

POST FALLS URBAN RENEWAL MINUTES

January 21, 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 Jerry Baltzell, David Holloway, Peter Smith, Tim Short and Hilde Shetler. Commissioner Carstensen was not present due to an excused absence.

Rollins asked for an update on Larry's medical status, Lien stated that Larry has a doctor's appointment today. Rollins expressed that the board hopes that he will be back soon.

Chairman Rollins asked Commissioner Shetler to lead the Pledge of Allegiance.

CEREMONIES, APPOINTMENTS AND ANNOUNCEMENTS

Smith made a motion to amend the agenda to include the election of officers and Short seconded. Roll call vote: Baltzell – aye, Holloway – aye, Smith – aye, Short – aye, Shetler – aye. Motion carried. Rollins directed to move this item (election of new officers) under new business.

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 December 17, 2009 minutes. Provided also were the payables for the month totaling \$31,206.61. These are normal monthly expenses and include a quarterly payment of \$15,958.03 to Washington Trust Bank for the Centerpoint District water tower loan.

The financial statements are as printed from our in-house QuickBooks accounting system. A quarterly comparison of operating expenses including October through December shows actual expenses of \$33,184.52 compared to budget of \$47,830.00. The two principal items of difference are Engineering Services of \$4,000 which we have not incurred and Marketing and Education of \$3,000.00.

The Bank Activity Report shows total funds in all accounts of \$2,493,067.81 with accrued interest for the month of \$203.78. Approval of the Consent Calendar will also authorize the transfer of accrued interest to the General Fund and transfer of \$31,206.61 to the INB Checking Account to pay the payables.

Shetler asked Lien to explain the difference in the actual vs. budget on insurance. Lien stated that this was for the ICRMP renewal, which was budgeted for the month of September for the prior fiscal year. The bill was processed and paid in October; therefore it is showing in the current fiscal year.

Shetler also inquired on the difference in website design, hosting and maintenance. Lien explained that the difference is due to anticipated costs working on the website that has not been done yet.

Baltzell made a motion to accept the Consent Calendar as presented, seconded by Smith. Motion carried by voice vote.

CITIZEN COMMENTS

Craig Dolsby, F.O. Berg

Dolsby gave a presentation on the status of approximately 30 acres his company, F.O. Berg, owns in the West Seltice II District. Joe Meyers of Grannis Petroleum was added to their team as Project Supervisor for the individual lots. They also selected Architect Sam Nystrom of Nystrom, Collins, and Owens of Spokane to develop a motif for the property. They are developing a master site plan that will carry a theme through the entire park in a community type atmosphere where they will put trails and a green theme. They are breaking ground in early spring with the first building which is 15,000 sq. ft. and already full. They will be relocating the sales and marketing arm of their business currently located by Sanders Beach in Coeur d'Alene which will occupy half of the 15,000 sq. ft building. The other half will be rented out to F.O. Berg which is the awning and sign company currently located in Washington.

Dolsby showed a conceptual drawing with an overall layout. The vision of the Berg Companies is to be the world's premier provider of critical mobile remote site systems. They are seeing a very good growth surge, not only in their current lines but they are also adding continuously to different lines.

Currently they have outgrown their 30,000 sq. ft. building and have sublet a 40,000 sq. ft. space for a contract they have. It is a reality that they will need from 100,000 to 200,000 sq. ft. building space. They are very excited to move their operations to Post Falls. Once the theme is set they will be able to show this prospective layout to people that are either looking to buy a lot or to become a part of this campus environment.

Shetler congratulated Dolsby on the success of the project; it is very exciting and welcomed.

Rollins asked if there was an estimate on the number of jobs that will be created. Dolsby replied that in the initial 15,000 sq. ft. building they would be moving 11 jobs from the awning and sign division and an additional 8 jobs from Coeur d'Alene, which is primarily the sales, marketing and administrative staff for the F.O. Berg Company. The total acreage is 29 with 23 acres being developed; they lost acreage when the roads were put in. Rollins asked how long the F.O. Berg Company had been around - Dolsby stated since 1883.

Lien thanked Dolsby for taking the time to come in and give the presentation since Treaty Rock is within the West Seltice II District, which is currently being reviewed and this added information will be helpful.

