



Post Falls Urban Renewal Agency  
June 20, 2024 Meeting Agenda  
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. Commission Meeting Minutes, May 16, 2024
  - b. Payables
  - c. Bank Activity Report
  - d. Financial Reports
5. Committee Updates
  - a. Finance and Policy – Crosby
  - b. District Review - Coles
  - c. Communications, Property & Personnel - Hjeltness
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
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**

**June 20, 2024**

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

Treasurer Len Crosby called the meeting to order at 9:00 a.m. Executive Director Joseph Johns called the roll. Present, in addition to Crosby were Commissioners Collin Coles, Melissa Hjeltness, Pat Leffel and Eric Clemensen. Counselor Pete Bredeson was also present. Leffel led the Pledge of Allegiance. Commissioners Christi Fleischman and Jamè Davis were absent.

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

Johns announced that City Engineer Bill Melvin retired effective Friday, June 14, 2024. Rob Palus has been promoted to the position of City Engineer.

### **CONFLICT DISCLOSURE**

None

### **CONSENT CALENDAR**

Johns introduced the Consent Calendar. Item A in the Consent Calendar is the Commission Meeting Minutes, May 16, 2024

Item B is the payables for this month totaling \$7,209.75.

Item C is the Bank Activity Report which shows total funds in all accounts of \$2,667,953.79 and accrued interest for the month of \$6,330.20.

Item D is the Financial Reports as of May 31<sup>st</sup>.

Approval of the consent calendar will authorize a transfer of \$7,209.75 to the First Interstate Checking Account for the monthly payables and \$6,330.20 accrued interest to the General Fund

Crosby asked for a motion to approve the Consent Calendar as presented and discussed. Commissioner Coles made the motion, seconded by Leffel. All in favor by voice vote. Motion carried.

### **COMMITTEE UPDATES**

Finance & Policy – Crosby: Met on June 17<sup>th</sup> to review the FY2025 budget and recommended scheduling a Budget Workshop on July 9, 2024, according to the availability of the Commission members. Also reviewed interest earnings to date on funds in the Local Government Investment Pool accounts which are averaging 5.25% for the year. The income being received is largely offsetting the Agency's operating expenses. In August we will publish the budget for public review and will hold a public hearing on the budget as part of the August 15, 2024, Commission meeting.

District Review – Coles: Met this morning and discussed the Millworx Project engineer's estimated costs as well as revisions to the Agency's OPA to include smaller projects. The committee consensus was to have additional commission discussion on the estimated costs and the funding of smaller projects at the upcoming workshop.

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

## CITIZEN COMMENTS

None

## UNFINISHED BUSINESS

None

## NEW BUSINESS

None

## STAFF REPORT

The Agency has provided the State Tax Commission with the status of our urban renewal districts as required annually by June 1st.

According to Bob Seale, Community Development Director, the Community Development Department by way of the Planning Division is taking a multipronged approach to the Comp Plan update. RFP's for a Fiscal Impact Analysis and a Housing Needs Assessment have been issued. These two reports/studies will help inform the content of the Comp Plan as it relates to the Housing Section and the overall development strategy to implemented by the city. The two RFP's were set to close June 17<sup>th</sup>. A multi-departmental committee will review the Proposals and make a recommendation to Council for approval. Once the two studies are underway, the City will issue a 3<sup>rd</sup> RFP seeking a Comp Plan consultant to bring on and ultimately tie in the FIA and HNA studies into the updated Comp Plan. It was noted in the RFP's for the FIA and HNA that the selected consultant would be expected to coordinate their findings with the selected Comp Plan consultant. The first two studies are expected to kick off late summer and the Comp Plan RFP to go out in September. Crosby asked if a timeframe had been given for completing the preliminary studies. Johns replied that he would have to look into it and report back to the Commission. Crosby stated that outcome of the studies would be very useful in determining future goals for urban renewal.

Idaho County's Risk Management Program (aka ICRMP) annual insurance premium for FY2025 is going up 20% to \$4,192 as a result of increases in claims costs, property values, and the difficult reinsurance market. This change of costs will be reflected in the proposed FY25 budget to be discussed at during the Budget Workshop on July 9<sup>th</sup>.

A message received from Jeff Bornholdt, of GVD Partners, in the Post Falls Technology District, informs that they are pushing hard towards the completion of the public improvements this summer, or early fall, and anticipate seeking reimbursement shortly after receiving the City's acceptance of the completed work – possibly as early as August.

In the Downtown District the construction of the Idaho/4<sup>th</sup> roundabout is progressing quickly with the completion of the work expected in July. A revised engineer's estimate of costs that includes the public art component has been considered by the District Review Committee and will proceed for review by the full commission, as part of an addendum to the OPA with A&A Construction, at the upcoming Commission Workshop scheduled for July 9<sup>th</sup>. Crosby asked if the initial request for reimbursement in the Post Falls Technology District would include the Prairie/Fennecus roundabout or work on the commercial development site. Johns replied the reimbursement is expected to be associated with the Prairie/Zorros roundabout and frontage improvements along Prairie, and possibly the public right-of-way within their development boundary. Commissioner Leffel asked if the agency had a projection on the

amount of reimbursement to be requested in the Post Falls Technology District. Johns responded the amount isn't known. The Agency does have estimated project costs from 2018-2019 but those numbers are very dated.

COMMISSIONER COMMENTS

None

CHAIRMAN COMMENT

None

ADJOURNMENT

Crosby asked for a motion to adjourn. Commissioner Clemensen made the motion, seconded by Coles. All in favor by voice vote. Meeting was adjourned at 9:14 am.

Respectfully submitted,



Joseph Johns, Executive Director



Jame Davis, Chairman - Len Crosby, Treasurer