



Post Falls Urban Renewal Agency
November 21, 2024 Meeting
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 Minutes, October 17, 2024
 - b. Finance & Policy Committee Minutes, October 17, 2024
 - c. Payables
 - d. Bank Activity Report
 - e. 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
 - a. Owner Participation Agreement, 3rd Addendum – A&A Construction, Inc. (Downtown District) **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

Jamè Davis, Chairman

**POST FALLS URBAN RENEWAL
Finance & Policy Committee**

October 17, 2024 – Post Falls Chamber Building - Conference Room

CALL TO ORDER, ROLL CALL

Chairman Len Crosby called the meeting to order at 9:30 a.m. Present in addition to Crosby were Commissioners Christi Fleischman, Eric Clemensen and Executive Director Joseph Johns.

CONFLICT DISCLOSURE

None

CITIZEN COMMENT

None

FY 2024 EOY Budget Summary. Johns provided an overview of the FY2024 Budget vs. Actual Report. Budgeted total operating expenses were \$145,259.00. The October 2023 through September 2024 actual operating expenses totaled \$113,045.38 resulting in a balance of \$32,213.62 returning to the General Fund.

FY 2024 Audit Status. The FY2024 audit process has commenced. All available supporting information has been provided as requested by Alpine Summit CPAs. The auditor's site visit has been scheduled for November 12th & 13th.

FY2025 IT/Networking Budget Impact Update. Hardware and service costs associated with the implementation of a separate local area network for the Agency office were presented. The unanticipated FY2025 costs are a result of IT/Networking service provider changes by the Chamber of Commerce. Commissioner Fleischman recommended moving the agency's email to its own mail service, away from Gmail, for security purposes. Johns will make further inquiries to identify the available options.

Joint Workshop Topics – Discussion. Johns provided a brief review of a discussion with City staff about potential Joint Workshop topics including new districts, public art, the Pleasant View URD, the Downtown URD, and topics of interest by the City Council. Potential new district areas include the East Seltice Way corridor, property northeast of the current Post Falls Technology District boundary, and property located west of the former Riverbend URD. Crosby would like the Joint Workshop to include a brief presentation on a potential new district along East Seltice Way. Committee members agreed that it would be beneficial for the City to create a Council approved public arts commission and establish guidelines for it. The Urban Renewal Commission would then consider allocating funds for art projects the public arts commission approves in the urban renewal districts. Crosby would also like to receive input from the City on the areas where they see opportunities for urban renewal as they work through the Comprehensive Plan.

District Fund Status Update. Johns reported on the current fund balance for each of the three (3) active urban renewal districts. As of September 30, 2024, the PF Technology District balance is \$1,723,152.07, the Downtown District balance is \$1,036.90, and the Pleasant View District balance is 0\$. Based on the initial 2024 assessment/tax year property valuations and an estimated 2024 levy rate the projected FY2025 tax increment remittances will be approximately \$1,890,000. The PF Technology District is projected to have a FY24 tax increment of \$1,128,000, the Downtown District is projected at

\$750,000 and the Pleasant View District is projected at \$12,400. The Agency's Administrative Fee for FY2025 continues to be \$25,000/district.

ADJOURNMENT

Commissioner Clemensen made a motion to adjourn, seconded by Fleischman. All in favor by voice vote. Motion carried.

Meeting was adjourned @ 10:40 a.m.

Respectfully submitted,

Joseph Johns, Executive Director

Len Crosby, Chairman

1:00 PM

11/18/24

Post Falls Urban Renewal Agency - In-House
Unpaid Bills Detail
As of November 21, 2024

Type	Date	Num	Due Date	Aging	Open Balance
Alpine Summit CPA's					
Bill	10/31/2024	12666	11/30/2024		4,000.00
Total Alpine Summit CPA's					4,000.00
Bredeson Law Group					
Bill	11/16/2024	1220	12/16/2024		812.50
Total Bredeson Law Group					812.50
Canon Solutions America, Inc.					
Bill	11/01/2024	6009840980	12/01/2024		23.89
Total Canon Solutions America, Inc.					23.89
Mastercard					
Bill	11/01/2024	4518-Nov2024	12/01/2024		971.40
Total Mastercard					971.40
TOTAL					5,807.79

PAYROLL 6,585.03

12,392.82

Bank Activity Report

October 2024

Cash Section

Checking: First Interstate

Beginning Balance		\$	14,980.99
Deposits	\$	40,836.98	
Withdrawals	\$	(45,022.77)	
Ending Balance		\$	10,795.20
Outstanding Checks	\$	(1,322.84)	
Account Balance		\$	9,472.36

