



**Communication, Property & Personnel
Committee**

May 21, 2026 – 9:30 a.m.
Post Falls City Hall
Council Chambers Ante-Room

1. Call to Order, Commissioner Roll Call
2. Conflict Disclosure
3. 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.
4. FY 2027 Budget Items **ACTION ITEM**
5. Executive Session – Idaho Code 74-206(1)(b) to consider evaluation of an employee, staff member or individual agent. **ACTION ITEM**
6. Recommendation to Finance Committee regarding agency property and staff compensation. **ACTION ITEM**
7. Press Release – CP & EPF Impact Assessment **ACTION ITEM**
8. 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
Communication, Property & Personnel Committee

May 21, 2026

CALL TO ORDER, ROLL CALL

Chairman Eric Clemensen called the meeting to order at 9:28 a.m. Present in addition to Clemensen were Commissioners Pat Leffel, Collin Coles and Executive Director Joseph Johns.

CONFLICT DISCLOSURE

None

CITIZEN COMMENT

None

FY 2027 Budget Items. Budgeted and actual operating expenses for fiscal years 2023 to the present were provided for review. Johns also provided an updated list of tangible personal property (office furniture and equipment) belonging to the Agency. The office copier (Canon, 2004) and printer (Dell, 2014) need to be replaced, ideally by a single multi-function machine. The laptop pc (Dell, 2019) runs Win11 but is problematic. An Office Equipment budget line in the amount of \$3,000 to provide for replacement of the copier/printer/scanner equipment and the laptop pc was recommended by the committee. Computer Software expenses are projected to be approximately \$2,200 in FY27. These costs continue to increase annually due primarily to QuickBooks (Desktop & Payroll licenses). The annual QB Payroll expense is approximately \$900 which is relatively costly for the agency to process payroll for the 1 part-time staff person. The committee discussed potential options. Chairman Clemensen will explore the potential of proposing that Agency payroll be conducted by an outside provider.

EXECUTIVE SESSION

Commissioner Coles moved to enter into executive session at 9:48 a.m. pursuant to Idaho Code 74-206(1)(b) and that the Executive Session would last no longer than 10 minutes. Executive Session ended at 9:57 a.m.

Recommendation to Finance Committee regarding agency property and staff compensation. Clemensen informed Johns that the committee recommends Employee Wages to be \$66,000 for FY27, with all associated budget lines (FICA, SUTA, PERSI) to adjust accordingly. Agency property replacement recommendations are to be as noted in FY 2027 Budget Items.

ADJOURNMENT

Chairman Clemensen adjourned the meeting at 10:04 a.m.

Respectfully submitted,



Joseph Johns, Executive Director



Eric Clemensen, Chairman