



**CITY COUNCIL
MEETING MINUTES**

**December 3, 2024
6:00 PM**

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

WORKSHOP – 5:00 pm Basement Conference Room

- a. Affordable Housing with Community Development

Joe Malloy, Nathan Ziegler, Samantha Steigleder, Ryan Davis – **Present**
Josh Walker, Randy Westlund, Ron Jacobson – **Excused**

Community Development Director Bob Seale presented on Affordable Housing for the City of Post Falls. The Deferred Impact Fee options were reviewed and discussed. Maggie Lyons with the Miracle on Britton project explained the hurdles they have had with impact fees on their project.

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 COUNCIL PRESIDENT MALLOY

PLEDGE OF ALLEGIANCE

ROLL CALL OF CITY COUNCIL MEMBERS

Samantha Steigleder, Joe Malloy, Nathan Ziegler, Randy Westlund, Ryan Davis
Joe Malloy, Nathan Ziegler, Samantha Steigleder, Ryan Davis – **Present**
Josh Walker, Randy Westlund, Ron Jacobson – **Excused**

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

Winterfest will be at City Hall Plaza Friday, December 6th starting at 4pm.

- a. Ceremonial Oath of Office for Council Seat #6
- b. Acceptance of Councilor Walker's Resignation and Declaration of Vacancy in Council Seat #2

Motion by City Council Ziegler to Approve the Acceptance of Councilor Walker's Resignation and Declaration of Vacancy in Council Seat #2.

Second by City Council Steigleder.

Ayes: City Council Malloy, City Council Ziegler, City Council Steigleder, City Council Davis
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 – November 19th, 2024, City Council Meeting
- b. Accounts Payable and Hand Check Report for November 20, 2024 through December 4, 2024
- c. Acceptance and Participation in the Kootenai County Emergency Operations Plan
- d. Foxtail 10th Addition Subdivision Final Plat
- e. 16th Avenue Addition Minor Subdivision Final Plat
- f. Boyd's Landing 1st Addition Final Plat
- g. North Place East 2024 Subdivision Reasoned Decision (File No. SUBD-23-7)

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

Second by City Council Steigleder.

Ayes: City Council Malloy, City Council Ziegler, City Council Steigleder, City Council Davis
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

ACTION ITEMS:

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. Fiscal Year 2025 Fee Resolution Amendment #2

RESOLUTION ADOPTING CITY OF POST FALLS' FEE SCHEDULE

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 for 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 City Council Ziegler to Approve the Fiscal Year 2025 Fee Resolution Amendment #2 and to direct the clerk to assign the appropriate number.

Second by City Council Steigleder.

**Ayes: City Council Malloy, City Council Ziegler, City Council Steigleder, City Council Davis
Motion Carried**

- b. Fiscal Year 2025 Budget Ordinance Amendment #1

Motion by City Council Ziegler to place the Ordinance Fiscal Year 2025 Budget Ordinance Amendment #1 on its first and only reading by title only while under suspension of the rules.

Second by City Council Steigleder.

**Ayes: City Council Malloy, City Council Ziegler, City Council Steigleder, City Council Davis
Motion Carried**

AN ORDINANCE OF THE CITY OF POST FALLS, IDAHO AMENDING THE ANNUAL APPROPRIATION ORDINANCE 1516 FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2024, 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 2025 Budget Ordinance Amendment #1 and to direct the clerk to assign the appropriate number and that it be published by summary only.

Second by City Council Steigleder.

Ayes: City Council Malloy, City Council Ziegler, City Council Steigleder, City Council Davis
Motion Carried

c. Solids Hopper and Biofilter Improvements Construction Contingency

Public Works Utilities Manager Craig Borrenpohl Presented: A project update on the biofilter and odor control system replacement was given. The construction contract was awarded by Council in August, but the construction contingency was inadvertently left out. Tonight, the request is for a 10% contingency in the amount of \$48,104.

Ziegler: Are the wood chips you guys use for this a specific type?

Borrenpohl: One of the biggest considerations is the breakdown of that. What we used is a larger, less dense material based on our consultant's recommendations. It is a Douglas Fir.

Steigleder: Is it a foregone conclusion for every project that we do in the city that we are going to dip into our contingency fund?

Borrenpohl: It is not a foregone conclusion. We don't want to use it. It is there as a buffer for unforeseen issues that arise.

Steigleder: How many projects do we not use any money out of the contingency?

