

## **POST FALLS URBAN RENEWAL MINUTES**

**October 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 Larry Carstensen, Jerry Baltzell, Dave Holloway, Peter Smith and Hilde Shetler. Commissioner Short had an excused absence.

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

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

Chairman Rollins announced the Community Forum will be held on Thursday, October 28<sup>th</sup> from 6:00 to 8:00 p.m. in the community room at the Post Falls Police Department. Taxing entities, news media, Mayor and City Council have been invited as well as any interested citizens.

### **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 September 16, 2010 minutes. Provided also were the payables for the month totaling \$83,358.67. The operating payables for the month totaled \$11,970.01. Also included in payables are checks totaling \$48,116.75 for final payments on the William/Frederick/Centennial Trail project, the annual 2011 payment of \$7,740.00 for the Chamber Office space and the quarterly Water Tower Loan payment in the amount of \$15,531.91.

The financial statements as of September 30 are as printed from the in-house QuickBooks accounting system and will be posted to the Agency website. Also included were revenue and expenses for the twelve months fiscal year ending September 30. A quarterly financial review of bank statements has been performed by Treasurer Holloway. There were no missing checks for the past 12 months and the Agency received and deposited a refund of \$335,628.61 including interest of \$4,186.61 from the prepayment of \$500,000 to ITD on the Greensferry preliminary design requirements.

The Bank Activity Report shows total funds in all accounts of \$4,379,109.99 with accrued interest for the month of \$1,451.54. Approval of the Consent Calendar will also authorize the transfer of accrued interest to the General Fund and transfer of \$83,358.67 to the INB Checking Account to pay the payables.

Next was a contract for Legal Services for fiscal 2011 with Bredeson Law Group, which represents a renewal of the existing contract with Mr. Bredeson who provides outside legal counsel for the Agency. There has been no change in the basic terms of the contract.

Also included for approval was the FY 2011 lease agreement with the Chamber of Commerce for the Agency office space. The basic terms of the lease have not changed.

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

#### CITIZEN COMMENTS

None

#### UNFINISHED BUSINESS

Marketing Video Update. Commissioner Smith reported that the marketing video is complete and thanked ED Lien for his diligence and assistance with the committee and Jeda Media. Smith also praised committee members Baltzell and Shetler for their help and input. The final product is a cooperative effort of all those involved. Jeda Media did an excellent job in giving us a video we can use to promote the city of Post Falls and urban renewal. The video has been placed on YouTube. There will be a link to the video on the Agency website and additional copies are available upon request. Copies of the marketing video have been distributed to the proponents within the urban renewal districts. The video was played for the Commission and audience.

Chairman Rollins stated that the video was first-class and applauded those involved. Shetler also commended Smith for his leadership on this project. ED Lien stated that it was very rewarding working with Jeda Media.

Highway 41 Trail Project. ED Lien stated that a contract had been executed with JUB Engineering for preliminary budget information on this project last May. The initial budget was \$982,000. JUB is also the engineer on a trail project going along Atlas Road and running under I-90. Once they got into that project and received contractor cost bids, JUB re-worked their numbers for us and provided a new budget estimate of \$761,000 a decrease of \$221,000. The Agency initially held off on this project because the cost seemed too high and there was a question as to availability of funding, given the planning and participation in the Access 90/Greensferry overpass and the Spencer Street project.

The trail would start on Seltice Way at the Hwy 41/Ross Point intersection on the east side of Hwy 41 proceeding under the interstate and joining the trail in front of the Sonic Burger Drive-In. This currently is a narrow, dirt trail that is mostly unprotected from Hwy 41. The Agency feels this project would significantly increase safety for pedestrians and bicyclists and enhance the esthetics of the area. The project is included in the EPF District Plan and can be funded with increment.

The Greensferry overpass, Spencer Street project and the Highway 41 Trail are interconnected and need to be addressed and prioritized. The increment is being received and the Agency is obligated to use the funds for projects or give the money back to the taxing entities.

Chairman Rollins asked if the cost of the Highway 41 trail could be compared to that of the completed Atlas trail and also if the engineers could look at raising the trail under the freeway, which they did on Atlas Road. ED Lien stated that the three (3) major costs items include pedestrian signalization, relocation of underground water lines and relocation of electrical lines. If the trail were raised this could possibly eliminate the need to relocate the utilities.

Shetler asked if there would be information regarding the proposed projects at the Community Forum for public comment. ED Lien stated that each District would be addressed along with the status of the development within the district(s).

Smith suggested appointing a committee consisting of three (3) Commissioners to look at the Greensferry overpass, Spencer Street and Highway 41 Trail projects and prioritize them. A committee could look at all the options and meet several times before the next Commission meeting. This would also enable valuable information for the strategic planning session. Baltzell recommended the 3 on 3 Committee add another Commissioner to review and focus on the EPF projects. Chairman Rollins asked if Commissioner Carstensen would like to take the lead on this. Either Short or Rollins could be an alternate.

