



**CITY COUNCIL
MEETING MINUTES**

**October 7, 2025
6:00 PM**

Location: City Council Chambers, 408 N. Spokane Street, Post Falls, ID 83854

**WORKSHOP – 5:00 pm 2nd Floor Conference Room
Canceled**

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
All Present

**CEREMONIES, ANNOUNCEMENTS, APPOINTMENTS, PRESENTATION:
ACTION ITEM**

Mayor: Public Comment is now being taken on the City's Comprehensive Plan. This is your chance to make your opinion known.

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.

Removed from Executive Session section F.

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 – September 16, 2025, City Council Meeting
- b. Payables 9.4.25-9.30.25
- c. Surplus of City Hall items
- d. Fiscal Year 2025 Audit Engagement Letter
- e. Lingar Annexation Reasoned Decision File No. ANNX-24-11
- f. Painted Rock Reasoned Decision File No. ANNX-25-3

Motion by Malloy to accept the Consent Calendar as presented.

Second by Westlund.

**Vote: Davis-Aye, Plew-Aye, Westlund-Aye, Ziegler-Aye, Malloy-Aye, Steigleder-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. O'Brien Vacation File No. VAC-25-1

Public Hearing opened at 6:05 PM.

Staff Report

Justin Sauder, Associate Planner: The property owner is requesting the vacation of the 10-foot utility easement that runs along the westerly property line of 1501 E. Tammy Dr. to construct an addition to the single-family home. City staff has reviewed this proposed vacation and do not see issues with the proposal. The property is within the River Plaza Addition, which includes a ten-foot platted utility easement that runs throughout the entire development. The construction drawing for the plat were dated 1978 and indicate an "overland emergency drainage" route along the western boundary of River Park Plaza Addition, being concurrent with the easement location. The existing built environment at the site and to the north and south thereof, precludes any reasonable overland drainage being needed. A review of the original stormwater facilities by City staff, indicates that all facilities were built in conformance with the original plans, there are no known maintenance or operational concerns, and the facilities meet or exceed current design stormwater capacities. There are currently no utilities within the easement and Avista has provided a letter confirming that the easement will not be utilized for any future utilities. The vacation would allow the property owner to construct an addition to the single-family residence located on the property. No other properties would be affected by the proposed vacation.

No public comment was given for this public hearing.

Public Hearing was closed at 6:09 PM.

Motion by Malloy to approve the O'Brien Vacation File No. VAC-25-1.

Second by Ziegler.

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

Motion Carried

b. Warren Field ICDBG Update

Public Hearing was opened at 6:10 PM.

Staff Report

Robbie Quinn, Parks Planner: To satisfy our grant requirements, per the Citizen Participation Plan, this public hearing is scheduled to provide an update on the status of construction, and any substantial changes made to the scope of work, budget, schedule, location, or beneficiaries. In August 2024, the city received ICDBG funding approval for the Warren Field Frontage Improvements Project. The project scope of work included curbing, gutters, sidewalks, stormwater catchment, lighting, ADA parking along Idaho St. and 2nd Ave., and an ADA accessible entrance into the park. The total grant application was for \$325,000 from the Idaho Department of Commerce and an \$80,000 cash contribution from the city. Construction substantial completion was issued on July 18, 2025, which was a week and a half ahead of schedule. There were no substantial changes made to the scope of work, location, or beneficiaries. There was one change order resulting in a \$9,998.91 net increase in construction cost. The original construction agreement was \$302,304.00, and with the one change order the revised total is \$312,302.91. Additionally, there was one change order to the consultant agreement for \$3,997.56. In summary, the project was completed per the original scope of work, ahead of schedule, and with \$11,300.47 (2.8%) cost increases from the original budget.

There was no public comment on this public hearing

Public Hearing was closed at 6:23 PM.

No motion was needed for this hearing.

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:

None

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. **Prairie Trail Extension - Zorros Rd. to SH41 - Work Change Directive #1**

Rob Palus, City Engineer: On June 17, 2025, City Council awarded the contract for the Prairie Trail extension from SH41 to Zorros Rd. to Northwest Landworks. The project's scope is the construction of a multi-use trail along with filling in a borrow pit adjacent to the trail's alignment, between SH41 and Zorros Rd. Construction began in late August 2025, completion of the project is estimated of October 2025 and is currently on schedule. The original award was for \$152,370 with a 15% contingency of \$22,855.50. During construction, potential excess material on site was identified. A survey conducted by the City's consulting engineer, Welch Comer and Associates, identified approximately 3000 additional cubic yards of excess material. Two options were available for remediation of the excess material included hauling the material off site to another disposal area at a cost of \$23.31 per cubic yard or revising final grades and balancing the material on site at a cost of approximately \$12 per cubic yard. The additional cost for revising final grades and balancing the materials on site would be a lump sum amount of \$35,520. Staff is requesting an additional \$27,901.50 of multi-modal impact fee funding to cover the costs of removing the excess material of Work Change Directive #1 and maintain a 10% contingency (\$15,237) to address other quantity changes during paving and landscaping.

Motion by Malloy to approve the Prairie Trail Extension - Zorros Rd. to SH41 - Work Change Directive #1.

Second by Ziegler.

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

- b. **Transportation Master Plan - Contract Amendment #3**

Rob Palus, City Engineer: Contract Amendment Three is to cover costs associated with additional work in getting the future model to meet City growth projections and coordinate data with the Kootenai Metropolitan Planning Organization (KMPO) regional model. During the initial modeling, staff discovered significant population and job placement discrepancies for future years between City projections and regional modeling efforts. City staff worked with the consultants and KMPO to coordinate land uses in the local and regional model. Additional work efforts included several meetings between the consultant, KMPO, City staff and a presentation to the Kootenai County Area Transportation Team (KCATT) and the KMPO Board. Contract amendment three is for \$27,782. Staff recommends approval of the amendment as the work effort was necessary to provide a more accurate forecast of future impacts of growth on the transportation system at both a regional and local level. The work product will also be utilized in other modeling efforts by the City to verify future sewer capacities and updates to sewer modeling.

