



Post Falls Urban Renewal Agency
September 18, 2025 Meeting
9:00 am, Post Falls City Hall

AMENDED AGENDA

1. Call to Order, Commissioner Roll Call
2. Ceremonies, Appointments and Announcements
3. Conflict Disclosure
4. Consent Calendar **ACTION ITEMS**
 - a. Commission Workshop & Meeting Minutes, August 20, 2025
 - b. Payables
 - c. Bank Activity Report
 - d. Financial Reports
 - e. FY 2026 Legal Services Contract
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.
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

August 20, 2025

WORKSHOP – URBAN RENEWAL COMMISSION & CITY STAFF

Urban Renewal Executive Director Joseph Johns initiated the City Staff/Commission Workshop at 11:01 a.m. Present representing urban renewal, in addition to Johns, were Commissioners Jamé Davis, Melissa Hjeltness, Len Crosby, Collin Coles, Christi Fleischman and Counselor Pete Bredeson. Present from the city were Shelly Enderud, Warren Wilson, Bob Seale, Jon Manley, Jason Faulkner and Counselor Field Harrington. Property owner Ross Schlotthauer was also present.

Johns outlined the intent of the workshop was for identifying and discussing public infrastructure needs and limitations in the Post Falls portion of the East Seltice corridor that could be addressed through the urban renewal program. The area presently has limited commercial development taking place and could distinctly benefit from infrastructure improvements and extended public services. Increased commercial and light industrial activity is anticipated along the corridor, but addition supporting infrastructure is necessary to facilitate anything more than minimal growth. The potential for increased commercial and industrial activity is evident along other portions of Seltice Way that already have improved public services. Schlotthauer owns property east of, and contiguous to, the current city limits. He has expressed interest in annexation and the extension of city services to support commercial development. Bob Seale and other city staff commented on current and anticipated commercial projects/developments in the area that could be expected to provide increment value to a new urban renewal district. According to the city most proposed uses of property along the corridor have been related to commercial activity. The city's Master Plan calls for a sewer lift station in the area to provide for anticipated development throughout the area, including future development north of I-90. The best suited property for a sewer lift station is currently outside the city limits and will require property acquisition. An Eligibility Study to determine whether the area is deteriorated or deteriorating or combination thereof and appropriate for an urban renewal project is needed. It may be possible to complete an Eligibility Study by the end of October if initiated right away. The Urban Renewal Agency is willing to facilitate and fund the study. The possibility of establishing a district within the existing city limits and then extending it once annexation is completed was discussed. A district boundary extension may occur one time and is limited to a ten percent area increase adjoining the existing district boundary. A Feasibility Study will be required and could potentially assume the inclusion of certain parcels, pending annexation. It could be completed in approximately 45 days. The Feasibility Study would need to go through Planning and Zoning in October for it to go before City Council in December. Annexations generally take 6-9 months unless problems arise. The overall process could be also be impacted by upcoming elections resulting in changes to the City Council. City staff have found it best to limit business requiring action by City Council during periods of transition. Seale suggested initiating work on the annexation of Schlotthauer's property since it already adjoins the city limits and could feasibly be connected to existing infrastructure. Manley commented that City Engineering also needs to determine a full plan for what the Seltice Way cross-section should look like, which may be associated with a potential urban renewal district. Schlotthauer is willing to discuss the potential for urban renewal with other property owners in the area. City staff will consider providing an update to City Council at one of their upcoming meetings.

Workshop adjourned at 11:55 am.

COMMISSION MEETING

CALL TO ORDER, ROLL CALL AND PLEDGE OF ALLEGIANCE

Chair Jamé Davis called the meeting to order at 12:03 p.m. Executive Director Joseph Johns called the roll. Present, in addition to Davis were Commissioners Melissa Hjeltness, Len Crosby, Collin Coles and Christi Fleischman. Commissioners Eric Clemensen and Pat Leffel were absent. Counselor Pete Bredeson was also present. Coles 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, July 17, 2025

Item B is the District Review Committee Meeting Minutes, July 22, 2025

Item C is the payables for this month totaling \$7,221.10

Item D is the Bank Activity Report which shows total funds in all accounts of \$4,681,699.86 and accrued interest for the month of \$9,846.36

Item E is the financial reports as of July 31, 2025.

