



**CITY COUNCIL
MEETING MINUTES**

**February 6, 2024
6:00 PM**

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

WORKSHOP – 5:00 pm Basement Conference Room

- a. Transportation Master Plan

Roll Call

Steigleder, Walker, Malloy, Ziegler, Westlund, Shove - All Present

Presentation was given by Bill Melvin, Post Falls City Engineer, Jay Hassell, Project Manager, JUB Engineers, and Hannah Anderson, Public Involvement Lead, The Langdon Group.

The Transportation Master Plan needs to be updated every 5 to 10 years. It was last updated in 2017. The plan will evaluate new traffic and growth data, incorporate community feedback and value, and provide a list of community transportation needs.

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

City Hall and City business offices will be closed Monday, February 19th in observance of President's Day

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 16, 2024 City Council Meeting
- b. Payables January 9, 2024 - January 29, 2024
- c. Idaline Lift Station Pump Replacement
- d. McGuckin Duplexes Minor Subdivision Construction Improvement Agreement
- e. Updated Hydrilla Estates Subdivision Construction Improvement Agreement
- f. Elm Place Subdivision Construction Improvement Agreement
- g. McGuckin Duplexes Minor Subdivision Plat Application

Motion by Malloy to approve the Consent Calendar as presented.

Second by Ziegler.

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

- a. FY 2024 Budget Amendment

Public Hearing Opened at 6:02 pm.

Staff Report:

Jason Faulkner, Finance Director, presenting: There are several items to be budgeted from items and projects that were unspent for the prior fiscal year.

- The fleet division wants to carry-over the funds related to the city hall parking lot which will be

expended in fiscal year 2024.

- The park construction division requests to carry-over unspent funds from the prior year due to staffing shortages for the non-completion of projects.
- The urban forestry division has a vehicle that was ordered but won't be delivered until fiscal year 2024.
- The parks division has a vehicle that was ordered but won't be delivered until fiscal year 2024.
- The parks division has a vehicle that was ordered but won't be delivered until fiscal year 2024.

The parks division requests to carry over the unspent funds from the prior year to complete the well at Q'emiln Park in fiscal year 2024.

The parks division was unable to complete the irrigation system at Singing Hills Park in the prior year.

- The streets department requested prior years funding to complete the Spokane Street Rehabilitation project for construction on the current year.
- The water division requests to contribute to the I-90 and Hwy 41 interchange due to the Idaho Transportation Department cooperative agreement.
- The wastewater division requests to contribute to the I-90 and Hwy 41 interchange due to the Idaho Transportation Department cooperative agreement. Street Impact requests to contribute to the I90 and Hwy 41 interchange due to the Idaho Transportation Department cooperative agreement.

Total amount of the carry over into FY 2024 budget is \$2,900,139.

Council took a break. The recording of the meeting was not recording sound.

Media Department was able to get the sound working the meeting came back to order.

There was no public comment.

Public Hearing was closed

Motion by Malloy to approve the FY 2024 Budget Amendment.

Second by Ziegler.

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

Motion Carried

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:

- a. Strategic Initiatives Grant Award for the Rehabilitation of Spokane Street

Andrew abbini, Projects Manager: A section of Spokane Street asphalt pavement needs replacement, in the vicinity of the Spokane River Bridge to the eastbound ramps of I-90. The Strategic Initiatives Grant program provides grant funding for selected projects meeting the Idaho Transportation Department (ITD) program requirements. Following the city's application to this program, the city received word in late 2023 that the Spokane Street Rehabilitation project had been selected for the grant funding. The \$1.17 million grant will go towards offsetting the total

project costs estimated at \$1.8 million. The balance of project costs will come from the Streets Capital Improvements fund and project line. This project was identified in the FY 2022 budget. The availability of grant funding to offset project costs will allow the balance of these city funds to be used towards other street and capital improvement projects in the city.

Motion by Malloy to approve the Strategic Initiatives Grant Award for the Rehabilitation of Spokane Street and authorize the Mayor to sign the documents.

Second by Ziegler.

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

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. Citizen's Handbook

Westlund: I would like to propose an annual handbook that would be mailed out to our citizens with a summary of everything you might want to know as a citizen of Post Falls. Overview of the City, information on key issues. This would help people to understand all the work that goes into keeping the city running. An example could be a map of the city streets, which ones are plowed by the city, necessity of moving basketball hoop off the road during the winter, everything that goes into painting the streets, a did you know section, a letter from the Mayor. This would fall very nicely with our strategic values.

Malloy: Great idea. There are two challenges, one is the cost of materials and two is getting people to read it. Maybe a seasonal one of one to two pages that goes out with their utility bill that also points people to our website for more information.

