



Post Falls Urban Renewal Agency
September 20, 2018 Meeting
8:00 am, Post Falls City Hall

1. Call to Order, Commissioner Roll Call and Pledge of Allegiance
2. Ceremonies, Appointments and Announcements
3. Conflict Disclosure
4. Consent Calendar **ACTION ITEMS**
 - a. Commission Meeting Minutes, August 16, 2018
 - b. Finance & Policy Meeting Minutes, August 27, 2018
 - c. Commission Workshop Minutes, September 11, 2018
 - d. Payables
 - e. Bank Activity Report
 - f. Financial Reports
 - g. FY 2019 Legal Services Contract
 - h. Second Addendum to Lease Agreement
5. Committee Updates
 - a. Finance and Policy – Crosby
 - b. District Review - Coles
 - c. Communications, Property & Personnel - Carstensen
6. Citizen Comments
This section of the agenda is reserved for citizens wishing to address the Commission regarding an Agency related issue. Comments related to future public hearings should be held for that public hearing. Persons wishing to speak will have 5 minutes.
7. Unfinished Business
8. New Business
9. Staff Report and Updates
10. Commissioner Comments
11. Chairman Comments
12. Adjournment

Requests for accommodation of special needs to participate in the meeting should be addressed to the Office of the Executive Director, 201 E. 4th Avenue, Post Falls, Idaho 83854, or call (208) 777-8151.

Mission Statement: To encourage sound economic and community improvement that enhances the overall quality of life in Post Falls by: providing and improving infrastructure, attracting jobs, and enhancing citizen safety and health.

POST FALLS URBAN RENEWAL MINUTES

August 16, 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, Laura Horn and Jame' Davis. Commissioners Collin Coles and Rich Houser had excused absences. Also in attendance was legal counsel Pete Bredeson. Horn led the Pledge of Allegiance.

CEREMONIES, APPOINTMENTS AND ANNOUNCEMENTS

Baltzell announced that a Public Hearing would be held on the proposed Fiscal Year 2019 Budget and if anyone wishes to speak, please fill out a form and give it to the Executive Director.

CONFLICT DISCLOSURE

None

CONSENT CALENDAR

Fountain introduced the Consent Calendar. Item A is the Commission Workshop Minutes, July 17, 2018.

Item B is the Commission Meeting Minutes, July 19, 2018.

Item C is the Commission Workshop Minutes, August 7, 2018.

Item D is the payables for the month totaling \$656,613.39 which includes the semi-annual loan payment to WTB in the amount of \$650,000.00.

Item E is the Bank Activity Report which shows total funds in all accounts of \$5,587,804.76 with accrued interest for the month of \$3,621.72.

Item F is the financial reports as of July 31, 2018.

Approval of the Consent Calendar will authorize the transfer of \$3,621.72 accrued interest to the General Fund and a transfer to the Community 1st checking account of \$656,613.39 for general payables.

Commissioner Crosby made a motion to approve the Consent Calendar as presented, seconded by Carstensen. ROLL CALL: Baltzell – Aye; Carstensen – Aye; Crosby – Aye; Horn – Aye, Davis – Aye. Motion carried.

COMMITTEE UPDATES

Finance & Policy – Crosby – Finance Committee has reviewed the July financial statements. Committee will meet on August 27th @ 9 am to discuss reimbursement percentages, with a draft format to bring to Commission. Committee will also discuss maturing CD's.

District Review – Coles – Nothing to report.

Communication, Property and Personnel – Carstensen – There will be a Press Release on the Closure of the City Center District that will be in the Press within the next day or two.

CITIZEN COMMENTS

None

PUBLIC HEARING

Baltzell opened the Public Hearing for the proposed Fiscal Year 2019 Budget at 8:05 am.

Treasurer Crosby presented the FY 2019 Budget. Tax increment income for each urban renewal district is based on property values and tax rates as determined by the Kootenai County Assessor's Office. Small increment tax increases are projected for three (3) of our existing districts ranging from 0.7% to 18% which are due to new development within those districts. Overall, the increment for the remaining districts will average 2%. The aggregate tax increment is reduced by approximately \$550,000 due to the closing of the City Center District, effective today. Interest income is projected to be \$18,000 due to the increase in interest rates. The Commission will continue to aggressively pay down debt. Carryover revenues are monies that have been collected in Districts and will be applied to future improvements.

The main expenditure is debt repayment; the Commission intends to fully pay off the Greensferry loan in Fiscal Year 2019. The projected revenues are \$7,006,830. Proponent reimbursements are funds the Agency pays out to the proponent for approved public infrastructure, including debt and interest repayment and interest repayment of that debt.

