



**CITY COUNCIL
MEETING MINUTES**

**October 21, 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. Joint Workshop with Planning and Zoning and City Council Topic: The Development Processes

Roll Call

**City Council: Mayor Jacobson, Stiegleder, Plew, Malloy, Ziegler, Westlund, Davis - Present
Planning and Zoning Commission: Walton, Steffensen, Schlotthauer, Kimball, Schreiber, Wilhelm - Present
Carey - Excused**

Robert Seale, Community Development Director, provided a brief overview of the development process as it typically proceeds following annexation and zoning approvals. The presentation went over the subdivision process, defining milestones, the subdivision to construction process, role of HOA's, single phase development examples, multiphase development examples.

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**

- a. Kootenai County Fire and Rescue Levy Override
- b. This Halloween, we invite families to join us at City Hall to Trick-or-Treat on Friday, October 31st, from 3 to 5 pm. City Hall will be decorated, and staff will be handing out candy, making it a fun and safe event for everyone.
- c. The City's Residential Falls Clean-Up will take place on Saturday, November 1st. This is an extra garbage pick-up day for Post Falls residents. Please make sure all items are bagged or placed in your garbage tote and set out at the curb by 6 am.

d. The first Council meeting in November has been moved to Monday, November 3rd due to Election Day.

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 Consent Calendar item e. Landmark Place Water Main Freeway Crossing Construction Improvement Agreement from the agenda.

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 – October 7, 2025, City Council Meeting
- b. Payables October 8, 2025 - October 22, 2025
- c. Kootenai County Public Transportation
- d. North Place East 3rd Addition Subdivision Plat

Motion by Malloy to approve the Consent Calendar as amended.

Second by Ziegler.

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

None

during citizens issues at the same meeting but may request additional information or that the item be placed on a future agenda.

Raven O'Toole addressed the Council about the ongoing issue happening at Meadow Grove Park and the issues with the HOA not being set up. Staff was directed by the Mayor to look into the matter.

Asa Grey from the Kootenai County Elections Office informed Council that early voting is now open.

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. Utilities Division Regulatory Compliance Update

Craig Borrenpohl, Utilities Manager: Programs within the Utilities Division, including the Water Reclamation, Stormwater, Industrial Pretreatment, and Dringing Water are regulated by numerous state and federal regulations. An update was provided on these programs and highlighted the work completed to ensure continued compliance.

b. Transportation Investment Program (2026-2032) - KMPO

Rob Palus, City Engineer: The Kootenai Metropolitan Planning Organization (KMPO) annually updates their seven-year Transportation Improvement Program (TIP). The 2026-2032 TIP was adopted by the KMPO on October 9th after going through a public comment period and conducting a Public Open House in September 2025. The TIP was additionally recommended for adoption by the Kootenai County Area Transportation Team (KCATT) at their September 2025 meeting. The TIP is a multi-year funding program document that lists federally and non-federally funded transportation improvements proposed by local jurisdictions, highway districts, Kootenai County, and Idaho Transportation Department within Kootenai County, during the next seven years. This document and review period also included Kootenai County's 2026 Program of Projects (POP) using Federal Transit Administration's Section 5307 funding to support of public transportation activities in the Coeur d' Alene-Post Falls Urbanized area. An overview of the projects within the TIP that have an impact on the City's transportation system and those of regional interest was given. In particular, staff provided work updates and project schedules on the I-90/SH-41 interchange project and the I-90 widening project between SH-41 and US-95.

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 spoke about watching out for kids trick or treating on Halloween. He also spoke that he was in contact with the County Commissioners about the comments made at a previous Council meeting by the County Assessor and is keeping them informed on the situation.

Stiegleder spoke about the PUD process.

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(a) To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need. This paragraph does not apply to filling a vacancy in an elective office or deliberations about staffing needs in general.

Motion by Malloy to enter into Executive Session pursuant to Idaho Code 74-206(a) To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need. This paragraph does not apply to filling a vacancy in an elective office or deliberations about staffing needs in general, 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, Ziegler-Aye, Plew-Aye, Westlund-Aye, Steigleder-Aye, Malloy-Aye
Motion Carried**

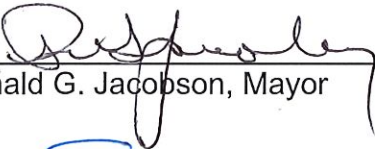
**Entered into Executive Session at 7:26 pm.
Exited Executive Session at 7:54 pm.**

RETURN TO REGULAR SESSION

7:54 pm

ADJOURNMENT

7:54 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.