



Commission Workshop Agenda
May 14, 2025 - 9:00 am
Chamber of Commerce – Board Room
201 E 4th Avenue, Post Falls ID 83854

1. Call to Order, Commissioner Roll Call
2. Conflict Disclosure
3. Consent Calendar **ACTION ITEMS**
 - a. Commission Meeting Minutes, April 17, 2025
 - b. Payables
 - c. Bank Activity Report
 - d. Financial Reports
4. 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.
5. Minor Project - Post Falls Eagles (Downtown District) **ACTION ITEM**
6. Nonna Building Project - (Downtown District) **ACTION ITEM**
7. Pleasant View URD Update
8. Introductory Project/Participant Meetings, Commissioner Participation – Discussion
9. Executive Session - Idaho Code Section 74-206(1)(f) To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. The mere presence of legal counsel at an executive session does not satisfy this requirement. **ACTION ITEM**
10. Staff Report
11. Commissioner 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

Workshop Minutes

May 14, 2025 – Chamber of Commerce – Conference Room

CALL TO ORDER, ROLL CALL

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, Eric Clemensen and Pat Leffel. Also present was Counselor Pete Bredeson, Chris English (Bouten Constr.), Mike Mannhard (HDG Arch.) and Josh Hissong (HDG Arch.).

CONFLICT DISCLOSURE

Commissioner Hjeltness recused herself from any discussion and decision on Agenda Item #6 – Nonna Building Project (Downtown District).

CONSENT CALENDAR

Johns introduced the Consent Calendar. Item A in the Consent Calendar is the Commission Meeting Minutes, April 17, 2025

Item B is the payables for this month totaling \$8,886.40.

Item C is the Bank Activity Report which shows total funds in all accounts of \$3,765,027.64 and accrued interest for the month of \$8,881.19.

Item D is the financial reports as of April 30th.

Approval of the consent calendar will authorize a transfer of \$8,886.40 to the First Interstate Checking Account for the monthly payables and \$8,881.19 accrued interest to the General Fund

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

CITIZEN COMMENTS

None

Minor Project – Post Falls Eagles (Downtown District). Johns stated this was an unfinished business item and provided an overview of the project documentation submitted to date, including the project questionnaire, site plan, building plan, contract and bid agreement and estimated costs. Photos showing completed and ongoing site improvements required by the city were shown. City required improvements include removing frontage street access, constructing frontage improvements (gutter, curb, sidewalk, grassy swale, drainage, irrigation), asphalt paving of adjoining alleyway (access to the site), and installation of a fire standpipe. Street parking, frontage and alley improvements are in accord with the 2018 Post Falls City Center Parking Plan. Commissioner Crosby commented on the City's plan eliminating property owners street access and causing them to incur the cost of alleyway improvements that become their only access to parking. Commissioner Fleischman sought clarification on the number of businesses benefitting from the alleyway improvement. Johns responded that three businesses are adjacent to the subject alley together with residential properties on the north side of the alley. Commissioner Coles referred back to a time when the city collected sidewalk bonds for the purpose of constructing entire sidewalks from street to street. That activity was discontinued and the piecemeal construction of sidewalk and frontage improvements has taken place when properties undergo improvement projects requiring city approval. Prior Commission discussion during the February 11,

2025, Commission Workshop encouraged the paving of entire alleyways when possible. Based on conversations between Johns and city staff it is clear that the city can only require property owners to improve the portions of alley adjoining their property. Costs of the Eagles Project associated with the required frontage improvements (street, gutter, curbing, sidewalk, grassy swale, drainage), alleyway, and fire standpipe will be considered. The curbing and swale east of the onsite parking will not. The project bid amounts (without detailed unit costs/breakdowns) have been provided. Crosby asked what action was expected. Johns clarified that the action pending is not a reimbursement, but rather to move toward an agreement. Counselor Bredeson suggested a motion to approve moving forward with preparation of a participation/reimbursement agreement based on further cost verification provided by the participant. Commissioner Fleischman inquired about the project completion and cutoff of reimbursement. Bredeson suggested the participant provide the cost clarification before the June regular commission meeting. That would provide for everything to be finalized and ready by then. Coles agreed.

Commissioner Coles made a motion for staff to move forward with preparation of a Minor Project Reimbursement Agreement, seconded by Crosby. Roll Call Vote: Leffel – Aye; Davis – Aye, Fleischman – Aye; Hjeltness – Aye; Clemensen – Aye; Crosby – Aye; Coles – Aye. Motion carried.

