



Post Falls Urban Renewal Agency
February 20, 2020 Meeting
8:00 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, January 16, 2020
 - b. Commission Workshop Minutes, February 11, 2020
 - c. Communications, Property & Personnel Committee Minutes, February 11, 2020
 - d. Payables
 - e. Bank Activity Report
 - f. Financial Reports
 - g. Amendment to Agency By-Laws
5. Committee Updates
 - a. Finance and Policy – Crosby
 - b. District Review - Coles
 - c. Communications, Property & Personnel - Carstensen
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. Approval of Semi-Annual Proponent Reimbursements **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
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 1st 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 28th 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,

Diane Fountain, Executive Director

Jerry Baltzell, Chairman

POST FALLS URBAN RENEWAL Workshop Minutes

February 11, 2020 – City Hall (Basement Conference Room)

CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE

Chairman Jerry Baltzell called the meeting to order at 8:00 a.m. Executive Director Diane Fountain called the roll. Present in addition to Baltzell were Commissioners Larry Carstensen, Len Crosby, Collin Coles, Eric Clemensen and Jame' Davis. Commissioner Laura Horn had an excused absence. Also, in attendance was Pete Bredeson, Don Bachelor of BGI, Bob Seale, Shelly Enderud and Bill Melvin. Baltzell led the Pledge of Allegiance.

CONFLICT DISCLOSURE

None

CITIZEN COMMENT

None

Presentation by City Staff on Impact Fees. Bill Melvin gave a presentation on the Impact Fee Schedule in Post Falls walking through the methodology behind the changes and answered questions regarding the fees. Impact fees were originally adopted in 2008 with a goal for growth to pay for itself. City Departments have updated their CIP list and are in the process of implementing new fees. There will be an open house for the public to comment before it goes to Council for approval. **The Presentation is attached.**

2019 Annual Presentation. Director Fountain presented the 2019 Annual Report as required by Idaho Code, noting a public notice was published in the CDA Press on February 28th and no letters of comment had been received. The report will be presented to City Council on February 18, 2020.

Commissioner Clemensen made a motion to accept and file the Annual Report as presented, seconded by Davis. Motion carried by voice vote.

Chairman Baltzell noted that he spoke with CDA Press Editor Mike Patrick regarding an editorial that was in the Press last week to regarding the naming of the Greensferry Overpass which was dedicated to all those who serve. With the possible formation of a new urban renewal district, there may be opportunities in the future for the City of Post Falls to recognize Mayor Clay Larkin for his dedication and service to the community.

Staff Report. Attorney Bredeson has proposed amendments to the Agency By-Laws to reflect recent legislative changes. In Article II, Sections 3 and 4, the Mayor now fill vacancies for unexpired terms with the advice and consent of the City Council. Also, the City Council decides if a Commissioner should be removed from office. Article IV also needs to be amended to reflect the relatively new online meeting and agenda notice requirements. The amended By-Laws will be included in the Consent Calendar next Thursday for approval.

Fountain stated that she and Commission Crosby met with City Staff yesterday to go over the Scope of Work from Welch/Comer and The Metts Group on the City Center Master Plan update. URA involvement will be incorporated throughout the scope so we are clearly working together toward one common goal. There will be a steering committee which will consist of 5-10 people (City staff,

elected &/or appointed officials). To represent the Agency, Fountain suggested she and Commission Crosby sit on the steering committee. There will be an Open House at the Q'emiln Trailhead Event Center in March where community input will be taken on the City Center Master Plan. The scope of work will go to City Council on February 18, 2020.

Commissioner Comments

Commissioner Crosby stated the Impact Fee Presentation by City Staff was well done.

Adjournment. Baltzell asked for a motion to adjourn. Commissioner Crosby made the motion, seconded by Coles. All in favor by voice vote. Meeting was adjourned at 9:20 am.

Respectfully submitted,

Diane Fountain, Executive Director

Jerry Baltzell, Chairman

**POST FALLS URBAN RENEWAL
Communication, Property & Personnel Committee**

February 11, 2020 – Basement Conference Room @ City Hall

CALL TO ORDER, ROLL CALL

Chairman Larry Carstensen called the meeting to order at 9:25 a.m. Present in addition to Carstensen was Commissioner Jame' Davis and Collin Coles.

