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**CITY COUNCIL  
MEETING MINUTES**

**April 21, 2026  
6:00 PM**

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

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

a. Efficiency Study Continued Discussion

Shelly Enderud, City Administrator presenting: A proposal requested by the Mayor to complete a trial manpower study was presented by Jeremy Williams of Star of the Sea Consulting. Council members requested additional information, including further details from Mr. Williams and information from city staff on internal efficiency analysis. To recap that discussion, statutory constraints on local government revenue, in conjunction with high inflation and a decreasing levy rate, have created a structural gap for all local taxing jurisdictions including the city. Without statutory change, this structural gap between expenses and revenues will continue to widen, leading to the need to reduce expenses or services in future years. This widening gap makes it necessary for the City to increase its efforts to find ways to decrease expenditures, increase revenues, create efficiencies, and/or reduce service levels and programs offered by the city. As an option to explore increasing efficiency, Mayor Westlund asked staff to meet with Jeremy Williams, owner of Star of the Sea Consulting, beginning in late 2025 to investigate performing a City-wide efficiency audit. Mr. Williams, who has previous experience evaluating efficiencies as a consultant for the army, recently opened his own consulting firm hoping to provide this type of service for local governments. Because Mr. Williams has no previous experience working in the local government context, a smaller study focused on the Streets Division was proposed as a possible trial run to evaluate Mr. Williams' services rather than using the City's usual RFP process to hire a consultant. The Mayor suggested this approach to spending the time and resources that would otherwise be involved in the RFP process to evaluate Mr. Williams' service. The proposed cost of this trial is \$30,000. Staff prepared a request for proposals to perform an operational efficiency audit on the streets division along with supporting information about staff time, methodology, costs, and other items from Mr. Williams. During the February 17th discussion, council requested Mr. Williams provide examples of his work product and how they would apply to a study of the streets division. On March 4th, Mr. Williams submitted additional information to the Council. Staff also followed up with a request for additional information that was missing from the original scope/proposal. Mr. Williams responded on March 24th, with additional information. Council also requested staff bring back information on what an internal efficiency study would look like and examples of how this applies in the normal duties of department heads. The city is continuously seeking efficiencies in our services. This is an essential skill for a department head in city government. Some examples of past efficiencies that have been implemented in the city include the transition to digital processes for city council packets, budget packets, building permits, personnel action forms, employee onboarding and recruitment and may finance processes, including utility billing and payment processing. Staff also work to eliminate duplicate data entry processes and unnecessary approval processes. Additionally, the city has moved many of its operating systems into the cloud, allowing easier submittal and approval processes. This has reduced workflow steps and process bottlenecks.

Council also asked if the city could do something like Mr. Williams' audit in-house. There are many different programs for evaluating and/or increasing efficiencies that the city could implement in-house. The first is an in-house evaluation of the streets division staffing, somewhat akin to Mr. Williams' approach. A second approach is a more broadly focused in-house efficiency program incorporating the principles of lean manufacturing. City administration has been exploring this approach separate from Mr. Williams' proposal. Staff could pursue either, or both, of these concepts, if desired. However, limited resources and time would make pursuing multiple options at the same time difficult. Mr. Williams has requested \$30,000 to perform his evaluation. This is not in the current budget, so a budget amendment or transfer would be needed.

### **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 WESTLUND**

### **INVOCATION**

The Mayor will offer a brief invocation intended to solemnize the Council's proceedings. Attendance and participation are voluntary. The invocation is not intended to require or encourage participation by members of the public, nor to advocate or proselytize for any particular religion or belief. No Council action is influenced by participation or non-participation.

### **PLEDGE OF ALLEGIANCE**

### **ROLL CALL OF CITY COUNCIL MEMBERS**

Samantha Steigleder, Aaron Plew, Joe Malloy, Nathan Ziegler, Jack Mosby, Marc Lucca All present

All present

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

- a. Proclamation - Arbor Day 2026
- b. Proclamation - Military Child Month
- c. Proclamation- National Fallen Firefighters Memorial Day

D. Community Recycle Day will be held this Saturday, April 25, from 10 am to 2 pm at City Hall. Residents can recycle electronics, shred important documents, safely dispose of unused prescriptions, and more—all in one convenient location.

E. The City is hosting presentations and a drop-in workshop on April 29–30 as part of the Comprehensive Plan Update. Three identical presentations will be offered on Wednesday, April 29, followed by a drop-in open house on Thursday, April 30, where residents can learn more and share feedback on future land use and development.

F. Arbor Day will be celebrated on Saturday, May 2, from 8 am to 12 pm at Q'emilin Park. Urban Forestry staff will provide educational demonstrations, and free trees will be available for the first 100 participants.

