



**CITY COUNCIL
MEETING MINUTES**

**June 17, 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. Comprehensive Plan Kickoff Joint Workshop with Planning and Zoning Commission

Planning and Zoning Commission Roll Call:

Carey, Kimball, Steffensen, Schreiber, Wilhelm - Present

Walton - Excused

Schlothauer - Absent

Mayor and City Council Roll Call:

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

A Comprehensive Plan is a 20-year vision by and for the community. It establishes goals and policies for nearly everything the city does, and it is intimately tied to zoning and other regulations that govern land development throughout the community. It is typically reviewed every five years. State Law requires a Comprehensive Plan. It sets the stage for what can be built where. Development decisions are not "on the fly" but made in the context of a broader vision by the community. It provides a degree of predictability for property owners, businesses, and residents. A Comprehensive Plan can be used as an Interagency negotiation tool. It supports grant applications. It is a budgetary tool such as for capital facilities. It provides consistent policy direction as it may apply to various elements. This is the kickoff meeting and the process will take up to a year to complete.

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

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

- a. New Planning Staff Introduction

b. City Hall city business offices will be closed Thursday, June 19th, in observance of Juneteenth. Police, fire and rescue services for emergencies may be reached by calling 911. The Police Department will remain open for walk-in emergencies. For water-related emergencies, call 208-773-3517.

c. The Parks and Recreation Department is teaming up with the Police Department for another season of Movies in the Park, kicking off with Paddington in Peru on Friday, June 27th at Tullamore Park. The movie begins at sunset, but come early to mingle and enjoy games from the yard games trailer. This free, family-friendly event is sponsored by Goldenwest Credit Union.

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 – June 3rd, 2025, City Council Meeting
- b. Accounts Payable for 06/04/25 - 06/18/25
- c. Killdeer Meadows Subdivision Construction Improvement Agreement
- d. Idaho Ranch Annexation Reasoned Decision (ANNX-24-8)
- e. Idaho Ranch Annexation Agreement (ANNX-24-8)
- f. Estates At Waterstone Final Plat

Motion by Malloy to accept the Consent Calendar as presented.

Second by Westlund.

Vote: Westlund-Aye, Zielger-Aye, Malloy-Aye, Plew-Aye, Steigleder-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. Public Hearing to establish a C-PACE program.

Public Hearing opened at 6:05 PM.

Staff Report Shelly Enderud, City Administrator: This item is a public hearing concerning adopting a C-PACE program consistent with Idaho Code 67-3806. The Commercial Property Assessed Capital Expenditure (C-PACE) Program enables local governments to facilitate private financing for energy efficiency, water conservation, renewable energy, and resiliency improvements on commercial properties. The loan is repaid through a voluntary special assessment on the property. The City's role is administrative only, with no financial liability. The Idaho Legislature authorized the creation of local C-PACE Programs with the passage of HB 624 in 2024. Post Falls is pursuing this program to promote economic development, sustainability, and energy efficiency with minimal city resources.

Testimony

None

Public Hearing closed at 6:17 PM.

Motion by Malloy to approve the establishment of a C-PACE program.

Second by Ziegler.

Vote: Ziegler-Aye, Malloy-Aye, Plew-Aye, Steigleder-Aye, Davis-Aye, Westlund-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. City of Post Falls Communications Plan Proposal

Shelly Enderud, City Administrator: The City of Post Falls developed a City-Wide Strategic Plan for FY 2024. In addition to the City's Vision Mission, and Values, the Strategic Plan identifies four

key Strategic Priorities for plan implementation, including workforce, operations, capital, and community, with associated goals and tasks to be achieved in 1- and 2-year timeframes. As part of the City's Strategic Priority for the Community, City staff would like to develop a Communication Plan to support the following goals: 1) Improve the ability to tell our story, 2) Create quality engagement, and 3) Improve ease of engagement. The Communication Plan will improve the City's branding, both internally and externally; define, measure, and improve the level of quality engagement among the community; and, improve the ease of community access and engagement with the City and its resources. The City has received a proposal from The Langdon Group to support the City's development of the Communication Plan and Public Outreach Planner through facilitation of the planning process, and preparation of user-friendly deliverables. The total contract price is \$89,100. This includes the Public Outreach Planner, at a cost of \$24,500 included in the plan. The stand-alone system ranges from \$50,000 to \$90,000.

