



Post Falls Urban Renewal Agency
April 17, 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
3. Conflict Disclosure
4. Consent Calendar **ACTION ITEMS**
 - a. Commission Meeting Minutes, March 20, 2025
 - b. District Review Committee Minutes, April 2, 2025
 - c. Finance & Policy Committee Minutes, April 7, 2025
 - d. Payables
 - e. Bank Activity Report
 - f. Financial Reports
5. Committee Updates
 - a. Finance and Policy – Crosby
 - b. District Review - Fleischman
 - c. Communications, Property & Personnel - Clemensen
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
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

March 20, 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 Melissa Hjeltness, Len Crosby, Pat Leffel, Christi Fleischman and Collin Coles. Commissioner Clemensen was absent. Counselor Pete Bredeson was also present. Coles led the Pledge of Allegiance.

CEREMONIES, APPOINTMENTS AND ANNOUNCEMENTS

None

CONFLICT DISCLOSURE

None

CONSENT CALENDAR

Johns introduced the Consent Calendar. Item A in the Consent Calendar is the Commission Meeting Minutes, February 20, 2025

Item B is the Finance & Policy Committee Meeting Minutes, February 27, 2025

Item C is the payables for this month totaling \$12,663.71.

Item D is the Bank Activity Report which shows total funds in all accounts of \$3,736,015.48 and accrued interest for the month of \$9,269.91.

Item E is the financial reports as of February 28th.

Approval of the consent calendar will authorize a transfer of \$12,663.71 to the First Interstate Checking Account for the monthly payables and \$9,269.91 accrued interest to the General Fund

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

COMMITTEE UPDATES

Finance & Policy – Crosby: The committee met on February 27, 2025, to review the draft Warren Playfield Project Funding Agreement and review Agency Policy #1. The monthly review of February's financial reports and statements was also completed.

District Review – Fleischman: Nothing to report

Communication, Property and Personnel – Leffel: Nothing to report.

CITIZEN COMMENTS

None

UNFINISHED BUSINESS

None

NEW BUSINESS

Millworx/North Mill One Project Update – A&A Construction, Inc. (Downtown District). An update presentation on the Millworx Project in the Downtown District was given by Brad Marshall, JUB Engineering. Also in attendance was Ryan Ruffcorn, A&A Construction, and Cole Henderson of JUB.

Commissioner Crosby complemented those representing the project on their accomplishments to date. He noted the project is representative of the success our community has when working with local and regional developers that understand the area, have been here a long time, and can be expected to be here in the future. The clear communication that has taken place has been greatly appreciated. Marshall emphasized that the project has included a lot of public infrastructure that has been constructed with local contractors, local suppliers, and local labor. Chairman Davis affirmed Crosby's comments as did the other members of the Commission.

STAFF REPORT

The 2024 Annual Report of the Agency was presented to the Post Falls City Council on March 4, 2025. The provision of the report was legally noticed in the CdA Press on March 5, 2025, as required by Idaho Code. It has also been submitted to Transparent Idaho as required.

The Driggs Urban Renewal Agency is preparing to close their first district and contacted the office asking for assistance. Johns spoke with their Executive Director and provided examples of the Agency's supporting documentation for closing a district.

Commissioner Hjeltness and Johns met with representatives of the Horn Mixed-Use Project, located at 102 E 2nd Ave (Downtown District) to discuss the content of their project and the potential for urban renewal support. They are in the process of accumulating cost estimates to submit with the Project Questionnaire.

A representative of TW Clark Construction contacted the office to inquire about potential urban renewal funding support for city required frontage improvements associated with a multi-family project on the corner of 2nd Ave and Frederick St. A Project Questionnaire and copy of Agency Policy #7 has been provided to them for their consideration.

Johns attended an ICRMP Webinar titled *Cyber Defense Strategies: Tackling Dark Web, Phishing, and Financial Scams*. It was very informative with the 3 main take-a-ways being: Identify your sensitive data; Methods to spot phishing attempts; Question/verify every financial request directly with known contacts.

COMMISSIONER COMMENTS

Crosby asked Johns if any questions were asked at the conclusion of the Agency's 2024 Annual Report to the City Council. Johns responded that no questions were asked. He thanked Johns for assisting Driggs Urban Renewal Agency and asked for an update on the status of the Eagles project in the Downtown District. Johns stated that a request for project cost information was made at the last Commission Workshop. Johns visited the project site a couple of weeks ago seeking the information. At that time the project's general contractor said they were working on it. Johns sent an email one week ago requesting the cost information again. They're still working on it according to the response

received. Crosby asked if the office had been contacted about further development in the Post Falls Landing project area. Johns answered that no inquiries have been made for that area.

CHAIRMAN COMMENT

None

ADJOURNMENT

Davis asked for a motion to adjourn. Commissioner Crosby made the motion, seconded by Hjeltness. All in favor by voice vote. Meeting was adjourned at 9:30 am.

