

**POST FALLS URBAN RENEWAL MINUTES**  
**January 16, 2020**

CALL TO ORDER, ROLL CALL AND PLEDGE OF ALLEGIANCE

Chairman Jerry Baltzell called the meeting to order at 8:10 a.m. Executive Director Diane Fountain called the roll. Present, in addition to Baltzell were Commissioners Eric Clemensen, Collin Coles, Jame' Davis, Larry Carstensen, Len Crosby and Laura Horn. Crosby led the Pledge of Allegiance.

CEREMONIES, APPOINTMENTS AND ANNOUNCEMENTS

Election of Officers. Article III Section 2 of the Agency By-Laws states officer terms shall be for one year and elections will be held at the Post Falls Urban Renewal Agency's January meeting, with appointments made at that meeting. Chairman Baltzell opened the floor to nominations for Chairman.

Commissioner Crosby nominated Jerry Baltzell as Chairman, seconded by Carstensen. Motion carried by voice vote.

Commissioner Coles nominated Larry Carstensen as Vice-Chairman, seconded by Clemensen. Motion carried by voice vote.

Commissioner Clemensen nominated Len Crosby as Treasurer, seconded by Carstensen. Motion carried by voice vote.

CONFLICT DISCLOSURE

None

CONSENT CALENDAR

Fountain introduced the Consent Calendar. Item A is the Commission Meeting Minutes, December 19, 2019

Item B is the payables for the month totaling \$11,533.46.

Item C is the Bank Activity Report which shows total funds in all accounts of \$4,379,109.89 with accrued interest for the month of \$5,658.89.

Item D is the financial reports as of December 31, 2019 and includes the 1<sup>st</sup> Quarter Budget vs Actual.

Approval of the Consent Calendar will authorize the transfer of \$5,658.89 accrued interest to the General Fund and a transfer to the First Interstate Bank checking account of \$11,533.46 for general payables.

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

## COMMITTEE UPDATES

*Finance & Policy* – Crosby – Financial reports have been reviewed. Committee worked with staff on the Management's Discussion and Analysis for the Audit.

*District Review* – Coles – Nothing new to report.

*Communication, Property and Personnel* – Carstensen – Committee will meet in February to look at 2020 to see any items that need to be addressed.

## CITIZEN COMMENTS

None

## UNFINISHED BUSINESS

None

## NEW BUSINESS

FY 2019 Annual Audit. Toni Hackwith with Anderson Brothers, CPA presented the FY 2019 Audit. As a result of the financial statement audit procedures, two different reports are issued. Audit procedures verified the information reported in the financial package is materially correct. As a result, this audit received an unmodified (clean) opinion.

Baltzell stated when he first came on as Commissioner, the Agency's Audits were not as clean as they have been for the past 10 years. Crosby noted that typically Urban Renewal Agency's have a greater liability base than asset base as borrowed debt is paid down by increment. This is the first year the Agency has been out of a negative balance.

Commissioner Crosby made a motion to accept the FY 2019 Audit as presented, seconded by Coles. Roll Call Vote: Horn – Aye; Crosby – Aye; Carstensen – Aye; Baltzell – Aye; Davis – Aye; Coles – Aye; Clemensen – Aye. Motion carried.

Authorization for newly elected officers to be designated signers. Baltzell asked for a motion to authorize the 2020 elected officers as authorized signers for all financial transactions, including checking and savings accounts and Bank Certificates of Deposit, real property transactions and authorize Executive Director Diane Fountain to have access to all account balances and month end statements information for internal funds management purposes.

Commissioner Coles made the motion, seconded by Crosby. Roll Call Vote: Horn – Aye; Crosby – Aye; Carstensen – Aye; Baltzell – Aye; Davis – Aye; Coles – Aye; Clemensen – Aye. Motion carried.

## STAFF REPORT

Fountain stated conflict disclosure letters have been distributed, once completed they will be sent to the Mayor.

Reminder of the City Council Workshop on the Future Land Use Map/Comp Plan will be Tuesday, January 28<sup>th</sup> from 5:30 pm to 7:30 pm in the Community Room at the Post Falls Police Department.

A workshop has been scheduled for February 11, 2020 @ 8:00 am. City staff will give a presentation on Impact Fees and Fountain will present the 2019 Annual Report which will then be presented to City Council on February 18, 2020. The proponents of the Technology Park have been invited to attend and provide an update.

#### COMMISSIONER COMMENTS

None

#### CHAIRMAN COMMENT

Baltzell thanked the Commission for serving the community and staff for leadership.

#### ADJOURNMENT

Baltzell asked for a motion to adjourn. Commissioner Clemensen made the motion, seconded by Crosby. All in favor by voice vote. Meeting was adjourned at 8:35 am.

Respectfully submitted,



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Diane Fountain, Executive Director



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Jerry Baltzell, Chairman