Dolsby said that they have been working with Kimball and their key suppliers in the Spokane Valley. They have approached 3 of Kimball's main suppliers who are pretty excited about delivering with a fork truck rather than putting a truck on the road.

Rollins likes the idea of a motif theme for the whole thing rather than manufacturers putting up different buildings here and there.

Baltzell complimented Dolsby on the project and asked if there was anything else the Agency could do to help make the project successful. Dolsby said that as the project moves forward there might be.

Bill Melvin, City of Post Falls

Melvin approached the board with information on Fredrick/William/Centennial Trail projects and handed out the results from the bid opening held on January 20th for these projects which are located in the City Center District. The bids are very favorable. Based on the bid review by the City and Welch Comer, the successful bidder is Owens Construction, whom Melvin said has a good reputation. The City's recommendation to the Agency is to concur with the bid results and go to City Council to request approval to issue a notice of award for the bid to Owens Construction for the base bid and the 2 added alternates.

Smith inquired about the dollar amount of \$285,892.10 next to Frederick Street and none on William Street. Melvin explained that the two were bid together as one.

Short asked if security cameras were included in the trailhead parking lot as there had been discussions on that. Melvin stated that security cameras were not included. They were purposely pulled due to the fact that they are a specialty item.

Lien stated that he had met with Scott Haug, Police Chief, and they decided to wait until late spring or early summer and bid the security cameras. With technology and pricing changes we may get more accurate numbers.

Melvin stated he was very pleased with the bids as we are in a very competitive market now. We are in good shape and really excited about the bids and working with Tom on the next phase of the City Center project.

Rollins said that the MOU with the City has already been approved and asked for clarification on what motion needed to take place.

Bredeson confirmed that the board needs to make a motion for approval of Owens Construction as the successful bidder.

Melvin added to include authorization for the City to go to city council and issue a notice of award to Owens Construction. The contract with Owens Construction will be with the City.

Smith made a motion to approve the bid of Owens Construction and authorize going to the City Council to get approval for award of the bid. Baltzell seconded. Roll call vote: Baltzell – aye, Holloway – aye, Smith – aye, Short – aye, Shetler – aye, Chairman Rollins – aye. Motion carried.

Rollins thanked everyone for coming. It is really exciting with F.O Berg doing some construction starting this spring and the three City projects. It is going to show some real vitality to the City of Post Falls. In speaking for the other Commissioners, this is another example of how Urban Renewal works with tax increment financing.

UNFINISHED BUSINESS

Access 90 Interchange Status. Executive Director Lien reported the Chamber Transportation Committee met on 01/07/2010 and received an updated timeline from ITD for the Access 90 project as promised in the earlier meeting. Both the mayor and Don Davis from ITD spoke. Davis indicated that the EIS and IJR would be in process of completion concurrently with the end date anticipated to be September 2010. At that time, the ROD preparation would be from August 2010 through October 2010 with approval expected in November 2010. The \$500,000 we provided was for preliminary design through December 2010 and then the \$700,000 (when paid) would go towards final design.

Mayor Larkin said that the Beck Road Interchange IJR has gone to FHWA for approval and they hope this will be complete by mid-2010. This is privately funded through Foursquare Properties, so the EIS and ROD are not a requirement like in the Access 90 project. Rob Elder suggested that this project needs to be on the Committee continuing activity report.

Short commented on the dates, saying that they seem to be a year off schedule from what was originally anticipated. Lien confirmed this to be correct, due to issues with the modeling for the interchange and the traffic flow between the state line and Highway 41. Although people are asking ITD when dirt work can begin on this project, there is no way to answer that until we get funding. As to when we get funding, that depends on getting the book on the shelf and are ready to go into the ground. If funding becomes available, everything goes forward from there. We need to get the ROD and the final design to get that book on the shelf, and then in the next year or two when projects are completed on an annual basis, we move closer to the top of the list.

Rollins stated it is a timing issue and all we can do is stay in communication. It is definitely out of our control.

Baltzell shares the same concerns Short does. We were all pretty excited a year ago when asked to help fund the project, which we did without any hesitation because we felt it was definitely needed for the City of Post Falls. Looking at the numbers and being at least a year or more behind, it is not because of funding, we committed ourselves to that. Baltzell asked if we can get someone from ITD to come and speak to the Commission and address some of these issues and provide an update.

Smith stated he thought CH2M Hill was working on the project. Is the \$500,000 just sitting in an account? What is going on with the money?

