



**CITY COUNCIL
MEETING MINUTES**

**December 16, 2025
6:00 PM**

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

WORKSHOP – 4:30 pm 2nd Floor Conference Room

- a. Transportation Master Plan - Final Draft

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

JUB Engineers (Consultant on project) updated City Council with a status on the 2025 Transportation Master Plan. In 2017, the City of Post Falls had a population of approximately 35,000 and has since grown to an approximate population of 50,000. It is anticipated that the City will be close to a population of 100,000 by 2045. This update to the Transportation Master Plan examines the current operations of the City's transportation systems and identifies recommended improvements needed to address capacity issues resulting from growth, through the year 2045. Recommended improvements are determined based on examination of the performance of the existing transportation network and the anticipated capacity needed to accommodate projected growth patterns. Proposed projects have been identified as being needed to maintain or provide transportation systems that operate within the currently adopted level of service standards. Implementation of the Transportation Master Plan allows for growth to occur in a manner that provides for necessary roadway improvements, preserving capacity and maintaining a safe and efficient transportation system. The Transportation Master Plan serves as a guide in making land use and transportation system decisions that comply with the goals and policies of the City's Comprehensive Plan. The draft final plan projects a need of approximately 91 projects with an estimated value of \$360 million between 2025 and 2045 at current growth projections. Implementation of these projects and the costs thereof will be allocated between Impact Fees, the developer's required frontage improvements and other sources.

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

Led by member of Girl Scout Troop 2472

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 close at noon on Wednesday, December 24th, and remain closed Thursday, December 25th, in observance of Christmas. City offices will also close at noon on Wednesday, December 31st, and remain closed Thursday, January 1st, in observance of New Year's Day. Emergency police and fire services are available by calling 911. The Police Department will remain open for walk-in emergencies. For water-related emergencies, call 208-773-3517.

- We have openings on City Council and on the Urban Renewal Commission. For applications please see the City Clerk.

- a. Swearing in of new Parks and Recreation Director

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.

Unfinished Business item h Ordinance- Parade was removed 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 – December 2, 2025, City Council Meeting
- b. Accounts Payable 12.3.25 - 12.17.25
- c. October Cash and Investments
- d. FY 2025 Street and Road Report
- e. Salary Survey Contract with Optimal Talent Dynamics
- f. Arrive Post Falls Construction Improvement Agreement
- g. Harvest Meadows Subdivision Construction Improvement Agreement
- h. North Place East 4th Addition Subdivision Construction Improvement Agreement

- i. Crown Reserve Subdivision Final Plat Approval
- j. Welk Estates Minor Subdivision Final Plat Approval
- k. Poleline and Zorros Grant for Rights-of-Way and Easements (ANNX-24-2)
- l. McGuire Annexation Reasoned Decision (ANNX-25-4)
- m. McGuire Annexation and Development Agreement (ANNX-25-4)
- n. McGuire Annexation Grants of Rights-of-Way and Easements (ANNX 25-4)
- o. Echo Estates Grant of Rights-of-Way and Easements (ANNX-24-5)
- p. Echo Estates Annexation and Development Agreement (ANNX-24-5)

Motion by Malloy to accept the Consent Calendar as presented.

Second by Ziegler.

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

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. Ordinance - Villa Point North Vacation (VAC-25-2)

Motion by Malloy to place the Ordinance Villa Point North Vacation on its first and only reading by title only while under suspension of the rules.

Second by Ziegler.

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

AN ORDINANCE OF THE CITY OF POST FALLS, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, PROVIDING FOR THE VACATION OF A 10-FOOT INGRESS/EGRESS AND UTILITY EASEMENT SITUATED IN THE CENTER OF LOTS 1,2,3,4,5,6,7 AND 8, BLOCK 1 OF THE PLAT OF VILLA POINT NORTH ACCORDING TO THE PLAT THEREOF RECORDED IN BOOK L, PAGE 6654, RECORDS OF KOOTENAI COUNTY, IDAHO; LOCATED IN THE SOUTHEAST QUARTER OF SECTION 34, TOWNSHIP 51 NORTH, RANGE 5 WEST, BOISE MERIDIAN AS DESCRIBED HEREIN; PROVIDING FOR DISPOSITION OF THE EASEMENT; PROVIDING REPEAL OF CONFLICTING ORDINANCES; PROVIDING SEVERABILITY; PROVIDING AN EFFECTIVE DATE; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

Motion by alloy to approve the Ordinance Villa Point North Vacation and the direct the clerk to assign the appropriate number and that it be published by summary only.

