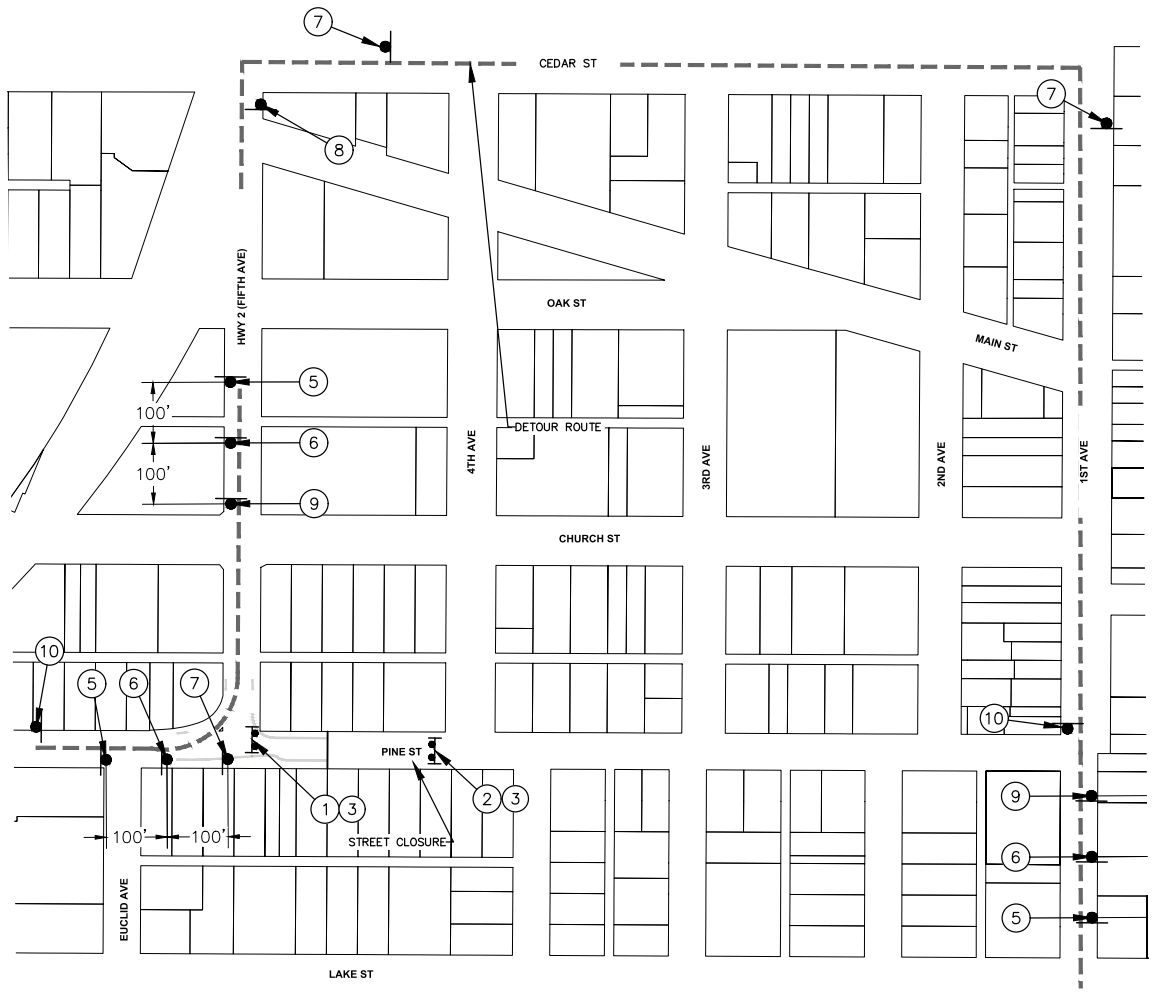
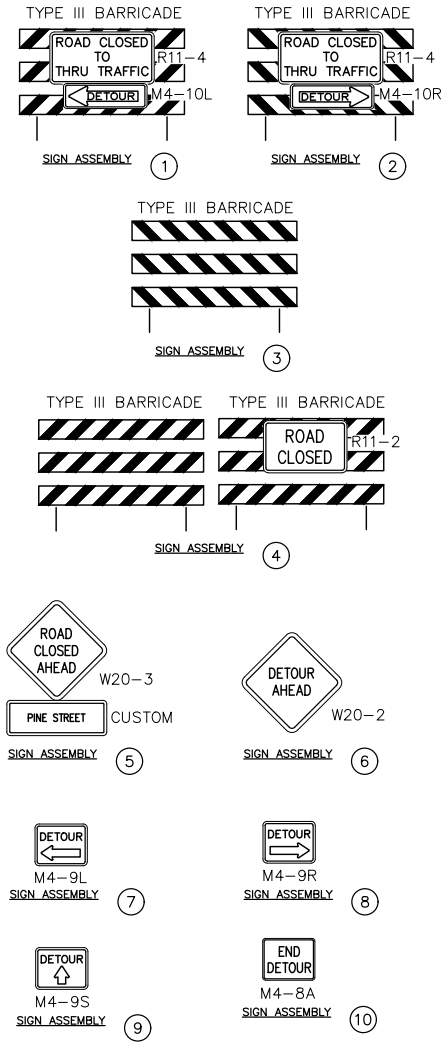
DT14



SIGN ASSEMBLY LEGEND



SYMBOL LEGEND:

- PORTABLE DRUMS
- PORTABLE TUBULAR MARKERS
- TYPE III BARRICADE
- SIGN
- WORK AREA
- DETOUR ROUTE

PINE STREET - DETOUR PLAN (1 / TC1)

5TH AVE AND PINE ST INTERSECTION

GRAPHIC SCALE

(IN FEET)

11x17 SCALE 1" = 200 ft.
22X34 SCALE 1" = 100 ft.

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NO.	DATE	REVISION DESCRIPTION	BY

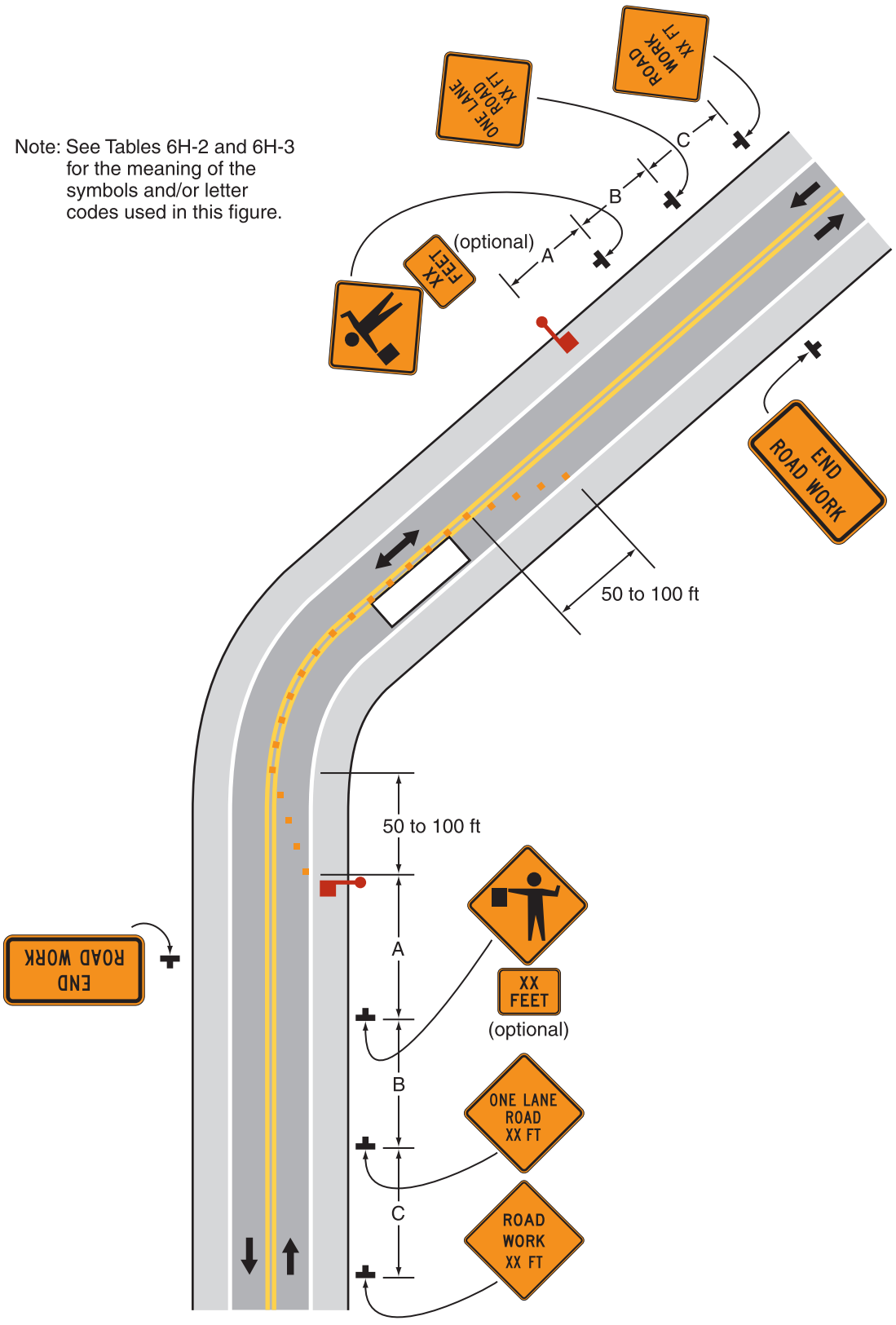
CITY OF SANDPOINT

FIFTH AND PINE STREET SIGNAL

TRAFFIC CONTROL PLAN

PROJ NO:	44050.010
DESIGNED BY:	AJD
DRAWN BY:	JDY
CHECKED BY:	AJD
DWG:	44050.010TC01.DWG
DATE:	11/21/23
SHEET NO:	TC1

Figure 6H-10. Lane Closure on a Two-Lane Road Using Flaggers (TA-10)



Typical Application 10

Table 6H-2. Meaning of Symbols on Typical Application Diagrams

Arrow board

Arrow board support or trailer (shown facing down)

Changeable message sign or support trailer

Channelizing device

Crash cushion

Direction of temporary traffic detour

Direction of traffic

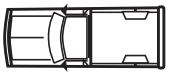
Flagger

High-level warning device (Flag tree)

Longitudinal channelizing device

Luminaire

Pavement markings that should be removed for a long-term project


Shadow vehicle

Sign (shown facing left)

Surveyor

Temporary barrier

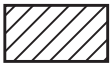
Temporary barrier with warning light

Traffic or pedestrian signal

Truck-mounted attenuator

Type 3 barricade

Warning light


Work space

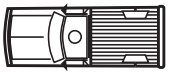

Work vehicle

Table 6H-3. Meaning of Letter Codes on Typical Application Diagrams

Road Type	Distance Between Signs**		
	A	B	C
Urban (low speed)*	100 feet	100 feet	100 feet
Urban (high speed)*	350 feet	350 feet	350 feet
Rural	500 feet	500 feet	500 feet
Expressway / Freeway	1,000 feet	1,500 feet	2,640 feet

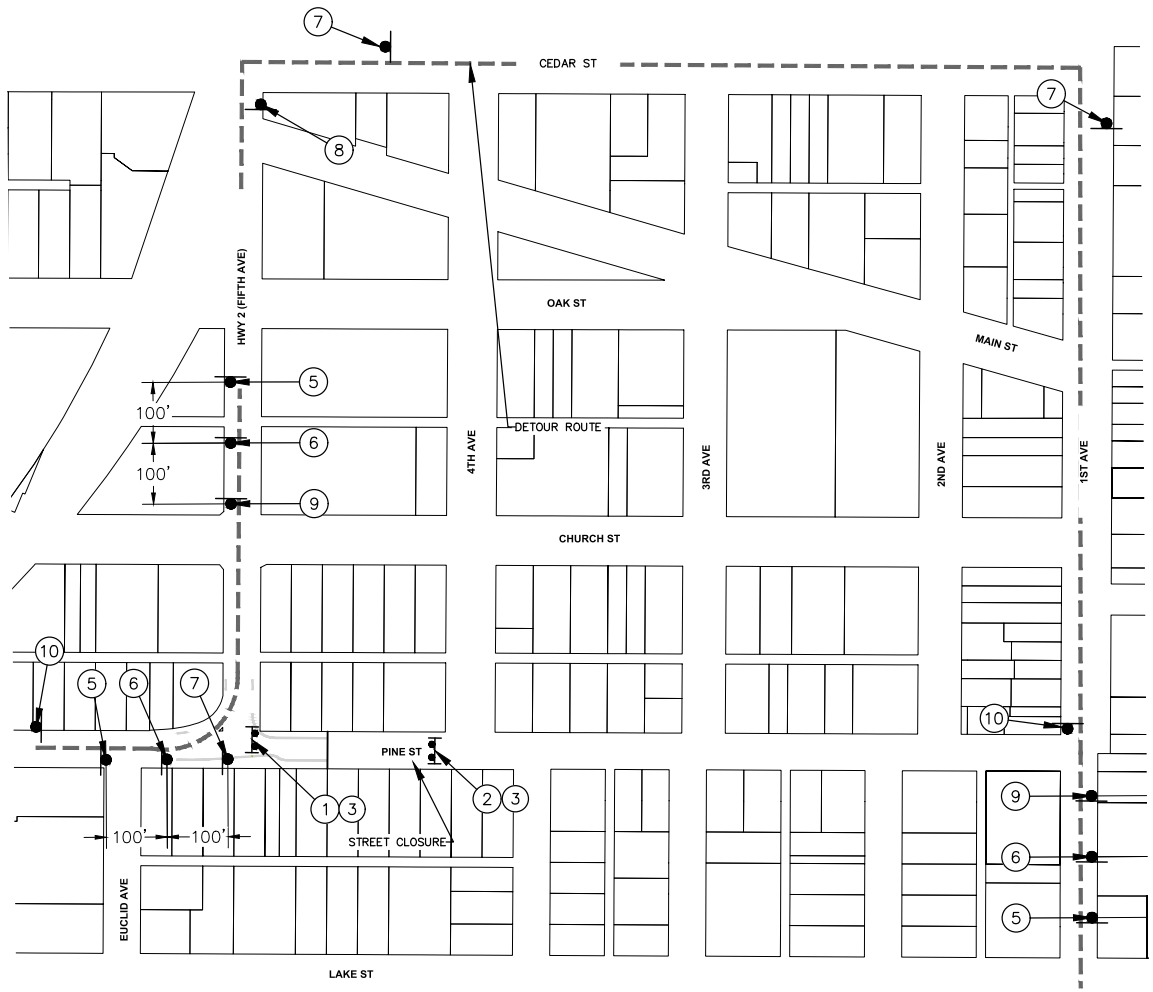
* Speed category to be determined by highway agency

** The column headings A, B, and C are the dimensions shown in Figures 6H-1 through 6H-46. The A dimension is the distance from the transition or point of restriction to the first sign. The B dimension is the distance between the first and second signs. The C dimension is the distance between the second and third signs. (The "first sign" is the sign in a three-sign series that is closest to the TTC zone. The "third sign" is the sign that is furthest upstream from the TTC zone.)

Table 6H-4. Formulas for Determining Taper Length

Speed (S)	Taper Length (L) in feet
40 mph or less	$L = \frac{WS^2}{60}$
45 mph or more	$L = WS$

Where: L = taper length in feet
W = width of offset in feet
S = posted speed limit, or off-peak 85th-percentile speed prior to work starting, or the anticipated operating speed in mph



PINE STREET - DETOUR PLAN

1 TC1

5TH AVE AND PINE ST INTERSECTION

GRAPHIC SCALE

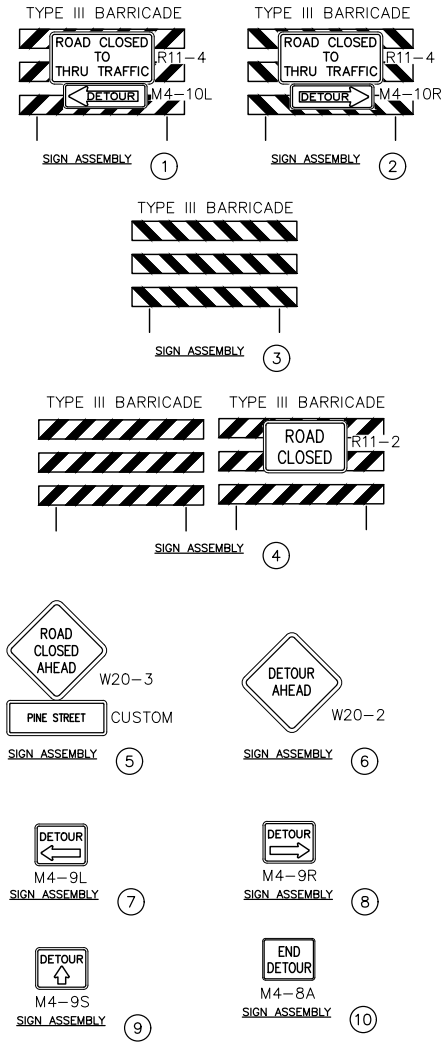
(IN FEET)

11x17 SCALE 1" = 200 ft.
22X34 SCALE 1" = 100 ft.

SYMBOL LEGEND:

- PORTABLE DRUMS
- PORTABLE TUBULAR MARKERS
- TYPE III BARRICADE
- SIGN
- WORK AREA
- DETOUR ROUTE

SIGN ASSEMBLY LEGEND



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PROFESSIONAL ENGINEER
LICENSED
15695
STATE OF IDAHO
ADAM J DORSEY

01/15/2024

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330 E. Lakeside Ave, Suite 101
Coeur d'Alene, ID 83814
208-664-9382
(toll free) 877-815-5672
(fax) 208-664-5946

NO.	DATE	REVISION DESCRIPTION	BY

CITY OF SANDPOINT

FIFTH AND PINE STREET SIGNAL

TRAFFIC CONTROL PLAN

PROJ NO:	44050.010
DESIGNED BY:	AJD
DRAWN BY:	JDY
CHECKED BY:	AJD
DWG:	44050.010TC01.DWG
DATE:	11/21/23
SHEET NO:	TC1

COOPERATIVE AGREEMENT

Traffic Signal & Illumination

Fifth Avenue (US 2) & Pine Street
Fifth Avenue (US 2) & Church Street

Permit No. 1-24-231-O
City of Sandpoint

EXHIBIT C – Cooperative Agreement, US 2 City of Sandpoint Development Agreement

No: 15-17
Date: February 11, 2015

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

TITLE: AGREEMENTS BETWEEN IDAHO TRANSPORTATION DEPARTMENT AND CITY OF SANDPOINT FOR CONVERSION OF FIFTH AVENUE TO TWO-WAY OPERATION BETWEEN CEDAR STREET AND PINE STREET AND THE STATE'S RELINQUISHMENT AND TRANSFER OF OWNERSHIP OF FIRST AVENUE, CEDAR STREET, PINE STREET, AND SUPERIOR STREET TO THE CITY

WHEREAS: The State of Idaho is programming and funding the design and construction of a revised US-2 reconfiguration between Pine Street and Cedar Street in Sandpoint, including the conversion of Fifth Avenue to a two-way roadway;

WHEREAS: With the reconfiguration of Fifth Avenue, the portions of Cedar Street, First Avenue, Pine Street and Superior Street currently in the state highway system will no longer be needed by the State and will become surplus real property that the State will transfer to the City, pursuant to Idaho Code § 58-335A;

WHEREAS: The parties mutually agree that it is in the public interest for the State of Idaho to realign US-2 and to relinquish jurisdiction and transfer ownership of the referenced surplus roadways to the City; and

WHEREAS: The City encourages the Idaho Transportation Department to reconstruct Fifth Avenue between Cedar Street and Pine Street to City standards.

NOW THEREFORE, BE IT RESOLVED THAT: The Mayor is hereby authorized, on behalf of the City, to enter into the Road Relinquishment and Transfer of Ownership Agreement and the Cooperative Agreement with the Idaho Transportation Department, copies of which are attached hereto and made a part hereof as if fully incorporated herein.

Carrie Logan, Mayor

ATTEST:

Maree Peck, City Clerk

City Council Members:

			YES	NO	ABSTAIN	ABSENT
1.	Eddy	Second	X			
2.	Rognstad	Motion	X			
3.	Aitken					X
4.	Williamson		X			
5.	Camp			X		
6.	Fragoso		X			

COOPERATIVE AGREEMENT
US-2, City of Sandpoint Development Agreement

PARTIES

THIS AGREEMENT is made and entered into this 26th day of March, 2015, by and between the **IDAHO TRANSPORTATION BOARD,** by and through its agency, the **IDAHO TRANSPORTATION DEPARTMENT**, hereafter called the **STATE**, and the **CITY OF SANDPOINT**, hereafter called the **CITY**.

PURPOSE

The **STATE** is programming a project to reconfigure US-2 within downtown Sandpoint at the request of the **CITY**. The reconfigured US-2 will not meet the **STATE's** typical design standards for design year, and as such will operate at a lower level of service earlier than desired. This agreement conveys the operation conditions of US-2 between Pine Street and Cedar Street as it relates to the conditions of the separate Road Relinquishment and Transfer of Ownership Agreement entered into by the parties.

AUTHORITY

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

The Parties agree as follows:

SECTION I That the **STATE** shall, subject to construction of a project:

1. Operate US-2 (5th Avenue) at a level of service (LOS) no lower than LOS "D" as defined by the Transportation Research Board, Highway Capacity Manual 2010.

SECTION II That the **CITY** shall:

1. Acknowledge that US-2 will operate at LOS "D" or greater and that the **STATE** will mitigate for deficient LOS by various means available such as changing the signal timing to favor US-2, turn restrictions to City side streets, etc. while coordinating to the extent possible with the **CITY**.

2. Accept down to LOS "F", if necessary, on **CITY** streets intersecting US-2 to protect and mitigate for deficient LOS by means that will not cause the US-2 LOS to decrease below LOS "D" and will be at the expense of the **CITY**.

3. Support the development and construction of a future expansion project, such as the potential future expansion identified in Exhibit A, when items in Section 1 of this agreement no longer meet compliance.

4. Incorporate this future project described in item 3 of this section, of US-2 into the City planning documents.

5. The CITY acknowledges that the minimum performance level that US-2 will be permitted to experience during the AM or PM peak hour is a LOS "D" as defined by the Transportation Research Board Highway Capacity Manual 2010. Priority shall always be given to the mainline US-2 traffic and delay will not be adjusted on US-2 to improve mobility on the side streets if the minimum peak hour performance level of service D is not being met on US-2 as outlined in the separate cooperative agreement.

SECTION III All parties agree that:

In the event that approval for the project from the ITD Board is not granted, or that funding is not available for construction of the project, this agreement becomes void.

IDAHO TRANSPORTATION DEPARTMENT

for **BRIAN NESS**
Director

ATTEST:

Maree Peck
MAREE PECK
City Clerk

(SEAL)

CITY OF SANDPOINT

CARRIE LOGAN
Mayor

By regular/special meeting on:

February 11, 2015

2
Cedar St.
2
5th Ave.
1st Ave.
95
Pine St.
2
Proposed reconfigured US-2
Streets to be given to City of Sandpoint
Previously acquired Railroad right of way for future expansion
Superior St.
© 2014 Google
95

Exhibit A

Exhibit B

No: 23-058
Date: August 2, 2023

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

TITLE: MEMORANDUM OF UNDERSTANDING WITH IDAHO TRANSPORTATION DEPARTMENT FOR US-2 / PINE STREET TRAFFIC SIGNAL PROJECT

WHEREAS: The US-2 / Pine Street Traffic Signal Project will implement the first phase of the East-West Connection Short Term Plan identified in the Sandpoint Multimodal Transportation Master Plan, adopted on May 6, 2021 under Resolution 21-022, where Pine Street will be converted to two-way travel between Fifth and Fourth Avenues, and the traffic signal will be relocated from the Fifth Ave. / Church St. intersection to the Fifth Ave. / Pine St. intersection;

WHEREAS: The new Fifth Avenue / Pine Street intersection will be converted to a full access, signalized intersection;

WHEREAS: The Fifth Avenue / Church Street intersection will be converted from a signal to a side-street stop-controlled intersection;

WHEREAS: Construction of this project, anticipated to begin in 2024, will provide an East-West arterial from Highway 95 to Highway 2, alleviating Sandpoint cut-through traffic in areas of south Sandpoint;

WHEREAS: Prior to construction, a public informational open house will be held during the design phase, which is anticipated to begin in August 2023; and

WHEREAS: Implementation of this project will be closely coordinated with and approved by the Idaho Transportation Department (ITD), with a Memorandum of Understanding (MOU) establishing and conveying the responsibilities assigned to ITD and the responsibilities assigned to the City.

