

POST FALLS URBAN RENEWAL MINUTES

June 17, 2010

CALL TO ORDER, ROLL CALL AND PLEDGE OF ALLEGIANCE

Chairman Bobbi Rollins called the meeting to order at 7:00 a.m. Executive Director Tom Lien called the roll. Present, in addition to Chairman Rollins were Commissioners Larry Carstensen, David Holloway, and Peter Smith. Commissioners Baltzell, Short and Shetler were not present due to excused absences.

Chairman Rollins asked Commissioner Carstensen 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 reviewed and edited May 20, 2010 minutes. Provided also were the payables for the month totaling \$97,387.48. In addition to the normal operating payables was a payment to the City for \$85,435.20 for billings on the William/Frederick/Centennial Trail projects.

The financial statements as of May 31 are as printed from the in-house QuickBooks accounting system. The Bank Activity Report shows total funds in all accounts of \$3,569,923.74 with accrued interest for the month of \$2,423.84. Approval of the Consent Calendar will also authorize the transfer of accrued interest to the General Fund and transfer of \$97,387.48 to the INB Checking Account to pay the payables.

Carstensen asked if the payment to the City was full payment on the project and if the project came in as budgeted. Lien stated that the project came in a little under budget and there would be one or two more billings. The City is currently installing the conduit for the security cameras. Holloway made a motion to accept the Consent Calendar, seconded by Smith. Roll call vote: Carstensen – Aye, Holloway – Aye, Rollins – Aye, Smith – Aye. Motion carried.

CITIZEN COMMENTS

NONE

UNFINISHED BUSINESS

Access 90 Interchange Status. Executive Director Lien stated that Don Davis from ITD reported the bridge deck repairs on I-90 are almost complete with the approaches needing grinding and repaving. Dick Jacobson from CH2MHill reported on the EIS and the IJR status saying they are in process of ITD and FHWA review. The IJR is required for any new access on the freeway. A new structure

cannot degrade the existing operation of the freeway. Jacobson also stated that this is a service interchange and the evaluation and approval can come from Boise and not Washington, DC. Both the IJR and FEIS have to be signed concurrently, after that the ROD can be signed. FHWA has done a preliminary FEIS review and has not indicated any big issue. Because the ROD identifies the specific structure approved it has to be issued before final design can be completed and before Right-of-Way acquisition can occur. Dick Jacobson commented that they typically use one of their engineering staff along with someone from ITD ROW acquisition department to meet with individuals about the ROW requirements.

Holloway inquired on the use of funds. Lien affirmed that the directive has been given through ITD to CH2MHill to stop any further work from a design standpoint so that there will not be any more accruable hours spent on the design. There will probably be a few remaining hours to close out the work they were involved in at the time the stop work order was given. Approximately 35 to 38% of the preliminary design had been completed at the time the stop work order was given. CH2MHill has not submitted a final billing to ITD, once received it will be submitted for approval and the monies to pay it would be taken out of the \$500,000.

Smith inquired as to why there is another 30 day delay. Rollins stated that there were a number of comments on the IJR on another interchange between Liberty Lake and Coeur d'Alene. CH2MHill revised the Agency's submittal to address the concerns so that the Agency would not incur the same issues when FHWA reviews the Access 90 project. It took 30 days to make the revisions.

Marketing Video. Smith updated the commission stating that the script has been completed, filming is being done and interviews are being scheduled. The final aspects of the video will be discussed at the next personnel meeting and the committee will be listening to the audio portion of the video. Lien added that the short interviews were completed on Monday in front of City Hall. The long interviews will take place the first week in July.

Carstensen asked what the goal of the completed video is. Lien stated the purpose of video is to bring new businesses to Post Falls and create new jobs. Copies of the video will be given to the proponent developers of the Districts so they may send it to prospective businesses as a marketing tool. The Agency will also make it available to the Chamber and online. Smith added that the target audience of the video will be employers and why the City of Post Falls is a good place to relocate or start a business, focusing on the amenities the area has to offer.

Update and Revision of internal Policy #6 – Financing Cost Reimbursement Policy. Staff has been in the process of reviewing our internal Agency policies and revising them to a standard policy format. The original Policy #6 on Reimbursement of Proponent Borrowing Costs was dated April 21, 2005. It is recommended to increase the amount of interest cost reimbursement to a spread of 2% over the current prime rate with a maximum of 8% as of the date of first funding by the Proponent's lending source. Additionally, reimbursement of loan fees shall not exceed one percent (1%) of the amount financed. In checking with a number of Urban Renewal Agencies and local banks, these amounts represent the average at this time. Financing costs have increased over the past few years due to current market conditions and loan fund availability.