Item F is the FY2025 Audit Engagement Letter from Alpine Summit, CPAs to perform the FY2025 Audit for an amount not to exceed \$15,000.

Approval of the consent calendar will authorize a transfer of \$7,221.10 to the First Interstate Checking Account for the monthly payables and \$9,846.36 accrued interest to the General Fund

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

COMMITTEE UPDATES

Finance & Policy – Crosby – Reviewed the audit engagement letter, finalized the budget presentation, reviewed the July financial reports and reviewed the County Treasurer's calculations of the withheld penalties and interest associated with tax increment the last three years.

District Review – Fleischman – The committee met on July 22nd to hear updates on the Technology & Downtown Districts, discuss re-implementation of annual reporting in each district, and reviewed agency documentation on the creation of new districts.

Communication, Property and Personnel – Coles – Nothing to report.

CITIZEN COMMENTS

None

PUBLIC HEARING

Davis opened the Public Hearing for the proposed Fiscal Year 2026 Budget at 12:09 pm.

Treasurer Crosby presented the FY 2026 Budget.

Key aspects of this year's budget include projected revenues from tax increment based on analysis of this year's preliminary values from the Kootenai County Assessor's Office relative to the prior year's values and levy rate. For 2026 it is expected the levy rate will see a small decrease as Post Falls property values have increased approximately 8-10%. The effect of these increased values may be partially offset within the confines of the budgets to be set by taxing entities, by increased costs due to inflation and increased demand for services from our growing population. The Urban Renewal Commission has completed and closed seven (7) urban renewal districts and returned all the increased tax revenues from the new and future development within those districts to the underlying tax entities and the public. The majority of those districts were closed early with any excess tax increment rebated to the taxing entities. Throughout the Agency's existence over \$7 Million of surplus funds have been rebated to the underlying tax districts. Total closing year valuation increases due to new development within the closed urban renewal districts has exceeded \$1.1 Billion, greatly expanding values providing increased tax revenue to offset increased demand for services by residential homeowners. Based on new and continuing development in two of our three existing urban renewal districts, the Commission is conservatively projecting a modest increase in the tax increment to be received, primarily due to new construction supported by expanded public improvements. Overall, the projected tax increment for the Technology, Downtown and Pleasant View Districts is anticipated to increase approximately 16.5%, or \$340,000 over increment received in FY2025 as a result of continued new development. Over the course of FY 2026 we are anticipating the need to take accrued General Fund monies of \$90,574 to meet our projected operating expenses. Interest income has been conservatively projected to be \$40,750 based on our projections that interest rates will decrease in the latter part of this year and continue to decrease over the course of FY 2026, together with a decreased Capital Improvement Fund balance as a result of reimbursement in our existing districts of for public improvements and infrastructure. Carryover revenues are projected in the Post Falls Technology and Downtown districts. Carryover revenues will be used to pay for key transportation and other public improvements currently underway or planned for the districts. Carryover revenue in the Downtown district also includes funds set aside by the Commission's new Minor Projects Program, implemented in FY 2025. The MPP provides funds to reimburse existing businesses and community organizations for improvements that they make to property they own and occupy, located in an existing urban renewal district. The Agency is not projecting any borrowing in FY 2026. The Urban Renewal Commission receives no funding from the City of Post Falls. Total revenues, including carry-over funds, projected for FY 2026 are \$5,599,348. The Commissions projected revenues are generated from tax increment created by new development in each urban renewal district. The term tax increment is the increase in property tax collected within a district resulting from new development stimulated by the expansion and extension of public infrastructure (water, sewer, roads, etc.) within a district. The underlying taxing districts continue to receive the same amount of property tax income that they were receiving prior to the creation of each urban renewal district. Once an urban renewal district is closed all of the additional taxes created by new development and the public improvements, made through the urban renewal commission within the district, are returned to the underlying tax entities, who continue to benefit from an expanded tax base each succeeding year. This benefit is evident in the closed Expo, Center Point, and East Post Falls districts where additional new development continues to occur at a fairly significant pace, after the closing of the districts, based on urban renewal funded public improvements.

