



Post Falls Urban Renewal Agency
June 20, 2024 Meeting Agenda
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, May 16, 2024
 - b. Payables
 - c. Bank Activity Report
 - d. Financial Reports
5. Committee Updates
 - a. Finance and Policy – Crosby
 - b. District Review - Coles
 - c. Communications, Property & Personnel - Hjeltness
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

May 16, 2024

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 Christi Fleischman, Collin Coles, Melissa Hjeltness and Len Crosby. Commissioners Pat Leffel and Eric Clemensen were absent. Counselor Pete Bredeson was also present. Davis 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, March 21, 2024

Item B is the Strategic Planning Session Minutes, April 10, 2024

Item C is the Communications, Property & Personnel Committee Meeting Minutes, May 7, 2024

Item D is the payables for this month totaling \$7,396.78.

Item E is the Bank Activity Report which shows total funds in all accounts of \$2,603,994.43 and accrued interest for the month of \$6,042.48.

Item F is the Financial Reports as of April 30th.

Item G is the Fourth Addendum to Lease Agreement, extending the office lease in the Chamber of Commerce Building another 3-years and terminating in September 2027.

Item H is the April payables, which are being included for ratification purposes only, as a result of our April Commission Meeting having been cancelled.

Approval of the consent calendar will authorize a transfer of \$7,396.78 to the First Interstate Checking Account for the monthly payables and \$6,042.48 accrued interest to the General Fund

Commissioner Crosby asked for clarification on the monthly payable for Mastercard. Johns responded the expenses were for the QuickBooks software annual license fee, registration for the CdAEDC Annual Meeting, and registration for the Post Falls Chamber of Commerce Connect4Lunch event held in April.

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

COMMITTEE UPDATES

Finance & Policy – Crosby: April financial statements were reviewed and FY25 budget preparations have begun.

District Review – Coles: Nothing to report

Communication, Property and Personnel – Hjeltness: The committee met on May 7, 2024 to discuss community outreach and education possibilities, consider FY2025 budget items associated with agency property and personnel, and will provide a recommendation to the Finance Committee for the FY25 budget.

CITIZEN COMMENTS

None

UNFINISHED BUSINESS

None

NEW BUSINESS

None

STAFF REPORT

The Agency has received a Certificate of Compliance for 2024 from the State Controller's Office as part of the Local Government Registry/Audit.

In the Pleasant View District there may be interest by Copper Basin Construction to participate in the construction of the public infrastructure necessary to service the northern portion of the district. Alternative engineering plans are in the process of being developed. Once the engineering/routing has been identified it is anticipated that the City, Agency, and developer can engage in financial projections to determine the possibility of moving the district forward.

In the Post Falls Technology District the Douglass Group has set aside their development plans in the district to concentrate on a variety of other projects they have in the region. An invitation to meet has extended made but there's been no response.

In the Downtown District Agency staff attended a meeting between representatives of the Millworx Development and the City to consider options for public art to be located in the Idaho St/4th Ave roundabout. City staff will be presenting a recommendation to the City Council at their upcoming meeting. It is desired for the work, including installation, to be performed as part of the roundabout construction expected to be completed in July. Estimated costs for the public art are expected to be received for inclusion into the OPA with A&A Construction.

Director Johns reported on several conversations with a representative of the Stan Craft Construction Group informing them of the possibility of urban renewal involvement in their project at the Red Lion/Templin's location. He has also met with the owners of the River City Lanes & Slab Inn property to inform them about urban renewal and answer questions. They are considering improvements to their location but don't have any firm plans at this time.

COMMISSIONER COMMENTS

None

CHAIRMAN COMMENT

None

ADJOURNMENT

Davis asked for a motion to adjourn. Commissioner Coles made the motion, seconded by Crosby. All in favor by voice vote. Meeting was adjourned at 9:09 am.

Respectfully submitted,

Joseph Johns, Executive Director

~~Jamè Davis, Chairman~~ Len Crosby, Treasurer

1:16 PM

06/17/24

Post Falls Urban Renewal Agency - In-House
Unpaid Bills Detail
As of June 20, 2024

Type	Date	Num	Due Date	Aging	Open Balance
Bredeson Law Group					
Bill	06/14/2024	1189	07/14/2024		275.00
Total Bredeson Law Group					275.00
Canon Solutions America, Inc.					
Bill	06/01/2024	6008241918	07/01/2024		2.56
Total Canon Solutions America, Inc.					2.56
Mastercard					
Bill	06/01/2024	4518-May2024	07/01/2024		516.21
Total Mastercard					516.21
TOTAL					793.77

PAYROLL 6,415.98
7,209.75

Bank Activity Report

May 2024

Cash Section

Checking: First Interstate

Beginning Balance		\$	10,750.32
Deposits	\$	67,578.29	
Withdrawals	\$	(67,577.76)	
Ending Balance		\$	10,750.85
Outstanding Checks	\$	(1,290.96)	
Account Balance		\$	9,459.89

Idaho Central CU - Savings

Beginning Balance		\$	25.00
Interest			
Ending Balance		\$	25.00

Investment Section

LGIP General Fund 1829

Beginning Balance		\$	1,191,855.15
Contributions	\$	11,174.63	
Withdrawals	\$	(7,396.78)	
Ending Balance		\$	1,195,633.00
Outstanding Transfer			
Account Balance		\$	1,195,633.00