Idaho Central CU - Savings

Beginning Balance		\$	25.00
Interest			
Ending Balance		\$	25.00

Investment Section

LGIP General Fund 1829

Beginning Balance		\$	1,286,792.38
Contributions	\$	12,533.53	
Withdrawals	\$	(15,949.50)	
Ending Balance		\$	1,283,376.41
Outstanding Transfer			
Account Balance		\$	1,283,376.41

LGIP Capital Improvements 1910

Beginning Balance		\$	1,661,499.29
Contributions	\$	31,953.39	
Withdrawals	\$	(7,066.51)	
Ending Balance		\$	1,686,386.17
Outstanding Transfer			
Account Balance		\$	1,686,386.17

Total Funds All Accounts:

\$ 2,979,259.94

October

	Interest
State Pool - LGIP 1910	\$ 7,129.48
Total	<u>\$ 7,129.48</u>

Post Falls Urban Renewal Agency - In-House

Balance Sheet

As of October 31, 2024

	<u>Oct 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
First Interstate Bank- Checking	9,472.36
LGIP1829-General Fund	1,283,376.41
LGIP1910-Capital Improvements	1,686,386.17
Savings - Idaho Central CU	25.00
Total Checking/Savings	<u>2,979,259.94</u>
Other Current Assets	
Accounts Receivable - Taxes	7,075.00
FMV - State Investment Pool	4,184.00
Interest Receivable	15,308.00
Prepaid Insurance	3,544.00
63410 · Lease Interest	310.00
63420 · Lease Principal	7,680.00
Total Other Current Assets	<u>38,101.00</u>
Total Current Assets	<u>3,017,360.94</u>
TOTAL ASSETS	<u>3,017,360.94</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Accrued Vacation Payable	2,735.58
Deferred Increment Revenue	5,780.00
24000 · Payroll Liabilities	
ID- Unemployment Payable	13.80
24000 · Payroll Liabilities - Other	3,105.59
Total 24000 · Payroll Liabilities	<u>3,119.39</u>
Total Other Current Liabilities	<u>11,634.97</u>
Total Current Liabilities	<u>11,634.97</u>
Total Liabilities	11,634.97
Equity	
Committed Fund Balance	1,349,484.00
Nonspendable Fund Balance	3,544.00
32000 · Unrestricted Net Assets	1,631,538.40
Net Income	21,159.57
Total Equity	<u>3,005,725.97</u>
TOTAL LIABILITIES & EQUITY	<u>3,017,360.94</u>

10:48 AM

Post Falls Urban Renewal Agency - In-House

11/07/24

Profit & Loss

Accrual Basis

October 2024

	Oct 24	Oct 24
Ordinary Income/Expense		
Income		
Downtown District	24,152.24	24,152.24
Interest	12,534.13	12,534.13
Post Falls Technology District	734.64	734.64
Total Income	37,421.01	37,421.01
Gross Profit	37,421.01	37,421.01
Expense		
Computer Software	6.00	6.00
Website Design, Hosting & Maint	349.95	349.95
62140 · Legal Fees	1,006.25	1,006.25
62890 · Rent	7,990.00	7,990.00
65030 · Printing and Copying	12.27	12.27
66000 · Payroll Expenses	6,896.97	6,896.97
Total Expense	16,261.44	16,261.44
Net Ordinary Income	21,159.57	21,159.57
Net Income	21,159.57	21,159.57

Fund Reconciliation:

10/31/2024

QB

First Interstate - Checking	GF	\$	9,472.36	
LGIP - 1829	GF	\$	1,283,376.41	
LGIP - 1910	CIP	\$	1,686,386.17	
Savings - Idaho Central CU	GF	\$	25.00	
Total				\$ 2,979,259.94

FUNDS

General Fund	GF	\$	1,292,873.77	
Capital Improvement Fund	CIP	\$	1,686,386.17	
Total				\$ 2,979,259.94

C.I. Fund Allocation:

Pleasant View	\$	(62,689.68)
Downtown	\$	25,189.14
PF Technology	\$	1,723,886.71
	\$	1,686,386.17

Post Falls Urban Renewal Agency

Increment Received District Obligation Balance

	<u>Pleasant View</u>	<u>Downtown</u>	<u>PF Tech Dist.</u>	<u>Total</u>
<i>Termination Date</i>	<i>2041</i>	<i>2041</i>	<i>2038</i>	
Sep-24	-	1,036.90	-	1,036.90
Oct-24	-	24,152.24	734.64	24,886.88
Nov-24				-
Dec-24				-
Jan-25				-
Feb-25				-
Mar-25				-
Apr-25				-
May-25				-
Jun-25				-
Jul-25				-
Aug-25				-
Sep-25				-
Total YTD	-	25,189.14	734.64	25,923.78

Approved Obligation	-	6,035,511.02	-	6,035,511.02
Obligation Balance @ 9/30/24	-	4,986,819.73	-	4,986,819.73
Carry over @ 9/30/24	(62,689.68)	1,036.90	1,723,152.07	1,661,499.29

THIRD ADDENDUM TO OWNER PARTICIPATION AND REIMBURSEMENT
AGREEMENT

This Third Addendum to Owner Participation and Reimbursement Agreement (hereinafter “Third Addendum”) is entered into as of the dates set forth below by and between the Post Falls Urban Renewal Agency, an Idaho urban renewal agency, 201 E. 4th Avenue, Post Falls, Idaho 83854 (hereinafter “PFURA”), and A&A Construction & Development, Inc., a Washington corporation, 621 W. Mallon Avenue, Suite 509, Spokane, Washington 99201 (hereinafter “A&A”).

