



**CITY COUNCIL
MEETING MINUTES**

**March 5, 2024
6:00 PM**

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

WORKSHOP – 4:30 pm Basement Conference Room

Roll Call:

City Council: Samantha Steigleder, Josh Walker, Joe Malloy, Nathan Ziegler, Randy Westlund, Kenny Shove - All Present

Mayor: Ron Jacobson - Present

Urban Renewal: Jame Davis, Christi Fleischman, Len Corsby, Collin Coles, Eric Clemensen, Melissa Hjeltness, Patt Leffel - All Present

a. Joint Workshop with Urban Renewal Agency

- Current district status updates.
- Potential for simultaneous or concurrent payback to multiple parties for different project improvements.
 - Percentage of increment for small builder/developer (Eagles example in the downtown district).
- Pending legislation update.
- Potential future districts
 - Direction from City Council (regarding areas that the Commission and City Staff should be looking at and exploring for future urban renewal districts, including smaller and shorter districts).
- Smaller districts with shorter terms.
- More targeted use of the district.
- Plummer Forest Products (intended only as an example of potential smaller/targeted district).
- East Seltice as a general district.

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

- The Government Finance Officers Association has awarded the City of Post Falls the Certificate of Achievement for Excellence in Financial Reporting for fiscal year 2022. This recognition reflects the city's commitment to transparency and accountability to providing clear and

comprehensive financial information to our community. This achievement is a testament to the hard work of our city's Finance Department. Well done, Jason and staff.

- The Parks and Recreation Spring Craft Fair is this Saturday, March 9th, from 9am to 3pm. You can shop local vendors at three different locations, the Trailhead Event Center, Black Bay Depot and the JACC. This is a great time to get one-of-a-kind gifts and support local small shops.

- Recognition of Scout Maclean Dunkin in earning the rank of Eagle Scout, the highest honor in the Boy Scouts of America. Scout Dunkin lead a group in building several large bookcases for the Coeur d' Alene Charter Academy.

a. Post Falls Urban Renewal Agency 2023 Annual Report

Joe Johns, Executive Director for the Post Falls Urban Renewal Agency gave his annual report on activities that happened the preceding calendar year as per Idaho Code 50-20(5)(c).

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.

Motion by Steigleder to remove Consent Calendar item d Various Non-Depreciable Fixed Asset Disposal from the Agenda.

Second by Malloy.

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

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 – February 20, 2024 City Council Meeting
- b. Payables February 13, 2024 - February 26, 2024
- c. Surplus of Letter Folder/Inserter Machine
- d. Various Non-Depreciable Fixed Asset Disposals

Item d was removed from the agenda and will come back at a future meeting.

- e. Surplus Computer Disposal

- f. Ziply Fiber 911 Network Renewal Agreement
- g. Wellsprings Addition Subdivision Plat Application
- h. Foxtail 9th Addition Subdivision Plat Application

Motion by Malloy to approve the Consent Calendar as amended.

Second by Walker.

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

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:

- a. Resolution - Fiscal Year 2024 Fee Update

WHEREAS, the city of Post Falls annually reviews all fees during the budget process to ensure accuracy; and

WHEREAS, periodic revisions to fees may be necessary; and

WHEREAS, the City has fees already established; and

WHEREAS, the City of Post Falls has determined that the fee schedule be amended to reflect the reasonable cost of providing the services; and

WHEREAS, after public hearing has been held prior to the adoption of this resolution, regarding new and increased city fees, it is deemed by the City Council to be in the best interest of the City of Post Falls and the citizens thereof that the fee schedule be amended to include the new and increased fees which were addressed in the public hearing.

NOW, THEREFORE, Be It Resolved by the Mayor and City Council of the City of Post Falls, Idaho that the following fee schedule, which reflect the new and amended fees and all other fees that have not been amended, be adopted for the City of Post Falls.

Motion by Malloy to approve Resolution Fiscal Year 2024 Fee Update and to direct the clerk to assign the appropriate number.

Second by Walker.