CONFLICT DISCLOSURE

None

CITIZEN COMMENT

None

Agency Website Update. Director Fountain stated she is working with Shelly @ Zolmedia on upgrading the Agency website for security purposes. The FY 2020 Budget includes \$1,000 for the update. Once completed, a security license would be purchased for \$45/year or \$80 for 2 years which would be included in the yearly budget moving forward.

Discuss Upcoming Office Needs. Committee discussed office needs. Staff will purchase a paper shredder to destroy confidential materials. The monies are available in the current budget for office supplies.

EXECUTIVE SESSION

Commissioner Davis made a motion to enter into executive session at 9:30 am pursuant to Idaho Code Section 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 10 minutes. Coles seconded the motion. Roll Call: Carstensen – Aye; Davis – Aye; Coles - Aye. Executive Director, Diane Fountain excused herself. Executive Session ended at 9:35 am.

Recommendation to Finance Committee regarding staff compensation. Commissioner Davis made a motion to recommend to Finance Committee staff compensation for FY 2021 as discussed in Executive Session, seconded by Coles. All in favor by voice vote.

Meeting was adjourned @ 938 am.

Respectfully submitted,

Diane Fountain, Executive Director

Larry Carstensen, Chairman

Post Falls Urban Renewal Agency - In-House Unpaid Bills Detail As of February 20, 2020

Type	Date	Memo	Open Balance
Anderson Bros. CPA's, P.A.			
Bill	01/31/2020	FY 2019 Audit	1,193.75
Total Anderson Bros. CPA's, P.A.			1,193.75
Bredeson Law Group			
Bill	02/12/2020	Legal Services 1/27/20 to 2/11/20	1,325.00
Total Bredeson Law Group			1,325.00
Canon Solutions America, Inc.			
Bill	02/01/2020	Copier Usage 01/01 - 01/31/20	9.36
Total Canon Solutions America, Inc.			9.36
Coeur d' Alene Press			
Bill	01/28/2020	Legal Ad - Annual Report	35.65
Total Coeur d' Alene Press			35.65
J. Thayer Company			
* Bill	02/13/2020	Paper Shredder	49.54
Total J. Thayer Company			49.54
State Insurance Fund			
Bill	02/05/2020	Installment Premium 01/01/2020 - 01...	150.00
Total State Insurance Fund			150.00
Verizon Wireless			
Bill	02/19/2020	Office Phone 12/28/19 - 01/27/20	73.91
Total Verizon Wireless			73.91
VISA			
Bill	01/27/2020	Postage - Year End Reporting	5.25
Total VISA			5.25
Washington Trust Bank			
Bill	02/01/2020	Payment #10	469,000.00
Total Washington Trust Bank			469,000.00
Welch/Comer			
* Bill	02/13/2020	Expo/Center Point	2,600.00
Total Welch/Comer			2,600.00
TOTAL	* Additional Bills Received		474,442.46

PAYROLL

5653.86
 480,096.32

Bank Activity Report

January 2020

Cash Section

Checking: First Interstate

Beginning Balance		\$	10,649.99
Deposits	\$	2,903,649.16	
Withdrawals	\$	(2,903,622.37)	
Ending Balance		\$	10,676.78
Outstanding Checks	\$	(1,164.10)	
Account Balance		\$	9,512.68

Money Market: First Interstate

Beginning Balance		\$	45,233.86
Deposits	\$	3.84	
Withdrawals	\$	-	
Ending Balance		\$	45,237.70
Deposits in Transit	\$	-	
Outstanding Checks			
Account Balance		\$	45,237.70

Idaho Central CU - Savings

Beginning Balance		\$	25.00
Interest			
Ending Balance		\$	25.00

Investment Section

LGIP General Fund 1829

Beginning Balance		\$	669,077.40
Contributions	\$	6,807.83	
Withdrawals	\$	(11,533.46)	
Ending Balance		\$	664,351.77
Outstanding Transfer	\$	-	
Account Balance		\$	664,351.77

