



Post Falls Urban Renewal Agency  
October 18, 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, September 20, 2018
  - b. Commission Workshop Minutes, October 9, 2018
  - c. Payables
  - d. Bank Activity Report
  - e. Financial Reports
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
  - a. Authorization to pay J.R. Watson & Assoc. (Expo) submittal contingent upon review **ACTION ITEM**
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**

### **September 20, 2018**

#### CALL TO ORDER, ROLL CALL AND PLEDGE OF ALLEGIANCE

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

#### CEREMONIES, APPOINTMENTS AND ANNOUNCEMENTS

Crosby announced there will be a Public Hearing at the October 16, 2018 City Council meeting for approval of the Post Falls Technology Urban Renewal District located in the northeast part of the City and encouraged anyone who wished to attend the Hearing to do so, or if there are any questions to contact the Executive Director.

#### CONFLICT DISCLOSURE

Commissioner Jame' Davis declared a conflict of interest on Item H in the Consent Calendar due to being the CEO of the Chamber of Commerce.

#### CONSENT CALENDAR

Fountain introduced the Consent Calendar. Item A is the Commission Minutes, August 16, 2018.

Item B is the Finance & Policy Committee Minutes, August 27, 2018.

Item C is the Commission Workshop Minutes, September 11, 2018.

Item D is the payables for the month totaling \$8,653.89.

Item E is the Bank Activity Report which shows total funds in all accounts of \$3,760,212.91 with accrued interest for the month of \$4,676.74.

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

Item G is the Agreement for Legal Services for FY 2019 for the budgeted amount of \$25,000.

Item H is the Second Addendum to the Lease Agreement with the Chamber which extends our current lease for an additional 3 years, expiring on September 30, 2021. The cost of the lease has remained the same since moving into the building in 2010.

Approval of the Consent Calendar will authorize the transfer of \$4,676.74 accrued interest to the General Fund and a transfer to the Community 1st checking account of \$8,653.89 for general payables.

Crosby noted that since (2) two of the (3) three signers on the checking account are absent; the Executive Director will be signing checks today.

Commissioner Coles made a motion to approve the Consent Calendar as presented, noting that (2) two of the (3) three signers are absent therefore the Executive Director will sign checks for this meeting, seconded by Horn. ROLL CALL: Crosby – Aye; Horn – Aye; Coles – Aye; Davis – Aye, recusing herself of approving Item H (Second Addendum to the Lease Agreement). Motion carried.

#### COMMITTEE UPDATES

*Finance & Policy* – Crosby – Finance Committee met in August to create an addendum to the reimbursement policy, which was approved at the September workshop.

*District Review* – Coles – Nothing to report.

*Communication, Property and Personnel* – Carstensen – Nothing to report

#### CITIZEN COMMENTS

None

#### UNFINISHED BUSINESS

None

#### NEW BUSINESS

None

#### STAFF REPORT

Fountain stated that she and Brad Marshall from JUB met with KCFR, NIC and the Post Falls Highway District yesterday to present the new Post Falls Technology District. It was well received by all.

Fountain reminded Commission members of the tour of the City's sewer plant and lift station facilities which will immediately follow the workshop on October 9<sup>th</sup>.

#### COMMISSIONER COMMENTS

Crosby stated that visiting the taxing districts is very beneficial and inquired on any specific questions on the impact from the new district. Fountain stated the Highway District questioned why the Foxtail Development was included which was due to the sewer improvements; otherwise all the feedback was very positive.

#### CHAIRMAN COMMENT

None

## ADJOURNMENT

Crosby asked for a motion to adjourn. Commissioner Coles made the motion, seconded by Horn. All in favor by voice vote. Meeting was adjourned at 8:06 am.

Respectfully submitted,

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Diane Fountain, Executive Director

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Len Crosby, Treasurer

## **POST FALLS URBAN RENEWAL Workshop Minutes**

**October 9, 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 and Rich Houser. Commissioner Jame' Davis had an excused absence. Also in attendance was Pete Bredeson and John Beacham. Baltzell led the Pledge of Allegiance.

CONFLICT DISCLOSURE

None

CITIZEN COMMENT

None

**Financial Reports.** Director Fountain reviewed the September Financial reports noting the Idaho Central Credit Union (ICCU) CD matures on October 28<sup>th</sup>. Those monies will be deposited into the LGIP account so the Agency has the liquidity to pay off the Greensferry Loan. Figures on the Increment Received sheet have been updated to reflect balances as of 9/30/18. Also included is the 4<sup>th</sup> Quarter Budget vs Actual.