Respectfully submitted,

Joseph Johns, Executive Director

Jamè Davis, Chairman

POST FALLS URBAN RENEWAL District Review Committee

April 2, 2025 – Post Falls Chamber Building - Conference Room

CALL TO ORDER, ROLL CALL

Chairman Christi Fleischman called the meeting to order at 8:02 a.m. Present in addition to Fleischman were Commissioners Melissa Hjeltness, Pat Leffel and Executive Director Joseph Johns.

CONFLICT DISCLOSURE

Commissioner Hjeltness disclosed a potential conflict of interest in regards to Agenda Item #5 - Project Questionnaire & Estimated Costs – Horn Mixed-Use Project. Johns will submit the circumstances to the Agency's legal counsel to determine Hjeltness' need to recuse from action affecting the subject project/property.

CITIZEN COMMENT

None

Committee Duties - Discussion. Johns provided an overview of the committee responsibilities as described in agency documentation. The committee tasked Johns with scheduling a recurring quarterly meeting for the purpose of discussing, documenting and reporting district activity.

Project Questionnaire & Estimated Costs – Horn Mixed-Use Project (Downtown District). The questionnaire response indicates a potential for 20 jobs associated with commercial space in the project. The project includes costs associated with remediation as well as the removal of existing buildings. Remediation is identified in the Downtown District Plan. However, the removal of existing buildings may be considered a typical cost of development for the site. Building removal hasn't been approved for reimbursement in prior projects in the district. The committee requested for Johns to obtain input from the city on the costs, particularly those identified as "work performed within City property" as they may be typical expenses for the anticipated development. The committee would also like to know if the developer is aware of potential grants available for the project.

New Districts – Discussion. Prior City Council response to a new district in the East Seltice area has been mostly supportive but the annexation of parcels eastward toward Huetter could be problematic. The ongoing Hwy41/I-90 interchange may facilitate development of vacant commercial parcels to the west. There are couple of potential projects in the area that could serve as a catalyst to form a district. It is questionable whether potential increment value could fund significant infrastructure projects, particularly wastewater/sewer system needs. Frontage improvement requirements have been known to impede some commercial property improvements along Seltice. Creation of a smaller district without the annexation of eastward parcels may generate the increment necessary to facilitate desired frontage improvements. In another area of the City, south of Mullan Ave, north of I-90, west of Greensferry and east of the Downtown URD boundary, a variety of public right-of-way and frontage related improvements could be beneficial to the community. Annexation would not be an issue. Again, it is unknown whether vacant commercial property development in this area of growing medical services is sufficient to generate the increment revenue necessary to fund the improvements. Johns will check with a business/property owner in the East Seltice area who previously expressed interest in creating a district. Chairman Fleischman recommended the committee identify "markers" indicative of favorable district formation circumstances in both areas. Johns will gather additional parcel valuation and property characteristic information for presentation at a future meeting.

Project Questionnaire & Estimated Costs – Eagles Project (Downtown District). The previously requested project cost information was delivered Friday, March 31, 2025. The project appears to be nearing completion with the exception of asphalt paving of the adjoining alleyway and the on-site parking lot. The committee directed Johns to review the costs with the City and obtain the City's official status of the project for reporting to the Commission to determine whether the project's participation in urban renewal funding remains a possibility.

Project Questionnaire & Estimated Costs – TW Clark Project (Downtown District). Johns reported that this is a multi-family residential project located at the intersection of 2nd and Frederick that requires public right-of-way frontage improvements. The developer/owner has been given the project questionnaire and a request for estimated costs. Nothing has been returned at this time.

ADJOURNMENT

Chairman Fleischman adjourned the meeting at 9:47 a.m.

Respectfully submitted,

Joseph Johns, Executive Director

Christi Fleischman, Chairman

**POST FALLS URBAN RENEWAL
Finance & Policy Committee**

April 7, 2025 – Post Falls Chamber Building – Urban Renewal Agency Office

CALL TO ORDER, ROLL CALL

Chairman Len Crosby called the meeting to order at 8:00 a.m. Present in addition to Crosby were Commissioners Christi Fleischman, Eric Clemensen and Executive Director Joseph Johns.

CONFLICT DISCLOSURE

None

CITIZEN COMMENT

None

Draft Project Funding Agreement – Warren Playfield (Downtown URD). The committee provided Johns with their final revisions to the proposed Project Funding Agreement. Johns will complete the revisions to the draft PFA and submit it to Counselor Bredeson for review and communication to the City.

FY2025 Status Update – Budget vs. Actual Report. Johns provided a brief overview of the FY2025 operating budget status. With the completion of the FY2024 audit process Johns will initiate a RFP process to consider alternative auditing services.