NOW, THEREFORE, BE IT RESOLVED THAT: The Memorandum of Understanding with Idaho Transportation Department for US-2 / Pine Street Traffic Signal Project, is hereby approved.

BE IT FURTHER RESOLVED THAT: The Mayor or authorized designee is hereby authorized, on behalf of the city, to sign and enter into the above-reference MOU, a copy of which is attached hereto and made a part hereof as if fully incorporated herein.

Shelby Rognstad, Mayor

ATTEST:

Melissa Ward, City Clerk

A23-2410-11

MEMORANDUM OF UNDERSTANDING

BETWEEN

THE IDAHO TRANSPORTATION DEPARTMENT

AND

THE CITY OF SANDPOINT, IDAHO

FOR

US-2 / PINE STREET TRAFFIC SIGNAL PROJECT

PARTIES:

THIS MEMORANDUM OF UNDERSTANDING (hereinafter "MOU") is made and entered into this 3 day of AUG 2023, by and between the Idaho Transportation Department (hereinafter "ITD") an agency of the State of Idaho, whose principle office is located at 11331 W. Chinden Blvd, Building 8, Boise, Idaho 83714 and the City of Sandpoint, ID (hereinafter "City") whose principle office is 1123 Lake St, Sandpoint, ID 83864. ITD and the City are also referred to as "the Parties".

PURPOSE:

The purpose of this MOU is to establish expectations of ITD and the City regarding traffic flow management improvements on US-2 in Sandpoint. The CITY is developing a project to improve the US-2 (Fifth Avenue) / Pine Street and Fifth Avenue / Church Street intersections in Sandpoint, Idaho, as identified in the Sandpoint Multimodal Transportation Master Plan (dated May 5, 2021). Under this project, the Fifth Avenue / Pine Street intersection will be converted to a full access, signalized intersection, and the Fifth Avenue / Church Street intersection will be converted from a signal to a side-street stop-controlled intersection (hereinafter "Project"). Both parties agree that it is in the public interest to improve these intersections to meet anticipated traffic capacity and safety needs.

AUTHORITY:

This agreement is entered into based on authority granted pursuant to Idaho Code 40-317 and Idaho Code 67-2326 through 67-2333 and 67-2339.

The Parties to this MOU agree as follow:

SECTION I - ITD will:

1. Provide standards and project parameters for design and engineering.
2. Provide any information on existing ITD-owned equipment currently in use at both intersections.
3. Review plans, specifications, and cost estimate of the Project, as pertains to the signal installation, temporary traffic controls, and signage, for ITD approval as requested by the City.
4. Allow Project to be completed under encroachment permit in accordance with its standard conditions and procedures.

5. Coordinate the signal timings with the Cedar Street traffic signal to the north and the Boyer Avenue traffic signal.
6. Perform a final inspection before the traffic signal is used for everyday traffic operations by ITD's signal electricians.
7. Once the project is built, accept ownership of the traffic signal to be installed and assume all necessary maintenance responsibilities and costs thereof, that will be required to keep the traffic signal, as installed, in continuous operation in conformance with the requirements of the Manual on Uniform Traffic Control Devices (MUTCD) for Streets and Highways, as adopted by ITD.

SECTION II - City will:

1. Assume all costs for engineering, design, surveying, and construction activities related to this Project.
2. Prepare Project plans, specifications, and cost estimate in accordance with ITD's 2018 Standard Specifications for Highway Construction, 2020 Traffic Manual, and any guidance provided by ITD.
3. Submit Project plans, specification, and cost estimate to ITD for review and approval prior to advertisement to contractors.
4. Advertise the Project for bids for construction, award a contract, and manage the contract.
5. Provide a complete copy of the approved Construction Contract to ITD.
6. Apply for an ITD encroachment permit for the Project.
7. Upon completion of construction, assume maintenance responsibilities for all pedestrian facilities within the intersection project including pavement markings and snow removal.
8. Assume all energy costs required to operate the traffic signal, daily monitor its operation, and perform emergency measures as necessary in accordance with Exhibit A including prompt notification to ITD of any equipment malfunction or required maintenance.
9. Assume ownership of all highway and street lighting equipment to be installed in accordance with produced plans and specifications, and assume all operation and electrification needs, and the costs thereof, required to maintain the luminaire equipment in continuous service during the hours of darkness, and not remove, alter, or abandon the lighting equipment without prior concurrence from ITD. If the "Average Maintained Foot-Candles" of the lighting system drops below seventy (70) of the original designed values, restore the light intensity to approximately the original values. Any combination of relamping and/or cleaning of fixtures can be done to achieve the necessary desired intensity.
10. Reuse as much of the traffic signal at Fifth Avenue (US 2) & Church Street at Fifth Avenue (US 2) & Pine Street. Any unused equipment is to be returned to ITD.
11. Reestablish any fiber-optic or cellular communications with the transplanted traffic signal cabinet, any automated traffic counters, and all signals within the US 2 corridor in Sandpoint (not including Division Street & US 2) with the completion of construction.
12. Notify ITD two weeks in advance of the completion of the traffic signal. Public traffic will not be allowed to use the newly installed traffic signal until a successful final inspection and acceptance is performed.

FUNDING:

The City shall assume all costs for engineering, design, surveying, and construction activities related to this Project. ITD will assume all costs for staff plan and permit review, and inspections.

LIMIATIONS:

Nothing in this MOU between ITD and the City shall be construed as limiting or expanding the statutory or regulatory responsibilities of any involved individual in performing functions granted to them by law; or as requiring either entity to expend any sum in excess of its respective appropriation. Each provision of this memorandum is subject to the laws and regulations of the state of Idaho and of the United States.

Nothing in this Memorandum of Understanding shall be construed as expanding the liability of either party. In the event of a liability claim, each party shall defend their own interests. Neither party shall be required to provide indemnification of the other party.

EFFECTIVE DATE:

This MOU shall become effective upon signature of the Director of ITD or delegate and the Mayor of the City or delegate, whichever is most recent.

CONTACT INFORMATION:

ITD

Nathan Herbst, PE
Nathan.Herbst@itd.idaho.gov
(208) 722-8022

Lee Bernardi, PE
Lee.Bernard@itd.idaho.gov
(208) 772-8070

City of Sandpoint

Holly Ellis

Hellis@sandpointidaho.gov
(208) 946-2087

METHOD OF TERMINATION:

This Memorandum of Understanding shall remain in force unless it is formally terminated by either party after thirty (30) days written notice to the other party.

In the event of termination, both parties to this agreement will meet to negotiate in good faith the terms of separation.

AMENDMENTS:

Amendments to this memorandum shall become effective upon mutual agreement and written approval by the Director of ITD or designated representative and The Mayor of the City or designated representative.

INDEMNIFICATION:

To the extent permitted by law, the State of Idaho shall indemnify and hold the City of Sandpoint, its officials, officers, employees, agents and assigns, harmless from and/or against any and all claims, damages, and liabilities (including reasonable attorney's fees) that may be suffered or incurred or that arise as a result of and which are caused by City of Sandpoint wrongful acts or omissions in the performance of its duties under this Agreement. This indemnification does not apply when such claims, damages, and liabilities are the result of negligent acts, errors, omissions, or fault on the part of the City of Sandpoint, its officials, officers, employees, agents, or assigns. Nothing contained in this indemnification provision shall waive, in any manner, the limits of liability provided to the City of Sandpoint specified in Idaho Code §6-901 through 6-929, known as the Idaho Tort Claims Act.

To the extent permitted by law, City of Sandpoint shall indemnify and hold the State of Idaho, its officials, officers, employees, agents and assigns, harmless from and/or against any and all claims, damages, and liabilities (including reasonable attorney's fees) that may be suffered or incurred or that arise as a result of and which are caused by City of Sandpoint wrongful acts or omissions in the performance of its duties under this Agreement. This indemnification does not apply when such claims, damages, and liabilities are the result of negligent acts, errors, omissions, or fault on the part of the City of Sandpoint, its officials, officers, employees, agents, or assigns. Nothing contained in this indemnification provision shall waive, in any manner, the limits of liability provided to the City of Sandpoint specified in Idaho Code §6-901 through 6-929, known as the Idaho Tort Claims Act.

SIGNATURES:

This MOU is entered into by the parties as follows:

Idaho Department of Transportation:	City of Sandpoint:
DAMON ALLEN	Shelby Rognstad
Print name:	Print name:
Title: DE	Title: Mayor
Date Signed: 8.3.2023	Date Signed: 8/2/23

No: 15-17
Date: February 11, 2015

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

TITLE: AGREEMENTS BETWEEN IDAHO TRANSPORTATION DEPARTMENT AND CITY OF SANDPOINT FOR CONVERSION OF FIFTH AVENUE TO TWO-WAY OPERATION BETWEEN CEDAR STREET AND PINE STREET AND THE STATE'S RELINQUISHMENT AND TRANSFER OF OWNERSHIP OF FIRST AVENUE, CEDAR STREET, PINE STREET, AND SUPERIOR STREET TO THE CITY

WHEREAS: The State of Idaho is programming and funding the design and construction of a revised US-2 reconfiguration between Pine Street and Cedar Street in Sandpoint, including the conversion of Fifth Avenue to a two-way roadway;

WHEREAS: With the reconfiguration of Fifth Avenue, the portions of Cedar Street, First Avenue, Pine Street and Superior Street currently in the state highway system will no longer be needed by the State and will become surplus real property that the State will transfer to the City, pursuant to Idaho Code § 58-335A;

WHEREAS: The parties mutually agree that it is in the public interest for the State of Idaho to realign US-2 and to relinquish jurisdiction and transfer ownership of the referenced surplus roadways to the City; and

WHEREAS: The City encourages the Idaho Transportation Department to reconstruct Fifth Avenue between Cedar Street and Pine Street to City standards.

NOW THEREFORE, BE IT RESOLVED THAT: The Mayor is hereby authorized, on behalf of the City, to enter into the Road Relinquishment and Transfer of Ownership Agreement and the Cooperative Agreement with the Idaho Transportation Department, copies of which are attached hereto and made a part hereof as if fully incorporated herein.

Carrie Logan, Mayor

ATTEST:

Maree Peck, City Clerk

City Council Members:

			YES	NO	ABSTAIN	ABSENT
1.	Eddy	Second	X			
2.	Rognstad	Motion	X			
3.	Aitken					X
4.	Williamson		X			
5.	Camp			X		
6.	Fragoso		X			

ROAD RELINQUISHMENT AND TRANSFER OF OWNERSHIP AGREEMENT
US-2, Construction; and Relinquishment and Transfer of Sandpoint Downtown Streets

PARTIES

THIS AGREEMENT is made and entered into this 26th day of March, 2015, by and between the **IDAHO TRANSPORTATION BOARD,** through its agency, the **IDAHO TRANSPORTATION DEPARTMENT**, hereafter called the **STATE**, the **CITY OF SANDPOINT**, a municipal corporation, hereafter called the **CITY**.

PURPOSE

The purpose of this agreement is to establish the expectations of the **STATE** and the **CITY** in regards to the reconfiguration of US-2 in Sandpoint. The **STATE** is programming and funding the design and construction of a revised US-2 reconfiguration between Pine Street and Cedar Street in Sandpoint, Idaho. Under the proposed construction, Fifth Avenue will be converted to a two-way roadway which will handle all US-2 traffic in the immediate area of downtown Sandpoint. Following the construction of the new US-2 reconfiguration on Fifth Avenue, it is the desire of the **STATE** to remove portions of Cedar Street, First Avenue, Pine Street and Superior Street from the state highway system, as depicted in Exhibit A of this agreement. With the reconfiguration on Fifth Avenue, the portions of Cedar Street, First Avenue, Pine Street and Superior Street currently in the state highway system will no longer be needed for the state highway system and will become surplus real property that the State will transfer to the City pursuant to Idaho Code section 58-335A. Further, it is the desire of the **CITY** to accept, improve and incorporate these streets into the **CITY** system to provide for two-way traffic. The parties mutually agree that it is in the public interest for the **STATE** to realign US-2 and for the **STATE** to relinquish jurisdiction and transfer the ownership the referenced surplus roadways to the **CITY**.

AUTHORITY

The State effects the reconfiguration of Fifth Avenue and relinquishes jurisdiction of those portions of Cedar Street, First Avenue, Pine Street and Superior Street currently in the state highway system pursuant to Idaho Code section 40-310. The City accepts jurisdiction of the relinquished streets pursuant to the Idaho Code 40-203B. Further, the State transfers ownership of those portions of Cedar Street, First Avenue, Pine Street and Superior Street pursuant to Idaho Code 58-335A.

The Parties agree as follows:

SECTION I That the **STATE** will, subject to ITD Board approval and programming of a project:

1. Construct and assume all costs of right-of-way acquisition, construction and engineering of the revised US-2 project, including excavation and grading, signal installation, surfacing, drainage, signs and miscellaneous items necessary to complete the work, excepting those items hereafter stated as obligations of the **CITY**.

2. Involve the **CITY** in the planning and design phases of the reconfiguration of Fifth Avenue. The **STATE** will retain the exclusive authority to make a final determination regarding the reconfiguration of Fifth Avenue as part of US-2.

3. Designate the revised route, as shown on Exhibit A, as US-2, from MP 28.515 to MP 28.725.

4. Provide one-time striping and traffic control for two-way operation for those portions of Cedar Street, Pine Street, and First Avenue identified in Exhibit A.

5. Upon completion of the US-2 reconfiguration discussed above, relinquish and transfer ownership of, by quit claim deed, those portions of Cedar Street, First Avenue, Pine Street and Superior Street currently in the state highway system.

6. Once relinquished and transferred to the City, the State will have no further duties, obligations or responsibilities concerning those portions of Cedar Street, First Avenue, Pine Street and Superior Street currently in the state highway system.

SECTION II That the **CITY** will:

1. Agree to the general design of the proposed reconfiguration of US-2, as shown on Exhibit B.

2. Following completion of the project, accept the jurisdiction and ownership of, and responsibility for, in full and every respect, those portions of (Pine Street, First Avenue, Cedar Street, and Superior Street), all as shown on Exhibit A, including the right-of-way appurtenant thereto, by means of a duly authorized and executed resolution of the City.

3. Assume all energy costs associated with the operations of traffic signals on US-2, within the project limits.

4. The **CITY** will coordinate the conversion of Church Street to two-way traffic so as to concurrently open to traffic with the completion of the above referenced US-2 construction done by the **STATE**.

5. The **CITY** acknowledges that the minimum performance level that US-2 will be permitted to experience during the AM or PM peak hour is a Level of Service "D" as defined by the Transportation Research Board, Highway Capacity Manual 2010. Priority shall always be given to the mainline US-2 traffic and delay will not be adjusted on US-2 to improve mobility on the side streets if the minimum peak hour performance Level of Service "D" is not being met on US-2 as outlined in the separate cooperative agreement.

SECTION III All parties agree that:

In the event that approval for the project from the Idaho Transportation Board is not granted, or that funding is not available prior to the advertisement for construction of the project, this agreement becomes void. This agreement nullifies and voids all previous agreements, within the project limits, between the **STATE** and the **CITY**.

IDAHO TRANSPORTATION DEPARTMENT

for **BRIAN NESS**
Director

ATTEST:

Maree Peck

MAREE PECK
City Clerk

(SEAL)

CITY OF SANDPOINT

Carrie Logan

CARRIE LOGAN
Mayor

By regular/special meeting on:

February 11, 2015

2
Cedar St.
2
5th Ave.
1st Ave.
95
Pine St.
2
Proposed reconfigured US-2
Streets to be given to City of Sandpoint
Previously acquired Railroad right of way for future expansion
Superior St.
© 2014 Google
95

Exhibit A

Exhibit B

COOPERATIVE AGREEMENT
US-2, City of Sandpoint Development Agreement

PARTIES

THIS AGREEMENT is made and entered into this 26th day of March, 2015, by and between the **IDAHO TRANSPORTATION BOARD,** by and through its agency, the **IDAHO TRANSPORTATION DEPARTMENT**, hereafter called the **STATE**, and the **CITY OF SANDPOINT**, hereafter called the **CITY**.

PURPOSE

The **STATE** is programming a project to reconfigure US-2 within downtown Sandpoint at the request of the **CITY**. The reconfigured US-2 will not meet the **STATE's** typical design standards for design year, and as such will operate at a lower level of service earlier than desired. This agreement conveys the operation conditions of US-2 between Pine Street and Cedar Street as it relates to the conditions of the separate Road Relinquishment and Transfer of Ownership Agreement entered into by the parties.

AUTHORITY

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

The Parties agree as follows:

SECTION I That the **STATE** shall, subject to construction of a project:

1. Operate US-2 (5th Avenue) at a level of service (LOS) no lower than LOS "D" as defined by the Transportation Research Board, Highway Capacity Manual 2010.

SECTION II That the **CITY** shall:

1. Acknowledge that US-2 will operate at LOS "D" or greater and that the **STATE** will mitigate for deficient LOS by various means available such as changing the signal timing to favor US-2, turn restrictions to City side streets, etc. while coordinating to the extent possible with the **CITY**.

2. Accept down to LOS "F", if necessary, on **CITY** streets intersecting US-2 to protect and mitigate for deficient LOS by means that will not cause the US-2 LOS to decrease below LOS "D" and will be at the expense of the **CITY**.

3. Support the development and construction of a future expansion project, such as the potential future expansion identified in Exhibit A, when items in Section 1 of this agreement no longer meet compliance.

4. Incorporate this future project described in item 3 of this section, of US-2 into the City planning documents.

5. The CITY acknowledges that the minimum performance level that US-2 will be permitted to experience during the AM or PM peak hour is a LOS "D" as defined by the Transportation Research Board Highway Capacity Manual 2010. Priority shall always be given to the mainline US-2 traffic and delay will not be adjusted on US-2 to improve mobility on the side streets if the minimum peak hour performance level of service D is not being met on US-2 as outlined in the separate cooperative agreement.

SECTION III All parties agree that:

In the event that approval for the project from the ITD Board is not granted, or that funding is not available for construction of the project, this agreement becomes void.

IDAHO TRANSPORTATION DEPARTMENT

for **BRIAN NESS**
Director

ATTEST:

Maree Peck
MAREE PECK
City Clerk

(SEAL)

CITY OF SANDPOINT

CARRIE LOGAN
Mayor

By regular/special meeting on:

February 11, 2015

7410-01-A

IDAHO TRANSPORTATION DEPARTMENT
P.O. Box 7129
Boise ID 83707-1129

RECEIVED
APR - 6 2015
CLERK'S OFFICE
CITY OF SANDPOINT

Item # 7.

(208) 334-8000
itd.idaho.gov

March 31, 2015

The Honorable Carrie Logan
Mayor, City of Sandpoint
1123 Lake Street
Sandpoint, Idaho 83864

Dear Mayor Logan:

The Idaho Transportation Board members were pleased with the resolution on the City of Sandpoint's downtown streets.

As you know, we approved a resolution at our March 25 meeting directing the director to sign the Road Relinquishment and Transfer of Ownership Agreement and the Cooperative Agreement. We also signed the Official Minute, which authorizes the reconfiguration of US-2/5th Avenue and then the relinquishment of the specified streets via a quit claim deed. Staff is looking for a funding source for the operational change.

The board appreciated the City's partnership on this project. Your personal involvement and the extensive time and effort that Scot Campbell devoted to resolving this issue were instrumental in the successful outcome. The Board Subcommittee on State Highway System Adjustments was also appreciative of the collaboration on this project.

We look forward to continuing the good working relationship we have developed with the City of Sandpoint.

Sincerely,

JERRY WHITEHEAD
Chairman
Idaho Transportation Board

JIM COLEMAN
Vice Chairman, District 1
Idaho Transportation Board

Cc: Scot Campbell, Sandpoint City Attorney

Board Agenda Item

ITD 2210 (Re

Meeting Date April 29-30, 2015

Consent Item ☐ Information Item ☐ Amount of Presentation Time Needed 5 minutes

Presenter's Name	Presenter's Title	Initials	Reviewed By
Damon Allen	District Engineer – D1		
Preparer's Name	**Preparer's Title**	**Initials**	
Damon Allen	District Engineer – D1		LSS

Subject

Add US 2, PINE ST TO CEDAR ST, SANDPOINT to FY 2016 Board Unallocated Program of the STIP

Key Number	District	Route Number
19172	1	US 2/5TH Avenue, Milepost 28.415 – 28.725

Background Information

The purpose of this board item is to add **US 2, Pine St to Cedar St, Sandpoint** project per policy 5011 *Idaho Transportation Investment Program* (ITIP) at the request of the district.

At the March 2015 Board meeting the Board unanimously voted to approve a resolution to allow two-way traffic on 5th Avenue (US 2) and execute agreements to relinquish ownership of specified city streets.

Total project cost is estimated at $2.245M. The district requests approval to fund the $0.475M in development costs of the project with FY 15 Board Unallocated funds. Once the development work is completed the district further requests approval to fund the $1.77M in Right of Way, Utility Relocation and Construction costs with FY 16 Board Unallocated funds.

Phase	PE	PC	RW	UT	CE	CN	Sum
FY 2015	75,000	400,000					475,000
FY 2016			225,000	5,000	140,000	1,400,000	1,770,000
						Total Cost	2,245,000

Recommendations

Approve resolution on page 68.

Board Action

☐ Approved ☐ Deferred _____

☐ Other _____

STATUS OF THE TRANSPORTATION BOARD'S STATE-FUNDED UNALLOCATED ACCOUNT
as of April 2015
(Dollars in Thousands)

FY 2015					Balance
Beginning Balance					$ 5,000
Date Approved	Key No.	Project		Cost	
03/25/15	19172	US 2, Pine St to Cedar St, Sandpoint (design only)	$	400	
Total Projects Year-to-date			$	400	$ (400)
Current Balance					$ 4,600

FY 2016					Balance
Beginning Balance					$ 5,000
Date Approved	Key No.	Project		Cost	
04/30/15	19172	US 2, Pine St to Cedar St, Sandpoint	$	1,770	
Total Projects Year-to-date			$	1,770	$ (1,770)
Current Balance					$ 3,230

Board Agenda Item

ITD 2210 (Rev

RESOLUTION

WHEREAS, it is in the public interest for the Department to accomplish a current, realistic and fiscally constrained Highway Transportation Investment Program; and

WHEREAS, it is the intent of the Transportation Board to effectively utilize all available federal, state, local, and private capital investment funding; and

WHEREAS, at the City of Sandpoint's request, ITD District 1 performed a traffic analysis to determine a feasible alternative to allow two-way traffic along 5th Avenue (US 2); and

WHEREAS, the Idaho Transportation Department is interested in constructing a project so that US 2 traffic could be shifted off of the downtown City streets; and

WHEREAS, at the March 2015 Board meeting the Board unanimously voted to approve a resolution to allow two-way traffic on 5th Avenue (US 2) and execute agreements to relinquish ownership of 1st Avenue, Pine Street, Cedar Street, and the portion of Superior Street identified; and

NOW, THEREFORE BE IT RESOLVED that the Idaho Transportation Board approves the addition of the US 2, Pine Street to Cedar St, Sandpoint to FY 2016 of the Program and to designate the funding program for this project to come from the State funded Board Unallocated Program; and

BE IT FURTHER RESOLVED that the Idaho Transportation Board approves the use of the State Board Unallocated funding of $475,000 in FY 2015 and $1,770,000 in FY 2016 to construct the reconfiguration of 5th Avenue in FY 2016.

