



**CITY COUNCIL
MEETING MINUTES**

**November 19, 2024
6:00 PM**

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

WORKSHOP – 4:30 pm Basement Conference Room

- a. Post Falls City Council and Post Falls Urban Renewal Agency Joint Workshop

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

The Post Falls Urban Renewal Agency and the Post Falls City Council held a joint workshop to discuss Urban Renewal related items. Items reviewed were the minor projects program, potential new urban renewal areas, the status of the Pleasant View Urban Renewal Area, Urban Renewal involvement in the Comprehensive Plan, updates on the Downtown and Post Falls Technology Districts, and Urban Renewal involvement in public art.

REGULAR MEETING – 6:00 pm City Council Chambers

The regular agenda is scheduled to start at 6:00 PM, but may start earlier depending on the completion of any preceding workshop.

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

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

Jacobson: City Council will hold a special meeting on Tuesday, November 26th at 5pm to select a replacement for Council Seat #6. City offices will be closed Thursday, November 28th and Friday, November 29th in observance of Thanksgiving.

- a. National Apprenticeship Week Proclamation

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.

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 – November 5th, 2024 City Council Meeting
- b. Accounts Payable and Hand Check Report
- c. September Cash and Investments Report
- d. Postage Machine Purchase
- e. Amendment I to the Teton Meadows Construction Improvement Agreement
- f. The Pointe - Expo & Baugh Final Subdivision Plat

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

Second by City Council Westlund.

Ayes: City Council Walker, City Council Malloy, 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:

- a. Sanitary Fee Amendment

Public Hearing Opened at 6:04pm

Jason Faulkner, Finance Director Presenting: We have a few updates to the FY 2025 Fee Schedule specifically related to Sanitary Fees with Post Falls Sanitation. They have a few new services we need to include in the resolution. They added a six-yard front load dumpster for ADA Compliance. The second is an eight-yard front load dumpster with ADA compliance. They also have a two-yard front load dumpster they want to add a service for six days a week for some businesses that require everyday service. There are also two fees we needed to correct, which include the 96 gallon toter for two times a week and the 96 gallon toter for additional pickups.

Testimony: None

Public Hearing Closed at 6:05pm

**Motion by City Council Malloy to Approve the Sanitary Fee Amendment.
Second by City Council Westlund.**

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

Motion Carried

b. FY 2025 Budget Amendment #1

Public Hearing Opened at 6:06pm

Jason Faulkner, Finance Director Presenting: This is the first budget amendment for FY2025. There are two changes. The first item is to add the Police Department to the vehicle replacement fund. The staff's recommendation is to replace six patrol vehicles this year for \$492,000. The fund is funded by unspent budget during the fiscal year as well as auction monies. We currently purchase about three new vehicles per year, but that is usually for new hires, then replacements if possible. Moving the Police Department to the vehicle replacement fund provides more financial certainty.

Malloy: So if we do this, we won't be getting separate requests from the Police Department for vehicles?

Faulkner: They will still come to the Council for new vehicles for new staff, just not the replacement vehicles for aging vehicles. The second item requested for amendment tonight is the Q'emiln Park Power Pedestal Replacement Project. This would include addressing the electrical safety concerns related to the park's aging power pedestals. The pedestals are used by vendors during events. Thorco Inc. submitted the lowest bid of \$71,195 to complete the project. It would be paid out of the Special Events Fund. This fund can only be used on special events and is not part of the General Fund.

Testimony: None

Public Hearing Closed at 6:12pm

**Motion by City Council Malloy to Approve the FY 2025 Budget Amendment #1.
Second by City Council Westlund.**

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

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. Vacation Ordinance for a Portion of Right-of-Way at 17th Avenue & Catherine Street VAC-24-1

Motion by City Council Malloy to place the Vacation Ordinance for a Portion of Right-of-Way at 17th Avenue & Catherine Street VAC-24-1 on its first and only reading by title only while under suspension of the rules.

Second by City Council Westlund.

