



**CITY COUNCIL
MEETING MINUTES**

**October 1, 2024
6:00 PM**

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

WORKSHOP – 5:00 pm Basement Conference Room

a. IT Infrastructure Update

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

Mayor Ron Jacobson – **Excused**

Interim Information Technology Director Mike Kirby Presenting: IT Infrastructure includes the servers, routers, switches, computers, cabling, wireless, and fiber that serve the city. The history of the city's IT department was reviewed. Today at city hall there are 160 users supported by IT in three main sites. IT also supports nine lift stations with two more in process and four parks with four more parks in process. At the PD there are 125 users supported by IT in three main sites, as well as School Resource Officers, the 911 system, and patrol car connections. The importance and the core components of the IT infrastructure for the city were explained. Future projects for the IT Department were also presented.

Workshop ended at 5:45 PM.

REGULAR MEETING – 6:00 pm City Council Chambers

CALL TO ORDER BY COUNCIL PRESIDENT MALLOY

PLEDGE OF ALLEGIANCE

ROLL CALL OF CITY COUNCIL MEMBERS

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

Mayor Ron Jacobson – **Excused**

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

None

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

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 – September 16th, 2024, City Council Meeting
- b. Payables 9.9.24-10.1.24
- c. Fleet Division Request to Dispose of Vehicles & Equipment
- d. Legion Park Subdivision Construction Improvement Agreement
- e. Northshore Subdivision Construction Improvement Agreement
- f. Eucon Subdivision Plat Application

Steigleder: On item C there are two 2010 vehicles to be disposed of. Why are those newer and have fewer miles but still being disposed of?

Public Works Director John Beacham: We try to turn our passenger vehicles and light pickups over between a seven and ten year basis. It starts to be more maintenance when they get that old to where our fleet staff are spending more time than the vehicle is worth on them. We also see a better resell value when they are less than fourteen years old. One of those is a police vehicle and often those are idling for many hours which puts more wear and tear on the engine without showing that mileage.

Motion by City Council Ziegler to accept the Consent Calendar as presented.

Second by City Council Walker.

Ayes: City Council Walker, City Council Malloy, City Council Ziegler, City Council Shove, City Council Steigleder, City Council Westlund

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. Update to the Fiscal Year 2025 Fee Resolution

Motion by City Council Steigleder to Approve the Update to the Fiscal Year 2025 Fee Resolution and to direct the clerk to assign the appropriate number.

Second by City Council Ziegler.

Ayes: City Council Walker, City Council Malloy, City Council Ziegler, City Council Shove, City Council Steigleder, City Council Westlund

Motion Carried

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:

- b. Fiscal Year 2024 Budget Ordinance Amendment #2

Motion by City Council Ziegler to place the Fiscal Year 2024 Budget Ordinance Amendment #2 on its first and only reading by title only while under suspension of the rules.

Second by City Council Walker.

Ayes: City Council Walker, City Council Malloy, City Council Ziegler, City Council Shove,

**City Council Steigleder, City Council Westlund
Motion Carried**

AN ORDINANCE OF THE CITY OF POST FALLS, IDAHO, AMENDING THE ANNUAL APPROPRIATION ORDINANCE 1507 FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2022, TO REFLECT THE RECEIPT OF UNSCHEDULED REVENUES AND TO AUTHORIZE EXPENDITURE OF PREVIOUSLY UNBUDGETED FUND BALANCE, INCREASING AND ESTABLISHING THE APPROPRIATIONS FOR EXPENDITURES IN VARIOUS DEPARTMENTS AND FUNDS, PROVIDING THAT THE TAX LEVY UPON TAXABLE PROPERTY WITHIN THE CITY IS NOT AFFECTED HEREBY, PROVIDING THAT ALL ORDINANCES IN CONFLICT HERewith ARE SUPERSEDED BY THIS ORDINANCE TO THE EXTENT OF SUCH CONFLICT, AND PROVIDING THAT THE ORDINANCE SHALL BE EFFECTIVE UPON ITS PUBLICATION DATE.

Motion by City Council Ziegler to Approve the Fiscal Year 2024 Budget Ordinance Amendment #2 and to direct the clerk to assign the appropriate number and that it be published by summary only.

Second by City Council Walker.

Ayes: City Council Walker, City Council Malloy, City Council Ziegler, City Council Shove, City Council Steigleder, City Council Westlund

Motion Carried

c. 12th Avenue Forcemain J-U-B Contract Amendment #2

Public Works Project Manager Jaxon Fleshman Presenting: This is JUB's contract amendment number two for the 12th Avenue Forcemain Project. This project entails one mile of dual forcemain. It is part of a larger project to connect to the water reclamation facility. The alignment progress is about 95% complete to date. Construction encountered several utility conflicts throughout the construction and settlement issues of the trenches for the forcemain. Tonight's amendment request is for \$30,000. The total contract with the approval of this item is \$250,300. The project should be complete by the end of the season.

