



**CITY COUNCIL
MEETING MINUTES**

**March 21, 2023
6:00 PM**

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

REGULAR MEETING – 6:00 pm City Council Chambers

CALL TO ORDER BY MAYOR JACOBSON

PLEDGE OF ALLEGIANCE

ROLL CALL OF CITY COUNCIL MEMBERS

Kerri Thoreson, Josh Walker, Lynn Borders, Kenny Shove - **Present**
Nathan Ziegler and Joe Malloy – **Present (arrived after Roll Call)**

CEREMONIES, ANNOUNCEMENTS, APPOINTMENTS, PRESENTATION:

Shelly Enderud, City Administrator: Introduced Janet Best. She's worked here for fifteen years and currently works in Human Resources. She is the applicant for the HR Director position.

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.

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.

None

ACTION ITEMS:

- a. Minutes – March 7, 2023, City Council Meeting
- b. Payables – February 28, 2023 – March 13, 2023
- c. Recommendation to Award Water Tower Parking Lot Bid to Interstate Concrete and Asphalt, Inc
- d. FY 2024 Budget Hearing Notification

Mayor Jacobson: That's just the first of the notifications we have to send?
Enderud: We are required by law to provide notice by April 30th.

Motion by Borders to accept the Consent Calendar as presented.
Second by Ziegler
Vote: Shove-Aye, Borders-Aye, Ziegler-Aye, Walker-Aye, Thoreson-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. Update to Fee Resolution

Public Hearing opened at 6:02pm

Staff Report

Jason Faulkner, Finance Director presenting: These are the impact fees that were previously proposed, but the recommendation by Council was just to increase them by 75 percent, so that's what we are asking Council approval on.

Mayor: 75 percent on two of them is that correct?

Faulkner: On two of them, that is correct, yes. Parks fees proposed cost is \$6,256, Public Safety is proposed to be \$1,223, Transportation will go up to \$3,082, and Multimodal will be up to \$1,347. Once the fees are approved, the single family dwelling for impact fees will be \$11,907. I also highlighted a part of the fee resolution to add the words per site. There was some confusion when people brought plans in that they thought maybe it was \$2000 for all plans but it is per site.

Testimony

None

Public Hearing closed at 6:04pm

Motion by Thoreson to direct staff to update the fee resolution and bring it to the next meeting.
Second by Walker.
Vote: Thoreson-Aye, Shove-Aye, Borders-Aye, Ziegler-Aye, Malloy-Aye, Walker-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. Ordinance - FY 2023 Budget Amendment #2

Motion by Thoreson to place the Ordinance FY 2023 Budget Amendment #2 on its first and only reading by title only while under suspension of the rules .

Second by Borders.

Vote: Walker-Aye, Thoreson-Aye, Shove-Aye, Borders-Aye, Ziegler-Aye, Malloy-Aye

Motion Carried

AN ORDINANCE OF THE CITY OF POST FALLS, IDAHO, AMENDING THE ANNUAL APPROPRIATION ORDINANCE 1476 FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2022, 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 SUPERSEDED BY THIS ORDINANCE TO THE EXTENT OF SUCH CONFLICT, AND PROVIDING THAT THE ORDINANCE SHALL BE EFFECTIVE UPON ITS PUBLICATION DATE.

Motion by Thoreson to approve the Ordinance FY 2023 Budget Amendment #2 and to direct the clerk to assign the appropriate number and that it be published by summary only.

Second by Borders.

Vote: Malloy-Aye, Walker-Aye, Thoreson-Aye, Shove-Aye, Borders-Aye, Ziegler-Aye

Motion Carried

- b. Ordinance – Title 18A Idaho St. Housekeeping File No. TA-22-6

Motion by Thoreson to place the Ordinance Title 18A Idaho Street Housekeeping File No. TA-22-6 on its first and only reading by title only while under suspension of the rules.

Second by Borders.

