



**CITY COUNCIL
MEETING MINUTES**

**June 3, 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. Budget: Enterprise Funds Discussion

Roll Call: Mayor Jacobson, Steigleder, Plew, Malloy, Ziegler, Westlund, Davis - Present

The City of Post Falls has three Enterprise funds: Water, Water Reclamation, and Sanitation. The purpose of the Water Enterprise Fund is to provide drinking water to approximately one-half of Post Falls residents. The remainder are served by other water districts. The fund brings in \$4M annually in user fees and \$300-500K annually in cap fees. The guiding document is the 2018 Water Master Plan. The purpose of the Water Reclamation Enterprise Fund is to collect wastewater for all city buildings and treat wastewater for Post Falls and Rathdrum. The fund brings in \$19.6M annually in user fees and \$2.8M in Post Falls and \$1.6M in Rathdrum in cap fees. The guiding document is the 2024 Water Reclamation Facilities Plan. Sanitation provides garbage and recycling for the City of Post Falls. The anticipated rate increase for FY 2026 will be 5.2%.

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 - Present

Steigleder, Plew, Malloy, Ziegler, Westlund, Davis - Present

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

- a. Recognition of City Prosecutor appointed as Magistrate Judge

The City of Post Falls bids farewell and offers its warmest congratulations to Eileen McGovern, who has been appointed to serve as a Magistrate Judge. Since joining the City as Post Falls City Prosecutor on May 31, 2021, Eileen has been a cornerstone of our legal team, bringing clarity, professionalism, and heart to every case she touched. Eileen's tenure with the City was marked by a steadfast commitment to justice, community safety, and fairness. She handled a wide range

of criminal matters with diligence, always seeking resolutions that balanced accountability with compassion. Her courtroom presence was clam, firm, and unfailingly respectful, which earned her the trust of law enforcement officers, city staff, defense counsel, and the judiciary. Her impact was not limited to the courtroom. Eileen fostered Interagency cooperation, mentored younger attorneys, and helped build a prosecution team known for competence and integrity. She championed fair solutions, particularly for vulnerable individuals entangled in the justice system, and she consistently ensured that the city's legal position reflected both the letter and the spirit of the law. As she moves on to her next role as a Magistrate Judge, we are confident that her compassion, legal insight, and fair-mindedness will serve the people of Idaho well. While her daily presence will be missed at City Hall, her contributions to the legal culture of Post Falls will endure. Best wishes on your Judicial Appointment. Eileen, thank you for your years of outstanding service. May this next chapter be as impactful and rewarding as the legacy you leave behind.

b. This Saturday is National Trails Day. The Friends of the Post Falls Community Forest and Coeur Climbing are hosting a volunteer trail pruning project from 9 to noon at Q'emiln Park Trailhead. All are welcome to join - tools and gear will be provided. Details and how to RSVP can be found on the city's website, postfalls.gov.

c. The Post Falls Police Department is hosting Coffee with a Cop on Tuesday, June 10 from 9 to 10:30 am at Anchored Coffee. Stop by for a casual chat with officers and staff - your first cup is on us!

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 – May 15, 2025, City Council Workshop
- b. Minutes - May 20, 2025, City Council Meeting
- c. Payables 05/21/25 - 06/04/25

- d. Arc Subdivision Master Development Agreement (SUBD-24-10)
- e. Foxtail 11th Addition Final Subdivision Plat
- f. Disposal of Surplus Vehicles
- g. Foxtail 12th Addition Final Subdivision Plat
- h. Briner Annexation Denial (ANNX-24-7)
- i. Elfers Annexation Reasoned Decision (ANNX-24-10)
- j. Elfers Annexation Agreement (ANNX-24-10)
- k. Steckman Annexation Reasoned Decision (ANNX-24-9)
- l. Steckman Annexation Agreement (ANNX-24-9)
- m. Early Dawn & Zorros Annexation Reasoned Decision (ANNX-24-1)
- n. Early Dawn and Zorros Annexation Agreement (ANNX-24-1)
- o. Poleline & Zorros Annexation Reasoned Decision (ANNX-24-2)
- p. Poleline and Zorros Annexation Agreement (ANNX-24-2)
- q. Sewer Line Damage Settlement with Scarsella Brothers

Motion by Malloy to accept the Consent Calendar as presented.

Second by Ziegler.

