

**POST FALLS URBAN RENEWAL AGENCY MINUTES
JULY 16, 2009**

CALL TO ORDER, ROLL CALL AND PLEDGE OF ALLEGIANCE

Vice-Chairman Bobbi Rollins called the meeting to order at 7:00 a.m. Executive Director Tom Lien called the roll. Present in addition to Vice-Chairman Rollins were Commissioners David Holloway, Jerry Baltzell, Tim Short and Peter Smith. Chairman Nancy Mabile and Commissioner Larry Carstensen were excused. Contract staff members present were Executive Director Tom Lien and Legal Counsel Pete Bredeson. Commissioner Short led in the pledge of allegiance.

CEREMONIES, APPOINTMENTS and ANNOUNCEMENTS

Rollins announced that there is an Executive Session on the agenda, and there will be a Budget Workshop immediately following this meeting. Rollins asked for any amendments to the Agenda. None were given.

CONSENT CALENDAR

Lien introduced the Consent Calendar. As stated by Lien, each of the Commissioners and Vice-Chairman had been given the Consent Calendar information beginning with the edited and corrected June 18, 2009 minutes. The total for payables, including additions since packets were distributed is \$24,585.31 which is higher than normal due to a quarterly payment of \$16,241.59 on the Water Tower loan.

The financial statement indicated no inordinate activity and for the nine month position, it is 68.7% of budget. The principal areas under budget are engineering which is in process of two District reimbursement reviews and anticipate billings for those soon, office rent due to utilizing only one office rather than two year-to-date, and contract employee expense due to not having had a staff assistant this year-to-date. Note that legal fees are over budget due to some extraordinary activity in the first few months of the year.

The bank activity report shows that the interest rates earned on the LGIP and INB accounts have decreased a small amount again, but the earnings rate on the CD's have stayed the same. As a side note, the FDIC account coverage insurance that was raised to \$250,000 per account until the end of the year has been extended, and we should be able to maintain the larger deposits in higher earning CD's after the end of the year. Baltzell asked how long the extension was for and Lien responded that there was no date set.

Approval of the Consent Calendar will authorize transfer of \$1,555.56 accrued interest to the General Fund and the transfer of necessary funds to INB from the LGIP account to cover the payables.

A motion to approve the Consent Calendar was made by Baltzell and seconded by Short. All in favor by voice vote. Motion carried.

CITIZEN COMMENTS

None

UNFINISHED BUSINESS

Jacklin Land Company

Rollins stated there was a request from Jacklin Land Company for reimbursement of expenses for the Riverbend water system. Lien commented that the Riverbend District Review Committee met to discuss the request, and the Commissioners were given a copy of the District Review Committee recommendation letter dated July 7, 2009. This letter states:

"Based on internal review by Jacklin Land Company, it was determined that reimbursement was never made for the water system installed in 2000 during the Phase I build out of the Riverbend District. Jacklin has requested the Agency provide necessary research and determination of reimbursement in the amount of \$211,177.94. The District Review Committee did research and reviewed the Riverbend Urban Renewal District documents, with a resulting three basic points as a basis for recommendation for reimbursement.

1. Is the water system part of the district plan? In Section 5 on page 18 of the Plan, under Description of Proposed Improvements, it states "Any improvements proposed for the existing water system shall only be funded with Urban Renewal funds if the existing system becomes a public system." The Plan was adopted by Agency Resolution 07-1 passed July 28, 1997. Improvements subsequent to that date included the water system which was deeded over to the City of Post Falls in April 3, 2004. The City could not accept the water system prior to that date due to the fact that City infrastructure was not physically extended to that point of connection.
2. Is the cost of the water system improvements within the approved scope of the Plan? It was found that the Plan approved a range of improvement costs with a maximum of \$3,895,155. The amount of improvements approved for reimbursement in both Phases I and Phase II totals \$3,622,899.36, a difference of \$272,255.64 less than the maximum approved amount. (Lien stated that we have that margin to work with so that reimbursement is within range so we would not exceed the amount approved under the Plan.)
3. Were the water system improvements done after the Plan was approved? Riverbend documents indicate that the water system improvements were completed and paid for by Jacklin from September 1999 through February 2000, being subsequent to the 1997 Plan adoption.

The District Review Committee recommends approval and addition of the amount of \$211,177.94 to the outstanding balance of the Riverbend obligation for reimbursement from tax increment revenue when received and as available prior to the end of the district. The additional amount would result in a total current obligation of \$2,769,476." (The recommendation letter was signed by Bobbi Rollins, Chairman, District Review Committee.)

Rollins stated that the District Review Committee created the report and then passed it on to the Finance Committee. Holloway (Finance) stated that the letter reported the facts that helped simplify the recommendation. Baltzell stated that he had been against this proposal in the beginning, but the extensive review has changed his mind. Questions were asked as to when this obligation will be paid. Lien said the amount will be added to the total obligations and will be paid as funds are available. Motion was made by Smith and seconded by Holloway to approve reimbursement to Jacklin Land Company in the amount of \$211,177.94 for improvements to the water system at the Riverbend District. All in favor by voice vote.

NEW BUSINESS

None

STAFF REPORT

East Post Falls District/Greensferry Overpass: The Mayor reported that the Cooperative Agreement between the City and ITD has been drafted to complete the preliminary design and CH2M is drafting a scope of work for the bridge/structural preliminary design to be added to their contract. The ITD office has the mark-ups and suggested edits but cannot finalize for signature without additional CH2M material.