Westlund: Renters do not get the bill the homeowner does and people who are on automatic pay do not get a bill. The Parks and Recreation Department puts out a seasonal booklet which is fantastic. I expect what they spend would be about what we would spend on the handbook.

Steigleder: My house loves getting the Park and Rec booklett. It is kind og like getting the toy catalog. I do think it being in the utility bill would hit alot of people and would need to be more than yearly. I would like to see how many hits the website is getting and how many people are getting their bills online.

Shelly Enderud, City Administrator: We can put together this information and costs and bring it back to Council.

Shove: I agree, it is a good idea. It would need to be monthly or at least quarterly. Alot of the information would be seasonal. I am concerned about the cost.

Walker: It is a good idea.

Ziegler: I like it. People are going to look at it if it is reverent to them.

This will come back with more information.

b. Resolution - Water/Wastewater Division Disposal of Records

Mayor: This is a common occurance. I checked with Shannon and she has to keep these records for 2 years and these are more likely older than 2 years.

Motion by Malloy to approve the Resolution - Water/Wastewater Division Disposal of Records.

Second by Walker.

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

Motion Carried

- c. Montrose 2022 PUD Amendment and Subdivision MDA File No PUDA-22-1/SUBD-22-10

Jon Manley, Planning Manager: Montrose was entitled as a Planned Unit Development (PUD) in 1998. The subject sea had some cluster and multi-family housing shown in the 1998 Montrose PUD. The amendment proposes to eliminate those cluster housing and multi-family areas and replace them with single-family detached lots. This amendment also has changes to the local access street layout. The proposal eliminated many of the cul-de-sacs shown in the original design. The proposed Major PUD amendment requested a design standard deviation to increase lot coverage from 40% allowed to 50%. This amendment decreased the potential housing units from 769 to 465 housing units. The applicant also requested subdivision approval for the proposed multi-phase subdivision of approximately 306 lots on 73.72 acres.

Mayor: I like the elimination of cul-de-sacs and cluster housing.

Malloy: The setbacks would stay the same, so increasing the lot coverage would not affect anybody.

Steigleder: What is cluster housing and if they are taking out the cluster housing and multi-family families, does that mean they are putting in more single-family?

Manley: They are reducing the density. Cluster housing is alot of housing in one location. Cluster housing is an old term used when this PUD started. We have different terms now like cottage housing.

Motion by Malloy to approve the Montrose 2022 PUD Amendment and Subdivision MDA File No PUDA-22-1/SUBD-22-10.

Second by Ziegler.

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

a. 2023 Department Accomplishments

Shelly Enderud, City Administrator, went over Department accomplishments from 2023.

City Wide

- Urban Renewal Districts Closures (Expo, Center Point, and East Post Falls).
- City Property Purchases (Land Application, Montrose Ball Fields, Police Department Campus, Public works/Parks Site, and Dog Park Site Established).
- Community Development (Prairie/Spokane Street Roundabout and Water Tower Parking Lot, Transportation Master Plan Update, Cottage Home and Tiny Home Ordinances, Efficient Plan Reviews and Inspections).
- Parks and Recreation (381 Park Reservations, \$112,510 in Sponsorships, Increased Attendance at the Post Falls Festival and the Music and Market, Successful Management of Parkway Fire Aftermath).
- Police Department (West Post Falls Substation, Upgrades to CAD/RMS System, Radio Project Upgrade, Axom Fleet 3 and Axom Body 3 Camera Transition).
- Public Works (Incorporated New Well 10 and Rehabilitated Well 3 into System, Negotiated IPDES Permit, Salt Shed Completion and Purchase of 4 New Loaders, Purchase of New Property for Public Works Operation Center).
- Services (Admin, Legal, Finance, HR) (32 Full-Time Hiers and New Benefits Enrollment Platform, IT Disaster Recovery Site Installed, Enhanced Social Media Presence).

b. Update: PF Community Forest Hazard Fuels Treatment Project

Preston Hill, Urban Forester: A fuel break will reduce fuels and create a crown separation within the target areas. The project is intended to modify wildland fire behavior, slowing its progress and reducing its intensity. The result will give first responders more time and ability to stop the spread before it reaches adjacent properties and homes.

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.

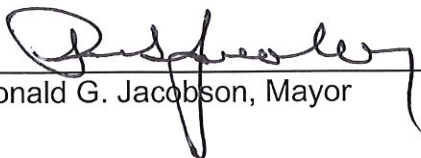
ACTION ITEMS:

None

RETURN TO REGULAR SESSION

ADJOURNMENT

6:52PM



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"