



Post Falls Urban Renewal Agency
November 16, 2023 Meeting
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 Minutes, September 21, 2023
 - b. Finance & Policy Committee Minutes, November 7, 2023
 - c. Payables
 - d. Bank Activity Report
 - e. Financial Reports
5. Committee Updates
 - a. Finance and Policy – Crosby
 - b. District Review - Coles
 - c. Communications, Property & Personnel - Davis
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. District Activity Report – Bob Seale
8. New Business
 - a. Welch Comer Task Order – A&A Construction, Inc. (Downtown District) **ACTION ITEM**
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
September 21, 2023

CALL TO ORDER, ROLL CALL AND PLEDGE OF ALLEGIANCE

Chairman Jerry Baltzell called the meeting to order at 9:00 a.m. Executive Director Joseph Johns called the roll. Present, in addition to Baltzell were Commissioners Collin Coles, Jame' Davis, Len Crosby, Christi Fleischman, Melissa Hjeltness and Eric Clemensen. Counselor Pete Bredeson was also present. Fleischman 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 District Review Meeting Minutes, August 17, 2023

Item B is the Commission Meeting Minutes, August 17, 2023

Item C is the payables for this month totaling \$9,802.56

Item D is the Bank Activity Report which shows total funds in all accounts of \$3,950,384.65 and accrued interest for the month of \$14,774.40

Item E is the financial reports as of August 31, 2023.

Item F is the FY2024 Legal Services Contract.

Item G is the office space Lease Agreement stipulating a prepaid rent of \$7,990 payable by October 10th.

Approval of the consent calendar will authorize a transfer of \$9,802.56 to the First Interstate Checking Account for the monthly payables, \$7,990 to the First Interstate Checking Account for the office lease, and \$14,774.40 accrued interest to the General Fund.

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

COMMITTEE UPDATES

Finance & Policy – Crosby – August Financial Statements were reviewed and approved.

District Review – Coles – Nothing to report.

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

CITIZEN COMMENTS

None

UNFINISHED BUSINESS

Closing Report – East Post Falls Urban Renewal District. Johns provided a brief review of the East Post Falls District closure process since its beginning in September 2022. The EPF District Closure Report has been updated to the final year increment valuation, cumulative tax increment revenue over the life of the district, and the exact amount of remaining tax increment funds after fulfilling all agency obligation throughout the district. Chairman Baltzell asked if a press release would be submitted to the local press. Johns responded that a press release had been composed with the assistance of Commissioners Crosby and Fleischman. Fleischman recommended a photo of the Greensferry Overpass be included with the press release submittal.

NEW BUSINESS

Resolution 2023-05 Approving Surplus Revenue Rebate – East Post Falls District. Johns stated the resolution is for the rebate of a \$1,498,467.54 surplus increment fund balance in the South and Central sub-districts of the closed East Post Falls URD. These funds are the remaining fund balance in the South & Central portions of the district after receiving the final 2022 tax increment remittance and after payment of the final proponent reimbursement obligations in the district as part of the semi-annual proponent reimbursement process in August. Johns stated the need for a motion to approve the rebate of surplus revenue in the closed East Post Falls district to the taxing districts and authorize transfer of \$1,498,467.54 to the First Interstate Bank Checking Account. Baltzell asked for a motion to approve the resolution. Commissioner Crosby made the motion, seconded by Coles. Crosby commented that the amount each taxing district is to receive should be noted to clearly inform the public. Crosby read the list of disbursements. Kootenai County is to receive \$359,650.97; City of Post Falls is to receive \$612,754.53 together with \$7,135.96 for their portion of the Post Falls Highway M&O allocation; Post Falls Highway is to receive \$50,588.01; Post Falls School District is to receive \$2,956.20; Kootenai County Fire & Rescue is to receive \$290,071.14; Community Library Network is to receive \$42,256.90; North Idaho College is to receive \$112,141.23; Kootenai EMS is to receive \$20,912.60. Crosby asked if the Community Library Network had confirmed they would accept the rebate funds. Johns confirmed that they would. Baltzell requested the list of taxing districts and the amounts to be rebated to each should be included with the aforementioned press release. With no further discussion or comment Baltzell asked for a Roll Call Vote: Hjeltness – Aye; Fleischman – Aye; Crosby – Aye; Davis – Aye; Coles – Aye; Clemensen – Aye; Baltzell – Aye. Motion Carried.