The operating expenses of the URA declined 8.5% from FY 2018. Decreased expenses included: unemployment taxes, postage, computer software and telephone. Slight increases are projected for employee wages, engineering services, insurance, office equipment, computer repair and maintenance and website hosting. The Agency plans to update its aging computer system and there will be related expenses for that. Contingency was increased from \$5,000 to \$10,000 and \$6,465 will be carried over to the General Fund. Total expenses are \$7,006,830. The income and expenses projected in the FY 2019 budget balance.

At this time Chairman Baltzell asked if any forms for public comment had been submitted. Being none, Baltzell closed the Public Hearing at 8:12 a.m. for Commission deliberation and action.

UNFINISHED BUSINESS

Resolution 2018-06 Approving the FY 2019 Budget. Commissioner Crosby made a motion to approve the FY 2019 Budget and adopt Resolution 2018-06, seconded by Carstensen. ROLL CALL: Davis – Aye; Baltzell – Aye; Carstensen – Aye; Crosby – Aye; Horn – Aye. Motion carried.

NEW BUSINESS

Approval of Semi-Annual Proponent Reimbursements. Fountain stated the semi-annual proponent reimbursements totaling \$848,185.15 are from tax increment received within the urban renewal districts and will be distributed as follows:

<u>District</u>	<u>Proponent</u>	<u>Reimbursement</u>	<u>Remaining Obligation</u>
Center Point	Pointe Partners, LLC	\$390,262.69	\$1,614,414.19
Tullamore	Copper Basin Construction	\$298,976.50	\$3,615,455.27
Tullamore Commons II	Whitewater Creek	\$ 13,595.65	\$ 218,621.80
W. Seltice II	Greenstone Corporation	\$145,350.31	\$ 571,546.88

As the proponent of a District puts in additional infrastructure as approved in the District Plan, those costs are submitted and reviewed by Welch Comer and the Finance Committee. After Commission approval, the additional amount is added to the remaining obligation. There were cost submittals for Expo and Center Point Districts. Expo has a current fund balance of \$540,931.84 which will be used to reimburse costs for Expo Parkway and Jacklin Road. It is anticipated to receive those costs prior to our fiscal year end. In the Center Point District, the Pointe Apartments, LLC has \$36,613.76 which is awaiting signed agreements from Todd Prescott and cost submittal for Expo Parkway West, prior to those monies being released.

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

Approval of City Center Surplus Rebate Checks. Fountain stated that last September the Agency published a closing budget for City Center and on March 15, 2018 approved Resolution 2018-01 recommending termination of the City Center Plan and Revenue Allocation Area (RAA) and a surplus be declared and distributed. The total rebate amount is \$448,435.64; following is a breakdown of the amounts being returned to the various taxing entities:

Taxing Entity	Rebate Amount
Kootenai County	\$104,359.57
City of Post Falls	\$187,291.81
Post Falls Highway District	\$ 17,160.91
School District #273	\$ 20,540.65
Kootenai County Fire & Rescue	\$ 66,434.78
Community Library Network	\$ 12,440.65
North Idaho College	\$ 34,487.20
Kootenai EMS	\$ 5,720.07

A motion would be in order to approve the payments along with Resolution 2018-07. Commissioner Carstensen made a motion to approve the payments and Resolution 2018-07, seconded by Crosby.

Crosby noted that with the closing of the City Center District, \$21,903,395 new development dollars is being returned to the taxing entities. This will result in a significant increase in tax revenue to each of the entities and shows the value of the urban renewal program. The City of Post Falls can receive approximately \$115,000 due to the closure of the City Center District.

Roll Call: Davis – Aye; Baltzell – Aye; Carstensen – Aye; Crosby – Aye; Horn – Aye. Motion carried.

STAFF REPORT

Fountain stated that Panda Express has started construction in the southeast corner of WalMart in the Center Point District and Maverick Gas Station has submitted their site plans to the City for review. Pointe Partners is continuing negotiations with four (4) industrial users in that district.

COMMISSIONER COMMENTS

Crosby thanked the Planning & Zoning Commission for taking the time to review the Plan documents for the Technology District with confirmation that it meets the conformity of the Comprehensive Plan with recommendation to City Council.

Carstensen encouraged all to attend the North Idaho State Fair next week.

CHAIRMAN COMMENT

Baltzell is looking forward to the results of the City Council meeting on August 21st for the recommendation made by P&Z for the new Plan so a hearing dated can be set for October 2nd or 16th. It will be a huge contribution to the community in many ways.

