



**CITY COUNCIL
MEETING MINUTES**

**March 4, 2025
6:00 PM**

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

WORKSHOP – 5:00 pm 2nd Floor Conference Room

a. Facilities Plan Implementation Update

John Beacham, Public Works Director: The 2021 Facilities Needs Assessment reviewed existing facilities, reviewed growth projections, identified deficiencies and action plan, and developed a financial plan that included \$98 million in improvements over 20 years starting in 2021.

Facilities Needs Assessment Key Findings:

Land Purchases Needed for the Police Department and for a Public Works Operations Center.

City Hall: remodel for office space capacity with future remodels needed as well.

Parks: new administration building and improvements are needed to the operation's yard.

Police: expansion/renovation and the parking lot needs expansion.

Public Works: Streets/Fleet using leased facilities; Streets/Fleet admin area needs interim improvement. Water/Wastewater admin area needs interim improvement. Streets, Fleet, Water, potentially Wastewater to relocate to the Public Works Operation Center.

Funding for these future projects was a large down payment of \$500,000 in FY23 with \$120,000 added every year since. Project costs have increased, as has inflation, but project needs remain. Completing projects ahead of plan saves on escalation costs. A financial "tipping point" is need to build Police Department expansion in approximately two years.

Facilities Needs Assessment 2021 Five-Year To-Do List:

Buy Land for Police Department (Done)

Police Locker Room Renovation (Not Started) Plan is to combine with future expansion/renovation

Buy Land for Public Works Operations Center (Done)

Streets/Fleet Interm Improvements (Not Started) Plan is to omit project and build an operations center instead.

Streets Covered Bulk Storage (Done)

Update Public Safety Impact Fee (Done)

Water/Wastewater Interim Improvements (In Progress) Modify to reflect relocation to Operations Center

City Hall Office Space Remodel (Done)

Parks Covered Parking (Done)

Parks Improvements to Operations Yard (In Progress) Under design

Financial Recommendations:

Construct necessary facilities when funding is available to avoid future inflated prices.

Continue increasing annual funding of Facilities Fund.

Continue annually allocating a portion of unspent funds to fund future projects.

Continue to seek opportunities for additional revenue and savings.

The workshop ended at 5:40 pm.

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, Aaron Plew, Joe Malloy, Nathan Ziegler, Randy Westlund, Ryan Davis
All present

CEREMONIES, ANNOUNCEMENTS, APPOINTMENTS, PRESENTATION: ACTION ITEM

- a. Red Cross Month Proclamation
- b. 2024 Urban Renewal Agency Annual Report

This annual report is required under Idaho Code 50-20 Urban Renewal Law, Chapter 2006(5)(c). The purpose is to report activities for the preceding calendar year to City Council by March 31st. The financial information required as part of the Annual Report documentation is available in both the City Clerk's Office and the Agency's Office, as well as on the Post Falls Urban Renewal website, www.pfura.com

The Parks and Recreation Spring Art and Craft Fair is this weekend. New this year, an Art Show will take place on Friday, followed by the Craft Fair on Saturday. Explore a variety of local handmade goods and artwork. For details, visit postfalls.gov.

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 - February 18th, 2025
- b. Minutes – February 19th, 2025, Special City Council Workshop
- c. Payables 2/19/25-3/5/25
- d. Bogie Subdivision Master Development Agreement (SUBD-24-1)
- e. Long Range Financial Planning Agreement with FCS
- f. Department Head Recruitment Contract with Prothman

Mayor: I have one question on item f. I could not remember what the estimated costs was?
Shelly Enderud, City Administrator: The fee is \$17,500 with a not to exceed \$25,000.

Motion by Malloy to accept the Consent Calendar as presented.

Second by Ziegler.

Vote: Davis-Aye, Westlund-Aye, Ziegler-Aye, Malloy-Aye, Plew-Aye, Steigleder-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:

- a. Warren Field Park Vacation File No. VAC-24-2

Public Hearing opened at 6:18 pm.

