



**CITY COUNCIL
MEETING MINUTES**

**September 16, 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. Compensation Survey

**Roll Call: Steigleder, Plew, Malloy, Ziegler, Westlund, Mayor Jacobson - Present
Davis — Excused**

Janet Best, HR Director, Wade Larson, Optimal Talent: This workshop is to inform Council regarding the proposal received from Optimal Talent to conduct a comprehensive compensation study. This would be used to attract and retain talent, to ensure internal equity and to stay competitive in the marketplace.

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.

Meeting was started at 5:45 pm with the Executive Session going first.

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**

- a. Proclamation - National Service Dog Month

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

Industries brand. The City's wastewater operators are familiar with the operation and repairs of this unit and maintain an inventory of spare parts for expedient repairs in the event of a mechanical breakdown. Additionally, the de-watering facility was designed for a future installation of an identical BDP by placing the footings for the future unit in the existing slab. The City's purchasing policy allows for sole source procurement in reference to Idaho code and confirmation by the City's Legal and Finance departments. The considerations for sole source procurement are outlined in JUB's technical memorandum with the applicable criteria contemplated in Idaho Statute 67-2808(2)(a)(ii). This criterion considers compatibility of equipment, components and replacement parts or service as paramount considerations for sole source procurement. The procurement cost of the new BDP unit is estimated at \$1.2 million. This excludes the supporting construction, electrical and engineering costs to install the unit. If Council declares BDP Industries to be a sole source vendor for this equipment, staff will publish a notice to that effect in the paper. After a 14-day waiting period, in which objections can be filed, staff would proceed with contract negotiations and return to City Council with a proposed purchase contract.

Steigleder: So the idea of using a sole source is so that we don't have to go out to bid? Isn't this pass the threshold of things we have to go out to bid for?

Arbini: This would be one time for this particular unit. The sole source is based on the criteria i listed on the slide.

Steigleder: I am wondering if you have to ask for this. It sounds like BDP is the cheapest, fastest so why do we need to identify someone as our sole source?

Arbini: So, under Idaho Code there is a threshold for procurement for public works where you have to go out to bid. Idaho Code 67-2808 lets you do a sole source if there is really only one vendor for the product.

Westlund: Is the sole source to avoid the red tape of doing an RFP where we already know the outcome or to avoid a situation where someone could come in lower, and we are stuck with that?

Arbini: Looking at what we already have and what our staff is already used to. This would streamline parts throughout the system. Looking at other vendors, their timeline was much longer.

Westlund: You are comfortable with the vendor.

Field Herrington, City Attorney: We are still giving notice to other vendors for 14 days to pipe up and say hey, we have a product.

Motion by Malloy to approve the Water Reclamation Facility Solids Handling Improvements - Sole Source Procurement.

Second by Ziegler.

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

Motion Carried

- b. Fiscal Year 2026 Fee Resolution

Motion by Malloy to approve Resolution Fiscal Year 2026 Fee Resolution and to direct the clerk to assign the appropriate number.

Second by Ziegler.

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

Motion Carried

- c. Update to Rules of Procedure for Meetings and Public Hearings

Motion by Malloy to approve Resolution Update to Rules of Procedure for Meetings and Public Hearings and to direct the clerk to assign the appropriate number.

Second by Ziegler.

Vote: Plew-Aye, Steigleder-Aye, Westlund-Aye, Ziegler-Aye, Malloy-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. Ross Point Road Cycle Track - Award of Contract

Rob Palus, City Engineer: In June 2023, the City of Post Falls entered into a Cooperative Construction Agreement with the State of Idaho for the I-90/SH41 Interchange. Within the agreement, the City paid the State for the construction of a two-way curb-separated bicycle facility along Ross Point Rd from Seltice Way to 3rd Ave., also known as a "cycle track." Federal funding for the interchange did not allow for the inclusion of any improvements south of 3rd Ave. Based on existing roadway geometry, and desiring to maximize safety and visibility along the roadway, the best location for a transition between traditional bicycle lanes and the cycle track is at 2nd Ave. Due to the project size, a formal bid process was not required and an informal solicitation of bids was completed in July and August 2025. JUB Engineers made an initial solicitation of bids from three contractors, to which no formal bids were received. Follow up with the contractors indicated project size and scope as primary drivers for the lack of a formal response. A request for bid was then made to Cameron Reilly and a response of \$122,359.00 was received. This amount is comparable with the engineers' estimate of \$123,008.00. Cameron Reilly is the subcontractor to Scarcella Brothers that will be completing the section of cycle track within the ITD's interchange project, facilitating the needed coordination. Staff would request an additional 10% contingency amount, over the bid amount of \$122,359.00 for the project, resulting in a not to exceed amount of \$134,595.00.

Steigleder: How will this affect snow removal on Ross Point Rd?

Palus: The road plowing would not be impaired. What will be required is the Parks Department would have to come in and plow the cycle track portion.

Steigleder: Remind me, this is part of the Centennial Trail?

Palus: That is correct.

Motion by Malloy to approve the Ross Point Road Cycle Track - Award of Contract.

Second by Ziegler.

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

None

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: I have spoken in the past about speeding happening in the West Ridge Elementary area. Could this be checked to see if anything has been done?

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 5 minutes.

Second by Ziegler.

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

Motion Carried

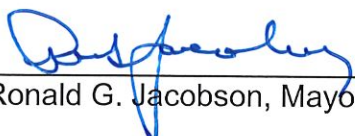
Entered into Executive Session at 5:45 pm.

Exited Executive Session at 6:00 pm.

RETURN TO REGULAR SESSION

ADJOURNMENT

6:28 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.