Smith inquired on Paragraph B of the policy asking if there is a separate policy that addresses bringing in a new proponent into an existing District or does this policy only apply to a proponent forming a new District? Lien clarified that the intent of the policy was for a new district, however if there is a specific project development within a district, this policy would apply to that as the developer would incur financing costs for infrastructure. Smith proposed a slight revision to the policy stating that it applies to both a newly formed district as well as a specific project within an existing district.

Rollins clarified removal of "new renewal district" language in Paragraphs B & C. Smith suggested adding a paragraph at the end to state this policy will also apply to all financing reimbursement requests for borrowing costs and loan fees within a new or an existing district.

Holloway made a motion to table this item for at least 30 days for further review by the finance committee, seconded by Smith. Motion carried by voice vote.

NEW BUSINESS

The Finance committee has recommended the application to INB for an Agency credit card to be used for Agency expenses, including office supplies, travel and meetings. The purpose of this is to avoid the Executive Director having to use a personal credit card and then having to submit for reimbursement. Smith made a motion to apply for and receive an INB Agency credit card, seconded by Carstensen. Roll call vote: Carstensen – Aye, Holloway – Aye, Rollins – Aye, Smith – Aye. Motion carried.

STAFF REPORT

Lien informed the commission that a Certificate of Deposit at Community First Bank will mature on July 6, 2010 in the amount of \$250,000 plus accrued interest. After review of available rates and discussion in Finance Committee we anticipate renewing the CD at Community First Bank. The committee recommended a new term of 13 months with a rate of 1.49% which best suits our liquidity needs. Smith made a motion to renew the CD at Community First Bank, seconded by Carstensen. Roll call vote: Carstensen – Aye, Holloway – Abstained, Rollins – Aye, Smith – Aye. Motion carried.

The next item Lien discussed was the JP Stravens Demographics Report stating that last year the Agency agreed to be one of several sponsors of the Stravens annual report for a fee of \$485.00. This year the cost remains the same. Publication will be on-line and will include a great deal of additional information over last year which was limited to demographics. There will be a link on the Agency web site for access to the report.

COMMITTEE UPDATE

Finance - Holloway – nothing to report.

District Review – Rollins – In reviewing EPF, the committee has looked at 4 different issues, including Access 90, District termination date, Highway 41 bike trail and the viability of a Spencer Street project. In City Center, the William/Frederick/Centennial Trail project consisted of parking improvements, which moved along very quickly. Currently the committee is looking at the process for establishing new districts if the Agency chooses to do so, keeping in mind the philosophy from the

strategic planning session last summer which was to get in, get the project done and get out. The committee will soon be conducting a review of the Center Point District. Rollins thanked ED Lien for his invaluable help and information.

City Center - Carstensen – nothing to report.

Personnel – Smith – nothing further to report.

COMMISSIONER COMMENTS

Smith echoed the comment to ED Lien for his hard work in handling all the projects the Agency is involved in at this time.

Rollins added that ED Lien will be attending a workshop at the AIC Conference in Idaho Falls this week. He will be visiting AIC along with Mayor Larkin to get an Urban Renewal Committee as a standing committee of AIC.

EXECUTIVE SESSION

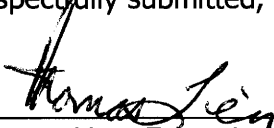
Commissioner Smith moved to adjourn to Executive Session to consider hiring an employee and that no further action be taken in executive session, the executive session shall last no longer than 20 minutes. Carstensen seconded the motion. Executive Director Lien then called the roll with Commissioners voting as follows: Carstensen – Aye, Holloway – Aye, Rollins – Aye, Smith – Aye.

Upon reconvening to regular session, Commissioner Carstensen made a motion to hire, Diane Fountain, as a part time employee of the Agency under the terms discussed in executive session. Motion seconded by Holloway. Roll call vote: Carstensen – Aye, Holloway – Aye, Rollins – Aye, Smith – Aye. Motion carried.

ADJOURNMENT

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

Respectfully submitted,



Thomas Lien, Executive Director



Bobbi Rollins, Chairman