



**CITY COUNCIL
MEETING MINUTES**

**August 5, 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. FY26 Budget

Items discussed:

Amount budgeted for replacement funds

Capital/operating funded from FY25 carryover

Potential enterprise fee offset

Impact from potential budget increases

- Impact on levy rate from new construction/annexation

- Impact of a 3/4% increase to Homeowner from Capital Forgone coming off levy

Next Steps

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 - Present

Davis - Excused

CEREMONIES, ANNOUNCEMENTS, APPOINTMENTS, PRESENTATION:

ACTION ITEM

The City is 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. The survey closes August 11th, so don't miss your chance to weigh in! Visit postfalls2045.org to participate.

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.

Steigleder states a conflict of interest on Consent Calendar Item e and Unfinished Business Item a.

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 15, 2025, City Council Meeting
- b. Accounts Payable 07/16/25 - 08/06/25
- c. May Cash and Investments
- d. Consent to Assignment and Assumption Agreement – Post Falls Landing Development Agreement
- e. MVBC Annexation Grants of ROW and Easement (ANNX-23-6)
- f. Montrose 18th Addition Subdivision Construction Improvement Agreement
- g. FY2026 Intergovernmental Agreements for Prosecution Services
- h. Police Department IT Asset Disposals

Motion by Malloy to approve the Consent Calendar as presented.

Second by Ziegler.

Vote: Steigleder - Abstain on item e, Aye on rest, Plew-Aye, Malloy-Aye, Ziegler-Aye, Westlund-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. Vacation - Villa Point North File No VAC-25-2

Public Hearing opened at 6:05 PM.

Staff Report Jon Manley, Planning Manager: Owner requests the vacation of the 10-foot utility easement running through the center of the lots within Villa Point North. The easement was established solely for the benefit of the platted parcels. No utilities have been installed, and no external parcels or utility providers are affected. Staff have no concerns about the proposed Vacation of the easement on the plat.

Applicant Jeff Scott, Jeff Scott Properties: The subject properties were platted for 8 townhomes and had construction drawings prepared and approved on 6/30/2020. The construction drawings were created for these 8 townhomes, with an open walkway separating the residential structures from the garages. The easement was dedicated to solely provide power connectivity to each townhome. The approved design for the townhomes was never constructed.

Testimony None

Public Hearing closed at 6:09 PM.

Motion by Malloy to approve the Vacation - Villa Point North File No VAC-25-2.

Second by Westlund.

Vote: Plew-Aye, Malloy-Aye, Ziegler-Aye, Westlund-Aye, Steigleder-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. Ordinance - MVBC Annexation File No. ANNEX-23-6

Motion by Malloy to place the Ordinance MVBC Annexation File No. ANNEX-23-6 on its first and only reading by title only while under suspension of the rules.

Second by Ziegler.

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

Motion Carried

AN ORDINANCE OF THE CITY OF POST FALLS, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO ANNEXING PROPERTY CONSISTING OF APPROXIMATELY 3.60 ACRES LOCATED AT THE SOUTHEAST CORNER OF NORTH CHASE ROAD AND EAST PRAIRIE AVENUE; PROVIDING FOR AMENDMENT OF THE OFFICIAL ZONING MAP; AND PROVIDING FOR AN EFFECTIVE DATE HEREOF;

Motion by Malloy to approve the Ordinance MVBC Annexation File No. ANNEX-23-6 and to direct the clerk to assign the appropriate number and that it be published by summary

only.

Second by Ziegler.

Vote: Malloy-Aye, Ziegler-Aye, Westlund-Aye, Stiegleder-Abstain, Plew-Aye

Motion Carried

- b. Ordinance - Title 18 Frontage Improvement Code Amendment

Motion by Malloy to place Ordinance Title 18 Frontage Improvement Code Amendment on its first and only reading by title only while under suspension of the rules.

Second by Ziegler.

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

Motion Carried

AN ORDINANCE OF THE CITY OF POST FALLS, KOOTENAI COUNTY, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, PROVIDING FOR THE REPEAL AND ADOPTION OF POST FALLS MUNICIPAL CODE SECTION 18.24.020.F TO PROVIDE RIGHT OF WAY DEDICATION AND FRONTAGE IMPROVEMENT REQUIREMENTS, STANDARDS AND EXCEPTIONS; PROVIDING THAT REMAINING SECTIONS OF POST FALLS CITY CODE SHALL REMAIN IN EFFECT; PROVIDING FOR SEVERABILITY; PROVIDING FOR THIS ORDINANCE TO BE IN FULL FORCE AND EFFECT AFTER ITS PASSAGE, APPROVAL AND PUBLICATION ACCORDING TO LAW.

Motion by alloy to approve Ordinance Title 18 Frontage Improvement Code Amendment and to direct the clerk to assign the appropriate number and that it be published by summary only.

Second by Ziegler.

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

Motion Carried

- c. Public Works Operations Center

Andrew Arbini, Projects Division Manager: Staff negotiated a contract with Integrus Architecture, who is on the City's approved roster for architectural services and who has assisted with prior phases of this project. This scope will provide design services for the first phase of the project. This phase includes an operations shop for the water division, streets heated storage, support facilities streets, water, and fleet operations staff, and office space for public works administrative support staff. As part of the design work, staff will work with Integrus to consider any improved phasing recommendations which might allow for better functionality of the site at a similar cost. The contract value for the requested services is \$721,707. Staff requests a 5% contingency in the amount of \$36,085 in the event additional services will benefit the project.

