



Post Falls Urban Renewal Agency
January 18, 2024 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. Appointment of Pat Leffel to Commission
 - b. Election of Officers **ACTION ITEM**
3. Conflict Disclosure
4. Consent Calendar **ACTION ITEMS**
 - a. Commission Workshop Minutes, December 12, 2023
 - b. Commission Workshop Minutes, January 9, 2024
 - c. Finance & Policy Committee Minutes, January 9, 2024
 - d. Payables
 - e. Bank Activity Report
 - f. Financial Reports
 - g. Recognition of Service, Jerry Baltzell
5. Committee Updates
 - a. Finance and Policy – Crosby
 - b. District Review - Coles
 - c. Communications, Property & Personnel - Davis
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. FY2023 Audit Presentation **ACTION ITEM**
8. New Business
 - a. Authorization for newly elected officers to be designated signers **ACTION ITEM**
 - b. Project Update – Millworx & North Mill One, A&A Construction, Inc. (Downtown District)
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 18, 2024

CALL TO ORDER, ROLL CALL AND PLEDGE OF ALLEGIANCE

Vice-Chair 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

Director Johns introduced newly appointed Commissioner Pat Leffel; and announced the re-appointment of Len Crosby and Eric Clemensen. Each will serve 4-year terms.

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. Johns then asked for nomination of Officers:

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

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

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

Johns relinquished the meeting to Chairman Davis.

CONFLICT DISCLOSURE

None

CONSENT CALENDAR

Johns introduced the Consent Calendar. Item A in the Consent Calendar is the Commission Workshop Minutes, December 12, 2023

Item B is the Commission Workshop Minutes, January 9, 2024

Item C is the Finance & Policy Committee Meeting Minutes, January 9, 2024

Item D is the payables for this month totaling \$ 11,774.63.

Item E is the Bank Activity Report which shows total funds in all accounts of \$ 2,499,240.48 and accrued interest for the month of \$ 5,970.87.

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

Item G, for ratification purposes, is the record of the donation to the Post Falls Food Bank in recognition of the service of Jerry Baltzell, as a member of this commission for 15 years, 10 years as Chairman.

Approval of the consent calendar will authorize a transfer of \$11,774.63 to the First Interstate Checking Account for the monthly payables and \$5,970.87 accrued interest to the General Fund.

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

COMMITTEE UPDATES

Finance & Policy – Crosby – The committee had a meeting on the 9th of January to review the Draft FY23 Audit and the December Financial Statements were reviewed.

District Review – Coles – Nothing to report

Communication, Property and Personnel – Davis – Nothing to report

CITIZEN COMMENTS

None

UNFINISHED BUSINESS

FY2023 Audit Presentation. Toni Hackwith from Alpine Summit CPAs, formerly Anderson Bros. CPA, presented the FY 2023 Annual Audit. Hackwith stated Idaho law requires a government agency to undergo an annual independent audit. A review of the Independent Auditor's Report, pages 1-3, was provided, with particular note being made about the issuance of an unmodified (clean) opinion on the financial statements and that they are materially correct. Additionally, an unmodified (clean) opinion was issued in the Independent Auditor's Report On Internal Control Over Financial Reporting And On Compliance And Other Matters In Accordance To Government Auditing Standards, pages 34-35.

Hackwith pointed out that as a government agency the financial statements reflect two different bases of accounting. The Statement of Net Position (pg. 11) and the Statement of Activities (pg. 12) are reported on a full-accrual basis. The Statement of Revenues, Expenditures, and Changes in Fund Balances (pg. 15) is reported on a modified-accrual basis. A reconciliation between the full-accrual/modified-accrual bases is found on the Reconciliation of the Balance Sheet to the Statement of Net Position report (pg. 14). A consideration of internal control during the course of the audit did not find any material weakness or instances of noncompliance. The Agency's segregation of duties together with the reviewing of transactions and the access to information are effective.