Vote: Steigleder-Aye, Plew-Aye, Malloy-Aye, Ziegler-Aye, Westlund-Aye, Davis-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. Pleasant View Annexation Development and Annexation Agreement Amendment - Addendum 1 (ANNX-0006-2020)

Public Hearing Opened at 6:08 PM

Staff Report Warren Wilson, Deputy City Administrator: This property was annexed in 2022. The applicant intended to develop a trucking/transload facility. Due to increased construction costs, the project was canceled. The original agreement required the applicant and city to construct certain public infrastructure by the end of 2024. We need to amend the agreement to remove those obligations. Idaho Code requires a public hearing to amend the agreement. The applicant was required to build by 2024 an 18" water main along Pleasant View Road, a sewer force main along Pleasant View Road, and traffic signal/roadway illumination at Pleasant View and Grange. The City was required to build the rest of Phase 1 infrastructure by 2024 with an anticipated city cost of \$3,378,100. The amount would be reimbursable by the Urban Renewal District with the remainder funded by grants or the applicant. The revised infrastructure requirement would be: Amendment removes specific projects, funding, and timelines. The amendment adds standard city infrastructure clauses that are contained in most annexation agreements. The applicant must extend water and sewer to serve the property. If service capacity is not available within 180 days, the applicant may use legal alternative until capacity is available, then they must connect to public service. If the amendment is approved following the hearing, the addendum will be recorded and will be binding on the applicant and anyone who may purchase the property from the applicant.

Westlund: Is there any shift of cost burden onto the City?

Wilson: If anything it is releasing the city from obligations to build infrastructure.

Steigleder: But we do need it right, because we have alot being built down Pleasant View.

Wilson: At some point in time it needs to be built, the question is when.

Steigleder: At what point did we know we were not going to need meet our contract obligation.

Wilson: Last summer and we have been talking to them.

Steigleder: It gives me heartburn that we are asking to change the contract because we did not meet the obligations after the fact.

Wilson: The only thing I can say is it wasn't done because there was no need to do it.

Mayor: It is normal where you have a developer come in and we enter into a contract to build something and things do not work out or as planned. So then we do not need that improvement so why would the City invest our dollars in a project that is not going to happen.

Testimony

None

Public Hearing Closed at 6:29 PM

Motion by Malloy to approve the Pleasant View Annexation Development and Annexation Agreement Amendment Addendum 1 ANNEX-0006-2020.

Second by Ziegler.

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

Motion Carried

- b. Real Property Exchange - SW Corner of Mullan Ave. and Lincoln St.

Public Hearing Opened at 6:30 PM

Staff Report Robert Seale, Community Development Director: The Community Development Department is requesting the City Council to consider the request to exchange a city owned .20 acre property located at the southwest corner of Mullan Ave and Lincoln St., in exchange for a

20-foot easement centering on a waterline crossing the John C. Young Family, LLC property. In accordance with Idaho Code 50-1402, after having declared the intent to exchange the property on the record at a public meeting, the City must hold a public hearing on the proposed exchange prior to moving forward with the exchange. After the public hearing, the Council should determine if it is in the city's best interest to exchange the strip of land along Mullan Ave. for a waterline easement, over an existing waterline. The .20 acre strip of property was originally dedicated to the City in July 1980 by John C. Young for the use and maintenance of a waterline. No waterline or other utilities were ever located within the .20 acre strip of property. The restrictive use effectively makes the land valueless to the City. In exchange for the strip of land, the John C. Young Family, LLC will provide an easement for the location and maintenance of an existing waterline across their property. The strip of land will be returned to the same family that originally conveyed the land to the City in 1980.

Testimony

None

Public Hearing Closed at 6:33 PM

Motion by Malloy to proceed with the exchange of real property as presented, finding that the exchange is in the best interest of the public and consistent with Idaho Code 50-1403(2), and authorize the Mayor to execute the transfer documents

Second by Ziegler.

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

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. Resolution - Fiscal Year 2025 Fee Resolution Update

Motion by Malloy to approve Resolution Fiscal Year 2025 Fee Resolution Update.

Second by Ziegler.

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

Motion Carried

- b. Resolution of Intent to establish a C-PACE program.

Motion by Malloy to approve Resolution of Intent to Establish a C-PACE Program.

Second by Ziegler.

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

Motion Carried

- c. Lundy Blvd. Waterline Extension Project – Recommendation of Award

Jaxon Fleshman, Project Manager: A 2022 agreement required the City of Post Falls to connect two city residences on Lundy Blvd, to city water. Two service connections are included with the

waterline extension. It includes the addition of a new fire hydrant to improve fire flows in the area. Prior property purchases and easement acquisitions provide the alignment of the new waterline extension. Access to Arundel Mobile Home Park will be maintained, one-lane at times. Minor to no impact to water service for existing customers. Minor to no impact anticipated to Centennial Trail users. Asking to award the project to Big Sky ID Corp for \$125,919 with a contract contingency of \$20,000.