Staff Report: Jon Manly, Planning Manager - The owner of the parcel is the City of Post Falls. The applicant is the City of Post Falls Parks Department. Requested Action is to vacate 20 feet of right-of-way that runs through the center of Warren Field Park. To be clear, we are not adding an alley to the park. This would remove the possibility of adding an alley. Vacating the ROW will clean up and consolidate the park boundary and allow for construction near the center of the parcel by mitigating setback issues. Staff has no concerns with the proposed vacation.

Mayor: Will parking be addressed through the whole process?

Manley: Yes, there is a separate project going on for that.

Testimony: None

Public Hearing closed at 6:21 pm.

Motion by Malloy to approve the Warren Field Park Vacation File No. VAC-24-2.

Second by Ziegler.

Vote: Westlund-Aye, Ziegler-Aye, Malloy-Aye, Plew-Aye, Steigleder-Aye, Davis-Aye

Motion Carried

- b. Gabrio Estates Duplexes Zone Change File No. ZC-24-2

This item was removed from the agenda due to the applicant being ill.

3. 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:

- a. 74-206(1)(f) To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated.

Motion by Malloy to enter into Executive session pursuant to Idaho Code 74-206(1)(f) To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated, further that no action will be taken during the session and that the session will last approximately 10 minutes.

Second by Westlund.

Vote: Malloy-Aye, Plew-Aye, Steigleder-Aye, Davis-Aye, Westlund-Aye, Ziegler-Aye

Motion Carried

Entered Executive Session at 6:23 pm.

Exited Executive Session at 6: 37 pm.

4. 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. Spokane Street Rehabilitation, Contract Amendment with Welch Comer Engineers

Andrew Arbini, Projects Manager: In 2024, after the City awarded a construction bid to Interstate Concrete and Asphalt to repair Spokane Street from the Spokane River bridge to the I-90 right of way, City Council also approved a request from the Idaho Transportation Department (ITD). This agreement authorized ITD to pay the City a lump sum of \$700,000 for the related costs to extend the city's paving limits to rehabilitate the pavement and sub surface between the i-90 eastbound ramps and the intersection of Seltice Way. Following the August City Council meeting, changes

occurred in the project sequencing and traffic control phasing that delayed the start date for this additional work. In October, Interstate negotiated a postponement and a winter shutdown with the ITD staff for this portion of the project. The primary considerations included concerns about changing weather conditions and the ability to complete the full scope before the winter season. Temporary pavement patching was completed in late October 2024 to mitigate pavement maintenance concerns through the winter season. This contract amendment with Welch Comer increases the Engineering and Construction Management phase services to account for support observation and project oversight of the interim pavement patching and provide support throughout the remainder of the project. Construction work is scheduled to resume April 7, 2025, with the project completion expected by June 2025. Project expenses for this additional work will be funded from the \$700,000 received by ITD. The total project costs for the ITD work, which includes design and construction management services, are expected to be less than the \$700,000 agreed to in the Cooperative Agreement. Prior to the start of construction, City Staff requests an additional contract contingency for unforeseeable events or items that would benefit ITD and/or the City transportation system. The requested contingency is for \$46,000.

Mayor: The additional costs, would this be covered by the ITD funding, and it sounds like it will be.

Arbini: Correct.

Mayor: My next question is on the roundabout. Was that a project done properly? Why is it failing so soon? The roundabout is not that old?

Arbini: I believe that roundabout was constructed in 2009. That roundabout sees a lot of traffic and is normal wear and tear, and we are needing to address that.

Mayor: I seriously thought it was no more than 5 to 6 years old.

Motion by Malloy to approve the Spokane Street Rehabilitation Contract Amendment with Welch Comer Engineers.

Second by Davis.

Vote: Plew-Aye, Steigleder-Aye, David-Aye, Westlund-Aye, Ziegler-Aye, Malloy-Aye

Motion Carried

- b. Spokane Street Rehabilitation, Contract Contingency with Interstate Concrete and Asphalt

Motion by Malloy to approve the Spokane Street Rehabilitation Contract Contingency with Interstate Concrete and Asphalt.

Second by Davis.

