



Post Falls Urban Renewal Agency  
July 17, 2025 Meeting  
9:00 am, Post Falls City Hall

### Agenda - Amended

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 Minutes, June 19, 2025
  - b. Commission Workshop Minutes, July 8, 2025
  - c. Payables
  - d. Bank Activity Report
  - e. 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. Audit Services - RFP Responses **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,

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Joseph Johns, Executive Director

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Jamè Davis, Chairman

## **POST FALLS URBAN RENEWAL MINUTES**

### **Workshop Minutes**

**July 8, 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.

CONFLICT DISCLOSURE

Commissioner Hjeltness recused herself from the New District Discussion – East Seltice Vicinity agenda item.

CITIZEN COMMENT

None

**BUDGET WORKSHOP.** Johns presented the proposed FY2026 Budget. After discussion Commissioner Clemensen made a motion to approve the proposed budget as presented and advertise the August 21<sup>st</sup> Budget Hearing in the press on August 7<sup>th</sup> & 14<sup>th</sup>. Motion seconded by Hjeltness. Roll Call Vote: Fleischman – Aye; Crosby – Aye; Leffel – Aye; Hjeltness – Aye; Davis – Aye; Clemensen – Aye; Coles - Aye. Motion carried.

**NEW DISTRICT DISCUSSION – EAST SELTICE VICINITY.** Johns described actions taken to date related to documentation, potential infrastructure projects and district boundary considerations along the East Seltice corridor. There are currently two property owners along the corridor that have expressed an interest in urban renewal, one in the city limits, and one requiring annexation. Counselor Bredeson stated a declaration of deterioration is necessary before the district plan is started. An eligibility study must be completed in order to draft a declaration of deterioration. Historically, the City has paid for the eligibility studies. Commissioner Crosby recommended urban renewal pay for the eligibility study to facilitate the process. Members of the current City Council have previously been in favor of an East Seltice District but that may be subject to change. Chairman Davis asked about a feasibility study. Bredeson answered that the feasibility study will be part of the district plan. Crosby suggested that Urban Renewal carry out the feasibility study too. Commissioner Coles pointed out the potential need for the annexation property into the city. A lift station will be necessary if the wastewater system is expanded in the area and designed to accommodate future growth. The anticipated location of a lift station is outside of the present city limits. Davis pointed out that if annexation is not a viable option the proposed district boundary should only include properties currently in the city and the potential projects limited accordingly. Crosby added that the district could be created and then expanded if property annexations moved forward. Bredeson stated that a district can be expanded so long as the area added is no more than ten percent of the district's area. Commissioner Fleischman emphasized the importance of knowing what the city's objectives are for the district and focusing on them. It's known that city requirements of property owners desiring to make improvements is a limiting factor for development in the area. Johns will revise the district plan template based upon the updated language included the Downtown and Pleasant View district plans. Davis asked if there was any opposition to a continued effort to create a new district in the area. Crosby responded that it's in line with the very purpose of the commission. Clemensen emphasized that if there's any one area within the city limits that needs "renewal" the East Seltice area is it, with others expressing agreement. Coles voiced that the effort

for a district there may be premature but that it is the best place for one. Johns will engage city staff with a proposed boundary based on the current city limits in the area for the purpose of getting their realistic objectives for projects within the boundary. Once that is accomplished the commission can consider an eligibility report. Coles suggested inviting the city staff and administrators to a meeting with the commission to consider the potential district. The other commissioners voiced agreement. Johns will contact the City Administrator for the purpose of organizing such a meeting.

#### STAFF REPORT

Johns is meeting with city staff on July 10<sup>th</sup> to review a reimbursement submittal by GVD/BGI in the Post Falls Technology URD. The district participant has submitted reimbursement cost information to both the City and the Agency. Johns is working on OPA exhibit materials with a representative of the Nonna Building project in the Downtown District. A more detailed draft of the estimated cost information and a map showing the locations of the associated work are progressing.

#### COMMISSIONER COMMENTS

Commissioner Crosby asked Johns if there was anyone looking at further development in The Post Falls Landing site in the Downtown District. Johns answered that the majority of the area was still in litigation. The Water Tower Lofts project site is ready for development but there has been no activity by the owner.