ADJOURNMENT

Baltzell asked for a motion to adjourn. Commissioner Davis made the motion, seconded by Crosby. All in favor by voice vote. Meeting was adjourned at 8:22 am.

Respectfully submitted,

Diane Fountain, Executive Director

Jerry Baltzell, Chairman

**POST FALLS URBAN RENEWAL
Finance and Policy Committee**

August 27, 2018 – PFURA Office

CALL TO ORDER, ROLL CALL

Chairman Len Crosby called the meeting to order at 9:00 a.m. Present in addition to Crosby were Commissioners Laura Horn and Rich Houser. Also present was Diane Fountain and Matt Gillis

CONFLICT DISCLOSURE

None

CITIZEN COMMENT

None

Review Addendum to Policy #07 – Reimbursement from Tax Increment. Committee reviewed and discussed the draft reimbursement matrix for districts created after August 1, 2018. This addendum primarily focuses on job creation with light and heavy industrial and technical development reimbursed at 100%, Retail and Service (including office) at 50% to 75% and Residential (major streets and possibly public parks) at 25% to 0%. There are special provisions for streets that are required to support industrial or technical development within a portion of a district.

Houser stated he totally agrees with the addendum. This proposal focuses on the uses of urban renewal in Post Falls and emphasizes industrial and technical development which creates jobs, residential does not.

Matt Gillis was present in case there would be any changes to how the reimbursements are reviewed, which Gillis said should be clearly spelled out in the OPA. If road "X" has all three uses (Industrial/Retail/Residential) and the proponent did not separate out the costs themselves, it would be broken down by percentages i.e. 30% industrial, 50% retail and 20% residential. The costs would be determined on a weighted average and reimbursed per the policy.

Crosby gave an example of the Tech Park where 15% was approved by City Council for residential – if they were to build apartments that would support the jobs in the Tech Park, the Commission is already agreeing to pay 100% reimbursement for the roads and other infrastructure so the only cost would be to stub water and utilities to the "residential" which would not be reimbursed by the Agency anyway. Collector or arterial streets could be reimbursed at 25%.

Gillis stated the Commission has clearly stated that the burden is on the proponent, the costs must be submitted in a manner in which the costs are easily identified when reviewed by the engineer.

Crosby suggested including Office in section B along with Retail and Service Development, which was agreed by all. There was a consensus to submit this Addendum to full Commission at the September workshop.

Review maturing CD's. Fountain stated there are CD's which will mature in October and March and recommended that at maturity those monies be put into the State Pool (LGIP) as it is currently earning 2.0258%. If interest rates keeps increasing at the average of the past four (4) months rates are projected at 2.3659% in October and 2.9328% in March – which is more than the rates being quoted if these CD's

were to be renewed at maturity. Since the monies in the current CD's will be used to pay off the Greensferry loan next year, if Commission wants to invested in CD's it could be taken from the General Fund.

Crosby stated when the Commission first started investing in CD's it was during the recession of 2007 and the purpose was to stimulate the local banks and the local economy. We do not really need to address that objective any longer. Putting the money back into the LGIP is prudent and makes sense.

Fountain stated that the interest rate on the bonds held by Washington Trust Bank (WTB) resets on September 24, 2018. Currently the interest rate is 3.10% and will increase to at least 4.29%. We have a loan reserve amount in a CDARS program and a CD at WTB which will mature in November. At that time, the Agency will make a major reduction in the amount of the bonds outstanding, and the amount of the reserve will be decreased to 10% of the new loan balance. The bank will set the CDARS and CD to terms of 6-9 months since we project to have the loan paid in full in August 2019.

Discuss rotation schedule for reviewing Financial Statements. Crosby suggested a rotating schedule for the Committee members to review the Bank Statements. Commission Horn will review the September financial statements, Commissioner Houser will review them in October and Commissioner Crosby in November, etc. Fountain will include the Commissioner's turn on the monthly Calendar that is sent out.

Meeting adjourned at 9:35 a.m.

Respectfully submitted,

Diane Fountain, Executive Director

Len Crosby, Chairman

POST FALLS URBAN RENEWAL Workshop Minutes

September 11, 2018 – City Hall (Basement Conference Room)

CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE

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

CONFLICT DISCLOSURE

None

CITIZEN COMMENT

None

Financial Reports. Director Fountain reviewed the August Financial reports noting the Miscellaneous Income (\$112,000) on the Profit & Loss statement is the proponent annual administrative fees which was recommended by Anderson Brothers during last years Audit. Under the expense account for District Payments those dollars account for the semi-annual proponent reimbursements, City Center rebate checks, and the WTB payment for the Greensferry Overpass less the \$112,000 which was transferred to the Miscellaneous Income account.

