

**POST FALLS URBAN RENEWAL MINUTES**  
**January 18, 2018**

**CALL TO ORDER, ROLL CALL AND PLEDGE OF ALLEGIANCE**

Chairman Jerry Baltzell called the meeting to order at 8:00 a.m. Executive Director Diane Fountain called the roll. Present, in addition to Baltzell were Commissioners Larry Carstensen, Len Crosby, Rich Houser, Collin Coles and Jame' Davis. Also in attendance was legal counsel Pete Bredeson. Baltzell led the Pledge of Allegiance.

**CEREMONIES, APPOINTMENTS AND ANNOUNCEMENTS**

Chairman Baltzell announced Collin Coles and Tom Malzahn's terms expired December 31, 2017. Coles has agreed to remain on the Commission however no action has been taken by the Mayor and Council. Malzahn has asked not to be considered so Mayor and Council are considering an applicant for his replacement which should be approved at the first Council meeting in February.

Election of Officers. Article III Section 2 of the Agency By-Laws states officer terms shall be for one year and elections will be held at the Post Falls Urban Renewal Agency's January meeting, with appointments made at that meeting. Chairman Baltzell opened the floor for nominations for Chairman.

Commissioner Crosby nominated Jerry Baltzell as Chairman, seconded by Carstensen. By show of hands all were in favor of Commissioner Baltzell to be Chairman of the Commission for 2018. Baltzell abstained from the vote.

Commissioner Davis made a motion to nominate to keep the existing officers as they are, seconded by Coles. By show of hands all were in favor of Commissioner Carstensen to remain as Vice-Chairman of the Commission for 2018 and Commissioner Crosby to remain as Treasurer for 2018. By a show of hands all were in favor for Commissioner Carstensen to serve as Vice-Chairman and Commissioner Crosby as Treasurer for 2018.

**CONFLICT DISCLOSURE**

None

**CONSENT CALENDAR**

Fountain introduced the Consent Calendar. Item A is the Commission Meeting Minutes, December 12, 2017.

Item B is the Finance & Policy Committee Minutes, December 20, 2017.

Item C is the payables for the month totaling \$7,353.78.

Item D is the Bank Activity Report which shows total funds in all accounts of \$4,003,850.00 with accrued interest for the month of \$2,006.11. The Idaho Central Credit Union CD is nearing FDIC limit, so they will be issuing us the quarterly interest to keep that CD under the \$250,000. Quarterly

interest in the amount of \$1,091.04 was received on January 9<sup>th</sup> and that amount has been transferred to the General Fund.

Item E is the financial reports as of December 31, 2017 which includes the 1<sup>st</sup> Quarter Budget vs. Actual.

Approval of the Consent Calendar will authorize the transfer of \$2,006.11 accrued interest to the General Fund and a transfer to the Community 1st checking account of \$7,353.78 for general payables.

Commissioner Crosby made a motion to approve the Consent Calendar as presented, noting the Agency is \$9,000 under budget for the first quarter, seconded by Carstensen. Motion carried by voice vote.

#### COMMITTEE UPDATES

*Finance & Policy* – Crosby – The December Financial reports and bank statements have been reviewed and reconciled.

*District Review* – Coles - Nothing to report.

*Communication, Property and Personnel* – Carstensen – The cost to update the Agency video is higher than anticipated. With potential new districts recommendation would be to hold off on updating until something happens.

Chairman Baltzell stated the individual Committees are working well and asked if the Chair of those committees would like to continue as well as keeping the committee members the same. All were in agreement.

#### CITIZEN COMMENTS

None

#### UNFINISHED BUSINESS

None

#### NEW BUSINESS

FY 2017 Audit Presentation. Lee Anderson from Anderson Brothers, CPA presented the FY 2017 annual Audit.

Crosby inquired on property tax receivables and how it will reflect as districts close. Anderson stated the County will reassign it to the taxing entities. Bredeson affirmed that to be correct.

To add clarity to the report, the administrative fees will be shown on the books rather than netted out of the increment as it has been.

Baltzell noted on page 23; the interest expense on the debt in the East Post Falls District is significantly reduced due to an agreement with the lender which reduces the 10% reserve requirement and applying the excess amount to the principal.

The independent auditors note found no significant deficiencies or material weaknesses or non-compliance at this time.

