

POST FALLS URBAN RENEWAL MINUTES

July 16, 2020

CALL TO ORDER, ROLL CALL AND PLEDGE OF ALLEGIANCE

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

CEREMONIES, APPOINTMENTS AND ANNOUNCEMENTS

None

CONFLICT DISCLOSURE

None

CONSENT CALENDAR

Fountain introduced the Consent Calendar. Item A is the Commission Meeting Minutes, March 19, 2020.

Item B is the Finance & Policy Committee Minutes, June 11, 2020.

Item C is payables for the month totaling \$4,596.56.

Item D is the Bank Activity Report which shows total funds in all accounts of \$5,777,701.47 and accrued interest for the month of \$4,234.76.

Item E is the financial reports as of June 30, 2020 and includes the 3rd Quarter Budget to Actual.

Approval of the Consent Calendar will authorize the transfer of \$4,234.76 accrued interest to the General Fund and a transfer to the First Interstate Bank checking account of \$4,596.56 for general payables.

March, April and May Financial Statements were reviewed by members of the Finance Committee. On April 16 checks totaling \$5,287.10 were mailed, on May 21 checks totaling \$52,426.56 were mailed and on June 18 checks totaling \$5,077.40 were issued.

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

COMMITTEE UPDATES

Finance & Policy – Crosby – Committee met on June 11, 2020 to draft the FY 2021 budget and review Policy #16 regarding the agency administrative fee collected in our urban renewal districts. Both items will be discussed under New Business. Crosby noted the 3rd quarter report shows the Agency is operating under budget and should end the year with a surplus.

District Review – Carstensen – Nothing to report.

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

CITIZEN COMMENTS

None

UNFINISHED BUSINESS

None

NEW BUSINESS

Policy #16 Revision. Fountain stated this policy increases the yearly Administrative Fee to \$25,000, which will allow the Agency to continue operations as we close the Expo, Center Point and East Post Falls Districts in the next few years. As these districts close, it eliminates almost \$100,000 from administrative fees that are used for operating expenses. The administrative fee has not increased since 2012. The policy has been reviewed by Finance & Policy Committee and legal counsel. Commissioner Crosby noted the administrative fee was established in 2010 to offset the Agency administrative costs per Idaho Code. The increase being proposed is a 6% increase over the past 9 years and would be effective July 1, 2020.

Commissioner Crosby made a motion to approve the Revision of Policy #16, seconded by Clemensen. Roll Call Vote: Baltzell – Aye; Carstensen – Aye; Crosby – Aye; Clemensen – Aye. Motion carried.

Budget Workshop. Fountain presented the budget for FY 2021, going through each line item. Finance and Policy Committee has reviewed the budget and increased the marketing and education materials to include brochures which could be distributed at various meetings and open houses to further educate the public on how urban renewal works and update the Agency video.

Commissioner Crosby noted tax increment revenue is projected to go down primarily due to a reduction in the levy rate. The FY 2021 budget highlights the closing of the W. Seltice II URD, which will return \$300,000 in annual tax increment to the various taxing entities. The Agency's operating expenses reflect an expense level of 4% of the annual increment received.

After discussion Commissioner Carstensen made a motion to approve the projected FY 2021 budget and advertise in the press for the Budget Hearing on August 20, 2020. Motion seconded by Clemensen. Roll Call Vote: Baltzell – Aye; Carstensen – Aye; Crosby – Aye; Clemensen – Aye. Motion carried.

STAFF REPORT

Fountain stated the Highway 41 upsizing project was awarded to Razz Construction of Bellingham, WA. Their bid of \$800,672 came in \$40,000 below the engineer's. Work will begin in August and completed this fall. Work continues on the 12th Avenue Lift Station and EQ Basin, completion for that project is expected to be February 2021.

COMMISSIONER COMMENTS

Commissioner Crosby acknowledged the media center and the work they do with our technology and congratulated Kit as she retires.

CHAIRMAN COMMENT

Baltzell stated he is looking forward to an exciting year for urban renewal as we have many things in the pipeline. Things are ever changing with Covid-19, stay safe and healthy.

ADJOURNMENT

Baltzell asked for a motion to adjourn. Commissioner Crosby made the motion, seconded by Carstensen. All in favor by voice vote. Meeting was adjourned at 8:25 am.

Respectfully submitted,



Diane Fountain, Executive Director



Jerry Baltzell, Chairman