Nonna Building Project (Downtown District). Johns introduced Chris English, Mike Mannhard, and Josh Hissong as representatives of the Nonna Building project located at 102 E 4th Avenue. An overview of the previously submitted documentation for the project was provided by Johns. The cost related information provided to date are estimates and do not include detailed/unit amounts. Johns also outlined conversations about the project with city staff and what portions of the project might be considered either “typical” or “above and beyond” from the city’s perspective. Site demolition involved removing the former dry cleaning, automotive garage, machine shop and residential structure. The domestic water and sewer lines will run northward, across 4th Avenue, according to Mannhard. Hissong commented that the prior use of the onsite buildings resulted in beyond typical costs for site abatement and remediation. Commissioner Fleischman asked if any grants had been sought for the remediation effort. Hissong responded that there was not. Commissioner Coles recalled prior consideration by the Agency of acquiring the dry cleaner building and the potential of pursuing a brownfield grant. Coles voiced his longtime understanding the agency would participate in the reimbursement of costs above and beyond typical demolition on the site. A bid is currently being put together showing the difference between the original bid for site cleanup, based on zero knowledge of contaminants, and the actual costs. Crosby noted that when the agency was looking at the property it was determined that it was too small a site for a brownfield grant. He commented further that the project is a great improvement on a site that urban renewal has been looking at for many years.

Commissioner Crosby made a motion to move forward with an Owner Participation Agreement to include the project in the Downtown District, seconded by Clemensen. Roll Call Vote: Hjeltness – recused; Fleischman – Aye; Leffel – Aye; Coles – Nay; Clemensen – Aye; Crosby – Aye; Davis – Aye. Motion carried.

Pleasant View URD Update. On April 15, 2025 the executive committee attended a City Council Workshop at which an update on the district by city staff was provided to the Council. The city had previously requested Welch-Comer and Heartland to provide an update of financial scenarios based upon multiple infrastructure development possibilities. The potential increment revenue of the district has decreased from \$38.6M to approximately \$15.2M due to lack of development since it was formed in 2021. The “best case” scenario identified out of the possible options for public infrastructure construction between Seltice Way and Hwy53 is currently projected at \$11.6M. City staff recommended withholding any action on the status of the district pending the outcome of an ITD PEL study. The study is expected to be completed in approximately six months. A sewer line in the corridor would serve the community by protecting the aquifer. The city owns a 14-acre site intended for use as a public works facility. Ongoing industrial development on the west side of Pleasant View Road, outside

of the city, utilizes on-site wastewater (septic) systems. Additionally, there is an ongoing EDA study that may result in future grant related options. The city will continue to inform stakeholders as information becomes available.

Introductory Project/Participant Meetings, Commissioner Participation – Discussion. Johns sought clarification from the commission about possible conflict of interest issues when a member of the commission participates in introductory meetings with representatives of potential projects. Historically, participants have been referred to the Agency by the City, members of the Commission, or by other means. The process has generally been for the Executive Director (ED) to meet with them first. Afterward, depending on circumstances, they might meet with one of the committees to discuss the financial or developmental aspects of the project. Committee action is limited to tasking the ED and making recommendations to the full Commission. Johns will continue to inform the Commission of introductory meetings and the participants as part of the Staff Report provided at monthly commission meetings.

EXECUTIVE SESSION

Commissioner Hjeltness made a motion to enter into executive session at 10:13 am pursuant to Idaho Code Section 74-206(1)(f) To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. Coles seconded the motion. Roll Call Vote: Leffel – Aye; Hjeltness – Aye; Davis – Aye; Crosby – Aye; Clemensen – Aye; Fleischman – Aye; Coles – Aye. Motion carried.

STAFF REPORT

The Agency's FY2024 Audit Report and FY2025 Budget information has been submitted to the Idaho State Controller's Office and is pending approval. On April 30th Johns attended the State Tax Commission's annual Budget & Levy Training Workshop held locally in the Kootenai County Administrative Building. The workshop is intended for taxing district staff responsible for budgeting and communicating budget information to the county treasurer's & auditor's offices. Johns chose to attend this year's workshop as a result of legislative impacts to the budgeting process. In the Post Falls Technology District GVD Partners is in the process of completing punch list items with the goal of the City accepting the constructed public improvements by the end of May. They will proceed with submitting their reimbursement request once City acceptance is attained.

COMMISSIONER COMMENTS

Commissioner Crosby thanked Johns for addressing potential issues before they turn into problems. Crosby attended Buck Knives 20-years in Post Falls Celebration where they prominently mentioned the fact that urban renewal and the Jacklin Company played a tremendous role in inducing them to move to Post Falls. They were looking at other sites in other communities but urban renewal had a part in their decision. They are continuing to grow and have about 200-250 employees making fantastic knives.

ADJOURNMENT

Davis asked for a motion to adjourn. Commissioner Clemensen made the motion, seconded by Hjeltness. All in favor by voice vote. Meeting was adjourned at 10:33 am.

Respectfully submitted,



Joseph Johns, Executive Director



Jame Davis, Chairman