Vote: Steigleder-Aye, Davis-Aye, Westlund-Aye, Ziegler-Aye, Malloy-aye, Plew-Aye

Motion Carried

- c. City of Post Falls Parade Code

Shelly Enderud, City Administrator: Historic Parade Practices/Background

One Parade - Post Falls Festival/Post Falls Days

Post Falls Community Ambassadors (PFCA) "Host"

Post Falls Chamber Assists and accepts applications

PFCA receives application and sponsor fees

The city provides traffic management, security, assistance with planning, golf carts, clip boards, cones, and sandwich boards.

This came before the Council on May 7th, 2024.

The current practice is not sustainable. The estimated cost to the city for staffing is \$11,000. This puts a strain on Police Department staffing and support departments. A formal policy is desired

with clear directions for applicants and staff. This would provide for additional parade opportunities. This would ensure the safety of citizens, participants, and city staff and reduce dependency on city staff. From the May 4th, 2024 meeting it came from the Council that you wanted to support the parade but not at the same level. In Coeur d' Alene they have an MOU with the Downtown Association for hosting the various parades they have.

Proposed Ordinance Highlights

Applicant must apply for a required Parade Permit. With a fully developed plan from start to finish, date and time of parade, route, approximate size of parade, traffic management control plan (including street closure applications), certificate of insurance, and a hold harmless agreement.

Plew: What would be different from this year to last year?

Enderud: The Police Department would not be providing traffic control. In the past, we filled out the street closure forms, but our Legal Department said that someone from the Post Falls Community Ambassadors would need to fill them out.

Plew: I am trying to get to the bottom of the real gripe. It costs more and they are going to need more volunteers.

Mayor: Our officers are working 12-hour shifts.

Malloy: The parade route is the same every year. So you do the planning once and copy and paste.

Ziegler: It seems to me we are pulling all city staff and resources from the parade. How does this show we support the parade?

Enderud: We would still have officers there. They would not be doing traffic but safety and other staff.

Kerri Thoreson, Former parade head. The parade has always been ran by volunteers. There is nothing in this ordinance that I have no objections to it.

Malloy: I understand the Ambassadors' concern about costs and complications. It does not seem like it would be that much more complicated. The city needs to protect itself from liability. I like the ordinance. It gives a standard.

Mayor: It is not much different from what we were asking.

Davis: More people need to get involved.

Ziegler: This is the way we are going and as we grow our risk is also growing.

Enderud: There is an interest in more activities in the future.

Steigleder: Can you tell the difference between the parade and the Post Falls Festival?

Enderud: The Festival is a city-sponsored event. We go out and get sponsors.

No action is needed we were looking for direction.

5. 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. Ross Point Road Cycle Track - Professional Services Agreement

Rob Palus, City Engineer: In June 2023, the City of Post Falls entered into a Cooperative Construction Agreement with the State of Idaho for the I-90/SH41 Interchange. Within the

agreement, the City paid the State for the construction of a two-way curb-separated bicycle facility along Ross Point Road from Seltice Way to 3rd Ave., also known as a "cycle track". Federal funding for the interchange project did not allow for the inclusion of any improvements south of 3rd Ave. Based on existing roadway geometry, and desiring to maximize visibility along the roadway, the best location for a transition between traditional bicycle lanes and the cycle track is at 2nd Ave. City Staff negotiated a scope of services with JUB Engineers to complete construction plans and specifications that would facilitate completion of the cycle track between 3rd Ave and 2nd Ave. Construction of these improvements would need to be completed in coordination with ITD's improvements between Seitce Way and 3rd Ave. Construction is estimated for late 2025. The cost of services is estimated at \$22,300. Lump sum costs of Design and Project Management are \$9,800. Time and material costs for Bid Phase and Construction Management are estimated at \$12,500. Staff would request a contingency allowance of \$2,000. Total project development costs not to exceed \$24,300. Funding would come out of the Multi-modal Impact Fees.

Westlund: This looks great. Right now, you would have to be crazy to ride a cycle there now.

Plew: I ride around the city. This would be a major improvement to the quality of life for people using this section of road.

Steigleder: Is this just a paint job?

Palus: We are adding steel dowels and curbs with new striping and paint job.

Malloy: This stretch was always the sketchiest part of the trail.

Motion by Malloy to approve the Ross Point Cycle Track Professional Services Agreement.

Second by Westlund.

