

**POST FALLS URBAN RENEWAL MINUTES**  
**September 16, 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, Jerry Baltzell, Peter Smith, Tim Short and Hilde Shetler. Commissioner Holloway had an excused absence.

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

**CEREMONIES, APPOINTMENTS AND ANNOUNCEMENTS**

NONE

**CONFLICT DISCLOSURE**

Commissioner Smith declared a conflict of interest regarding the Idaho Veneer Urban Renewal District and removed himself from that discussion.

**CONSENT CALENDAR**

Lien introduced the Consent Calendar. All Commissioners had been given a packet of information for the meeting including the reviewed and edited August 19, 2010 minutes. Provided also were the payables for the month totaling \$650,503.51. The operating payables for the month totaled \$16,962.11. Also included in payables are checks totaling \$4,695.18 for payments to the City on the William/Frederick/Centennial Trail project. There is an estimated \$42,295.68 remaining on the William/Frederick/Centennial Trail project that has not been billed. The total payables include the semi-annual proponent reimbursement checks totaling \$633,541.40.

The financial statements as of August 31 are as printed from the in-house QuickBooks accounting system and will be posted to the Agency website. The Bank Activity Report shows total funds in all accounts of \$5,011,345.21 with accrued interest for the month of \$248.48. Approval of the Consent Calendar will also authorize the transfer of accrued interest to the General Fund and transfer of \$650,503.51 to the INB Checking Account to pay the payables.

Next was a revised Notice of Waiver to Investment Policy allowing for the amount of \$1,500,000 investment of Agency funds in CD's rather than the previous \$1,000,000.

ED Lien presented the engagement letter for Clark Anderson McNelis & Co. to provide for the FY2010 annual audit which constitutes a contractual obligation in the amount of \$6,000.

Last are the individual proponent letters and checks totaling \$633,541.40.

Carstensen made a motion to accept the Consent Calendar as presented, seconded by Baltzell. Roll call vote: Carstensen – Aye, Baltzell – Aye, Rollins – Aye, Smith – Aye, Short – Aye, Shetler – Aye. Motion carried.

## CITIZEN COMMENTS

Chairman Rollins read the new language on the Agenda for citizen comments. There being no citizens wishing to address the Commission, Rollins moved to the next item.

## UNFINISHED BUSINESS

Access 90 Interchange Status. There was not a Chamber Transportation Committee Meeting this month. The traffic modeling study that was provided to Federal Highway Administration to support the Interchange Justification Report was reviewed and not accepted due to the numbers used in the recent update of the modeling study. The new data apparently showed an improvement in the traffic flow at the Access 90 Interchange location and does not justify the Interchange. This is currently in discussion between Idaho Transportation Department, CH2MHill, SRTC and FHWA. If the IJR is not approved due to the traffic study, an option would be to install an overpass with the opportunity to add on and off ramps in the future.

The status of the Tiger II grant application for funding the Access 90 Interchange is still in process with the expectation of a decision in October.

Eric Keck, City Administrator reported to the Commission and stated that there is a modeling issue with the Greensferry and the Beck Road Interchange. A letter from the Agency to FHWA is recommended to speed up the process. Baltzell suggested emergency responders be included showing their support.

Chief Sampert of Kootenai Fire and Rescue stated that any improvement in traffic for the Post Falls area is well warranted and the Fire District is in full support.

Bank Signature Authorization. Chairman Rollins stated that Financial Institutions have asked for documentation in the Agency minutes for signatory authorization of bank documents. Commissioner Baltzell made a motion to designate Chairman Rollins, Vice-Chairman Smith and Treasurer Holloway to sign any necessary bank documents, seconded by Short. All in favor by voice vote.

Marketing Video. Commissioner Smith reported that the committee met with Jeda Media to review the video. The video was 7 minutes long and was edited down to 5-1/2 minutes. There will be one more review and the final product should be completed by the next Commission meeting.

## NEW BUSINESS

Certificate of Deposit Renewal. CDs currently held at Mountain West Bank and Spokane Teacher's Credit Union will mature on September 24th and 25<sup>th</sup> respectively in the amounts of \$250,000 plus accrued interest. After review of available rates and discussion in Finance Committee it is anticipated to renew the CDs at 1.0% for 18 months at Mountain West and 1.46% for 12 months at Spokane Teacher's Credit Union. These are the best available terms and rates and best suit our liquidity needs. Mountain West Bank also has offered to renew this CD with no early withdrawal fee so that we can terminate it in 12 months or earlier.