BE IT FURTHER RESOLVED that staff is authorized to amend the FY 2015 – 2019 Statewide Transportation Improvement Program (STIP) accordingly.

AGENDA REPORT

City Council Meeting

TODAY'S DATE: May 13, 2024

MEETING DATE: May 15, 2024

TO: Sandpoint City Council

FROM: Mayor Jeremy Grimm

SUBJECT: Temporary Suspension of Integrated Weed Management Plan

DESCRIPTION/BACKGROUND:

On April 20, 2016, under Resolution 16-30, Sandpoint City Council adopted the Integrated Weed Management Plan, which applies to all civic properties within the City, as well as City-managed rights of way, and serves as a guide for residents of our community. The Plan directs the use of ecologically sensitive weed management strategies, with an emphasis on the reduction of herbicide use and implementation of preventative and alternative control measures within the City, and identifies weed control practices that result in minimal impact to human health and the environment.

It has been determined, at this time, that immediate treatment action is necessary in order to manage the vast weed population that is overtaking the City's properties in town. A photo of just one such area is attached. With the restrictions placed on staff under the adopted Plan to have the ability to remedy this situation and bring the weed infestation under control as soon as possible on the City's properties throughout town, a temporary suspension of the restrictions outlined within the Plan, including the use of traditional herbicides, has been requested.

STAFF RECOMMENDATION:

Approval of the Resolution, effective immediately, instituting a temporary suspension of six (6) months on the restrictions outlined within the City's Integrated Weed Management Plan, including the use of traditional herbicides.

ACTION:

Approve the Resolution for a temporary suspension of six (6) months on the restrictions outlined within the City's Integrated Weed Management Plan, including the use of traditional herbicides, effective immediately.

WILL THERE BE ANY FINANCIAL IMPACT? No **HAS THIS ITEM BEEN BUDGETED?** Yes

ATTACHMENTS:

Proposed Resolution

Photo of example of current weed situation

Copy of Resolution 16-30 Integrated Weed Management Plan

No: 24-
Date: May 15, 2024

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

TITLE: TEMPORARY SUSPENSION OF INTEGRATED WEED MANAGEMENT PLAN

WHEREAS: On April 20, 2016, under Resolution 16-30, Sandpoint City Council adopted the Integrated Weed Management Plan, which applies to all civic properties within the City, as well as City-managed rights of way, and serves as a guide for residents of our community;

WHEREAS: The Plan directs the use of ecologically sensitive weed management strategies, with an emphasis on the reduction of herbicide use and implementation of preventative and alternative control measures within the City, and identifies weed control practices that result in minimal impact to human health and the environment;

WHEREAS: It has been determined, at this time, that immediate treatment action is necessary in order to manage the vast weed population that is overtaking the City's properties in town; and

WHEREAS: With the restrictions placed on staff under the adopted Plan to have the ability to remedy this situation and bring the weed infestation under control as soon as possible on the City's properties throughout town, a temporary suspension of the restrictions outlined within the Plan, including the use of traditional herbicides, has been requested.

NOW, THEREFORE, BE IT RESOLVED THAT: A temporary suspension of six (6) months on the restrictions outlined within the City's Integrated Weed Management Plan, including the use of traditional herbicides, is hereby approved, effective immediately.

BE IT FURTHER RESOLVED THAT: After six (6) months, on November 15, 2024, the Integrated Weed Management Plan will be reinstated as adopted on April 20, 2016, under Resolution 16-30.

_____
Jeremy Grimm, Mayor

ATTEST:

_____
Melissa Ward, City Clerk

STOP

No: 16-30
Date: April 20, 2016

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

TITLE: INTEGRATED WEED MANAGEMENT PLAN

WHEREAS: The City desires to reduce traditional herbicide use on properties it manages; and

WHEREAS: A plan has been prepared which seeks to guide the use of ecologically-sensitive weed management strategies, with an emphasis on the reduction of herbicide use and implementation of preventative and alternative control measures within the City, and identifies weed control practices that result in minimal impact to human health and environment.

NOW, THEREFORE, BE IT RESOLVED THAT: The City of Sandpoint hereby adopts the Integrated Weed Management Plan dated March 2016, a copy of which is attached hereto and made a part hereof as if fully incorporated herein.

BE IT FURTHER RESOLVED THAT: The Plan will apply to all civic properties within the City, as well as City-managed rights of way, and will serve as a guide for residents of our community.

Shelby Rognstad, Mayor

ATTEST:

Maree Peck, City Clerk

City Council Members:

			YES	NO	ABSTAIN	ABSENT
1.	Eddy		X			
2.	Aitken		X			
3.	Williamson	Second	X			
4.	Camp		X			
5.	Ruehle		X			
6.	Snedden	Motion	X			

CITY OF SANDPOINT

INTEGRATED WEED MANAGEMENT PLAN

March, 2016

Table of Contents:

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Scope 2

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Decision Making Process 4

Management Strategies 5

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- Landscape Display 6
- Natural and Sensitive Areas 6

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Herbicide Notification Procedure 8

Evaluation of Treatment 9

Appendix 10

Treatment Area Map

Statement of Purpose:

The purpose of this integrated weed management plan (IWMP) is to guide the use of ecologically sensitive weed management strategies with an emphasis on the reduction of herbicide use and implementation of preventative and alternative control measures within the City of Sandpoint. The plan identifies weed control practices that result in minimal impact to human health and the environment. The plan applies to all civic properties, City managed rights of way and is a guide for the residents of our community.

Goals:

- Implement the mandates of the Idaho Noxious Weed statute by creating a plan for the control of noxious weeds using integrated control methods.
- Protect the health, safety and welfare of the community and the environment by employing a range of preventative strategies and least toxic control methods.
- To provide efficient cost-effective maintenance of the City's property, which includes non-chemical controls whenever possible.
- Minimize the quantity and toxicity of chemicals used for weed management.
- Establish clear criteria for acceptable circumstances in which using herbicides is necessary when all other alternatives have been implemented and are shown to be ineffective.
- Provide advance notice to citizens of integrated weed management activities involving the use of herbicides.

Scope:

The integrated weed management plan covers properties that are managed by the City of Sandpoint. All contractors hired by the City will be provided with and required to follow this plan as well as specific best management practices for different control methods and uphold the City of Sandpoint's commitment to environmental stewardship.

Definitions:

Integrated Weed Management – According to Idaho Statute 22, Chapter 24 (Noxious Weeds), an Integrated Weed Management Plan (IWMP) means a plan developed to manage, control or eradicate a noxious weed(s) from a cooperative weed management area or other weed management area. Integrated weed management strategies may include, but are not limited to, prevention, cultural, mechanical, chemical and biological methods.

A decision making process to determine if, where, when and how noxious and nuisance weed problems will be managed. An IWMP includes all potential control strategies, but prioritizes non-chemical controls whenever possible in order to perpetuate a sustainable environment.

Prevention – Any action that reduces the potential for the introduction or establishment of plant species in areas not currently infested with that species or any action that deters the spread of noxious or nuisance weeds.

Cultural Control – The use of sound horticultural practices to optimize plant health and to suppress noxious or nuisance weed growth and the use of site-appropriate design.

Mechanical Control – The use of a variety of tools and equipment for the purpose of eliminating noxious or nuisance weeds.

Chemical Control – The application of herbicides to kill noxious or nuisance weeds.

Biological Control – The use of biological control agents that act as predators, parasites or pathogens of noxious or nuisance weeds. The use of other beneficial organisms that improve plant health by enhancing soil quality.

Natural Herbicides – Meet approval requirements set by USDA NOP or OMRI Organic Materials Review Institute. They include items such as vinegar/soap solutions. Natural herbicides are allowed for use in all areas. They do not require approval or public notification.

Threshold – The term "threshold" refers to the point at which noxious or nuisance weed injury can no longer be tolerated without compromising the health, aesthetic value, desired function or economic value of the surrounding ecosystem. Once a threshold is being approached, some control measure may be necessary to suppress weed activity to acceptable levels.

Decision Making Process:

The decision making process helps the City of Sandpoint determine **if** treatment action is necessary, **where** treatment activity should take place, **when** action should take place and **which** treatment strategy or combination of treatment strategies are best to use.

1. **IF treatment action is necessary:** Instead of taking action at the first sign of a potential weed problem, the IWM process begins with asking whether any actions are needed by assessing the threshold level on a case by case basis. Certain weeds may pose a greater threat in small numbers or may only become threatening in larger numbers.
2. **WHERE treatment activity should take place:** If it is decided that some treatment action is necessary, it's important to thoroughly survey the area to determine the best place to treat in order to solve the problem. Treatment should be applied where actions will have the greatest effect.
3. **WHEN action should take place:** The timing of treatments is important and should be taken into consideration. Often there are optimal times during the weed's life cycle when treatment would have the greatest effect. Conversely, there are also times when treatment could prove to be ineffective or even worsen the problem. Community activities will also influence treatment schedule.
4. **WHICH treatment strategy or combination of treatment strategies are best to use:** The following rationale should be used as a guide in determining whether herbicides shall be used in place of other control methods (unless herbicide use is prohibited). Examples of preventative, cultural, mechanical, biological and chemical practices are provided in the Appendix.
    - ❖ Proper planning and management decisions begin the IWM process.
    - ❖ Cultural methods of weed control will be employed next where feasible and then;
    - ❖ Biological or mechanical methods of weed control will be employed next where they are practical and feasible.
    - ❖ Natural Herbicides will only be used when no other feasible method exists that will control weeds within the realities of the location, site conditions, budget, time and other relevant considerations.
    - ❖ Herbicides will only be used when no other feasible method exists that will control weeds within the realities of the location, site conditions, budget, time and other relevant considerations.

Management Strategies:

Turf Maintenance Program

The overall goal of this program is to have green spaces throughout the City of Sandpoint inspected on a regular basis and provide timely maintenance that is appropriate to the use and function of the green space. Treatment alternatives will be applied as designated by the attached map. The map should be reviewed yearly by the Weeds Superintendent and the Parks and Rec Commission. Areas unmapped such as ROW shall be treated with the "Parks and other Moderate Maintenance Areas" method.

- **Athletic Field Turf and other High Maintenance Areas**

  The occurrence of noxious weeds should be addressed using the decision making process discussed in the previous section. Athletic fields require a higher level of maintenance than most turf areas within the city. While nuisance weeds (such as dandelions) can be tolerated in other areas of the city they cannot be so easily dismissed in the athletic field areas due to the potential safety impact to the users/athletes. Prevention is the highest priority in this area. Athletic field turf needs to be carefully maintained with appropriate watering, fertilization, aeration, over-seeding and frequent mowing. The use of natural herbicides should be used first before considering traditional herbicides. If the grounds manager feels like traditional herbicide treatment of noxious or nuisance weeds is warranted after all other feasible treatment options have been utilized, an herbicide treatment request will be submitted as described in the section titled "Herbicide Request Procedure". If herbicide use is approved, then the public must be notified according to the section titled "Herbicide Notification Procedure".

- **Parks and other Moderate Maintenance Areas**

  The occurrence of noxious weeds should be addressed using the decision making process discussed in the previous section. No herbicide treatment of nuisance weeds (such as dandelions) is permitted in parks or city-owned property around school grounds, critical care complexes, licensed day-care centers, public education facilities and medical facilities. Nuisance weeds should be managed through cultural, mechanical and biological controls (if available), natural herbicides or some combination of these mechanisms. If the grounds manager feels like traditional herbicide treatment of noxious weeds is warranted after all other feasible treatment options have been utilized, an herbicide treatment request will be submitted as described in the section titled "Herbicide Request Procedure". If herbicide use is approved, then the public must be notified according to the section titled "Herbicide Notification Procedure".

- **Undeveloped Green Spaces and other Low Maintenance Areas**

  The occurrence of noxious weeds should be addressed using the decision making process discussed in the previous section. The primary management strategy for nuisance weeds (such as dandelions)

should be mowing to keep costs associated with other forms of treatment to a minimum. No herbicide treatment of nuisance weeds is permitted. If the grounds manager feels like traditional herbicide treatment of noxious weeds is warranted after all other feasible treatment options have been utilized, an herbicide treatment request will be submitted as described in the section titled "Herbicide Request Procedure". If herbicide use is approved, then the public must be notified according to the section titled "Herbicide Notification Procedure".

Landscape Display Program

This program includes floral displays and ornamental shrub plantings within the City of Sandpoint. The occurrence of noxious weeds should be addressed using the decision making process discussed in the previous section. Manual weeding (mechanical control) is the preferred method of nuisance weed control. In addition, yearly cultivation of landscape beds also helps to reduce weed growth by providing an aerated environment for plant growth. Preventative and cultural controls are also useful in minimizing weed growth such as:

- Landscaping with aggressive plant material in mass plantings to reduce the space, light and nutrient availability to potential weeds.
- Making compost to eliminate weed seeds.
- Using landscape material or mulch to conserve moisture and reduce the potential for weed seed germination.
- Provide growing conditions that allow plants to thrive and compete with weeds.
- Design and construct landscape beds in a manner that will optimize growing conditions for plants.

Biological controls should also be considered (if available). Hand application of natural herbicides (e.g. vinegar/soap solutions) is encouraged over the use of traditional herbicides. If the grounds manager feels like traditional herbicide treatment of noxious weeds is warranted after all other feasible treatment options have been utilized, an herbicide treatment request will be submitted as described in the section titled "Herbicide Request Procedure". If herbicide use is approved, then the public must be notified according to the section titled "Herbicide Notification Procedure". Additionally, if herbicide use is approved, the herbicide must be carefully chosen as many landscape plants are very sensitive to certain herbicides.

Natural and Sensitive Areas Program

This program includes stormwater swales, wetlands, riparian corridors, shorelines and aquatic habitats within the City of Sandpoint. These areas are city-owned property with critical environmental resources, sheltering native ecosystems and wildlife habitat. The City of Sandpoint is also committed to protecting the water quality of Lake Pend Oreille and the Pend Oreille River for the benefit of their aquatic inhabitants as well as those that rely upon these waterbodies as sources of potable drinking water. Traditional herbicide use is not permitted in natural and sensitive areas for noxious or nuisance weeds. The occurrence of all weeds should be

addressed using the decision making process discussed in the previous section, utilizing preventative, cultural, mechanical, natural herbicides and biological controls only.

Herbicide Request Procedure:

If the use of traditional herbicides is desired, a request form should be completed and submitted to the Weeds Superintendent and approved by the City Administrator. An example request form is provided in the Appendix. Use of Natural Herbicides do not require a request form or public notification.

Herbicide Notification Procedure:

The City of Sandpoint recognizes that there is public concern over herbicide use as a weed management strategy due to sensitivity to pesticides and/or lifestyle practices. Therefore, the City will provide the public with advance notice of herbicide use according to the following:

- Signs posted at least 72 hours before application of the herbicide product, leaving signs in place for at least 72 hours after application.
- Signs will be posted at public access points and around the perimeter of the area where herbicide will be applied.
- Signs must be standardized and easily recognizable (see the Appendix for an example)
- Each sign must contain the following information:
  - The name of the active ingredient in the herbicide product
  - The targeted weed
  - The application date
  - The signal word indicating the toxicity category of the herbicide product
  - The name and contact information of the individual that is responsible for fielding questions regarding the application
- Copies of posted signs shall be retained for record keeping purposes for one year.

Evaluation of Treatment:

Evaluation is a very important component of the IWMP and is necessary to determine the outcome of various forms of treatment. Follow-up inspections should be conducted to determine:

- Did the weed population decline to acceptable levels?
- Was there a negative impact on non-target vegetation?
- If a combination of weed management strategies were used, how did they complement each other? Or, in the case that they were not compatible, why?
- Does the native vegetation appear to be able to thrive following a successful treatment?

The frequency and timing of inspections will vary in each situation. Evaluation records should be kept for at least one year after treatment in order to serve as a resource guide to future weed infestations.

Appendix

Examples of Different Preventative and Weed Control Practices:

Preventative –

Preventative maintenance includes (but is not limited to) the following techniques:

- Using certified weed-free seed and fill materials or using transplants, amendments and mulches that are known to be weed-free.
- Limiting disturbance to landscapes, especially those that create bare ground.
- Cleaning boots, clothing, equipment and vehicles of weed plant parts to prevent the spread of weed seed and plants from one area to another.
- Monitor and amend soil where appropriate.
- Planting native vegetation after creating a disturbance to the soil.
- Ongoing monitoring of City property.

Cultural–

Cultural control techniques include (but are not limited to) the following:

- Proper identification of noxious and invasive weeds.
- Proper selection and establishment of turfgrass and ornamental plants.
- Proper mowing practices.
- Adequate fertilization and watering.
- Using mulch to conserve moisture and reduce the potential for weed seed germination.
- Proper species selection suitable for a particular soil type, moisture regime and growing season.
- Revegetation.

Mechanical–

Mechanical control techniques include (but are not limited to) the following:

- Hand pulling.
- Clipping seed heads.
- Using shovels and similar bladed hand tools to sever tap roots below ground.
- Mowing.
- Using weed whips.
- Soil solarization.
- Using a propane torch.

Biological–

Biological control techniques include (but are not limited to) the following:

- **Classical** – initially small numbers of natural enemies are released in target pest areas for long-term control.
- **Augmentative** – large numbers of natural enemies are released to control a target pest for a short amount of time.
- **Conservation** – changing environmental conditions to aid in natural enemy survival.

The approved and recommended list of biological control agents for noxious weeds by the Idaho State Department of Agriculture and the Bureau of Land Management can be consulted here:

http://www.agri.state.id.us/Categories/PlantsInsects/NoxiousWeeds/Documents/Bio_Control/2013/Approved%20Agent%20and%20Release%20Info%202013.pdf

There are no currently know biological control agents for weeds that infest turf grass that are commercially available. However, this will likely change over time in response to contemporary research efforts.

Natural/Bio Herbicides-

Natural/Bio herbicides meet approval requirements set by USDA NOP or OMRI Organic Materials Review Institute. They include items such as vinegar/soap solutions and Corn Gluten. Corn gluten meal prevents roots from establishing as seeds germinate. Corn gluten meal is most effective when applied in the spring and fall before the weeds appear. Natural herbicides are allowed for use in all areas.

Chemical–

Chemical control techniques of an appropriately selected herbicide include (but are not limited to) the following:

- Spray bottles.
- Backpack sprayer.
- Paintbrushes.
- Wicks.

Herbicide Request Form

Date: _____

Name of Person Making the Request: _____

Proposed Treatment Location (attach map): _____

Proposed Treatment Date(s): _____

Proposed Herbicide Common Name: _____

Proposed Herbicide Trade Name: _____

EPA Registration Number: _____

Target Weed: _____

Rationale for Proposed Treatment: _____

_____

_____

Other Methods Used and Outcomes: _____

_____

_____

Description of the possible adverse effects of the herbicide according to the Material Safety Data Sheet if available

_____

_____

Herbicide product label instructions and precautions related to Public Safety

_____

_____

Weed Superintendent_____ **Date**_____

City Administrator _____ **Date**_____

Pre-Notification of the Use of Herbicides

[This notice should be posted at least 72 hours prior to application]

Date: _____

To: Residents and Visitors of the City of Sandpoint

From: IWMP Coordinator _____

Phone Number: _____

THIS NOTICE IS TO ADVISE YOU THAT THE FOLLOWING HERBICIDE WILL BE USED

Pesticide Common Name: _____

Pesticide Trade Name: _____

EPA Registration Number: _____

Location of herbicide application: _____

Reason for herbicide application: _____

[3 dates must be listed, in chronological order, on which the application may take place if the preceding date is cancelled]

DATE _____ **DATE** _____ **DATE** _____

Description of the possible adverse effects of the herbicide according to the Material Safety Data Sheet if available

_____

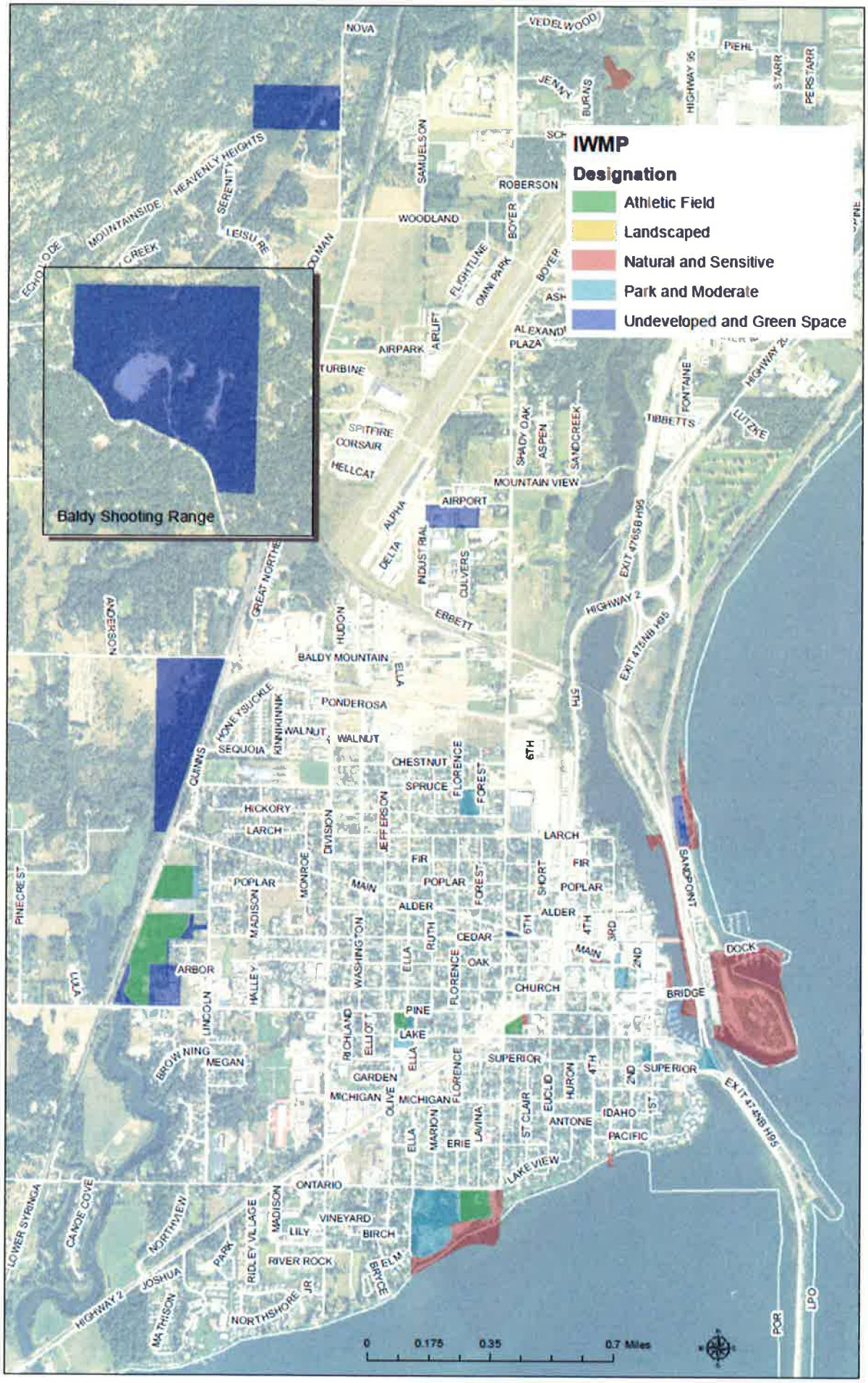
_____

Herbicide product label instructions and precautions related to Public Safety

_____

_____

Note: ***The Office of Pesticide Programs of the United States Environmental Protection Agency has stated: "Where possible, persons who are potentially sensitive, such as pregnant women, infants and children should avoid any unnecessary pesticide exposure."***


IWMP
Designation
Athletic Field
Landscaped
Natural and Sensitive
Park and Moderate
Undeveloped and Green Space
Baldy Shooting Range
NOVA
VEDELWOOD
PIEHL
JENNY
BURNS
HIGHWAY 95
STARR
PERSTARR
SAMUELSON
ROBERSON
WOODLAND
BOYER
FLIGHTLINE
OMNI PARK
ASH
AIRLIFT
AIRPARK
TURBINE
SPITFIRE
CORSAIR
HELLCAT
ALEXANDER
PLAZA
SHADY OAK
ASPEN
SANDCREEK
MOUNTAIN VIEW
AIRPORT
ALPHA
DELTA
INDUSTRIAL
CULVERS
ERBETT
GREAT NORTHERN
HUDSON
BALDY MOUNTAIN
ELLA
PONDEROSA
HONEYSUCKLE
WALNUT
SEQUOIA
CHESTNUT
SPRUCE
FLORENCE
FOREST
HICKORY
LARCH
DIVISION
JEFFERSON
MONROE
MADISON
POPLAR
MAIN
ALDER
CEDAR
OAK
RUTH
WASHINGTON
HALLEY
LINCOLN
ARBOR
PINECREST
CURRIS
6TH
5TH
4TH
3RD
2ND
1ST
SHORT
SANDPOINT
DOCK
BRIDGE
CHURCH
PINE
LAKE
RICHLAND
ELLIOTT
BROWNING
MEGAN
GARDEN
MICHIGAN
OLIVE
SUPERIOR
EUCLID
HURON
ST CLAIR
LAVINA
MARION
ERIE
ANTONE
IDAHO
PACIFIC
LAKE VIEW
ONTARIO
VINEYARD
LILY
BIRCH
ELM
BRYCE
RIVER ROCK
RIDLEY VILLAGE
PARK
NORTHVIEW
CANOE COVE
LOWER SYRINGA
JOSHUA
MATHISON
NORTHSHORE DR
HIGHWAY 2
FONTAINE
TIBBETTS
LUTZKE
EXIT 474SB HWY95
EXIT 474NB HWY95
0
0.175
0.35
0.7 Miles
POR
LPO

AGENDA REPORT

City Council Meeting

TODAY'S DATE: 5/7/2024

MEETING DATE: 5/15/2024

TO: MAYOR AND CITY COUNCIL

FROM: Holly Ellis, Construction Manager

SUBJECT: Authorization to bid: 2024 Pavement Maintenance Project

DESCRIPTION/BACKGROUND:

In 2020, the City engaged an independent specialist, Infrastructure Management Services (IMS) to produce a Pavement Condition Assessment of all streets in Sandpoint. This assessment utilized a van equipped with laser sensors to collect data every 100 feet, objectively measuring pavement cracking, texture, rutting, roughness, cross fall, crown, grade, and radius of curvature across all streets. The findings help inform the City where, when, and how to invest in pavement maintenance.