RECITALS:

WHEREAS, PFURA is an Idaho urban renewal agency created by and existing under the authority of and pursuant to the laws of the State of Idaho.

WHEREAS, in 2021 the City Council of the City of Post Falls, Idaho (hereinafter the “City”) adopted the Downtown District Urban Renewal Plan (hereinafter the “Plan”) establishing the Downtown District Revenue Allocation Area (hereinafter the “District”).

WHEREAS, on October 20, 2022 A&A executed an Owner Participation and Reimbursement Agreement (hereinafter the “OPA”) with PFURA to construct projects in connection with the Plan in exchange for reimbursement from tax increment revenues generated in the District.

WHEREAS, in August of 2023 the City adopted Ordinance No. 1490 which in part amended the Plan to specifically list improvements to the 4th Avenue and Idaho Street intersection comprising a traffic roundabout and related improvements (hereinafter the “Project”) as a Plan project.

WHEREAS, in December of 2023 PFURA and A&A executed a First Addendum to amend the OPA so that the Project was included as an Agency Funded Public Improvement as that term is defined in the OPA. A Second Addendum was executed in July of 2024 to include updated cost figures, soft costs and a public art component as part of the Project.

WHEREAS, A&A has recently requested an extension of the Agency Funded Public Improvements completion date to January 1, 2029. A&A has also agreed to participate in the Agency’s recently implemented Minor Projects Program, which is documented and described in the current version of Agency Policy #7 along with the Fourth Addendum thereto.

NOW THEREFORE, in consideration of the above Recitals, the mutual covenants and agreements set forth herein and the benefits to be derived therefrom, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged:

1. Agency Funded Public Improvements Completion Date. The Agency Funded Public Improvements completion date set forth in Section 4.6 of the OPA is hereby changed from January 1, 2025 to January 1, 2029.
2. Reimbursement of Participant Advances. Sections 6.2 and 6.3 of the OPA are hereby amended to read as follows:

“6.2. It is the understanding of the Parties that tax increment revenues received by the Agency for the District will first be used in the following manner and order:

- 6.2.1. Repayment of any debt of the District disclosed to the Participant upon the execution of this Agreement.
- 6.2.2. Payment of the Participant’s annual contribution to the administrative costs of the Agency as established in the Agency’s annual budget, and applicable equally to each participant.
- 6.2.3. Payment of extraordinary administrative and/or legal costs associated with the District according to Agency Policy No. 16.
- 6.2.4. Payments deemed necessary by the Agency to establish a “Debt Service Reserve Account” for any debt disclosed in Section 6.2.1 above.
- 6.2.5. For the reimbursement of minor projects selected and approved by the Agency that promote District Plan objectives and are authorized by such Plan, not to exceed fifteen percent (15%) of the tax increment funds that have been received from the District.
- 6.2.6. Reimbursement of other proponents in the District that have orders of approval that predate the order of approval authorizing the Participant’s reimbursement, or in the case of City funded improvements that the Agency has received invoices for before issuance of the Participant’s order of approval.
- 6.2.7. Reimbursement of Participant Advances in accordance with Agency Policies.

6.3. The Participant acknowledges that the Agency has provided the Participant with copies of the Agency’s Policies concerning the use of tax increment revenue and cost reimbursement, which the Participant agrees to be bound by, including but not limited to Policy No. 7 and the Second, Third and Fourth Addendums to Policy No. 7, which establish revised reimbursement parameters for Urban Renewal Districts created after January 1, 2021, Policy No. 18 governing reimbursement for “soft costs” and Policy No. 28 regarding reimbursement of borrowing costs. Reimbursement of Participant Advances for Agency Funded Public Improvements shall be made in full compliance with all of the Agency’s Policies.”

3. Remainder of the OPA. The other terms of the OPA along with the First and Second Addendums shall remain in full force and effect unless amended by this Third Addendum or any other valid modifications executed by the parties.

POST FALLS URBAN RENEWAL AGENCY

Jamè Davis, Chairperson

Date

A&A CONSTRUCTION & DEVELOPMENT, INC.



William J. Lawson, President

10/28/24
Date