LGIP Capital Improvements 1910

Beginning Balance		\$	3,325,780.83
Contributions	\$	2,897,789.33	
Withdrawals	\$	(5,658.89)	
Ending Balance		\$	6,217,911.27
Outstanding Transfer	\$	-	
Account Balance		\$	6,217,911.27

WTB - Checking

\$ -

Certificate of Deposits

	Interest Rate	Amount	Maturity Date
Washington Trust Bank (CD - Loan Reserve)	0.15%	\$ 250,000.00	11/2/2020
Washington Trust Bank (CDARS - Loan Reserve)	0.10%	\$ 79,502.74	11/2/2020

Total Funds All Accounts:

\$ 7,266,541.16

January

	Interest
State Pool - LGIP 1910	\$ 5,696.25
CD - Washington Trust Bank	\$ -
CDARS - Washington Trust Bank	\$ -
Total	<u>\$ 5,696.25</u>

Post Falls Urban Renewal Agency - In-House

02/05/20

Balance Sheet

Accrual Basis

As of January 31, 2020

	Jan 31, 20
ASSETS	
Current Assets	
Checking/Savings	
WTB - Loan Reserve - CD	250,000.00
Savings - Idaho Central CU	25.00
First Interstate Bank - MMA	45,237.70
First Interstate Bank- Checking	9,512.68
WTB - Loan Reserve - CDARS	79,502.74
LGIP1829-General Fund	664,351.77
LGIP1910-Capital Improvements	6,217,911.27
Total Checking/Savings	7,266,541.16
Other Current Assets	
Prepaid Insurance	2,261.06
Accounts Receivable - Taxes	120,604.00
Interest Receivable	9,704.00
Total Other Current Assets	132,569.06
Total Current Assets	7,399,110.22
TOTAL ASSETS	7,399,110.22
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Washington Trust Bank-Overpass	938,000.00
Accrued Vacation Payable	3,199.15
Deferred Increment Revenue	86,593.00
Payroll Liabilities	
ID- Unemployment Payable	9.67
Payroll Liabilities - Other	1,748.59
Total Payroll Liabilities	1,758.26
Total Other Current Liabilities	1,029,550.41
Total Current Liabilities	1,029,550.41
Long Term Liabilities	
Proponent Reimbursement Balance	
Washintgon Trust Bank-Overpass	2,236,057.26
Total Proponent Reimbursement Balance	2,236,057.26
Total Long Term Liabilities	2,236,057.26
Total Liabilities	3,265,607.67
Equity	
Committed Fund Balance	72,749.00
Assigned Fund Balance	3,268,252.00
Restricted Fund Balance	422,852.44
Nonspendable Fund Balance	2,261.00
Allowance for Long Term Debt	-3,174,057.26
Fund Balance - Special Revenue	0.43
Fund Balance - General Fund	-152,951.55
Unrestricted Net Assets	830,986.29
Net Income	2,863,410.20
Total Equity	4,133,502.55
TOTAL LIABILITIES & EQUITY	7,399,110.22

Post Falls Urban Renewal Agency - In-House

Profit & Loss

January 2020

02/06/20

Accrual Basis

	Jan 20	Oct '19 - Jan 20
Ordinary Income/Expense		
Income		
PF Technology District	30,593.45	30,593.45
Interest	6,871.65	30,383.44
Center Point District	513,917.59	518,722.58
East Post Falls District	1,960,120.48	2,020,814.57
Expo District	205,362.62	209,962.59
West Seltice II	182,098.94	184,877.15
Total Income	2,898,964.73	2,995,353.78
Gross Profit	2,898,964.73	2,995,353.78
Expense		
Meetings	0.00	80.00
Audit	0.00	5,806.25
District Payments	0.00	94,774.71
Engineering Services	2,600.00	2,600.00
Legal Fees	325.00	925.00
Dues & Memberships	0.00	500.00
Office Supplies	0.00	3.76
Printing and Copying	6.50	16.56
Rent	0.00	7,740.00
Telephone, Telecommunications	0.00	222.06
Website Design, Hosting & Maint	0.00	75.00
Payroll Expenses	4,440.18	19,200.24
Total Expense	7,371.68	131,943.58
Net Ordinary Income	2,891,593.05	2,863,410.20
Net Income	2,891,593.05	2,863,410.20

