



Commission Workshop/Meeting Agenda  
December 12, 2023 - 9:00 am  
Chamber Conference Room  
201 E 4<sup>th</sup> Avenue, Post Falls ID 83854

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, November 16, 2023
  - b. District Review Minutes, November 16, 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. Project Update - Water Tower Lofts, Steve DeWalt (Downtown District)
  - b. First Addendum to OPA, A&A Construction (Downtown District) **ACTION ITEM**
  - c. Millworx Reimbursement Submittal Discussion (Downtown District)
8. New Business
9. Staff Report
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  
December 12, 2023**

**CALL TO ORDER, ROLL CALL AND PLEDGE OF ALLEGIANCE**

Vice-Chair Jamé 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, Melissa Hjeltness, Len Crosby and Christi Fleischman. Commissioners Jerry Baltzell and Eric Clemensen were absent. Also present was Counselor Pete Bredeson. Coles led the Pledge of Allegiance.

**CEREMONIES, APPOINTMENTS AND ANNOUNCEMENTS**

Vice-Chair Davis announced the Officer Elections for Chairman, Vice-Chairman & Treasurer will take place at the beginning of the January 18, 2023 meeting.

**CONFLICT DISCLOSURE**

None

**CONSENT CALENDAR**

Johns introduced the Consent Calendar. Item A in the Consent Calendar is the Commission Meeting Minutes, November 16, 2023

Item B is the District Review Committee Meeting Minutes, November 16, 2023

Item C is the payables for this month totaling \$11,663.62.

Item D is the Bank Activity Report which shows total funds in all accounts of \$2,467,686.21 and accrued interest for the month of \$5,679.24.

Item E is the financial reports as of November 30<sup>th</sup>.

Approval of the consent calendar will authorize a transfer of \$11,663.62 to the First Interstate Checking Account for the monthly payables and \$5,679.24 accrued interest to the General Fund

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

**COMMITTEE UPDATES**

*Finance & Policy* – Crosby reported that the November financials were reviewed and that a discussion about Agency Policy #7 had taken place.

*District Review* – Coles – Nothing to report.

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

**CITIZEN COMMENTS**

None

## UNFINISHED BUSINESS

Project Update – Water Tower Lofts, Steve DeWalt (Downtown District). Rob Brewster and Steve DeWalt provided an update of their project located along the west side of Spokane Street between 2<sup>nd</sup> and 3<sup>rd</sup> Avenues. They are in the process of seeking building permits from the city. The project has been delayed due to property ownership issues of adjoining land intended as public right-of-way for McReynolds Drive. The strip of land needed for the public right-of-way was recently resolved and has allowed for the project to move forward. However, further development of the project is on hold pending favorable changes to interest rates and construction costs. The project would prefer to include parking on the west side of Spokane Street to provide for ground floor retail development fronting the street. Brewster specified that assistance with sidewalk, frontage improvements, surrounding infrastructure costs, and hopefully parking along the west side of Spokane Street would be helpful. Commissioner Crosby commented that parking along the subject area of Spokane Street would have to be a discussion between the developer and the City. There is a concern that without the street parking the back of the building will face the street. Bill Melvin, City Engineer, stated five to seven parking stalls have been approved on the project plans as an alternative design. The city received a grant last year to rehabilitate Spokane Street with work to be completed this coming year. Melvin suggested that any widening of Spokane Street to accommodate additional parking occur prior to the upcoming work. Brewster does not think the Water Tower Lofts project will move ahead fast enough. Counselor Bredeson stated that cost estimates are needed before the Agency can continue. Executive Director Johns confirmed that cost estimates had not yet been received. Cost estimates are necessary to confirm that the construction project is included within the District Plan and eligible for reimbursement. Only then can an Owner Participation Agreement be drafted for further consideration. Johns specified that the Downtown District Plan does not currently include a project containing improvements, including parking, along the west side of Spokane Street which impacts the ability of the Agency to reimburse for their associated costs.

First Addendum to OPA, A&A Construction (Downtown District). Johns stated the Addendum, as drafted by Counselor Bredeson and approved by the developer, includes the Idaho St./4<sup>th</sup> Ave. roundabout into the Agency's OPA with A&A Construction and Development, Inc. Commissioner Crosby added that the addendum is consistent with the Commission's prior discussions. Bredeson confirmed. Commissioner Coles made a motion to approve the Addendum. Commissioner Hjeltness seconded the motion. Vice-Chair Davis called for a Roll Call Vote: Crosby – Aye; Fleischman – Aye; Hjeltness – Aye; Coles – Aye; Davis – Aye. Motion carried.