STAFF REPORT

Johns stated the Agency has have received responses from representatives of Spirit Lake Urban Renewal, Hayden Urban Renewal and Ignite CdA stating their intent to attend the September 27 Urban Renewal Agency discussion. Neither Rathdrum or Harrison responded to the invitation and are not expected to have representatives present. Post Falls urban renewal will be represented by Commissioners Coles, Davis & Crosby, and Executive Director Johns.

On the subject of the County continuing to retain tax penalty and interest amounts, the issue is continuing through the legal process. The County filed a Motion for Reconsideration on August 11th. District Judge Christensen denied the Motion of Reconsideration on September 1st. It is Johns' understanding that the County intends to take the next course of action in the legal process.

Lastly, the FY2022 Audit process is commencing and will be administered Anderson Brothers CPAs. FY2022 documentation is currently being compiled for submission to the auditor in early October.

COMMISSIONER COMMENTS

Crosby commented that he serves on several boards with the Executive Director of the Rathdrum Urban Renewal Agency and would reach out to clarify their attendance at the September 27, 2023 discussion.

CHAIRMAN COMMENT

Chairman Baltzell expressed his excitement about the closure of the East Post Falls Urban Renewal District and what was able to be accomplished during its term. Baltzell thanked everyone for their time and effort, and is looking forward to a productive new fiscal year.

ADJOURNMENT

Baltzell asked for a motion to adjourn. Commissioner Crosby made the motion, seconded by Coles. All in favor by voice vote. Meeting was adjourned at 9:19 am.

Respectfully submitted,

Joseph Johns, Executive Director

Jerry Baltzell, Chairman

**POST FALLS URBAN RENEWAL
Finance & Policy Committee**

November 7, 2023 – Post Falls Chamber Building - Conference Room

CALL TO ORDER, ROLL CALL

Chairman Len Crosby called the meeting to order at 8:02 a.m. Present in addition to Crosby was Christi Fleischman, Eric Clemensen and Joseph Johns.

CONFLICT DISCLOSURE

None

CITIZEN COMMENT

None

FY 2023 Review and Audit Update. Johns provided a review of the FY23 Profit & Loss Budget vs. Actual report and noted actual expenses were \$25,741.53 less than budgeted for the year. Proponent payouts totaled \$5,53,216.63, closing district fund surplus reimbursement totaled \$1,498,467.54, and Agency administrative fees totaled \$75,000. The General Fund account balance increased from \$1,075,389.12 to \$1,190,364.68 while the Capital Improvement Fund account decreased from \$3,119,309.64 to \$1,273,189.24. The FY2023 audit process has commenced with nearly all the required supporting documentation having been provide to the auditor. All supporting documentation is expected to be available within the week.

FY 2024 District Fund Projections. Johns reported on the current fund balance for each of the three(3) active urban renewal districts. As of September 30, 2023, the PF Technology District balance is \$860,489.65, the Downtown District balance is \$461,419.32, and the Pleasant View District balance is 0\$. A total of \$1,342,000 in tax increment is projected in FY2024 based on the initial 2023 assessment/tax year property valuations and an estimated levy rate. The PF Technology District is projected to have a FY24 tax increment of \$785,000, the Downtown District is projected at \$557,000, and the Pleasant View District is projected at \$9,500. The Agency's Administrative Fee for FY2024 continues to be \$25,000/district.

Committee Discussion – Engineering Review Costs & Agency Policy #16. The Committee discussed the sufficiency of Agency Policy #16 to account for engineering review costs exceeding the amount allocated to each district in the process of establishing the annual operating expense portion of the budget. The committee asked Johns to review the matter with legal counsel and report back.

Committee Discussion – Plan Fee Waiver & Agency Policy #15. The Committee discussed a proposed change to the policy specifying the Agency's ability to waive the District Plan Fee when the City is the District Proponent. The Committee's discussion concluded that the no change to the current policy is necessary.

Committee Discussion – Strategic Planning. Johns presented, and the committee discussed, a variety of potential topics for consideration at a strategic planning workshop currently anticipated for April, 2024. Topics included aspects of Agency Operations (sustainability projection to 2041 & beyond, documentation of office procedures, community engagement/education) and Future Districts (East Seltice, smaller geographically, limited scope, shorter terms). The committee discussion provided Johns with a variety of recommended improvements to the data and documentation presented.

ADJOURNMENT - Meeting adjourned @ 9:34 a.m.