Commissioner Davis inquired on the status of the Pointe Apartments, Fountain stated they have to complete the Agreement with Pointe Partners, LLC prior to submitting a reimbursement request.

East Post Falls District: Tullamore Lift Station Improvements MOU. This MOU is for the required upgrades to the Tullamore Lift Station that the Agency has agreed to fund from increment in the EPF District once the Greensferry Overpass loan is paid in full. Under the development contract it states it is the intent of both parties to design the project in 2018/2019 with full completion of the project improvements in 2019. The cost is approximately \$108,000. The MOU has been reviewed by our legal counsel and was approved by City Council on August 21, 2018.

Commissioner Crosby made a motion to approve the Tullamore Lift Station Improvements MOU, seconded by Coles. Roll Call: Crosby – Aye; Carstensen – Aye; Baltzell – Aye; Davis – Aye; Coles – Aye; Horn – Aye; Houser - Aye. Motion carried.

East Post Falls District: EQ Basin Project, 12th Avenue Lift Station Improvements and Force Main MOU. Fountain stated this MOU is required for the EQ basin and 12th Avenue lift station improvements and the improvements for the force main that are in the EPF boundary. Project costs are approximately \$2,063,000 for the EQ Basin and piping, \$1.9M for the sewer lift station and the full force main is estimated at \$7.5M the Agency will fund the portion which goes to the westerly boundary of the district.

Discussion:

Baltzell: The force main will be less than the \$7.5M?

Crosby: Is there an estimate, 10% of that amount?

Beacham: In that ballpark. The full force main is 4 miles.

Enderud: Once the design is engineered those costs can be broken out and provided to the Agency.

Beacham: It would be safe to say the majority of it lies outside of the EPF district.

Crosby: We are looking at an approximate commitment of \$4.8 to \$5M for this MOU.

Carstensen: Has the property been acquired for the lift station?

Beacham: The City has an easement now, if there is additional land that needs to be acquired it would be incorporated into the project.

Baltzell: Do you anticipate it to be difficult to acquire additional land?

Beacham: It seems fairly straightforward, but you never know until you start negotiations.

Enderud: The land is undeveloped at this time.

Crosby: Do the cost estimates include design costs?

Beacham: The numbers are out of the sewer study. The City would be spending surcharge dollars toward the design.

Crosby: Will the City continue to collect surcharge dollars?

Enderud: That is to be negotiated between Foxtail and Philip Wirth. It will be adjusted with some of these projects being removed. When the new sewer study was done, some liabilities were removed and others were added. Those numbers are being worked through in the engineering department.

Commissioner Houser made a motion to approve the EQ Basin Project, 12th Avenue Lift Station Improvements and Force Main MOU, seconded by Crosby. Roll Call: Houser – Aye; Horn – Aye; Coles – Aye; Davis – Aye; Baltzell – Aye; Carstensen – Aye; Crosby – Aye. Motion carried.

Addendum to Policy #07 – Reimbursement from Tax Increment. Crosby stated that Finance & Policy Committee has been working on this for over a year. The Commission's focus has and continues to be on economic development, the reimbursement process was not aligned with that focus. Committee came up with something more incentive to reinforce our focus on economic development and job creation by the manner in which we reimburse. Crosby walked through the items within the addendum for districts created after August 1, 2018. (Addendum attached)

Coles: It seems prudent to put in there **up to 100%** or **up to 75%**.

Crosby: That was discussed, the thought was to give a clear guideline for staff, City staff and the proponent/developer. It makes for a level playing field throughout the community.

Coles: We should be concentrating on the costs that would be extraordinary rather than typical cost of development. If the improvements are within an urban renewal district, those cost above and beyond the normal cost of construction will be reimbursed.

Baltzell: It is stated in the **Exceptions** in parts B and C, which makes sense for what is being addressed.

Fountain: Did we want to add any language that addresses that if anyone other than the proponent request tax increment reimbursement, they must either enter into a business arrangement with the Agency, or would that come at a later time?

Crosby: That would follow our practice of first in time, first in right process.

Baltzell: Any agreement we have with a proponent will identify that process. If there is someone who is not the proponent, it would be handled separately.

Crosby: In Center Point the proponent worked with another developer and entered into a tri-party agreement with the Agency. When EPF was expanded, Tullamore increment was carved out to pay for the infrastructure in that sub-district and when Whitewater came forward for reimbursement on infrastructure for multi-family, only the increment from that parcel goes to pay them.

