



**CITY COUNCIL
MEETING MINUTES**

**January 16, 2024
6:00 PM**

Location: City Council Chambers, 408 N. Spokane Street, Post Falls, ID 83854

REGULAR MEETING – 6:00 pm City Council Chambers

CALL TO ORDER BY MAYOR JACOBSON

PLEDGE OF ALLEGIANCE

ROLL CALL OF CITY COUNCIL MEMBERS

Samantha Steigleder, Josh Walker, Joe Malloy, Nathan Ziegler, Randy Westlund, Kenny Shove
All Present

**CEREMONIES, ANNOUNCEMENTS, APPOINTMENTS, PRESENTATION:
ACTION ITEM**

- Post Falls Sanitation will be providing Christmas tree pick-up for Post Falls resident on Saturday, January 27th. Trees must have all decorations removed and be cut into 4-foot bundles or less and placed curbside before 6:00 AM.

- The Department of Homeland Security's Federal Emergency Management Agency (FEMA) conducted a Community Assistance Visit (CAV) audit in May 2017 for Post Falls. The purpose of the audit was to assess the floodplain management program under the National Flood Insurance Program (NFIP). It has been reported that all findings from the 2017 CAV have been successfully addressed by the City of Post Falls, demonstrating compliance with floodplain management regulations. As a result has been officially closed.

- a. Approval for the appointment of Councilor Nathan Ziegler to the Kootenai Metropolitan Planning Organization (KMPO)

Motion by Malloy to approve the appointment of Councilor Nathan Ziegler to the Kootenai Metropolitan Planning Organization (KMPO).

Second by Westlund.

Vote: Malloy-Aye, Walker-Aye, Westlund-Aye, Steigleder-Aye, Shove-Aye, Ziegler-Aye

Motion Carried

AMENDMENTS TO THE AGENDA

Final action cannot be taken on an item added to the agenda after the start of the meeting unless an emergency is declared that requires action at the meeting. The declaration and justification must be approved by motion of the Council.

None

DECLARATION OF CONFLICT, EX-PARTE CONTACTS AND SITE VISITS

The Mayor and members of the City Council have a duty to serve honestly and in the public interest. Where the Mayor or a member of the City Council have a conflict of interest, they may need to disclose the conflict and in certain circumstances, including land use decisions, they cannot participate in the decision-making process. Similarly, ex-parte contacts and site visits in most land use decisions must also be disclosed.

None

1. CONSENT CALENDAR

The consent calendar includes items which require formal Council action, but which are typically routine or not of great controversy. Individual Council members may ask that any specific item be removed from the consent calendar in order that it be discussed in greater detail. Explanatory information is included in the Council agenda packet regarding these items and any contingencies are part of the approval.

ACTION ITEMS:

- a. Minutes – January 2, 2024 City Council Meeting
- b. Payables December 27, 2023 - January 8, 2024
- c. Contract Renewal for Cyber Security
- d. Copper Basin Annexation Denial ANN-23-3
- e. November Cash and Investments
- f. Post Falls Community Forest Primitive Access Road Re-Route Project
- g. Idaho Heritage Trust Grant Award for Repairs to the Chapin Building

Malloy: Is item c for the entire City?

Greg McLean, Police Chief: Yes.

Steigleder: I would like clarification on the billing process. It looks like in one section it says that there will be an hourly charge and that the city will be billed monthly for services used, then later there is an annual cost that will be billed monthly.

McLean: This is an annual cost that is billed monthly. Anything above the scope of work would have to be approved through a change order.

Motion by Malloy to approve the Consent Calendar as presented.

Second by Ziegler.