Rollins stated after the Community Forum, the 3 on 3 Committee can take the information received on the East Post Falls District, assess and prioritize the projects and report back to the Commission. Once that is done, Commission could address the expiration date of the EPF district and consider the possibility of closing the South and Central sub-districts and extending the expiration date of the North sub-district.

#### NEW BUSINESS

Strategic Planning Session 2010. ED Lien suggested scheduling a strategic planning session to be held within 30 days of the Community Forum. It is anticipated that we will receive public input and comment from the forum which can be brought to the strategic planning session for consideration. ED Lien stated that Smith, Carstensen and Short (the 3 on 3 Committee) will then have additional information for this session.

#### STAFF REPORT

ED Lien gave the status of the Access 90 Interchange. As reported at last meeting, the traffic modeling numbers provided to FHWA by KMPO were changed and are not acceptable to FHWA to continue the process. Dick Jacobson from CH2MHill has met with ITD and advised the City and Agency of the additional work necessary to pursue an IJR and ROD. His comments are as follows:

I am providing the order of magnitude budgetary estimate for the additional work on the I-90 Post Falls Access Improvements project as we discussed.

The overall budgetary estimate is on the order of \$160,000 to \$180,000. The estimate is broken down for the additional traffic analysis work and modifications to the Interchange Justification Report and the FEIS as follows:

- Traffic Analysis (Coordination during modeling, post processing and analysis, and report preparation: \$40,000 to \$45,000
- Modifications to IJR to incorporate updated traffic analysis results: \$45,000 to \$50,000
- Modifications to FEIS based on updated traffic analysis results for the reasonable alternatives, using traditional format: \$75,000 to \$85,000.

Upon your direction, the final amount would be determined through negotiation in accordance with ITD procedures. Feel free to contact me with any questions. Thanks.

Dick Jacobson  
CH2M HILL

Lien stated that the time frame to do this additional work is nine (9) months. We do not have any current news on the status of the Tiger II grant application for funding the Access 90 Interchange. That is also still in process with the expectation of a decision in October.

There has been some committee discussion regarding the electronic filing of our paper records. In visiting with two different outside entities that provide this service, it looks like a cost would be about \$6,000 to do what we currently have.

An alternative that staff would like to introduce is to replace the current leased printer/copier/fax machine with a machine that includes scanning. The machine would be networked into our system so that we could print to it from our computers and scan documents into our computer hard drive. This would be a replacement machine on a 48 month lease at \$119.00 per month compared to the current older machine with a monthly rate of \$112.00 per month. Our copying is historically between 300 and 400 per month. There would not be an extra copy cost unless we exceeded 500 per month and the extra copies would cost 1.2 cents per copy. There would be no charge for scanning, and the no-cost maintenance would include toner, parts, service calls, etc.

The option would be to go with another local company with a machine that runs fewer copies per minute and would cost a little over \$127 per month plus a maintenance fee on a per copy basis.

If there are no objections we would exercise this change of copier, going with the existing vendor at a monthly rate that is within our budget for the year.

After discussion, Smith recommended that the Personnel, Property and Communications Committee discuss the details of a plan for staff to archive records. Bredeson will provide Idaho Statutes on records management and retention.

Next, Lien informed the Commission that the Post Falls City Council passed a resolution finding that an area of deterioration exists and recognizing the need for an urban renewal plan at the Idaho Veneer site. Idaho Veneer owners have contracted a company to start working on a site master plan and we will be meeting with them and City staff on Friday morning. This will be an ongoing process over the next 9 to 12 months.

#### COMMITTEE UPDATE

*Finance* - Holloway - Nothing to report.

*District Review* – Rollins will contact Carstensen and Short to set up a meeting.

*City Center* – Carstensen – Work at The Landing is progressing and the William/Frederick/Centennial Trail project is complete.

*Personnel Property and Communications*– Smith – Marketing video is complete. The committee will now focus on the electronic records and sharing information on line. They will discuss different strategies on how to properly do this.

COMMISSIONER COMMENTS

Carstensen again thanked the video committee for a fine job. He hopes that all the excitement that has been expressed through the video will help prospective businesses realize the benefits of coming to Post Falls.

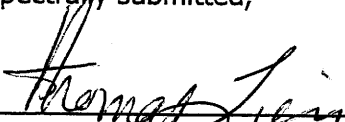
CHAIRMAN COMMENTS

Rollins thanked Agency staff and legal counsel on great work performed and to all Commissioners for your time and efforts.

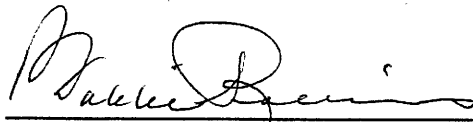
ADJOURNMENT

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

Respectfully submitted,



Thomas Lien, Executive Director



Bobbi Rollins, Chairman