

## **POST FALLS URBAN RENEWAL MINUTES**

**March 17, 2011**

### **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, Tim Short and Hilde Shetler. Commissioner Smith had an excused absence.

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

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

None

### **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 February 17, 2011 minutes. Provided also were the payables for the month totaling \$23,011.38 which are normal monthly operating expenses.

The Bank Activity Report shows total funds in all accounts of \$5,915,753.98 with accrued interest for the month of \$995.79.

The financial statements as of February 28 are as printed from the in-house QuickBooks accounting system and will be posted to the Agency website.

Also included is the Order of Approval of Payment for The Point at Post Falls, LLC for reimbursement in the amount of \$1,426,478.97. The amount available in the City Center District is \$1,423,404.44 which will leave a balance of \$3,074.53 on this obligation.

Approval of the Consent Calendar will also authorize the transfer of \$995.79 accrued interest to the General Fund and transfer amounts to the INB Checking Account of \$23,011.38 to pay the payables and \$1,423,404.82 for the proponent reimbursement.

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

### **CITIZEN COMMENTS**

None

## UNFINISHED BUSINESS

Access 90/Greensferry Update. Rollins stated there is continual conversation on the Access 90/Greensferry project. There continues to be reporting issues that have not been presented to the City. The "2 on 2" committee members and the "3 on 3" committee members have expressed their frustrations on the status of this project. The Agency has requested that the City make any kind of decision and move forward. Both the Mayor and Erik Keck said they will try to push as hard as they can to get something decided. It is anticipated that we will have something within the next 30 (thirty) days. Baltzell asked if the Agency can withdraw the application for the interchange and press on with the overpass. Rollins stated that an overpass is in the East Post Falls Plan which the Agency can fund, however until a final decision on an overpass vs. interchange is made, we cannot move forward.

## NEW BUSINESS

Employee Vacation, Sick Leave and Holiday Policy. Lien acknowledged that since the Agency has a part time (20 hours per week) employee that is covered by the normal federal and state withholding, the Agency needs to have a policy in place for vacation, sick leave and defined holidays. The new policy provides for nine fixed holidays per year, vacation at two weeks per year based on normal working hours, and sick time off of three days per year. There are no medical, dental or other insurance benefits. The policy has received input from the Personnel and Communications committee, has been reviewed by legal counsel and was reviewed and recommended by the Finance and Policy committee. Commissioner Baltzell made a motion to accept the Employee Vacation, Sick Leave and Holiday Policy as presented, seconded by Short. Motion carried by voice vote.

Bylaws of the Post Falls Urban Renewal Agency. Lien explained that the Bylaws were several years old and included language to accommodate levels of support as provided by the City staff for administration. The language in the new Bylaws has been revised and reviewed by legal counsel and the Finance and Policy Committee. This brings the Agency Bylaws current. Shetler made a motion to accept the Bylaws as written, seconded by Carstensen. Motion carried by voice vote.

## STAFF REPORT

ED Lien stated staff is continuing efforts to review the page content of the Agency website and has been updating information. We should be able to go live within the next week or so, with the ability to incorporate most of our changes going forward.

Staff met with the City engineer and representatives with the Centennial Trail Foundation regarding the revision of the Trail crossing at Spokane Street. A proposed layout of improvements to include landscape along the sidewalk and in the median was received a few days ago. The Foundation group is putting together a cost proposal for the changes which will go to the city engineer and the 3 on 3 committee for review, and finally the Agency.

## COMMITTEE UPDATES

*Finance* – Holloway – nothing to report.

*District Review* – Rollins – The Committee met March 1<sup>st</sup> to discuss the Spencer Street project and Access 90. There were no decisions made to bring forward to the commission at this time.

*Personnel Property and Communications* – Shetler. The committee reviewed the vacation policy.

#### COMMISSIONER COMMENTS

Commissioner Shetler asked if there were any status updates from the developer at The Landing. Lien has spoken with Harry Green but there has not been any firm commitments made to date for facilities construction. Lien reminded Commission that prior to moving forward with a second project specific OPA for the next phase, the developer must show some level of vertical facility development. The current obligation will increase when the landscaping that could not be completed last year due to weather has been done.

Baltzell asked if there was anything new from Legislation. Lien stated that two out of four bills have been passed and are now in the Senate. Any new bills that pass will be effective July 1, 2011.

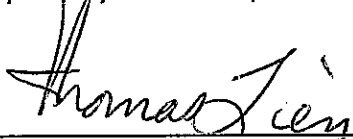
#### CHAIRMAN COMMENT

Rollins thanked staff and legal counsel for their diligent work on all the projects of the Agency.

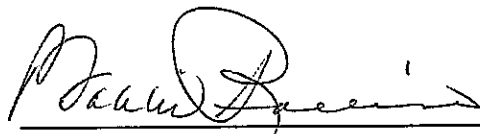
#### ADJOURNMENT

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

Respectfully submitted,



Thomas Lien, Executive Director



Bobbi Rollins, Chairman