**Motion by Malloy to approve the Transportation Main Plan - Contract Amendment #3.
Second by Ziegler.**

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

c. Acceptance of County Deed to Centennial Trail Property

Field Herrington, City Attorney: Kootenai County has approved the conveyance of a parcel of land consisting of Centennial Trail property to the City of Post Falls. This corridor parcel is located adjacent to the City's existing trail ownership and consists of approximately 6.228 acres, extending the City's ownership to McGuire Rd. The transfer supports the City's goal of expanding recreational connectivity and trail access along McGuire Rd. and surrounding subdivisions and will ensure continuity of trail maintenance, and enable formal planning and future enhancements. The deed has been approved by the Kootenai County Board of Commissioners, and staff recommends that the City accept the conveyance and authorize the Mayor to sign the deed on behalf of the City. No additional conditions or easements are imposed through this transaction, and the deed includes all appurtenant rights associated with the parcel. There is no acquisition cost to the City for this parcel. However, staff anticipates that extending services approximately half a mile beyond the current trail system will result in ongoing maintenance costs. These future expenses would likely include surfacing, snow removal, and vegetation management. While specific costs will vary based on conditions and seasonal factors, staff expects annual costs to be consistent with other similarly maintained trail segments.

Motion by Malloy to accept the County Deed to the Centennial Trail Property.

Second by Ziegler.

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

Bela Kovacs in his role as Kootenai County Assessor addressed the City Council that he intends to tax a tax-exempt property owned by the City of Post Falls. The assessor referenced a 4.11-acre property adjacent to the Cabela's parking lot which the City has owned since 2012.

Mayor Jacobson said he will wait to see what the decision is when you opt to try to assess taxes on a property owned by the city that is non-taxable. The City intended to set the property aside for a future park and ride lot expansion. That expansion did not come to fruition.

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. Parks and Urban Forestry Asset Management and Computerized Maintenance Management Software Implementation Update

Bryan Myers, Parks Manager provided an update on the Parks Asset Management and Brightly Asset Essentials Computerized Maintenance Management System (CMMS), as the second year of use has concluded. The report explores service level consistency, asset aging, and the

maintenance-capital cycle. It highlights the initial benefits of the CMMS, advancing towards deeper reporting and analytics to support data-informed budgeting for future park services in Post Falls.

b. Recovery of Withheld Taxpayer Funds

Field Herrington, City Attorney went over a report on the recovery of withheld penalties and interest from delinquent tax payments. The Kootenai County Treasurer announced that, beginning October 2022, the County would withhold late charges and interest on delinquent property taxes instead of distributing them to taxing districts as required by Idaho law. This marked a departure from long-standing practice across most Idaho counties. For Post Falls specifically, the withheld amount totaled \$126,590 in principle. The Cities of Post Falls and Coeur d'Alene led a legal challenge joined by other affected districts. District Court and subsequent rulings affirmed that the Idaho Code requires penalties, interest, and costs to be apportioned to taxing districts, not retained by the County. The Supreme Court stated: "The County argues that section 63-1015 is ambiguous. We disagree." "The County spends much of its brief discussing collection costs... To the extent the County and amici ask this Court to effectively rewrite the operative statutes to reflect their preferred public policy positions, we decline this invitation." The City of Post Falls has recovered \$126,590 in principle with accrued interest, cost, and attorney fees, approximately \$179,700 in total. Monthly payments from the County have resumed, consistent with pre-October 2022 practices. While the courts upheld the City's position, forthcoming legislation is anticipated that could alter the statutory framework. If adopted, this would permanently redirect these revenues away from cities, schools, and other districts into county coffers. Staff anticipates that continued partnership with neighboring cities, schools, and special districts will be necessary to defend against these legislative changes.

c. Parks and Recreation Director Recruitment Update

Shelly Enderud, City Administrator gave an update on where in the process we are with the recruitment of a new Parks and Recreation Director.

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 Jacobson: Drive safe. Kids are in school now and soon will be out for Halloween.

Ziegler: It is unfortunate that an issue with the County was handled during Citizen Comments.

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.
- 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 move 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, Idaho Code 74-206(d) To consider records that are exempt from disclosure as provided in chapter 1, title 74 Idaho Code, further that no action will be taken during the session and that the session will last approximately 15 minutes.

Second by Ziegler.

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

Entered Executive Session at 7:24 pm.

Exited Executive Session at 7:36 pm.

RETURN TO REGULAR SESSION

7:36 pm.

9. ADDITIONAL BUSINESS

ACTION ITEMS:

- a. **ACTION ITEM** Consideration of a confidential agreement and waiver discussed in executive session pursuant to Idaho Code § 74-206

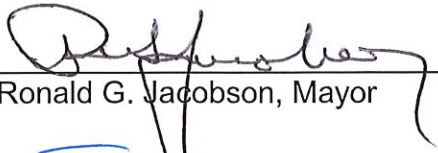
Motion by Malloy to confidential agreement and waiver discussed in Executive Session pursuant to Idaho Code 74-206.

Second by Ziegler.

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

ADJOURNMENT

7:37 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

**City of Post Falls
City Council Minutes**

October 7, 2025

Councilors: Samantha Steigleder, Aaron Plew, Joe Malloy, Nathan Ziegler, Randy Westlund, Ryan Davis

**Mission
Building Community.**