### **Discussion:**

*Crosby:* Will the next increment check be sufficient to pay off the Greensferry loan, with the debt service reserve?

*Fountain:* We will receive increment in February and make the \$1.1M payment with additional increment being remitted in July, which will be used to pay the loan in full, using the reserve funds. The reserve funds will be reduced again in November to equal 10% of the loan balance. Those monies will be applied to the principal of the loan. The loan reset on September 24<sup>th</sup> for 3.75%.

*Carstensen:* There are two (2) CD's at Washington Trust Bank (WTB) that mature on 11/02/18.

*Fountain:* Those are the reserve CD's. WTB will re-evaluate the balance of the loan on November 2<sup>nd</sup> and reduce the required 10% reserve amount, at that time it will be discussed to put the monies into 3 to 6 month CD's.

### **Intergovernmental Agreement between Kootenai County, City of Post Falls and the**

**PFURA.** This is the agreement for the transfer of powers authority for the new URD for the property that is still in the County, but is in the process of being annexed into the City. The Agreement needs to be signed before the Plan is adopted. The annexation goes before Planning & Zoning tonight, then to City Council and will be completed prior to yearend.

Commissioner Crosby made a motion to enter into the Inter-Agency Agreement with Kootenai County and the City regarding the Post Falls Technology District, seconded by Carstensen.

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

**Welch Comer Task Order for Expo.** A reimbursement request was received last week for Expo Parkway and Jacklin Road and a small remaining amount of Creative Way. Approval of this task order in the amount not to exceed \$2,000 will allow Matt Gillis to proceed with his review and recommendation for reimbursement for the public improvements. The total submittal is for \$1.4M.

Commissioner Houser made a motion to approve Welch Comer Task Order 18-03, seconded by Carstensen. Roll Call: Coles – Aye; Horn – Aye; Houser – Aye; Crosby – Aye; Carstensen – Aye; Baltzell – Aye. Motion carried.

**Staff Report.** Fountain provided an update on the 4<sup>th</sup> Avenue Parking lot. The light pole bases will be installed soon, and then irrigation work can begin. It is anticipated to get curbs and paving done before winter.

The public hearing for the new urban renewal district is next Tuesday. There will be a workshop @ 4:30 prior to the Council meeting where ITD will present the Highway 41/I-90 interchange concepts; Commission is invited to attend since the design will include some properties in the EPF district. There will also be a public meeting on November 8<sup>th</sup> at the Police Station.

#### **Commissioner/Chairman Comments.**

Commissioner Crosby stated he and Diane met with Gary Nystrom regarding the new district. Crosby also met with Bob Flowers, Barry Rubin, Fred Ebel and Dave Holloway, those meetings went very well. The majority of them were appreciative of the work the Commission does and the fact that the proponent has been successful in the past as well as the number of jobs that will be created.

**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 8:16 am.

Respectfully submitted,

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Diane Fountain, Executive Director

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Jerry Baltzell, Chairman

**Post Falls Urban Renewal Agency - In-House  
Unpaid Bills Detail  
As of October 18, 2018**

Type	Date	Memo	Open Balance
<b>Anderson Bros. CPA's, P.A.</b>			
Bill	10/01/2018	FY 2018 Audit Preparation	648.75
Total Anderson Bros. CPA's, P.A.			648.75
<b>Bredeson Law Group</b>			
Bill	10/14/2018	Legal Fees 10/01 through 10/09/18	375.00
Total Bredeson Law Group			375.00
<b>Canon Solutions America, Inc.</b>			
Bill	10/01/2018	Copies 9/01 to 9/31/18	5.70
Total Canon Solutions America, Inc.			5.70
<b>Verizon Wireless</b>			
Bill	09/27/2018	Office phone: 8/28 to 9/27/18	71.18
Total Verizon Wireless			71.18
<b>TOTAL</b>			<b>1,100.63</b>

*FY 2019 office lease*

*PAYROLL*

*PAYABLES*

*7,740.00*

*3,982.71*

*\$12,823.34*

12:15 PM

09/19/18

**Post Falls Urban Renewal Agency - In-House**  
**Unpaid Bills Detail**  
As of October 5, 2018

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Type	Date	Memo	Open Balance
<b>Post Falls Chamber</b>			
Bill	10/05/2018	FY 2019 Office Lease	7,740.00
Total Post Falls Chamber			7,740.00
<b>TOTAL</b>			<b>7,740.00</b>