Crosby asked Hackwith if the unassigned \$1,127,239 shown in the Fund Balances portion of the Balance Sheet (pg. 13) is the General Fund, which is for the purpose of meeting the operational needs of the Agency going forward since the Agency does not receive any governmental (City) assistance. Hackwith replied, "That is correct."

Davis asked for a motion to approve the presentation of the Fiscal Year 2023 Audit as presented. Coles made the motion, seconded by Leffel. Roll Call Vote: Hjeltness – Aye; Fleischman – Aye; Crosby – Aye; Coles – Aye; Leffel – Aye; Davis – Aye. Motion carried.

NEW BUSINESS

Authorization for newly elected officers to be designated signers. Davis asked for a motion to authorize the 2024 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 Coles made the motion, seconded by Fleischman. Roll Call Vote: Coles – Aye; Leffel – Aye; Crosby – Aye; Fleischman – Aye; Hjeltness – Aye; Davis – Aye. Motion carried.

Project Update – Millworx & North Mill One, A&A Construction, Inc. (Downtown District). Brad Marshall, J.U.B. Engineering, provided a project update. Also in attendance were Bill Lawson, Ryan Ruffcorn and Al Hausen from A&A Construction; and Cole Henderson from J.U.B. Engineering. Construction of 4th Avenue between Seltice Way and Idaho Street, including sewer and water within the street, has been completed. Water and sewer have also been extended north of 4th Ave. The project area lying between 4th Avenue and Seltice Way/I-90 has been subdivided into six (6) lots known as North Mill One. The Kindred & Co. building is nearing completion with the coffee shop portion now in operation. Construction of a mixed-use building with ground floor commercial retail/office space located along the north side of 4th Avenue is progressing. Plan review and permitting for a 4-story 151-unit hotel with underground parking are in process with ground breaking expected in the Spring. The design of a mixed-use building at the southeast corner of Idaho/4th is approximately 90% complete and will include large retail tenant spaces/suites on the first floor to accommodate an assortment of users. The roundabout at Idaho/4th, together with Idaho Street to the south are still in the design process. Additional right-of-way & easements had to be acquired to accommodate the intersection. Ideally, construction of the roundabout will commence in March. The extension of Idaho Street to Third Ave will require the assistance of the City of Post Falls and the Urban Renewal Agency. Permits to cross the railroad are necessary and will take time. This transportation connection is expected to alleviate traffic to Spokane Street and allow quick access from Third Ave to north of I-90.

The project's first reimbursement submittal is still in process. The Agency's consulting engineer recently met with the development team and has requested additional supporting documentation for the reported expenses. The developer is working with their contractor to acquire the necessary information. The developer is also in the process of finalizing record drawings required by the City before the infrastructure can be accepted.

Commissioner Crosby commended the developers and J.U.B. for being very cooperative and transparent throughout the project. The development will be a true addition to the city which will stimulate additional retail/commercial development and expand the consumer base for existing

businesses to the west on Seltice Way. It is a win-win for everyone. Chairman Davis concurred with Crosby's comments.

STAFF REPORT

Johns stated conflict disclosure letters were distributed at the Commission Workshop on January 9, 2024. The disclosure statements will be provided to Mayor Jacobson once all have been received.

A Joint Workshop with the City Council has been scheduled for Tuesday, March 5th. The workshop will not include any action items, but will be for discussion purposes only. A draft of the workshop agenda is anticipated by February 12. Johns asked for Commission members to provide any topics they'd like to have considered for the agenda.

COMMISSIONER COMMENTS

None

CHAIRMAN COMMENT

Davis congratulated everyone with the Election of Officers and welcomed Commissioner Leffel.

ADJOURNMENT

Davis asked for a motion to adjourn. Commissioner Coles made the motion, seconded by Fleischman. All in favor by voice vote. Meeting was adjourned at 9:36 am.

Respectfully submitted,



Joseph Johns, Executive Director



Jamé Davis, Chairman