The expenses for FY 2026 will continue to be, primarily, the reimbursement of physical costs associated with approved, completed and dedicated public improvements and expanded public infrastructure. Proponent reimbursement for approved and completed public improvements is projected at full cost to be \$5.418 Million (\$5,418,024) as the three existing districts continue to develop. Projected reimbursements assume that all improvements set forth in district plans for Fiscal 2026 will be completed in the fiscal year. If the improvements are not completed, approved and dedicated, within the fiscal year they will be reflected in future budgets. If tax increment generated over the life of an urban renewal district is not sufficient to fully reimburse the proponent for the public improvements they've made and paid for, the proponents opportunity for such reimbursement will be lost at the closing of the district. The Post Falls Urban Renewal Commission has no debt expense and no plan to incur debt in the coming Fiscal Year.

Operating Expenses for the Agency are projected to be \$181,324 in FY 2026. This is a budget increase of 17.7%, comprised of a 4.7% increase in the general annual operating expenses of the commission together with a 13% increase associated with a one-time expense of performing an economic impact study of the East Post Falls and Center Point districts, last studied in 2016. This study will enable to the commission to verify the impact of urban renewal and its continuing impact on tax revenues within those two closed districts. It will also review job creation and expansion, and economic diversification. The Agency's FY 2025 actual operating expenses, which do not include carryover funds or contingencies, were budgeted at \$153,986. Actual expenses for the first ten months of FY 2025 are \$104,964 or approximately \$10,496 per month. Annualized, we are projecting our FY 2025 operating expenses will be approximately \$125,957. This is \$28,029 below our fiscal year operations budget and will be a carryover into the General Fund.

The budget continues to contain a \$5,000 contingency. Projected increases in line items for the new budget include Audit expenses, Employee Wages (5%), Insurance, Engineering and Contract Services, Telephone and Internet Services, and Computer Software updates. These increases reflect actual increased costs as a result of inflation, or expenses required to support the Agency's upcoming fiscal year goals. A reduction of costs is expected in the following line items: Marketing and Education, and Website related maintenance expenses.

Total expenses for FY 2026, including payments for public improvements and a contingency are forecasted \$5.599 Million (\$5,599,348). Of that total, \$5,418,024 or 97% of expenses are allocated to reimbursements for completed, approved and dedicated public infrastructure within our urban renewal districts. The remaining 3% of the forecast expenses represent the cost of operating the agency and administering urban renewal districts.

Chairman Davis expressed her appreciation for Treasurer Crosby's outstanding experience, education and effort. The extra time taken to explain each item, breaking down the budget, and showing how it all works is a benefit to the community.

With no forms for public comment having been submitted in person or by mail, Davis closed the Public Hearing at 12:21pm for Commission deliberation and action. No deliberation occurred. Counselor Bredeson advised Davis that it was acceptable to proceed to consideration of Resolution 2025-7, under Unfinished Business.

UNFINISHED BUSINESS

Resolution 2025-7 Approving FY 2026 Annual Budget. Commissioner Coles made a motion to approve the budget with Resolution 2025-7, seconded by Hjeltness. Roll Call Vote: Hjeltness – Aye; Coles – Aye; Davis – Aye; Crosby – Aye; Fleischman – Aye. Motion carried.

NEW BUSINESS

Approval of Semi-Annual Proponent Reimbursements. Johns stated per Agency policy #7, tax increment received by the Agency for each of the urban renewal districts is disbursed in February and August each year for public improvements that have been planned, completed and paid for by the proponent and dedicated to the City. August reimbursements will be distributed as follows:

<u>District</u>	<u>Proponent/Developer</u>	<u>Reimbursement</u>	<u>Remaining Obligation</u>
Downtown District	A&A Construction, Inc.	\$ 319,418.58	\$ 4,207,611.59
	Total	\$ 319,418.58	

The Downtown District Minor Project Program has a current fund balance of \$135,751.24 for future reimbursement of approved minor projects in the Downtown District.