Second by Ziegler.

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

Motion Carried

b. Ordinance - North Place Vacation (VAC-25-3)

Motion by Malloy to place the Ordinance North Place Vacation on its first and only reading by title only while under suspension of the rules.

Second by Ziegler.

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

Motion Carried

AN ORDINANCE OF THE CITY OF POST FALLS, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, PROVIDING FOR THE VACATION OF APPROXIMATELY ACRES OF RIGHT OF WAY RUNNING THROUGH THE NORTH PLACE EAST SUBDIVISION; PROVIDING FOR DISPOSITION OF THE RIGHT OF WAY; PROVIDING REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE

Motion by Malloy to approve the Ordinance North Place Vacation and the direct the clerk to assign the appropriate number and that it be published by summary only.

Second by Ziegler.

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

Motion Carried

c. Ordinance - Poleline and Zorros Annexation (ANNX-24-2)

Motion by Malloy to place the Ordinance Poleline and Zorros Annexation on its first and only reading by title only while under suspension of the rules.

Second by Ziegler.

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

Motion Carried

AN ORDINANCE OF THE CITY OF POST FALLS, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO ANNEXING PROPERTY CONSISTING OF APPROXIMATELY ACRES LOCATED AT 4553 E. POLELINE AVENUE; PROVIDING FOR AMENDMENT OF THE OFFICIAL ZONING MAP; AND PROVIDING FOR AN EFFECTIVE DATE HEREOF

Motion by Malloy to approve the Ordinance Poleline and Zorros Annexation and to direct the clerk to assign the appropriate number and that it be published by summary only.

Second by Ziegler.

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

Motion Carried

d. Ordinance - Echo Estates Annexation (ANNX-24-5)

Motion by Malloy to place the Ordinance Echo Estates Annexation on its first and only reading by title only while under suspension of the rules.

Second by Ziegler.

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

Motion Carried

AN ORDINANCE OF THE CITY OF POST FALLS, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO ANNEXING PROPERTY CONSISTING OF APPROXIMATELY ACRES LOCATED AT 2641 AND 2709 WEST ECHO DRIVE; PROVIDING FOR AMENDMENT OF THE OFFICIAL ZONING MAP; AND PROVIDING FOR AN EFFECTIVE DATE HEREOF

Motion by Malloy to approve the Ordinance Echo Estates Annexation and to direct the clerk to assign the appropriate number and that it be published by summary only.

Second by Ziegler.

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

Motion Carried

e. Ordinance - G2 Development Annexation (ANNX-25-2)

Motion by Malloy to place the Ordinance G2 Development Annexation on its first and only reading by title only while under suspension of the rules.

Second by Ziegler.

Vote: Ziegler-Aye, Plew-Aye, Westlund-Aye, Steigleder-Aye, Davis-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 ACRES LOCATED AT 166 EAST HORSEHAVEN AVENUE AND ASSIGNING IT A ZONING DESIGNATION OF RESIDENTIAL MIXED; PROVIDING FOR A CHANGE IN ZONING IN ZONING CLASSIFICATION FOR A -ACRE ADJACENT PROPERTY LOCATED ON EAST HORSEHAVEN AVENUE FROM SINGLE FAMILY RESIDENTIAL TO RESIDENTIAL MIXED; PROVIDING FOR AMENDMENT OF THE OFFICIAL ZONING MAP; AND PROVIDING FOR AN EFFECTIVE DATE HEREOF

Motion by Malloy to approve the Ordinance G2 Development Annexation and to direct the clerk to assign the appropriate number and that it be published by summary only.

