



**Communications, Property & Personnel
Committee**

September 26, 2024 – 9:00 a.m.
Chamber of Commerce
201 E 4th Avenue, Post Falls, ID

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. Public Outreach Materials **ACTION**
5. Office IT Systems & Equipment Update
6. Project Questionnaire Update
7. 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**

September 26, 2024 – Chamber of Commerce – Conference Room

CALL TO ORDER, ROLL CALL

Chairman Melissa Hjeltness called the meeting to order at 9:02 a.m. Present in addition to Hjeltness were Commissioner Pat Leffel, Commissioner Christi Fleischman and Executive Director Joseph Johns.

CONFLICT DISCLOSURE

None

CITIZEN COMMENT

None

Office IT Systems & Equipment Update. Executive Director Johns updated the committee on changes to the IT/Network support provider and internet service provider by the Chamber of Commerce. The changes required a few unanticipated adjustments to the Agency's operations. The Agency's office lease specifies the use the same service provider as the Chamber. IT/Network support will be provided by Northwest Specialty IT Solutions. The provider of internet services will be InterMax Networks. A quote has been received from NW Specialty for the equipment and service necessary to set the Agency up with its own secure network separate from other networks in the building. The Agency's FY25 budgeted operating expenses, approved in August 2024, do not include these unanticipated expenses. Additionally, Johns informed the committee that Canon Solutions recently declared the office's ImageRunner C5030 copier/scanner/printer unserviceable due to age and lack of available parts. The equipment was initially leased and received, as "refurbished", in September 2014. The Canon representative recommended replacement with a 3900 series model which provides all the previously available functionality and is eligible for a service/use contract. This will be considered during the FY2026 budgeting process. The Agency also possesses a Dell C2665dnf multi-function printer/scanner/copier machine, acquired in 2014, used primarily for the printing of color documents.

Public Outreach Materials. Draft versions of a refreshed PFURA logo and tri-fold brochure/handout, contributed by Commissioner Fleischman, were presented to the committee. Committee discussion provided input for further possible variations of the logo. The redesigned tri-fold brochure provides an opportunity to include more information than the prior handout. Professional quality printing is available locally and inexpensively in small batches as needed. The proposed "cover" image is iconic for the community and is free to use according to Fleischman. Johns reported having looked through all of the urban renewal project images on file in the Agency records and could not find anything more suitable for use. Layout of the brochure content was viewed favorably by committee members. Johns will review the details of the content and provide Fleischman with the information necessary to present a complete draft document at the October Commission Meeting. The "cover" of the brochure was designed for dual use as a x-frame banner. Johns proposed the development of an additional handout, or graphic, that depicts the various public infrastructure items commonly funded by urban renewal but rarely seen (water lines, wastewater, stormwater, etc.). Fleischman proposed utilizing the services of a graphic designer who could easily create the desired image based on examples provided. Johns would like to have all the materials available by the end of the calendar year or earlier. He is scheduled to provide a presentation at the Chamber of Commerce's Lunch & Learn in February 2025. If possible, he'd like to conduct a short survey as part of the presentation to garner feedback from the business community. Fleischman voiced that the survey could also be designed to inform the participants about urban renewal. Fleischman and Hjeltness recommended utilizing available technology that allows

participants to use their phones and provide feedback in real-time. Hjeltness will provide Johns with information about a survey tool used regularly at other meetings she attends.

Project Questionnaire Update. Johns provided an overview of layout changes and several revisions to the Agency's existing Project Questionnaire document. He has added a question to identify the applicant's intent to seek project funding through the Minor Projects Program or standard increment tax funding. Committee discussion identified several additional revisions that could provide applicants with more guided/directed response options.

ADJOURNMENT

Meeting was adjourned @ 10:11 a.m.

Respectfully submitted,



Joseph Johns, Executive Director



Melissa Hjeltness, Chairman