Baltzell: We have precedence now and several different views on it that are supported by logic and sense.

Bredeson: If the City is seeking reimbursement for City funded infrastructure, we would enter into an MOU with them.

Houser: Thank you Len for leading this and explaining it to Committee, there was a lot of good discussion on it. In my point of view, it covers the essence of urban renewal.

Commissioner Coles made a motion to adopt the Addendum to Policy #07 as presented, seconded by Horn. Roll Call: Crosby – Aye; Carstensen – Aye; Baltzell – Aye; Davis – Aye; Coles – Aye; Horn – Aye; Houser - Aye. Motion carried.

Staff Report. Fountain stated Rob McCone (Expo District) has stated there is a 6 to 12 acre parcel on the corner of Seltice and Pleasantview that is being negotiated; the user wants to be in operation by next fall.

Shelly has suggested a tour of the sewer facilities and explain the different aspects of it since we are funding some sewer improvements in EPF. John Beacham will set something up; those interested will tour after the workshop on October 9, 2018.

Commissioner/Chairman Comments.

None

Additional Comments.

Enderud stated how exciting it is to be reaching the bottom of the checklist for the Tech Park and (2) two of the (3) three MOU's have been completed for the EPF sewer improvements. The Plan goes to a public hearing October 16th. Grants for public infrastructure are being looked into; there is an EDA Grant that could fund a portion of the force main that is outside of the EPF district which would result in reduced surcharges. The City is working with ITD and UPRR on the abandonment of the tracks and are working on who will own and maintain it once that is done. The pedestrian tunnel is also being discussed.

Fountain informed the Commission that she and Brad Marshall will be visiting KCFR, PF School District, NIC and PF Highway District on September 19th to present the new district plan and get any feedback.

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 8:37 am.

Respectfully submitted,

Diane Fountain, Executive Director

Jerry Baltzell, Chairman

Post Falls Urban Renewal Agency - In-House
Unpaid Bills Detail
 As of September 20, 2018

Type	Date	Memo	Open Balance
Bredeson Law Group			
Bill	09/16/2018	Legal Services 8/13/18 through 9/11/18	1,275.00
Total Bredeson Law Group			1,275.00
Canon Solutions America, Inc.			
Bill	09/01/2018	Copier Usage 8/01 -8/31/18	13.85
Total Canon Solutions America, Inc.			13.85
ICRMP			
Bill	09/01/2018	Annual Policy from 10/01/18 to 9/30/19	2,078.00
Total ICRMP			2,078.00
Verizon Wireless			
Bill	08/27/2018	Office Phone: 7/28 through 8/27/18	71.18
Total Verizon Wireless			71.18
VISA			
Bill	08/28/2018	Office Supplies (Ink for Dell Printer)	82.47
Total VISA			82.47
ZolMedia, Inc.			
Bill	08/01/2018	Quarter Website Hosting (2 quarters)	150.00
Total ZolMedia, Inc.			150.00
TOTAL			3,670.50

PAYROLL

4,983.39

Total Payables

8,653.89

Bank Activity Report

August 2018

Cash Section

Checking: Comm.1st

Beginning Balance		\$	8,701.10
Deposits	\$	2,073,425.40	
Withdrawals	\$	(1,960,099.36)	
Ending Balance		\$	122,027.14
Deposits in Transit			
Outstanding Checks	\$	(114,444.90)	
Account Balance		\$	7,582.24

Money Market: Comm.1st

Beginning Balance		\$	45,077.18
Deposits	\$	5.74	
Withdrawals	\$	-	
Ending Balance		\$	45,082.92
Deposits in Transit	\$	-	
Outstanding Checks			
Account Balance		\$	45,082.92

Idaho Central CU - Savings

Beginning Balance		\$	25.00
Interest			
Ending Balance		\$	25.00

Investment Section

LGIP General Fund 1829

Beginning Balance		\$	442,199.44
Contributions	\$	116,390.35	
Withdrawals	\$	(6,613.39)	
Ending Balance		\$	551,976.40
Outstanding Transfer			
Account Balance		\$	551,976.40

LGIP Capital Improvements 1910

Beginning Balance		\$	3,999,931.36
Contributions	\$	124,518.08	
Withdrawals	\$	(2,062,242.51)	
Ending Balance		\$	2,062,206.93