Respectfully submitted,

Joseph Johns, Executive Director

Len Crosby, Chair of Committee

Post Falls Urban Renewal Agency - In-House Unpaid Bills Detail As of November 16, 2023

Type	Date	Num	Due Date	Aging	Open Balance
Anderson Bros. CPA's, P.A.					
Bill	10/31/2023	10288	11/30/2023		2,150.00
Total Anderson Bros. CPA's, P.A.					2,150.00
Bredeson Law Group					
Bill	11/11/2023	1129	12/11/2023		275.00
Total Bredeson Law Group					275.00
Canon Solutions America, Inc.					
Bill	11/01/2023	6006047114	12/01/2023		3.03
Total Canon Solutions America, Inc.					3.03
Mastercard					
Bill	11/01/2023	4518-Oct2023	12/01/2023		250.92
Total Mastercard					250.92
TOTAL					2,678.95

PAYROLL = 5,677.09

8,356.04

Bank Activity Report

October 2023

Cash Section

Checking: First Interstate

Beginning Balance		\$	808,162.32
Deposits	\$	8,524.50	
Withdrawals	\$	(805,499.75)	
Ending Balance		\$	11,187.07
Outstanding Checks	\$	(1,475.96)	
Account Balance		\$	9,711.11

Idaho Central CU - Savings

Beginning Balance		\$	25.00
Interest			
Ending Balance		\$	25.00

Investment Section

LGIP General Fund 1829

Beginning Balance		\$	1,172,656.92
Contributions	\$	15,307.64	
Withdrawals	\$	(7,318.49)	
Ending Balance		\$	1,180,646.07
Outstanding Transfer			
Account Balance		\$	1,180,646.07

LGIP Capital Improvements 1910

Beginning Balance		\$	1,273,189.24
Contributions	\$	11,367.02	
Withdrawals	\$	(10,179.36)	
Ending Balance		\$	1,274,376.90
Outstanding Transfer			
Account Balance		\$	1,274,376.90

Total Funds All Accounts:

\$ 2,464,759.08

October

	Interest
State Pool - LGIP 1910	\$ 5,818.31
Total	<u>\$ 5,818.31</u>

11:54 AM

11/07/23

Accrual Basis

Post Falls Urban Renewal Agency - In-House

Balance Sheet

As of October 31, 2023

	Oct 31, 23
ASSETS	
Current Assets	
Checking/Savings	
First Interstate Bank- Checking	9,711.11
LGIP1829-General Fund	1,180,646.07
LGIP1910-Capital Improvements	1,274,376.90
Savings - Idaho Central CU	25.00
Total Checking/Savings	2,464,759.08
Other Current Assets	
Accounts Receivable - Taxes	168,713.00
FMV - State Investment Pool	-7,967.00
Interest Receivable	7,700.00
Prepaid Insurance	2,641.00
Total Other Current Assets	171,087.00
Total Current Assets	2,635,846.08
TOTAL ASSETS	2,635,846.08
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Accrued Vacation Payable	3,617.95
Deferred Increment Revenue	168,792.00
Payroll Liabilities	
ID- Unemployment Payable	9.87
Payroll Liabilities - Other	1,748.59
Total Payroll Liabilities	1,758.46
Total Other Current Liabilities	174,168.41
Total Current Liabilities	174,168.41
Total Liabilities	174,168.41
Equity	
Assigned Fund Balance	2,630,810.00
Committed Fund Balance	374,525.00
Fund Balance - General Fund	-89,609.00
Nonspendable Fund Balance	2,641.00
Restricted Fund Balance	238,901.00
Unrestricted Net Assets	-694,955.12
Net Income	1,364.79
Total Equity	2,461,677.67
TOTAL LIABILITIES & EQUITY	2,635,846.08

11:55 AM

Post Falls Urban Renewal Agency - In-House

11/07/23

Profit & Loss

Accrual Basis

October 2023

	Oct 23	Oct 23
Ordinary Income/Expense		
Income		
Downtown District	832.79	832.79
Interest	15,325.99	15,325.99
Post Falls Technology District	354.87	354.87
Total Income	<u>16,513.65</u>	<u>16,513.65</u>
Gross Profit	16,513.65	16,513.65
Expense		
Legal Fees	725.00	725.00
Meetings	43.04	43.04
Payroll Expenses	6,067.47	6,067.47
Printing and Copying	9.35	9.35
Rent	7,990.00	7,990.00
Telephone, Telecommunications	14.00	14.00
Website Design, Hosting & Maint	300.00	300.00
Total Expense	<u>15,148.86</u>	<u>15,148.86</u>
Net Ordinary Income	<u>1,364.79</u>	<u>1,364.79</u>
Net Income	<u><u>1,364.79</u></u>	<u><u>1,364.79</u></u>

