

**POST FALLS URBAN RENEWAL
Workshop Minutes**

January 11, 2017 – City Hall (Basement Conference Room)

CALL TO ORDER, ROLL CALL AND PLEDGE OF ALLEGIANCE

Chairman Jerry Baltzell called the meeting to order at 8:00 a.m. Interim Director Diane Fountain called the roll. Present in addition to Baltzell were Commissioners Larry Carstensen, Len Crosby, Tom Malzahn, Jame' Davis, Rich Houser and Collin Coles. Also in attendance was Pete Bredeson.

Baltzell led the Pledge of Allegiance.

CEREMONIES, APPOINTMENTS AND ANNOUNCEMENTS

Baltzell congratulated Larry Carstensen and Jame' Davis for their re-appointment to serve additional 5 year terms on the URA board.

Election of Officers. Article III Section 2 of the Agency By-Laws states officer terms shall be for one year and elections will be held at the Post Falls Urban Renewal Agency's January meeting, with appointments made at that meeting. Chairman Baltzell opened the floor for nominations for Chairman.

Commissioner Carstensen nominated Jerry Baltzell as Chairman, seconded by Crosby. Malzahn moved to close nominations, seconded by Crosby. By show of hands all were in favor of Commissioner Baltzell to be Chairman of the Commission for 2017. Baltzell abstained from the vote.

Commissioner Crosby nominated Larry Carstensen as Vice-Chairman, seconded by Coles. Malzahn moved to close nominations, seconded by Houser. By show of hands all were in favor of Commissioner Carstensen to be Vice-Chairman of the Commission for 2017. Carstensen abstained from the vote.

Commissioner Davis nominated Len Crosby as Treasurer, seconded by Coles. Commissioner Malzahn moved to close nominations, seconded by Houser. By a show of hands all were in favor of Commissioner Crosby as Treasurer of the Commission for 2017. Crosby abstained from the vote.

Committee Assignments. Baltzell stated he likes how the Committees work and would like to leave the Chairs of the Committee as is and recommended changes to the members on the Communication, Property & Personnel Committee. 2017 Committees and Members will be as follows:

Finance & Policy Committee

Len Crosby, Chair
Rich Houser, Member
Tom Malzahn, Member
Collin Coles, Alternate

District Review Committee

Collin Coles, Chair
Jame' Davis, Member
Larry Carstensen, Member
Jerry Baltzell, Alternate

Communication, Property & Personnel Committee

Larry Carstensen, Chair
Collin Coles, Member
Jame' Davis, Member
Jerry Baltzell, Alternate

CONFLICT DISCLOSURE

None

CITIZEN COMMENT

None

Financial Statements. The December financial statements which included the 1st quarter actual to budget were reviewed and discussed. Fountain noted the numbers on the increment received page have been updated to reflect current obligations and carryover amounts.

Draft FY2016 Audit. Fountain stated Finance Committee met last Tuesday and reviewed the draft audit along with the MD&A and made changes in wording to enable easier reading and understanding by the public. Annie from Anderson Brothers will present the audit at the Commission meeting next Thursday.

Policy #05 and Authorization for newly elected officers to be designated signers. Fountain stated Policy #05 was changed to reflect authorization for the Executive Director to be a signer in the sole event that two (2) officers are unavailable and as long as one (1) other officer signs the checks. Malzahn suggested that when the situation arises that the Executive Director has to sign checks that it be noted in the motion that two (2) of the three (3) signers are absent, therefore the Executive Director will sign checks at that meeting.

Commissioner Crosby made a motion to approve Policy #05 and authorize the 2017 elected officers as authorized signers for all financial transactions, including checking and savings accounts and Bank Certificates of Deposit, real property transactions and authorize Interim Executive Director Diane Fountain to have access to all account balance and month end statement information for internal funds management purposes. Seconded by Coles. Motion carried by voice vote.

Joint Workshop Discussion. Baltzell stated the Mayor and City Council would like to meet and discuss potential plans for East Seltice Way (Highway 41 to Huetter). There has been conversation of working with the City of Coeur d'Alene to extend improvements they will be completing in 2017 (with the assistance of Ignite CDA) on Seltice Way to Huetter and the opportunity for the City of Post Falls to do improvements from Huetter to Highway 41. The City would need to provide a plan and cost estimates. If there is early closure of the City Center and the South/Central portion of the East Post Falls districts, there could potentially be some residual revenues to help pay for that planning. The Agency has expressed interest in a district in the northwest area of the City off Pleasantview. The process of creating a new district would take 6 to 9 months, but cannot begin until property is annexed into the City. The intent is to have a joint meeting to discuss these possibilities so the Agency knows what the City's long range plan is. If the City doesn't want to do E. Seltice Way or Pleasantview, what do they want to do to make things better in Post Falls? Staff will contact Shelly to schedule a joint workshop on April 12th to give the City time to interface with their Engineering and planning departments and bring their long range vision for Post Falls.

Press Release. Baltzell asked Commissioner Crosby to work with staff to put together a press release on Agency accomplishments in 2016. Staff will contact the Press today.

Staff Report. A Resolution will be included in the Consent Calendar next week to destroy old recorders per Policy #21. There are seven (7) boxes of records dating back to 1992 to be destroyed. Conflict of Interest Disclosure Letters have been distributed once completed they will be sent to the Mayor.

Commissioner Comments

Crosby attended a CEO Series at the Chamber yesterday where Thomas Teddar spoke. Teddar was asked how his interface with each of the City's he has been in was. His experience with the City of Post Falls, particularly Shelly and the Mayor was very positive. However, the process of going through planning, engineering and design review have been very difficult. Teddar is bringing in a number of new businesses to the old outlet mall that have never gone through the process and are having a tremendously difficult time trying to understand City requirements for tenant improvements. The idea was to have the Chamber suggest to the City hiring a part-time ombudsman to assist with the process for small businesses. This is an issue that impacts economic development and job creation. Carstensen agreed there are a number of communities that make it extremely difficult due to senseless rules.

The Legislative Session does not have an interim committee this year on urban renewal. The Chamber Public Policy Committee will monitor that.

Baltzell noted that when Commissioners are not able to attend a meeting they have the opportunity to call in. Packets will be sent as usual, any comments regarding a particular item can be addressed to staff.

Baltzell stated the Commission is doing its best for the community and thanked everyone for their support and confidence in him as Chair. There have been many good Commissioners in the past and this is as good as it gets. Fountain has done a superior job since she has taken over, far exceeding his expectations. Baltzell also thanked Bredeson for his work; he does a superb job for the Agency.

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 8:50 am.

Respectfully submitted,



Diane Fountain, Interim Executive Director



Jerry Baltzell, Chairman