



**CITY COUNCIL
MEETING MINUTES**

**April 18, 2023
6:00 PM**

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

WORKSHOP – 5:00 pm Basement Conference Room

ROLL CALL OF CITY COUNCIL MEMBERS

Kerri Thoreson, Josh Walker, Joe Malloy, Lynn Borders, Kenny Shove – **Present**
Nathan Ziegler - **Excused**

Topic: Tiny Home Design Standards

Ethan Porter, Associate Planner presenting: The purpose of this is to provide a form of smaller single family residential units, diversifying housing choice and provide housing that is attainable and attractive to expand opportunities for home ownership. This will create a path to offer a middle ground between single-family residences and multi-family development residential communities while promoting open space, safety, and the interaction of the residence. Currently there are no standards in place. Having standards may provide a level playing field for all tiny home developments while creating a clearer path in permitting. Tiny home developments may incentivize some additional infill projects. Tiny homes can offer a smaller scale housing choice, which are suitable for meeting a variety of needs, compared to traditional detached single-family homes. A tiny home is any detached residential structure with a total living area, excluding any attached garage, of less than eight hundred (800) square feet.

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, Joe Malloy, Lynn Borders, Kenny Shove – **Present**
Nathan Ziegler - **Excused**

CEREMONIES, ANNOUNCEMENTS, APPOINTMENTS, PRESENTATION:

- a. The Government Finance Officers Association of the United States and Canada (GFOA) has awarded the Certificate of Achievement for Excellence in Financial Reporting to the City of Post Falls for its annual comprehensive financial report for the fiscal year ended September 30, 2021. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management. Great job to Jason and his department for earning this award year after year.

- b. Jason Faulkner is also celebrating his 10 year anniversary with the City of Post Falls. We are lucky to have Jason leading our Finance Department and look forward to many years to come.
- c. Kootenai County Public Transportation (CityLink)

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 4, 2023, City Council Meeting
- b. Payables – March 28, 2023 – April 10, 2023
- c. Various Fixed Asset Disposals
- d. Disposal of Computer Equipment
- e. Ashlar Ranch Master Development Agreement File No. SUBD-0004-2022

Motion by Borders to accept the Consent Calendar as presented.

Second by Malloy.

Vote: Borders-Aye, Walker-Aye, Thoreson-Aye, Shove-Aye, Malloy-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. Purchase of 6.6 Acres of Land at Montrose by the Parks Division

Dave Fair, Parks and Recreation Director presenting: The 6.6-acre parcel is connected to park land that will be dedicated to the city per the development agreement for Montrose. It fronts Empire Center Blvd and is north of Seltice. This projects negotiations began in 2015 with the Tullamore project and has been reviewed and approved by the Park and Recreation commission. The last time it was before council was approximately two years ago. The layout of the softball fields, amount of land required, and location of Clark Fork Parkway onto Seltice have made this process take longer than ever anticipated. The purchase price is \$1,581,228.00 and will come our of Part Impact Fees and ARPA funds.

Motion by Malloy to approve the purchase of 6.6 acres of land at Montrose.

Second by Borders.

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

Motion Carried

- b. Purchase of 489 S. Corbin Road by the Parks Division

Dave Fair, Parks and Recreation Director presenting: The 2.6 acre parcel is connected to Corbin Park on the north side. It fronts the west sie of Corbin Road. It is a logical extension of the park and with a neighboring dog facility it leads itself to a location for a dog park. The purchase includes a single level, 1,570 square foot house that was built in 1924. The house has a new roof and a new furnace. It has a detached garage and a barn. It is serviced by East Green Acres water. The listing price was \$649,000 and the purchase price is \$625,000. The offer also allows the sellers to stay in the house up to 6 months as they look for a new home. This will be paid for out of Park Impact Fees.

Motion by Malloy to approve the purchase of 489 S. Corbin Road.

Second by Borders.

Vote: Thoreson-aye, Shove-Aye, Malloy-Aye, Borders-aye, Walker-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. Transportation Master Plan Update

