

POST FALLS URBAN RENEWAL MINUTES

September 15, 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, David Holloway, Peter Smith, Tim Short and Hilde Shetler. Commissioner Jerry Baltzell had an excused absence.

Commissioner Short led the Pledge of Allegiance.

CEREMONIES, APPOINTMENTS AND ANNOUNCEMENTS

Chairman Rollins stated there would be a public hearing for the Riverbend District Closing budget and announced if any citizen wanted to comment, they should please sign in.

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 August 18, 2011 Commission meeting minutes. Provided also were the payables for the month totaling \$20,324.69 which consist of normal monthly operating expenses.

The financial statements as of August 31 are as printed from the in-house QuickBooks accounting system and will be posted to the Agency website.

The Bank Activity Report shows total funds in all accounts of \$5,871,452.71 with accrued interest for the month of \$1,227.94.

Next is the contract for Legal Services for fiscal 2012 with Bredeson Law Group, which represents a renewal of the existing contract with Mr. Bredeson who provides outside legal counsel for the Agency. There have been no changes in the basic terms of the contract.

Also included is the FY 2012 lease agreement with the Chamber of Commerce for the Agency office space. The basic terms of the lease have not changed.

Approval of the Consent Calendar will authorize the transfer of \$1,227.94 accrued interest to the General Fund and transfer to the INB checking account of \$20,324.69 to pay the payables.

Rollins asked what project the \$590.00 Welch Comer Invoice was for. Lien stated he would get that detail and provide it back to the Commissioners.

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

CITIZEN COMMENT

None

PUBLIC HEARING

A public hearing was opened by Rollins on the closing budget for the Riverbend Urban Renewal District. Rollins gave the instructions for public comment, noting no written comments had been submitted. The Riverbend Urban Renewal District closing budget was to be explained by ED Lien, and then the Commission was to vote to accept the Riverbend closing budget or accept with amendments.

Lien gave a brief presentation on the Riverbend Urban Renewal District. The District was created in 1997 with a term of 15 years. Jacklin Land Company is the proponent. There has been a total of \$3,834,077 in infrastructure improvements constructed by the proponent, resulting in the location of numerous medium to large commercial businesses and education facilities. The success of this district is evidenced by comparing the initial base assessed value of \$3,785,643 on the property to the increase of \$48,913,535. Approximately 1,251 jobs have been created within the District. The average rate of pay is \$19.98 per hour which results in an annual payroll yield of \$40,704,794 in the Riverbend District. A jobs multiplier of 1.1 means that there would be an additional 1,376 jobs created in the region as a result of the initial jobs growth, which would result in additional \$44,775,273 in payroll in the region for a total payroll of \$85,480,067.

Idaho State Code 50-2903(5) states "For the fiscal year that immediately predates the termination date for an urban renewal plan involving a revenue allocation area or will include the termination date, the Agency shall adopt and publish a budget specifically for the projected revenues and expenses of the plan and make a determination as to whether the revenue allocation area can be terminated before January 1 of the termination year pursuant to the terms of section 50-2909(04), Idaho Code". To comply with this requirement, we present the closing budget specifically for the Riverbend Urban Renewal District. The projected revenue for the year totals \$802,788 with a proponent reimbursement of \$567,567, which will pay off the remaining amount of obligation to the Jacklin Land Company leaving projected unallocated residual increment of \$235,221.

Rollins then closed the public hearing.

UNFINISHED BUSINESS

Rollins asked for a motion to accept the Closing Budget for Riverbend District and adopt Resolution 2011-02. Holloway made the motion to accept the Closing Budget for Riverbend District as presented and adopt Resolution 2011-02. Seconded by Carstensen. Roll call vote: Carstensen – Aye, Holloway – Aye, Rollins – Aye, Smith – Aye, Short – Aye, and Shetler - Aye. Motion carried.

NEW BUSINESS

Letter of Interest. Staff has drafted a Letter of Interest to North Idaho College (NIC) expressing support of a new Work Force Training Facility. The letter has been reviewed by the Communications Committee.

Smith made a motion to mail the letter of interest to NIC, seconded by Shetler. Motion carried by voice vote.