Public Works Director John Beacham: We haven't had any projects without a change order in about ten years. We have had projects finish under budget. So, the change orders don't always cost more. We don't want to pay for perfect plans, that would require a lot higher cost in plans and more time and complication. It is really good to have some flexibility.

Motion by City Council Steigleder to Approve the Solids Hopper and Biofilter Improvements Construction Contingency.

Second by City Council Ziegler.

Ayes: City Council Malloy, City Council Ziegler, City Council Steigleder, City Council Davis
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:

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. Traffic Issues on Cecil Road

Post Falls Police Chief Greg McLean Presenting: This presentation covers traffic issues on Cecil Road from Poleline Avenue to Prairie Avenue. There was a complaint from a citizen that had concerns about traffic in this area. A traffic study/speed study was performed after the complaint. There was some accident history that led the Police Department to do an emphasis patrol on Poleline. Accidents decreased significantly when the roundabout was put in at Cecil and Poleline. The Police Department will continue to monitor the area.

Malloy: What is a reasonable amount of collisions one can expect on a roadway?

City Engineer, Rob Palus: I can't give you a good number for that. We start looking at issues when there are five or more correctable collisions in one year. Here we had less than six with three intersections, so it was relatively low.

Steigleder: Did we address the issues the citizen wrote about?

McLean: Most of her concern was noise related. I have not had a chance to follow up with her yet.

b. Traffic Issues Spokane Street (Prairie Avenue to Moorfield Avenue)

City Engineer, Rob Palus Presenting: This report covers traffic issues on Spokane Street from Prairie Avenue to Moorfield Avenue. Some of the concerns include parking enforcement, line of sight, and traffic speed. The road is currently classified as a local roadway, but its design is as a major collector. There are significantly less vehicles per day on this section of Spokane than what would necessitate a major collector. The majority of this section of Spokane Street is a no parking zone. The Engineering Division will be recommending allowing parking in some of the areas that are currently no parking in that area. The Police Department has enforced the no parking and will continue to enforce the no parking sections. Collision history is low in this area after the roundabout was completed.

Ziegler: Were the required parking spots at that subdivision at 1.5 or something else?

Palus: I'm not sure. This was done with SmartCode requirements.

Ziegler: Is there any consideration of eliminating the center turn lane there?

Palus: Perhaps. I would need to study it further.

Ziegler: What is the allowable time a vehicle can be parked on the street?

Palus: They are allowed to be parked on the street for 48 hours.

Ziegler: Do we have a timeline on lane striping on Spokane?

Palus: The northern piece of Spokane Street will probably be striped in the next year.

Davis: If you strictly enforce the no parking in that area, will you see a significant increase in speed?

Palus: It's hard to know for sure. Maybe up to 30 miles per hour from 24.

c. 6th Avenue Stormwater Project Update

Public Works Utilities Manager Craig Borrenpohl Presenting: This is a history and project update on the 6th Avenue Stormwater Project. In July of 2024, Council approved the contract with an engineering consultant to design this project. The project was to study the construction of swales to prevent stormwater from directly flowing into the Spokane River beyond the compliance amount of our MS4 permit. Throughout the design, the engineer provided an opinion of probable cost of construction. The estimate was above what staff had budgeted for the project. Recent projects along 4th Avenue have now reduced the size of the MS4 thus meeting permit requirements. Therefore, staff decided not to pursue bidding this project at this time.

d. New Website Reveal

Stephanie Herman, Public Information Officer: The new website has been live for about a week. There are buttons to the side and below on the main page which are the most frequently visited areas of the site. There's a city calendar that includes meetings and city events. The mega menus of the new site were explained. The site allows citizens to sign up for notifications with our new mass notification system as well. The new search function crawls all the city sites, including codes, agendas, and the document center.

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

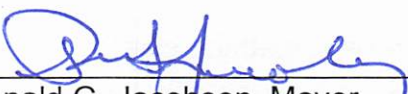
Certain City-related matters may need to be discussed confidentially subject to applicable legal requirements; the Council may enter executive session to discuss such matters. The motion to enter into executive session must reference the specific statutory section that authorizes the executive session.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

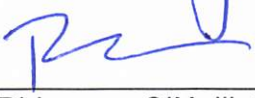
ACTION ITEMS:

RETURN TO REGULAR SESSION

ADJOURNMENT

Meeting Adjourned at 7:23pm.



Ronald G. Jacobson, Mayor

Rhiannon O'Neill, Deputy City Clerk

**City of Post Falls
City Council Minutes**

December 3, 2024

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, Ryan Davis

Mission
Building Community.