Second by Ziegler.

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

Motion Carried

f. Ordinance - McGuire Annexation (ANNX-25-4)

Motion by Malloy to place the Ordinance McGuire Annexation on its first and only reading by title only while under suspension of the rules.

Second by Ziegler.

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

Motion Carried

AN ORDINANCE OF THE CITY OF POST FALLS, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO ANNEXING PROPERTY CONSISTING OF APPROXIMATELY ACRES LOCATED AT THE SOUTHWEST CORNER OF NORTH MCGUIRE ROAD AND WEST POLELINE AVENUE; PROVIDING FOR AMENDMENT OF THE OFFICIAL ZONING MAP; AND PROVIDING FOR AN EFFECTIVE DATE HEREOF

Motion by Malloy to approve the Ordinance McGuire Annexation and to direct the clerk to assign the appropriate number and that it be published by summary only.

Second by Ziegler.

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

Motion Carried

g. Ordinance - Fiscal Year 2026 Budget Amendment #1

Motion by Malloy to place the Ordinance Fiscal Year /budget Amendment #1 on its first and only reading by title only while under suspension of the rules.

Second by Ziegler.

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

Motion Carried

AN ORDINANCE OF THE CITY OF POST FALLS, IDAHO, AMENDING THE ANNUAL APPROPRIATION ORDINANCE 1531 FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2025, TO REFLECT THE RECEIPT OF UNSCHEDULED REVENUES AND TO AUTHORIZE EXPENDITURE OF PREVIOUSLY UNBUDGETED FUND BALANCE, INCREASING AND ESTABLISHING THE APPROPRIATIONS FOR EXPENDITURES IN VARIOUS DEPARTMENTS AND FUNDS, PROVIDING THAT THE TAX LEVY UPON TAXABLE PROPERTY WITHIN THE CITY IS NOT AFFECTED HEREBY, PROVIDING THAT ALL ORDINANCES IN CONFLICT HERewith ARE SUPPERSEDED BY THIS ORDINANCE TO THE EXTENT OF SUCH CONFLICT, AND PROVIDING THAT THE ORDINANCE SHALL BE EFFECTIVE UPON ITS PUBLICATION DATE.

Motion by Malloy to approve the Ordinance Fiscal Year 2026 Budget Amendment #1 and to direct the clerk to assign the appropriate number and that it be published by summary only.

Second by Ziegler.

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

Motion Carried

h. Ordinance - Parade

Removed from the Agenda.

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. Urban Renewal Technology District Plan Amendment

Robert Seale, Community Development Director: North Idaho Holdings, LLC (a joint venture of Kootenai Health and Multi Care Health Systems) and their development partners Parkwood Properties and Lake Side Companies are requesting an amendment to the Technology District Urban Renewal District. The amendment would allow reimbursement of public infrastructure improvements for the proposed Prairies Medical Campus and surrounding area near the southeast corner of Highway 41 and Prairie Avenue. When the Tech Park URD was adopted in 2018, much of the areas south of Prairie were unknown and only included the bare minimum of information related to necessary infrastructure improvements. With the proposed development of the medical campus along with the anticipated mixed-use along Prairie Ave, the Urban Renewal Agency is now looking to amend the plan to include updated infrastructure plans. The proposed streets, water and wastewater infrastructure projects are expected to help serve the commercial and industrial development in the northeast section of the city, along with the adjoining medical campus and mixed-use along Prairie Ave. Through the adoption of this amendment, Urban Renewal will be able to consider reimbursement of street water and wastewater improvements, helping to ensure the installation of these projects on an earlier timeline and reducing the number of phases necessary for completion. The widening and extension of Zorros and Fennecus in particular, will provide the package roads as identified in the City's Transportation Master Plan.

Motion by Malloy to place the Ordinance Urban Renewal Technology District Plan Amendment on its first and only reading by title only while under suspension of the rules. Second by Ziegler.