The 2024 Paving Maintenance Project is located on Fir Street, as recommended in the Pavement Condition Assessment. The project includes removal of existing deteriorated asphalt and repaving of approximately five blocks of Fir St, between Division Ave & Jefferson Ave and Ella Ave & Forest Ave. This project also includes replacement of aging utility infrastructure, upsizing the existing 6-inch cast iron watermain (located between Washington Ave and Division Ave) to an 8-inch C900 watermain, replacing sewer laterals/connections, and replacing stormwater catch basins.

The project will be bid in accordance with Idaho Code 67-2805(2) and City Procurement Policy, with bids returning to City Council in July for a request to award a contract. If awarded, the project will be completed by early fall of 2024. The City will notify adjacent residents upon approval of the Contractor's schedule and prior to commencement of the project. Local access to private properties will be maintained at all times. Funding for this project is by the Street General Fund, Resort City Tax, Water Fund and Sewer Fund.

STAFF RECOMMENDATION:

Staff recommends City Council consider approving the 2024 Pavement Maintenance Project preliminary design and authorize staff to finalize the construction documents and advertise the project for bids; award of construction contract would return to City Council in July.

ACTION:

WILL THERE BE ANY FINANCIAL IMPACT? Yes **HAS THIS ITEM BEEN BUDGETED?** Yes

ATTACHMENTS:

Proposed Resolution

Preliminary Plans (draft) –2024 Pavement Maintenance Project

Project Map - 2024 Pavement Maintenance Project

No: 24-
Date: May 15, 2024

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

TITLE: BID SOLICITATION FOR 2024 PAVEMENT MAINTENANCE PROJECT

WHEREAS: In 2020, the City engaged an independent specialist, Infrastructure Management Services (IMS) to produce a Pavement Condition Assessment for all streets in Sandpoint, utilizing a van equipped with laser sensors to collect data every 100 feet, objectively measuring pavement cracking, texture, rutting, roughness, cross fall, crown, grade, and radius of curvature across all streets, with the findings helping to inform the City where, when, and how to invest in pavement maintenance;

WHEREAS: The 2024 Paving Maintenance Project is planned for Fir Street, as recommended by the Pavement Condition Assessment, to include removal of existing deteriorated asphalt and repaving of approximately five blocks of Fir St. between Division Ave. and Jefferson Ave. and Ella Ave. and Forest Ave. and replacement of aging utility infrastructure, upsizing the existing 6-inch cast iron watermain (located between Washington Ave. and Division Ave.) to an 8-inch C900 watermain and replacing sewer laterals/connections;

WHEREAS: The project will be bid in accordance with Idaho Code § 67-2805(2) and City Procurement Policy, with bids returning to City Council in July 2024 for a request to award a contract; and

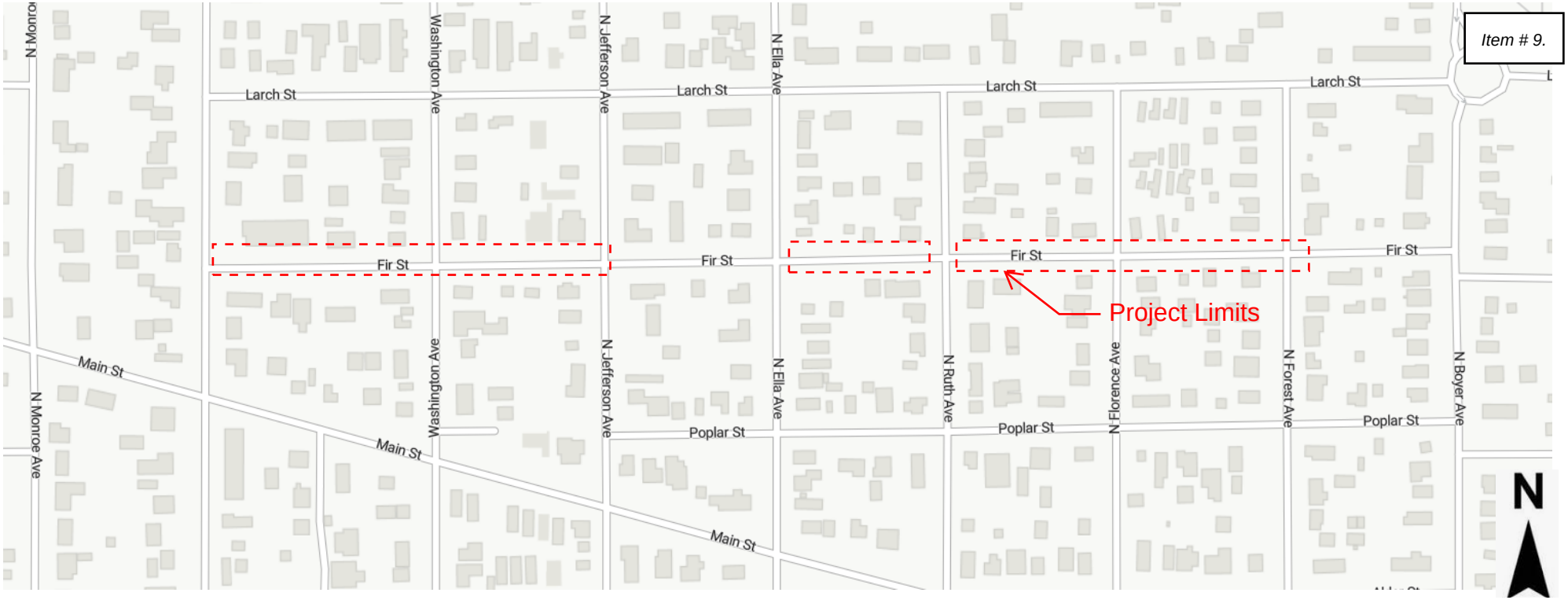
WHEREAS: If awarded, the project will be completed by early fall of 2024.

NOW, THEREFORE, BE IT RESOLVED THAT: The 2024 Pavement Maintenance bid package is approved to move forward for solicitation utilizing the City of Sandpoint's standard procurement process.

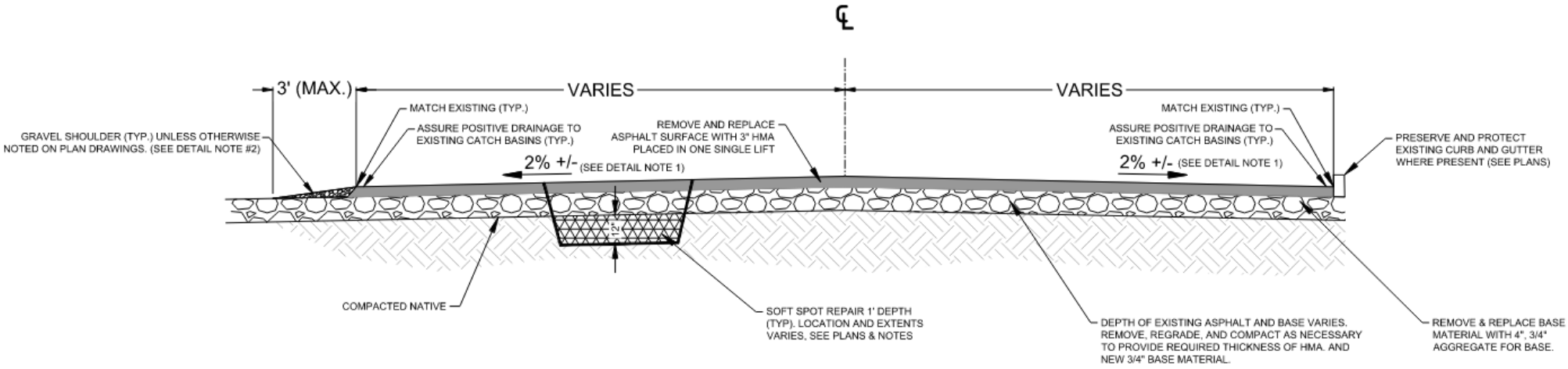
_____
Jeremy Grimm, Mayor

ATTEST:

_____
Melissa Ward, City Clerk



2024 Pavement Maintenance Map (NTS)



Pavement Section Improvements

CITY OF SANDPOINT

2024 PAVEMENT MAINTENANCE
APRIL 2024

Know what's below. Call before you dig.

SHEET INDEX

COVER SHEET	CP-01
VICINITY MAP	V-01
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PLAN AND PROFILE STA 11+15 - 16+50	CU-03
PLAN AND PROFILE STA 16+50 - 21+80	CU-04
PLAN AND PROFILE STA 21+80 - 25+20	CU-05
DETAIL SHEET 1	D-01
DETAIL SHEET 2	D-02

LEGEND

	EXISTING	PROPOSED
WATER LINE	W	W
LIMITS OF CONSTRUCTION		
ADJUST EXISTING WATER VALVE	⋈	⋈
ADJUST EXISTING SEWER MANHOLE	Ⓢ	Ⓢ
REMOVE AND REPLACE CATCH BASIN	▥	▥
REMOVE & REPLACE EXISTING ASPHALT		
GAS LINE	G	G
FIBER OPTIC	FO	
OVERHEAD POWER	OHP	

GENERAL NOTES

1. ALL WORKMANSHIP AND MATERIAL SHALL BE IN ACCORDANCE WITH THE 2020 IDAHO STANDARDS FOR PUBLIC WORKS CONSTRUCTION AS MODIFIED IN THESE CONTRACT DOCUMENTS.
2. CONTRACTOR SHALL SUBMIT A TRAFFIC CONTROL PLAN FOR APPROVAL PRIOR TO ANY LANE CLOSURES. TRAFFIC CONTROL DEVICES SHALL COMPLY WITH THE MUTCD. ONE LANE OF TRAFFIC SHALL REMAIN OPEN AT ALL TIMES.
3. CONTRACTOR SHALL COORDINATE WITH UTILITY COMPANIES AND ADJUST ALL WATER VALVES AND SEWER MANHOLES TO FINISHED GRADE PRIOR TO FINAL PAVEMENT LIFT.
4. THERE ARE NUMEROUS BURIED UTILITIES ON AND AROUND THIS SITE. APPROXIMATE LOCATIONS OF KNOWN UTILITIES HAVE BEEN SHOWN FOR THE CONVENIENCE OF THE CONTRACTOR ONLY. CONTRACTOR IS RESPONSIBLE TO RESEARCH AND DETERMINE THE EXISTENCE AND TRUE LOCATION OF UTILITIES. CALL BEFORE YOU DIG, 811.
5. ALL CONSTRUCTION ACTIVITY SHALL BE CONFINED TO RIGHT-OF-WAY, UTILITY EASEMENTS AND CONSTRUCTION LIMITS.
6. MAINTAIN AND PROTECT ALL EXISTING CURB AND GUTTER AND DRIVEWAYS.
7. AREAS OF SOFT SPOT REPAIR ARE UNKNOWN. LOCATION AND FULL EXTENTS ARE TO BE REVIEWED AND APPROVED BY THE CITY AT THE TIME OF CONSTRUCTION.
8. RIGHT-OF-WAY LINES ARE REPRESENTATIVE ONLY. CONTRACTOR IS RESPONSIBLE FOR IDENTIFYING RIGHT-OF-WAY LIMITS AND STAKING, GRADING, AND ALIGNMENT FOR THE PEDESTRIAN RAMPS.
9. CONTRACTOR SHALL COORDINATE WITH ADJACENT RESIDENTS TO ACCOMMODATE DRIVEWAY ACCESS DURING CONSTRUCTION.
10. CONTRACTOR SHALL BE RESPONSIBLE FOR ALL EROSION AND SEDIMENT CONTROL.

CITY OFFICIALS

MAYOR	JEREMY GRIMM
CITY COUNCIL:	DEB RUEHLE JOEL AISPURO PAM DUQUETTE JUSTIN DICK KYLE SCHREIBER
CIVIL ENGINEER:	BRANDON STAGLUND, P.E.
CONSTRUCTION MANAGER:	HOLLY ELLIS
UTILITIES SUPERVISOR:	ROD BERGET
STREETS SUPERVISOR:	CHET JACKMAN

SANDPOINT

CITY HALL
1123 W. Lake St.
Sandpoint, Idaho 83864
(208) 263-3158

60% REVIEW SET

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SANDPOINT

PRELIMINARY NOT FOR CONSTRUCTION — PROFESSIONAL ENGINEER — 17039 — STATE OF IDAHO — RYAN J. LUTTMANN

VERIFY SCALES

BAR IS ONE INCH ON ORIGINAL DRAWING.
0" 1"
IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY.

NO.	DATE	BY	APPR	REVISIONS

CENTURY WEST ENGINEERING

SANDPOINT OFFICE
102 S. EUCLID AVE., SUITE 107
SANDPOINT, ID 83864
208.946.4380

DATE: APRIL 2024
PROJECT NO: 51004.007.01

DESIGNED BY: RJL
DRAWN BY: AWS
CHECKED BY: RJL
SCALE: AS NOTED

CITY OF SANDPOINT
2024 PAVEMENT MAINTENANCE

COVER

DRAWING NO. CP-01
SHEET NO. 01 of 09

Plotted by: Brett Berger Plot Date: ----
Path: Z:\Projects\Clark Fork, City ofPhase 1 Water Improvements\CAD_WORKING\XREF\Titleblock.dwg

CONTROL POINTS			
POINT NO.	NORTHING	EASTING	ELEVATION
198	2412125.0740	2426060.5450	2110.1360
205	2412125.6860	2426160.4300	2110.7700
30218	2412243.7200	2425777.3390	2112.4550

NOTE:

ALL TOPOGRAPHIC SURVEY AND RIGHT-OF-WAY INFORMATION WAS PROVIDED BY GLAHE AND ASSOCIATES. ALL BEARINGS REFER TO THE IDAHO COORDINATE SYSTEM OF 1983, WEST ZONE, (1103) - US SURVEY FT (NAD83). REFER TO DRAWING FOR SPECIFIC LINE AND MONUMENTS USED. ELEVATIONS SHOWN ARE BASED ON THE NORTH AMERICAN DATUM OF 1988 (NAVD88), COMPUTED USING GEOID18.

N

100 0 100 200

SCALE IN FEET

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PROFESSIONAL ENGINEER — PRELIMINARY — NOT FOR CONSTRUCTION — RANDY L. LUTTMANN — IDAHO

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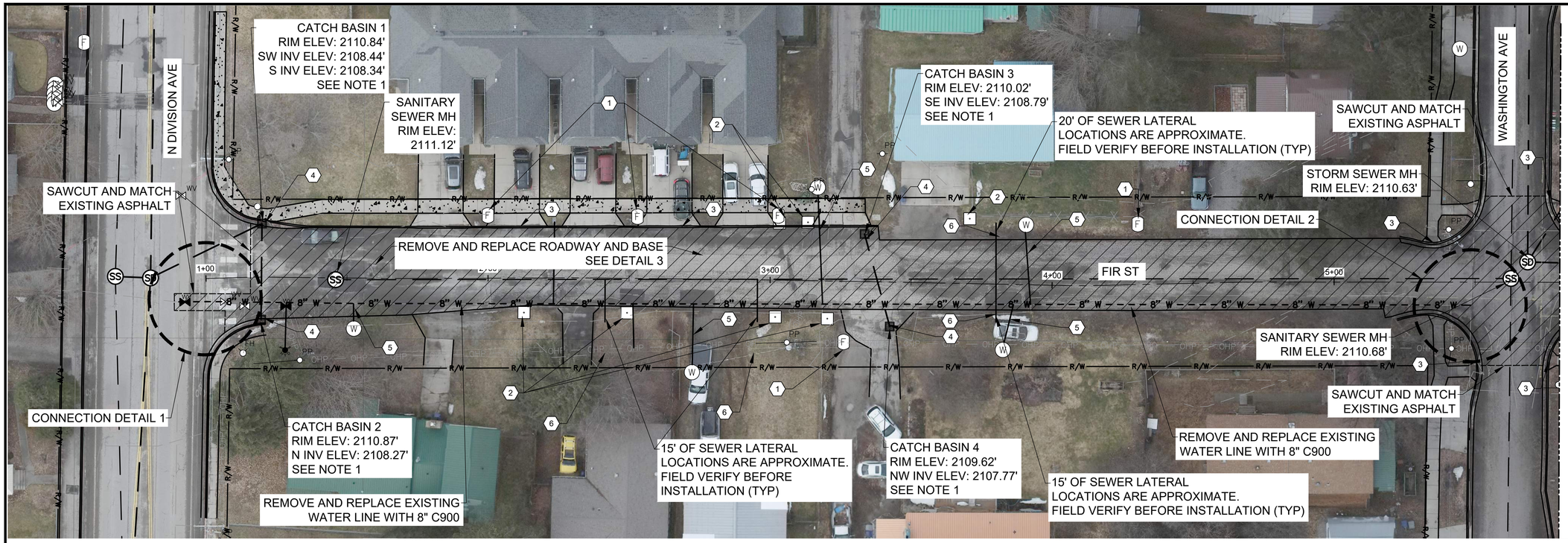
CITY OF SANDPOINT
2024 PAVEMENT MAINTENANCE PROJECT

VICINITY

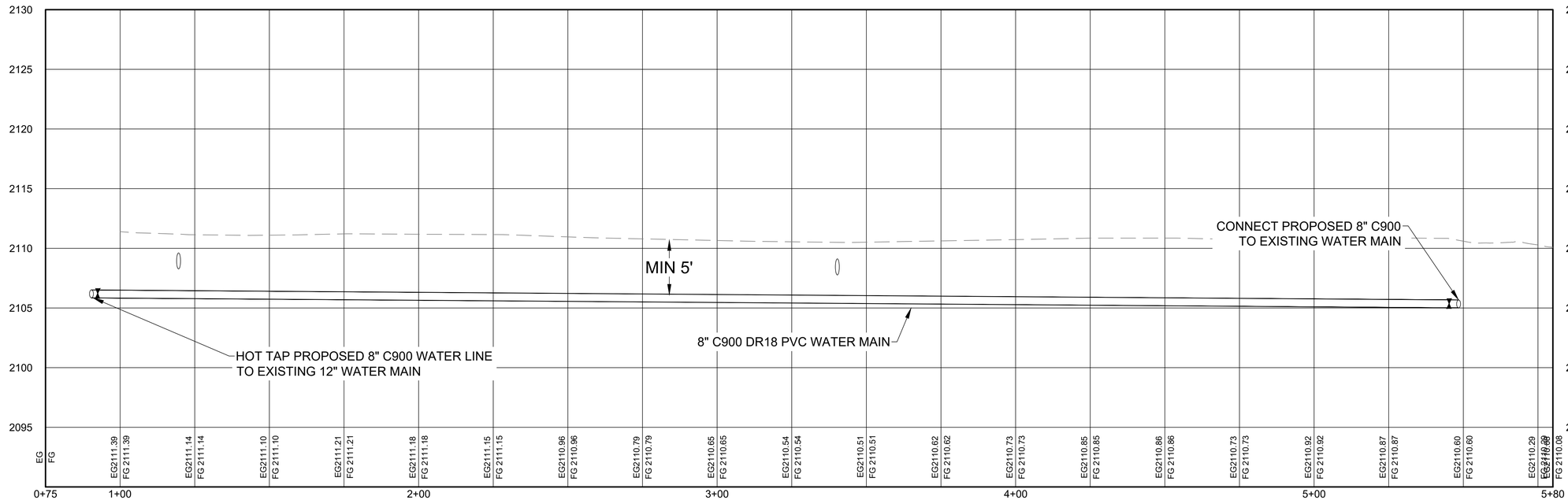
DRAWING NO. V-01

SHEET NO. 02 of 09



KEY NOTES

1. RETAIN AND PROTECT FIBER UTILITY
2. RETAIN AND PROTECT MAILBOX
3. RETAIN AND PROTECT EXISTING CURB
4. REPLACE CATCH BASIN
5. EXISTING WATER SERVICE RECONNECTION SEE DETAIL 8
6. SEWER SERVICE CONNECTION TO MAIN SEE DETAIL 7



NOTE

1. INSTALL 3' OF PVC 3034 STORM PIPE W/ CATCH BASIN. VERIFY EXISTING PIPE SIZE PRIOR TO INSTALLATION.

20 HORZ 0 20 40
5 VERT 0 5 10
SCALE IN FEET

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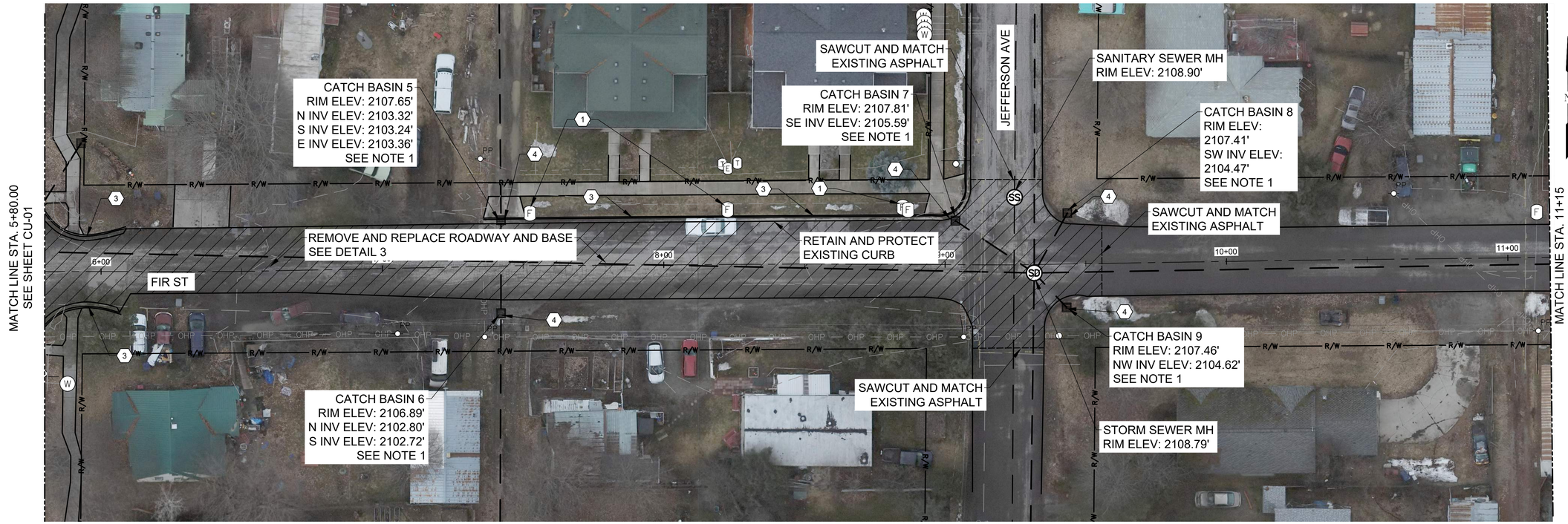
SCALE:	AS NOTED