Motion by Malloy to approve Lundy Blvd. Waterline Extension Project Recommendation of Award.

Second by Westlund.

**Vote: Davis-Aye, Steigleder-Aye, Plew-Aye, Malloy-Aye, Ziegler-Aye, Westlund-Aye
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. Construction Agreement for 3rd Ave Parks Shop Parking Lot

Robbie Quinn, Parks Planner: The 2021 Facilities Needs Assessment addressed the need for covered fleet storage, construction of a crew and admin support building, yard storage organization, and parking lot paving. The first step in addressing these needs is to add paved yard space and parking. The 2025 approved budget allocated \$1,320,000 of the Facility Building Reserve account for the construction of this parking lot. On May 13, 2025, the city opened bids for this project. The city received two bids and LaRiviere was the low bidder at \$869,213. The Engineer's Estimate for construction was \$1,322,603. After review, Ardurra and City legal staff believe the bid to be responsive and recommend the project be awarded to LaRiviere. The improvements will include curbing, stormwater management, trash collection management, asphalt paving, vehicle and trailer parking, site lighting, and landscape and irrigation. Staff is also seeking council approval for a contingency of 15% in the amount of \$130,382 for potential change orders of unforeseen conditions for a total construction amount of \$999,595. Additionally, staff is seeking council approval for the contract with Ardurra for construction administration and observation for \$121,785. Ardurra will provide contract administration such as submittal review, review and preparation of contractor pay requests, and preparation of change order documentation. Ardurra will also provide construction observations such as construction diaries, materials review, testing procedures, workmanship observation, quantity tracking, erosion and sediment control compliance, punch list, and substantial and final inspections. This contract will be billed based on actual working hours, and it assumes 12 weeks of construction.

Motion by Malloy to approve the construction agreement for the 3rd Ave Parks Shop Parking Lot.

Second by Ziegler.

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

- b. Crown Reserve Phase 1 Construction Improvement Agreement

Rob Palus, City Engineer: This agreement reflects the construction phase of the Crown Reserve Phase 1 Subdivision. The agreement sets forth the typical expectations of the developer of the subdivision, and sets forth the responsibilities of the developer and the City of Post Falls. This is a 148-lot subdivision located north of the Crowne Pointe Development and south of Hayden Avenue. The application was submitted by Medalist Development, Inc. The construction drawings were approved as meeting the requirements of the Master Development Agreement and the applicable standards of the City of Post Falls. In addition to typical subdivision requirements, the City has requested additional work to be done by the developer at the City's cost. Addendum I is for the construction of 850 feet of roadway improvements along the southern half of Bodine Ave. The additional 850 feet of roadway improvements were previously "cashed out" as part of the Crown Pointe 6th Addition in 2018 at \$83,708.50. Current costs to construct the improvements is estimated at \$246,002.50. An estimation was necessary due to uncertainty of site conditions for the quantities of removal and replacement of non-structural material on site. Costs have been reviewed and are reflective of current construction costs of similar work. Reimbursement would be done at the time of acceptance of improvements with funding from the City's Cash-Out account. Addendum II is for the construction of 1,126 ft of a 20-inch sewer force main. The force main would be located within Bodine Ave. and is for future transport of reclaimed water to the City's Land Application Sites. Installation of the force main at this time is to the City's advantage as it avoids future roadway reconstruction costs that would be incurred if the improvements were constructed after the roadway is in. Costs have been reviewed and are reflective of current construction costs of similar work. Costs to construct the improvements are estimated to not exceed \$362,436.69. Reimbursement would be done at the time of acceptance of the improvements with funding from the City's Water Reclamation Capital Fund account.

Motion by Malloy to approve the Crown Reserve Phase I Construction Improvement Agreement.

Second by Westlund.

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

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.

None

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.

Mayor: Thank you to Councilor Malloy for covering me at the last Council meeting. The flu bug was going through the house and you would not want me here.

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.

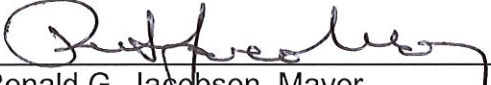
ACTION ITEMS:

None

RETURN TO REGULAR SESSION

ADJOURNMENT

6:56 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.