Rob Palus, Assistant City Engineer presenting: The City of Post Falls Transportation Master Plan (Master Plan) is utilized, as part of the City's Comprehensive Plan, to provide and maintain a safe and efficient roadway network. The Master Plan establishes the minimum standards for the type and extent of frontage improvements associated with private development. The Master Plan is

additionally utilized to identify the location and scope of Capital Roadway Improvements, resulting from growth, needed to maintain long term roadway capacity and allow for the implementation and management of a Streets Capital Improvement Plan funded by Transportation Impact Fees. The Current Master Plan was based on traffic data collected in 2014 and projected short-term and medium-term projects thru 2025 and long-term projects thru 2035. An updated Master Plan will identify traffic needs for 2032, 2035 and 2050. The plan will tie into and build off of regional planning data from the Kootenai Metropolitan Planning Organization (KMPO) 2022 Origin and Destination Study and 2023 Master Plan update. The updated master plan will take a detailed look at and examine the potential impacts from a future Huetter Bypass, I90 Widening and I90 Post Falls Access Modifications. From collected field data, the study will implement updated traffic signal timing to improve efficiency and safety. The study will also review status and needs of the City's multimodal traffic facilities. Establishment of the new Master Plan will include public open houses, stake holder interviews, workshops with City Council, and a technical advisory group. The cost of the project would be \$718,600 which includes a \$48,900 management reserve fund. Funding would come from and complete the three projects listed within the City's Street Impact Fees list: Transportation Master Plan Update 2018-2022, Traffic Counts and Signal Timing and Seltice Way Focused Corridor Phase I. Implementation of these three projects when done concurrently is less than the estimated combined individual project costs from the current Capital Improvement Plan. Completion of this project is estimated to take 18 months with a projected completion of early 2025, this accommodates coordination with ITD planning efforts for I90.

Motion by Malloy to approve the Transportation Master Plan Update.

Second by Borders.

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

Motion Carried

b. Contract with Jett Concrete Inc. to Replace the Fleet Shop Concrete Floor
Ross Junkin, Maintenance Manager presenting: In February of 2023 staff solicited quotes from five different contractors for work that consists of demoing the existing fleet shop floor, adding curtain drains, and installing a structurally reinforced concrete floor according to the design provided. A timeframe was provided to the contractors as the work must occur during specific weeks in May. We received two quotes for this work: S&L Underground (\$192,500) and Jett Concrete (\$79,310). In May of 2022, Council approved the replacement purchases of vehicle lifts for the fleet shop as the existing units failed inspections. We have received all vehicle lifts and are eager to install them. at that time, we were also actively seeking quotes for the replacement of the existing concrete floor as it is not adequate to place the new lifts on safely. With winter coming on fast, the decision was made to postpone the floor replacement project until the spring of 2023. Without replacing the concrete floor, our mechanics will not be able to lift heavy trucks in order to perform the necessary maintenance on them. The cost for this contract with Jett Concrete is \$79,310.00 with a 10% contingency of \$7,931.00 for a total amount of \$97,241.00.

Motion by Malloy to approve the contract with Jett Concrete Inc. to replace the Fleet shop concrete floor.

Second by Borders.

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

Motion Carried

c. Contract for Drilling an Irrigation Well for the Tullamore Sports Complex

Robert Quinn, Parks Planner presenting: The Parks Division is seeking to have an irrigation well installed at the Tullamore Sports complex to help reduce the hook-up fees associated with the connecting to Ross Point Water District (RPWD). Additionally, there will be ongoing, monthly cost savings by reducing the fees that would have been accrued for irrigating the ball fields. The CAP and meter fees associated with connecting to RPWD are estimated to be roughly \$280,000, along with an estimated annual cost of \$12,000 in water fees. Last year the City applied for and received authorization for the establishment of new water rights from the Idaho Department of Water Resources to appropriate water from the site. During the informal bid process, the city requested bids from four well-drilling companies last year. At the time, all four declined to bid on the project for various reasons. As a result our consultant, T-O Engineers, engaged in negotiations to come to terms with Big Sky ID Corp to general the project based on a new timeline. The contract with Big Sky ID Corp is for \$199,729 and will come from Park Impact Fees.

Motion by Malloy to approve the contract for drilling an irrigation well for the Tullamore Sports Complex.

Second by Walker.

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

Motion Carried

d. Purchase of Replacement Asphalt Paver

Ross Junkin, Maintenance Manager presenting: This paver has been on the replacement schedule for a number of years now for a few different reasons. First, the existing 2012 CAT Weiler P385 paver is no longer supported by the dealer (no longer made), and they have indicated that they won't be able to make future repairs or find necessary replacement parts. Last year we had the dealer service the paver trying to correct a drive system issue (pulling to one side). At the current time, we continue to have problems with the drive system despite the dealers attempts to correct it. City staff requests that Council approve the purchase of a new Leeboy 8520B in the total amount of \$219,430.60.

Motion by Malloy to approve the purchase of a replacement asphalt paver.

Second by Walker.

Vote: Borders-Aye, Walker-Aye, Thoreson-Aye, Shove-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.

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 ITEM (To enter into executive session only):

None

ADJOURNMENT 6:54 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 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”