STAFF REPORT

ED Lien gave an update on the proposed Environmental Quality Assessment at the French Cleaners location, stating that technically, the EPA has to give the green light. Lien has spoken with Steve Gill from the DEQ. Gill stated he does not foresee any problems with the French Cleaners application. The budget looks good for Phase I to begin the first part of October, followed by a Phase II assessment. This should be completed prior to year-end, with a report on any necessary remediation or cleanup work necessary on site.

Carstensen inquired on what Phase I consists of. Lien stated that Phase I consists of research on former uses of the building and possible contamination of the ground. Testing takes place in Phase II which will be completed by the end of the year. The testing will determine the remediation process, whether the ground needs to be opened up, soil removed and replaced. The remediation process would take place in Spring 2012. Smith clarified that Phase I and II can be done fairly quickly, 30 days or less, with a good Engineering Firm. If remediation is necessary the timeline would be determined by the extent of the work necessary to clean up the contamination.

Shetler requested an update on The Landing in City Center. Lien stated that the infrastructure in Phase I has been completed and the roads have been deeded over to the City. The Agency reimbursed the Bank for the construction costs, but the developer is now in default with the Bank for other obligations. An auction for the property is set for December 19th at the Kootenai County Courthouse. Smith clarified that the owner on a foreclosed property has 10 days prior to the auction date to cure the problem.

COMMITTEE UPDATES

Finance – Holloway – Cash management is a project that is being pursued. With current low yields staff is looking for the best utilization of cash.

District Review – Rollins – We are waiting on the City for an overall plan on Spokane Street and how it can be phased. Once received it will go to District Review Committee, then to Commission.

Personnel Property and Communications – Smith – Committee met and reviewed the letter of intent to NIC and also reviewed the Executive Director Contract with some revision made. There was discussion of pay increases that will be further discussed in Executive Session. Committee is putting together a "My Turn" article for the CDA Press.

COMMISSIONER COMMENTS

None

CHAIRMAN COMMENT

Rollins acknowledged the work of staff. There is a lot going on in each of the Districts. We are waiting on information and dollar figures so projects can then go to the Committee's for further review.

Executive Session

Chairman Rollins asked for a motion to enter into Executive Session.

Smith moved to enter Executive Session for the following purposes pursuant to Idaho Code Section 67-2345, Subsection 1(b). To consider the evaluation of an individual agent, an employee of the Agency. Executive Session shall last no longer than 30 minutes and no action shall be made in the Executive Session. Motion seconded by Shetler. Roll call vote: Carstensen - Aye, Holloway - Aye, Rollins - Aye, Smith - Aye, Short - Aye, Shetler - Aye. Motion carried.

Executive Session started at 7:26 a.m. Present in addition to the Commissioners were Legal Counsel Bredeson and ED Lien. ED Lien only participated in the portion of the Executive Session where staff evaluations were discussed. The purpose of the session was to discuss the renewal of an annual contract for personal services of Tom Lien as Executive Director of the Post Falls Urban Renewal Agency and a wage increase for the Executive Assistant.

Executive Session ended at 7:53 a.m.

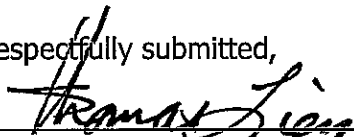
Smith made a motion to change Executive Director's Administrative Services Contract to remain at \$72,000, and add a one-time bonus in the amount of \$3,000. Last year there was also no increase in pay and a \$2,500 bonus. Short seconded the motion. Roll call vote: Carstensen - Aye, Holloway - Aye, Rollins - Aye, Smith - Aye, Short - Aye, Shetler - Aye. Motion carried.

Next, Smith moved to approve a pay increase of \$.45/hr to the Executive Assistant seconded by Short. Roll call vote: Carstensen - Aye, Holloway - Aye, Rollins - Aye, Smith - Aye, Short - Aye, Shetler - Aye. Motion carried.

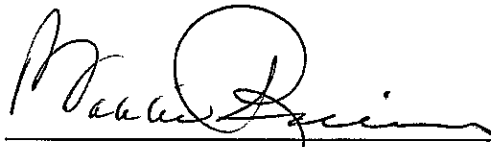
ADJOURNMENT

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

Respectfully submitted,



Thomas Lien, Executive Director



Bobbi Rollins, Chairman