



Post Falls Urban Renewal Agency  
June 19, 2025 Meeting  
9:00 am, Chamber of Commerce

1. Call to Order, Commissioner Roll Call
2. Ceremonies, Appointments and Announcements
3. Conflict Disclosure
4. Consent Calendar **ACTION ITEMS**
  - a. Commission Workshop Minutes, May 14, 2025
  - b. Communication, Property & Personnel Committee Minutes, May 14, 2025
  - c. Commission Special Meeting Minutes, May 28, 2025
  - d. Finance & Policy Committee Minutes, May 30, 2025
  - e. Payables
  - f. Bank Activity Report
  - g. 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
  - a. Minor Project Reimbursement Agreement – Post Falls Eagles (Downtown District) **ACTION ITEM**
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**

**June 19, 2025**

### **CALL TO ORDER AND 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 Melissa Hjeltness, Len Crosby, Eric Clemensen and Christi Fleischman. Commissioners Leffel and Coles were absent. Counselor Pete Bredeson was also present.

### **CEREMONIES, APPOINTMENTS AND ANNOUNCEMENTS**

None

### **CONFLICT DISCLOSURE**

None

### **CONSENT CALENDAR**

Johns introduced the Consent Calendar. Item A in the Consent Calendar is the Commission Workshop Minutes, May 14, 2025

Item B is the Communication, Property & Personnel Committee Minutes, May 14, 2025

Item C is the Commission Special Minutes, May 28, 2025

Item D is the Finance and Policy Committee Minutes, May 30, 2025

Item E is the payables for this month totaling \$8,199.78.

Item F is the Bank Activity Report which shows total funds in all accounts of \$3,831,713.15 and accrued interest for the month of \$9,252.92.

Item G is the financial reports as of May 31st.

Approval of the consent calendar will authorize a transfer of \$8,199.78 to the First Interstate Checking Account for the monthly payables and \$9,252.92 accrued interest to the General Fund.

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

### **COMMITTEE UPDATES**

Finance & Policy – Crosby: The committee met on May 30<sup>th</sup> to review the preliminary FY26 budget, the FY 2025 budget vs actual and review expenses from 2022 to 2025. The draft FY26 budget was modified and approved for presentation to the Commission at the July Budget Workshop. Key areas reflecting cost increases the past several years are Auditing (59% since 2023) and employee wages. A draft of an audit services RFP to be sent out to several local auditing firms was reviewed.

District Review – Fleischman: Nothing to report

Communication, Property and Personnel – Clemensen: The committee meeting focused on budget items having to do with personnel and office operations. A recommendation for a 5% increase in the Executive Director's salary and associated costs was forwarded to the Finance & Policy Committee. The committee agreed to schedule biannual meetings and to meet as needed during the interim.

#### CITIZEN COMMENTS

None

#### UNFINISHED BUSINESS

Minor Project Reimbursement Agreement – Post Falls Eagles (Downtown District). Johns stated the MPRA document for consideration pertains to city required improvements constructed as part of the Post Falls Aerie No. 3682, Fraternal Order of Eagles project located at 209 E Railroad Avenue. The city required improvements promote the Downtown District Plan objectives and are authorized by the Plan, in particular the plan project titled, "City Center Parking Plan – Street Completion Plan" in the Tier 1 table of revised Appendix A, adopted by city Ordinance 1490 on August 15, 2023. The characteristics of the Post Falls Eagles project and their request for urban renewal funding in the amount \$84,643.08 falls within the parameters of the agency's Minor Projects Program as set forth in Addendum #4 to Agency Policy #7. Commissioner Crosby asked if this was an approval of a reimbursement. Counselor Bredeson responded that this document was the initial agreement. The participant will have to submit a request for reimbursement which will then require board approval. Davis clarified that, as an action item on the agenda, the topic required a vote on the approval of the document. Clemensen made the motion, seconded by Crosby. Roll Call Vote: Fleischman – Aye; Hjeltness – Aye; Crosby – Aye; Clemensen – Aye; Davis – Aye. Motion carried.

