

## **POST FALLS URBAN RENEWAL MINUTES**

**March 19, 2020**

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

Vice Chairman Larry Carstensen called the meeting to order at 8:00 a.m. Executive Director Diane Fountain called the roll. Present, in addition to Carstensen was Eric Clemensen and Collin Coles. Commissioner Jame' Davis joined by telephone. Commissioners Jerry Baltzell and Len Crosby had excused absences. Also in attendance was legal counsel Pete Bredeson. Carstensen led the Pledge of Allegiance.

### **CEREMONIES, APPOINTMENTS AND ANNOUNCEMENTS**

None

### **APPROVAL OF AMENDED AGENDA**

Commissioner Coles made a motion to amend the Agenda, seconded by Clemensen. Motion carried by voice vote.

### **CONFLICT DISCLOSURE**

None

### **CONSENT CALENDAR**

Fountain introduced the Consent Calendar. Item A is the Commission Meeting Minutes, February 20, 2020.

Item B is payables for the month totaling \$5,442.32.

Item C is the Bank Activity Report which shows total funds in all accounts of \$5,436,895.14 and accrued interest for the month of \$5,973.34.

Item D is the financial reports as of February 29, 2020.

Item E is the Memorandum of Understanding between the Agency and the City for the 2005 City Center Master Plan update, feasibility study and build-out analysis by the Metts Group and Welch Comer.

Approval of the Consent Calendar will authorize the transfer of \$5,973.34 accrued interest to the General Fund and a transfer to the First Interstate Bank checking account of \$5,442.32 for general payables.

Agency Policy #5 authorizes the Executive Director to be a signer in the sole event that two (2) officers are unavailable as long as one (1) other officer signs the checks.

Commissioner Clemensen made a motion to approve the consent calendar as presented, seconded by Coles. Roll Call Vote: Clemensen – Aye; Carstensen – Aye; Coles – Aye; Davis – Aye. Motion carried.

## COMMITTEE UPDATES

*Finance & Policy* – Crosby – Nothing to report.

*District Review* – Coles – Nothing to report.

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

## CITIZEN COMMENTS

None

## UNFINISHED BUSINESS

None

## NEW BUSINESS

Order of Approval – JR Watson and Associates (Expo). J.R. Watson and Associates submitted a reimbursement request for Jacklin Road, Expo Parkway and their 4.9% share of the Sysco lift station improvements. Submitted costs have been reviewed by Welch Comer with a recommendation to reimburse \$737,994.72. The Order of Approval was reviewed by Legal Counsel. The original submission of \$865,537.57 was reduced by \$127,542.85.

Matt Gillis from Welch Comer explained what hard costs and soft costs are when referring to a reimbursement submittal. Per the settlement agreement with the proponent, soft costs are reimbursable at 12% of the verified hard costs and administrative miscellaneous costs are 7.39% of the verified hard costs.

Commissioner Coles made a motion to approve the Order of Approval as presented, seconded by Clemensen. Roll Call Vote: Clemensen - Aye; Carstensen – Aye; Coles – Aye; Davis – Aye. Motion carried.

Resolution 2020-01 (West Seltice II Closure). Fountain stated the resolution terminates the West Seltice II Urban Renewal Plan as of August 20, 2020. The Revenue Allocation Area (RAA) will be dissolved at that time and any surplus revenues from the property tax year 2019 will be returned to the respective taxing districts pursuant to Idaho Law. After approval the Resolution will go to City Council on April 7, 2020 where they will pass an Ordinance to adopt it. Once recorded, it will be filed with the County Recorder, Assessor and Auditor as well as the affected taxing districts and the State Tax Commission within thirty (30) days of the effective date.

When the districted is terminated in August the Agency will pass a resolution to rebate excess funds which will be approximately \$49,000.

Commissioner Coles made a motion to approve Resolution 2020-01 as presented, seconded by Clemensen. Roll Call Vote: Clemensen – Aye; Carstensen – Aye; Coles – Aye; Davis – Aye. Motion carried.

## STAFF REPORT

Fountain stated notifications are being received daily of cancelled meetings and various restrictions on doing business with other public entities due to the coronavirus pandemic. Some meetings are being held via conference calls and some are being cancelled completely. Legal Counsel is prepared to inform us of our options on holding Commission meetings during this time.

Legal Counsel Bredeson stated there needs to be either one Commissioner or the Executive Director present where a meeting is to be held, others can conference call in. Current open meetings law requires the ability for the public to attend which the Attorney General is looking at and will provide guidance in the next few days. Public hearings that require public input are being cancelled for the time being.

Bredeson recommended leaving the April 16<sup>th</sup> meeting as scheduled. If a remote meeting is necessary, Commission could suspend meetings indefinitely at that time.

Stay home if you are sick, practice safe distancing, wash hand frequently and don't touch your face.

## COMMISSIONER COMMENTS

None

## CHAIRMAN COMMENT

None

## ADJOURNMENT

Carstensen asked for a motion to adjourn. Commissioner Coles made the motion, seconded by Clemensen. All in favor by voice vote. Meeting was adjourned at 8:15 am.

Respectfully submitted,



Diane Fountain, Executive Director



Larry Carstensen, Vice-Chairman