



Post Falls Urban Renewal Agency
December 18, 2025 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. City/UR Joint Workshop Minutes, November 18, 2025
 - b. Commission Minutes, November 20, 2025
 - c. Finance & Policy Committee Minutes, November 20, 2025
 - d. Payables
 - e. Bank Activity Report
 - f. 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. Project Update – Prairie Shopping Center, Jerry Dicker (PF Technology District)
 - b. Agency Policy #7 – Addendum #3 Revision **ACTION**
 - c. Agency Policy #15 – Revision **ACTION**
 - d. Agency Policy #16 – Revision **ACTION**
 - e. 209 E 2ND LLC Project (Downtown District) **ACTION**
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

December 18, 2025

CALL TO ORDER, ROLL CALL AND PLEDGE OF ALLEGIANCE

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, Christi Fleischman, Collin Coles and Eric Clemensen. Commissioner Pat Leffel was absent. Counselor Pete Bredeson was also present. Davis led the Pledge of Allegiance.

CEREMONIES, APPOINTMENTS AND ANNOUNCEMENTS

CONFLICT DISCLOSURE

None

CONSENT CALENDAR

Johns introduced the Consent Calendar. Item A in the Consent Calendar is the Joint Workshop Minutes, November 18, 2025

Item B is the Commission Minutes, November 20, 2025

Item C is the Finance & Policy Minutes, November 20, 2025

Item D is the payables for this month totaling \$10,261.73

Item E is the Bank Activity Report which shows total funds in all accounts of \$4,439,346.40 and accrued interest for the month of \$10,316.40

Item F is the Financial Reports as of November 30, 2025.

Approval of the consent calendar will authorize a transfer of \$10,261.73 to the First Interstate Checking Account for the monthly payables and \$10,316.40 accrued interest to the General Fund.

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

COMMITTEE UPDATES

Finance & Policy – Crosby: The committee met on November 20, 2025, to review 2025 FYE financials, the agency's sustainability projection through the end of the last open district, and the agency policy revisions being proposed by legal counsel and the executive director.

District Review – Fleischman: Nothing to report. Looking to schedule a meeting in late January.

Communication, Property and Personnel – Clemensen: Nothing to report.

CITIZEN COMMENTS

None

UNFINISHED BUSINESS

Project Update – Prairie Shopping Center, Gerry Dicker. Johns introduced Gerry Dicker, district proponent, to provide an update of their project in Zone C of the PF Technology District. Dicker reported that the project's first building is under construction. The building has two signed tenants and two tenants in negotiation. The building is expected to open for business in March or April. One of the signed tenants is Jersey Mike's. The north end and south end spaces will both be restaurants. The shopping center's major tenant, a 50-60,000 square foot supermarket, is expected to close escrow on Monday, October 2026 is their anticipated opening time. Dicker expects accelerated development once the major tenant is finalized and made known. The project's public infrastructure improvements have been completed. They are now focused on the many little improvements that are necessary as buildings go in. A map of the project site was presented. Dicker stated a second phase that may include multi-family or could be another major retail tenant. Zorros and Trade Way are finished. The road between Trade Way and Prairie Avenue is a private road that is mostly done. The northwest portion of the district is currently on hold due to the passing of the owner. Dicker has made an offer to reacquire 80 acres of property in that portion of the district. The property is thought to be undergoing litigation. Dicker offered to return in January to provide another update.

Agency Policy #7 – Addendum #3 Revision. Johns stated Agency Policy number 7, Third Addendum, was revised by Counselor Bredeson according to direction provided by the Commission during the November 4, 2025 Workshop. The policy revision was reviewed by the Finance & Policy Committee at their November 20, 2025 meeting. The revised Third Addendum, paragraph A, allows for up to 100% reimbursement of city required costs associated with the 2018 City Center Parking Plan for mixed-use or residential development projects in the Downtown Urban Renewal District. The revised policy provides for the comprehensive support of the implementation the City Center Parking Plan regardless of property type, as noted in a letter dated November 14, 2025, to the Commission from Community Development Director Bob Seale.

Chair Davis asked for questions or a motion to approve. Commissioner Coles made a motion to approve, seconded by Crosby. Roll Call Vote: Hjeltness – Aye; Fleischman – Aye; Coles – Aye; Davis – Aye; Crosby – Aye; Clemensen – Aye. Motion carried.

