



Post Falls Urban Renewal Agency
October 17, 2024 Meeting
9:00 am, Post Falls City Hall

Amended Agenda

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 Minutes, September 19, 2024
 - b. Commission Workshop Minutes, September 19, 2024
 - c. Communication, Property & Personnel Committee Minutes, September 26, 2024
 - d. Payables
 - e. Bank Activity Report
 - f. 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
 - a. 4th Addendum to Agency Policy #7 – Minor Projects Program **ACTION ITEM**
 - b. Public Representation Materials & Information
8. New Business
 - a. Internet Service Provider Agreement **ACTION ITEM**
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

October 17, 2024

CALL TO ORDER, ROLL CALL AND PLEDGE OF ALLEGIANCE

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

CEREMONIES, APPOINTMENTS AND ANNOUNCEMENTS

None

CONFLICT DISCLOSURE

Chairman Davis informed the Commission of a conflict of interest with the New Business agenda item titled Intermax Service Provider Agreement and would abstain from any discussion or action on the matter.

CONSENT CALENDAR

Johns introduced the Consent Calendar. Item A in the Consent Calendar is the Commission Meeting Minutes, September 19, 2024

Item B is the Commission Workshop Minutes, September 19, 2024

Item C is the Communication, Property & Personnel Committee Minutes, September 26, 2024

Item D is the payables for this month totaling \$7959.50

Item E is the Bank Activity Report which shows total funds in all accounts of \$2,957,788.43 and accrued interest for the month of \$7,066.51

Item F is the financial reports as of September 30, 2024.

Approval of the consent calendar will authorize a transfer of \$7,959.50 to the First Interstate Checking Account for the monthly payables and \$7,066.51 accrued interest to the General Fund.

Davis asked for a motion to approve the Consent Calendar as presented. Commissioner Coles made the motion, seconded by Leffel. Roll Call Vote: Clemensen – Aye; Fleischman – Aye; Hjeltness – Aye; Crosby – Aye; Leffel – Aye; Davis – Aye; Coles – Aye. Motion carried.

COMMITTEE UPDATES

Finance & Policy – Crosby – Reviewed the current standing of the budget and the statements underlying the financial reports without finding any problems.

District Review – Coles – Nothing to report.

Communication, Property and Personnel – Hjeltness – The committee met on September 26th to discuss the public outreach materials being presented today and also discussed the IT system and equipment.

CITIZEN COMMENTS

None

UNFINISHED BUSINESS

4th Addendum to Agency Policy #7 – Minor Projects Program. Johns informed the Commission that the 4th Addendum to Agency Policy #7 was drafted by Counselor Bredeson as directed during the September 19th Commission Workshop. Bredeson added that the concept was approved by a roll call vote at the September 19th Commission Workshop. He then converted the concept language to the policy addendum format. Davis asked Bredeson for clarification on the action needed. Bredeson recommended a motion to vote on it. Davis asked for a motion to approve the 4th Addendum to Agency Policy #7. Crosby made the motion, seconded by Clemensen. Roll Call Vote: Leffel – Aye; Crosby – Aye; Fleischman – Aye; Hjeltness – Aye; Coles – Aye; Davis – Aye; Clemensen – Aye. Motion carried.

Public Representation Materials & Information. The latest draft of a tri-fold brochure intended to inform the public about Post Falls Urban Renewal was presented. Additionally, the Agency's logo has been "refreshed" to update it to reflect current trends. The materials were previously considered by the Communication, Property & Personnel Committee at their September 26th meeting. The revisions suggested by the CPP members were incorporated into the materials presented to the Commission. Johns thanked Commissioner Fleischman for volunteering to lead this effort with her expertise and experience. Pending any further content revisions or design adjustments, Johns would like to begin using the materials with the public as soon as possible. Crosby stated the brochure is an excellent upgrade, being very clear and straight forward. If somebody takes the time to read it, they will better understand urban renewal. Crosby and Coles commended Fleischman on doing good job with it.

NEW BUSINESS

Internet Service Provider Agreement. Johns introduced the service agreement through Intermax Networks to provide internet service to the Agency's office. The agreement has been reviewed by Counselor Bredeson and includes several minor revisions that have been approved by Intermax Networks in-house legal counsel. The agreement adheres to the Agency's Office Lease Agreement to utilize the same service provider as the Chamber of Commerce. Johns asked for authorization to sign the agreement. Crosby commented that his review of the document resulted in the opinion that the Agency's security would be improved with the new service. Crosby made a motion to approve the agreement, seconded by Coles. Roll Call Vote: Clemensen

– Aye; Fleischman – Aye; Hjeltness – Aye; Crosby – Aye; Leffel – Aye; Coles – Aye; Davis – Abstained. Motion carried.

STAFF REPORT

Construction of Trade Avenue and Zorros Road in the Prairie Crossing commercial development, a part of the PF Technology District continues to move forward. Johns visited the project area on October 15th and was able to collect a variety of pictures of the area for future reference purposes.

The City is seeking letters of support to include in a grant application they are preparing for the widening of Prairie Avenue to a 5-lane Principal Arterial with urban improvements, between Greensferry Road and Cecil Road, a portion of which is in the Post Falls Technology District. A draft letter has been provided to the Agency with a signature line for the Commission Chairman.

At the September 19th Commission Workshop, a request was made to query the City about any grant opportunities being pursued in the Pleasant View District. City Administrator Shelly Enderud has said the city is continuing to develop an EDA marketing plan that could provide for up to \$4 MILLION based on matching fund support. They are approximately 50-60% through the process and working with the Metts Group.

The FY2024 Audit process is now underway with documentation being provided to Alpine Summit CPAs per their request.

COMMISSIONER COMMENTS

Crosby requested that each of the City Council members receive a copy of the tri-fold brochure well before the scheduled November 19, 2024, Joint Workshop.

CHAIRMAN COMMENT

None

ADJOURNMENT

Davis asked for a motion to adjourn. Commissioner Crosby made the motion, seconded by Coles. All in favor by voice vote. Meeting was adjourned at 9:12 am.

Respectfully submitted,



Joseph Johns, Executive Director



Jame Davis, Chairman