Personnel Committee: July 2, 2009, Lien met with the Personnel Committee regarding hiring an Agency office assistant. After lengthy discussion, the committee recommended to approve Express Personnel Services to conduct a search for a contract staff assistant with the top three finalists to be interviewed by Lien and final recommendation being made to the Finance Committee.

Chamber of Commerce New Office Building: The Chamber is still engaged in their fund raising drive and hope to start construction in the next six weeks. Lien will attend a lunch meeting with Chamber and PAC personnel in the next couple of weeks to get an up-to-date status report.

City Center Project: Engineering Agreement between City of Post Falls and Welch-Comer and Associates has been modified to include the Urban Renewal Agency as a party to the agreement as approved at last month's Commissioner meeting. The agreement has been signed by all parties and a copy returned for Agency files. The engineers have been on site and accomplished a lot of the surveying and staking on the Centennial Trail parking lot and the Frederick and William Streets renovation. The lighting of the South I-90/Spokane Street on-ramp signage has also been completed.

State Open Meeting Laws: At a recent City Council meeting, legal counsel, Jerry Mason, indicated that there have been recent changes to the State Open Meeting laws. The City will be putting together an information session for City staff and members of various other commissions and boards to attend for the purpose of learning more detail about these changes. Lien will advise the URA Commissioners when this session will occur as he plans on attending also.

Rollins asked if the City Center projects were short term ones. Lien stated that completion is projected in late fall for William and Frederick Streets and possibly late summer for the Centennial Trail parking lot. There are several homes in the areas of those projects, which create access and timing challenges because of street closures as the work is being completed. Surveyors are now working on the engineering for the elevation and grades of the areas.

There followed several additional questions on the Greensferry Overpass project. Lien commented that the preliminary design activities are ready to proceed, and that they were delayed about 30 days due to completion of the EIS which is currently out for comment.

City Administrator Keck then commented that the ITD Record of Decision is still anticipated in October but there is still work to do beyond that. Some of the ITD Board members indicated that they are interested because of the level of participation of the city and the urban Renewal Agency in this project to make sure that it gets funded. He also indicated that in the history of ITD, there has never been a project like this from the public side. It's already being held by some legislators as a model of what should be occurring around the State with the local governments participating in the transportation destiny.

Rollins commented that this issue will have continuous questions for the City and that there is concern that the money gets appropriately used and in a timely manner. Keck stated that vigilance is needed to make sure this issue doesn't get shelved. In other general discussion there were comments and consensus that the Agency needs to stay involved to ensure that the project does not get shelved and that the money from the Agency is appropriately used and in a timely manner.

COMMITTEE UPDATES

Finance and Policy Committee – None

District Review – Rollins stated the Riverbend District review research was discussed earlier today and the West Seltice District will be the next for review.

City Center – None

Personnel Property and Communications – Smith stated that the committee met the prior week and discussed hiring an assistant for the Agency from Express Personnel Services. Express Personnel made a presentation; a recommendation was made and passed on to the Finance Committee. Further discussion will occur in the Executive Session.

COMMISSIONER COMMENTS

Smith voiced his appreciation on hearing updates on the Greensferry project by Lien and for Keck's willingness to attend this meeting and share his comments as well. Smith stated that this item should be on the agenda each month for updates. Rollins agreed with Smith's request to keep this as an agenda item as it's important to keep informed of this project and its progress.

Rollins thanked Lien for all the work done on planning and facilitating the Strategic Planning Session held this past Saturday. Commissioners had some great dialog, good points brought up and action plans discussed so that the Commission will continue to improve.

CHAIRMAN COMMENTS

Rollins asked for a motion to enter into Executive Session. Smith moved to enter into Executive Session for the following purposes pursuant to Idaho Code Section 67-2345, Subsection 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. And further that no final action or making of any final decision shall be made in the Executive Session, and that the Executive Session shall last no longer than 20 minutes. The motion was seconded by Short.

Roll call Vote: Baltzell – Aye, Holloway – Aye, Short- Aye, Smith – Aye, Rollins – Aye.
Motion passed.

EXECUTIVE SESSION

Executive Session started at 7:35 a.m.

Others present in Executive Session – Executive Director Lien and Legal Counsel Bredeson.

- 1) The hiring of an assistant to the Executive Director of the Agency was discussed.

Executive Session ended at 7:53 a.m.

Commission reconvened in regular session.

Rollins asked for a motion on the discussion in Executive Session.

Holloway made a motion to accept the recommendation from the Personnel Committee and Finance Committees to enter into a contract with Express Personnel Services with the intention of providing an assistant to the Executive Director on a part time basis of 20 hours a week. Holloway also stated that he believed that contract to be for 720 hours. Lien stated that the minimum contract with Express Personnel Services is 720 hours and would cover a 20 hour per week basis and nine months minimum. Rollins stated that we have a motion to contract with Express Personnel Services to provide a part time assistant to the Executive Director. The motion was seconded by Baltzell.

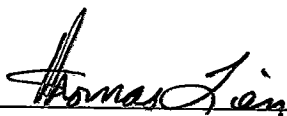
Roll call vote: Baltzell – Aye, Holloway – Aye, Short – Aye, Smith – Aye, Rollins – Aye.
Motion carried.

ADJOURNMENT

Rollins hearing no further questions, asked for a motion to adjourn. Motion to adjourn by Baltzell and second by Smith. All in favor by voice vote. Meeting adjourned at 7:57 am.

Rollins announced the Commission would then enter into a Budget Workshop that would be open to the public, and held in the adjoining conference room.

Respectfully submitted,



Thomas Lien, Executive Director



Bobbi Rollins, Vice-Chairman

Districts Affected:
East Post Falls
City Center