## RESOLUTIONS

Idaho Veneer Proposed Urban Renewal District. After a joint meeting with the City Council members and Agency Commissioners regarding the Idaho Veneer Urban Renewal District, and further review by

the District Review Committee it has been recommended to rescind Resolution 10-01 and adopt a new resolution. ED Lien gave a short presentation on the new resolution which focuses on declaring a portion of the City as a deteriorated or deteriorating status. The revised resolution will repeal the previous resolution and focus on the specifics of deterioration without discussion for future developments for the site.

After discussion, Commissioner Short made a motion to adopt Resolution 10-03; a Resolution making findings that a deteriorating or deteriorated area exists within the City, realizing the need for an Urban Renewal Plan. Commissioner Baltzell seconded the motion. Roll call vote: Carstensen – Aye, Baltzell – Aye, Smith – abstained, Rollins – Aye, Short – Aye, Shetler – Aye. Motion carried.

STAFF REPORT – nothing further to report.

#### COMMITTEE UPDATE

*Finance* - Nothing to report.

*District Review* – Rollins – In 2010 the District Review Committee meetings have included several districts at a time rather than doing a full review of each district, one at a time. The committee will meet on a monthly basis. She also reported on the proposed Idaho Veneer District resolution submitted to the Commission by the committee.

*City Center* – Carstensen – Work on streets and sidewalks are progressing in The Landing. Business owners along 5<sup>th</sup> Avenue have been cleaning and fixing up the area which is visible from the Interstate.

*Personnel Property and Communications* – Smith – there will be an executive session to do a review of Executive Director Lien's contract.

#### COMMISSIONER COMMENTS

Smith had a question on the District Review Report about the Beck and Jacklin Road intersection and the relationship between Four Square and Watson. The District Review Committee indicated that this is a City issue. He asked for more information about this. Lien explained that the City approached the Agency asking if this should be a URA project. It was determined that the two (2) proponents of Expo and The Pointe need to work on the intersection of Jacklin and Beck Roads jointly since the area involved is in both districts. Smith then asked for information on the OPA at Centerpoint regarding the parking lot. Lien explained that Four Square Properties has submitted a draft OPA with an attachment of reimbursable items and estimate of costs. Exhibit "D" includes items that need to be reviewed and verified prior to signing the OPA. Rollins confirmed that there are items on the list that may have already been reimbursed. Baltzell added that the park n ride is also being evaluated and with the Beck Road Interchange it might not be a viable parking lot. There has been discussion of a land swap, but nothing has been decided.

#### **Executive Session**

Chairman Rollins asked for a motion to enter into Executive Session.

Smith moved to enter Executive Session for the following purposes pursuant to Idaho Code Section 67-2345, Subsection 1(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. This paragraph does not apply to filling a vacancy in an elective office or deliberations about staffing needs in general; 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. Motion seconded by Shetler. Roll call vote: Carstensen – Aye, Baltzell – Aye, Rollins – Aye, Short – Aye, Smith – Aye, Short – Aye, Shetler – Aye. Motion carried.

Executive Session started at 8:12 a.m. Present in addition to the Commissioners was 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 8:32 a.m.

Smith made a motion to amend the Agenda and add the Executive Director's Administrative Services Contract. Shetler seconded the motion. All in favor by voice vote.

Next, Smith moved to approve the Administrative Contract for the Executive Director with revisions, seconded by Short. Roll call vote: Carstensen – Aye, Baltzell – Aye, Rollins – Aye, Smith – Aye, Short – Aye, Shetler – Aye. Motion carried.

Smith moved to amend the agenda to add a specific line item to include a one-time payment of \$2500.00 to the Executive Director. Baltzell seconded the motion. Further, Smith made a motion to compensate Executive Director Lien with a one-time payment of \$2500.00. Seconded by Short. Roll call vote: Carstensen – Aye, Baltzell – Aye, Rollins – Aye, Smith – Aye, Short – Aye, Shetler – Aye. Motion carried.

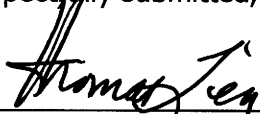
#### CHAIRMAN COMMENTS

Rollins thanked Agency Staff and Commissioners on work performed and expanding the knowledge of Urban Renewal.

#### ADJOURNMENT

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

Respectfully submitted,



Thomas Lien, Executive Director



Bobbi Rollins, Chairman