



**CITY COUNCIL
MEETING MINUTES**

**November 3, 2025
6:00 PM**

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

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**

- City Hall and City business offices will be closed Tuesday, November 11th, in observance of Veterans Day. Police, Fire and Rescue services for emergencies may be reached by calling 911. The Police Department will remain open for walk-in emergencies. For water-related emergencies, please call 208-773-3517.
- Due to the holiday, the November Planning and Zoning Commission meeting will be held on Wednesday, November 12th at 5:30 PM.
- Tomorrow is Election Day, Polls in Kootenai County will be open at 8 AM to 8 PM. For voter and polling information, visit www.kcgov.us/elections.

- a. **ACTION ITEM** - Appointment of Parks and Recreation Director and Approval of Employment Contract

Motion by Malloy to approve the appointment of the Parks and Recreation Director and Approval of the Employment Contract.

Second by Ziegler.

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

Motion Carried

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 – October 21, 2025, City Council Meeting
- b. Payables 10.22.25-11.5.25
- c. August Cash and Investments
- d. Warren Field Playfield Project Funding Agreement
- e. Pleasant View Annexation Development and Annexation Agreement Amendment - Addendum #1 (ANNX-0006-2020)
- f. Dorsey Consent to Annex Agreement
- g. Request to Declare City Assets & Equipment as Surplus
- h. Harvest Meadows PUD MDA File Nos PUD-25-2 & SUBD-25-4
- i. Lingar Development and Annexation Agreement File No. ANNX-24-11
- j. Painted Rock Development and Annexation Agreement File No. ANNX-25-3
- k. Steckman Annexation Grant of Rights-of- Way & Easements File No. ANNX-24-9
- l. Elfer's Annexation Grant of Rights-of-Way & Easements File No. ANNX-24-10

Motion by Malloy to approve the Consent Calendar as presented.

Second by Ziegler.

Vote: Ziegler-Aye, Westlund-Aye, Plew-Aye, Davis-Aye, Malloy-Aye, Stiegleder-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. River City Corners Special Use Permit Appeal File No. SUP-25-1/APL-25-1 -
CANCELED

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. Water Reclamation Facility Solids Handling Improvements, Procurement Contract with BDP Industries

Andrew Arbini, Projects Division Manager: Significant upgrades are needed at the Water Reclamation Facility (WRF) to improve the solids handling process of wastewater treatment. Solids refer to the materials removed from the treated water in the various processes of the WRF. They consist of the microbes which biologically treat the water, residual untreated waste products, and the particles created when the tertiary treatment coagulant binds to particles including phosphorus. This material is over 99% water. For economical handling, the water must be removed from the materials, which is accomplished through two processes, called thickening and dewatering. City Council declared BDP Industries a sole source vendor at the September 16, 2025, City Council meeting. This declaration authorized staff to negotiate a purchase contract directly with BDP. This procurement process is contemplated in Idaho Code 67-2808(2)(a)(ii) which allows the City to consider compatibility of equipment, components and replacement parts or service as the paramount consideration. Procurement of this second BDP unit will provide improved redundancy of the solids processing system in the first phase of the project. The balance of the solids improvements project will be included in the second phase of the project design. The procurement of this de-watering unit with BDP is \$738,500. Prior to contract negotiations, the cost of the new BDP unit was estimated to cost \$937,500. Delivery of the new belt press is anticipated by December 31, 2026, which aligns with the current project schedule. The contract value for the requested purchase is \$738,500. Staff requests a 5% contingency in the amount of \$36,925 to be authorized by the Public Works Director in the event additional services will benefit the project. The total request from staff is \$775,425.

Motion by Malloy to approve the Water Reclamation Facility Solids Handling Improvements, Procurement Contract with BDP Industries.

Second by Ziegler.

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

- b. Quarry Sports Complex LWCF Grant Acceptance

Robbie Quinn, Parks Planner: The City has been awarded a \$1,250,000.00 grant with a 50% match requirement. The matching funds will be paid for with park impact fees. Future construction contracts will be brought back to council for approval. This project will be the fifth and largest Land and Water Conservation Fund (LWCF) grant awarded to the city. The Parks Department is seeking council approval for the mayor to sign an agreement with the State of Idaho, represented by the Idaho Parks and Recreation Board and the Idaho Department of Parks and Recreation, for a Land and Water Conservation Fund grant to assist with the Quarry Sports Complex Phase 1. Phase 1 will add multi-use fields, a shelter, restrooms, a parking lot, and include add-alternates for a playground and sports courts. The grant acceptance is for \$1,250,000.00 with a city match of \$1,514,985.00.

