



**CITY COUNCIL
MEETING MINUTES**

**July 15, 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: Funding Priorities

Roll Call

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

Steigleder, Ziegler – Excused

Staff went over:

- Focus: FY '26 General Fund
- Revenue Update
- Discussion of requested funding/funding decisions
- Goal: Need direction on funding level. Confirmation on Mayor/Council Salaries

There is still work to do to balance the budget. Final revenue amounts are still unknown. Staff is working to reduce capital and operating expenses. Continued reliance on growth alone is no longer sustainable. The Council direction on budget levels will impact funding levels.

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

Plew, Malloy, Westlund, Davis - Present

Steigleder, Ziegler - Excused

CEREMONIES, ANNOUNCEMENTS, APPOINTMENTS, PRESENTATION:

ACTION ITEM

The City is currently updating its Comprehensive Plan - a long-range guide for growth and development in Post Falls. We're asking for your input through a quick online survey. Your feedback will help shape the future of our community. You can find the survey on the project site at postfalls2045.org.

The Parks & Recreation Department, together with the Police Department, is hosting the final Movie in the Park of the season. Cheaper by the Dozen will be playing next Friday, July 25th, at Crown Pointe Park. The movie begins at sunset.

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 – July 1, 2025 City Council Meeting
- b. Payables 07/02/25 - 07/16/25
- c. Request to Declare City Vehicles Surplus
- d. Westfork Townhomes Construction Improvement Agreement
- e. Mongeau Meadows 1st Addition Final Plat

Motion by Malloy to accept the Consent Calendar as presented.

Second by Westlund.

Vote: Plew-Aye, Davis-Aye, Westlund-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:

- a. Frontage Improvements Text Amendment (TA-25-1)

Public Hearing opened at 6:02 PM

Staff Report

Jon Manley, Planning Manager: Infill development involving accessory buildings within the City of Post Falls has historically been required to install frontage improvements and dedicate right of way. In certain instances, City staff on behalf of applicants, sought relief from these obligations by requesting waivers from the City Council. However, following a legal review, the city's legal department determined that this waiver process did not comply with city code. Consequently, many property owners with infill lots are now seeking alternative to offset the financial burden of these improvements. In response, a code amendment is being proposed to establish specific exceptions to these requirements, with the goal of supporting continued infill development in a legally sound and economically feasible manner. The Planning Department is requesting to repeal and replace Post Falls Municipal Code Section 18.24.020, subsection F.

Testimony

None

Public Hearing closed at 6:12 PM

Motion by Malloy to approve the Frontage Improvements Text Amendment TA-25-1.

Second by Westlund.

Vote: Davis-Aye, Westlund-Aye, Malloy-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. **Spokane Street and Poleline Avenue Roundabout Rehabilitation**

Andrew Arbini, Projects Division Manager: City staff, with support from Welch Comer, solicited informal bids from four contractors for the construction of the Spokane and Poleline roundabout. Two bids were received on June 27, 2025. Informal bidding for Public Works Construction is allowed under Idaho Code for public works projects less than \$250,000 in value. Interstate Concrete and Asphalt submitted the low bid of \$167,080.75. The engineer's estimate for construction was \$179,305. Following a review of the bids by Welch Comer and the City's Legal Division, City staff recommends awarding the construction contract to Interstate Concrete as the lowest, responsive bidder. In early 2025, the City's Streets Division evaluated the Spokane Street and Poleline Ave roundabout for potential pavement rehabilitation. Rather than simply removing and replacing the asphalt, it was determined that it would be

necessary to repair the base rock under the asphalt in the roundabout as well. Due to the impact on the public during construction and the extent of the traffic control needed, city staff recommended this work be performed by a contractor.

Motion by Malloy to approve the Spokane Street and Poleline Avenue Roundabout Rehabilitation.

Second by Westlund.

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

None

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. Prosecution Update
Casey Drews, City Prosecutor gave an update on the prosecution numbers in Post Falls so far this year.
- b. Community Development -- Miscellaneous Project Updates
Bob Seale, Community Development Director gave an update on Council requests or topics previously discussed.

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.

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:

- a. 74-206.(c) To acquire an interest in real property not owned by a public agency.
74-206.(d) To consider records that are exempt from disclosure as provided in chapter 1, title 74, Idaho Code.
74-206.(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 744-206 (c) To acquire an interest in real property not owned by a public agency, 74-206 (d) To consider records that are exempt from disclosure as provided in chapter 1, title 74, Idaho Code, and 74-206 (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 18 minutes.

Second by Westlund.

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

Motion Carried

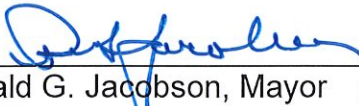
Entered into Executive Session at 6:33 PM

Exited Executive Session at 7:08 PM

RETURN TO REGULAR SESSION

ADJOURNMENT

7:08 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.