G. More details on all events are available on the City's website at [postfalls.gov](http://postfalls.gov).

### 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 – April 7, 2026, City Council Meeting
- b. Payables 04/08/2026 - 04/22/2026

**Motion by Malloy to accept the Consent Calendar as presented.**

**Second by Ziegler.**

**Vote: Lucca-Aye, Malloy-Aye, Mosby-Aye, Plew-Aye, Ziegler-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. City of Post Falls - 2025 Transportation Master Plan

**Public Hearing opened at 6:09 pm.**

**Rob Palus, City Engineer:** The City of Post Falls currently manages transportation planning for vehicular and multi-modal transportation based on the City of Post Falls 2017 Transportation Master Plan. The 2017 Master Plan was built off traffic conditions and growth projections from 2014, and identified needs and priorities through 2035. In 2023, the City of Post Falls hired JUB Engineers to update the City's Transportation Master Plan utilizing 2023 traffic data, 2020 census

data and updated growth projections coordinated with the Kootenai Metropolitan Planning Organization (KMPO). The updated plan identifies projected system operations and needs to meet established levels of service through the year 2045. To update the Transportation Master Plan, traffic counts were collected from 80 locations throughout the City to provide a calibrated local model focused on City operations and built off the regional model that is maintained by KMPO. Growth projections were coordinated with KMPO. Plan development included coordination with Technical Advisory Group, collaboration with community stakeholders and consideration of regional planning efforts for the Rathdrum Prairie Area Transportation Plan and expansion of Interstate 90. Public outreach was conducted that included public surveys, two public open houses and gathering community feedback at Post Falls Days in 2025. In 2025 2 workshops and one new business item were conducted with City Council to address the status of the Master Plan Update and preliminary results. The updated model indicates that the transportation system is currently working within the adopted Level of Service (LOS) Standards for 2025. Areas that do not currently meet the adopted LOS Standards have current mitigation under construction or are on the City's existing Impact Fee Capital Improvement Plan. The 2025 Transportation Master Plan establishes a recommended capital improvement plan and an anticipated implementation plan. Projects are categorized into Short-Term, Medium-Term and Long-Term. Actual implementation is dependent on the intensity and location of growth during the planning window. Multi-modal projects were developed through an analysis of 7 characteristics that would influence successful implementation of the expansion of bicycle and pedestrian infrastructure. Proposed projects were coordinated with the City's Community Development, Parks and Public Works Departments. Some of the projects within the multimodal implementation plan will be incorporated into Parks Master Planning. The 2025 Transportation Master Plan identifies \$362,783,000 of roadway and multi-modal transportation projects to be completed between 2025 and 2045. Funding for these projects would be completed through a combination of Impact Fees, Developer funding, collaboration with partner jurisdictions and grant funding. Revisions to Impact Fees will be resolved by a separate public hearing and City Council action.

**Testimony: None**

**Public Hearing closed at 7:31 pm.**

Request to table this item so that Councilor Mosby has more time to review the information.

**Motion by Malloy to table to another future Council meeting.**

**Second by Mosby.**

**Vote: Malloy-Aye, Mosby-Aye, Plew-Aye, Ziegler-Aye, Steigleder-Aye, Lucca-Aye**

**Motion Carried**

### **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. The Quarry Sports Complex Phase 1 Construction Agreement

Robbie Quinn, Parks Planner: Over the past five years, the Parks and Recreation Department has advanced the Quarry Sports Complex from concept to construction-ready. Completed work includes the master plan, mass grading design, road frontage design, irrigation well design, and 100% construction documents for Phase 1. On the ground, the site has been installed, and the irrigation well is in place. Last year, Council approved a \$1,250,000.00 Land and Water Conservation Fund (LWCF) grant in support of the project. On April 1, 2026, the City opened bids for Quarry Sports Complex Phase 1. LaRiviere Inc. submitted the sole bid at \$4,859,893.50 against an Engineer's estimate of \$4,998,626.00. MT-LA and City staff have reviewed the bid, find it responsive, and recommend award to LaRiviere Inc. Phase 1 scope includes two multi-uses fields, a shelter, restrooms, a parking lot, entry plaza, and a site maintenance yard. Staff is also seeking a 5% contingency which is intended to cover change orders arising from unforeseen conditions. Change order drawings from contingency funds will require approval and signature by the Parks and Recreation Director or designee. Additionally, staff is seeking council approval for the contract with MT-LA for construction administration and observation for \$157,046.50. MT-LA will provide contract administration such as submittal review, review and preparation of contractor par requests, and preparation of change order documentation. MT-LA will also provide construction observations such as construction diaries, materials review, testing procedure, workmanship observation, quantity tracking, erosion and sediment control compliance, punch list, and substantial and final inspections, and for elevations and construction locations. This contract will be billed on actual working hours, and it assumes 8 months of construction.