## Bank Activity Report

## September 2018

### Cash Section

#### Checking: Comm.1st

Beginning Balance		\$	122,027.14
Deposits	\$	14,200.10	
Withdrawals	\$	(125,176.82)	
Ending Balance		\$	11,050.42
Deposits in Transit			
Outstanding Checks	\$	(3,467.83)	
Account Balance		\$	7,582.59

#### Money Market: Comm.1st

Beginning Balance		\$	45,082.92
Deposits	\$	5.56	
Withdrawals	\$	-	
Ending Balance		\$	45,088.48
Deposits in Transit	\$	-	
Outstanding Checks			
Account Balance		\$	45,088.48

#### Idaho Central CU - Savings

Beginning Balance		\$	25.00
Interest			
Ending Balance		\$	25.00

### Investment Section

#### LGIP General Fund 1829

Beginning Balance		\$	551,976.40
Contributions	\$	7,714.47	
Withdrawals	\$	(8,653.89)	
Ending Balance		\$	551,036.98
Outstanding Transfer			
Account Balance		\$	551,036.98

#### LGIP Capital Improvements 1910

Beginning Balance		\$	2,062,206.93
Contributions	\$	11,466.87	
Withdrawals	\$	(6,796.61)	
Ending Balance		\$	2,066,877.19

### Certificate of Deposits

	Interest Rate	Amount	Maturity Date
Spokane Teachers Credit Union	1.65%	\$ 248,191.93	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:

**\$ 3,764,285.79**

September

	Interest
State Pool - LGIP 1910	\$ 5,921.01
CD - Spokane Teachers Credit Union	\$ 336.13
CD - Idaho Central Credit Union	\$ -
CD- Potlatch Federal Credit Union	\$ -
CD - Washington Trust Bank	\$ -
CDARS - Washington Trust Bank	\$ -
<b>Total</b>	<b><u>\$ 6,257.14</u></b>

## Post Falls Urban Renewal Agency - In-House

## Balance Sheet

10/03/18

As of September 30, 2018

Accrual Basis

	Sep 30, 18
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
WTB - Loan Reserve - CD	250,000.00
CD Idaho Central CU	248,966.18
Savings - Idaho Central CU	25.00
Community 1st Bank - MMA	45,088.48
Community 1st Bank - Checking	7,582.59
WTB - Loan Reserve - CDARS	346,517.44
CD Spokane Teachers Cr Union	248,191.93
LGIP1829-General Fund	551,036.98
LGIP1910-Capital Improvements	2,066,877.19
<b>Total Checking/Savings</b>	3,764,285.79
<b>Other Current Assets</b>	
Prepaid Insurance	1,942.06
Accounts Receivable - Taxes	257,542.65
Interest Receivable	3,940.00
<b>Total Other Current Assets</b>	263,424.71
<b>Total Current Assets</b>	4,027,710.50
<b>TOTAL ASSETS</b>	<b>4,027,710.50</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
Washington Trust Bank-Overpass	1,750,000.00
Accrued Vacation Payable	3,666.86
Deferred Increment Revenue	234,575.29
Payroll Liabilities	1,706.59
<b>Total Other Current Liabilities</b>	1,989,948.74
<b>Total Current Liabilities</b>	1,989,948.74
<b>Long Term Liabilities</b>	
Proponent Reimbursement Balance	
Washintgon Trust Bank-Overpass	2,478,519.06
<b>Total Proponent Reimbursement Balance</b>	2,478,519.06
<b>Total Long Term Liabilities</b>	2,478,519.06
<b>Total Liabilities</b>	4,468,467.80
<b>Equity</b>	
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	174,598.44
<b>Total Equity</b>	-440,757.30
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>4,027,710.50</b>