Fund Reconciliation:

1/31/2020

QB

WTB - Loan Reserve - CD	\$	250,000.00
Savings - Idaho Central CU	\$	25.00
First Interstate - MMA	\$	45,237.70
First Interstate - Checking	\$	9,512.68
WTB - Loan Reserve - CDARS	\$	79,502.74
LGIP - 1829	\$	664,351.77
LGIP - 1910	\$	6,217,911.27

Total**\$ 7,266,541.16****FUNDS**

General Fund	\$	724,823.40
Capital Improvement Fund	\$	6,212,215.02
WTB - Loan Reserve (EPF)	\$	329,502.74

Total**\$ 7,266,541.16**

C.I. Fund Allocation:

PF Technology	\$	14,593.45
CP-The Pointe	\$	500,388.25
CP-Pointe Apartments	\$	88,869.56
Expo	\$	211,576.76
W. Seltice II	\$	185,321.28
EPF-Tullamore	\$	456,460.22
EPF-Tullamore Commons II	\$	11,086.79
EPF-S/Ctr	\$	<u>4,743,918.71</u>
	\$	6,212,215.02

Post Falls Urban Renewal Agency

Increment Received District Obligation Balance

Termination Date	<u>Technology Dist.</u>	<u>Center Point The Pointe</u>	<u>Pointe Apartments</u>	<u>East Post Falls</u>		<u>Commons II</u>	<u>Expo</u>	<u>West Seltice II</u>	<u>Total</u>
	2038	2022	2022	<u>South/Central</u> 2022	<u>North-Tullamore</u> 2022				
Sep-19	-	5,068.63	-	11,899.35	694.20	-	1,614.17	444.13	19,720.48
Oct-19	-	-	-	17,333.67	564.27	-	-	130.95	18,028.89
Nov-19	-	4,804.99	-	13,368.40	-	-	-	955.95	19,129.34
Dec-19	-	-	-	25,681.71	3,746.04	-	4,599.97	1,691.31	35,719.03
Jan-20	30,593.45	490,514.63	23,402.96	1,497,577.98	451,455.71	11,086.79	205,362.62	182,098.94	2,892,093.08
Feb-20									-
Mar-20									-
Apr-20									-
May-19									-
Jun-19									-
Jul-19									-
Aug-19									-
Sep-19									-
Total YTD	30,593.45	500,388.25	23,402.96	1,565,861.11	456,460.22	11,086.79	211,576.76	185,321.28	2,984,690.82
Approved Obligation		7,564,627.45	-	13,000,000.00	6,498,959.82	325,000.00	3,724,497.23	1,990,008.28	33,103,092.78
Obligation Balance @ 12/31/19		794,414.45		3,174,057.26	2,889,848.44	194,171.56	502,995.33	286,310.62	7,841,797.66
Carry over @ 12/31/19		9,873.62	65,466.60	3,246,340.73	5,004.51	-	6,214.14	3,222.34	3,336,121.94

**Bylaws of the
Post Falls Urban Renewal Agency**

As approved by the PFURA Commissioners on February 20, 2020.

Article I: Purpose

Section 1. The purpose of the Post Falls Urban Renewal Agency (PFURA) is to plan and carry out redevelopment projects in accordance with the Idaho Urban Renewal Law (Idaho Code §§ 50-2001 - 50-2033 *et seq.*) and the Local Economic Development Act (Idaho Code §§ 50-2901 – 50-2913 *et seq.*) The Agency will perform and/or direct such projects within urban renewal areas declared as such by the City of Post Falls (City) that are deteriorated and/or deteriorating and develop plans in accordance with the City's Comprehensive Plan whereby those areas may be rehabilitated, and public and private development encouraged.

