



**CITY COUNCIL
MEETING MINUTES**

**September 2, 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. Spokane Street Water Tower

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

The Spokane Street water tower, between 1st and 2nd Avenue, is a popular landmark but not a functional piece of the water system infrastructure. The purpose of the workshop is to discuss plans to preserve the tower as a landmark, while formally retiring it as a water division asset. Staff will present the history of the water tower's service and discuss recent assessment information. Preserving the tower will be a significant commitment and fundraising may be necessary if the general fund cannot support the required investments. Key points of the discussion will include: verify a desire of the council to commit to preserving the tower, understand the level of fundraising desired, and understand any concerns which may exist for short-term work.

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

None

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 – August 19, 2025, City Council Meeting
- b. Payables 08/20/25 - 09/03/25

Motion by Malloy to approve the Consent Calendar as presented.

Second by Ziegler.

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

Moiton 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. Continued Deliberation on FY '26 Budget

Ziegler: I appreciate the Council for delaying this vote so I could dive into the material.

Steigleder: Citizens have stated that law enforcement is a priority. Is the Police Department good with their budget?

Captain Jason Mealer: I think our needs have been met. I think we have done the best with what

we have.

Steigleder: My other concerns are Public Works and Parks and Rec whose budgets are decreasing. It seems like the services that the citizens are receiving are the budgets that are decreasing. It has been said that the greatest resource in the City is its staff but I would say the City's greatest resource is its citizens.

Dave Fair, Parks and Recreation Director: We can stretch, we can find ways. We are looking at our revenue centers are for next year. We do not expect the services to go down from what we are doing this year. We are comfortable, we can do it.

Mayor: Budgets are made on projections and you do the best with the projection you are given.

Davis: I think we received alot of information for this budget. There is alot of misinformation out there.

Motion by Malloy to approve the FY26 Budget as presented.

Second by Ziegler.

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

Motion Carried

- b. Fiscal Year 2026 Budget Ordinance

Motion by Malloy to place the Fiscal Year 2026 Budget Ordinance on its first and only reading by title only while under suspension of the rules.

Second by Ziegler.

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

Motion Carried

AN ORDINANCE ENTITLED THE ANNUAL APPROPRIATION ORDINANCE FOR FISCAL YEAR BEGINNING OCTOBER 1, 2025, APPROPRIATING THE SUM OF \$165,432,629 TO DEFRAY THE EXPENSES AND LIABILITIES OF THE CITY OF POST FALLS FOR SAID FISCAL YEAR AUTHORIZING A LEVY OF A SUFFICIENT TAX UPON THE TAXABLE PROPERTY AND SPECIFYING THE OBJECTS AND PURPOSES FOR WHICH SAID APPROPRIATIONS ARE MADE.

Motion by Malloy to approve the Fiscal Year 2026 Budget Ordinance and to direct the clerk to assign the appropriate number and that it be published by summary only.

Second by Ziegler.

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

Motion Carried

- c. Resolution Reserving Foregone Taxing Authority for Fiscal Year 2026

No longer needed.

- d. Fiscal Year 2026 Fee Resolution

Motion by Malloy to approve the Fiscal Year 2026 Fee Resolution.

Second by Plew.

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

Motion Carried

- e. Additional Services for The Guy Road Lift Station Decommissioning and Gravity Sewer Project

Jaxon Fleshman, Project Manager: In recent review of the wastewater system needs with City staff and Developer stakeholders, the timing of this second trunkline is dependent on the replacement of the Fisher Sewer lift station which is currently in the scoping phase of preliminary design. At this time, completing a full design for this future project is no longer necessary or recommended. This amendment will authorize Welch Comer to finalize the Chase Road trunkline to a sixty percent design concept which will be used in the design of the lift station upgrades. This change in design results in a credit for the difference if unused services in this design task. The net total of this amendment is an addition of \$5,100. This will be taken out of the management reserve budget which currently holds \$23,000 of the originally approved \$25,000.

Motion by Malloy to approve the Additional Services for the Guy Road Lift Station Decommissioning and Gravity Sewer Project.

Second by Ziegler.

Vote: Malloy-Aye, Westlund-Aye, Steigleder-Aye, Davis-Aye, Plew-Aye, Ziegler-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. Updates to Rules of Procedure for Meetings and Public Hearings

Field Herrington, City Attorney: The City has conducted public meetings with informal procedures; it has not previously adopted a formal rule of order such as Robert's Rules of Order or an equivalent. The proposed Rule of Order is explicitly designed for the size, structure, and needs of the City of Post Falls. Developed based on legal research and practices from other Idaho municipalities. The rest of the proposed changes update the City's Rules of Procedure for Meetings and Public Hearings to reflect current practices, improve organization, modernize formatting, update contact information, and formalize provisions related to electronic media and written testimony. The updated rules are intended to provide clear expectations for all participants and to strengthen the legal and procedural framework that supports the City's public meeting process. The summary of key changes are: plain language cleanup the document was revised for consistency and readability, with more precise language used to describe procedural requirements and expectations for staff, applicants, and the public. Updated City Contact Information. All references to email addresses and URLs have been updated to use the City's new ".gov" domain. Electronic Presentation Materials. The revisions formalize procedures for submitting digital materials, including required file formats, security review, and deadlines to ensure compatibility with City systems. USB devices and direct connections to City equipment are no longer permitted.

Steigleder: I feel that the public should be able to address here and the issue they are having with a staff member. If they have a complaint and they feel they have not been getting traction with staff.

Herrington: Usually that would fall under a Human Resources (HR) as a personnel complaint. It could start at the Council level and then be directed to HR.

Steigleder: The spokesperson gets 15 minutes to speak and must give the Clerk 6 days notice that they are going to speak as a spokesperson. The agenda doesn't come out till Friday before

the Tuesday meeting. I think this is not reasonable, and they should be able to notice the Clerk right before the meeting.

Herrington: We are trying to get non-repetitious testimony.

Steigleder: I think it should be changed to the same deadline as written testimony 4 days.

Council is in consensus of changing it to 4 business days instead of 6 days.

Motion by Malloy to approve the Updates to Rules of Procedure for Meetings and Public Hearings with the caveat the deadline for spokesperson testimony be the same as written testimony.

Second by Steigleder.

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

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. Update on Use of CCTV Truck

Craig Borrenpohl, Utility Manager: The City purchased a closed-circuit television (CCTV) camera truck in 2024. The goal with this purchase was to assist water reclamation staff in inspecting the wastewater collection system, identifying problem areas, and prioritizing maintenance to reduce backups and other issues within the system. An overview of how the truck has been used was given.

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. (b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student.

Motion by Malloy to enter into Executive Session pursuant to Idaho Code 74-206(b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student, further that no action will be taken during the session and that the session will last approximately five minutes.

Second by Ziegler.

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

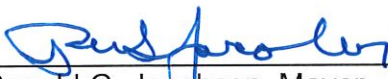
Entered into Executive Session at 7:19 pm.

Exited Executive Session at 7:38 pm.

RETURN TO REGULAR SESSION

ADJOURNMENT

7:38 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.