



**Communication, Property & Personnel
Committee**

May 7, 2024 – 8:00 a.m.
Chamber Conference Room
201 E 4th Avenue, Post Falls, ID

1. Call to Order, Commissioner Roll Call
2. Conflict Disclosure
3. 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.
4. Community Outreach/Education
5. FY 2025 Budget Items **ACTION ITEM**
6. Executive Session – Idaho Code 74-206(1)(b) to consider evaluation of an employee, staff member or individual agent. **ACTION ITEM**
7. Recommendation to Finance Committee regarding staff compensation. **ACTION ITEM**
8. 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
Communication, Property & Personnel Committee**

May 7, 2024 – Post Falls Chamber Building - Conference Room

CALL TO ORDER, ROLL CALL

Chairman Melissa Hjeltness called the meeting to order at 8:03 a.m. Present in addition to Hjeltness were Commissioners Christi Fleischman, Pat Leffel and Executive Director Joseph Johns.

CONFLICT DISCLOSURE

None

CITIZEN COMMENT

None

Community Outreach/Education. Johns provided the committee members with office printed copies of a tri-fold brochure and FAQ sheet the Agency has utilized as informational handouts for many years. The content of each document has been kept current as needed. Chairman Hjeltness asked for clarification of who was the intended audience is. Johns would like to update the materials in anticipation of attending and participating in more local events with opportunities to engage the business community and general public. Commissioner Fleischman addressed the need for community education and suggested a re-write and reformat of the materials to remove blank spaces, utilize an online low/zero cost digital design collective, and to clearly identify the "Agency" to the readers. Fleischman volunteered to review the documents and provide recommendations to make the documents more current. Committee discussion included the consideration of additional materials and methods of providing clear and accurate information about urban renewal in Post Falls. Hjeltness recommended including more pictures of funded projects the community is familiar with to help them identify the value of urban renewal. Commissioner Leffel recommended including information about the success of closed districts. Additional various recommendations were made, including highlighting unused surplus funds rebated to the taxing districts, stories about successes beyond the Greensferry Overpass on the website, and Agency participation in the creation of the Beck Road interchange. Fleischman recommended the Agency consider acquiring an inexpensive "X-frame" banner with stand for use at Chamber functions and events where the Agency is represented. Johns is to provide the current handout information to Fleischman in digital format for her to use generating some new sample material for further consideration by the Committee and Commission.

FY2025 Budget Items. Budgeted and actual operating expenses for fiscal years 2021 to the present were provided for review. Johns also provided an updated list of tangible personal property pertaining to the Agency's office furniture and equipment, including acquisition dates as applicable. A brief review of projected FY25 operating expenses (non-personnel) was made by Johns with members providing suggestions for adjustments. To address the Agency's intent to increase community outreach/education efforts the Marketing and Education budget line was increased from \$0 to \$3,000. Computer Software expenses continue to increase annually due to QuickBooks. Migrating the Agency's bookkeeping to the online version of QuickBooks is required to keep the expense from increasing even more than proposed. Office equipment decreased after updating computer equipment the prior year. Johns would like to replace an aging standing desk converter. A decrease in the Telephone and Internet budget line by cutting the Annual Zoom License was suggested after discussion about returning to the utilization of the free version. The Meetings budget line was increased to facilitate Johns' attendance to more community business events like the Connect4Lunch functions put on by the Chamber of Commerce. Fleischman sought clarification on the Website Design, Hosting and Maintenance budget line from

Johns. Zero "maintenance" costs have been incurred but are included in the budget for potential "in case of" events that would necessitate such costs.

Commissioner Fleischman made a motion to approve the projected FY25 operating expenses (non-personnel) for recommendation to the Finance & Policy Committee, seconded by Hjeltness. All in favor by voice vote. Motion carried.

EXECUTIVE SESSION

Commissioner Fleischman made a motion to enter into executive session at 8:57 a.m. pursuant to Idaho Code 74-206(1)(b) to consider evaluation of an employee, staff member or individual agent. And further that no final action or making of any final decision shall be made in the Executive Session, and that the Executive Session shall last no longer than 15 minutes. Hjeltness seconded the motion. Roll Call: Fleischman – Aye; Hjeltness – Aye; Fleischman – Aye. Motion carried.

Executive Session ended at 9:05 a.m.

Recommendation to Finance Committee regarding staff compensation. Commissioner Fleischman made a motion that the Communication, Property & Personnel Committee recommend to the Finance & Policy Committee a three percent (3%) increase to the Executive Directors salary (Employee Wages) as a COLA for FY2025, seconded by Leffel. All in favor by voice vote. Motion carried.

ADJOURNMENT

Meeting was adjourned @ 9:06 a.m.

Respectfully submitted,



Joseph Johns, Executive Director



Melissa Hjeltness, Chairman