Fund Reconciliation:

10/31/2023

QB

First Interstate - Checking	GF	\$	9,711.11	
LGIP - 1829	GF	\$	1,180,646.07	
LGIP - 1910	CIP	\$	1,274,376.90	
Savings - Idaho Central CU	GF	\$	25.00	
Total				\$ 2,464,759.08

FUNDS

General Fund	GF	\$	1,190,382.18	
Capital Improvement Fund	CIP	\$	1,274,376.90	
Total				\$ 2,464,759.08

C.I. Fund Allocation:

Pleasant View	\$	(48,719.73)
Downtown	\$	462,252.11
PF Technology	\$	860,844.52
	\$	1,274,376.90

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-22	-	1,652.55	-	1,652.55
Oct-22		832.79	354.87	1,187.66
Nov-22				-
Dec-22				-
Jan-23				-
Feb-24				-
Mar-23				-
Apr-23				-
May-23				-
Jun-23				-
Jul-23				-
Aug-23				-
Sep-23				-
Total YTD	-	2,485.34	354.87	2,840.21
Approved Obligation	-	-	-	-
Obligation Balance @ 9/30/23	-	-	-	-
Carry over @ 9/30/23	(48,719.73)	461,419.32	860,489.65	1,273,189.24

Task Order

In accordance with the General Services Agreement between Owner and Engineer for Professional services dated, May 12, 2008 ("Agreement"), Owner and Engineer agree as follows:

1. Specific Project Data:
 - A. Title: A&A Construction and Development Millworx and North Mill One Phase A, B, and G Request #1 Submittal Review
2. Services of Engineer:
 - A. Review the A&A Construction Reimbursement.
 - B. Perform a cursory review of project cost summary and supporting documentation provided by the Owner, and gather remaining data determined necessary by Engineer to complete the review.
 - C. Review City of Post Falls records for infrastructure acceptance.
 - D. Identify and review work performed for eligibility of reimbursement.
 - E. If eligible, determine if costs are consistent in Engineer's opinion for work of similar scope and complexity.
3. Assumptions:
 - A. This review is not intended to provide the level of effort needed for an "audit".
4. Owner's Responsibilities:
 - A. The Owner will provide to Engineer all criteria and full information as the Owner's requirements for the Project including design objectives and constraints, space, capacity, performance requirements, flexibility and expandability, and any budgetary limitations. Furnish copies of all design and construction standards which Owner will require to be included in the Drawings and Specifications.
 - B. The Owner will furnish to Engineer as required for performance of Engineer's services, data prepared by or services of others, if available including, without limitation: borings, probings and subsurface explorations, hydrographic surveys, laboratory tests and inspections of samples, materials and equipment, appropriate professional interpretations of all of the foregoing, environmental assessment and impact statements, surveys of record, property descriptions, zoning, deed and other land use restrictions, and other special data or consultations as may be available. All of which may use and rely upon in performing services under this Agreement.
 - C. The Owner will arrange for access to and make all provisions for Engineer to enter upon public and private property as required for Engineer to perform services under this Agreement.

5. Payments to Engineer

A. Owner shall pay Engineer for services rendered as follows:

<i>Category of Services</i>	<i>Compensation Method</i>	<i>Compensation for Services</i>
Costs Verification	Lump Sum Amount	\$4,000

B. The portion of the compensation amount billed monthly for Engineer's Services will be based upon Engineer's estimate of the percentage of the total Services actually completed during the billing period.

C. Engineer may alter the distribution of compensation between individual phases to be consistent with services actually rendered, but shall not exceed the total Lump Sum amount unless approved in writing by the Owner.

6. Terms and Conditions: Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is November 16, 2023.

OWNER:
Post Falls Urban Renewal Agency

ENGINEER:
Welch Comer & Associates, Inc.

By: _____

By:  _____

Name: _____

Name: Matt Gillis, P.E.

Title: _____

Title: Vice President

Firm's Certificate No. C-273
State of: Idaho

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Joseph Johns

Name: Matt Gillis, P.E.

Title: Executive Director

Title: Vice President

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Post Falls, ID 83854

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