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

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF POST FALLS, IDAHO, APPROVING A PLAN AMENDMENT, BUT NOT A PLAN MODIFICATION, TO THE POST FALLS TECHNOLOGY DISTRICT URBAN RENEWAL PLAN ADOPTED BY POST FALLS ORDINANCE 1349 TO SUPPORT THE GROWTH OR DEVELOPMENT OF A COMMERCIAL OR INDUSTRIAL PROJECT WITHIN THE EXISTING URBAN REVENUE ALLOCATION AREA BY ADOPTING A REVISED APPENDIX A ADDING URBAN RENEWAL PROJECTS WITHIN THE DISTRICT; AUTHORIZING THE CITY CLERK TO TRANSMIT A COPY OF THIS ORDINANCE TO THE POST FALLS URBAN RENEWAL AGENCY; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF ALL CONFLICTING ORDINANCES; APPROVING THE SUMMARY OF THE ORDINANCE; AND PROVIDING AN EFFECTIVE DATE.

Motion by Malloy to approve the Ordinance Urban Renewal Technology District Plan Amendment and to direct the clerk to assign the appropriate number and that it be published by summary only.

Second by Ziegler.

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

b. Crown Reserve Park Construction Improvement Agreement

Robbie Quinn, Parks Planner: On June 3, 2025, the city approved the CIA with Medalist Development, Inc for the construction of the Crown Reserve Subdivision. The CIA specified a 3.6 acre open space park. The developer and the Parks Department have been in discussions about the park being constructed and dedicated to the City as a City-owned and maintained park. This proposed agreement intends to formalize the requirements, dedication, and reimbursement between the city and the developer. The developer will construct the 3.6 acre park, which will include two basketball courts, a dedicated playground area and curbing, internal concrete paths, external asphalt loop, on-street parking lot, site utilities, site landscape and irrigation, including open space for two multi-use fields. The developer will cover the costs for the external asphalt loop path, landscape and irrigation, and the dedication of the park land. The city will reimburse the developer for the remainder of the improvements previously listed. Upon completion, city inspection, and approval of the improvements, Medalist Development will dedicate the park to the city, and the city will reimburse the developer \$349,380.01 out of park impact fees.

Motion by Ziegler to approve the Crown Reserve Park Construction Improvement Agreement.

Second by Westlund.

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

c. Quarry Sports Complex Grant of Sewer Easement

Robbie Quinn, Parks Planner: During design work for the Quarry Sports complex, it was discovered that a sewer easement was not recorded for the Ross Point Water District (RPWD) sewer service, that runs along the north end of the City property. In 2017, RPWD connected their office to the city sewer at the time of Charleville Rd construction and sewer mainline installation. Because the RPWD parcel does not front Charleville Rd, the sewer service was installed along the north end of the City property. This 20' easement grants RPWD the legal right to own and maintain their sewer service on city property.

Motion by Malloy to approve the Quarry Sports Complex Grant of Sewer Easement.
Second by Ziegler.

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

Kerri Thoreson spoke about the Police Department's Holidays and Heroes event and how well it went off. She also spoke about citizens applying for the empty City Council seat.

6. ADMINISTRATIVE / STAFF REPORTS

**City of Post Falls
City Council Minutes**

December 16, 2025

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 Recreation Presentation

Retiring Parks and Recreation Director Dave Fair gave a presentation on the changes to the Parks and Recreation Department during his tenure as the 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.

City Council members spoke about their appreciation to Mayor Jacobson for his time as Mayor and his time service the citizens of Post Falls.

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

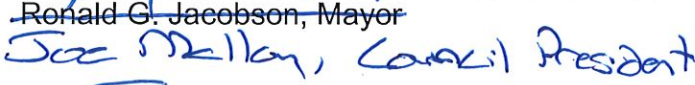
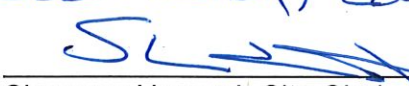
RETURN TO REGULAR SESSION

ADJOURNMENT

7:59 PM





Ronald G. Jacobson, Mayor

Joe Malloy, Council President


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.

