

POST FALLS URBAN RENEWAL MINUTES

March 15, 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, Rich Houser, Collin Coles and Jame Davis. Also in attendance was legal counsel Pete Bredeson. Coles led the Pledge of Allegiance.

CEREMONIES, APPOINTMENTS AND ANNOUNCEMENTS

Chairman Baltzell announced the Mayor and City Council re-appointed Collin Coles to serve an additional 5 year term.

CONFLICT DISCLOSURE

None

CONSENT CALENDAR

Fountain introduced the Consent Calendar. Item A is the Commission Meeting Minutes, February 15, 2018.

Item B is the Commission Workshop Minutes, March 6, 2018.

Item C is the payables for the month totaling \$6,081.92.

Item D is the Bank Activity Report which shows total funds in all accounts of \$4,057,425.65 with accrued interest for the month of \$3,280.70.

Item E is the financial reports as of February 28, 2018.

Approval of the Consent Calendar will authorize the transfer of \$3,280.70 accrued interest to the General Fund and a transfer to the Community 1st checking account of \$6,081.92 for general payables.

Commissioner Crosby made a motion to approve the Consent Calendar as presented, seconded by Carstensen. Motion carried by voice vote.

COMMITTEE UPDATES

Finance & Policy – Crosby – The February bank statements have been reviewed.

District Review – Coles – Committee will meet the first week of April.

Communication, Property and Personnel – Carstensen congratulated Coles on his re-appointment.

CITIZEN COMMENTS

None

NEW BUSINESS

Resolution 2018-01. Fountain stated this resolution terminates the City Center Urban Renewal Plan as of August 16, 2018, the Revenue Allocation Area will be dissolved at that time and any surplus revenues from the property tax year 2017 will be returned to the respective taxing districts pursuant to Idaho Law. The City will pass an Ordinance adopting this Resolution at the April 3, 2018 Council meeting. Once recorded, the Ordinance will be filed with the County Recorder, Assessor and Auditor as well as the affected taxing districts and the State Tax Commission.

Commissioner Houser made a motion to adopt Resolution 2018-01, seconded by Crosby.

Discussion:

Crosby: In the event that the parking lot is not complete by the close of the district, is the Agency able to hold those monies for that obligation or does it need to be rebated to the taxing entities along with the remainder of the funds in the district?

Bredeson: Funds not used before the District closes would have to be rebated back to the taxing districts.

Crosby: We should advise the City there is a timeline for the parking lot to be completed and reimbursed.

Fountain: Jon Manley stated the bid will be award by the first of April with a completion date of June 1, 2018.

Baltzell: Once the contract is solidified between the contractor and the City could the Agency put the \$100,000 into an escrow account which would preclude us from doing anything with it and the funds wouldn't be lost just in case the parking lot was not completed by August 16th.

Bredeson: Once the district is closed, you don't have a district anymore, so those monies being held in an escrow account would be used on a project that isn't in an urban renewal district. The funds need to be used before the district closes.

Crosby: Alternately we could fund the first \$100,000 in construction draws as they come in to the City and are approved.

Baltzell asked for a roll call vote on the motion to adopt Resolution 2018-01. Horn – Aye; Crosby – Aye; Carstensen – Aye; Baltzell – Aye; Davis – Aye; Coles – Aye; Houser – Aye. Motion carried.

UNFINISHED BUSINESS

Copper Basin Order of Approval for Payment. Fountain stated the Order of Approval is for reimbursement to Copper Basin for project costs on Cecil Road, Killdeer Lane and Charleville Road known as phases 5 & 6 in the Tullamore District. The submitted costs have been reviewed by our outside engineer, Welch Comer with a recommendation to reimburse \$2,033,045.59 for those improvements. The original submission of \$2,056,145.59 was reduced by \$23,100 for signage and striping expenses that exceeded the independent estimate by Welch Comer. The request is in compliance with the terms of the Owner Participation Agreement and has been reviewed by legal counsel. The obligation balance for Tullamore will increase to \$3,914,431.77.

Commission Coles made a motion to approve the Copper Basin Order of Approval for Payment, seconded by Davis. Roll Call Vote: Horn – Aye; Crosby – Aye; Carstensen – Aye; Baltzell – Aye; Davis – Aye; Coles – Aye; Houser – Aye. Motion carried.

J.R. Watson & Associates Order of Approval for Payment. The Order of Approval is for reimbursement of projects costs on Creative Way in the Expo District. Welch Comer reviewed the submittal from J.R. Watson & Associates, which is in compliance with the terms of the Settlement Agreement, with a recommendation to reimburse \$605,395.97. This has also been reviewed by legal counsel. The original submission of \$672,494.48 was reduced by \$67,098.51 due to administrative and miscellaneous costs which exceeded the amount allowed.

Crosby asked if the improvements had been accepted by the City. Fountain confirmed a letter of acceptance has been received from the City.

Baltzell stated a question was asked regarding the engineering costs and whether the Agency's Engineering firm had any relationship with the proponent other than what they were tasked to do. Baltzell clarified they do not have any additional business relationship which could pose a conflict.

Commissioner Davis made a motion to approve the J.R. Watson & Associates Order of Approval for Payment, seconded by Crosby. Roll Call Vote: Horn – Aye; Crosby – Aye; Carstensen – Aye; Baltzell – Aye; Davis – Aye; Coles – Aye; Houser – Aye. Motion carried.

Fountain asked for a motion to approve payment to J.R. Watson & Associates in the amount of \$605,395.97 for the reimbursement of Creative Way as the Agency has been holding increment pending completion of this infrastructure and have \$1,066,405.33 set aside in the Expo District. The motion would include transfer of \$605,395.97 to the Community 1st Checking account for that purpose.

Commissioner Houser made a motion to approve payment of \$605,395.97 to J.R. Watson & Associates and the transfer of those funds to the Community 1st checking account, seconded by Carstensen. Roll Call Vote: Crosby – Aye; Horn – Aye; Houser – Aye; Coles – Aye; Davis – Aye; Baltzell – Aye; Carstensen – Aye. Motion carried.

STAFF REPORT

Fountain stated the 2017 Annual Report will be presented to City Council on Tuesday, March 20, 2018.

COMMISSIONER COMMENTS

Crosby asked if the annexation for the property north of Prairie was going before Planning & Zoning this week.

Shelly Enderud, City Administrator addressed the Commission and stated there was an error in the legal description and that item has been scheduled for the April 10, 2018 P & Z Commission meeting.

CHAIRMAN COMMENT

Baltzell stated he is looking forward to this year and the potential for new projects which will benefit the citizens of Post Falls and the community in general.

ADJOURNMENT

Baltzell asked for a motion to adjourn. Commissioner Crosby made the motion, seconded by Carstensen. All in favor by voice vote. Meeting was adjourned at 8:17 am.

Respectfully submitted,



Diane Fountain, Executive Director



Jerry Baltzell, Chairman