



Post Falls Urban Renewal Agency
January 16, 2025 Meeting
9:00 am, Post Falls City Hall

1. Call to Order, Commissioner Roll Call and Pledge of Allegiance
2. Ceremonies, Appointments and Announcements
 - a. Election of Officers **ACTION ITEM**
3. Conflict Disclosure
4. Consent Calendar **ACTION ITEMS**
 - a. Joint Workshop Minutes, November 19, 2024
 - b. Commission Minutes, November 21, 2024
 - c. District Review Committee Minutes, January 7, 2025
 - d. Payables
 - e. Bank Activity Report
 - f. Financial Reports
5. Committee Updates
 - a. Finance and Policy – Crosby
 - b. District Review - Coles
 - c. Communications, Property & Personnel - Hjeltness
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
 - a. Authorization for newly elected officers to be designated signers **ACTION ITEM**
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

January 16, 2025

CALL TO ORDER, ROLL CALL AND PLEDGE OF ALLEGIANCE

Chairman Jamè Davis called the meeting to order at 9:00 a.m. Executive Director Joseph Johns called the roll. Present, in addition to Davis were Commissioners Collin Coles, Len Crosby, Christi Fleischman, Melissa Hjeltness and Pat Leffel. Commissioner Eric Clemensen was absent. Also present was Counselor Pete Bredeson. Davis led the Pledge of Allegiance.

CEREMONIES, APPOINTMENTS AND ANNOUNCEMENTS

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. Davis asked for nomination of Officers:

Commissioner Crosby nominated Jamè Davis as Chairman, seconded by Commissioner Coles. Roll Call Vote: Leffel – Aye; Coles – Aye; Crosby – Aye; Fleischman – Aye; Hjeltness – Aye; Davis - Abstained. Motion carried.

Commissioner Coles nominated Melissa Hjeltness as Vice-Chairman, seconded by Commissioner Leffel. Roll Call Vote: Leffel – Aye; Fleischman – Aye; Crosby – Aye; Davis – Aye; Coles – Aye; Hjeltness – Abstained. Motion carried.

Commissioner Coles nominated Len Crosby as Treasurer, seconded by Commissioner Leffel. Roll Call Vote: Hjeltness – Aye; Fleischman – Aye; Davis – Aye; Coles – Aye; Leffel – Aye; Crosby – Abstained. Motion carried.

CONFLICT DISCLOSURE

None

CONSENT CALENDAR

Johns introduced the Consent Calendar. Item A in the Consent Calendar is the Joint Workshop Minutes, November 19, 2024

Item B is the Commission Minutes, November 21, 2024

Item C is the District Review Committee Meeting Minutes, January 7, 2025

Item D is the payables for this month totaling \$ 7,392.24.

Item E is the Bank Activity Report which shows total funds in all accounts of \$ 3,001,762.42 and accrued interest for the month of \$ 6,824.05.

Item F is the financial reports as of December 31st.

Johns stated, for ratification purposes, that in regards to the cancelled December Commission Meeting, Commissioner Clemensen reviewed the November Financial Statements and Treasurer

Crosby reviewed the December Payables on December 18, 2024. On December 19th checks totaling \$12,125.89 were posted.

Approval of the consent calendar will authorize a transfer of \$7,392.24 to the First Interstate Checking Account for the monthly payables and \$6,824.05 accrued interest to the General Fund

Commissioner Crosby made a motion to approve the Consent Calendar as presented, seconded by Hjeltness. Roll Call Vote: Hjeltness – Aye; Fleischman – Aye; Crosby – Aye; Davis – Aye; Coles – Aye; Leffel - Aye. Motion carried.

COMMITTEE UPDATES

Finance & Policy – Crosby – The December Financial Statements were reviewed and the committee will be meeting later next week to review the draft FY24 Audit information.

District Review – Coles – The committee met on December 7th, as noted in the approved meeting minutes.

Communication, Property and Personnel – Davis – Nothing to report

CITIZEN COMMENTS

None

UNFINISHED BUSINESS

None

NEW BUSINESS

Authorization for newly elected officers to be designated signers. Davis asked for a motion to authorize the 2025 elected officers as authorized signers for all financial transactions, including checking and savings accounts and Bank Certificates of Deposit, real property transactions and authorize Executive Director Joseph Johns to have access to all account balances and month end statements information for internal funds management purposes.

Commissioner Crosby made the motion, seconded by Fleischman. Roll Call Vote: Coles – Aye; Leffel – Aye; Crosby – Aye; Fleischman – Aye; Hjeltness – Aye; Davis – Aye. Motion carried.

STAFF REPORT

Johns reported the annual Conflict Disclosure Letters have been provided to each member of the Commission and when completed they will be delivered to Mayor Jacobson.

The Agency has received a request from the City of Post Falls for funding support of on-street parking and frontage improvements planned at Warren Playfield. The amount being requested for consideration by Urban Renewal is \$80,000. The total cost of the project is expected to be

\$422,000. This request is scheduled for discussion at the upcoming February 11th Commission Workshop.

J.U.B. Engineering, as agent for A&A Construction and Development, has submitted the 2nd Request of Reimbursement for costs associated with the Millworx and North Mill One project area. Johns has completed an initial review of the information and is in process with the City Engineer and the Agency's consulting engineers for the purpose of moving the submittal toward consideration by the Commission in either February or March.

Drafting of the Agency's Annual Report for 2024 has begun. Presentation of the Annual Report to the Commission will take place at either the February 11th Workshop or the February 20th Commission Meeting.

COMMISSIONER COMMENTS

None

CHAIRMAN COMMENT

Davis thanked the members and officers of the Commission for their service. She voiced appreciation for their leadership and volunteerism.

ADJOURNMENT

Davis asked for a motion to adjourn. Commissioner Coles made the motion, seconded by Cosby. All in favor by voice vote. Meeting was adjourned at 9:11 am.

Respectfully submitted,



Joseph Johns, Executive Director



Jame Davis, Chairman