Vote: Walker-Aye, Shove-Aye, Steigleder-Aye, Ziegler-Aye, Malloy-Aye, Westlund-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. Ordinance Relating to City Council Meetings

Field Herrington, City Attorney: This is a new ordinance being brought forward. This would remove the 6pm start time for city council meeting in our ordinances. Currently, our ordinances spell out that city council has to start at 6pm. This is not a requirement in the State Code, it is just in our code. The reason behind removing it is to grant a little more flexibility with our schedule. This would allow that on nights when we have a workshop the meeting can start right after the workshop. On nights where the workshop is short, city council can start the meeting earlier.

Mayor: We almost have workshops before every meeting as a new norm. We might have a workshop that lasts 15 minutes, then we sit around for 45 minutes waiting for the meeting to start. I like this.

Steigleder: I have a really unpopular opinion on this, sorry. I like it is called out. As a citizen going to the meetings, I appreciated that it was always at 6pm. It makes it more consistent and easier for citizens to come. That's my opinion.

Westlund: I agree with Councilor Steigleder, having a public meeting where you don't know the start time ahead of time, i think, is really confusing for citizens. As much as it would make our lives easier because we do have to sometimes have to stand around, i think if we are going to have public participation at the meetings, partially if there is going to be a public hearing, it is really valuable that people know exactly what time they have to show up and having them have to show up at 5 or 5:30 just in case puts a burden on citizens that makes public participation more difficult.

Herrington: To address that, workshops are not in State Code, there is no such thing as a workshop. When we start a workshop we are really starting the meeting of city council.

Malloy: I have gone back and forth on this one. Not only citizens but if there is someone proposing a development then they have to pay an engineer to show up early and we may or may not be here. The flip side to that is there is a lot of meetings where we do not have public hearing and we have a fixed amount of people being paid to stand around for 45 minutes doing nothing. With this ordinance it is not saying we have to start right after a workshop. If we have a public hearing on the agenda we should choose as a body to hold off till 6pm to get everyone the chance to be here. But like tonight, there is no public hearings and the workshop ended early. There was really no reason why we had to hang out for half an hour before starting the meeting. It leaves it to us to make better use of our time and staffs time. If it dosen't work we could always change it back.

Enderud: We could also on the agenda move the staff reports and anything that dosen't take public comment to the beginning of the meeting to give more time for people to show up for input.

Steigleder: I do get that citizen comments and public hearings are when we get the most impact but the truth is the entire meeting is really for the public and it is at their digression on how involved they want to be on each item. I feel like staff reports are also for citizen review.

Walker: I can see both sides of it but I do agree that the flexibility would be great to have.

Ziegler: Where I have landed is I do think as a service to the public we do need to have regularly scheduled meetings. Even tonight with our Eagle Scout presentation, it would be really difficult as a family member wanting to be there not knowing when to be here. A set time would be more inviting to the public.

Shove: The flexibility for us is nice but it is far outweighed by the importance of having it consistent for the public. Not only the difficulty for them but adding more frustration and discontent if we are changing times around. My suggestion is if we know we have a workshop that is short change that to start at 5:30pm. I would lean to leave it for more consistent and change the start time of the workshops if needed.

Mayor: I am good either way.

Malloy: Just a comment on Councilor Shove's comment. There has been quite a few times we think the workshop will last the full time but runs short or the discussion runs long and we end up bumping against the 6pm start time.

Westlund: We could do the workshops on the other Tuesdays in the month.

Mayor: The issue is the commissions (Planning and Zoning and Parks and Recreation) meeting on those Tuesdays so there are other city meetings going on on those days.

Malloy: Also you would have to get that past my wife.

Mayor: Can we table this for a meeting or two and if we have questions, comments or concerns let staff know.

This item has been tabled to gather more information and will come back at a future Council meeting.

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. 2024 Event Preview

Traci Stevenson, Recreation Manager: Gave a report on the different community events her department puts on during the year.

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.

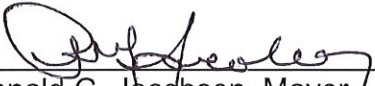
ACTION ITEMS:

None

RETURN TO REGULAR SESSION

ADJOURNMENT

6:50 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.