Motion by Malloy to approve the Public Works Operations Center.

Second by Ziegler.

Vote: Westlund-Aye, Stiegleder-Aye, Plew-Aye, Malloy-Aye, Ziegler-Aye

Motion Carried

- d. WRF Tertiary Treatment Improvements, Contract Amendment with Panhandle Area Council

Andrew Arbini, Projects Division Manager: The facility is in continuous operation and treating wastewater. Outstanding items are the final report for the membrane system, claim for additional time related to HVAC, and warranty resolution. Panhandle Area Council (PAC) role is to

document compliance with prevailing wage requirements, This is necessary as prevailing wages required to use State Revolving Fund Loan. The reporting is required up to substantial completion of the project. This amendment is for \$2,000 and funded through the WRF Tertiary Treatment Project and the funding sources remain aligned with the master plan financial strategy. The next steps is final acceptance of the membrane system and contractual documentation and remedies with the construction contractor.

Motion by Malloy to approve the WRF Tertiary Treatment Improvements, Contract Amendment with Panhandle Area Council.

Second by Ziegler.

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

Motion Carried

- e. Prairie Trail, Zorros to SH41, Additional Services - Amendment #1

Rob Palus, City Engineer: In March 2025, the City of Post Falls entered into a Professional Services Agreement with Welch Comer and Associates, for the design and construction management services associated with the Prairie Trail extension, Zorros Rd to SH41. The professional services agreement did not include project specific materials testing during construction. Geotechnical inspection is important to verify that the materials and compaction methodology the contractor uses meets City Specifications in filling the existing borrow pit and constructing the Prairie Trail Extension. Proper materials and the compaction thereof reduces the likelihood of settlement and reduces the long-term maintenance and operational costs for the City. Typically, geotechnical inspection is made a part of the contractor's responsibility in the contract. for this project, the geotechnical inspection was not included in the construction contract to give the City additional oversight and insurance of the final product. Welch Comer's original professional services agreement was for \$72,940 and City Council authorized expenditures not to exceed \$80,000. Approval of amendment #1 would result in a approved amount of \$104,500.

Motion by Malloy to approve the Prairie Trail, Zorros to SH41, Additional Services Amendment #1.

Second by Westlund.

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

Motion Carried

- f. Fiscal year 2026 budget resolution

Jason Faulkner, Finance Director: Before Council is the publication to set the highest limit the FY26 budget could be. The final budget will be lower.

Motion by Malloy to approve the Fiscal year 2026 budget publication.

Second by Ziegler.

Vote: Malloy-Aye, Ziegler-Aye, Westlund-Aye, Stiegleder-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. Memorandum of Understanding with Post Falls School District #273

Dave Fair, Parks and Recreation Director: The MOU establishes a reciprocal use framework under which each party provides the other with priority access to specified facilities when not in use for their own programs. Schedules are submitted seasonally, and each party retains full operational control of its own properties. Key provisions include priority use structure, maintenance and cleaning responsibilities, cost sharing, supervision requirements, damage and liability, annual review, and duration. The City's primary cost obligation under the MOU relates to shared resurfacing of school gymnasium floors. Annual costs will vary and funding is subject to annual budget approval. No new appropriations are required for current fiscal year implementation.

Motion by Malloy to approve the Memorandum of Understanding with Post Falls School District #273.

Second by Ziegler.

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

Rob Dorsey discussed the issue his parents are having with the City and their property that is in the county. His parents wanted to build a house on the property and the county told them that since they are in the City of Post Falls Area of Impact, they would have to annex into to the City and develop to City standards. They do not want to annex into the city and find this requirement too much.

Larry Spencer spoke about the same issue and how city codes need to change.

Lloyd Dorsey said that it is his property and he and his wife wanted to build a house on the property. He does not want to annex into the City.

Warren Wilson, Deputy City Administrator, said that this requirement is a county requirement and not a City requirement.

Mayor spoke that the City staff will work with the Dorsey's to rectify this situation.

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. Fleet Update

John Beacham, Public Works Director: The Fleet program has 5 full-time employees with one vacancy right now. The fleet includes 530 units (this is not all vehicles and includes mowers and other machinery). The replacement value of the fleet is \$19.1 million. In the general fleet, an

average of \$390 per vehicle/year is spent on parts and service and the average is 10 years. The police fleet, an average of \$445, is spent per vehicle/year on parts and service and the average age is 9 years.

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.

Steigleder - The Triathlon was a great success. Asked for a workshop on HOA's

Ziegler - Sorry for all the trouble the Dorsey's are going through and hope City staff can clear this up fast.

Westlund - Expressed same opinion.

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

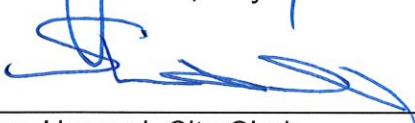
ADJOURNMENT

7:30 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.