The Post Falls Technology District has a current fund balance of \$2,930,903.60 for future reimbursement of public infrastructure improvements.

The Pleasant View District has a current fund balance of \$ 0.00. The Agency has a pending receivable in this district based upon the annual administrative fee. The current receivable is for the amount of \$ -63,264.90 pending remittance of sufficient future tax increment.

Davis asked for a motion. Crosby made a motion to approve the Semi-Annual Proponent Reimbursement as presented and authorize the transfer of \$319,418.58 to the First Interstate Bank Checking Account, seconded by Coles. Roll Call Vote: Fleischman – Aye; Hjeltness – Aye; Crosby – Aye; Davis– Aye; Coles - Aye. Motion carried.

STAFF REPORT

On August 15th the Kootenai County Auditor distributed previously withheld penalty and interest portions of the monthly tax increment remittances. The agency received penalty & interest for the period of October 2022 through May 2025 totaling \$3,438.99 in the PF Technology District and \$11,463.44 in the Downtown District. These previously withheld funds for the Tech and Downtown districts are included in the latest reimbursement activity and district fund balance reporting. Additionally, the Auditor's Office identified \$13,411 of withheld penalty & interest funds associated with the closed East Post Falls, Center Point, and Expo districts. The funds attributed to these closed districts have been distributed by the Kootenai County Auditor to the underlying taxing districts at the direction of the agency.

The agency's consulting engineers at Welch-Comer are now proceeding with their review of the 2nd Request for Reimbursement for construction costs of public improvements associated with the Millworx/North Mill One project. Welch-Comer's Task Order 25-01 was previously approved by the Commission in February 2025.

The Agency has initiated an inquiry with the Metts Group for the purpose of updating the 2016 Economic Impact Study in the closed Center Point and East Post Falls Districts. The updated study is intended to document the economic development that occurred from 2016 through the closing of the districts, together with their continued economic impact to the City of Post Falls and surrounding community.

COMMISSIONER COMMENTS

Commissioner Crosby pointed out the County Treasurer withheld the penalties and interest on delinquent property taxes for three years. After some litigation the Treasurer made those funds available to the various agencies. The Post Falls Urban Renewal Agency, in conjunction with legal counsel and the County Auditor's staff, chose to direct the \$13,411 of penalty and interest funds attributed to our three recently closed urban renewal districts back to the underlying taxing entities.

CHAIRMAN COMMENT

None

ADJOURNMENT

Davis adjourned the meeting at 12:29 pm.

Respectfully submitted,

Joseph Johns, Executive Director

Len Crosby, Treasurer

1:21 PM

09/15/25

Post Falls Urban Renewal Agency - In-House

Unpaid Bills Detail

As of September 18, 2025

Type	Date	Num	Due Date	Aging	Open Balance
Bredeson Law Group					
Bill	09/02/2025	1282	10/02/2025		500.00
Total Bredeson Law Group					500.00
Canon Solutions America, Inc.					
Bill	09/01/2025	6013143719	10/01/2025		16.47
Total Canon Solutions America, Inc.					16.47
Coeur d' Alene Press					
Bill	08/06/2025	039531	10/05/2025		212.16
Total Coeur d' Alene Press					212.16
ICRMP					
Bill	09/03/2025	18009-2026-1	10/03/2025		4,446.00
Total ICRMP					4,446.00
Mastercard					
Bill	09/01/2025	4518-Sep20...	10/01/2025		25.00
Total Mastercard					25.00
TOTAL					5,199.63

PAYROLL 6,637.41
11,837.04

Bank Activity Report

August 2025

Cash Section

Checking: First Interstate

Beginning Balance		\$	10,855.74
Deposits	\$	365,649.00	
Withdrawals	\$	(45,841.81)	
Ending Balance		\$	330,662.93
Outstanding Checks	\$	(320,728.93)	
Account Balance		\$	9,934.00

Idaho Central CU - Savings

Beginning Balance		\$	25.00
Interest			
Ending Balance		\$	25.00

Investment Section

LGIP General Fund 1829

Beginning Balance		\$	1,312,941.66
Contributions	\$	64,764.77	
Withdrawals	\$	(7,221.10)	
Ending Balance		\$	1,370,485.33
Outstanding Transfer			
Account Balance		\$	1,370,485.33