Ayes: City Council Walker, City Council Malloy, 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 VACATION OF A PORTION OF THE RIGHTS-OF-WAY CONSISTING OF APPROXIMATELY 0.034 ACRES OF W. 17TH AVENUE AND N. CATHERINE ST. BORDERING LOT 5, BLOCK 4 OF ROBERTS 1ST ADDITION TO POST FALLS ON THE SOUTH AND THE WEST RESPECTIVELY. LYING WITHIN THE NORTHWEST QUARTER OF SECTION 34, TOWNSHIP 51 NORTH, RANGE 5 WEST, BOISE MERIDIAN, CITY OF POST FALLS, KOOTENAI COUNTY, IDAHO; 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 Malloy to Approve the Vacation Ordinance for a Portion of Right-of-Way at 17th Avenue & Catherine Street VAC-24-1 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 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. Ordinance on Planning and Zoning Commission Members and Updating Electrical Code References.

Motion by City Council Malloy to place the Ordinance on Planning and Zoning Commission Members and Updating Electrical Code References on its first and only reading by title only while under suspension of the rules.

Second by City Council Westlund.

Ayes: City Council Walker, City Council Malloy, 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 2.12.010 TO ESTABLISH THE NUMBER OF PLANNING AND ZONING COMMISSION MEMBERS AT SEVEN; PROVIDING FOR THE AMENDMENT OF POST FALLS MUNICIPAL CODE SECTION 15.04.080 TO UPDATE REFERENCES TO THE NATIONAL ELECTRICAL CODE; 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 ON JANUARY 1, 2025 AFTER ITS PASSAGE, APPROVAL, AND PUBLICATION ACCORDING TO LAW

Motion by City Council Malloy to Approve the Ordinance on Planning and Zoning Commission Members and Updating Electrical Code References 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 Steigleder, City Council Westlund

Motion Carried

- b. Ordinance Prohibiting Disruption or Obstruction of City Government Operations and Offices

Field Herrington, City Attorney Presenting: This is here for consideration and feedback. It is a rewrite of existing code. It clarifies what constitutes an officer of the city and added some of the language regarding areas of the city. This amendment covers all city employees.

Steigleder: Does this change the penalty from the original ordinance?

Herrington: It doesn't change the penalty section.

Steigleder: Was there a more specific use case for expanding this language?

Herrington: Our City Prosecutor reviewed this language, and she tied it back to the State Code on interfering with officers. There have been issues with this sort of interaction and the Police Department was looking for more guidance on this type of situation.

Post Falls Police Captain Mark Brantl: The state code actually specifies police officers, not city or public employees. This code would include general city workers. This would give us teeth to charge a misdemeanor for interfering with city work.

Steigleder: It would be my request to only change the language about what constitutes an officer of the city.

Herrington: The request was to add more clarity to what constitutes the interference.

Westlund: Harassment does strike me as vague and could be misused. Is there a specific incident that prompted adding the section on government offices?

Herrington: I don't think there was a specific incident, we were just thinking of protecting the city and the offices as a whole.

Westlund: Is there any benefit to having this as opposed to just trespassing someone?

Shelly Enderud, City Administrator: It is very difficult to meet all the criteria to trespass someone from public buildings. We have run into that. We can bring back better answers to why this language was included and the specific incidents that brought this request.

Motion by City Council Malloy to Table the Ordinance Prohibiting Disruption or Obstruction of City Government Operations and Offices.

Second by City Council Steigleder.

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

Motion Carried

c. Removing Items from Asset Inventory

Jason Faulkner, Finance Director Presenting: The Finance Department is in charge of fixed asset reporting for the city. We have a process where we track assets as capital items if they are purchased for over \$5,000. Under \$5,000, we consider items small and attractive, and sometimes we tag those and sometimes we don't. If they dispose of the tracked item, they are supposed to contact Finance to dispose of the items. I instructed staff to go through the list of small assets and if we don't have it remove it from the list. We are going to stay more on top of this in the future. Jacobson: I don't think in business you can ever get a totally accurate system of tracking assets just because of the different sizes and the expenses. Anything we can do to facilitate getting records current is helpful.

Malloy: I agree. If we can treat this like an annual inventory, it would be more predictable.

Westlund: I deal with inventory management systems, and I'm very familiar with this problem.

Steigleder: Over how long was this review?

Faulkner: At least ten years. Some of these items could have been approved for disposal by Council in past meetings, they just weren't removed from the actual asset system.

Steigleder: I'm in favor of approving this and moving it along, but I would request that this be a priority to keep track of these things.