#### ADJOURNMENT

Davis adjourned the meeting at 9:55 a.m.

Respectfully submitted,

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Joseph Johns, Executive Director

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Jamè Davis, Chairman

10:57 AM

07/14/25

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

Type	Date	Num	Due Date	Aging	Open Balance
<b>Bredeson Law Group</b>					
Bill	07/13/2025	1271	08/12/2025		937.50
Total Bredeson Law Group					937.50
<b>Canon Solutions America, Inc.</b>					
Bill	07/01/2025	6012469638	07/31/2025		12.94
Total Canon Solutions America, Inc.					12.94
<b>Mastercard</b>					
Bill	07/01/2025	4518-July20...	07/31/2025		240.14
Total Mastercard					240.14
<b>TOTAL</b>					<b>1,190.58</b>

PAYROLL 6,582.81

7,773.39

## Bank Activity Report

June 2025

### Cash Section

#### Checking: First Interstate

Beginning Balance		\$	10,844.26
Deposits	\$	30,065.47	
Withdrawals	\$	(30,080.07)	
Ending Balance		\$	10,829.66
Outstanding Checks	\$	(1,317.82)	
Account Balance		\$	9,511.84

#### Idaho Central CU - Savings

Beginning Balance		\$	25.00
Interest			
Ending Balance		\$	25.00

### Investment Section

#### LGIP General Fund 1829

Beginning Balance		\$	1,301,047.64
Contributions	\$	14,066.17	
Withdrawals	\$	(8,199.78)	
Ending Balance		\$	1,306,914.03
Outstanding Transfer			
Account Balance		\$	1,306,914.03

#### LGIP Capital Improvements 1910

Beginning Balance		\$	2,521,114.11
Contributions	\$	31,118.17	
Withdrawals	\$	(9,252.92)	
Ending Balance		\$	2,542,979.36
Outstanding Transfer			
Account Balance		\$	2,542,979.36

Total Funds All Accounts:

**\$ 3,859,430.23**



June 2025

	Interest
State Pool - LGIP 1910	\$ 9,114.81
<b>Total</b>	<b><u>\$ 9,114.81</u></b>

9:33 AM

07/09/25

Accrual Basis

**Post Falls Urban Renewal Agency - In-House**  
**Balance Sheet**  
**As of June 30, 2025**

	Jun 30, 25
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
First Interstate Bank- Checking	9,511.84
LGIP1829-General Fund	1,306,914.03
LGIP1910-Capital Improvements	2,542,979.36
Savings - Idaho Central CU	25.00
Total Checking/Savings	3,859,430.23
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	3,911,611.23
<b>TOTAL ASSETS</b>	<b>3,911,611.23</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Accrued Vacation Payable	3,185.88
24000 · Payroll Liabilities	
ID- Unemployment Payable	-0.02
24000 · Payroll Liabilities - Other	3,235.59
Total 24000 · Payroll Liabilities	3,235.57
Total Other Current Liabilities	6,421.45
Total Current Liabilities	6,421.45
Total Liabilities	6,421.45
Equity	
Committed Fund Balance	1,349,484.00
Nonspendable Fund Balance	3,544.00
32000 · Unrestricted Net Assets	1,651,268.40
Net Income	900,893.38
Total Equity	3,905,189.78
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>3,911,611.23</b>