The Council decided not to move forward with this at this time.

**Motion by Malloy to deny the City of Post Falls Communications Plan Proposal.
Second by Steigleder.**

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

b. City of Post Falls Citizen Handbook Publication Proposal

Shelly Enderud, City Administrator: City Administration is seeking direction from the Council on proceeding with one of the option to provide some form of a citizen handbook/booklet/insert. Depending on the direction provided, staff will work to take next steps in the process of developing some form of the publication. If direction includes accepting one of the options from Studio H creative and Birchell Creative Group, staff will work with the consultant to develop a final agreement based on the proposal and direction from Council. The City would like to produce an informative guide for residents, providing essential information about local government services, regulations, community resources, and civic engagement opportunities. This guide should make every effort to help the City "tell its story" and to help citizens and businesses better understand their City and the essential services it, and its employees, provide to the community.

The council as a whole agreed that this was not something they wanted to move forward with at this time.

**Motion by Malloy to table this.
Second by Ziegler.**

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

c. Memorandum of Understanding with East Greenacres Irrigation District for Guy Road Lift Station Decommissioning and Fisher Gravity Sewer Project

Jaxon Fleshman, Project Manager: The Memorandum of Understanding (MOU) with East Greenacres Irrigation District (EGID) establishes understanding and responsibilities, referencing the 1991 Crossing Agreement. EGID is responsible for the protection of their infrastructure. Locations of waterline protection work will be identified through the design of the 20-inch Asbestos Concrete (A.C.) crossing. The city will reimburse EGID for the protection work as outlined in the MOU. The benefits from the MOU are coordination of EGID protection work prior to construction. This allows EGID to mitigate impacts to their water distribution system. EGID will

have the opportunity (at their cost) to update elements of their infrastructure, inside the project limits. This will decrease the potential for conflicts during the construction of the City's project. The Next Steps are EGID and the City will review the project plans and provide approval prior to construction.

Motion by Malloy to approve the Memorandum of Understanding with East Greenacres Irrigation District for Guy Road Lift Station Decommissioning and Fisher Gravity Sewer Project.

Second by Ziegler.

Vote: Steigleder-Aye, Davis-Aye, Westlund-Aye, Ziegler-Aye, Malloy-Aye, Plew-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. Treaty Rock Right of Way Validation

Chris Gabbert, Deputy City Attorney: Questions exist as to the legal status of the alleyway providing access to Treaty Rock Park. Previously it was included as right-of-way but was vacated in 1991. The prior vacation action removed access to two properties. The alleyway has been used by the public and maintained by the City. The validation proceeding will confirm public right-of-way status. The current status of the alleyway as private on the easternmost portion and public on the westernmost portion creates confusion as to the use of the roadway, including enforcement and the parking of vehicles in the driving aisle. The previous 1991 vacation of a portion of the alleyway removed two parcels existing legal rights of access, including that to Treaty Rock Park. Ordinance 293 vacated a portion of the alleyway, leading from the park and the apartment complex to N. Compton St. The vacation returned the ownership of the alleyway to properties adjacent to the roadway. By vacating it, the action removed access to the properties lying west of the vacated alleyway and also left a portion of the right-of-way intact. The City and the public have continued to utilize this access to the park and to the other parcels. The driving aisle is cluttered with vehicles parked on the roadway and creates a hazard for access. Code Enforcement has limited ability to respond, and the City receives complaints. The City has regularly maintained the alleyway and included it in its roadway condition surveys. Idaho Law provides that when a roadway has been used by the public and worked and kept up at the expense of the public, it becomes a public right-of-way. Idaho Statutes provide a formal mechanism for evaluating the public's right to a roadway through a "validation proceeding." The proceeding requires notice and hearing, public testimony and deliberation. Once a decision is issued, an aggrieved party must bring an action in court to challenge it within 28 days, or they are barred. The process permits the City to have a survey of the right-of-way and be prepared to assist in the process and accurately delineate the boundaries of the properties involved. The anticipated cost of a survey is under \$7,000 and will be paid for through Public Works. Public Works has requested that the survey be prepared in this process. Validation will formally recognize or refute the existence of the public right-of-way at this location. If validated, it will allow better enforcement of the roadway parking, and confirm legal access to the park and apartment