#### NEW BUSINESS

None

#### STAFF REPORT

The Agency's annual attestation to the State Tax Commission on the modification of urban renewal plans according to Section 50-2903A, Idaho Code, has been completed.

The Agency has received inquiries about urban renewal funding support for 3 commercial projects in the Downtown District. A preliminary review of the submitted project information has been completed and provided back to the interested parties, together with the agency's Project Questionnaire. The projects are located at 503 E Seltice Way, 302 N Spokane Street, and 220 N Spokane Street.

The 2nd Request for Reimbursement associated with the Millworx development continues to be on hold pending the City's approval of the final as-built drawings for Phase 1 of Project Phase F. Once approved, the agency's consulting engineers will be re-engaged with their review of the 2nd Request for Reimbursement.

A simple RFP for Fiscal Year Audit services has sent out to qualified local accounting firms requesting a response by July 16, 2025. To date the agency has received one response acknowledging receipt of the RFP and confirming an interest to participate in the process.

Johns attended the City's June 17 Comprehensive Plan Kickoff Joint Workshop. Those present included the members of the City Council, Planning and Zoning Commission, City staff, and approximately one dozen members of the community. A presentation was given by SCJ Alliance Consulting Services. The overall process consists of 5 phases scheduled to culminate around August or September 2026. Multiple opportunities for community involvement will be provided including during Post Falls Festival, public workshops and via a website [www.postfalls2045.org](http://www.postfalls2045.org) to be managed by the City. Geographic areas being given additional attention in the process include the vicinity of our Pleasant View and Post Falls Technology urban renewal districts, and the area around East Seltice/East Mullan Ave. Key findings presented at this workshop included the city's growth patterns since 2001, revised growth projections to 2045, growth projections broken into age groups, job commute patterns, job industry breakdown, and Housing unit information.

#### COMMISSIONER COMMENTS

Commissioner Crosby asked Johns about any work taking place with the City toward new urban renewal districts. Johns responded that the East Seltice vicinity has interest but the potential need for property annexation could be a challenge, if the district was to extend to Huetter. Crosby stated that absent any direction from the city the agency should simply move forward with plans for East Post Falls, even if it needs to be limited to property currently within the city boundary. The commission directed Johns to contact the property owners in the area that have previously expressed an interest in the formation of an urban renewal district. Johns will review and update the Agency's information on the area, then re-engage city staff on the subject. Commissioner Clemensen asked Johns about the nature of the three projects noted in the Staff Report. Johns briefly described each project and the potential for urban renewal participation, including street frontage improvements, parking, and facades. Clemensen asked for an update on the potential for development at the former GW Hunters site in the Downtown URD. Johns responded that development is on hold pending a determination of how Idaho Transportation Department's I-90 corridor project impacts the site. Commissioner Fleischman inquired about attendance at the recent clocktower dedication. Commissioners Davis and Crosby attended, as did Johns. Davis commented that it was very nice for the Malloy family to be well represented. There was good public attendance. Crosby added that the metal figures utilized around the base of the tower were a positive addition to the project and clearly express the heritage of the area.

#### CHAIRMAN COMMENT

None

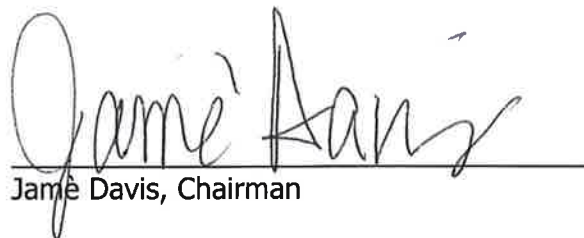
#### ADJOURNMENT

Davis adjourned the meeting at 9:23 am.

Respectfully submitted,



Joseph Johns, Executive Director



Jamie Davis, Chairman