## Post Falls Urban Renewal Agency - In-House

10/03/18

## Profit &amp; Loss

Accrual Basis

September 2018

	Sep 18	Oct '17 - Sep 18
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
Interest	7,180.91	54,026.63
Center Point District	3,477.84	849,062.83
City Center	0.00	519,357.30
East Post Falls District	2,068.02	2,999,475.67
Expo	0.00	314,431.13
West Seltice II	0.00	259,933.05
Miscellaneous Income	0.00	112,000.00
Program Income	0.00	15,000.00
<b>Total Income</b>	<b>12,726.77</b>	<b>5,123,286.61</b>
<b>Gross Profit</b>	<b>12,726.77</b>	<b>5,123,286.61</b>
<b>Expense</b>		
Computer Software	0.00	376.19
Meetings	0.00	231.70
Audit	0.00	6,750.00
Advertising & Legal Notices	0.00	303.17
District Payments	0.00	4,850,460.94
Engineering Services	0.00	5,800.00
Legal Fees	1,275.00	13,450.00
Insurance	2,078.00	2,224.00
Dues & Memberships	0.00	670.00
Office Equipment	0.00	117.08
Office Supplies	0.00	285.99
Postage, Mailing Service	0.00	142.50
Printing and Copying	13.85	116.11
Rent	0.00	7,740.00
Telephone, Telecommunications	0.00	963.75
Mileage Reimburse	0.00	33.90
Website Design, Hosting & Maint	0.00	300.00
Payroll Expenses	5,002.21	58,722.84
<b>Total Expense</b>	<b>8,369.06</b>	<b>4,948,688.17</b>
<b>Net Ordinary Income</b>	<b>4,357.71</b>	<b>174,598.44</b>
<b>Net Income</b>	<b>4,357.71</b>	<b>174,598.44</b>

## Fund Reconciliation:

9/30/2018

**QB**

WTB - Loan Reserve - CD	\$	250,000.00
CD Idaho Central CU	\$	248,966.18
Savings - Idaho Central CU	\$	25.00
Community 1st - MMA	\$	45,088.48
Community 1st - Checking	\$	7,582.59
WTB - Loan Reserve - CDARS	\$	346,517.44
STCU - CD	\$	248,191.93
LGIP - 1829	\$	551,036.98
LGIP - 1910	\$	2,066,877.19

**Total****\$ 3,764,285.79****FUNDS**

General Fund	\$	609,990.19
Capital Improvement Fund	\$	2,557,778.16
WTB - Loan Reserve (EPF)	\$	596,517.44

**Total****\$ 3,764,285.79**

## C.I. Fund Allocation:

CP-The Pointe	\$	3,477.84
CP-Pointe Apartments	\$	36,613.76
Expo	\$	540,931.84
W. Seltice II	\$	-
EPF-Tullamore	\$	0.00
EPF-Tullamore Commons II	\$	-
EPF-S/Ctr	\$	1,976,754.72
City Center	\$	-
	\$	<u>2,557,778.16</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	3,477.84	-	-	2,068.02	-	-	-	-	5,545.86
<b>Total YTD</b>	<b>790,633.48</b>	<b>58,429.35</b>	<b>519,649.27</b>	<b>2,312,475.78</b>	<b>659,924.16</b>	<b>27,191.30</b>	<b>314,431.13</b>	<b>259,933.05</b>	<b>4,942,667.52</b>
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 @ 9/30/18	1,614,414.19		-	4,228,519.06	3,615,455.27	218,621.80	-	571,546.88	10,248,557.20
Carry over @ 9/30/18	3,477.84	36,613.76	-	1,976,754.72	-	-	540,931.84	-	2,557,778.16

**Post Falls Urban Renewal Agency - In-House  
 Profit & Loss Budget vs. Actual  
 October 2017 through September 2018**

Expense	2017-18 Total			
	12 Month Actual	Budget	\$ Over Budget	% of Budget
Computer Software	376.19	440.00	-63.81	85.5%
Meetings	231.70	240.00	-8.30	96.54%
Audit	6,750.00	6,750.00	0.00	100.0%
Advertising & Legal Notices	303.17	960.00	-656.83	31.58%
Engineering Services	5,800.00	4,500.00	1,300.00	128.89%
Legal Fees	13,450.00	25,000.00	-11,550.00	53.8%
Other Contract Services	0.00	600.00	-600.00	0.0%
Insurance	2,224.00	2,267.00	-43.00	98.1%
Marketing & Promotion	0.00	1,000.00	-1,000.00	0.0%
Dues & Memberships	670.00	670.00	0.00	100.0%
Computer Repair & Maintenance	0.00	600.00	-600.00	0.0%
Office Equipment	117.08	475.00	-357.92	24.65%
Office Supplies	285.99	375.00	-89.01	76.26%
Postage, Mailing Service	142.50	210.00	-67.50	67.86%
Printing and Copying	116.11	300.00	-183.89	38.7%
Rent	7,740.00	7,740.00	0.00	100.0%
Telephone, Telecommunications	963.75	1,164.00	-200.25	82.8%
Website Design, Hosting & Maint	300.00	300.00	0.00	100.0%
Mileage Reimburse	33.90	0.00	33.90	100.0%
Total Payroll Expenses	58,722.84	53,907.00	4,815.84	108.93%
Contingency	0.00	5,000.00	-5,000.00	0.0%
<b>Total Expense</b>	<b>98,227.23</b>	<b>112,498.00</b>	<b>-14,270.77</b>	<b>87.32%</b>