Shelly Enderud, City Administrator: Staff is looking at a policy that Rathdrum has discussed for surplussing items and what is considered small and attractive for tagging. We will bring back a policy for Council to review.

Motion by City Council Malloy to Approve Removing Items from Asset Inventory.

Second by City Council Walker.

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

Motion Carried

d. Grant Application Resolution/Agreement - Prairie Avenue Widening (Greensferry to Cecil)

Robert Palus, City Engineer Presenting: Tonight, staff is requesting your approval of the adoption of a resolution authorizing the federal aid application under the State Transportation Block Grant Program for an expansion of Prairie Avenue to five lanes from Greensferry Road to Cecil Road. The project would include the traffic signal at Greensferry and Prairie that the city inherited from the Post Falls Highway district when that land was annexed into the city. The traffic signal was sized only for the road as it existed at that time and will need to be reconstructed during this project. We would also be putting in any curb, gutter, or illumination that is missing on that portion of roadway. We also have a portion of rights-of-way to acquire. The total estimated cost of this project in today's dollars is about \$4.4 million. The state grant would be about \$4,092,000 with a city match of \$308,000 and city staff time of about \$25,000. It is estimated that by FY2031 the grant will be worth about \$5.3 million and the state will increase the value of funding over each year.

Westlund: This makes sense to me. The more east/west connectivity we can get north of 90, the

more pressure we can relieve from the rest of the city streets.

WHEREAS, the City Council of the City of Post Falls has authorized the Mayor's signature on the Surface Transportation Block Grant Application for the Prairie Avenue, Five Lanes Greensferry Avenue to Cecil Road, and

WHEREAS, the Mayor and City Council recognize the need to have construction of the Prairie Avenue, Five Lanes Greensferry Avenue to Cecil Road, and

WHEREAS, the Mayor and Council acknowledge that the grant application is for the construction in the KMPO Surface Transportation Block Grant Program (2025-2031) and that the estimated 2025 construction cost of \$4,400,000.00, of which the City of Post Falls will need to provide a matching dollar amount of \$308,000.00.

NOW, THEREFORE, the Mayor and City Council of the City of Post Falls, Idaho do hereby resolve as follows:

That the grant application as prepared is appropriate and that Mayor of the City is authorized to sign the Grant Application which will require the City of Post Falls to provide the matching dollar fund amount if the application is successful.

Motion by City Council Malloy to Approve the Grant Application Resolution and Agreement - Prairie Avenue Widening (Greensferry to Cecil).

Second by City Council Walker.

Ayes: City Council Walker, City Council Malloy, 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.

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. Cemetery Update

Kevin Palmer, Cemetery Sexton Presenting: The history of the Post Falls cemetery was given. The cemetery site specifications and statistics on burials were reviewed. Evergreen Cemetery staff and their duties were listed. 2024 statistics for burials were presented.

b. 2024-2025 Snow Operations Presentation

Ross Junkin, Public Works Maintenance Manager Presenting: Current staffing and equipment for the snow plow season was reviewed. The Streets Division outreach plan for the season was shown, including social media and print mediums. The Division's new Paint a Plow Program with local area schools designing the art for the city's plow was shown.

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.

Jacobson: Thanks to Stephanie for all your help with the State of the City. I would also like to thank Councilman Walker. Josh is going on to a new career and we will miss you.

Shelly Enderud, City Administrator: Reviewed the process for Council Seat #6 and Council Seat #2 replacement.

Westlund: I was able to check out some of the improvements at Black Bay last week, and it looks fantastic. I wanted to say thank you.

Dave Fair, Parks and Recreation Director: They are going to start putting in some of the pilings in December, so there will be a little noise. The gas grill will be usable on a reservation basis.

8. EXECUTIVE SESSION

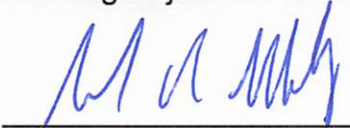
Certain City-related matters may need to be discussed confidentially subject to applicable legal requirements; the Council may enter executive session to discuss such matters. The motion to enter into executive session must reference the specific statutory section that authorizes the executive session.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

ACTION ITEMS:

RETURN TO REGULAR SESSION

ADJOURNMENT

Meeting Adjourned at 7:06pm.



Ronald G. Jacobson, Mayor


Joe Malloy, Council President



Rhannon 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 N. 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
Mission

Building Community.