CITY OF SANDPOINT
2024 PAVEMENT MAINTENANCE PROJECT

CIVIL UTILITIES (CU): PLAN AND PROFILE
STA 0+75 TO STA 5+80

DRAWING NO. CU-01

SHEET NO. 03 of 09



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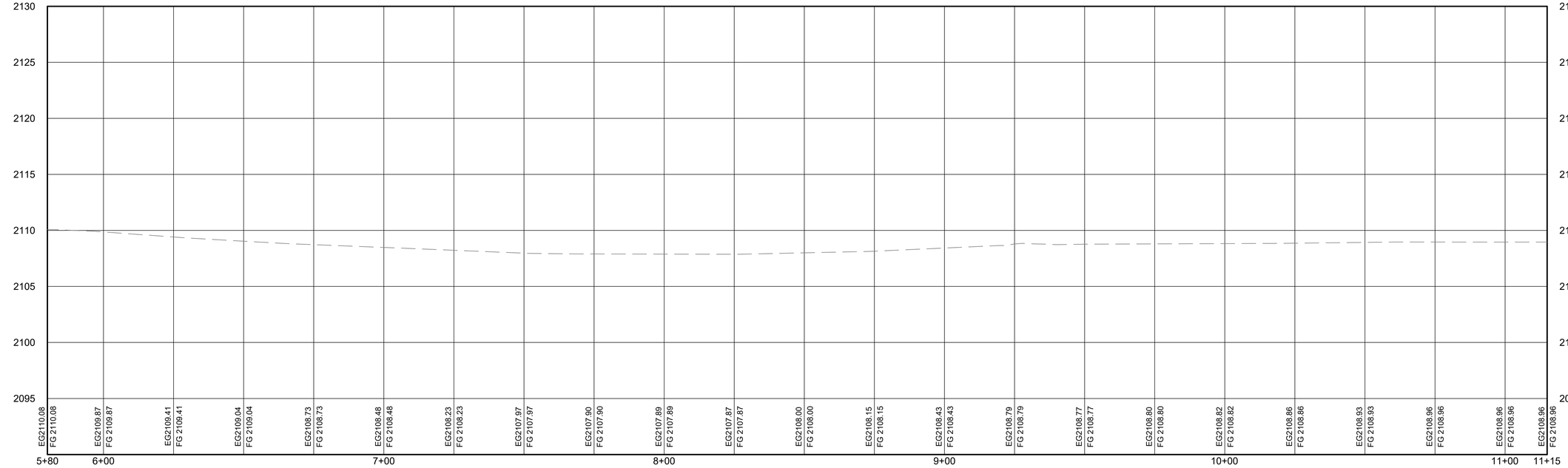

NOTE

1. EXTEND STORM DRAIN PIPE 3' FOR CONNECTION TO EXISTING

20 HORZ 0 20 40
5 VERT 0 5 10
SCALE IN FEET

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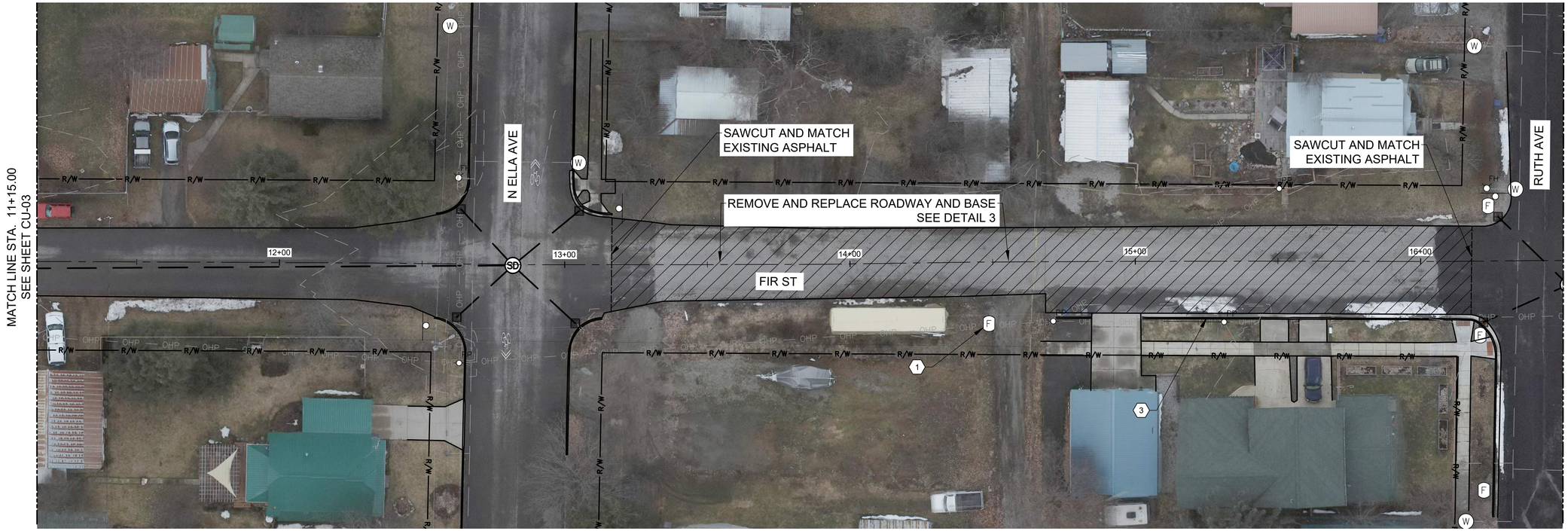
DRAWN BY: AWS
CHECKED BY: RJL
DATE: APRIL 2024
PROJECT NO: 51004.007.01
SCALE: AS NOTED

CITY SANDPOINT
2024 PAVEMENT MAINTENANCE PROJECT

CIVIL UTILITIES (CU): PLAN AND PROFILE
STA 5+80 TO STA 11+15

DRAWING NO. CU-02

SHEET NO. 04 of 09



KEY NOTES

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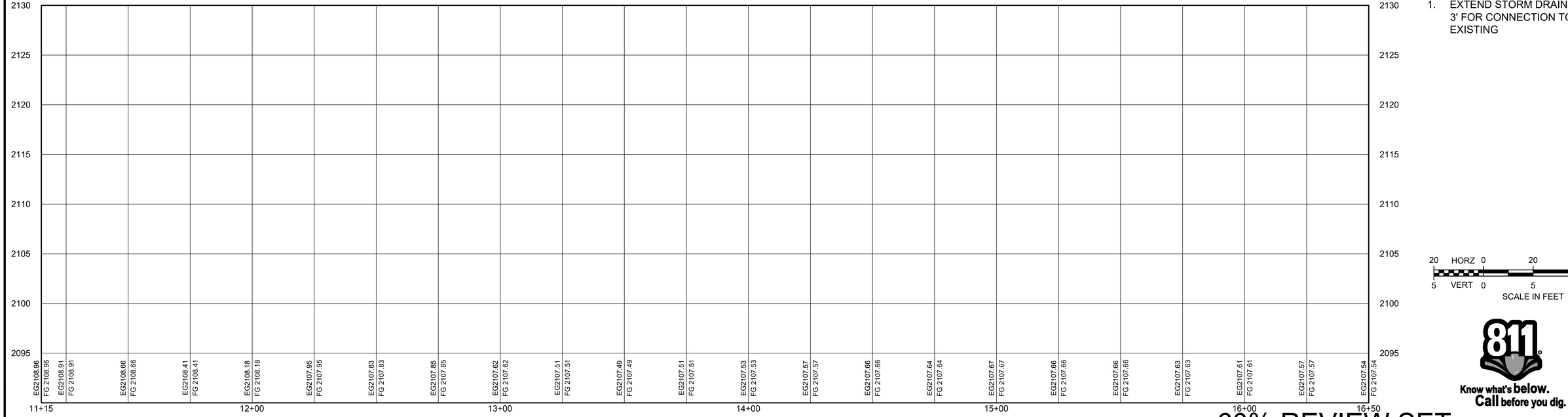
3. RETAIN AND PROTECT EXISTING CURB



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DRAWN BY:	AWS
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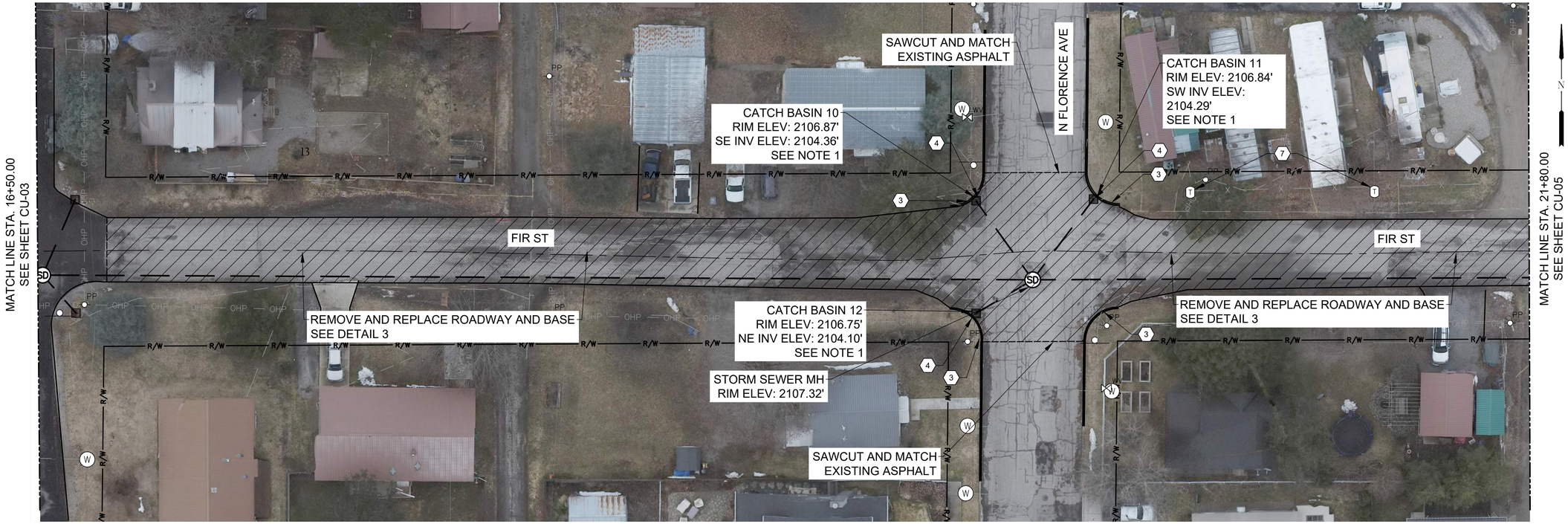
DATE:	APRIL 2024
PROJECT NO:	51004.007.01
SCALE:	AS NOTED

CITY OF SANDPOINT
2024 PAVEMENT MAINTENANCE PROJECT

CIVIL UTILITIES (CU): PLAN AND PROFILE
STA 11+15 TO STA 16+50

DRAWING NO. CU-03

SHEET NO. 05 of 09



KEY NOTES

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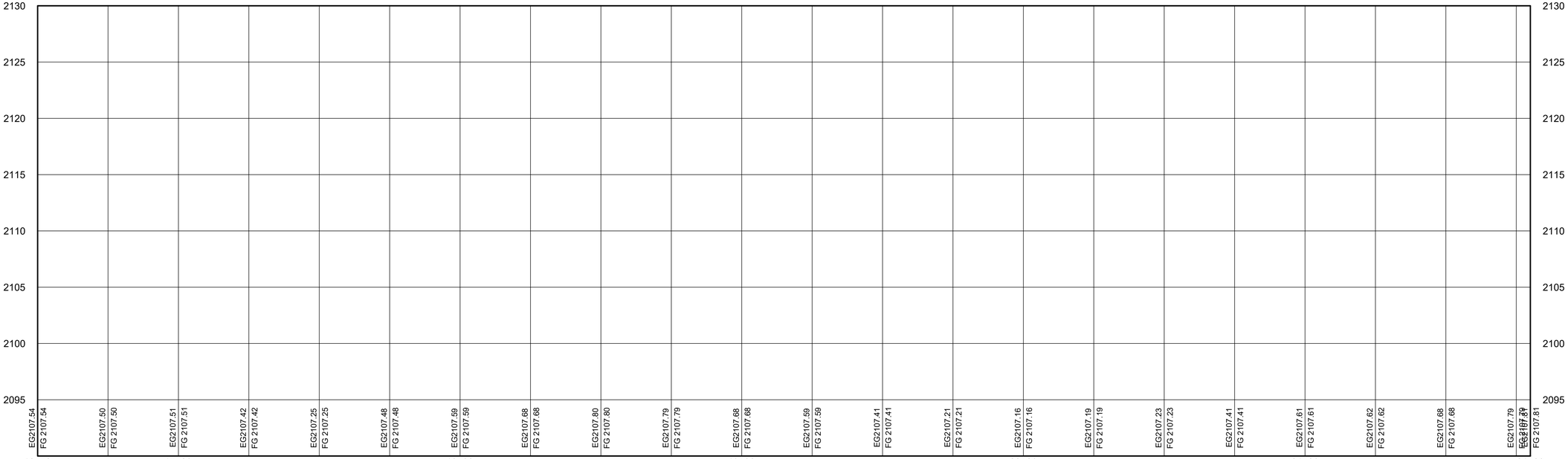
2. RETAIN AND PROTECT MAILBOX
3. RETAIN AND PROTECT EXISTING CURB
4. REPLACE CATCH BASIN
7. RETAIN AND PROTECT TELEPHONE UTILITY



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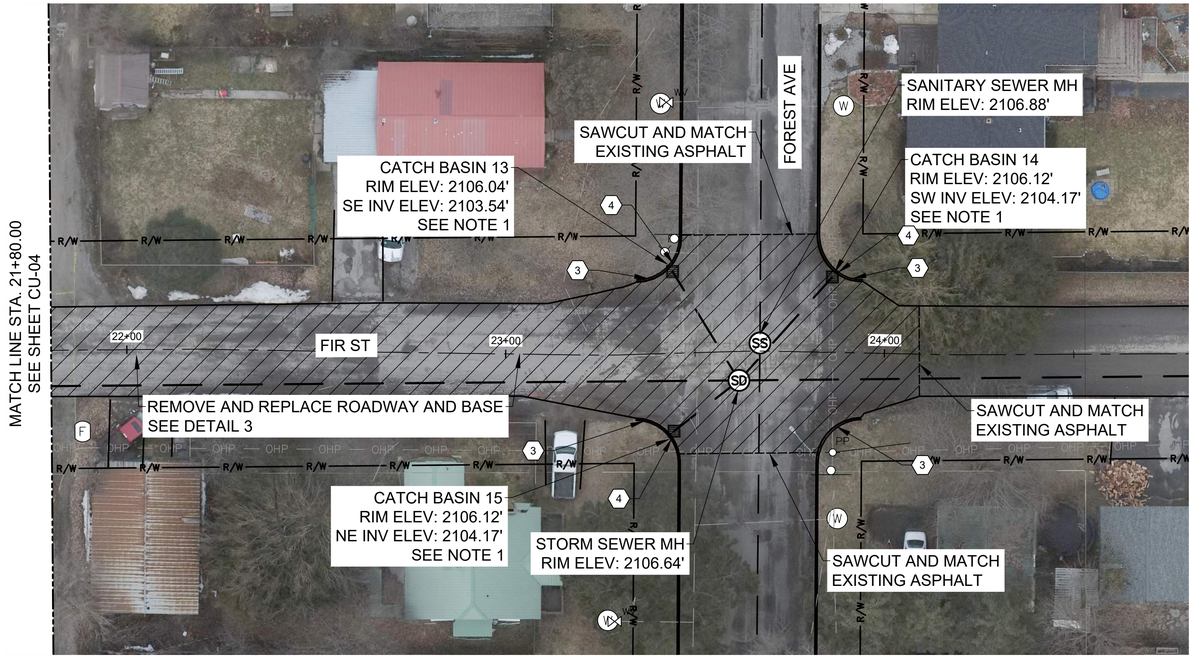
PROJECT NO: 51004.007.01
SCALE: AS NOTED

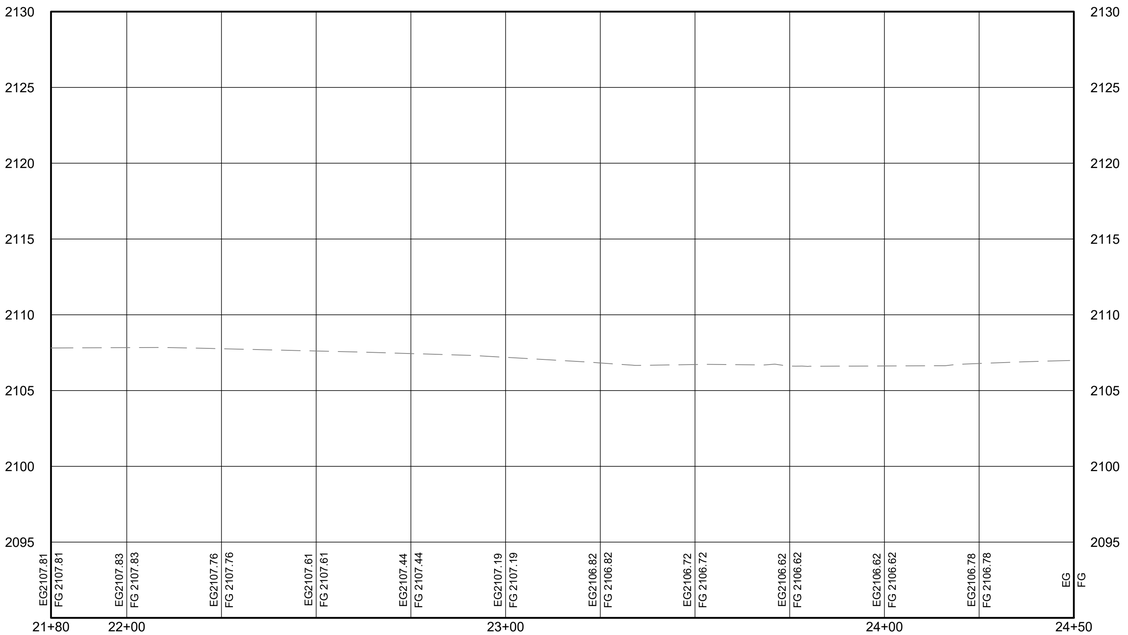
CITY OF SANDPOINT
2024 PAVEMENT MAINTENANCE PROJECT

CIVIL UTILITIES (CU): PLAN AND PROFILE
STA 16+50 TO STA 21+80

DRAWING NO. CU-04

SHEET NO. 06 of 09





KEY NOTES

1. RETAIN AND PROTECT FIBER UTILITY
2. RETAIN AND PROTECT MAILBOX
3. RETAIN AND PROTECT EXISTING CURB
4. REPLACE CATCH BASIN

NOTE

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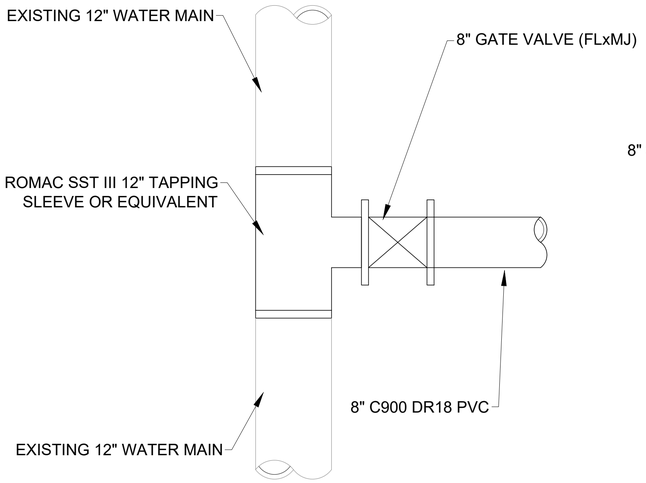
CITY OF SANDPOINT
2024 PAVEMENT MAINTENANCE PROJECT

CIVIL UTILITIES (CU): PLAN AND PROFILE
STA 21+80 TO STA 25+20

DRAWING NO. CU-05

SHEET NO. 07 of 09



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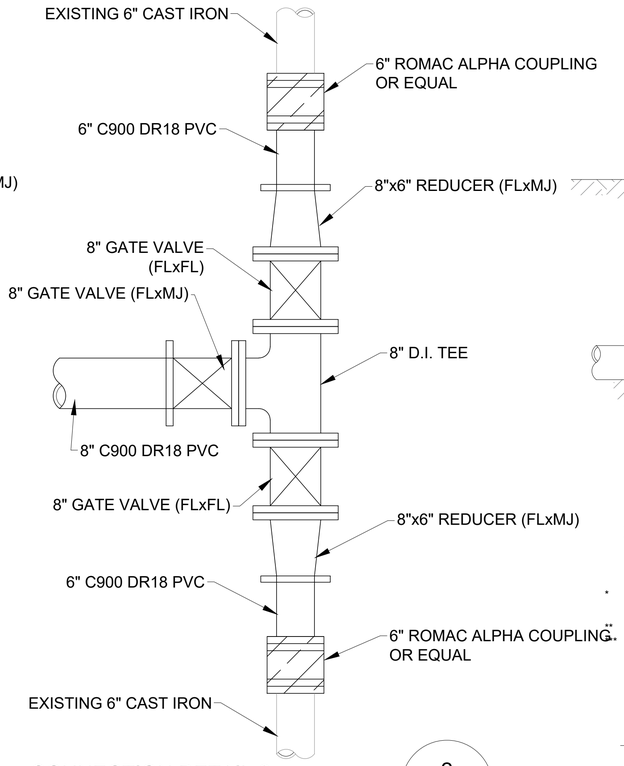
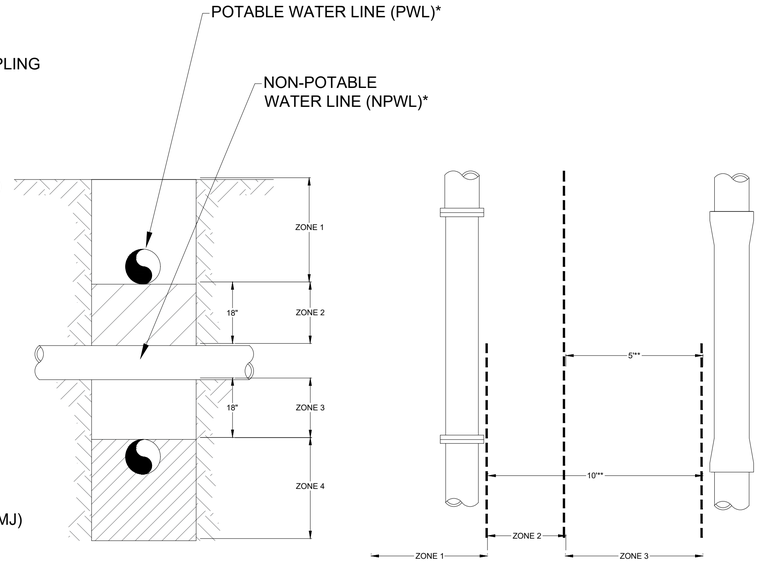


CONNECTION DETAIL 2 — 2 / - — N.T.S.



