

POST FALLS URBAN RENEWAL MINUTES

November 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, Peter Smith, Tim Short and Hilde Shetler. Commissioner David Holloway had an excused absence.

Commissioner Short led 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 October 20, 2011 Commission meeting minutes. Provided also were the payables for the month totaling \$14,419.41. In addition to the normal monthly expenses is payment of \$3,305.50 to Dell for the two new computer systems.

The financial statements as of October 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 \$5,838,995.45 with accrued interest for the month of \$1,752.27.

Approval of the Consent Calendar will authorize the transfer of \$1,752.27 accrued interest to the General Fund and transfer to the INB checking account of \$14,419.41 to pay the payables.

Next is a revision of Policy #3 – Reimbursement for City Services. We continue to review and update our policies to conform to our standardized policy format. The policy was reviewed by Finance & Policy Committee and recommended for approval.

Smith made a motion to accept the Consent Calendar as presented, seconded by Baltzell. Motion carried by voice vote.

CITIZEN COMMENT

None

UNFINISHED BUSINESS

Hwy 41 Trail Project. ED Lien stated the Agency received a letter from JUB Engineering which included a project status report as of November 4, 2011. At the October Commission meeting, the City was advised to ask JUB to stop work on this project due to the increasing cost.

Shetler asked if there were a means to simplify the project, possibly partnering or grants.

Rollins agreed that this is a good project, but is it economically feasible.

Short stated that JUB does have the option of reducing the trail size and how to deal with the water lines, which could significantly reduce the cost of the project. Short would be in favor of allowing JUB to complete the design work. Once that is done different options can be explored.

Baltzell reaffirmed his opinion on the trail project, it is a good project but Commission originally put an estimate of \$725,000 on it and it is now up to \$1million. Baltzell would like to eliminate the MOU and let the City get a plan together with figures and present it to Commission.

Rollins stated that terminating the MOU stops the funding of the project. The Agency would have to enter into some other agreement to get different options and estimates. To date \$55,000 has been paid for the engineering. Rollins asked City Engineer Bill Melvin to explain the process.

Melvin stated JUB had completed the survey work, Geo-tech and soil exploration. Per Agency request, JUB stopped all work on the project. At this point, the Agency must direct JUB to continue their design work in order to find out what the options are. The actual cost will not be known until the project goes out to bid. To move forward the Agency will have to spend more money.

After further discussion, Smith moved to proceed with the engineering design on the Highway 41 Trail Project, seconded by Short. Roll Call: Carstensen – Nay; Baltzell – Nay; Smith – Aye; Rollins – Aye; Short – Aye and Shetler - Aye. Motion carried.

Spencer Street Project. Finance Committee has recommended terminating the MOU with the City due to the project not moving forward as anticipated.

Melvin stated that letters had been sent to the three (3) property owners adjacent to Spencer Street to acquire right-of-way (ROW). One property owner asked for more than what was offered, but has asked for reconsideration after hearing the project might be terminated. The City would like to go back to the three (3) property owners with a letter asking for reconsideration on the original offer. Once letters of intent are received from the property owners, the City would proceed with engineering to draft ROW documents, at which time the Agency funding would begin.

Baltzell and Carstensen expressed their frustration with the process and length of time it has taken to get to this point. Neither is opposed to the project, but they feel that ROW should have been acquired prior to entering into an MOU. Carstensen encouraged the City to include a deadline date in the letter to the property owners if continuation of the project is approved by Commission.

After further discussion, Smith made a motion to proceed with the Spencer Street Project, seconded by Shetler. Roll Call: Carstensen – Nay; Baltzell – Nay; Smith – Aye; Rollins – Aye; Short – Aye and Shetler – Aye. Motion carried.

NEW BUSINESS

Annual Reimbursement of City Service. The Agreement between the Agency and the City dated February 1, 2011 and expired September 30, 2011 contained a typographical error. The Agreement has been corrected and updated showing a new termination date of September 30, 2012. The Agreement will automatically renew at that time. The renewal will be made a matter of record each year at the September monthly Commission meeting.

Smith made a motion to approve the Agreement for City Services as presented, seconded by Carstensen. Roll call: Carstensen – Aye; Baltzell – Aye; Smith – Aye; Rollins – Aye; Short – Aye and Shetler – Aye. Motion carried.

City Center Corridor Project. Agency and City staff has met several times along with District Review and Finance Committees regarding the structure of an agreement to accommodate the projects envisioned in the City Center corridor project which consists of four (4) tasks. Through Agency committee and Project committee discussions, it was determined to put an outside consultant on contract for a price not to exceed \$10,000 to provide initial concept drawings and preliminary costs. The information would be provided through a letter report at a meeting facilitated by the consultant for selection of the final design. Once the design has been approved by both parties, the design consultant would complete the actual design and provide contract documents for public bidding of the project.

Smith made a motion to approve the City Center Corridor Project, hiring a design consultant, not to exceed \$10,000. Seconded by short. Roll Call vote: Carstensen – Aye; Baltzell – Aye; Smith – Aye; Rollins – Aye; Short – Aye and Shetler – Aye. Motion carried.

STAFF REPORT

Nothing further to report.

COMMITTEE UPDATES

Finance – Baltzell – October financial statements and quarterly review of the Bank statements were conducted.

New Agency computers have been installed. There was discussion of disposal of the old computer; suggestions included removing or cleaning out all the information and donating to either the Senior Center, PF Food Bank or the Boys and Girls Club. It will take a few months to completely transfer everything from the old computer, and then a decision will be made as to its disposal.

Laima Swanson will be doing the field work for the FY 2011 audit on Monday, November 28, 2011.

Police Chief Scot Haug has asked the Agency to install a medicine drop box at City Hall. Committee members instructed ED Lien to send a letter to Haug suggesting partnerships with local pharmacies. The Agency could assist if additional monies were needed.

District Review – Rollins – Other than meeting with City Staff regarding projects in City Center there is nothing further to discuss.

Personnel Property and Communications – Smith – The My Turn article was in the Press.

COMMISSIONER COMMENTS

Smith stated that his term expires in December. Smith and his family have moved to Coeur d'Alene and in talking with the Mayor a new Commissioner will be appointed.

Shetler inquired on the EPA status of the Sands property. ED Lien said he has not received recent information.

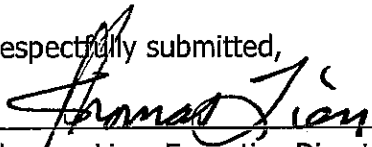
CHAIRMAN COMMENT

Rollins thanked the Commissioners for their involvement and the all the work that has been accomplished to enhance the City. We continue to be as efficient as we can with the taxpayer dollars.

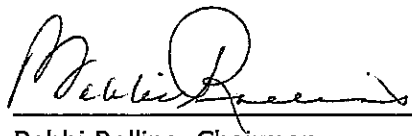
ADJOURNMENT

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

Respectfully submitted,



Thomas Lien, Executive Director



Bobbi Rollins, Chairman