Steigleder: So it is \$30,000 for two extra weeks of services?

Fleshman: No, the \$30,000 is an estimate and I don't think they will use all of it.

Steigleder: When did their contract expire?

Fleshman: It's not expired yet.

Motion by City Council Ziegler to Approve the 12th Avenue Forcemain J-U-B Contract Amendment #2.

Second by City Council Westlund.

Ayes: City Council Walker, City Council Malloy, City Council Ziegler, City Council Shove, City Council Steigleder, City Council Westlund

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. Community Gardens Lot Line Adjustment

Deputy City Attorney Chris Gabbert Presenting: This is a lot line adjustment for a sliver of a piece of property that the city has. We are moving that southern boundary line all the way up to the intersection of the two. This is part of the property exchange that was previously negotiated with Lamb Storage. Lamb Storage had given us the adjacent property some months ago for use as a swale for storm water. In doing so, we discovered that the city owns this flag piece of their lot that was historically occupied by Lamb Storage. It is 527 feet, and we need to adjust that.

**Motion by City Council Ziegler to Approve the Community Gardens Lot Line Adjustment.
Second by City Council Walker.**

**Ayes: City Council Walker, City Council Malloy, City Council Ziegler, City Council Shove,
City Council Steigleder, City Council Westlund**

Motion Carried

b. Ordinance Pertaining to Appointed Officers of the City

City Administrator Shelly Enderud Presenting: The city has maintained two IT divisions and systems between City Hall and the Police Department. The city's long-term goal is to integrate the systems. When the Police IS Manager left city employment, staff researched other agencies and recommended creating a stand-alone department versus an IT division. There was significant support from city employees for this merger. An internal promotion for this position is recommended. Michael Kirby has been in the IT Division with the City of Post Falls for 25 years. The benefits of a stand-alone IT Department were discussed. Council is being asked tonight to amend the city code to add the IT Director position. Then we are asking the Council to approve the contract for Michael Kirby.

Deputy City Attorney Chris Gabbert: There are no substantive changes to the code 2.08, except to add the Information Technology Director position to the list of appointed officers in the city.

Motion by City Council Ziegler to place the Ordinance Pertaining to Appointed Officers of the City on its first and only reading by title only while under suspension of the rules.

Second by City Council Walker.

**Ayes: City Council Walker, City Council Malloy, City Council Ziegler, City Council Shove,
City Council Steigleder, City Council Westlund**

Motion Carried

AN ORDINANCE OF THE CITY OF POST FALLS, KOOTENAI COUNTY, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, PROVIDING FOR THE AMENDMENT OF POST FALLS MUNICIPAL CODE SECTION 2.08.010 TO ADD THE POSITION OF INFORMATION TECHNOLOGY DIRECTOR; PROVIDING THAT REMAINING SECTIONS OF POST FALLS CITY CODE SHALL REMAIN IN EFFECT; PROVIDING FOR SEVERABILITY; PROVIDING FOR THIS ORDINANCE TO BE IN FULL FORCE AND EFFECT FROM AND AFTER ITS PASSAGE, APPROVAL, AND PUBLICATION ACCORDING TO LAW

Motion by City Council Ziegler to Approve the Ordinance Pertaining to Appointed Officers of the City and to direct the clerk to assign the appropriate number and that it be published by summary only.

Second by City Council Westlund.

**Ayes: City Council Walker, City Council Malloy, City Council Ziegler, City Council Shove,
City Council Steigleder, City Council Westlund**

- c. Employment Contract Approval for Information Technology Director Michael Kirby

The presentation for this item was done under item b.

Motion by City Council Ziegler to Approve the Employment Contract Approval for Information Technology Director Michael Kirby.

Second by City Council Walker.

Ayes: City Council Walker, City Council Malloy, City Council Ziegler, City Council Shove, City Council Westlund

Nays: City Council Steigleder

Motion Carried

Michael Kirby was sworn in as an appointed officer of the City of Post Falls.