Millworx Reimbursement Submittal Discussion (Downtown District). Johns provided an overview of the reimbursement submittal documentation. Commissioner Crosby initiated discussion by stating he understood there to be two (2) key questions for the reimbursement. First, was a threshold question on the remediation costs. The Downtown District Plan was created with the anticipation there would be remediation costs on the two former mill sites in the district. Crosby stated there was no surprise to the developer the existing buildings would require demolition and could therefore plan accordingly. Apart from the building demolition cost the remainder of the remediation costs are reasonable and should be considered for full reimbursement. Second, was the question of how the request interacts with Agency Policy #7. Drafting the initial policy took into consideration industrial/commercial developments that provide economic development

through job creation and diversification of our local employment base. Subsequently it was realized support of workforce housing, or low to moderate income housing would be helpful and the policy was revised to include a reduced reimbursement schedule for public infrastructure needed with such projects. The Millworx project is a different project, more of a planned unit development, that includes housing with the variety of commercial components. Crosby recommended the full reimbursement of the public infrastructure costs in the Phase A and Phase B portion of the request instead of applying a reimbursement schedule as outlined in Agency Policy #7. Commissioner Coles concurred with Crosby. Coles also suggested the Commission start considering a way to facilitate some of the City's Master Plan improvements within the district by setting aside a percentage of the tax increment remittance specifically for such assisting smaller development projects toward fulfillment of the plan. This would take place during the term of the district instead of only toward the end after major obligations have been fulfilled. Commissioner Davis asked about the legality of the concept. Bredeson stated the concept couldn't be implemented at this time due to the Agency being engaged in an OPA with the developer submitting the reimbursement request. It is an idea that could be given further consideration at a future workshop or committee meeting to figure out which policies would require amendment, if it complies with legislation, and how it fits within the existing district plan or necessitate another plan amendment. Coles expressed concern that remediation costs in the district could exceed what was anticipated in the district plan. Remediation at the Millworx project site is mostly complete. Additional remediation costs are expected at The Landings site though the amount is unknown. Bill Melvin stated it's possible that the underground parking portion of the Water Tower Lofts project may run into fill material on the former mill site. Commissioner Fleischman inquired about the potential of capping costs. Crosby responded that capping isn't possible with cost changes extending over a 20-year district term, but that we are able to reimburse only what becomes available through tax increment remittances. Districts have closed without fully reimbursing projects. Johns proposed the Commission consider initiating a process of engaging with developers earlier in the project planning stage to discern the scope of remediation necessary and identify, to the extent possible, what costs would be reimbursable. Davis asked Johns if the present discussion had provided the necessary information to make a response to the request for reimbursement. Johns asked the agency's consulting engineer, Jack Griffing, if additional information was needed for his purposes. Griffing sought, and received, clarification from Bill Melvin. The City has received the as-builts for the North Mill One portion of the project but still needs testing results, engineers statement/certifications, and a few other items including relocation of some street trees. As-builts have been submitted for the Millworx portion of the project, but testing results, engineer's statement/certifications, and a resurvey of the sanitary sewer together with certification are still needed by the City. Johns will compose a letter to the project's management team outlining the outcome of the commission's discussion.

#### NEW BUSINESS

None

#### STAFF REPORT

Registration of Post Falls' urban renewal districts with the Central Registry of the Idaho State Tax Commission, pursuant to I.C. 50-2008 and 50-2905, was completed on November 21, 2023.

In the Post Falls Technology District Jerry Dicker/BGI contacted the office last week and stated the City has approved their subdivision plans at the NE corner of Prairie Ave/Hwy 41. They expect to break ground as early as March. He also said that an agreement has been completed between BGI and Douglass Properties regarding their respective development projects and participation with the Agency for reimbursement of public infrastructure projects in the District. The agreement will be provided during an update to the Commission in January.

The FY2023 audit is proceeding with an on-site visit now taking place. A review of the forthcoming draft audit will be provided to the Finance Committee once adjusting journal entries are made and the MD&A has been prepared. An official presentation of the FY2023 Audit at the January Commission meeting is expected.

#### COMMISSIONER COMMENTS

Crosby suggested a Strategic Planning Meeting be held in May or June. With the Agency being down to three districts there is a need to identify what is next. Crosby would like focus on smaller, shorter term districts with very specific projects. The City Council will have new members that may benefit from being provided with an introduction to urban renewal. Davis agreed and stated it would provide them with an opportunity to ask any questions they may have about urban renewal. A similar introductory meeting took place with the previous new council members with some good discussion taking place. Crosby asked Johns if the composition of the Urban Renewal Commission was expected to change. Johns responded that Commissioners Crosby and Clemensen had been reappointed to another term on the Commission by the Mayor, but that Chairman Baltzell was not reappointed. A new commissioner appointee is expected to be considered at the City Council Meeting on December 19<sup>th</sup>. An introduction to urban renewal will also be necessary for the new Commissioner.

#### CHAIRMAN COMMENT

None

#### ADJOURNMENT

Davis asked for a motion to adjourn. Commissioner Crosby made the motion, seconded by Hjeltness. All in favor by voice vote. Meeting was adjourned at 10:21 am.

Respectfully submitted,

  
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Joseph Johns, Executive Director

  
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Jame Davis, Vice-Chair