Commissioner Crosby made a motion to accept the FY 2017 Audit as presented, seconded by Davis. Roll Call Vote: Houser – Aye; Coles – Aye; Davis – Aye; Baltzell – Aye; Carstensen – Aye; Crosby – Aye. Motion carried.

Authorization for newly elected officers to be designated signers. Baltzell asked for a motion to authorize the 2018 elected officers as authorized signers for all financial transactions, including checking and savings accounts and Bank Certificates of Deposit, real property transactions and authorize Executive Director Diane Fountain to have access to all account balances and month end statements information for internal funds management purposes. Commissioner Houser made the motion, seconded by Crosby. Roll Call Vote: Crosby – Aye; Carstensen – Aye; Baltzell – Aye; Davis – Aye; Coles – Aye; Houser – Aye. Motion carried.

#### STAFF REPORT

Fountain stated Conflict of Interest Disclosure Letters have been distributed, once complete they will be sent to the Mayor.

The Agency did not receive any responses to the RFP for the property located @ 310 N. Spokane Street. Fountain is meeting with the City Administrator this morning to find out what the City's plans are moving forward. Baltzell asked for any comments on the RFP. Commissioner Coles stated there is no urgency to do anything further at this time. Crosby noted a comment was received by John Young referring to an environmental study being done on that property; it would be in the URA and City's best interest to move that along. Fountain provided the City Administrator with quotes from three (3) companies along with a Brownfields site application from DEQ.

Fountain updated the Commission on the 4<sup>th</sup> Avenue parking lot. At the time the Agency entered into the MOU with the City, costs were not expected to exceed \$100,000. The engineers estimate came in at \$154,400 so the City is attempting to get the cost down to the \$100,000 that was committed by phasing the lighting and removing the steps and landscaping from the bid package, but include them as add/alternatives. Jon Manley anticipates taking the plans to Council on February 6<sup>th</sup>, if approved they will advertise and accept bids by mid-March with a completion date of June 1<sup>st</sup>. The MOU will have to be amended once more information is received by the City. If bids come in too high they might not do the project this year or they could possibly request additional funding from the Agency. Commission members were concerned of the cut backs in the parking lot and expressed the need for it to be done correctly if that means the City also contribute funds toward the project. At the close of the City Center district in August the City will receive approximately \$170,000.

Copper Basin has completed their next phase of construction in the Tullamore District and has submitted the costs which have been reviewed with Welch Comer. A task order for Welch Comer to proceed will be on the February 15<sup>th</sup> Agenda. The final phase which extends Killdeer and Hope Avenue to Highway 41 will be completed in 2018.

Fountain informed Commission that JUB won 1<sup>st</sup> place in the 2017 Engineer Excellence Awards Competition for Category H (transportation) for the work they did on the Greensferry Overpass. JUB has extended an invitation for the Director &/or Chairman to attend the awards luncheon in Boise on April 9<sup>th</sup>. Fountain asked for direction from Commission whether to pursue this or not, noting that airfares range from \$137.00 to \$170.00 per person. Baltzell feels that it is a tremendous award for them to receive; it would be nice to be a part of that. Bredeson noted that the Agency's administrative costs are very low compared to other Agencies. After discussion, Baltzell asked Fountain to contact JUB and find out when they need confirmation of attendance.

The 2017 Annual Report will be presented to Commission at a workshop on March 6<sup>th</sup>, with formal presentation to City Council on March 20<sup>th</sup>. Also the Resolution for closure of the City Center District will be completed for discussion at the workshop.

#### COMMISSIONER COMMENTS

Crosby suggested the District Review Committee do research as we close the City Center District and provide a report of findings. City Center has been a challenging district and it would be helpful looking forward to be aware of past accomplishments, challenges, issues, etc. It could be done after we get the information on the parking lot and prior to the August closure. Baltzell stated the importance of doing this with all districts as they close.

#### CHAIRMAN COMMENT

Baltzell thanked everyone for their work and support and is looking forward to 2018.

#### ADJOURNMENT

Baltzell asked for a motion to adjourn. Commissioner Crosby made the motion, seconded by Coles. All in favor by voice vote. Meeting was adjourned at 9:04 am.

Respectfully submitted,

  
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Diane Fountain, Executive Director

  
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Jerry Baltzell, Chairman