9:33 AM

## Post Falls Urban Renewal Agency - In-House

07/09/25

## Profit &amp; Loss

Accrual Basis

June 2025

	Jun 25	Oct '24 - Jun 25
Ordinary Income/Expense		
Income		
Downtown District	7,685.30	591,759.87
Interest	14,066.61	116,382.38
Pleasant View District	0.00	12,527.41
Post Falls Technology District	14,179.95	736,982.35
Total Income	35,931.86	1,457,652.01
Gross Profit	35,931.86	1,457,652.01
Expense		
Audit	0.00	12,770.00
Bank Charges	15.00	15.00
Computer Software	13.00	1,766.00
Contingency	0.00	1,929.50
District Payments	0.00	459,789.56
Marketing & Education Materials	0.00	308.70
Meetings	0.00	215.00
Office Equipment	0.00	239.54
Website Design, Hosting & Maint	0.00	349.95
62140 · Legal Fees	1,562.50	9,068.75
62150 · Other Contract Services	0.00	77.50
62890 · Rent	0.00	7,990.00
65030 · Printing and Copying	8.27	157.90
65040 · Office Supplies	0.00	88.41
65050 · Telephone, Telecommunications	0.00	800.40
65110 · Advertising & Legal Notices	0.00	66.35
65120 · Insurance	0.00	198.00
65150 · Dues & Memberships	0.00	850.00
66000 · Payroll Expenses	6,143.57	60,078.07
Total Expense	7,742.34	556,758.63
Net Ordinary Income	28,189.52	900,893.38
Net Income	28,189.52	900,893.38

## Fund Reconciliation:

6/30/2025

**QB**

First Interstate - Checking	<b>GF</b>	\$	9,511.84	
LGIP - 1829	<b>GF</b>	\$	1,306,914.03	
LGIP - 1910	<b>CIP</b>	\$	2,542,979.36	
Savings - Idaho Central CU	<b>GF</b>	\$	25.00	
<b>Total</b>				<b>\$ 3,859,430.23</b>

**FUNDS**

General Fund	<b>GF</b>	\$	1,316,450.87	
Capital Improvement Fund	<b>CIP</b>	\$	2,542,979.36	
<b>Total</b>				<b>\$ 3,859,430.23</b>

## C.I. Fund Allocation:

Pleasant View	\$	(50,162.27)
Downtown	\$	133,007.21
PF Technology	\$	2,460,134.42
	\$	2,542,979.36

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	-	4,834.69	4,194.27		9,028.96
	May-25	-	38,032.64	23,981.94		62,014.58
	Jun-25	-	7,685.30	14,179.95		21,865.25
	Jul-25					-
	Aug-25					-
	Sep-25					-
Total YTD		12,527.41	592,796.77	736,982.35		1,342,306.53

Approved Obligation	-	6,035,511.02	-	6,035,511.02
Obligation Balance @ 6/30/25	-	4,527,030.17	-	4,527,030.17
Carry over @ 6/30/25	(50,162.27)	133,007.21	2,460,134.42	2,542,979.36

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

	Oct '24 - Jun 25 9-Month Actual	2024-25 Total Budget	2024-25 Balance	% of 12-Month Budget
<b>Expense</b>				
Audit	12,770.00	12,500.00	-270.00	102.2%
Bank Charges	15.00	0.00	-15.00	100.0%
Computer Software	1,766.00	1,272.00	-494.00	138.8%
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	10.3%
Meetings	215.00	390.00	175.00	55.1%
Office Equipment	239.54	300.00	60.46	79.8%
Website Design, Hosting & Maint	349.95	1,250.00	900.05	28.0%
62140 · Legal Fees	9,068.75	25,000.00	15,931.25	36.3%
62150 · Other Contract Services	77.50	1,000.00	922.50	7.8%
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	157.90	300.00	142.10	52.6%
65040 · Office Supplies	88.41	425.00	336.59	20.8%
65050 · Telephone, Telecommunications	800.40	240.00	-560.40	333.5%
65110 · Advertising & Legal Notices	66.35	900.00	833.65	7.4%
65120 · Insurance	198.00	4,375.00	4,177.00	4.5%
65150 · Dues & Memberships	850.00	850.00	0.00	100.0%
66000 · Payroll Expenses	60,078.07	79,190.88	19,112.81	75.9%
Contingency	1,929.50	5,000.00	3,070.50	38.6%
<b>Total Expense</b>	<b>96,969.07</b>	<b>154,985.88</b>	<b>58,016.81</b>	<b>62.6%</b>

Responses to FY2025 Audit Services RFP:

Response Deadline: 7/16/2025

<u>Service Provider:</u>	<u>Response Date</u>	<u>Fee Specified</u>
Alpine Summit CPAs	7/13/2025	\$15,000
Magnuson, McHugh & Dougherty	pending	-
Scott Hoover	pending	-
Sorren (previously Harris)	7/15/2025	16,000