LGIP Capital Improvements 1910

Beginning Balance		\$	1,402,654.92
Contributions	\$	66,223.46	
Withdrawals	\$	(6,042.48)	
Ending Balance		\$	1,462,835.90
Outstanding Transfer			
Account Balance		\$	1,462,835.90

Total Funds All Accounts:

\$ 2,667,953.79

May

	Interest
State Pool - LGIP 1910	\$ 6,330.20
Total	<u>\$ 6,330.20</u>

Fund Reconciliation:

5/31/2024

QB

First Interstate - Checking	GF	\$	9,459.89	
LGIP - 1829	GF	\$	1,195,633.00	
LGIP - 1910	CIP	\$	1,462,835.90	
Savings - Idaho Central CU	GF	\$	25.00	
Total				\$ 2,667,953.79

FUNDS

General Fund	GF	\$	1,205,117.89	
Capital Improvement Fund	CIP	\$	1,462,835.90	
Total				\$ 2,667,953.79

C.I. Fund Allocation:

Pleasant View	\$	(42,831.36)
Downtown	\$	20,783.17
PF Technology	\$	1,484,884.09
	\$	<u>1,462,835.90</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-23	-	1,652.55	-		1,652.55
Oct-23	-	832.79	354.87		1,187.66
Nov-23	-	106.66	-		106.66
Dec-23	-	9,148.03	23,423.07		32,571.10
Jan-24	5,559.09	278,640.66	487,534.42		771,734.17
<i>Reimbursement</i> Feb-24	329.28	62,109.12	63,860.59		126,298.99
Mar-24	-	2,060.98	-		2,060.98
Apr-24	-	1,920.72	5,841.98		7,762.70
May-24	-	16,801.47	43,379.51		60,180.98
Jun-24					-
Jul-24					-
Aug-24					-
Sep-24					-
Total YTD	5,888.37	373,272.98	624,394.44		1,003,555.79

Approved Obligation	-	6,035,511.02	-	6,035,511.02
Obligation Balance @ 5/31/24	-	5,223,254.44	-	5,223,254.44
Carry over @ 5/31/24	(42,831.36)	20,783.17	1,484,884.09	1,462,835.90

Post Falls Urban Renewal Agency - In-House

Balance Sheet

As of May 31, 2024

	May 31, 24
ASSETS	
Current Assets	
Checking/Savings	
First Interstate Bank- Checking	9,459.89
LGIP1829-General Fund	1,195,633.00
LGIP1910-Capital Improvements	1,462,835.90
Savings - Idaho Central CU	25.00
Total Checking/Savings	<u>2,667,953.79</u>
Other Current Assets	
Accounts Receivable - Taxes	7,075.00
FMV - State Investment Pool	4,184.00
Interest Receivable	15,308.00
Prepaid Insurance	3,544.00
63410 · Lease Interest	310.00
63420 · Lease Principal	7,680.00
Total Other Current Assets	<u>38,101.00</u>
Total Current Assets	<u>2,706,054.79</u>
TOTAL ASSETS	<u>2,706,054.79</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Accrued Vacation Payable	4,514.24
Deferred Increment Revenue	5,780.00
24000 · Payroll Liabilities	
ID- Unemployment Payable	16.64
24000 · Payroll Liabilities - Other	3,105.59
Total 24000 · Payroll Liabilities	<u>3,122.23</u>
Total Other Current Liabilities	<u>13,416.47</u>
Total Current Liabilities	<u>13,416.47</u>
Total Liabilities	<u>13,416.47</u>
Equity	
Committed Fund Balance	1,349,484.00
Nonspendable Fund Balance	3,544.00
32000 · Unrestricted Net Assets	1,135,228.88
Net Income	204,381.44
Total Equity	<u>2,692,638.32</u>
TOTAL LIABILITIES & EQUITY	<u>2,706,054.79</u>

Post Falls Urban Renewal Agency - In-House

06/10/24

Profit & Loss

Accrual Basis

May 2024

	May 24	Oct '23 - May 24
Ordinary Income/Expense		
Income		
Downtown District	16,801.47	371,620.43
Interest	11,175.16	97,221.75
Pleasant View District	0.00	5,888.37
Post Falls Technology District	43,379.51	624,394.44
Total Income	<u>71,356.14</u>	<u>1,099,124.99</u>
Gross Profit	71,356.14	1,099,124.99
Expense		
Audit	0.00	10,290.00
Bank Charges	0.00	17.00
Computer Software	649.00	739.00
Contingency	0.00	300.00
District Payments	0.00	812,256.58
Engineering Services	0.00	4,000.00
Meetings	77.27	120.31
Office Equipment	0.00	1,513.67
Voided Check	0.00	0.00
Website Design, Hosting & Maint	0.00	349.95
62140 · Legal Fees	250.00	4,225.00
62150 · Other Contract Services	0.00	845.00
62890 · Rent	0.00	7,990.00
65020 · Postage, Mailing Service	0.00	66.00
65030 · Printing and Copying	19.08	160.81
65040 · Office Supplies	0.00	152.34
65050 · Telephone, Telecommunications	0.00	346.56
65110 · Advertising & Legal Notices	0.00	57.58
65120 · Insurance	0.00	183.00
65150 · Dues & Memberships	0.00	300.00
66000 · Payroll Expenses	6,607.75	50,830.75
Total Expense	<u>7,603.10</u>	<u>894,743.55</u>
Net Ordinary Income	<u>63,753.04</u>	<u>204,381.44</u>
Net Income	<u><u>63,753.04</u></u>	<u><u>204,381.44</u></u>