Agency Policy #1, Revisions and Supporting Documentation. The current reference to supporting documentation in Policy #1 is sufficient at this time. Commissioner Clemensen suggested any future revision to the reference, “g. OPA Format – City (Sample Document)” may be completed via the monthly Consent Calendar.

Legislation Update. HB436 has been signed by Governor Little. This may result in Fire Districts and Ambulance Districts requesting to be removed from urban renewal districts. Chairman Crosby requested to be a participant in any discussions that may come about as a result of this legislation.

ADJOURNMENT

Chairman Crosby adjourned the meeting at 8:57 a.m.

Respectfully submitted,

Joseph Johns, Executive Director

Len Crosby, Chairman

9:55 AM
04/16/25

Post Falls Urban Renewal Agency - In-House
Unpaid Bills Detail
As of April 17, 2025

Type	Date	Num	Due Date	Aging	Open Balance
Bredeson Law Group					
Bill	04/11/2025	1255	05/11/2025		875.00
Total Bredeson Law Group					875.00
Canon Solutions America, Inc.					
Bill	04/01/2025	6011453233	05/01/2025		10.83
Total Canon Solutions America, Inc.					10.83
Mastercard					
Bill	04/01/2025	4518-Apr20...	05/01/2025		7.00
Total Mastercard					7.00
Post Falls Chamber					
Bill	04/03/2025	71079	05/03/2025		300.00
Total Post Falls Chamber					300.00
TOTAL					1,192.83

PAYROLL 6,582.81
7,775.64

Bank Activity Report

March 2025

Cash Section

Checking: First Interstate

Beginning Balance		\$	470,625.04
Deposits	\$	25,393.08	
Withdrawals	\$	(484,591.25)	
Ending Balance		\$	11,426.87
Outstanding Checks	\$	(1,901.45)	
Account Balance		\$	9,525.42

Idaho Central CU - Savings

Beginning Balance		\$	25.00
Interest			
Ending Balance		\$	25.00

Investment Section

LGIP General Fund 1829

Beginning Balance		\$	1,289,123.86
Contributions	\$	13,709.99	
Withdrawals	\$	(12,663.71)	
Ending Balance		\$	1,290,170.14
Outstanding Transfer			
Account Balance		\$	1,290,170.14

LGIP Capital Improvements 1910

Beginning Balance		\$	2,437,354.44
Contributions	\$	21,986.04	
Withdrawals	\$	(9,269.91)	
Ending Balance		\$	2,450,070.57
Outstanding Transfer			
Account Balance		\$	2,450,070.57

Total Funds All Accounts:

\$ 3,749,791.13

March 2025

	Interest
State Pool - LGIP 1910	\$ 9,156.56
Total	<u>\$ 9,156.56</u>

Post Falls Urban Renewal Agency - In-House
Balance Sheet
 As of March 31, 2025

	Mar 31, 25
ASSETS	
Current Assets	
Checking/Savings	
First Interstate Bank- Checking	9,525.42
LGIP1829-General Fund	1,290,170.14
LGIP1910-Capital Improvements	2,450,070.57
Savings - Idaho Central CU	25.00
Total Checking/Savings	3,749,791.13
Other Current Assets	
Accounts Receivable - Taxes	27,706.00
FMV - State Investment Pool	7,698.00
Interest Receivable	12,534.00
Prepaid Insurance	4,243.00
Total Other Current Assets	52,181.00
Total Current Assets	3,801,972.13
TOTAL ASSETS	3,801,972.13
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Accrued Vacation Payable	3,185.88
24000 · Payroll Liabilities	
ID- Unemployment Payable	-0.03
24000 · Payroll Liabilities - Other	3,235.59
Total 24000 · Payroll Liabilities	3,235.56
Total Other Current Liabilities	6,421.44
Total Current Liabilities	6,421.44
Total Liabilities	6,421.44
Equity	
Committed Fund Balance	1,349,484.00
Nonspendable Fund Balance	3,544.00
32000 · Unrestricted Net Assets	1,651,268.40
Net Income	791,254.29
Total Equity	3,795,550.69
TOTAL LIABILITIES & EQUITY	3,801,972.13