LGIP Capital Improvements 1910

Beginning Balance		\$	3,359,183.30
Contributions	\$	48,471.61	
Withdrawals	\$	(379,264.94)	
Ending Balance		\$	3,028,389.97
Outstanding Transfer			
Account Balance		\$	3,028,389.97

Total Funds All Accounts:

\$ 4,408,834.30

August 2025

	Interest
State Pool - LGIP 1910	\$ 12,004.12
Total	<u>\$ 12,004.12</u>

9:39 AM

09/09/25

Accrual Basis

Post Falls Urban Renewal Agency - In-House

Balance Sheet

As of August 31, 2025

	Aug 31, 25
ASSETS	
Current Assets	
Checking/Savings	
First Interstate Bank- Checking	9,934.00
LGIP1829-General Fund	1,370,485.33
LGIP1910-Capital Improvements	3,028,389.97
Savings - Idaho Central CU	25.00
Total Checking/Savings	4,408,834.30
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	4,461,015.30
TOTAL ASSETS	4,461,015.30
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Accrued Vacation Payable	3,636.18
24000 · Payroll Liabilities	
ID- Unemployment Payable	22.12
24000 · Payroll Liabilities - Other	3,235.59
Total 24000 · Payroll Liabilities	3,257.71
Total Other Current Liabilities	6,893.89
Total Current Liabilities	6,893.89
Total Liabilities	6,893.89
Equity	
Committed Fund Balance	1,349,484.00
Nonspendable Fund Balance	3,544.00
32000 · Unrestricted Net Assets	1,651,268.40
Net Income	1,449,825.01
Total Equity	4,454,121.41
TOTAL LIABILITIES & EQUITY	4,461,015.30

11:04 AM

Post Falls Urban Renewal Agency - In-House

09/09/25

Profit & Loss

Accrual Basis

August 2025

	Aug 25	Oct '24 - Aug 25
Ordinary Income/Expense		
Income		
Downtown District	32,763.00	939,211.53
Interest	14,773.35	144,979.81
Pleasant View District	0.00	24,424.78
Post Falls Technology District	6,237.77	1,232,838.03
Total Income	53,774.12	2,341,454.15
Gross Profit	53,774.12	2,341,454.15
Expense		
Audit	0.00	12,770.00
Bank Charges	0.00	0.00
Computer Software	7.00	1,774.00
Contingency	0.00	1,929.50
District Payments	319,418.58	779,208.14
Marketing & Education Materials	163.65	686.49
Meetings	25.00	265.00
Office Equipment	0.00	239.54
Website Design, Hosting & Maint	0.00	349.95
62140 · Legal Fees	343.75	10,350.00
62150 · Other Contract Services	0.00	77.50
62890 · Rent	0.00	7,990.00
65020 · Postage, Mailing Service	73.00	73.00
65030 · Printing and Copying	4.51	175.35
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	6,840.41	73,737.51
Total Expense	326,875.90	891,629.14
Net Ordinary Income	-273,101.78	1,449,825.01
Net Income	-273,101.78	1,449,825.01

Fund Reconciliation:

8/31/2025

QB

First Interstate - Checking	GF	\$	9,934.00	
LGIP - 1829	GF	\$	1,370,485.33	
LGIP - 1910	CIP	\$	3,028,389.97	
Savings - Idaho Central CU	GF	\$	25.00	
Total				\$ 4,408,834.30

FUNDS

General Fund	GF	\$	1,380,444.33	
Capital Improvement Fund	CIP	\$	3,028,389.97	
Total				\$ 4,408,834.30

C.I. Fund Allocation:

Pleasant View	\$	(63,264.90)
Pleasant View (FY26 A.F.)	\$	25,000.00
Downtown	\$	-
Downtown MPP	\$	135,751.27
PF Technology	\$	2,930,903.60
	\$	3,028,389.97

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	11,897.37	314,688.66	489,617.91	816,203.94
Aug-25	-	32,473.95	6,151.27	38,625.22
Sep-25				-
Total YTD	24,424.78	939,959.38	1,232,751.53	2,197,135.69