* THE TERM "LINE" APPLIES TO BOTH MAINLINES AND SERVICE LINES. FOR SPECIAL CIRCUMSTANCES REGARDING EXISTING POTABLE OR NON-POTABLE SERVICE LINES, REFER TO IDAPA 58.01.08.542.07.c AND 58.01.16.430.02.o.iii, RESPECTIVELY.
** DISTANCES ARE HORIZONTAL
*** JOINT PLACEMENT APPLIES ONLY TO FACILITY BEING CONSTRUCTED: POTABLE WATER, NON-POTABLE WATER OR BOTH.

POTABLE AND NON-POTABLE WATER LINE (NPWL) SEPARATION — 3 / - — N.T.S.

VERTICAL SEPARATION REQUIREMENTS

ZONE 1: A) PWL AND NPWL MUST BE SEPARATED BY AT LEAST 18" AND B) ONE FULL, UNCUT LENGTH OF PWL OR*** NPWL PIPE MUST BE CENTERED ON THE CROSSING SO THAT THE JOINTS ARE AS FAR AS POSSIBLE FROM THE CROSSING.

ZONE 2: A) ONE FULL, UNCUT LENGTH OF PWL OR*** NPWL PIPE MUST BE CENTERED ON THE CROSSING WITH A SINGLE 20' SEGMENT SO THAT THE JOINTS ARE AS FAR AS POSSIBLE FROM THE CROSSING.

AND EITHER: B) NPWL MUST BE CONSTRUCTED TO WATER MAIN STANDARDS WITH A SINGLE 20' SEGMENT FOR A HORIZONTAL DISTANCE OF 10' ON BOTH SIDES OF THE CROSSING.

OR C) EITHER THE NPWL OR PWL MUST BE ENCASED WITH A POTABLE WATER CLASS SLEEVE FOR A HORIZONTAL DISTANCE OF 10' ON BOTH SIDES OF THE CROSSING.

ZONE 3: SAME REQUIREMENTS AS ZONE 2 EXCEPT THE NPWL MUST ALSO BE SUPPORTED ABOVE THE CROSSING TO PREVENT SETTLING.

ZONE 4: SAME REQUIREMENTS AS ZONE 1 [ITEM A) ONLY] EXCEPT THE NPWL MUST ALSO BE SUPPORTED ABOVE THE CROSSING TO PREVENT SETTLING.

HORIZONTAL SEPARATION REQUIREMENTS

ZONE 1: A) IF CONSTRUCTING BOTH PWL AND NPWL, PIPELINES MUST BE IN SEPARATE TRENCHES.

ZONE 2: A) PWL AND NPWL SEPARATED BY AT LEAST 6' AT OUTSIDE WALLS.

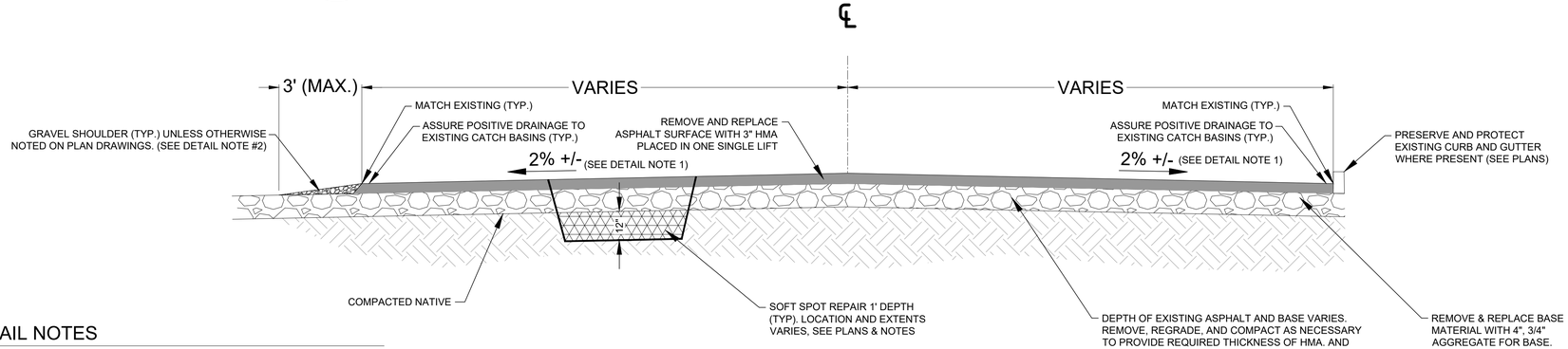
AND B) BOTTOM OF PWL MUST BE ABOVE TOP OF NPWL.

AND EITHER: C) NPWL CONSTRUCTED TO WATER MAIN STANDARDS.

OR D) SITE SPECIFIC REQUIREMENTS APPROVED BY DEQ.

ZONE 3: NOT ALLOWED WITHOUT DEQ WAIVER

NOTE: SANITARY SEWER FORCE MAINS MUST HAVE MIN. 10' HORIZONTAL SEPARATION AND 18" VERTICAL SEPARATION. ZONE 2 AND ZONE 3 PLACEMENTS ARE NOT ALLOWED WITHOUT A WAIVER GRANTED BY DEQ.



TYPICAL SECTION — 4 / - — N.T.S.

DETAIL NOTES

1. CONTRACTOR TO ASSURE POSITIVE DRAINAGE FROM APPROXIMATE CENTERLINE CROWN. ADJUST SLOPE AS DIRECTED BY THE CITY TO MEET EXISTING GRADES AT EDGE OF ASPHALT.
2. TYPICAL SHOULDERING WITHIN 3 FEET OF EDGE OF PAVEMENT IS INCIDENTAL TO THE OTHER PAY ITEMS. RESTORATION BEYOND 3 FEET WILL BE PAID AS MISCELLANEOUS SURFACE RESTORATION AS INDICATED ON THE PLAN DRAWINGS AND/OR DIRECTED BY ENGINEER.

60% REVIEW SET

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SANDPOINT

PRELIMINARY NOT FOR CONSTRUCTION — PROFESSIONAL ENGINEER — STATE OF IDAHO — RANDY L. LUTTMANN

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CENTURY WEST ENGINEERING

SANDPOINT OFFICE
102 S. EUCLID AVE., SUITE 107
SANDPOINT, ID 83864
208.946.4380

DATE: APRIL 2024
PROJECT NO: 51020.007.01
SCALE: AS NOTED
DESIGNED BY: RJL
DRAWN BY: AWS
CHECKED BY: RJL

CITY OF SANDPOINT
2024 PAVEMENT MAINTENANCE PROJECT

DETAIL SHEET 1

DRAWING NO. D-01
SHEET NO. 08 of 09

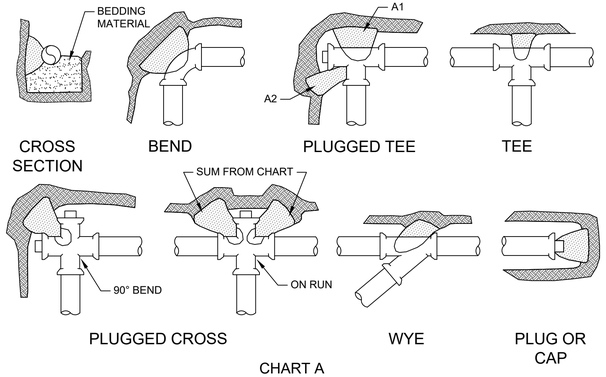


CHART A

SIZE OF FITTING (PIPE DIA.)	THRUST BLOCKING BEARING AREA (SQ.FT.)						
	TEE, WYE, PLUG, CAP	90° BEND, PLUGGED 'X'	PLUGGED TEE (ON RUN) A1	PLUGGED TEE (ON RUN) A2	45° BEND	22 1/2° BEND	11 1/4° BEND
4"	1.80	2.60	2.30	1.70	1.40	0.70	0.40
6"	3.70	5.30	5.20	3.60	2.90	1.50	0.70
8"	6.40	9.10	9.10	6.40	4.90	2.50	1.30
12"	14.70	20.90	20.50	14.40	11.30	5.70	3.00
16"	26.30	37.40	36.00	25.50	20.20	10.20	5.40

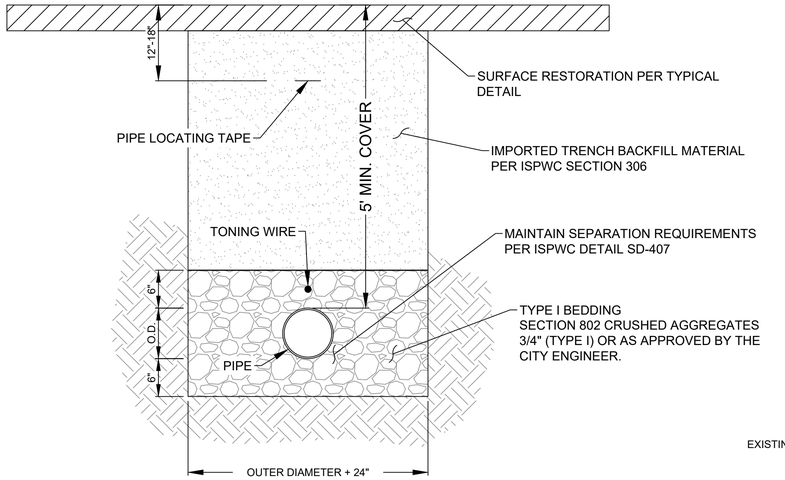
NOTES:

1. THE BEARING AREA SHALL BE EQUALLY DIVIDED ABOVE & BELOW THE CENTERLINE OF THE PIPE.
2. CONCRETE SHALL BE KEPT CLEAR OF JOINTS AND ACCESSORIES.
3. REQUIRED BEARING AREAS SHALL BE AS INDICATED ON CHART A, ADJUSTED WHEN NECESSARY TO CONFORM TO TEST PRESSURE(S) & ALLOWABLE SOIL BEARING STRESS(ES). SEE CHART B, SOIL BEARING.
4. CHART A IS BASED ON A TEST PRESSURE OF 150 PSI & AN ALLOWABLE SOIL BEARING STRESS OF 2,000 LBS. PER SQ. FT.
5. SAFE BEARING LOADS GIVEN IN CHART B ARE FOR HORIZONTAL THRUSTS WHEN THE PIPE COVER EXCEEDS TWO FEET.
6. IN MUCK OR PEAT, ALL THRUSTS MUST BE RESISTED BY PILES OR TIE RODS TO SOLID FOUNDATIONS, OR BY REMOVAL OF THE MUCK OR PEAT & REPLACEMENT WITH BALLAST OF SUFFICIENT STABILITY TO RESIST THE THRUSTS INVOLVED.

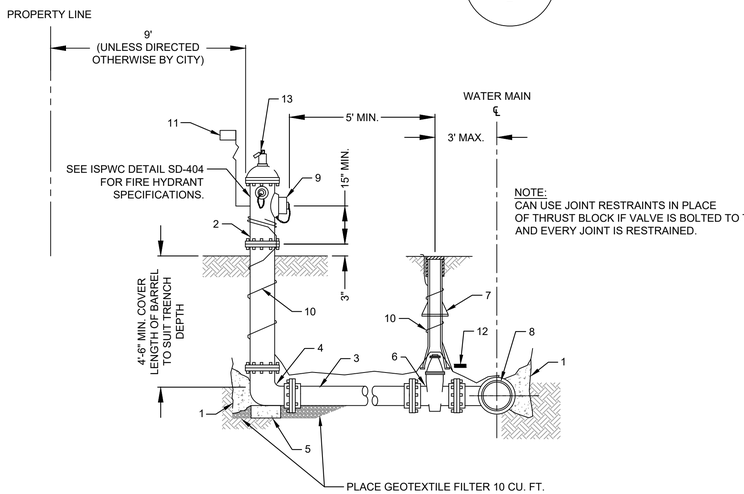
CHART B

BEARING LOADS FOR SOILS	
TYPE OF SOIL	SAFE BEARING LOAD (LBS. PER SQ. FT.)
HARD SHALE	10,000
SAND & GRAVEL (CEMENTED WITH CLAY)	4,000
SAND & GRAVEL	3,000
SOFT CLAY	2,000
MUCK OR PEAT, ETC.	0

THRUST BLOCKING — 5 — N.T.S. -



WATER TRENCH DETAIL — 6 — N.T.S. -

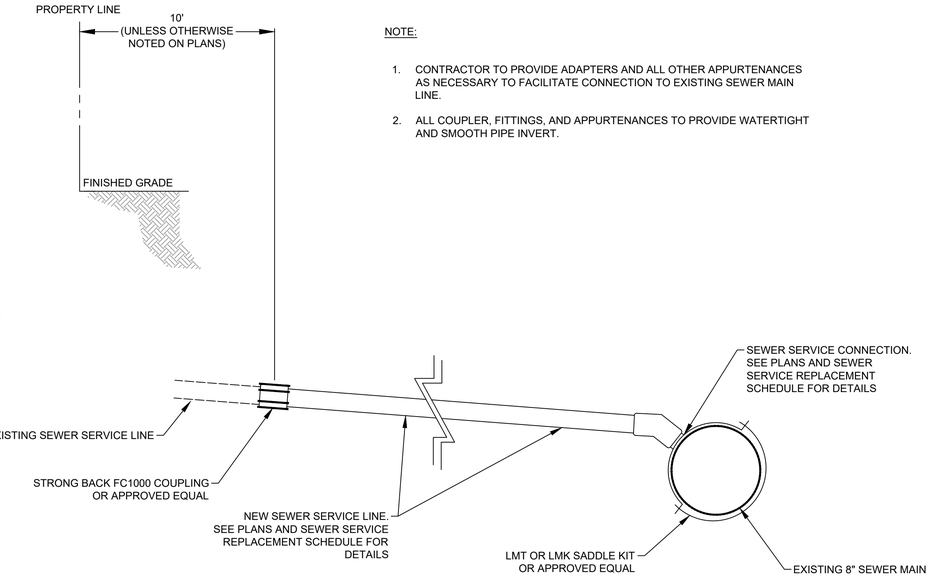


NOTE:
CAN USE JOINT RESTRAINTS IN PLACE OF THRUST BLOCK IF VALVE IS BOLTED TO TEE AND EVERY JOINT IS RESTRAINED.

LIST OF MATERIALS

1. CAST IN PLACE CONCRETE THRUST BLOCKS.
2. FIRE HYDRANT, 5¼" M.V.O. MIN., 6" FLG. SHOE, TWO 2½" HOSE CONNECTIONS AND ONE 4½" PUMPER CONNECTION (N.S.T.), BREAK AWAY FLANGE. WATEROUS OR MUELLER, MODERN STYLE YELLOW IN COLOR W/STORZ ADAPTER, HYDRANT FLAG, AND ALPHA INLET.
3. 6" DIA. PVC WATER LINE.
4. FLxMJ HYDRANT SHOE WITH TWO 5/16" DRAIN HOLES.
5. CONCRETE PAD, 15"x15"x4" MIN.
6. 6" GATE VALVE W/RESILIENT WEDGE, AWWA C-509, FL X ALPHA AND 2" SQ. OPERATING NUT.
7. CAST IRON VALVE BOX I.F.C.O. No. 3-C, COVER No. 923-R-(A OR B) BOX AND No. 925-(A, B, C OR D) EXTENSION PIPE.
8. 8"x8"x6" D.I. TEE (MJxFL)
9. STORZ CONNECTOR.
10. 12 GA. TONING WIRE W/DBR SPLICE KIT
11. SPRING STEEL MARKER FLAG #75193 (RED/WHITE REFLECTIVE) OR APPROVED EQUAL.
12. 3M MID-RANGE MARKER #1257. POSITION AS DIRECTED BY CITY.
13. KINGLOCK K-3 FIRE HYDRANT LOCK

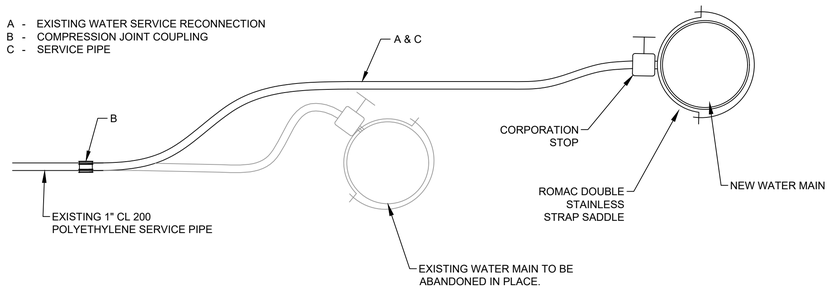
FIRE HYDRANT — 7 — N.T.S. -



NOTE:

1. CONTRACTOR TO PROVIDE ADAPTERS AND ALL OTHER APPURTENANCES AS NECESSARY TO FACILITATE CONNECTION TO EXISTING SEWER MAIN LINE.
2. ALL COUPLER, FITTINGS, AND APPURTENANCES TO PROVIDE WATERTIGHT AND SMOOTH PIPE INVERT.

SEWER SERVICE CONNECTION:
CONNECT TO EXISTING SEWER MAIN — 8 — N.T.S. -



EXISTING WATER SERVICE RECONNECTION:
EXTEND EXISTING WATER SERVICE TO NEW WATER MAIN — 9 — N.T.S. -

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SANDPOINT

PROFESSIONAL ENGINEER — STATE OF IDAHO — RYAN J. LUTTMANN — 10-31-24 — PRELIMINARY NOT FOR CONSTRUCTION

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CENTURY WEST ENGINEERING
SANDPOINT OFFICE
102 S. EUCLID AVE., SUITE 107
SANDPOINT, ID 83864
208.946.4380

DESIGNED BY: RJL
DRAWN BY: AWS
CHECKED BY: RJL
DATE: APRIL 2024
PROJECT NO: 51020.007.01
SCALE: AS NOTED

CITY OF SANDPOINT
2024 PAVEMENT MAINTENANCE PROJECT

DETAIL SHEET 2

DRAWING NO. D-02
SHEET NO. 09 of 09

AGENDA REPORT

City Council Meeting

TODAY'S DATE: 5/7/2024

MEETING DATE: 5/15/2024

TO: MAYOR AND CITY COUNCIL

FROM: Holly Ellis, Construction Manager

SUBJECT: Authorization to bid: 2024 Pilot Chip Seal Project

DESCRIPTION/BACKGROUND:

In 2020, the City engaged an independent specialist, Infrastructure Management Services (IMS) to produce a Pavement Condition Assessment for all streets in Sandpoint. This assessment utilized a van equipped with laser sensors to collect data every 100 feet, objectively measuring pavement cracking, texture, rutting, roughness, cross fall, crown, grade, and radius of curvature across all streets. The findings help inform the City where, when, and how to invest in pavement maintenance.

The 2020 Pavement Condition Assessment does not include Chip Seal as an option for pavement surface treatment. Chip Seal is a common and cost-effective method to extend the pavement life of a roadway. The 2024 Pilot Chip Seal Project seeks to explore the use of Chip Seal as a surface treatment and consider including it as an alternative surface treatment in future pavement condition assessments. The City engaged JUB Engineers to develop performance measures/best practices for Chip Sealing. This effort includes gathering insights from neighboring communities and highway districts, preparing technical specifications for the bid package, and providing construction quality assurance training to City Staff during construction.

This pilot project is located on Schweitzer Cutoff Road between the roundabout at N Boyer Ave and N Boyer Road. The Chip Seal process includes applying a thin layer of asphalt emulsion to the existing pavement surface, followed by the placement of 3/8-inch aggregate chips or "rock" on top. These chips are then compacted, creating a durable and skid-resistant surface. A fog seal will be applied 3-14 days later. Fog seal is a thin layer of asphalt emulsion sprayed over the chip seal surface that helps seal the surface, fill small voids and cracks, and provides additional protection against water infiltration and oxidation.

The project will be bid in accordance with Idaho Code 67-2805(1) and City Procurement Policy. If awarded, the project will be completed by early August of 2024. The City will notify adjacent residents upon approval of the Contractor's schedule and prior to commencement of the project. Local access to private properties will be maintained at all times.

STAFF RECOMMENDATION:

Staff recommends City Council consider approving the 2024 Pilot Chip Seal Project scope of work and authorize staff to finalize the construction documents and advertise the project for bids; award of construction contract would return to City Council in June.

ACTION:

WILL THERE BE ANY FINANCIAL IMPACT? HAS THIS ITEM BEEN BUDGETED?

ATTACHMENTS:

Proposed Resolution

Project Map - 2024 Pilot Chip Seal Project

Preliminary Specifications (draft) –2024 Pilot Chip Seal Project

No: 24-
Date: May 15, 2024

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

TITLE: BID SOLICITATION FOR 2024 PILOT CHIP SEAL PROJECT

WHEREAS: In 2020, the City engaged an independent specialist, Infrastructure Management Services (IMS) to produce a Pavement Condition Assessment for all streets in Sandpoint, utilizing a van equipped with laser sensors to collect data every 100 feet, objectively measuring pavement cracking, texture, rutting, roughness, cross fall, crown, grade, and radius of curvature across all streets, with the findings helping to inform the City where, when, and how to invest in pavement maintenance;

WHEREAS: Chip seal, a common and cost-effective method to extend the pavement life of a roadway, was not included in the assessment as an option for pavement surface treatment;

WHEREAS: In an effort to seek to explore the use of chip seal as a surface treatment and consider including it as an alternative surface treatment in future pavement condition assessments, the City engaged J-U-B Engineers to develop performance measures/best practices for chip sealing, which involved gathering insights from neighboring communities and highway districts, preparing technical specifications for a bid package, and providing construction quality assurance training to City staff during construction;

WHEREAS: The 2024 Pilot Chip Seal Project is planned for Schweitzer Cutoff Rd. between the roundabout at N. Boyer Ave. and N. Boyer Rd., where the process will include applying a thin layer of asphalt emulsion to the existing pavement surface, followed by the placement of 3/8-inch aggregate chips or "rock" on top, compacting of the chips to create a durable and skid-resistant surface, then a spray of fog seal is applied 3-14 days after compacting to help seal the surface, fill small voids and cracks, and provide additional protection against water infiltration and oxidation;

WHEREAS: The project will be bid in accordance with Idaho Code § 67-2805(2) and City Procurement Policy; and

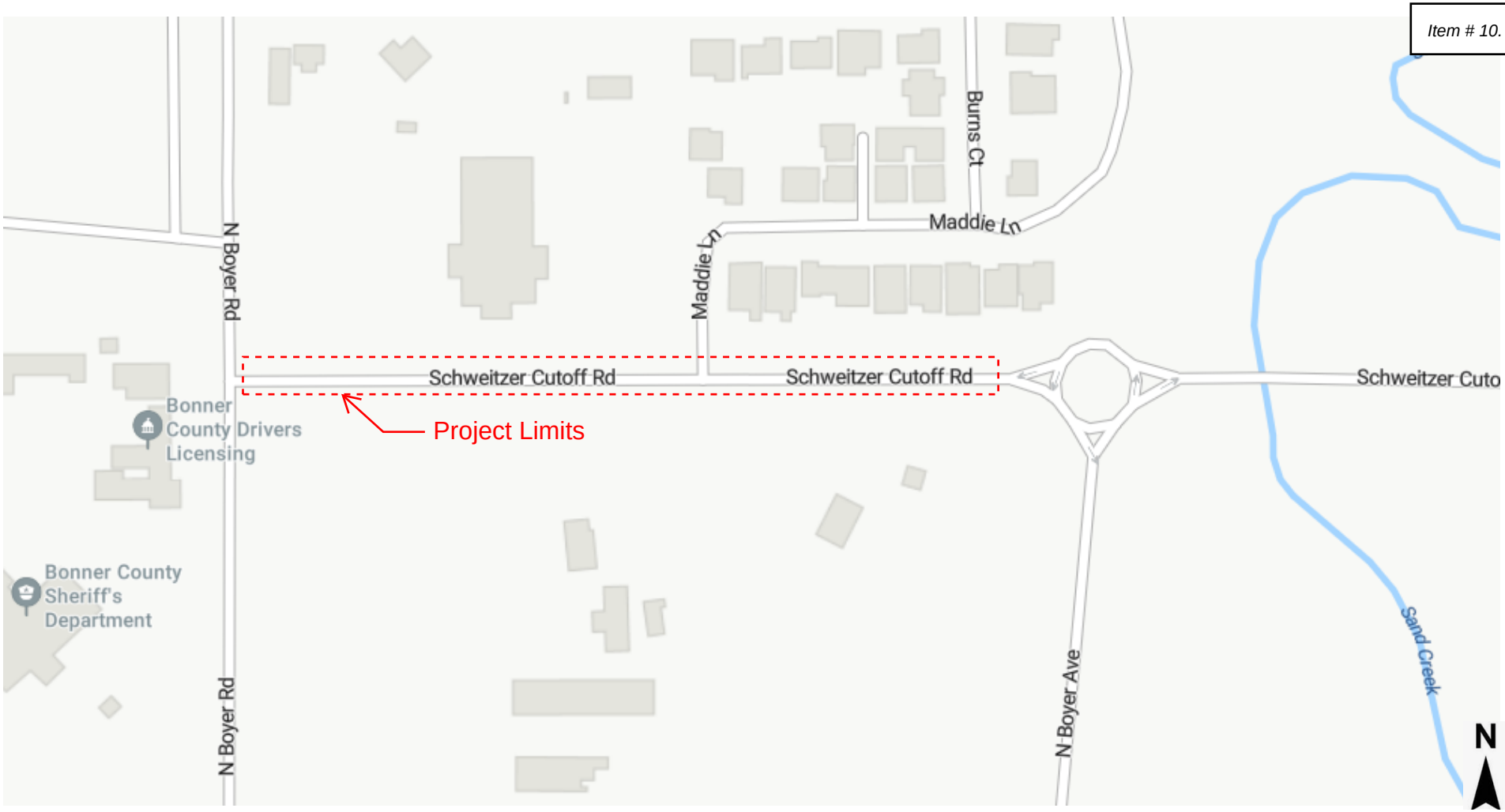
WHEREAS: If awarded, the project will be completed by early August 2024.

