

## **POST FALLS URBAN RENEWAL MINUTES**

**September 17, 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 Larry Carstensen, Jerry Baltzell, David Holloway, Tim Short and Peter Smith. Chairman Nancy Mabile was excused. Rollins led the Pledge of Allegiance.

### **CEREMONIES, APPOINTMENTS AND ANNOUNCEMENTS**

Rollins stated that the Agency had received an email and the Mayor of Post Falls a letter from Chairman Nancy Mabile tendering her resignation. Rollins read part of Mabile's letter to the Mayor as follows:

"With sadness I submit this letter to resign my position as Commissioner of the Post Falls Urban Renewal Agency. I will not be able to contribute to the PFURA until at least March 2010. In all fairness, this is not a reasonable time frame to have not only an absent Commissioner, but also an absent Chairman."

Rollins stated that Mabile had contributed her wealth of knowledge and gave great leadership to the Agency. The Board will miss her and wishes her well.

### **CONFLICT DISCLOSURE**

None

### **CONSENT CALENDAR**

Lien introduced the Consent Calendar. All Commissioners had been given a packet of information for the meeting including the edited and corrected August 20, 2009 minutes. Provided also were the Accounts Payable detail which listed a total for operating expenses of \$10,242.41 and the Proponent Reimbursement detail sheet which listed an amount of \$983,533.81. The approval of the Consent Calendar also approved the transfer of funds to cover the payables and proponent reimbursement totals in the amount of \$993,776.22.

Included in the report were the Financial Statements which showed operating expenses 66.8% of budget for 11 months year-to-date. Budget items discussed the prior month have been incorporated and that was to transfer funds from contingency to operating line items.

The Bank Activity Report showed funds in all accounts of \$6,101,713.11. Total accrued interest was \$1,924.70. Approval of the Consent Calendar will also authorize the transfer of accrued interest to the General Fund.

Holloway asked for clarification of the amount of \$6,980 on the Financial Statement for the Centennial Trail. Lien responded that this is the difference between the amount budgeted of \$20,000 and the amount paid of more than \$13,000. The costs have all been paid and the deed has been turned over to the City so this amount needs to be cleared off the books.

Baltzell made a motion to accept the Consent Calendar and was seconded by Carstensen. Motion carried by voice vote.

#### CITIZEN COMMENTS

None

#### OLD BUSINESS

*Access I-90 Project Update:* Lien stated the Agency had received the final executed addendum to the Cooperative Agreement between the City, URA and ITD along with a cover letter asking the Agency to pay ITD the \$500,000 that was committed for preliminary design. Lien spoke to Greg Brands of ITD to let him know the payment will be made in October as the amount was not budgeted for this current fiscal year which will end September 30<sup>th</sup>. Brands stated that payment next month should not delay the project.

City Administrator Eric Keck was asked to comment. Keck had received an Updated Schedule from Greg Brands of ITD that was copied to Scott Ellsworth, project engineer of CH2MHill and Jason Minzghor, professional engineer who is project coordinator for District I of ITD. ITD will be working directly with CH2MHill for updates and billing. The schedule in place at this time:

September	ITD and CH2MHill to determine the traffic modeling to be used in the IJR
ASAP	ITD asking for payment of \$500,000 before Notice to Proceed is given
October	ITD to issue a Notice to Proceed to CH2MHill for preliminary engineering CH2MHill to look at borings for PHASE II Materials Report CH2MHill to prepare preliminary structure design
October	Workshop with ITD & City to determine type of interchange
November	Finalize draft for the IJR to be reviewed by ITD and FHWA
January 2010	ROD to be drafted and approved
Spring 2010	Preliminary design for review
August 2010	Completed design report study

Keck and the Mayor have planned to split up duties to a 3 phase approach to keep ITD and CH2MHill focused on completing this project.

1. Keck asked for permission to work with Lien to write a letter to ITD to encourage them to issue the Notice to Proceed sooner rather than later to CH2MHill. The Board agreed and asked that the Mayor and Chairman sign this letter.
2. Set up meetings with CH2MHill and members of the ITD Board who represent this area, starting with Jim Coleman, ITD Board member, to move this project forward.
3. Set up a meeting with Glen Mills, Manager of both the KMPO and SRTC, to gain their support for this project. Keck stated that the KMPO does hold public workshops monthly and provides input into the State Transportation Improvement Plan. Keck will advise the Agency of KMPO's next meeting.

Smith and Baltzell volunteered to assist with meeting key contacts and report to the Board monthly.

Baltzell suggested that the Agency invite Mills of the SRTC and KMPO to make a presentation to share where they are and what they're doing and maybe give some insight into transportation issues. Smith and Rollins agreed that this would be a good idea. The Agency is setting a precedent along with the City in being proactive with their involvement in moving this project along.

Short asked if there was any project or plan in the future for connecting 3<sup>rd</sup> Ave. and Centennial Trail to this Greensferry interchange. Lien said he would have to consult the Agency map and bring up the question to District Review.

## NEW BUSINESS

*Chairman Election:* Rollins stated that the position of Chairman needs to be filled due to the resignation of Nancy Mabile. Rollins stated, as Vice-Chairman, she could fill that position until January when the normal elections of the Board are held. Baltzell made a motion to elect Rollins as Chairman for the PFURA for the remainder of the calendar year. Seconded by Holloway. Motion carried by voice vote. Rollins accepted. Rollins then made a motion to elect Smith as Vice Chairman. Motion seconded by Baltzell. Motion carried by voice vote. The Mayor will nominate someone to fill the remaining Board vacancy. If anyone has a suggestion for that position, call the Mayor or Rollins with that person's name. Rollins and Lien will review the committee structure.