building. This creates a record of the proceedings and establishes the finality of the decision for any further judicial challenges. Staff recommends City Council initiate a validation proceeding, finding that questions exist as to the establishment of public right-of-way. Staff also recommends that a survey be prepared to be considered in the proceedings.

Motion by Malloy to approve the Treaty Rock Right of Way Validation.

Second by Ziegler.

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

Motion Carried

b. North Idaho Special Assistant US Attorney (SAUSA) Initiative

Field Herrington, City Attorney: The City of Post Falls has been invited to join a regional public safety collaboration aimed at enhancing federal prosecution of drug trafficking and associated crimes in northern Idaho. The North Idaho Special Assistant U.S. Attorney (SAUSA) Initiative seeks to bolster enforcement of federal drug crimes by establishing a dedicated SAUSA position within the U.S. Attorney's Office, stationed in Coeur d' Alene. The initiative was developed as part of Operation Esto Perpetua, a state-led response to the fentanyl crisis, and has received both state and HIDTA (High Intensity Drug Trafficking Area) program support. The proposed MOU formalizes a local partnership involving counties and municipalities throughout North Idaho. Participating jurisdictions agree to contribute funding to support the SAUSA position. Shoshone County will serve as the employer and administer the program, including oversight of salary, benefits, and operational expenses for the attorney. The attorney will assist in the prosecution of drug trafficking and related crimes with an emphasis on cases that would benefit from federal prosecution, and may coordinate with local law enforcement and prosecutors where appropriate.

Motion by Ziegler to approve the North Idaho Special Assistant US Attorney (SAUSA) Initiative.

Second by Malloy.

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

Motion Carried

c. Prairie Trail Extension - Zorros Rd. to SH41 - Award of Contract

Chris Schneider, Staff Engineer: Award of the construction contract for the Prairie Trail, Zorros Rd. to SH41, will construct a quarter-mile section of the Prairie Trail. The Prairie Trail is a regional recreational trail extending between Post Falls and Coeur d' Alene. In March 2025, the City hired Welch Comer & Associates to design the Prairie Trail improvements, which included filling an existing pit next to the trail alignment. In May of 2025, City Council approved advertising the project for construction. On June 6, a bid opening was conducted. Seven bids were received with a low bid of \$152,370.00 from Northwest Landworks. Five of the received bids were less than the Engineer's estimate of \$368,925.00. The bid package from Northwest Landworks was reviewed, with minor mathematical irregularities that were inconsequential. Staff have reviewed the bids and the recommendation from Welch Comer. Staff recommended that the construction contract be awarded to Northwest Landworks as the lowest responsive bidder with a construction budget of \$175,225.50. The construction budget would be paid out of the multimodal impact fee account, which includes a 15% contingency amount from the low bid.

Motion by Malloy to approve the Prairie Trail Extension - Zorros Rd. to SH41 - Award of Contract.

Second by Ziegler.

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

a. Administration - Misc. Project Updates

Shelly Enderud, City Administrator: Updates were given on the following projects.

Parks and Recreation Department Recruitment Update

Long-Range Financial Plan

CityLink Transit Collaboration

Parade Coordination and Ordinance Development

Post Falls Historical Society

Mitigation Efforts

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: School is out watch out for the kids. The boat launch will be opening soon. Be careful with the water at Corbin Park.

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

8:12 PM

City of Post Falls
City Council Minutes

June 17, 2025





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.