

POST FALLS URBAN RENEWAL MINUTES
February 15, 2018

CALL TO ORDER, ROLL CALL AND PLEDGE OF ALLEGIANCE

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

CEREMONIES, APPOINTMENTS AND ANNOUNCEMENTS

Vice-Chairman Carstensen announced the Mayor and City Council appointed Laura Horn to the Urban Renewal Commission. Carstensen gave an introduction of Horn's history and experience and welcomed her to the Commission.

CONFLICT DISCLOSURE

None

CONSENT CALENDAR

Fountain introduced the Consent Calendar. Item A is the Commission Meeting Minutes, January 18, 2018.

Item B is the payables for the month totaling \$1,105,975.43 which includes the \$1.1 loan payment to WTB for the Greensferry Overpass.

Item C is the Bank Activity Report which shows total funds in all accounts of \$5,829,201.69 with accrued interest for the month of \$2,460.14.

Item D is the financial reports as of January 31, 2018.

Approval of the Consent Calendar will authorize the transfer of \$2,460.14 accrued interest to the General Fund and a transfer to the Community 1st checking account of \$1,105,975.43 for general payables.

Policy #5 was changed last year to reflect authorization for the Executive Director to be a signer in the sole event that two (2) officers are unavailable and as long as one other officer signs the checks.

Commissioner Coles made a motion to approve the Consent Calendar as presented, noting that two (2) of the three (3) signers are absent therefore the Executive Director will sign checks for this meeting. Seconded by Davis. Roll Call Vote: Coles – Aye; Davis- Aye; Carstensen – Aye; Horn – Aye. Motion carried.

COMMITTEE UPDATES

Finance & Policy – Crosby – Nothing to report.

District Review – Coles - Nothing to report.

Communication, Property and Personnel – Carstensen acknowledged Laura Horn as the new Commissioner.

CITIZEN COMMENTS

None

UNFINISHED BUSINESS

None

NEW BUSINESS

Fountain stated there are two (2) Task Orders from Welch Comer on the Agenda. Matt Gillis is present and will explain the process of the task order.

Matt Gillis, Welch Comer explained the process of proponent reimbursement requests. After the proponent completes public infrastructure and it is accepted by the City, they submit a reimbursement request which is reviewed by Welch Comer through a Task Order. Gillis gets verification from the City that the improvements have been accepted and takes a cursory look at the numbers to make sure they are within industry standards for the cost of asphalt, engineering, etc.

Welch Comer Task Order #18-01 – Copper Basin (Tullamore District). The Agency has received a request for reimbursement from Copper Basin in the Tullamore District. Welch Comer has submitted a task order to review the reimbursement request at a cost not to exceed \$2,000.

Commissioner Davis made a motion to accept Welch Comer Task Order #18-01 as presented, seconded by Coles. Roll Call Vote: Coles – Aye; Davis – Aye; Carstensen- Aye; Horn – Aye. Motion carried.

Welch Comer Task Order #18-02 – J.R. Watson & Assoc. (Expo District). The Agency has received a request for reimbursement from J.R. Watson & Associates in the Expo District for completion of Creative Way. Welch Comer has submitted a task order to review the reimbursement request at a cost not to exceed \$2,000.

Commissioner Coles made a motion to accept the Welch Comer Task Order #18-02 as presented, seconded by Davis. Roll Call Vote: Coles – Aye; Davis – Aye; Carstensen – Aye; Horn – Aye. Motion carried.

Approval of Semi-Annual Proponent Reimbursements. Per policy #7, Tax increment received by the Agency for each of the Urban Renewal Districts is disbursed in February and August each year for project cost reimbursement. February reimbursements will be distributed as follows:

<u>District</u>	<u>Proponent</u>	<u>Reimbursement</u>	<u>Remaining Obligation</u>
Center Point	Pointe Partners, LLC	\$380,892.95	\$1,430,441.47
Tullamore	Copper Basin Construction	\$344,947.66	\$1,881,386.18
Tullamore Commons II	Whitewater Creek	\$ 13,595.65	\$ 232,217.45
W. Seltice II	Greenstone Corporation	\$ 98,582.74	\$ 716,897.19

Fountain stated a motion with a roll call vote would be in order to approve the proponent payments in the stated amounts and approve transfer of \$838,019.00 to the Community 1st Checking account for that purpose.

Commission Coles made a motion to approve the Semi-Annual Proponent Reimbursements as presented, seconded by Davis. Roll Call Vote: Carstensen – Aye; Horn – Aye; Coles – Aye; Davis – Aye. Motion carried.

STAFF REPORT

Fountain welcomed Commissioner Horn, she will be a great addition to the board.

A legal ad has been submitted to the Press and will publish on February 20th stating the Agency will review and take comment on the Annual Report to the City at the Commission Workshop on March 6th. Formal presentation to City Council will be March 20, 2018.

COMMISSIONER COMMENTS

Coles welcomed Laura Horn to the board.

CHAIRMAN COMMENT

None

ADJOURNMENT

Carstensen asked for a motion to adjourn. Commissioner Davis made the motion, seconded by Coles. All in favor by voice vote. Meeting was adjourned at 8:14 am.

Respectfully submitted,



Diane Fountain, Executive Director



Larry Carstensen, Vice-Chairman