Vote: Ziegler-Aye, Malloy-Aye, Walker-Aye, Thoreson-Aye, Shove-Aye, Borders-Aye

Motion Carried

AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF POST FALLS, KOOTENAI COUNTY, IDAHO, AMENDING SUBSECTION E OF SECTION 18A.20.070 TO REQUIRE NON-RESIDENTIAL USES ON THE GROUND FLOOR OF BUILDINGS FRONTING ON IDAHO STREET WITHIN THE SC-5 AND SC-6 ZONES; REPEALING CONFLICTING ORDINANCES; PROVIDING SEVERABILITY; PROVIDING FOR THE PUBLICATION OF THIS ORDINANCE BY SUMMARY AND PROVIDING AN EFFECTIVE DATE.

**Motion by Thoreson to approve the Ordinance Title 18A Housekeeping File No. TA-22-6 and to direct the clerk to assign the appropriate number and that it be published by summary only.
Second by Borders.**

**Vote: Borders-Aye, Ziegler-Aye, Malloy-Aye, Walker-Aye, Thoreson-Aye, Shove-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. Professional Services Agreement with Bernardo Wills Architect for City Hall Remodel

John Beacham, Public Works Director presenting: City Hall was constructed in 2008 and we moved in in 2009. In the 2021 Facilities Needs Assessment we identified a few needs throughout City Hall coming up in the near future. Specifically, space limitations for Admin and Legal in terms of workspaces. Also, there are some security related modifications, basically doors and access control, those sorts of things we've learned in the past twelve years of operating here. Also, some minor modifications to the Council Chambers that really has to do with where a presenter would be which requires moving some seats around. Also, some future improvements to Community Development and rethinking their central area to make more workspaces there as they grow. Also, to look at some options for rotunda improvements that would be primarily related to acoustics as it is a difficult space to use now. We are looking tonight for approval for the base contract and approval for a possible site visit by an Acoustical Engineer and a contingency. Total for these items would be \$70,270. There are some things in the contract that we are not asking for approval for now that would be construction management. If we move forward with a construction contract, we will come back for approval of that at that time. If we move forward tonight, next steps would be design work then we come back and talk about construction and continue to implement those recommendations for the Rotunda and Community Development.

Mayor: Where would the funding come from?

Beacham: Funding for this would come from our Facilities Account. We've got some funds set aside for basically facilities capital needs like this and that's an annual amount in the budget each year.

Mayor: We discussed this when we went through the Facility Master Plan, we had several meetings on that, and I know this is one of the buildings that we talked about so it's not a surprise.

Motion by Malloy to approve the Professional Services Agreement with Bernardo Wills Architect for City Hall Remodel.

Second by Borders.

**Vote: Shove-Aye, Ziegler-Aye, Malloy-Aye, Walker-Aye, Thoreson-Aye, Borders-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.

None

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 ITEM (To enter into executive session only):

- a. Idaho Code 74-206(1)(a) To consider hiring a public officer, employee, staff member or individual agent.

Motion by Thoreson to enter into Executive Session pursuant to Idaho Code 74-206(1)(a) to consider hiring a public officer, employee, staff member, or individual agent and that the session will last approximately ten minutes.

Second by Ziegler.

Vote: Ziegler-Aye, Malloy-Aye, Walker-Aye, Thoreson-Aye, Shove-Aye, Borders-Aye

Motion Carried

Executive Session Entered at 6:15 pm

RETURN TO REGULAR SESSION AT 6:27 PM

ADJOURNMENT 6:27 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 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: Kerri Thoreson, Josh Walker, Joe Malloy, Nathan Ziegler, Lynn Borders, Kenny Shove

Mission

The City of Post Falls mission is to provide leadership, support common community values, promote citizen involvement and provide services which ensure a superior quality of life.

Vision

Post Falls, Idaho is a vibrant city with a balance of community and economic vitality that is distinguished by its engaged citizens, diverse businesses, progressive leaders, responsible management of fiscal and environmental resources, superior service, and a full range of opportunities for education and healthy lifestyles.

“Where opportunities flow and community is a way of life”