**Motion by Malloy to approve the Quarry Sports Complex LWCF Grant Acceptance.
Second by Ziegler.**

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

c. Quarry Sports Complex Phase 1 Design Agreement

Robbie Quinn, Parks Planner: With the approval of the LWCF grant, staff is requesting council approval to authorize the mayor to sign the design agreement with MT-LA to complete the phase 1 design documents. Currently, the construction documents are 90% done and this agreement will complete them to 100% for permitting and bidding. Additionally, MT-LA will provide all necessary specification packages with separate bid schedules for the Buy America, Build America grant requirements. This agreement will also include all bidding tasks, including bid advertisement, coordination, pre-bid meeting, and all contractor bidding support. The agreement with MT-LA is for \$48,263.50 and will be paid out of Park Impact Fees. Staff is also seeking a contingency of \$5,000, for any additional edits during the design or permitting process, for a total request of \$53,263.50.

**Motion by Malloy to approve the Quarry Sports Complex Phase 1 Design Agreement.
Second by Ziegler.**

d. Ordinance - Steckman Annexation File No. ANNX-24-9

Motion by Malloy to place the Ordinance Steckman Annexation File No. ANNX-24-9 on its first and only reading by title only while under suspension of the rules.

Second by Westlund.

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

AN ORDINANCE OF THE CITY OF POST FALLS, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO ANNEXING PROPERTY CONSISTING OF APPROXIMATELY 6.96 ACRES LOCATED WEST OF N. SPOKANE STREET MIDWAY BETWEEN W. GRANGE AVENUE AND PRAIRIE AVENUE; PROVIDING FOR AMENDMENT OF THE OFFICIAL ZONING MAP; AND PROVIDING FOR AN EFFECTIVE DATE HEREOF

Motion by Malloy to approve the Ordinance Steckman Annexation File No. ANNX-24-9 and to direct the clerk to assign the appropriate number and that it be published by summary only.

Second by Ziegler.

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

Motion Carried

- e. Ordinance - Elfers Annexation File No. ANNX-24-10

Motion by Malloy to place the Ordinance Elfers Annexation File No. ANNX-24-10 on its first and only reading by title only while under suspension of the rules.

Second by Ziegler.

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

Motion Carried

AN ORDINANCE OF THE CITY OF POST FALLS, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO ANNEXING PROPERTY CONSISTING OF APPROXIMATELY 5.2 ACRES LOCATED AT 3556 N. GUY ROAD; PROVIDING FOR AMENDMENT OF THE OFFICIAL ZONING MAP; AND PROVIDING FOR AN EFFECTIVE DATE HEREOF

Motion by Malloy to approve the Ordinance Elfers Annexation File No. ANNX-24-10 and to direct the clerk to assign the appropriate number and that it be published by summary only.

Second by Ziegler.

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

Motion Carried

- f. Well #4 Rehabilitation - Contract Amendment #1 with JUB Engineers

Jaxon Fleshman, Project Manager: In 2023 (prior to design work), JUB estimated construction oversight would cost \$175,300, which was included in the design contract. Several factors have impacted the actual time required by JUB to provide those services on this project. One significant factor is a longer lead time for equipment required for the contractor to provide, which has led to a longer construction window. Another factor is the time required by the engineer to respond to issues posed by the contractor. While an average assumption is used during estimation, some contractors require more attention from the engineer than others. These factors, and others of less significance, have required JUB to perform additional construction management services unanticipated at the time of contract execution in October 2023. JUB has developed a contract amendment to cover the remaining services required for project completion. This is based upon the actual expected construction period and the current actual weekly work required during construction. Work will be billed as time and materials and may be less than authorized by this amendment. The total requested increase to the contract is \$102,600. This will be funded with a task transfer of \$10,000 from the \$20,000 Management Reserve approved to be used as a contingency. Their remaining \$92,600 represents an increase to the overall project budget. A \$10,000 management reserve (Contingency) will remain available for use until the project is complete. Funding for this project is available within the authorized Well #4 Rehabilitation budget.

Motion by Malloy to approve the Well #4 Rehabilitation — Contract Amendment #1 with JUB Engineers.

Second by Ziegler.

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

None

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. Annual Impact Fee Report 2023-2024

Jon Manley, Planning Manager: gave the Development Impact Fee Report for 2024 as part of the Annual Audit for Fiscal Year 2024. A development impact fee report is an annual requirement for every governmental entity that collects impact fees.

b. Drinking Water Division Annual Report

Craig Borrenpohl, Utility Manager: gave a report covering the routine and emergency operations completed by the Drinking Water Division over the previous year.

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: Thank you to Shelly and Chief Mealer for the quick response to the citizen issue at the skate park.

Plew: Tomorrow is Election Day, get out and vote.

Malloy: Thank you for the great time at the City Hall trick or treating event last Friday.

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

7:13 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.