Lien explained that at a joint meeting held at ITD on 12/21/09, one of the things that came out at the meeting was a commitment to do a better job of letting everyone know the status of the project. CH2M Hill and ITD will jointly provide a monthly status report to the transportation committee. A calendar showing the items that have been funded along with the unfunded items, including a timeline was included in the Commissioner packets.

Rollins expressed that this report can be used next month and the months following to compare what has been accomplished.

Smith agreed that he had seen some timelines somewhere which were quite different than what he is seeing now. ITD is not going to push this project; we are going to have to push it. It seems like every time we turn around the dates have changed. It is not for lack of effort from the City or on our part that things are falling behind schedule. If it is CH2M Hill doing the work, why aren't they giving us a memorandum showing that they are doing something, or if it is ITD, where is that information?

Rollins said earlier in 2009 we were hearing dates like the end of this year and the 2010 dates had been quoted earlier.

Lien affirmed the schedule is different now than what was on the 2005 budget, due to issues such as the modeling, which delays the timeline.

Short suggested getting someone from both ITD & CH2M Hill to come here. Right now he feels that they work for us. The City has put their money in as has the Agency and until we are actually funded and they agree to take these funds they basically work for us. We are putting money on the line and he would like to get a report from them as to what the progress is, why the schedule is what it is and hopefully solidify a commitment to these new dates so they don't shift another year behind.

Lien will get a representative from ITD & CH2M Hill to attend the March commission meeting.

Baltzell felt in doing that it would also show them that we are strongly committed and want to get the project rolling.

Smith said he is sure CH2M Hill will get the job done if they are set loose. He feels the delay has been with ITD and we need to apply pressure there. They are the ones who have our money.

NEW BUSINESS

Election of Officers. Rollins opened the three offices for nomination.

Chair: Smith nominated Bobbi Rollins for Chair, seconded by Baltzell. All in favor by voice vote.

Vice-Chair: Baltzell nominated Peter Smith as Vice-Chair, seconded by Short. All in favor by voice vote.

Treasurer: Smith nominated Dave Holloway as Treasurer, seconded by Baltzell. All in favor by voice vote.

STAFF REPORT

Our Audit firm, Magnuson, McHugh advised that the person who needs to do the last review on our final FY2009 audit prior to binding this and providing the finished project had an accident and the review process has been delayed. The final audit should be available for our February Commissioner meeting.

Regarding the Highway 41 trail project we have talked to several engineering firms about their qualifications for providing design services. A firm should be selected in the next week or so. An MOU between the Agency, City and ITD will be used on this project and will come to the Commission for review and approval.

We continue to stay in contact with Harry Green on The Landing project and are taking preliminary steps to structure a Project Specific OPA between the Agency and Mr. Green for first phase work on The Landing. We do not have a definite completion time at this time, but we are close. Mr. Greene is working with his bank on the financing.

COMMITTEE UPDATE

Finance - Holloway stated the Audit would be the next approval item, which will be in February.

District Review – Rollins stated that the committee is currently doing a review on the West Seltice II district, which includes the F.O. Berg Company, Treaty Rock Corporate Park and Montrose I phase. They will have a completed report for the February Commission meeting.

City Center Review – Carstensen not present - nothing to report.

Personnel – Smith stated the committee met earlier in the month regarding the logo and developing some marketing materials including a video. The committee selected a firm to develop the logo. They had some real good ideas that came out of that meeting. The committee will meet again on January 28th to review some logo options. Since the logo came in below the budgeted amount, the committee is also going to get bids on a marketing video.

COMMISSIONER COMMENTS

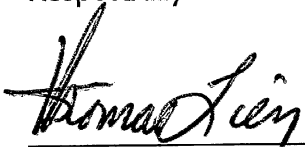
Baltzell thanked Rollins, Smith and Holloway for their leadership this past year, saying they have done a great job and he has learned. It helps to make all of us better Commissioners to serve, and thanked them for serving in those positions.

Shetler said the Agency was in the newspaper earlier this month for the URA refund. It is nice that we get continuing coverage for the rebate given to the taxing districts and she would like to congratulate the Agency and the Commission since that was prior to her being on the board.

ADJOURNMENT

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

Respectfully submitted,



Thomas Lien, Executive Director



Peter Smith, Vice-Chairman