NOW, THEREFORE, BE IT RESOLVED THAT: The 2024 Pilot Chip Seal Project bid package is approved to move forward for solicitation, utilizing the City of Sandpoint's standard procurement process.

_____
Jeremy Grimm, Mayor

ATTEST:

_____
Melissa Ward, City Clerk



2024 Pilot Chip Seal Project

SECTION 3
SPECIFICATIONS

The work performed shall be done in accordance with the Idaho Standards for Public Works Construction, Current Edition, herein after referred to as Standard Specifications,the Special Provisions, the approved Plans, and, the Stormwater Pollution Prevention Plan (SWPPP)

In the case of a conflict between the Standard Specifications, and the Special Provisions; the Special Provisions shall take precedence over and be used in lieu of such conflicting portions.

Where the Plans, Specifications, Standard Drawings, or Special Provisions describe portions of the work in general terms, but not in complete detail; it is understood that the item is to be furnished, installed complete, and installed in place. Only the best general practice is to prevail. Only materials and workmanship of the highest quality are to be used. Unless otherwise specified, the Contractor shall furnish all labor, materials, tools, equipment and incidentals; and do all the work involved in executing the Contract.

AMENDMENTS TO THE STANDARD SPECIFICATIONS

The following amendments to the Standard Specifications take precedence over the Standard Specifications.

DIVISION 800 – AGGREGATES AND ASPHALT

Section 808 – Seal Coat

Part 1 GENERAL

1.2 REFERENCES

Add the following:

D. ASTM D977, Emulsified Asphalt
E. ASTM D2397, Cationic Emulsified Asphalt
F. AASHTO T335, Method 1, Fractured Face

1.3 SUBMITTALS

Add the following to A:

The McLeod design shall be based on the characteristics of the actual cover coat and emulsion to be used onsite and shall be specific to each subdivision or roadway. Materials testing results used in the mix design shall be submitted along with the mix design calculations. If the characteristics of roadways or segments of roadways differ, different mix designs will be necessary. All design parameters are subject to input and acceptance by the Engineer.

Add the following:

D. Submit chip gradation and cleanness value for the cover coat.

Part 2 MATERIALS

2.1 ASPHALT

Remove A and replace with the following:

A. Bituminous Materials

1. Prime coat shall be Polymerized Cationic Emulsified Asphalt CRS-2P and meet the requirements in Section 805 – Asphalt.

2. Fog coat shall be rapidly curing emulsified asphalt fog oil (concentrate), Quickseal 50-50 or equal, and shall meet the requirements in Section 805 – Asphalt.

2.2 COVER COAT MATERIAL

Remove C through G and replace with the following:

C. The cover coat shall have the following gradation:

3/8" Granite Chip	
Sieve Size	**Percent Passing**
3/8 inch	100
No. 4	0-25
No. 8	0-5
No. 200	0-1

D. The aggregate for cover coat material shall have a cleanness value of not less than 95 when tested in accordance with ITD T 72.

E. For gravel sources, at least 85 percent by weight of the particles retained on the No. 4 sieve must have at least one fractured face.

F. Cover coat material shall have an AASHTO dust ratio of less than 0.75.

Part 3 WORKMANSHIP

3.1 CONSTRUCTION LIMITATIONS

Remove B and replace with the following:

B. The chip seal and fog seal shall only be placed when the roadway surface is dry and there is no imminent threat of rain. The roadway surface shall be at least 85 degrees Fahrenheit and rising, with an ambient air temperature of at least 70 degrees and rising to perform chip sealing.

Remove H and replace with the following:

H. Unless otherwise permitted, do not apply seal coat or fog seal before June 15th or after August 15th. Unless otherwise approved in writing from the Owner, do not chip seal on a holiday.

Add the following:

J. If rain occurs unexpectedly during chip seal or fog seal operations, suspend work until conditions are dry. If this occurs, the Owner will grant additional contract time, but not additional compensation.

Add the following:

K. If bike lanes are present on a roadway, **do not chip seal the bike lanes**. Rather, only a fog seal will be placed in the bike lane.

Add the following:

L. Punch list items shall be completed within 10 days of substantial completion.

3.2 EQUIPMENT

Remove B and C and replace with the following:

B. Rotary, vacuum brooms are required to clean the roadway. No side casting of chip will be permitted.

C. Rollers

1. A minimum of two self-propelled pneumatic tired rollers shall be used to apply a minimum of four coverages of the applied cover coat. Each roller shall carry a minimum of 2,000 pounds on each wheel and a minimum of 60 psi in each tire. Roll the aggregate such that the entire width of the treatment area is covered in one pass of all the rollers.

2. The rollers shall not operate at speeds in excess of 5 miles per hour.
3. Complete initial rolling within 2 minutes of applying aggregate so that chips are embedded and properly oriented prior to breaking of the emulsion.
4. Complete at least one full pass with 65” steel drum rollers (single or double), without vibration immediately following pneumatic rolling. Do not turn steel drum on chipped surface.

E. Distributors

1. Distributors shall be of the pressure type with insulated tanks. Gravity distributors will not be permitted. The tanks shall also include baffles to prevent pressure surges.
2. Spray bars and extensions shall be of the full circulating type. The spray bar shall be adjustable to permit varying height above the surface.
3. The nozzle spacing, center to center, shall not exceed 6 inches. The valves shall be operated so that one or all valves that control the flow from the nozzles shall provide a uniform, unbroken spread of bituminous material on the surface.
4. Nozzle spacing and angle shall provide for double-lap coverage. All nozzles must be set at the same angle to avoid distortion of the spray pattern.
5. The distributor shall be equipped with devices and charts to provide for accurate, rapid determination and control of the amount of bituminous material being applied. The distributor shall be equipped with a tachometer of the auxiliary wheel type registering speed in feet per minute. The distributor shall also be equipped with pressure gauges and an accurate thermometer for determination of the temperature of bituminous material. The spreading equipment shall be designed so that uniform application of a bituminous material can be applied in controlled amounts ranging from 0.05 to 2.0 gallons per square yard. Transverse variation rate shall not exceed ten (10) percent of the specified application rate. The distributor shall be equipped with a hose and nozzle attachment to be used for spotting skipped areas and areas inaccessible to the distributor. Distributor and booster tanks shall be maintained as to prevent dripping of bituminous material from any part of the equipment.
6. Equipment that fails to perform satisfactorily shall be removed from the job.
7. Streaking or binder lines are not acceptable. If streaking or binder lines appear prior to initial rolling, the distributor bar shall be re-adjusted to the appropriate height.
8. Uneven surfaces due to starts and restarts shall be kept to a minimum. Surface irregularities shall be corrected immediately.
9. A “corner crew” shall be utilized to complete irregular shapes and hard-to-reach areas.
10. The finished product must exhibit a clean, neat edge.

Add the following:

F. A sufficient number of dump trucks shall be available to circumvent any interruption of the supply of chips to the spreader. The dump trucks must be compatible with the aggregate spreader to avoid aggregate spilling onto the roadway.

3.3 APPLYING ASPHALT

Remove A and B and replace with the following:

A. Preparation of the surface:

1. Immediately before applying the bituminous material, the area to be surfaced shall be cleaned of all dirt and other objectionable material. Weeds and organics extending 2 inches or more into the roadway or interface between curb and asphalt shall be removed. The surface shall be cleaned with a self-propelled pick-up or vacuum sweeper. Side cast sweepers will not be permitted. When necessary, cleaning shall be supplemented by hand brooms.
2. All manhole covers, valve covers, monument boxes, and property pins within the roadway shall be adequately covered to protect from bituminous material. Weigh down covers with material than cannot track, create humps, or otherwise contaminate the chip seal product. Sand is not an acceptable medium. Maintain covers in acceptable condition between chip seal and fog seal. **The protection shall be removed within 24 hours following the fog seal operation. When removing material from the covers, do not cast material onto the roadway. Ensure that all covers are operable upon removal.** The Contractor shall supply a method of dispose of this material.
3. Water re-texturizing may be necessary on flushed surfaces. This shall be considered in the chip seal design and will be supplied where necessary at no additional expense to the Owner.
4. Protect all concrete (curbs, gutters, driveways, sidewalks, etc.), landscaping, or other adjacent amenities from overspray. If overspray occurs, Contractor shall immediately work to remove oil. Any claims for damage to adjacent property received by the Owner will be the responsibility of the Contractor.
5. In the event that parked vehicles hinder construction, the Contractor is responsible for notifying the owner of the vehicle and the Engineer prior to removal, when the owner can be determined. The Contractor, at their own expense, will be responsible for towing parked vehicles using a tow service to the nearest unaffected location. Costs for towing shall be considered incidental to the items in the Bid Schedule.
6. Provide flaggers and pilot to assist drivers through chip seal or fog seal operations. Any driver not obeying directions shall be conveyed, with vehicle description and license plate number, to the Engineer within 24 hours. Claims from drivers for damage to vehicles, expect for those excluded above, shall be the responsibility of the Contractor.

B. Nozzles shall be blown out and confirmed to be in good working order prior to oil application. Evidence that the distributor has been calibrated shall be given to Engineer.

Remove E and replace with the following:

E. Rate of application:

1. The expected application rates for bituminous materials are as:
   a. For the 3/8 " chip seal, between 0.35 and 0.40 gallons per square yard of CRS-2P emulsion.
   b. 0.12 gallons per square yard of fog seal.

Add the following to F:

Preliminary application of emulsion shall be applied at no additional cost to Owner.

Add the following:

S. At the time of application, the temperature of the bituminous material shall be between 125 and 185 degrees Fahrenheit or as specified in the manufacturer's recommendations.

3.4 APPLICATION OF COVER COAT MATERIAL

Remove A and replace with the following:

A. The expected application rate for the 3/8" chip seal cover coat material is between 22 and 30 pounds per square yard and per the McLeod Design submitted for the project.

Add the following to E:

The chips shall be spread within 60 seconds of applying the bituminous material. The chip spreading equipment shall apply a uniform application of cover material.

Add the following to J:

The Contractor shall use a vacuum sweeper to remove excess rock. **Side casting of rock onto shoulders, ditches, gutters, or landscaping will not be permitted** and will require additional sweeping and/or removal by manual means. Initial sweeping shall occur prior to 8 AM the day after chip sealing operations. If this does not occur, the Owner will employ other methods to sweep the roadway and reduce the Contractor's payment by deductive change order the time and material cost to sweep the roadways. Night sweeping is permitted.

The Contractor shall also sweep within 24 hours prior to the fog seal operation and provide a final sweep a minimum of 14 days after the fog seal placement.

The expectation is that very little excess rock remains on the roadway, roadway shoulders, gutter pans, or adjacent property at the end of the project. The Contractor shall expect to manually sweep driveways during the sweeping twice at a minimum, once prior to the fog seal and once during the final sweep) to remove chips that have been cast into driveways.

Sweeping is required a minimum of five (5) times per course of chip seal: 1) a maximum of 24 hours before the chip seal operation, 2) by 8:00 AM the day after the chip seal, 3) 2 additional sweeps before fog seal, and 4) a minimum of 14 calendar days following the fog seal. Both the pre-fog sweep and the final sweep shall include sweeping out of each driveway. In areas with sidewalk, sweep the sidewalk and pedestrian ramps by hand prior to the final sweep.

The sweeper shall have an exhibit on-hand when sweeping roads and mark each as complete to ensure no roads are missed during night sweeping, particularly in subdivisions.

Sweeping requirements stated in this section are minimum requirements. Additional sweeping may be required, at no additional cost to Owner, to meet the expectations noted in this section.

Remove O.

Add the following:

3.8 FOG SEAL

A. Sweep the roadway per section 3.4.J

B. Fog seal shall be applied no sooner than 3 days and no later than 14 days following the chip seal application.

3.9 TESTING

A. Each day of chip seal operations (for each type of chip seal), the Contractor have a laboratory representative take a sample from the cover coat material stockpile and test of gradation and cleanness value. Submit results of gradation and cleanness test values to Engineer before noon each day. The Contractor is responsible for the laboratory costs for these tests. To meet the requirement of delivering results by noon the day of chip sealing, it is acceptable that the sample is taken from the stockpile the night before chip seal operations. Results can be delivered to the Engineer by email.

B. At a minimum of once per day, the Owner's Representative will verify the emulsion and cover material application rates and the emulsion temperature. The Contractor shall assist the Owner's Representative in completing these tests.

3.10 WARRANTY

A. The chip sealing shall be covered by a one-year warranty. If the chip seal experiences chip loss, tracking, flushing, or bleeding at any time within the first year after the chip seal is complete, the Contractor shall perform repairs to the chip seal and replace any pavement markings covered by the repairs at no additional cost to the Owner. Loss determined by the Engineer to be beyond the Contractor's control (snow plow damage, etc.) are not considered under this warranty. When repairs are necessary, the Contractor shall submit a repair plan within 14 days of notification of required repairs. The repair plan must address the area of failure and transitions required to ensure a uniformly bonded, smooth surface. Furnish traffic control for warranty work at no additional expense to the Owner.

Part 4 MEASUREMENT AND PAYMENT

Remove 4.1 and replace with the following:

4.1 Use the following bid items as designated in the Bid Schedule. Includes all labor, material, and equipment required to perform the work. Work to include roadway cleaning, emulsion, asphalt after dilution, antistripping additive, cover coat material, load, haul, placement, stockpiling, blotter, brooming, design of chip seal, materials testing, and all necessary items required to place seal coat as specified.

A. Chip Seal (3/8"): By the Square Yard (Plan Quantity)
   1. Bid Schedule Payment Reference: 808.4.1.B.1
   2. Bid Schedule Description: Chip Seal….square yard (SY)

D. Fog Seal: By the Square Yard (Plan Quantity)
1. Bid Schedule Payment Reference: 808.4.1.D.1
2. Bid Schedule Description: Fog Seal….square yard (SY)

DIVISION 1100 – TRAFFIC
Section 1103 – Construction Traffic Control

Part 2 MATERIALS
2.2 Advanced Warning Arrow Panels
Remove D.

Add the following:

2.3 Temporary Raised Pavement Markers

A. Temporary raised pavement markers shall be used. Markers shall consist of an L-shaped body with retroreflective tape on the top of both faces for two-way traffic. The marker body shall be made from 0.060 inch minimum thick polyurethane. The top of the vertical leg shall be between 1.75 and 2.0 inches high and approximately 4 inches wide. The base shall have temperature sensitive adhesive material. The markers shall be installed with a protective cover in place. Colors of the markers shall correspond to the existing pavement marking the markers represent. Place markers wherever existing pavement markings exists.

B. Raised pavement markers shall be spaced no further than 30 feet apart on straight stretches and 15 feet apart on curves.

Part 3 WORKMANSHIP

3.1 General
Remove B and replace with the following:

B. Conform to the traffic control plan included in the Contract Documents. Any proposed modifications to the traffic control plan must be submitted at least 48 hours in advance. There is no objection to the Contractor using pilot cars for traffic control. Minor side streets can be closed to through traffic (provided alternate routes are available to motorists) and the Contractor shall provide signing per the MUTCD.

Side streets that are closed shall be reopened as soon as possible. Multiple day closures will not be tolerated. Access to businesses must be maintained to the greatest extent possible with the understanding that short delays are unavoidable.

Any revised traffic control plan shall be submitted for review and approval in accordance with this section.

Remove K.

Add the following:

3.5 Advanced Warning Signing

A. The Contractor shall install advanced warning signs by 12:00 PM the day before chip seal or fog seal operations are set to commence. These signs shall be minimum 36" x 36" and have a reflective orange background with black lettering stating: "ROAD WORK TOMORROW". Using the standard W20-1 sign is acceptable so long as the word "AHEAD" is completely covered by a supplemental plaque with the word "TOMORROW". The word "TOMORROW" shall have a minimum 4-inch text height. Letter Series C with an 80% spacing ratio is acceptable to allow the word to fit correctly on the sign. The "TOMORROW" supplemental plaque shall be removed the day of chip seal or fog seal operation.

3.6 Traffic control and flaggers shall be adequate to discourage driver error and damage to vehicles. Flaggers shown on the traffic control plans are the minimum; more may be required depending on the Contractor's staging of work. If vehicles are damaged and the City receives a claim, the Contractor is responsible for the associated costs.

3.7 If a driver disobeys traffic control personnel directions, provide the Engineer within 24 hours the description of the vehicle and license plate, if possible. If this is not provided, the Contractor will be responsible for claims associated vehicle damage even if the driver disobeyed directions.

3.8 A minimum of 3 days prior to chip seal or fog seal, place solar powered reader boards at each end of the project area to alert drivers. The City will provide additional signage to notify the public.

Part 4 MEASUREMENT AND PAYMENT

Remove 4.1 and replace with the following:

4.1 Use the following bid items as designated in the Bid Schedule. Includes all labor, material, and equipment required to provide temporary traffic control.

A. Construction Traffic Control: By the lump sum, includes labor, maintenance, and ancillary items necessary.

1. Bid Schedule Payment Reference: 1103.4.1.A.1
2. Bid Schedule Description: Construction Traffic Control….Lump Sum (LS)

B. Temporary Raised Pavement Markers

1. Bid Schedule Payment Reference: 1103.4.1.B.1
2. Bid Schedule Description: Temporary Raised Pavement Markers- ….Lump Sum (LS)

AGENDA REPORT

City Council Meeting

TODAY'S DATE: May 6, 2024

MEETING DATE: May 15, 2024

TO: Mayor and City Council

FROM: Katie Bradbury, City of Sandpoint Recreation Superintendent

SUBJECT: Proposed aquatic-based summer youth programs and update on lifeguard program

DESCRIPTION/BACKGROUND:

The last year the City offered a youth swim lesson program at City Beach was 2019. 2020 saw youth programs cancelled due to Covid, and the swim program was not brought back in the years since 2020. The proposal before you now is to rebuild an aquatics program based at City Beach and expanding it into a half-day summer camp that has the potential to serve up to 60 children per day, providing families with a new, highly engaging, outdoor program to keep their kids playing and learning safely at the beach in the summer.

The City's lifeguard program has likewise been negatively impacted by the demographic and shifting employment environment over the last few years. In 2023 the lifeguard program, despite receiving the same budget allocation it had in years past, was unable to recruit lifeguards, and thus was put on pause. Recognizing the larger challenges faced by not just Sandpoint, but cities all over the country, in recruiting and retaining lifeguards, the City has decided to put the lifeguard program on pause again in 2024, instead focusing our limited resources on providing aquatics-based instruction and supervised free swim opportunities at City Beach, as well as other activities such as games, crafts, and sports.

STAFF RECOMMENDATION:

Support Recreation Staff's development of a new youth aquatics-based half-day summer camp that will run for four weeks in July and August 2024.

Community benefits for this allocation change:

Programming offered for kids of all ages (more specifically kids and families wanting to develop their confidence in open water swim), that will be monitored by camp counselors and taught by proficient instructors. After the swim lessons wrap up the swimming portion of the day, the camp programs can continue with traditional day camp programs (crafts, games, free swim etc.)

Most if not all youth camp programs offered in and around Bonner County result in a waitlist and parents scrambling to find things for their kids to do while both parents are at work. By offering new aquatics-based summer programs, the City will help meet the demand for additional youth programs in Sandpoint, while emphasizing water safety among young beachgoers.

The City's objective with this program is to attract and retain qualified summer camp counselors with swimming instruction certifications using funds previously budgeted for lifeguards. Unlike the lifeguard

program, however, a summer aquatics-based program will generate revenues through tuition income, thus sustaining itself fiscally while simultaneously increasing water safety among Sandpoint youth.

The day camp will be offered to children ranging in ages from 5-12 years old. We will likely offer two sessions, morning and afternoon, with a staff to participant ratio of no more than 1 to 10. The half-day program's schedule, in addition to including at least one-hour of swim instruction, will include activities such as crafts, group games, free-swim times, and other opportunities for the children to play and socialize with their peers safely while parents' work or relax.

ACTION: No action necessary, update only

.

WILL THERE BE ANY FINANCIAL IMPACT? NO

HAS THIS ITEM BEEN BUDGETED? YES

ATTACHMENTS:

1. Proposed budget
2. Proposed schedule

estimated revenue		
program description	City resident rate	Non resident rate
Day camp/swim lession	$ 100.00	$ 110.00
per weekly session	$ 1,000.00	$ 1,100.00
6 sessions (3 AM/3 PM)	$ 6,000.00	$ 6,600.00
4 weeks	$ 24,000.00	$ 26,400.00
Monthly total	$ 24,000.00	$ 26,400.00
calculation based off average number of childen enrolled with a 10:1 child to staff ratio.		

temporary wages			
program session	counselor	counselor w/ lesson cert.	program coordinator
wages per hr	$ 15.00	$ 17.00	$ 18.50
6 sessions/3 hrs (18 hrs)	$ 270.00	$ 306.00	$ 111.00
5 day per week	$ 1,350.00	$ 1,530.00	$ 555.00
4 weeks	$ 5,400.00	$ 6,120.00	$ 2,220.00
Monthly total	$ 5,400.00	$ 6,120.00	$ 2,220.00
rates per hour are based off average rate of pay in north idaho ymca @ $15.00 Life guards/$14.50 youth development staff Post Falls $15.00 summer camp counselor			

Misc. expenses			
staff background check		$ 200.00	these expenses were taken from the lifeguarding budget numbers
medical-other prof services		$ 250.00	
sustenance/food		$ 200.00	
uniform/clothing		$ 2,000.00	
total		$ 2,650.00	

Expenses+ temporary wages		
Total expenses per staff	$15.00	$17.00
	$ 8,050.00	$ 8,770.00

total revenue-expenses per session		
revenue; resident/non resident staff at $15+coordinator	city resident	non resident
	$ 13,730.00	$ 15,410.00

revenue; resident/non resident staff at $17+coordinator	city resident	non resident
	$ 13,010.00	$ 15,410.00

	Swim Camp Program morning				
	Monday	Tuesday	Wednesday	Thursday	Friday
9 to 10am	camper check in break into groups	camper check in break into groups	camper check in break into groups	camper check in break into groups	camper check in break into groups
10 to 1030am	walk to water front-small group activity	walk to water front-small group activity	walk to water front-small group activity	walk to water front-small group activity	walk to water front-small group activity
11:00	Swim lesson	Swim lesson	Swim lesson	Swim lesson	Swim lesson
12:00	parent pick up	parent pick up	parent pick up	parent pick up	parent pick up
	Swim Camp Program afternoon				
	Monday	Tuesday	Wednesday	Thursday	Friday
1-2pm	camper check in break into groups	camper check in break into groups	camper check in break into groups	camper check in break into groups	camper check in break into groups
2-2:45pm	walk to water front-small group activity	walk to water front-small group activity	walk to water front-small group activity	walk to water front-small group activity	walk to water front-small group activity
3:00pm	Swim lesson	Swim lesson	Swim lesson	Swim lesson	Swim lesson
4:00pm	parent pick up	parent pick up	parent pick up	parent pick up	parent pick up

checkin can take place at the city's community center. Groups are separated by skill level: beginner, intermediate, and advanced. Small group activities are always fun ways for campers to socialize and work together. Ideas of small group activities include traditional camp games, sand castle building, water relays, balloon toss name game, beach ball volleyball etc. parent pick up can be done at city beach park.

