

POST FALLS URBAN RENEWAL MINUTES

January 19, 2017

CALL TO ORDER, ROLL CALL AND PLEDGE OF ALLEGIANCE

Chairman Jerry Baltzell called the meeting to order at 8:00 a.m. Interim 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. Commissioner Tom Malzahn had an excused absence. Coles led the Pledge of Allegiance.

CEREMONIES, APPOINTMENTS AND ANNOUNCEMENTS

Chairman Baltzell announced the Mayor and City Council re-appointed Commissioners Carstensen and Davis to serve additional 5 year terms. Officer elections were held at the workshop, Jerry Baltzell was re-elected as Chairman for 2017, Larry Carstensen as Vice Chairman and Len Crosby as Treasurer.

CONFLICT DISCLOSURE

None

CONSENT CALENDAR

Fountain introduced the Consent Calendar. Item A is the Commission Meeting Minutes, December 15, 2016.

Item B is the Finance & Policy Minutes, January 3, 2017.

Item C is the Commissioner Workshop Minutes, January 11, 2017.

Item D is the payables for the month totaling \$11,638.29.

Item E is the Bank Activity Report which shows total funds in all accounts of \$2,977,298.20 with accrued interest for the month of \$3,102.95.

Item F is the financial reports as of December 31, 2016 and will be posted to the Agency website.

Item G is Resolution 2017-01 Authorizing the destruction of certain Agency Records per Policy #21 (Records Retention Schedule).

Approval of the Consent Calendar will authorize the transfer of \$3,102.95 accrued interest to the General Fund and a transfer to the Community 1st checking account of \$11,638.29 for general payables.

Commissioner Coles made a motion to approve the Consent Calendar as presented, seconded by Crosby. Roll call vote: Baltzell – Aye; Carstensen – Aye; Crosby – Aye, Houser – Aye, Coles – Aye; Davis – Aye. Motion carried.

COMMITTEE UPDATES

Finance & Policy – Crosby stated Commissioner Houser reviewed the December financials. Committee met and reviewed the audit and finalized the MD&A.

District Review – Coles – Nothing to report.

Communication, Property and Personnel – Carstensen – Staff is in the new office which will be much more efficient than being in two small offices.

CITIZEN COMMENTS

None

UNFINISHED BUSINESS

None

NEW BUSINESS

FY 2016 Audit Presentation. Annie Van Valin from Anderson Brothers, CPA presented the FY 2016 annual Audit and highlighted various pages.

Commission Crosby asked what the difference is in property tax receivable and unavailable revenue – property taxes (page 11). Van Valin explained the property tax receivable is based on County information of what has been assessed and not collected as of September 30, 2016. The difference is the sixty (60) day window from year end versus what is actually recorded in the fiscal year. The information is based on collections in October and November, which is taken off and recorded as revenue. The amounts after the sixty (60) days is considered deferred. There was approximately \$10,000 increment received in October and November.

Van Valin stated that the PERSI contribution rate might increase in July. Any questions can be answered by contacting PERSI or visiting their website.

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

Crosby noted that the operating expenses were \$35-40,000 less than projected.

Commissioner Carstensen made a motion to accept the FY 2016 Audit as presented, seconded by Houser. Motion carried by voice vote.

STAFF REPORT

Interim Director Fountain stated she has been informed by Gary Burton from Watson & Associates that financing is in place and contracts have been entered into for the extension of Creative Way in the Expo District. They are working with the City and waiting for the weather to change so they can begin construction.

A letter was received from the Idaho State Tax Commission regarding the Urban Renewal Central Registry. In 2016 Legislation passed HB 606aa which created IC 50-2913 that requires every urban renewal agency to provide administrative and financial information to a central registry which is maintained by the State Tax Commission. The Plan for each URD must be submitted to the central

registry prior to March 1, 2017. The Plans were sent to Gary Houde yesterday. In the future any modification or amendments to a Plan will need to be submitted. Audits and budgets have been submitted to the LSO since FY2015.

COMMISSIONER COMMENTS

None

CHAIRMAN COMMENT

Baltzell thanked staff, legal counsel, City staff and Commissioners for their work.

ADJOURNMENT

Baltzell asked for a motion to adjourn. Commissioner Crosby made the motion, seconded by Houser. All in favor by voice vote. Meeting was adjourned at 8:24 am.

Respectfully submitted,



Diane Fountain, Interim Executive Director



Jerry Baltzell, Chairman