**Motion by Malloy to approve the Quarry Sports Complex Phase 1 Construction Agreement.**

**Second by Ziegler.**

**Vote: Mosby-Aye, Plew-Aye, Ziegler-Aye, Steigleder-Aye, Lucca-Aye, Malloy-Aye**

**Motion Carried**

b. Seltice Way Rehabilitation and Pipeline Project, Recommendation to Award

Andrew Arbini, Projects Division Manager: The city opened bids for the Seltice Way Rehabilitation and Pipeline project on March 24, 2026. The city received seven bids. The low bid of \$4,936,253.000 was submitted by MDM Construction Group, Inc. The engineer's estimate for construction was \$9,288,988.00. City staff recommends the construction contract be awarded to MDM Construction Group, Inc, as the lowest, responsive bidder. The pavement condition of Seltice Way between McGuire and Chase Road is in poor condition. Interim repairs by city crews have extended the current life of the pavement surface. This project will reconstruct the road structure from the base up, resulting in a road designed to last 20+ years. The proposed project on Seltice Way presents an opportunity to include below-ground piping infrastructure identified in the City's master planning documents. Additionally, the scope of work includes improvements to pedestrian facilities, stormwater collection and dry utility installation. Including the underground improvements in the project will avoid duplicate projects in the future. In July 2024, City Council approved the design contract with JUB Engineers. Early in the design, the City of Rathdrum requested a section of their future forcemain be constructed with the Seltice Way project. The City of Rathdrum's sewer system pumps wastewater to the City of Post Falls Water Reclamation Facility. City Council approved a Memorandum of Understanding (MOU) whereby the City of Post Falls will be reimbursed by the City of Rathdrum for the design and construction costs of this new pipeline. Constructing this pipeline at the same time as the Post Falls work decreases the likelihood of future projects in this corridor and will decrease the potential for conflicts within the

construction zone. Overall, this is anticipated to save both entities on the construction work and will decrease the long-term impact to the public. This project will occur in multiple phases over the next two construction seasons and includes a winter shutdown in the project schedule. Project completion is anticipated by the end of fall 2027.

**Motion by Malloy to approve the Seltice Way Rehabilitation and Pipeline Project Recommendation to Award.**

**Second by Plew and Ziegler.**

**Vote: Plew-Aye, Ziegler-Aye, Steigleder-Aye, Lucca-Aye, Malloy-Aye, Mosby-Aye**  
**Motion Carried**

- c. Seltice Way Rehabilitation and Pipeline Project, Construction Management Services Amendment

Andrew Arbini, Projects Division Manager: See previous report.

**Motion by Malloy to approve the Seltice Way Rehabilitation and Pipeline Project, Constructuin Management Services Amendment.**

**Second by Ziegler.**

**Vote: Ziegler-Aye, Steigleder-Aye, Lucca-Aye, Malloy-Aye, Mosby-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:**

- a. Solid Waste Temporary Projects Ordinance Update

Chris Gabbert, Deputy City Attorney: The City currently regulates solid waste collection through franchise agreements. These Agreements ensure consistent service, public health protection, and system reliability. However, recent changes in state law exclude temporary or project-specific waste collection activities from franchise requirements and direct local jurisdictions to define these activities. The proposed ordinance establishes a definition of a "Temporary Project" as an activity lasting 90 days or less that generates refuse requiring containerized collection. This provides clarity for both residents and service providers. This final ordinance will be brought back to the next available council meeting for adoption.

**Motion by Malloy to approve the Solid Waste Temporary Projects Ordinance Update with longer lead times.**

**Second by Lucca.**

**Vote: Steigleder-Aye, Lucca-Aye, Malloy-Aye, Mosby-Aye, Plew-Aye, Ziegler-Aye**  
**Motion Carried**

- b. Community Garden MOU with Post Falls Food Bank

Kris Ammerman, Parks and Recreation Director: The City of Post Falls Parks and Recreation Department provides an opportunity for residents to garden in a city park at the Rick Noordam Community Garden. This location has been developed overt the past several years utilizing a variety of funding sources, including donations from non-profit organizations, Park Development

Impact Fees, General Fund Expenditures and substantial volunteer-led efforts. One of the legacy volunteer efforts was lead by the late Mark Jones, who worked with young people enrolled in the Post Falls School District to provide freshly grown produce to the Post Falls Foodbank in various places throughout the community, including the Community Garden. Following his death, there has been a need to identify an appropriate partner to continue this legacy. The Post Falls Food Bank has capable and willing volunteers excited to fulfill this role and City staff presents the attached agreement with a recommendation to accept and approve.

**Motion by Malloy to approve the Community Garden MOU with the Post Falls Food Bank.  
Second by Ziegler.**

**Vote: Lucca-Aye, Malloy-Aye, Mosby-Aye, Plew-Aye, Ziegler-Aye, Steigleder-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.

## **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:**

**Motion by Malloy to enter into Executive Session pursuant to Idaho Code 74-206 (a), 74-206 (b), and 74-206 (d), further that no action will be taken during the session and that the session will last approximately 45 minutes.**

**Second by Steigleder.**

**Vote: Malloy-Aye, Mosby-Aye, Plew-Aye, Steigleder-Aye, Lucca-Aye, Lucca-Aye, Ziegler-Aye**

**Motion Carried**

- 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.

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.

74-206 (d) To consider records that are exempt from disclosure as provided in chapter 1, title 74, Idaho Code

**RETURN TO REGULAR SESSION**

9:04 pm

**ADJOURNMENT**

9:04 pm



Randy Westlund, 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 Randy Westlund

Councilors: Samantha Steigleder, Aaron Plew, Joe Malloy, Nathan Ziegler, Jack Mosby, Marc Lucca

Mission  
Building Community.