Vote: Westlund-Aye, Ziegler-Aye, Malloy-Aye, Plew-Aye, Steigleder-Aye, Davis-Aye
Motion Carried

- b. Prairie Trail Crossing (KN 35398) License to use real property with Post Falls Highway District

Rob Palus, City Engineer: In 2024, the Post Falls Highway District (PFHD) secured a grant to design and construct a multi-modal grade separation for the Prairie Trail under Prairie Ave. Completion of this crossing would combine sections of the Prairie Trail completed by the City of Coeur d' Alene at Meyer Rd. in 2023 with the City of Post Falls section, not of Prairie Ave., which was completed in 2024. Prairie Ave is a principal arterial roadway and identified as a critical corridor for regional transportation. 2035 traffic forecasts anticipate over 20,000 vehicles per day and maintaining higher roadway speeds (45 mph). Providing a grade-separated crossing for the Prairie Trial, at Prairie Ave., is viewed as necessary for safer accomodation of bicycle and pedestrian traffic than that afforded by the signalized crossing. In order to complete the design and secure approvals from the State, the PFHD requires proof of having ownership or the right to construct the facility on properties not owned by them. Issuance of the license would not obligate the City to any financial participation in the project. Completion of the underpass, as currently designed, would include construction of approximately 400 feet of trail improvements under the City's ownership.

Motion by Malloy to approve the Prairie Trail Crossing License to use real property with Post Falls Highway District.

Second by Ziegler.

Vote: Zielger-Aye, Malloy-Aye, Plew-Aye, Steigleder-Aye, Davis-Aye, Westlund-Aye
Motion Carried

c. Prairie Trail - Borrow Pit and Trail Design, Zorros to SH41

Rob Palus, City Engineer: A borrow pit was constructed along the Prairie Trail alignment between Zorros Rd. and SH41 in 2023. Portions of the pit were constructed within the City ownership and portions within the adjoining property ownership (GVD Partners LP). The pit was constructed without City approval. The Professional Services Agreement with Welch Comer is divided into three sections:

Design Phase services will examine existing materials and determine a methodology for proper filling and compaction of the borrow pit, along with preparation of plans and specifications for the City to be in a position to bid the work.

Bid phase services would manage the project with advertisement and bidding.

Construction Phase Services would oversee the project and provide certifications upon completion of the work, meeting specifications and being able to support the desired uses of the Prairie Trail.

Design Phase Services are lump sum of \$42,000. Bid phase services would be a lump sum of \$6,500 and construction phase services are estimated at an amount not to exceed of \$24,400. Total services are estimated at \$72,940. Staff is requesting a not to exceed amount of \$80,000, which would allow an approximately 10% contingency during the project. Professional services would only cost \$42,000 at this time, with future costs being expended dependent on the final results of litigation on the matter.

Motion by Malloy to approve the Prairie Trail Borrow Pit and Trail Design Zorros to SH41. Second by Ziegler.

Vote: Malloy-Aye, Plew-Aye, Steigleder-Aye, Davis-Aye, Westlund-Aye, Ziegler-Aye
Motion Carried

6. 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.

Jennifer Bile had a question about what is the city's plan for disruptive audience during meetings. Mayor: We have a policy in place. If it is a contentious meeting, I state the policy, and it so far has worked for us. If someone acts up, I give them a warning. If they continue, we recess the meeting and the Council will go into another room and let the Police handle the situation.

7. 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.

None

8. MAYOR AND COUNCIL COMMENTS

**City of Post Falls
City Council Minutes**

March 4, 2025

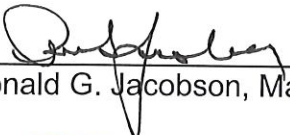
This section of the agenda is provided to allow the Mayor and City Councilors to make announcements and general comments relevant to City business and to request that items be added to future agendas for discussion. No final action or in-depth discussion of issues will occur.

None

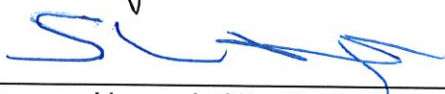
RETURN TO REGULAR SESSION

ADJOURNMENT

7:56 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 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, Aaron Plew, Joe Malloy, Nathan Ziegler, Randy Westlund, Ryan Davis

Mission
Building Community.