Approved Obligation	-	6,035,511.02	-	6,035,511.02
Obligation Balance @8/31/25	-	4,207,611.59	-	4,207,611.59
Carry over @ 8/31/25	**(63,264.90)	135,751.27	2,930,903.60	3,003,389.97

Notes

*1st Month Downtown URD MPP (15%)

**Pleasant View Carryover includes FY26 Admin Fee \$25k

AGREEMENT FOR LEGAL SERVICES

This Agreement for Legal Services ("Agreement") is entered into as of this 18th day of September, 2025 by and between the Post Falls Urban Renewal Agency, an Idaho urban renewal agency, 201 E. 4th Ave., Post Falls, ID 83854 ("Agency"), and Pete B. Bredeson, Attorney at Law d/b/a Bredeson Law Group, of 1677 East Miles Avenue, Suite 202, Hayden Lake, Idaho 83835 ("Bredeson").

The Agency is seeking Bredeson's expertise and guidance in providing advice, counsel, and necessary documentation to the Agency regarding the operation of an urban renewal agency, including but not limited to compliance with applicable Idaho State Code, Agency structure, policies, procedures, meetings, personnel matters, urban renewal district plan formulation and related contracts or agreements and budget processes.

The period of performance under this Agreement will be October 1, 2025 through September 30, 2026.

This is a time and materials Agreement with a ceiling price not to exceed \$25,000 including travel. Labor categories and associated hourly rates to be used in the performance and pricing of work under this Agreement shall be at a rate of One Hundred Twenty-Five Dollars (\$125.00) per hour for services provided.

The Agency will also reimburse Bredeson for general out-of-pocket expenses such as expenses associated with court filing and document recording.

Travel outside of the Coeur d' Alene / Post Falls area shall be reimbursed only if approved in advance by the Agency.

The Agency is not obligated to reimburse Bredeson for costs incurred in excess of the ceiling price specified herein.

Bredeson is not obligated to continue performance under this Agreement or otherwise incur costs in excess of the estimated cost specified in this Agreement, until the Agency;

- (i) notifies Bredeson in writing that the cost has been increased and
- (ii) provides a revised estimated total cost of performing this Agreement.

At least five (5) business days before a regular monthly meeting of the Agency, an itemization of all work performed, listing time by date for work performed by hours, down to the quarter of an hour with specific reference to the nature of the work performed (*e.g. drafting of expert reports, research, review of files, meetings, etc.*) should be invoiced to Agency.

Agency agrees to pay any and all approved invoices received from Bredeson within thirty (30) days of Agency's receipt of the same. Such time period shall be tolled in the event that Agency notifies Bredeson during the time period of a justified dispute with the billed amount.

Bredeson shall consult with representatives of the Agency at its office in Post Falls, Idaho or any other agreed upon location, by phone, in writing, including e-mail, and any other means of communication regarding activities under this Agreement.

Written work products, if any, and other documentation produced by Bredeson in performance of tasks pursuant to this Agreement will be inspected and accepted by the Agency in accordance with criteria established through mutual agreement between the Agency and Bredeson. All such work products shall be deemed the property of the Commission without waiving the attorney-client privilege or work product doctrine.

Deliverables will include documentation prepared by Bredeson pursuant to the direction of the Agency.

Bredeson shall perform all work under this Agreement at Bredeson's office in Hayden Lake, Idaho or unless otherwise specified by Agency.

Point of Contact for Agency:

Joseph Johns, Executive Director
Post Falls Urban Renewal Agency
201 E. 4th Avenue
Post Falls, ID 83854
Tel 208-777-8151

This Agreement may be terminated at any time by either party upon the provision of written notice to the other party at least fifteen (15) days prior to the effective termination date.

IN WITNESS WHEREOF the parties hereto, by their signatures below, acknowledge their mutual understanding of and commitment to the terms of this Agreement, effective as of the day and year first written above.

POST FALLS URBAN RENEWAL AGENCY

Len Crosby, Treasurer

BREDESON LAW GROUP

Pete B. Bredeson, Attorney at Law