



**CITY COUNCIL
MEETING MINUTES**

**December 17, 2024
6:00 PM**

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

WORKSHOP – 5:00 pm Basement Conference Room

- a. Habitat for Humanity and Affordable Housing

Nathan Ziegler, Samantha Steigleder, Randy Westlund, Ryan Davis – **Present**
Joe Malloy – **Excused**

The Workshop was not held as the presenter was absent.

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, Joe Malloy, Nathan Ziegler, Randy Westlund, Ryan Davis
Nathan Ziegler, Samantha Steigleder, Randy Westlund, Ryan Davis – **Present**
Joe Malloy – **Excused**

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

The city is conducting a housing survey. You can find the survey link on the city's homepage at postfalls.gov. City Hall and city business offices will close at noon on Tuesday, December 24th, and remain closed on Wednesday, December 25th in observance of Christmas. Offices will also be closed on Wednesday, January 1st for New Year'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 – November 26, 2024, City Council Special Meeting
- b. Minutes - December 3, 2024, City Council Meeting
- c. Accounts Payable and Hand Check Accountability Report for November 22, 2024 through December 5, 2024
- d. Cash and Investments Report for October 2024
- e. Teton Meadows Final Subdivision Plat
- f. Mongeau Meadows 2024 Annexation Reasoned Decision File No. ANNX-24-3
- g. Fiscal Year 2024 Annual Road Report

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

Second by City Council Westlund.

Ayes: City Council Ziegler, City Council Steigleder, City Council Westlund, 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 be unduly repetitious.

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. Quarry Sports Complex Lot Line Adjustment

Parks Planner Robbie Quinn Presenting: This is a request for a lot line adjustment at the Quarry Sportsman Complex. The property is 26 acres, split into two lots. Currently, there is one lot line that goes through the proposed building. Phase 1 construction includes the two soccer fields, parking lot, and restroom building. Tonight we are proposing to move the lot line over, so it won't bisect any future buildings. This way we will also keep all of phase one in one lot. Changing the lot lines this way is simpler than going through the subdivision process.

Motion by City Council Ziegler to Approve the Quarry Sports Complex Lot Line Adjustment.

Second by City Council Westlund.

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

Motion Carried

b. Well #4 Rehabilitation Recommendation of Award

Public Works Project Manager Jaxon Fleshman Presenting: This is the recommendation of award for the Well 4 Rehabilitation Project. The project will replace the well house, well pump, add a site generator, pipeline improvements to the distribution system, and coordination of site and security improvements with the Parks Department and the Police Department, specifically camera upgrades and landscaping upgrades. WM Welch Corp was the apparent low bidder. There were some irregularities with the bid, but after review, staff and our engineers did not deem them unresponsive. The total funding request tonight is for \$1,855,663, which includes a 10% contingency. All the construction will take place in 2025. Funding for the project is from the Well House 4 Rehabilitation Fund.

Jacobson: Have we dealt with this contractor previously?

Fleshman: We have not. They are a local company.

Steigleder: The account that we are funding this through has the appropriate amount of money?

Public Works Utility Manager Craig Borrenphol: The FY25 Budget for that is \$2.8 million, so yes.

Motion by City Council Ziegler to Approve the Well #4 Rehabilitation Recommendation of Award.

Second by City Council Westlund.

Ayes: City Council Ziegler, City Council Steigleder, City Council Westlund, 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. Tertiary Treatment at the Water Reclamation Facility

Public Works Utility Manager Craig Borrenpohl Presenting: The goal of this update is to provide background and justification for why we are adding tertiary treatment to the water reclamation facility. The primary stage of our wastewater treatment is removing trash and using flow equalization. The secondary treatment is a biological process using microbes to metabolize organic material for cellular growth and settle microbes for recirculation or disposal. Then, through the secondary clarifiers, we settle the microbes for recirculation or disposal. The new facilities that we are building will then be used. Through the secondary system we are removing 96% of phosphorus per day, but this is still not enough to get us to permit limit of 3.19lbs per day. The tertiary clarifier is a chemical addition to the secondary clarified water. The water then goes through membrane filters. Water lastly goes through ultraviolet disinfection before it is discharged. The new treatment will also allow land application of the water.

Jacobson: When we go to land application, do you have to hit those same permit levels?

Borrenpohl: There are different permit requirements. The land application is more concerned with nitrogen levels than phosphorus levels.

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: We have narrowed down some of the applicants for Council Seat #2. I will probably interview about six or seven of the applicants one on one, then do the full Council interviews of the final three at the first meeting in January. I want to wish everyone a Merry Christmas and to remember those less fortunate during this season.

Steigleder: I wanted to say thank you to whoever maintains the Jacklin Arts Center.

Jacobson: Susan Jacklin still runs that I believe.

8. EXECUTIVE SESSION

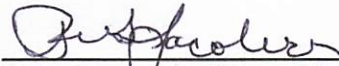
Certain City-related matters may need to be discussed confidentially subject to applicable legal requirements; the Council may enter executive session to discuss such matters. The motion to enter into executive session must reference the specific statutory section that authorizes the executive session.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

ACTION ITEMS:

RETURN TO REGULAR SESSION

ADJOURNMENT

Meeting adjourned at 6:28 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, Joe Malloy, Nathan Ziegler, Randy Westlund, Ryan Davis

Mission
Building Community.