



**CITY COUNCIL
MEETING MINUTES**

**July 1, 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. Water Reclamation Impact Fees

Roll Call

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

Details of options to implement impact fees for financing capital projects were discussed.

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

CEREMONIES, ANNOUNCEMENTS, APPOINTMENTS, PRESENTATION:

ACTION ITEM

1. Read by Mayor Jacobson: Last Sunday, a vicious, cowardly act was perpetrated on our local fire departments personnel. Firefighting is, in and of itself, a dangerous career as firefighters risk their lives every time they respond to a fire. It is part of the job. They do so to protect lives and property. They accept this risk because that is what they are called to do. Sunday, they encountered a risk they should never have to experience. It is hard for me to fathom why anyone would set an ambush to shoot and kill those who are first responders. It is heartbreaking to know that two firefighters were killed and another seriously injured. In addition, the trauma experienced by all those who responded is something they will endure for many years.
The Coeur d' Alene Fire Department lost Battalion Chief John Morrison, a 29-year veteran. Kootenai County Fire and Rescue lost Battalion Chief Frank Harwood, a 17-year veteran. Coeur d' Alene Fire Engineer Dave Tysdal, a 30-year veteran was seriously injured. These firefighters were not employees of the City of Post Falls, but it feels as if they are our own. While they were not our employees, they were—are part of us. Firefighters and all first responders are like family. They rush to our aid and to the aid of their fellow first responders. These men and women know the risks involved with their jobs and willingly

put themselves on the line for the benefit of all. Firefighters waited for the opportunity to fight the fire that was started while law enforcement personnel from many different agencies took action to locate the shooter. EMS personnel were on the scene to provide medical assistance. These brave people shined during a time of uncertainty and danger. The response from law enforcement agencies across the region was enormous. It did not matter what agency those in trouble belonged to, or what city they were from. What mattered is that help was needed, and the response was great.

What causes a person to act in such a hateful manner? We may never know. What I do know is that there are two families who will not have a father, a husband, and brother come home. Another family will be dealing with a loved one who will have to endure a long recovery from an injury he should never have received. I also know that we as a community need to extend any assistance we can provide to these families and to all those involved. We can never replace their losses, or erase the pain, suffering and fear they have gone through, but we must provide support and appreciation. Our first responders are a special type of people. They accept and embrace risk to protect all of us. Please let them know how much we love, respect and appreciate them.

To the Morrison, Harwood, and Tysdal families, please know that you are in our thoughts and the sacrifice you have made will never be forgotten. I pray the God will give you comfort and strength as you deal with this tragedy.

To the members of the fire departments involved in this incident, you too are in our prayers. Thank you for your service and I pray that you never experience such an event again. To the law enforcement agencies who responded, thank you. It is humbling to see your dedication and commitment to your profession and to those you serve. The number of agencies and officers responding, while amazing, is what we have come to expect. Your willingness to engage and confront danger is beyond honorable. To the medial personnel responding, you too are appreciated and respected.

I hope and pray that this tragedy brings us closer together as a community. We have many differences, but we are a community. This loss affects us all. May we use Sunday's events to strengthen our respect for, and tolerance of each other.

I am confident that the love, support, honor and respect our citizens have for our first responders will be on full display in the days, weeks, and months to come.

2. City Hall and city business offices will be closed on Friday, July 4th, in observance of Independence Day. 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.

3. The Post Falls Festival is next weekend, July 11th through 13th. This beloved community event brings three days of fun to Q'emiln Park, with live music, delicious food from local vendors, arts and crafts booths, and activities for all ages. View the full event schedule and vendor list at postfalls.gov.

2.

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 17, 2025, City Council Meeting
- b. Accounts Payable 06/18/25 – 07/02/25
- c. April Cash and Investments
- d. Disposal of Office Chairs Police Department

Motion by Malloy to accept the Consent Calendar as presented.

Second by Westlund.

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

None

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. Amendment 1 to the Impact Fee Study Agreement with Welch Comer for Phase II Services
Robert Seale, Community Development Director: The consultant team Welch Comer, FCS Group, and Iteris partnered with City staff to complete Phase I of the Impact Fee Study, which began in May 2024. This phase involved developing background white papers on growth, parks, police, and transportation, and was presented to City Council on May 6, 2025. Following the completion of Phase I, staff worked with the consultant team to define the next steps and prepare a scope of work for Phase II, which will focus on developing the actual fee structure using the alternatives analyzed in Phase I. Phase II, as proposed in this contract amendment, will include selecting a locally preferred methodology, updating the fee calculations, and preparing the final impact fee report. Amendment I for Phase II contract is for \$62,300 and will be funded from Impact Fee Revenues.