*East Post Falls District:* The Commissioners were given a District Review Report on the East Post Falls District evaluating all the monies that are committed, available now and in the future as well as surplus funds. The recommendations made by the District Review Committee are:

1. To provide a \$2,200,000 rebate to the taxing entities on a prorata basis as provided by law on or before December 31, 2009
2. Set aside funds for the Access 90 Interchange project and see if other projects provided for in the plan can be completed during 2010
3. In 2010, and after payment of committed expenses, research and possibly implement the de-annexation of the south and center sub districts

There was a lot of discussion of alternatives, concerns and options about this district. Baltzell made a motion to accept the 3 recommendations but it was not seconded. Holloway then made a motion to accept the first 2 recommendations and make recommendation 3 a discussion item at a later date. Baltzell seconded. Roll call vote: Carstensen – aye, Baltzell – aye, Holloway – aye, Rollins – aye, Short – no, Smith – no. Motion carried.

Lien stated that now the Agency has agreed to rebate the funds, the next step will be to see how the County would like to receive the funds. After some discussion, it was decided that Lien would visit with the County, and Legal Counsel Bredeson speak to County legal with the consensus that the Agency is strongly opposed to writing checks to the taxing entities.

*Business Transfer of Funds and Notice of Waiver:* Lien stated that we have a lot of funds in the bank. In February of this year the Agency moved \$1 million from the LGIP account to 4 CD's of \$250,000 each in 4 Post Falls banks. The LGIP account was earning 5.2% average, but it has dropped in the last 24 months to .3721% which prompted Lien to analyze the interest earnings of 6 other local banks at 6 month, 9 month and 12 month terms. Lien asked that the Board agree to the Notice of Waiver to be able to invest more than 25% of the funds in CD's until October 31, 2010. This change would allow the Agency to invest another \$1 million into 4 additional CD's of \$250,000 each (\$250,000 is the maximum FDIC insurance for each account) at 4 banks other than the original 4.

Smith made a motion to move \$1 million to various CD's. Carstensen seconded. Baltzell made an amendment to the motion to include the Notice of Waiver to the investment policy that extends until October 31, 2010. Smith agreed to that amendment. Motion carried by voice vote.

## STAFF REPORTS AND UPDATES

*Proponent Reimbursement:* Lien has spoken to several proponent representatives recently. Watson reported that several entities are going into Expo and they are Martin Metal Fabrications from the City Center District, Star Satellite from the Stateline District. Additionally, Love's Travel Center hopes to begin construction in April. Expo continues to move but more slowly than anticipated.

## COMMITTEE UPDATES

*Finance and Policy:* Holloway had no further comments.

*District Review:* Rollins provided a report on the City Center District. There are 25 action points listed in the City's Comprehensive Plan, but with the 2018 termination date of the district, it didn't look favorable for all of them to be completed. So the Committee came up with 5 action items to work on completing:

1. Purchase of real estate that is available on Spokane Street for either demonstration project or business relocation.

2. Work with the owners of property on the SE corner of Spokane Street and Fourth Ave. for their relocation and UR preparing this property for future development. Lien will have a status update on that issue and proposal for an offer next month.
3. Complete the work started on 4<sup>th</sup> Avenue to its district termination. Complete as much as can be funded each year.
4. Find out what can be done with the railroad tracks through the east part of the district.
5. Encourage Mayor and Council to relax off-street parking and swale requirements to enhance pedestrian traffic.

*City Center:* Carstensen had no further comments.

*Personnel, Property and Communications:* Smith stated that Executive Session will be dealing with services contract.

#### COMMISSIONER COMMENTS

No further comments.

#### CHAIRMAN COMMENTS

No further comments.

#### EXECUTIVE SESSION

Smith made a motion to enter into Executive Session for the following purposes pursuant to Idaho Code Section 67-2345 Subsection 1A to consider hiring a public officer, employee, staff member or individual agent where the respective qualities of individuals are evaluated to fill a particular vacancy or need. This section does not apply to filling a vacancy in an elected office or deliberations about staffing needs in general. No final action will be taken in this Executive Session. Any final decision will be made by the full Board after Executive Session ends and last no longer than 20 minutes.

Seconded by Holloway. Roll call vote: Carstensen – aye, Baltzell – aye, Holloway – aye, Rollins – aye, Short – aye, Smith – aye. Motion carried.

Executive Session started at 8:37 a.m. Board members present as well as Legal Counsel Bredeson. The purpose of the session was to discuss the renewal of an annual contract for personal services of Tom Lien as Executive Director of the Post Falls Urban Renewal Agency.

Executive Session ended at 9:00 a.m.

Smith made a motion to approve the administrative services contract with the revisions proposed by legal counsel to paragraph 7.3 and paragraph 17 during the Executive Session. Carstensen seconded the motion. Rollins stated that it has been moved and seconded that the Agency accept the administrative services contract for Executive Director with the amendments so noted by Smith. Roll call vote. Carstensen – aye, Baltzell – aye, Holloway – aye, Rollins – aye, Short – aye, Smith – aye.

Motion carried. Rollins also commented on behalf of the Board, that they look forward to working with Lien and that he has done a very nice job.

ADJOURNMENT

Rollins asked for a motion to adjourn. Holloway made the motion which was seconded by Carstensen. Motion carried by voice vote. Meeting adjourned at 9:05 a.m.

Respectfully submitted,

  
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Thomas Lien, Executive Director

  
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Bobbi Rollins, Chairman

Districts affected:  
East Post Falls  
City Center  
Expo