AGENDA REPORT

City Council Meeting

TODAY'S DATE: May 7, 2024

MEETING DATE: May 15, 2024

TO: Mayor and City Council

FROM: Heather Upton, City of Sandpoint Art and Historic Preservation Officer

SUBJECT: Proposed ordinance and summary, Americans with Disabilities Act (ADA) Advisory Commitee Code Amendments

DESCRIPTION/BACKGROUND:

On January 30th, 2024, it was announced at Council that Mayor Grimm was opening the Americans with Disabilities Act Advisory Committee and was inviting citizens to apply. The current ADA Committee Code, Title 2, Chapter 9, was established in 2016. It is in need of updating to help support the goals and objectives from the ADA Transition Plan and other planning initiatives.

STAFF RECOMMENDATION:

Consider adopting the suggested draft Code Changes for Title 2, Chapter 9, provided by staff.

ACTION: Staff asks City Council to approve the proposed changes to City Code Title 2, Chapter 9.

.

WILL THERE BE ANY FINANCIAL IMPACT? NO

HAS THIS ITEM BEEN BUDGETED? N/A

ATTACHMENTS:

1. Proposed Ordinance and Summary

ORDINANCE NO. ____

AN ORDINANCE OF THE CITY OF SANDPOINT, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, AMENDING SANDPOINT CITY CODE TITLE 2, CHAPTER 9, AMERICANS WITH DISABILITIES (ADA) ADVISORY COMMITTEE; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR PUBLICATION AND AN EFFECTIVE DATE.

WHEREAS: Following a suspension several years ago in the convening of many of the City's citizen advisory boards, Mayor Grimm has reactivated these committees and commissions, including the Americans with Disabilities (ADA) Advisory Committee;

WHEREAS: This committee was established in 2016; and

WHEREAS: With the reactivation of this committee, it is an opportune time for review and some updates to the City Code section encompassing the committee's purpose, organization and duties.

NOW THEREFORE, BE IT ORDAINED by the Mayor and City Council of the City of Sandpoint that:

ORDINANCE SECTION 1 – AMENDMENT TO CITY CODE TITLE 2, CHAPTER 9:

Sandpoint City Code Title 2, Chapter 9, AMERICANS WITH DISABILITIES (ADA) ADVISORY COMMITTEE:

2-9-1: ESTABLISHMENT AND TITLE:

There is hereby established and created a committee to be known as the Americans with disabilities act (ADA) advisory committee (hereinafter "committee").

2-9-2: STATEMENT OF PURPOSE:

It is the purpose of the committee to act in an advisory capacity to the city's ADA coordinator, mayor and city council in order to aid in the process of effective, responsible, and efficient government~~, with the goal of~~ by identifying and evaluating~~ priorities and modification of accessibility to city of Sandpoint facilities and programs and to review ADA complaints and grievances~~ADA Title II compliance in city facilities, programs, and services, providing recommendations and suggestions regarding accessibility upgrades and improvements that will increase availability and enjoyment of city facilities, programs, and services, and providing a forum for dialog and public input.

2-9-3: ORGANIZATION:

A. ~~Appointment~~Membership: The committee shall consist of no fewer than five (5) and no more than seven (7) voting members of the committee, up to one of whom may be a non-resident of Sandpoint, to be appointed by the mayor and confirmed by city council.~~ A majority of the members shall live within Sandpoint city limits.~~ The committee shall consist of persons with disabilities or persons who have a demonstrated interest, competence or knowledge of the ADA and the needs of the disabled. Ex officio, non-voting members may

ORDINANCE NO. ____

include a council member, as well as a Sandpoint city staff member designated by the mayor to serve as a staff liaison and an additional city staff member designated to serve as committee clerk. Ex officio members shall hold office corresponding with their respective tenures in elected office or regular city administrative positions and may be removed and replaced by the mayor.

B. ~~Members: The committee shall include the following:~~

~~1. An ex officio city council liaison shall be appointed by the mayor, with the consent of the appointed city council person, and may be removed and replaced by the mayor. The city council liaison is a nonvoting member of the committee.~~

~~2. The committee shall consist persons with disabilities or persons who have a demonstrated interest, competence or knowledge of the ADA and the needs of the disabled.~~

~~C.~~ Committee Terms and Vacancies: Each member of the committee shall serve a term of three (3) years or until his or her successor is appointed and confirmed. Vacancies arising in any member's position shall be filled for the remaining term of the member originally appointed. Initial appointments to the committee shall be made as follows: one or more one year terms; one or more two (2) year terms; and one or more three (3) year terms. All additional appointments shall be made at the discretion of the mayor (evenly staggered if there are fewer members). Committee members may be reappointed to serve additional terms, with a limit of two (2) full 3-year terms. The mayor shall fill any vacancies with new members, to be confirmed by city council.

~~D~~C. Quorum: A majority of the members of the committee shall constitute a quorum and conduct any business at any committee meeting.

~~E~~D. Removal Of Members: Any member of the committee may be removed with or without cause by the mayor, with the consent of city council.

~~F~~E. Nonpolitical; No Compensation: The members of the committee shall be selected without regard to political affiliation~~s~~ and shall serve without compensation.

~~G~~F. ~~Organization~~Designation of Chair and Vice Chair: At the first meeting of each fiscal year, or as soon thereafter as practicable, the members of the committee shall meet and organize to elect a chairperson, vice chairperson, and fill such other offices as determined necessary. The chairperson shall preside over meetings of the committee. The vice chairperson shall, when the chairperson is absent, perform the duties of the chairperson. ~~The mayor or the mayor's designee may appoint from the staff of the city of Sandpoint an ex officio member, who shall act as secretary of the committee. Said ex officio member shall have no voting privileges.~~

~~H. Committee Terms: Each member of the committee shall serve a term of three (3) years or until his or her successor is appointed and confirmed. Vacancies arising in any member's position shall be filled for the remaining term of the member originally appointed. Initial appointments to the committee shall be made as follows: one or more~~

ORDINANCE NO. ____

~~one year terms; one or more two (2) year terms; and one or more three (3) year terms. All additional appointments shall be made at the discretion of the mayor (evenly staggered if there are fewer members). Committee members may be reappointed to serve additional terms.~~

2-9-4: DUTIES:

The committee shall:

A. Hold meetings at least four (4) times per year, and more frequently, as needed, in compliance with the Idaho Open Meetings Law and the city's adopted parliamentary procedures, ensuring that all meetings adhere to the city's Rules of Civility and Decorum at Public Meetings;

B. ~~Consider and address priorities introduced by city council and the city administration~~Actively participate in detailed evaluations of city facilities, programs, and services to ensure continual improvement and compliance with ADA standards and assist in the regular update and maintenance of the City of Sandpoint ADA Transition Plan;

C. ~~Advise the mayor and council regarding the identification, evaluation, designation, priority and modification of accessibility to city of Sandpoint facilities and programs~~Provide advisory support to the ADA coordinator, mayor, and council on identifying, prioritizing, and modifying accessibility features for city facilities and programs to meet ADA compliance;

D. ~~Provide a forum for dialog and public input~~Facilitate public forums to encourage dialogue and input from community members and recommend needed activities, programs, or services based on public feedback;

E. ~~Provide mechanisms appropriate to ascertain facts and discern views~~Develop and implement effective mechanisms to gather facts and understand diverse community viewpoints on accessibility issues;

F. ~~Broaden citizen participation in self-government;~~

~~G. Promote and conduct~~ educational programs for city staff regarding ADA ~~accessibility; and~~Collaborate with the ADA coordinator to develop and promote educational programs for city staff and the public that raise awareness and understanding of ADA requirements and accessibility issues;

~~H~~G. ~~Review complaints and issues that have been submitted to the city or to the designated ADA coordinator~~Systematically review accessibility complaints and issues submitted to the city or the ADA coordinator, ensuring timely and effective response; and

H. Work and coordinate with other city committees, as requested and appropriate, including the Pedestrian and Bicycle Advisory Committee, regarding Americans with Disabilities Act requirements for public access and components of the transportation system and its extensions or addition.

ORDINANCE NO. ____

ORDINANCE SECTION 2 - REPEAL AND SEVERABILITY:

A. Any provision of the *Sandpoint City Code* found to be inconsistent with this Ordinance is hereby repealed.

B. Should any provision of this Ordinance be deemed unlawful or unconstitutional, such finding shall not affect the remaining provisions of this Ordinance.

ORDINANCE SECTION 3 – PUBLICATION AND EFFECTIVE DATE:

This Ordinance shall be in full force and effect from and after its passage, approval, and publication according to law.

PASSED AND ADOPTED AS AN ORDINANCE OF THE CITY OF SANDPOINT, IDAHO, AT A REGULAR SESSION OF THE SANDPOINT CITY COUNCIL ON _____, 2024.

_____
Jeremy Grimm, Mayor

Attest: _____
Melissa Ward, City Clerk

SUMMARY OF CITY OF SANDPOINT
ORDINANCE NO. ____
Americans with Disabilities Act (ADA) Advisory Committee

AN ORDINANCE OF THE CITY OF SANDPOINT, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, AMENDING SANDPOINT CITY CODE TITLE 2, CHAPTER 9, AMERICANS WITH DISABILITIES (ADA) ADVISORY COMMITTEE; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR PUBLICATION AND AN EFFECTIVE DATE.

Following is a summary of the provisions of Ordinance No. ____.

Ordinance Section 1 amends Sandpoint City Code Title 2, Chapter 9, to update the provisions related to the committee's purpose and its organization, including residency requirements for members and provisions for the appointment of city staff to serve in a support role to the committee; consolidate under one subsection the requirements for the terms of those serving on the committee and the filling of vacancies and add a provision for term limits; and provide updates to the stated duties of the committee.

Ordinance Sections 2 and 3 provide for repeal and severability, publication and an effective date.

This publication is a summary of the full Ordinance and is being published pursuant to Idaho Code Section 50-901A. This ordinance was passed and approved upon a proper roll call vote and duly enacted at a properly-noticed session of the Sandpoint City Council, held _____. The full text of the Ordinance is on file with the Sandpoint City Clerk and will be promptly provided during regular hours to any citizen on personal request.

Published once in the Legals section of the Bonner County Daily Bee on _____, 2024.

STATEMENT OF LEGAL ADVISOR

I, Zachary Jones, legal advisor for the City of Sandpoint, Idaho, have examined the summary of the ordinance to be presented to the Sandpoint City Council on May 15, 2024, proposing to amend Sandpoint City Code Title 2, Chapter 9, and find it to be a true and complete summary of said ordinance, providing adequate notice to the public of the contents thereof.

Zachary Jones
City of Sandpoint Legal Advisor

AGENDA REPORT

City Council Meeting

TODAY'S DATE: May 13, 2024

MEETING DATE: May 15, 2024

TO: Mayor and City Council

FROM: Heather Upton, City of Sandpoint Art and Historic Preservation Officer

SUBJECT: Proposed ordinance and summary, Parks and Recreation Commission

DESCRIPTION/BACKGROUND:

On January 30th, 2024, it was announced at Council that Mayor Grimm was opening the Parks and Recreation Commission and was inviting citizens to apply. The current Parks and Recreation Commission, Title 2, Chapter 4, was established in 2003. It is in need of updates to help support the goals and objectives from the Parks and Recreation Master Plan and other planning initiatives.

STAFF RECOMMENDATION:

Consider adopting the suggested draft Code Changes for Title 2, Chapter 4, provided by staff.

ACTION:

Staff asks City Council to approve the proposed changes to City Code Title 2, Chapter 4.

WILL THERE BE ANY FINANCIAL IMPACT? NO **HAS THIS ITEM BEEN BUDGETED?** N/A

ATTACHMENTS:

1. Proposed Ordinance and Summary

ORDINANCE NO. ____

AN ORDINANCE OF THE CITY OF SANDPOINT, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, AMENDING SANDPOINT CITY CODE TITLE 2, CHAPTER 4, PARKS AND RECREATION COMMISSION; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR PUBLICATION AND AN EFFECTIVE DATE.

WHEREAS: Following a suspension several years ago in the convening of many of the City's citizen advisory boards, Mayor Grimm has reactivated these committees and commissions, including the Parks and Recreation Commission;

WHEREAS: This commission was established in 2003; and

WHEREAS: With the reactivation of this commission, it is an opportune time for review and some updates to the City Code section encompassing the commission's purpose, organization and duties.

NOW THEREFORE, BE IT ORDAINED by the Mayor and City Council of the City of Sandpoint that:

ORDINANCE SECTION 1 – AMENDMENT TO CITY CODE TITLE 2, CHAPTER 4:

Sandpoint City Code Title 2, Chapter 4, PARKS AND RECREATION COMMISSION:

2-4-1: PURPOSE:

It is the purpose of the parks and recreation commission (hereinafter commission) to act in an advisory capacity to ~~the directors of the~~City of Sandpoint parks and recreation department~~s~~ staff, the mayor, and city council to aid in the process of effective, responsible, and efficient government by:

A. Marshaling and channeling the resources available in the community to complement the judgment of the city's ~~council~~elected officials and staff;

B. Providing a forum for dialog and public input;

C. Providing mechanisms appropriate to ascertain facts and discern views; and

D. Broadening citizen participation in self-government.

2-4-2: ESTABLISHMENT:

There is hereby established and created a commission to be known as the Sandpoint parks and recreation commission.

2-4-3: DUTIES:

The commission shall be advisory to the parks and recreation staff, the mayor, and city council and, to the extent permitted by law, shall be authorized to assist parks and recreation staff as follows:

ORDINANCE NO. ____

~~A. To undertake a complete, comprehensive study and make recommendations to the city staff as to the needs for community recreation programs and projects for persons of all ages.~~

~~B. To determine and advise the city staff of the desires of the public concerning recreation requirements, the need for additional parks and park facilities, as well as review and update the parks master plan.~~

~~C. To advise and recommend to the city staff the types of facilities required to accomplish the goals of a sound and comprehensive recreation program.~~

~~D. To inform the public of established recreational facilities/programs and to educate the public on the methods of improving recreational facilities/programs.~~

~~E. To solicit support and cooperation among the citizens and various organizations of the community in the development, construction, and financing of recreation programs/facilities.~~

~~F. To appoint members of subcommittees to provide community information to the commission concerning particular park facilities or recreational programs.~~

~~G. To encourage multiuse and nonexclusive park facilities.~~

~~H. To review and make recommendations to the city staff on park and recreational fees, and/or rental fees.~~

~~I. To advise, through the appropriate director, the mayor, and city council in regard to the foregoing provisions.~~

A. Provide input and strategic guidance in the implementation of the Parks and Recreation Master Plan, focusing on sustainability, community engagement, and the integration of parks, recreation, and open spaces with citywide development goals.

B. Conduct ongoing evaluations of community needs and recreation services across all age groups, ensuring alignment with demographic trends and forecasts identified in the master plan.

C. Enhance public awareness and education regarding the benefits and opportunities of the parks and recreation programs. Actively engage in promoting volunteerism and support from local organizations and citizens.

D. Recommend types of facilities and enhancements needed to meet the future recreational needs of the community, including non-traditional outdoor recreational activities like hiking and mountain biking, as highlighted in the master plan.

E. Support the development and execution of community recreation programs and projects that cater to diverse populations, reflecting the inclusive values and strategic objectives set forth in the master plan.

ORDINANCE NO. ____

F. Appoint members of subcommittees, as needed, to provide feedback to the commission on improvements to particular park facilities or on the development and implementation of specific recreational programs.

G. Advise on sustainable practices for park management and operations, aligning with the fiscal and environmental sustainability goals of the master plan.

H. Periodically review and suggest updates to the Parks and Recreation Master Plan, as needed, to adapt to changing community needs and environmental conditions.

I. Maintain regular communication with city parks and recreation staff, the mayor, and city council on matters impacting parks and recreation, ensuring all recommendations are well-informed and timely.

2-4-4: ORGANIZATION OF COMMISSION:

A. Membership: There shall be no fewer than five (5) and no more than nine (9) voting members of the commission, to be appointed by the mayor and confirmed by the city council. If possible, one ~~member thereof~~Commissioner shall be a Lake Pend Oreille School District board or staff member ~~of the school board (or an administrative staff person of the Lake Pend Oreille School District 84)~~ and, if possible, one Commissioner shall be a high school student, ~~between the ages of~~ fourteen (14) ~~and~~to eighteen (18) years ~~old~~of age. ~~One member of the city council shall act as a liaison.~~ The other ~~members~~Commissioners shall be chosen as citizens at large from the residents of the city, providing that one member may reside outside the city limits. Ex officio, non-voting members may include a council member, as well as a Sandpoint city staff member designated by the mayor to serve as a staff liaison and an additional city staff member designated to serve as committee clerk. Ex officio members shall hold office corresponding with their respective tenures in elected office or regular city administrative positions and may be removed and replaced by the mayor.

B. ~~Staff Appointment: The parks director and the recreation director shall be ex officio members of the commission. The mayor or mayor's designee may appoint from the staff of the city of Sandpoint a secretary of the commission. Ex officio members shall have no voting privileges.~~Meetings: The commission shall strive to hold one (1) meeting per month on a regular schedule, meeting at least four (4) times per year. The commission's meetings are public meetings, which must be held in compliance with the Idaho Open Meetings Law. The commission shall also strive to ensure adherence to the city's adopted parliamentary procedures and Rules of Civility and Decorum at Public Meetings.

C. Commission Terms and Vacancies ~~On Commission~~: With the exception of any high school student appointed, who shall serve for one (1) year, each Commissioner shall serve a term of three (3) years or until his or her successor is appointed and confirmed. Vacancies arising in any member's position shall be filled for the remaining term of the

ORDINANCE NO. ____

member originally appointed. Initial appointments shall be made as follows: one or more one year terms; one or more two (2) year terms; and one or more three (3) year terms. All additional appointments shall be made at the discretion of the mayor (evenly staggered if there are fewer members). Commissioners may be reappointed to serve additional terms, with a limit of two (2) full 3-year terms. The mayor~~, to be confirmed by the city council,~~ shall fill any vacancies occurring in the membership of the commission, to be confirmed by city council.

D. Quorum: A majority of the appointed members of the commission shall be necessary to constitute a quorum and conduct any business at any commission meeting.

E. Removal Of Members: Any member of the commission may be removed with or without cause by a majority vote of the entire city council.

F. Nonpolitical; No Compensation: The members of the commission shall be selected without regard to political affiliation~~s~~ and shall serve without compensation.

G. ~~Organization~~Designation of Chair and Vice Chair: At the first meeting of each fiscal year or as soon thereafter as practicable, the members of the commission shall meet and organize to elect a chairperson, vice chairperson, and fill such other offices as determined necessary. The chairperson shall preside at meetings of the commission. The vice chairperson shall, when the chairperson is absent, perform the duties of the chairperson.

~~H. Commission Terms: Each member of the commission shall serve a term of three (3) years or until his or her successor is appointed and qualified, except for the high school student, whose term shall be one year. Vacancies arising in any member's position shall be filled for the remaining term of the member originally appointed.~~

~~1. Initial appointments to the commission shall be made as follows: three (3) 1-year terms; three (3) 2-year terms; and three (3) 3-year terms. All subsequent appointments shall be made for three (3) year terms (evenly staggered if there are fewer members). Commission members may be reappointed to serve additional terms.~~

~~2. The mayor shall determine the term of office for first appointed members, consistent with subsection H1 of this section.~~

~~3. The ex officio members of the parks and recreation commission shall hold office corresponding with their respective tenures in regular city administrative positions, and may be removed and replaced by the mayor.~~

~~2-4-5: MEETINGS:~~

~~The commission shall meet at a regular place and time as determined by the commission. All meetings of the commission shall follow the requirements of Idaho's open meeting laws to allow and promote public participation in the decisions of the commission. The commission shall keep minutes and other appropriate written records of its resolutions, proceedings, and actions.~~

~~2-4-6: RULES:~~

ORDINANCE NO. ____

~~The commission shall have the authority, subject to Sandpoint city council approval, to make reasonable rules necessary for the execution of its duties as set forth in this chapter. Rules of procedure and bylaws, if any, adopted by the commission shall be available for public inspection. The commission shall make a written record of the meetings, its resolutions, findings, determinations, and of its recommendations, which said written record shall be kept as a permanent public record. The commission will give monthly updates to the mayor and the city council, when appropriate.~~

ORDINANCE SECTION 2 - REPEAL AND SEVERABILITY:

A. Any provision of the *Sandpoint City Code* found to be inconsistent with this Ordinance is hereby repealed.

B. Should any provision of this Ordinance be deemed unlawful or unconstitutional, such finding shall not affect the remaining provisions of this Ordinance.

ORDINANCE SECTION 3 – PUBLICATION AND EFFECTIVE DATE:

This Ordinance shall be in full force and effect from and after its passage, approval, and publication according to law.

PASSED AND ADOPTED AS AN ORDINANCE OF THE CITY OF SANDPOINT, IDAHO, AT A REGULAR SESSION OF THE SANDPOINT CITY COUNCIL ON _____, 2024.

_____
Jeremy Grimm, Mayor

Attest: _____
Melissa Ward, City Clerk

SUMMARY OF CITY OF SANDPOINT
ORDINANCE NO. ____
Parks and Recreation Commission

AN ORDINANCE OF THE CITY OF SANDPOINT, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, AMENDING SANDPOINT CITY CODE TITLE 2, CHAPTER 4, PARKS AND RECREATION COMMISSION; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR PUBLICATION AND AN EFFECTIVE DATE.

Following is a summary of the provisions of Ordinance No. ____.

Ordinance Section 1 amends Sandpoint City Code Title 2, Chapter 4, to update the provisions related to the commission's purpose and its organization, including providing for the appointment of City staff to serve in a support role to the commission and designation of a City Council liaison; to provide that the Commission shall strive to meet on a monthly basis; to consolidate under one subsection the requirements for the terms of those serving on the commission and the filling of vacancies and add a provision for term limits; and to provide updates to the stated duties of the commission.

Ordinance Sections 2 and 3 provide for repeal and severability, publication and an effective date.

This publication is a summary of the full Ordinance and is being published pursuant to Idaho Code Section 50-901A. This ordinance was passed and approved upon a proper roll call vote and duly enacted at a properly-noticed session of the Sandpoint City Council, held _____. The full text of the Ordinance is on file with the Sandpoint City Clerk and will be promptly provided during regular hours to any citizen on personal request.

Published once in the Legals section of the Bonner County Daily Bee on _____, 2024.

STATEMENT OF LEGAL ADVISOR

I, Zachary Jones, legal advisor for the City of Sandpoint, Idaho, have examined the summary of the ordinance to be presented to the Sandpoint City Council on May 15, 2024, proposing to amend Sandpoint City Code Title 2, Chapter 4, and find it to be a true and complete summary of said ordinance, providing adequate notice to the public of the contents thereof.

Zachary Jones
City of Sandpoint Legal Advisor