Certificate of Deposits

	Interest Rate	Amount	Maturity Date
Spokane Teachers Credit Union	1.65%	\$ 247,855.80	3/29/2019
Idaho Central Credit Union	1.75%	\$ 248,966.18	10/28/2018
Washington Trust Bank (CD - Loan Reserve)	0.15%	\$ 250,000.00	11/2/2018
Washington Trust Bank (CDARS - Loan Reserve)	0.10%	\$ 346,517.44	11/2/2018

Total Funds All Accounts:

\$ 3,760,212.91

August

	Interest
State Pool - LGIP 1910	\$ 4,329.88
CD - Spokane Teachers Credit Union	\$ 346.86
CD - Idaho Central Credit Union	\$ -
CD- Potlatch Federal Credit Union	\$ -
CD - Washington Trust Bank	\$ -
CDARS - Washington Trust Bank	\$ -
Total	<u>\$ 4,676.74</u>

Post Falls Urban Renewal Agency - In-House

Balance Sheet

As of August 31, 2018

	Aug 31, 18
ASSETS	
Current Assets	
Checking/Savings	
WTB - Loan Reserve - CD	250,000.00
CD Idaho Central CU	248,966.18
Savings - Idaho Central CU	25.00
Community 1st Bank - MMA	45,082.92
Community 1st Bank - Checking	7,582.24
WTB - Loan Reserve - CDARS	346,517.44
CD Spokane Teachers Cr Union	247,855.80
LGIP1829-General Fund	551,976.40
LGIP1910-Capital Improvements	2,062,206.93
Total Checking/Savings	3,760,212.91
Other Current Assets	
Prepaid Insurance	1,942.06
Accounts Receivable - Taxes	257,542.65
Interest Receivable	3,940.00
Total Other Current Assets	263,424.71
Total Current Assets	4,023,637.62
TOTAL ASSETS	4,023,637.62
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Washington Trust Bank-Overpass	1,750,000.00
Accrued Vacation Payable	3,628.82
Deferred Increment Revenue	234,575.29
Payroll Liabilities	
ID- Unemployment Payable	19.22
Payroll Liabilities - Other	1,706.59
Total Payroll Liabilities	1,725.81
Total Other Current Liabilities	1,989,929.92
Total Current Liabilities	1,989,929.92
Long Term Liabilities	
Proponent Reimbursement Balance	
Washintgon Trust Bank-Overpass	2,478,519.06
Total Proponent Reimbursement Balance	2,478,519.06
Total Long Term Liabilities	2,478,519.06
Total Liabilities	4,468,448.98
Equity	
Restricted Fund Balance	756,312.75
Nonspendable Fund Balance	1,942.06
Allowance for Long Term Debt	-4,228,519.06
Fund Balance - Special Revenue	2,352,878.00
Fund Balance - General Fund	502,030.51
Net Income	170,544.38
Total Equity	-444,811.36
TOTAL LIABILITIES & EQUITY	4,023,637.62

Post Falls Urban Renewal Agency - In-House

Profit & Loss

09/04/18

August 2018

Accrual Basis

	Aug 18	Oct '17 - Aug 18
Ordinary Income/Expense		
Income		
Interest	5,454.13	46,845.72
Center Point District	105,321.49	845,584.99
City Center	0.00	519,357.30
East Post Falls District	14,645.99	2,997,407.65
Expo	220.72	314,431.13
West Seltice II	0.00	259,933.05
Miscellaneous Income	112,000.00	112,000.00
Program Income	0.00	15,000.00
Total Income	237,642.33	5,110,559.84
Gross Profit	237,642.33	5,110,559.84
Expense		
Computer Software	0.00	376.19
Meetings	0.00	231.70
Audit	0.00	6,750.00
Advertising & Legal Notices	243.11	303.17
District Payments	2,058,620.79	4,850,460.94
Engineering Services	0.00	5,800.00
Legal Fees	2,025.00	12,175.00
Insurance	0.00	146.00
Dues & Memberships	0.00	670.00
Office Equipment	0.00	117.08
Office Supplies	11.50	203.52
Postage, Mailing Service	0.00	142.50
Printing and Copying	11.25	102.26
Rent	0.00	7,740.00
Telephone, Telecommunications	0.00	892.57
Mileage Reimburse	0.00	33.90
Website Design, Hosting & Maint	0.00	150.00
Payroll Expenses	4,131.54	53,720.63
Total Expense	2,065,043.19	4,940,015.46
Net Ordinary Income	-1,827,400.86	170,544.38
Net Income	-1,827,400.86	170,544.38

Fund Reconciliation:

8/31/2018

QB

WTB - Loan Reserve - CD	\$	250,000.00
CD Idaho Central CU	\$	248,966.18
Savings - Idaho Central CU	\$	25.00
Community 1st - MMA	\$	45,082.92
Community 1st - Checking	\$	7,582.24
WTB - Loan Reserve - CDARS	\$	346,517.44
STCU - CD	\$	247,855.80
LGIP - 1829	\$	551,976.40
LGIP - 1910	\$	2,062,206.93

Total

\$ 3,760,212.91

FUNDS

General Fund	\$	611,463.17
Capital Improvement Fund	\$	2,552,232.30
WTB - Loan Reserve (EPF)	\$	596,517.44

Total

\$ 3,760,212.91

C.I. Fund Allocation:

CP-The Pointe	\$	(0.00)
CP-Pointe Apartments	\$	36,613.76
Expo	\$	540,931.84
W. Seltice II	\$	-
EPF-Tullamore	\$	0.00
EPF-Tullamore Commons II	\$	-
EPF-S/Ctr	\$	1,974,686.70
City Center	\$	-
	\$	<u>2,552,232.30</u>

Post Falls Urban Renewal Agency
 -
 Increment Received District Obligation Balance

Termination Date	Center Point	Pointe	City Center	East Post Falls		Commons II	Expo	West Seltice II	Total
	The Pointe	Apartments		South/Central	North-Tullamore				
	2022	2022	2018	2022	2022	2022	2021	2020	
Sep-17	-	-	291.97	115.57	-	-	-	-	407.54
Oct-17	-	-	1,964.01	16,674.30	267.11	-	-	-	18,905.42
Nov-17	-	-	2,118.85	7,259.22	15,650.89	-	49,870.97	2,177.02	77,076.95
Dec-17	17,348.23	-	98,226.03	359,360.57	12,641.12	-	8,151.02	1,309.63	497,036.60
Jan-18	363,544.72	11,883.01	212,948.70	669,785.79	305,736.30	13,595.65	156,083.51	95,096.09	1,828,673.77
Reimbursements Feb-18	-	-	13,871.04	139,482.14	10,652.24	-	4,403.15	-	168,408.57
Mar-18	-	-	1,495.50	19,954.71	9,922.60	-	6,973.43	2,546.90	40,893.14
Apr-18	1,889.87	17,331.67	32,411.06	45,034.51	9,536.40	-	-	36,340.52	142,544.03
May-18	-	-	3,594.50	17,423.79	2,712.76	-	125.27	-	23,856.32
Jun-18	1,908.82	-	11,544.09	114,606.46	6,542.84	-	3,814.57	-	138,416.78
Jul-18	297,142.51	29,214.67	141,183.52	906,064.71	286,261.90	13,595.65	84,788.49	122,462.89	1,880,714.34
Aug-18	105,321.49	-	-	14,645.99	-	-	220.72	-	120,188.20
Sep-18	-	-	-	-	-	-	-	-	-
Total YTD	787,155.64	58,429.35	519,649.27	2,310,407.76	659,924.16	27,191.30	314,431.13	259,933.05	4,937,121.66
Approved Obligation	7,067,314.40		1,200,000.00	13,000,000.00	6,498,959.82	325,000.00	2,351,242.08	1,990,008.28	32,432,524.58
Obligation Balance @ 6/30/18	1,430,441.47		-	4,804,257.09	3,914,431.77	232,217.45	-	716,897.19	11,098,244.97
Carry over @ 6/30/18	3,798.69	23,399.09	358,485.99	1,738,095.87	28,714.60	-	471,922.63	38,887.42	2,663,304.29

AGREEMENT FOR LEGAL SERVICES

This Agreement for Legal Services ("Agreement") is entered into as of this ____ day of September, 2018 by and between the Post Falls Urban Renewal Agency, an Idaho urban renewal agency, P.O. Box 236, Post Falls, ID 83877 ("Agency"), and Pete B. Bredeson, Attorney at Law d/b/a Bredeson Law Group, of 1677 East Miles Avenue, Suite 202, Hayden Lake, Idaho 83835 ("Bredeson").

The Agency is seeking Bredeson's expertise and guidance in providing advice, counsel, and necessary documentation to the Agency regarding the operation of an urban renewal agency, including but not limited to compliance with applicable Idaho State Code, Agency structure, policies, procedures, meetings, personnel matters, urban renewal district plan formulation and related contracts or agreements and budget processes.

The period of performance under this Agreement will be October 1, 2018 through September 30, 2019.