Vote: Ziegler-Aye, Steigleder-Aye, Shove-Aye, Westlund-Aye, Malloy-Aye, Walker-Aye

Motion Carried

2. PUBLIC HEARINGS

There are generally two types of public hearings. In a legislative hearing, such as adopting an ordinance amending the zoning code or Comprehensive Plan amendments, the Mayor and City Council may consider any input provided by the public. In quasi-judicial hearings, such as subdivisions, special use permits and zone change requests, the Mayor and City Council must follow procedures similar to those used in court to ensure the fairness of the hearing. Additionally, the Mayor and City Council can only consider testimony that relates to the adopted approval criteria for each matter. Residents or visitors wishing to testify upon an item before the Council must sign up in advance and provide enough information to allow the Clerk to properly record their testimony in the official record of the City Council. Hearing procedures call for submission of information from City staff, then presentation by the applicant (15 min.), followed by public testimony (4 min. each) and finally the applicant's rebuttal testimony (8 min.). Testimony

should be addressed to the City Council, only address the relevant approval criteria (in quasi-judicial matters) and not be unduly repetitious.

ACTION ITEMS:

None

3. UNFINISHED BUSINESS/RETURNING ORDINANCES AND RESOLUTIONS

This section of the agenda is to continue consideration of items that have been previously discussed by the City Council and to formally adopt ordinances and resolutions that were previously approved by the Council. Ordinances and resolutions are formal measures considered by the City Council to implement policy which the Council has considered. Resolutions govern internal matters to establish fees and charges pursuant to existing ordinances. Ordinances are laws which govern general public conduct. Certain procedures must be followed in the adoption of both ordinances and resolutions; state law often establishes those requirements.

ACTION ITEMS:

None

4. NEW BUSINESS

This portion of the agenda is for City Council consideration of items that have not been previously discussed by the Council. Ordinances and Resolutions are generally added to a subsequent agenda for adoption under Unfinished Business, however, the Council may consider adoption of an ordinance or resolution under New Business if timely approval is necessary.

ACTION ITEMS:

- a. Bid Award and Purchase of Two Single Axle Dump Trucks

Ross Junkin, Maintenance Manager: The FY24 approved budget includes replacement funds for two street department dump trucks equipped with plows. In November of 2023 the City advertised for bids for two dump trucks. We received one bid from Freightliner Northwest for \$575,908.16 (\$287,954.08 per truck). Staff recommends accepting and approving this bid as well as including a \$20,000 contingency to cover any potential cost escalations. If ordered now, these trucks are expected to be delivered during either FY24 or FY25. We recommend ordering these trucks now so that we can put them into service as soon as possible. If it is decided to postpone the order, the price may increase. The dump trucks scheduled for this replacement are S208: 1999 Sterling single-axle dump truck and S217: 2005 International single-axle truck.

Motion by Malloy to approve the bid award and purchase of two single-axle dump trucks. Second by Walker.

Vote: Steigleder-Aye, Shove-Aye, Westlund-Aye, Malloy-Aye, Walker-Aye, Ziegler-Aye
Motion Carried

- b. Recreational Trails Program Grant - Centennial Trail Rehabilitation - State Line to Pleasant View Rd.

Bryan Myers, Parks Manager: Staff is requesting the City Council to authorize the Mayor to sign a letter of support for the Recreational Trails Program Grant - Centennial Trail Rehabilitation - State Line to Pleasant View Rd and to direct staff to apply for the grant project totaling \$450,000 with a 20% match. The Maintenance committee of the Centennial Trail Foundation has identified the Centennial Trail Rehabilitation Project as the current priority to ensure the Centennial Trail remains the valued well maintained resource our communities have come to expect. The project consists of rehabilitating approximately 2 miles of the trail from the state line to Pleasant View Rd. The trail has exceeded its anticipated useful life of 25 years and is in need of reconstruction.

The city will bear general project management and grant administration costs associated with the work. Along with the obligation to provide 20% matching funds (\$90,000) from non-federal sources, the project requires that all work completed complies with BUY America as issued by the Federal Transit Administration and Federal Highway Administration Funds. The City's matching funds are eligible to be reimbursed by the Joint Powers Account held by the Kootenai County Commissioners as agreed upon by the Centennial Trail Joint Powers Board.