Motion by Malloy to approve the Amendment 1 to the Impact Fee Study Agreement with Welch Comer for Phase II Services.

Second by Ziegler.

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

Motion Carried

- b. Resolution establishing a C-PACE program.

Motion by Malloy to approve the Resolution establishing a C-PACE program.

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. Acceptance of Annual Comprehensive Financial Report for FY 2024
Jason Faulkner, Finance Director: Alpine Summit CPA engaged in the annual audit and began field-testing in December, starting with accounts payable, payroll, debit service, and utilities billing. Later in the audit, the focus shifted to fixed assets, PERSI adjustments, subscriptions, lease agreements, and schedule of federal awards (SEFA). Alpine Summit CPA reviews the city council minutes, city policies, and internal controls for cash handling and finance department's processes to avoid theft. Alpine Summit CPA performed a single audit for the City since the city spent over \$750,000 of Federal Grant Money. Instead of having several agencies come to the city and charge fees, Alpine is authorized to perform single-audit tasks and report to the Federal Clearing House. In addition, Alpine reviews the financial statements once they are complete.

The financial statements are considered to be Management Discussion and Analysis, Financial Statements, and the Notes to the Financial Statements. Alpine noted that a few invoices needed to be in the fiscal year 2024 where the expense actually occurred, instead of 2025 from which the expense was paid. The issue was caused by professional services from a prior period before the invoice date. This issue has been resolved due to a new accounts payable process being implemented. The Annual Comprehensive Financial Report (ACFR) for FY 2024 and the Popular Annual Financial Report (PAFR) for 2024 are now on the City's website. Both have been submitted to the Government Finance Officers Association (GFOA) for certification of an award for excellent program.

Motion by Malloy to accept the Annual Comprehensive Financial Report for FY 2024.

Second by Ziegler.

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

Motion Carried

- b. Professional Services Agreement with J-U-B Engineers for Water Reclamation Facility Solids Handling Improvements
Andrew Arbini, Projects Division Manager: Significant upgrades are needed at the Water Reclamation Facility (WRF) to improve the solids handling process of wastewater treatment. Several components of these planned improvements were initially identified in the 2013 WRF Facility Plan as a future need. Last year, City Council adopted the 2024 update to the Facility master Plan which provided refinement to the needed improvements. The Facility plan was developed by JUB Engineers and City staff. Following the adopted Facility Study, City staff advertised for a Request for Qualifications (RFQ) for design services of the Solids Handling Improvements project. The City received responses from two consultant firms and JUB was selected as the most qualified firm. Following this selection, City staff initiated a Solids Resiliency Study with JUB. The completion of that study informed the development of this design scope and agreement for the project. As anticipated, the new tertiary treatment system has increased the amount of solids removal thereby increasing the overall daily solids production at the WRF. As a first phase, this design agreement will prioritize the procurement and installation of a new solids dewatering unit to provide improved redundancy of the solids processing system. The remainder of the planned solids improvements are also included in this design. Solids refer to the material removed from the treated water in the various processes of the WRF. They consist of the microbes which biologically treat the water, residual untreated waste products, and the particles created when the tertiary treatment coagulant binds to particles including phosphorus. This material is over 99% water. For economical handling, the water must be removed from the materials, which is accomplished through two processes, called thickening and dewatering. The design agreement and scope of work with JUB incorporates a Construction Manager/General Contractor (CMGC) delivery method. This approach involves early selection of a CMGC to provide input in the design phase with the project team, comprised of JUB and the City. The CMGC process will identify "early out" work packages, allowing a contractor to start construction before the entire project design is completed. Project work including design, is funded through the WRF

project budget for Solids Handling Improvements. This contract is not to exceed \$3,656,500. The Public Works Director is authorized to direct the use of the contingency for individual changes up to \$50,000. The total requested amount for Council approval is \$3,839,325.

**Motion by Malloy to approve the Professional Services Agreement with JUB Engineers for Water Reclamation Facility Solids Handling Improvements.
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.

a. Recreation Special Events Update

Traci Stevenson, Recreation Manager gave an update on special events happening over the summer. Highlighting Summer Camp, Movies in the Park, Post Falls Festival, River City Market & Music, and the Post Falls Triathlon.

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: Please be responsible with your firework use.

Malloy: The show of support for the firefighters was impressive today. It went from Spokane to Coeur d'Alene.

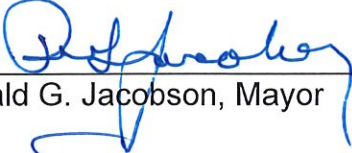
8. EXECUTIVE SESSION

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 7:05 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.