This is a time and materials Agreement with a ceiling price not to exceed \$25,000 including travel. Labor categories and associated hourly rates to be used in the performance and pricing of work under this Agreement shall be at a rate of One Hundred Dollars (\$100.00) per hour for services provided.

The Agency will also reimburse Bredeson for general out-of-pocket expenses such as expenses associated with court filing and document recording.

Travel outside of the Coeur d' Alene / Post Falls area shall be reimbursed only if approved in advance by the Agency.

The Agency is not obligated to reimburse Bredeson for costs incurred in excess of the ceiling price specified herein.

Bredeson is not obligated to continue performance under this Agreement or otherwise incur costs in excess of the estimated cost specified in this Agreement, until the Agency;

- (i) notifies Bredeson in writing that the cost has been increased and
- (ii) provides a revised estimated total cost of performing this Agreement.

At least five (5) business days before a regular monthly meeting of the Agency, an itemization of all work performed, listing time by date for work performed by hours, down to the quarter of an hour with specific reference to the nature of the work performed (*e.g. drafting of expert reports, research, review of files, meetings, etc.*) should be invoiced to Agency.

Agency agrees to pay any and all approved invoices received from Bredeson within thirty (30) days of Agency's receipt of the same. Such time period shall be tolled in the event that Agency notifies Bredeson during the time period of a justified dispute with the billed amount.

Bredeson shall consult with representatives of the Agency at its office in Post Falls, Idaho or any other agreed upon location, by phone, in writing, including e-mail, and any other means of communication regarding activities under this Agreement.

Written work products, if any, and other documentation produced by Bredeson in performance of tasks pursuant to this Agreement will be inspected and accepted by the Agency in accordance with

criteria established through mutual agreement between the Agency and Bredeson. All such work products shall be deemed the property of the Commission without waiving the attorney-client privilege or work product doctrine.

Deliverables will include documentation prepared by Bredeson pursuant to the direction of the Agency.

Bredeson shall perform all work under this Agreement at Bredeson's office in Hayden Lake, Idaho or unless otherwise specified by Agency.

Point of Contact for Agency:

Diane Fountain, Executive Director
Post Falls Urban Renewal Agency
P.O. Box 236
Post Falls, ID 83877
Tel 208-777-8151

This Agreement may be terminated at any time by either party upon the provision of written notice to the other party at least fifteen (15) days prior to the effective termination date.

IN WITNESS WHEREOF the parties hereto, by their signatures below, acknowledge their mutual understanding of and commitment to the terms of this Agreement, effective as of the day and year first written above.

POST FALLS URBAN RENEWAL AGENCY

Len Crosby, Treasurer

BREDESON LAW GROUP

Pete B. Bredeson, Attorney at Law

SECOND ADDENDUM TO LEASE AGREEMENT

This Second Addendum to Lease Agreement (hereinafter the "Second Addendum") is entered into as of the dates set forth below by and between the Post Falls Urban Renewal Agency, an Idaho urban renewal agency, P.O. Box 236, Post Falls, Idaho 83877 (hereinafter referred to as the "Tenant"), and the Post Falls Chamber of Commerce, Inc., an Idaho nonprofit corporation, 201 East 4th Avenue, Post Falls, Idaho 83877 (hereinafter referred to as the "Landlord"), collectively referred to herein as the "Parties".

RECITALS:

- A. The Parties entered into a Lease Agreement for three (3) years, with an effective date of October 1, 2015 (hereinafter the "Agreement") for the office space for the Tenant.
- B. The Parties entered into a First Addendum to Lease Agreement on December 7, 2016 to amend the "Lease Premises" to one (1) second floor northwest office (450 approx.sq.ft.) along with Common Areas (bathrooms & hallway approx. 60 sq.ft.) for a total of 510 sq. ft.

NOW THEREFORE, in consideration of the above Recitals, the mutual covenants and agreements set forth herein and the benefits to be derived therefrom, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged,

- 1. Section 1.b. of the Agreement entitled "Lease Date and Term" is hereby amended as follows:

The term of this Lease shall be for three (3) years commencing on October 1, 2018 and terminating on September 30, 2021.

- 2. The other terms of the Agreement shall remain in full force and effect unless amended by this Second Addendum or any other valid modifications executed by the Parties.

DATED this _____ day of _____, 2018.

"Tenant"

THE POST FALLS URBAN RENEWAL AGENCY

By: _____
Len Crosby, Treasurer

DATED this ____ day of _____, 2018.

“Landlord”

THE POST FALLS CHAMBER OF COMMERCE, INC.

By: _____
Graydon Stanley, Chairperson