Post Falls Urban Renewal Agency - In-House Profit & Loss March 2025

	Mar 25	Oct '24 - Mar 25
Ordinary Income/Expense		
Income		
Downtown District	6,224.99	541,207.24
Interest	13,723.23	74,775.25
Pleasant View District	0.00	12,527.41
Post Falls Technology District	6,491.14	694,626.19
Total Income	<u>26,439.36</u>	<u>1,323,136.09</u>
Gross Profit	26,439.36	1,323,136.09
Expense		
Audit	4,663.75	12,770.00
Computer Software	7.00	40.00
Contingency	0.00	1,929.50
District Payments	0.00	459,789.56
Marketing & Education Materials	0.00	308.70
Meetings	0.00	190.00
Office Equipment	0.00	144.15
Website Design, Hosting & Maint	0.00	349.95
62140 · Legal Fees	1,281.25	6,287.50
62890 · Rent	0.00	7,990.00
65030 · Printing and Copying	31.38	132.67
65040 · Office Supplies	38.60	38.60
65050 · Telephone, Telecommunications	0.00	800.40
65110 · Advertising & Legal Notices	25.71	66.35
65120 · Insurance	0.00	198.00
65150 · Dues & Memberships	0.00	550.00
66000 · Payroll Expenses	6,819.03	40,296.42
Total Expense	<u>12,866.72</u>	<u>531,881.80</u>
Net Ordinary Income	<u>13,572.64</u>	<u>791,254.29</u>
Net Income	<u><u>13,572.64</u></u>	<u><u>791,254.29</u></u>

Fund Reconciliation:

3/31/2025

QB

First Interstate - Checking	GF	\$	9,525.42	
LGIP - 1829	GF	\$	1,290,170.14	
LGIP - 1910	CIP	\$	2,450,070.57	
Savings - Idaho Central CU	GF	\$	25.00	
Total				\$ 3,749,791.13

FUNDS

General Fund	GF	\$	1,299,720.56	
Capital Improvement Fund	CIP	\$	2,450,070.57	
Total				\$ 3,749,791.13

C.I. Fund Allocation:

Pleasant View	\$	(50,162.27)
Downtown	\$	82,454.58
PF Technology	\$	<u>2,417,778.26</u>
	\$	<u>2,450,070.57</u>

Post Falls Urban Renewal Agency

Increment Received District Obligation Balance

	<u>Pleasant View</u>	<u>Downtown</u>	<u>PF Tech Dist.</u>	<u>Total</u>
<i>Termination Date</i>	<i>2041</i>	<i>2041</i>	<i>2038</i>	
Sep-24	-	1,036.90	-	1,036.90
Oct-24	-	24,152.24	734.64	24,886.88
Nov-24	-	2,632.73	186.32	2,819.05
*Dec-24	-	9,752.23	9,958.71	19,710.94
Jan-25	5,354.31	331,566.58	644,594.12	981,515.01
Reimbursement Feb-25	7,173.10	166,878.47	32,661.26	206,712.83
Mar-25	-	6,224.99	6,491.14	12,716.13
Apr-25				-
May-25				-
Jun-25				-
Jul-25				-
Aug-25				-
Sep-25				-
Total YTD	12,527.41	542,244.14	694,626.19	1,249,397.74

Approved Obligation	-	6,035,511.02	-	6,035,511.02
Obligation Balance @ 3/31/25	-	4,527,030.17	-	4,527,030.17
Carry over @ 3/31/25	(50,162.27)	82,454.58	2,417,778.26	2,450,070.57

**Post Falls Urban Renewal Agency - In-House
 Profit & Loss Budget vs. Actual
 October 2024 through March 2025**

	Oct '24 - Mar 25 6-Month Actual	2024-25 Total Budget	2024-25 Balance	% of 12-Month Budget
Expense				
Audit	12,770.00	12,500.00	270.00	102.16%
Bank Charges	0.00	0.00	0.00	0.0%
Computer Software	40.00	1,272.00	-1,232.00	3.15%
Contract Employees	0.00	1,000.00	-1,000.00	0.0%
Engineering Services	0.00	9,600.00	-9,600.00	0.0%
Marketing & Education Materials	308.70	3,000.00	-2,691.30	10.29%
Meetings	190.00	390.00	-200.00	48.72%
Office Equipment	144.15	300.00	-155.85	48.05%
Website Design, Hosting & Maint	349.95	1,250.00	-900.05	28.0%
62140 · Legal Fees	6,287.50	25,000.00	-18,712.50	25.15%
62840 · Computer Repair & Maintenance	0.00	330.00	-330.00	0.0%
62890 · Rent	7,990.00	7,990.00	0.00	100.0%
65020 · Postage, Mailing Service	0.00	73.00	-73.00	0.0%
65030 · Printing and Copying	132.67	300.00	-167.33	44.22%
65040 · Office Supplies	38.60	425.00	-386.40	9.08%
65050 · Telephone, Telecommunications	800.40	240.00	560.40	333.5%
65110 · Advertising & Legal Notices	66.35	900.00	-833.65	7.37%
65120 · Insurance	198.00	4,375.00	-4,177.00	4.53%
65150 · Dues & Memberships	550.00	850.00	-300.00	64.71%
66000 · Payroll Expenses	39,548.01	79,190.88	-39,642.87	49.94%
Contingency	1,929.50	5,000.00	-3,070.50	38.59%
Total Expense	71,343.83	153,985.88	-82,642.05	46.33%