- d. Maplewood Avenue Rights-of-Way Assignment

City Engineer Rob Palus Presenting: We are requesting approval of an assignment of rights of way from the Post Falls Highway District to the City of Post Falls. The city and Bureau of Land Management (BLM) have been working on creating a recreation site at the Old Pump House. The site has been developed for the most part at this time. The site is located in a county pocket, so the roadway ownership for Maplewood Avenue is the Post Falls Highway District, except for where the recreation site is located. The Highway District received rights of way from the BLM some years ago. This agreement is more of an easement because the BLM maintains ownership of the parcel in the background. Tonight we are looking at the 270-foot long by-25-feet wide stretch that is currently right of way to the Post Falls Highway District. With the development of the site, the city will also need an additional 15 feet to cover expansion needs. Before being able to grant us the agreement for rights of way, the BLM first needed to take away the existing agreement with the Highway District to replace it with our agreement. Last month, the Highway District approved the assignment so it could go to the City of Post Falls. We are asking for approval of that right of way tonight. When that is done, we will work with the BLM to obtain the remaining 15 feet that is needed.

Motion by City Council Ziegler to Approve the Maplewood Avenue Rights-of-Way Assignment.

Second by City Council Westlund.

Ayes: City Council Walker, City Council Malloy, City Council Ziegler, City Council Shove, City Council Steigleder, City Council Westlund

Motion Carried

- e. Engineering and Design Services Agreement for The Guy Road Lift Station Abandonment and Gravity Sewer Line

Public Works Project Manager Jaxon Fleshman Presenting: This is a contract with Welch Comer for the Guy Road Lift Station Abandonment and Gravity Sewer Line. The project location is in the Fisher Sewer Basin and involves the future trunk line between the Fischer Lift Station and the Guy Road Lift Station. The project was identified in the 2019 Collections System Master Plan. In 2024, we completed the feasibility study enabling us to move forward with this work. The contract will provide design and engineering services, utility coordination, bidding services, public outreach, and easement assistance. The total fiscal request is \$475,000, which includes a

\$25,000 management reserve. It would be funded through the Fischer Lift Station Upgrade Budget. We hope to have bid documents ready in Spring 2025 with potential construction starting in Summer 2025.

**Motion by City Council Ziegler to Approve the Engineering and Design Services Agreement for The Guy Road Lift Station Abandonment and Gravity Sewer Line.
Second by City Council Walker.**

Ayes: City Council Walker, City Council Malloy, City Council Ziegler, City Council Shove, City Council Steigleder, City Council Westlund

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.

Kootenai County Fire and Rescue Chief Dan Ryan: I would like to invite all of you to the new station 3 open house on Prairie Avenue and Charleville, Saturday, October 12th at 9am.

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. Building Department Inspections Staff Report

Building Official Justin Miller Presenting: I'm here tonight to provide information on what a city inspector's role is versus what a home inspector does. The different phases of city inspections for a new home were reviewed. The minimum code requirements that city inspectors adhere to is the 2018 International Building Code. City Inspectors required certifications were presented. Home inspectors do not require any certification nor training in Idaho. They are hired by a private individual to report on anything they see inside that house. They are limited to only what they can see. They can't see what city inspectors see through the building process because much of it is covered up. Real life examples of items not covered by city inspections were presented.

Westlund: How many inspectors does the city employ?

Miller: Ten people total in the building division.

Westlund: What's the workload like for the inspectors now?

Miller: It's a lot right now. We are getting through it.

Westlund: Is there a typical lead time for inspections?

Miller: If you called today before 5pm, we would get that inspection done tomorrow. Our plan reviews for residential and commercial are about two to three weeks. We are probably one of the fastest in North Idaho.

City Administrator Shelly Enderud: A few years ago we brought the plumbing and electrical in house and that has enabled us to speed up the process. There are also a lot of maintenance types of things that require an inspection, not just new homes.

Steigleder: Is there a reason that we have such a large amount of inspections per day or standard for next day inspections?

Miller: For customer service and for our citizens. I have been here close to twenty years, and we haven't really had a problem with this. You can get from one side of the city to the other in ten minutes, and often inspections are done in clumps, especially when there's new construction. Some of the inspections don't require much time, like five minutes or so.

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.

Steigleder: There's a parks work day on Saturday at 9am if anyone wants to come clean up Q'emiln.

Ziegler: Our general election is just over a month away. Please get registered to vote. Voter registration ends October 11. You can request absentee ballots by October 25th at 5pm.

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.

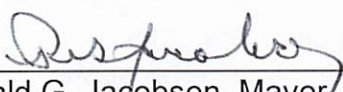
ACTION ITEMS:

None

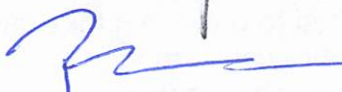
RETURN TO REGULAR SESSION

ADJOURNMENT

Meeting adjourned at 6:56 PM.



Ronald G. Jacobson, Mayor



Rhiannon O'Neill, Deputy 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.**