Motion by Malloy to approve the Recreational Trail Program Grant - Centennial Trail Rehabilitation - State Line to Pleasant View Rd.

Second by Ziegler.

Vote: Shove-Aye, Westlund-Aye, Malloy-Aye, Walker-Aye, Ziegler-Aye, Steigleder-Aye.

Motion Carried

5. CITIZEN ISSUES

This section of the agenda is reserved for citizens wishing to address the Council regarding City-related issues that are not on the agenda. Persons wishing to speak will have 5 minutes. Comments related to pending public hearings, including decisions that may be appealed to the City Council, are out of order and should be held for the public hearing. Repeated comments regarding the same or similar topics previously addressed are out of order and will not be allowed. Comments regarding performance by city employees are inappropriate at this time and should be directed to the Mayor, either by subsequent appointment or after tonight's meeting, if time permits. In order to ensure adequate public notice, Idaho Law provides that any item, other than emergencies, requiring Council action must be placed on the agenda of an upcoming Council meeting. As such, the City Council can't take action on items raised during citizens issues at the same meeting but may request additional information or that the item be placed on a future agenda.

None

6. ADMINISTRATIVE / STAFF REPORTS

This portion of the agenda is for City staff members to provide reports and updates to the Mayor and City Council regarding City business as well as responses to public comments. These items are for information only and no final action will be taken.

None

7. MAYOR AND COUNCIL COMMENTS

This section of the agenda is provided to allow the Mayor and City Councilors to make announcements and general comments relevant to City business and to request that items be added to future agendas for discussion. No final action or in-depth discussion of issues will occur.

8. EXECUTIVE SESSION

Certain City-related matters may need to be discussed confidentially subject to applicable legal requirements; the Council may enter executive session to discuss such matters. The motion to enter into executive session must reference the specific statutory section that authorizes the executive session. No final decision or action may be taken in executive session.

ACTION ITEMS:

- a. Idaho Code 74-206(1)(c) To acquire an interest in real property which is not owned by a public agency.
- b. Idaho Code 74-206(1)(f) To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated, but imminently likely to be litigated.

- c. Idaho Code 74-206(1)(d) To consider records that are exempt from disclosure as provided in chapter 1, title 74, Idaho Code

Motion by Malloy to enter into Executive Session pursuant to Idaho Code 74-206(1)(a), to conduct deliberations concerning labor negotiations or to acquire an interest in real property which is not owned by a public agency: Idaho Code 74-206(1)(f), to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated: and Idaho Code 74-206(1)(d), to conciser records that are exempt from disclosure as provided in chapter 3, title 9, Idaho Code, further that no action will be taken using the session and the session will last no longer than 15 minutes.

Second by Ziegler.

**Vote: Westlund-Aye, Malloy-Aye, Walker-Aye, Ziegler-Aye, Steigleder-Aye, Shove-Aye
Motion Carried**


Entered Executive Session at 6:26 pm.
Exited Executive Session at 7:01 pm.

RETURN TO REGULAR SESSION

ADJOURNMENT

7:01 PM





Ronald G. Jacobson, Mayor



Shannon Howard, City Clerk

Questions concerning items appearing on this Agenda or requests for accommodation of special needs to participate in the meeting should be addressed to the Office of the City Clerk, 408 Spokane Street or call 208-773-3511. City Council and City commission meetings are broadcast live on Post Falls City Cable on cable channel 1300 (formerly 97.103) as well as the City's YouTube Channel (<https://www.youtube.com/c/CityofPostFallsIdaho>).

Mayor Ronald G. Jacobson
Councilors: Samantha Steigleder, Josh Walker, Joe Malloy, Nathan Ziegler, Randy Westlund , Kenny Shove

Mission
Building Community.

Vision
Creating a welcoming, sustainable, and dynamic community.

“Where opportunities flow and community is a way of life”