Agency Policy #5 – Revision. Johns stated Agency Policy number 15 has been revised to:

- Increase the Plan Fee from \$15,000 to \$25,000 for the creation or modification of each new urban renewal district.
- Replace "expansion" with "modification", throughout the text, to more closely align with verbiage in the urban renewal code.
- Add a Plan Amendment Fee section (now Paragraph B) for use when an urban renewal participant seeks to amend an existing district plan. The Plan Amendment Fee has been established at \$7,500.

Chair Davis asked for any comments or questions. Crosby voiced that the committee was concerned that the agency's fees had not been updated for a number of years and reflect the agency's increased workload and associated costs when creating or amending a plan. Davis agreed.

Chair Davis asked for a motion to approve. Commissioner Fleischman made a motion to approve, seconded by Hjeltness. Roll Call Vote: Crosby – Aye; Coles – Aye; Hjeltness – Aye; Fleischman – Aye; Davis – Aye; Clemensen – Aye. Motion carried.

Agency Policy #16 – Revision. Johns stated Agency Policy number 16 has been revised to simply remove verbiage from the POLICY section describing the circumstances leading to the revision of the policy in July 2020.

Chair Davis asked for any comments or questions. Crosby voiced that the agency has a current annual administrative fee of \$25,000 per district for funding operations. The urban renewal agencies of Coeur d’Alene and Rathdrum currently take 15% of tax increment. With our current districts that would equate to approximately \$250,000 annually, or ten times what we collect for a district. Post Falls Urban Renewal is focused on the creation of jobs and getting districts closed as quickly as possible, so we’ve minimized our fee. Whereas other agencies seek the additional funds to acquire property and make other improvements. The current administrative fee, and the way it is charged, remains unchanged at this time. The only modifications were to make the policy clearer to the proponents. Crosby thanked Counselor Bredeson for his work on all of the policies.

Chair Davis asked for a motion to approve. Commissioner Fleischman made a motion to approve, seconded by Hjeltness. Roll Call Vote: Crosby – Aye; Davis – Aye; Coles – Aye; Fleischman – Aye; Hjeltness – Aye; Clemensen – Aye. Motion carried.

209 E 2ND LLC Project (Downtown District). Johns stated that the project had been presented at several prior meetings, most recently at the November 4 Commission Workshop. At that workshop, the Commission determined that Agency Policy 7 should be revised to allow consideration of up to 100% reimbursement of city-required costs associated with the 2018 City Center Parking Plan for mixed-use or residential development projects within the Downtown Urban Renewal District. With the prior approval of Agency Policy #7 – Addendum #3, the project and associated costs were presented for consideration to participate in urban renewal through an Owner Participation Agreement. The City of Post Falls building permits dashboard has been updated to show the project status complete as of December 14, 2025.

Chair Davis asked for any comments or questions. Crosby asked Johns if the intent is to enter into an OPA with the property owner. Johns responded that the owner has been working with the agency for approximately 8 months with the intent to engage in an OPA. Since their initial contact with the agency they have constructed the project, including the public improvements. Crosby asked Johns if the modification of the agency policies makes entering an OPA with them now possible. Johns answered that the latest revision to Agency Policy #7 does make it possible. Crosby asked if the agency would be entering an OPA at this time. Johns replied the intent is to approve having an OPA drafted by Counselor Bredeson for consideration at the next commission meeting. Chair Davis asked if that was the purpose of the agenda item being marked “action”. Bredeson responded that was correct and that the OPA would be presented at the next meeting for consideration.

Chair Davis asked for a motion to approve. Commissioner Crosby made a motion to approve, seconded by Hjeltness. Roll Call Vote: Davis – Aye; Fleischman – Aye; Coles – Aye; Clemensen – Aye; Hjeltness – Aye; Crosby – Aye. Motion carried.

NEW BUSINESS

None

STAFF REPORT

Johns reported the agency's auditor completed their field visit to the agency office on Monday, December 15th and everything went smoothly. The Post Falls City Council unanimously approved the Post Falls Technology District Plan Amendment at their December 16th Council Meeting. A proposal to amend our OPA with North Idaho Healthcare Holdings LLC to include the amended district projects is expected. The Agency's Office will be closed next week (December 22-26) and reopen on December 29th.

COMMISSIONER COMMENTS

Crosby expressed thanks to the city staff and City Council. Their approval to the Tech District Plan amendment allows for the commission to proceed on the Prairie Medical Center project, which is a tremendous opportunity for the city. Good job. Commissioner Coles said Merry Christmas to everyone and that the past year was a good one.

CHAIRMAN COMMENT

Davis wished a Merry Christmas to everyone.

ADJOURNMENT

Davis announced the meeting adjourned at 9:28 am.

Respectfully submitted,



Joseph Johns, Executive Director



Christi Fleischman, Chairman