

POST FALLS URBAN RENEWAL MINUTES
November 19, 2009

CALL TO ORDER, ROLL CALL AND PLEDGE OF ALLEGIANCE

Vice-Chairman Peter Smith called the meeting to order at 7:00 a.m. Executive Director Tom Lien called the roll. Present, in addition to Vice-Chairman Smith were Commissioners Jerry Baltzell, David Holloway, Tim Short, and Hilde Shetler. Chairman Rollins and Commissioner Carstensen were not present due to an excused absence.

Vice-Chairman Smith asked Commissioner Shetler to lead the Pledge of Allegiance.

CEREMONIES, APPOINTMENTS AND ANNOUNCEMENTS

None

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 October 15, 2009 minutes. The next item was the Payables for the month totaling \$47,527.78. These were normal monthly expenses except for two invoices from the City of Post Falls for \$11,562.50 and \$26,067.50 for reimbursement of City payments to Welch Comer Engineering for work done on the Frederick / William Street and Centennial Trail Parking projects. These fall under a previously approved contract.

Lien stated that the financial statements are brief but pretty straightforward and are as printed from the in-house QuickBooks accounting system. This is the first month the office has provided month-end financials from the in-house system and we are still working with the outside CPA, Anderson Brothers in affirming the necessary chart of accounts to provide an appropriate level of reporting. When the transition is complete, there will be a little more extensive presentation. The change will include deleting the Proponent balances as liabilities on the Balance Sheet, and posting the reimbursement payments to the Profit and Loss Statement as an expense item. Additionally Lien noted that there was a \$2,700,000 expense which includes the \$500,000 check to ITD on the Access 90 project and the total of \$2,200,000 rebate of surplus increment in the East Post Falls District. This was mentioned because the revenue for the month was only \$21,530.47. The expense items were covered by the prior month cash balances totaling over \$5,000,000.

The Bank Activity Report shows total funds in all accounts of \$2,565,298.35 with accrued interest for the month of \$654.87. Note that the balance is down from \$5,299,077.27 as of September 30. This large difference is due to the \$2,200,000 rebate of surplus increment and the semi-annual reimbursement to proponents. The approval of the Consent Calendar also approved the transfer of accrued interest to the General Fund and transfer of \$47,527.78 to the INB Checking Account to pay the payables.

The final item is an engagement letter at a cost of \$5,400.00 from Magnuson, McHugh CPA firm to conduct the annual FY2009 agency audit.

Baltzell made a motion to accept the Consent Calendar as presented, seconded by Shetler. Smith asked for a roll call vote. Baltzell, aye; Holloway, aye; Short, aye; Shetler, aye. Motion passed.

CITIZEN COMMENTS

None

UNFINISHED BUSINESS

Access 90/Greensferry Project Update: After meeting with City Administrator, Eric Keck and ITD Board Member Jim Coleman in early October, Lien forwarded a request to the ITD Board Public Comment forum requesting the Board support placing the project on the STIP. Also, Eric Keck provided supporting comment and request to the ITD Board. On October 20th Mr. Coleman sent a letter to Mr. Keck advising that the Access 90 project had been placed on the FY10 Draft STIP that will go to the Board in late November for approval. On November 4th, ITD sent a Notice to Proceed letter to CH2M Hill authorizing them to proceed on the scope of work covered under "Preliminary Roadway Design"

Vice-Chairman Smith asked for clarification of this being placed on the STIP for Engineering only at this point in time. Lien stated that is correct and affirmed the completion time to be the end of January, 2010. Baltzell asked about the next step from the States point of view, and Lien answered, to continue with the preliminary engineering work which will take several months. As stated previously the Agency has paid \$500,000 to ITD for the funding of the engineering design work by CH2M Hill. As work progresses further there will be a call for additional funding in the Spring as they are still completing some prior items on the City's budget portion of this project.

STAFF REPORT

Lien stated that we are currently in a transition process of moving the month end accounting and preparation of financial statements from the outside CPA to in-house staff. Lee Anderson from Anderson Brothers CPA Firm is assisting with this transition in reviewing our prior CPA accounting database and identifying necessary adjustments.

Included in the Commissioner packet were some notes on the 3 on 3 Committee meeting earlier in the week. One of the topics was the extension of improvements on 4th Ave. going east from William Street to Idaho Street. There is an opportunity to apply for CDBG funds this coming summer, and funding if successful, would be in 2011. There are also discussions concerning additional development projects that may affect the best type of improvements on 4th Ave. For this reason, it was felt best to postpone beginning those improvements this summer.

Another item discussed was the extension of Spencer Street from 3rd Ave to Seltice. This is in an area between Ross Point Road and Potlatch, south of Seltice Avenue. This project is within the boundaries of the East Post Falls District and the City Engineer staff will be working on a cost estimate for the work. Part of the benefit of this project would be reducing the traffic volume at the Ross Point and Seltice intersection, and making some of the property adjoining Spencer much more accessible for development.

The last item Lien commented on is a small project having the potential of large visibility and impact. This is establishing a paved trail improvement from Seltice Ave. north along the east side of Hwy. 41 up to about where the Sonic Burger drive-in is. This would provide a much safer pedestrian walkway in that area which is currently a gravel path adjacent to Hwy. 41 and with no protection from the traffic. The next step on this project will be to meet with ITD to determine any requirements of coordinating efforts with them. Then, the City Engineer will be working on a cost estimate for the project and we will discuss an MOU between the Agency and City to do this project. Baltzell stated that he felt this was a very important project to take on due to safety issues.

COMMITTEE UPDATE

Finance - Holloway. Executive Director Lien has covered all the discussion of the finance committee. Baltzell asked whether we had received the Engagement letter from Magnuson, McHugh. Lien stated that the letter was received and the cost had been reduced from \$7500 to \$5400.

District Review – Short had nothing to report.

City Center Review – Short stated that the William/Fredrick/Centennial Trail project was discussed. Recent cost information shows the William and Frederick Streets portion may be under budget, but the Centennial Trail Parking Lot portion may be over budget due to additional signage and a security camera system. However, the benefit to the community of putting up the cameras and additional signage is worthwhile. Baltzell inquired as to when we expect to get the proposal for the paving of the parking lot. Short stated that we are waiting for bids on Fredrick and William and the savings on those bids will go toward the completion of the parking lot. At that point we will revise the cost estimate to include the additional improvements that have been discussed. Lien stated that we currently show that we are under budget on the William/Fredrick Street portions and over on the Centennial Trail portion. In any

case we should be under the total approved amount of \$733,000. When the final bids are received in the spring, staff will bring that total back to the Commission. Smith indicated that there would be a vote on any additional costs of the Centennial Trail at that time.

Personnel – Smith had nothing to report.

COMMISSION COMMENTS

Baltzell welcomed Diane Fountain to the Urban Renewal Agency.

Short commended Executive Director Lien for all his work. There are a lot of things going on right now and it is great to see the Commission out looking at new projects. We are moving forward in the right direction, which puts a lot of extra work on Executive Director Lien's table and he appreciates all the hard work he puts in.

Smith commented on the trail improvements at Hwy 41 stating that he felt that was a very important project and hopes that moves on quickly. That is something that we can use the funds in the East Post Falls District to complete. Also the Spencer Street extension is a very worthy project and that one will hopefully move forward quickly.

ADJOURNMENT

Smith asked for a motion to adjourn. Baltzell made a motion to adjourn, seconded by Short. All in favor by voice vote.

Respectfully submitted,



Thomas Lien, Executive Director



Peter Smith, Vice-Chairman