**Quarterly Web Site & Video Statistics as of: 9/30/18**

**For Commission Meeting on: 10/18/2018**

<b><u>Website - PFURA.com</u></b>	<b><u>1st Qtr</u></b>	<b><u>2nd Qtr</u></b>	<b><u>3rd Qtr</u></b>	<b><u>4th Qtr</u></b>
Site Visits (Sessions)	341	337	342	
Page Views	746	648	748	
Pages/Visit	2.19	1.92	2.19	
Bounce Rate	56.60%	55.79%	50.29%	
Average Time on Site (minutes)	1:58	1:51	2:01	
% New Visits	80.90%	84.70%	79.7%	

**Top Pages: (views on each)**

PFURA-Log In (home)	245	228	267
News	5		
Agendas & Minutes	44	51	49
The Commission	21	13	25
Meetings	11	0	15
Contact Us	4	6	9
City Center	26	3	
EPF	13	17	27
EXPO	3	17	
Center Point	2	7	5
West Seltice II	8	4	7
How TIF Works	24	21	20
Documents (Overpass)	4		
Financials		2	
Archives			
about us	3		
our-districts	2	6	
Sharebutton			
Resources	6	2	

<b><u>Video - You Tube views this month:</u></b>	36	26	50
Total Views	996	1022	1072

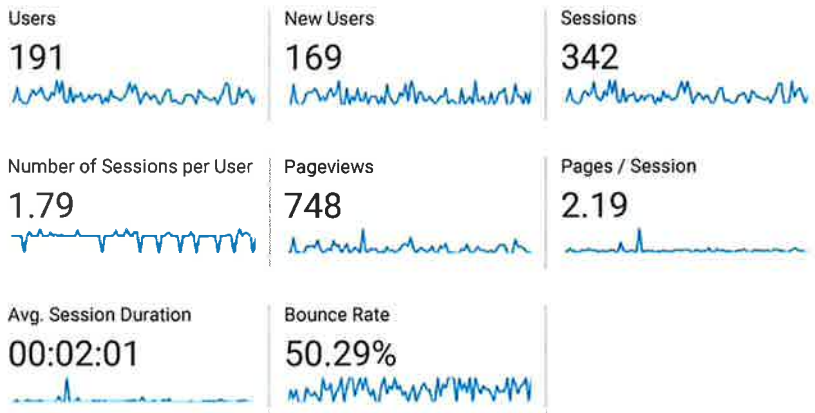
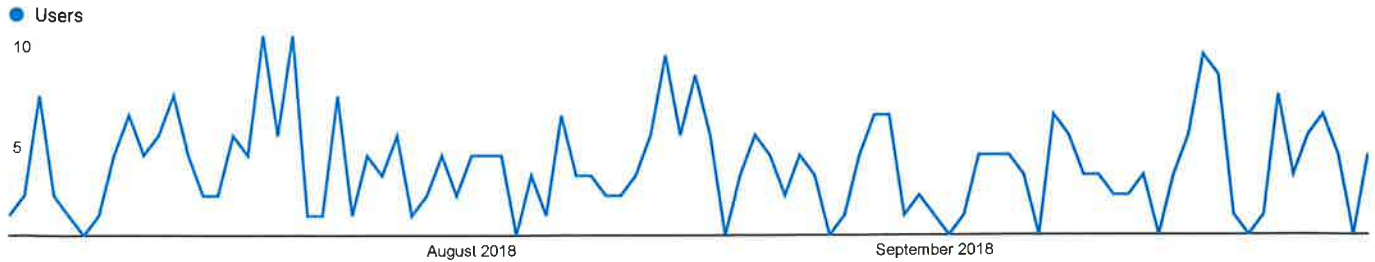


## Audience Overview

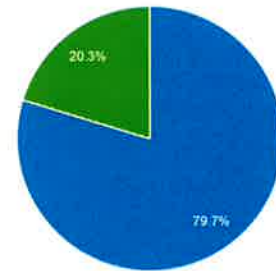
Jul 1, 2018 - Sep 30, 2018

All Users  
100.00% Users

### Overview



■ New Visitor ■ Returning Visitor



City	Users	% Users
1. Post Falls	43	20.57%
2. Coeur d'Alene	40	19.14%
3. Seattle	12	5.74%
4. (not set)	6	2.87%
5. Beijing	6	2.87%
6. Boise	6	2.87%
7. Hayden	5	2.39%
8. Pocatello	4	1.91%
9. San Francisco	3	1.44%
10. Boardman	3	1.44%