Section 2. The Agency will exercise the powers and authority, and assume the responsibilities delegated to it, according to the provisions of the Idaho Urban Renewal Law (Idaho Code §§ 50-2001 – 50-2033 *et seq.*) and the Local Economic Development Act (Idaho Code §§ 50-2901 – 20-2913 *et seq.*)

Article II: Commission Membership

Section 1. The PFURA Commission (Commission) is comprised of seven (7) Commissioners.

Section 2. Commissioner terms shall be five (5) years from the date of appointment, except that all mid-term vacancies shall be filled for the unexpired term only.

Section 3. All vacancies shall be open to all eligible members of the public who otherwise meet the requirements of a Commissioner provided for in the Idaho Urban Renewal Law (Idaho Code §§ 50-2001 – 50-2033 *et seq.*) and shall be filled by the Mayor of the City with the advice and consent of the City Council.

Section 4. A Commissioner may be removed by a majority vote of the City Council for inefficiency or neglect of duty or misconduct in office, only after a hearing. The Commissioner shall be given a copy of the charges at least ten (10) days prior to said hearing before the City Council. At such hearing, he or she shall have an opportunity to be heard in person or by counsel.

Article III: Commission Officers

Section 1. Officers of the PFURA shall consist of the Chairperson, Vice Chairperson and Treasurer.

Section 2. Officer terms shall be for one year. Elections will be held at the PFURA's January meeting, with appointments made at that meeting.

Section 3. The Chairperson shall preside over Agency meetings, and shall execute all PFURA deeds, bonds, contracts and other legal documents as authorized by the Commission. The Chairperson shall

have the power to vote on any matter under consideration by the Commission unless he or she is prohibited from doing so by Idaho law.

Section 4. The Vice Chairperson shall perform all duties in the absence of the Chairperson.

Section 5. The Chairperson, Vice-Chairperson and Treasurer shall be designated as authorized signers for all financial transactions, including checking and savings accounts and Bank Certificates of Deposit.

Article IV: Meetings

Section 1. At least one Commission meeting per month will be held on the third Thursday at 8:00 AM, at Post Falls City Hall. Public notice stating the time, place and purpose of the meeting shall be posted to the PFURA web site, in a prominent place at the principal office of the PFURA, if one exists, and at City Hall at least five (5) calendar days in advance of the meeting, or as otherwise allowed by Idaho Code Section 74-204(1) or any successor statute. No less than forty-eight (48) hours before such meeting, the agenda for a regular meeting shall be posted to the PFURA website, in a prominent place at the principal office of the PFURA, if one exists, and at City Hall. Such agenda shall fully comply with Idaho Code Section 74-204(1) or any successor statute.

Section 2. Committee meetings may be called by the Committee Chairperson. Committee meetings shall be considered special meetings and shall follow the same meeting and agenda notice requirements as those set forth in the following Section 3.

Section 3. Special meetings of the Commission may be called by the Chairperson or at the request of two (2) Commissioners. Meetings of a Committee may be called by the Committee Chairperson or at the request of two (2) Committee members. Notice stating the time, place and purpose of any special meeting shall be given to each Commissioner/Committee member at least forty-eight hours before the meeting. No business other than that stated in this notice shall be transacted at the special meeting. Public notice of a special meeting and the agenda for such meeting shall be posted to the PFURA website, in a prominent place at the principal office of the PFURA, or if no such office exists, at the building where the meeting is to be held no later than twenty-four (24) hours before the meeting, unless an emergency exists as provided by Idaho Code Section 74-204(2) or any successor statute. Public meeting and agenda notice for a special meeting shall include at a minimum the meeting date, time, place and full name of the PFURA.

Section 4. A quorum for the transaction of business at any Commission meeting shall consist of four (4) Commission members. A quorum for the transaction of business at any Committee meeting shall consist of two (2) Committee members.

Section 5. Meetings will be conducted in compliance with the Idaho Transparent and Ethical Government Act and will generally be guided by Roberts Rules of Order.

Article V: Order of Business

Section 1. The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown (so far as the circumstances demand and will permit):

Call to order, Commissioner Roll Call and Pledge of Allegiance
Ceremonies, Appointments and Announcements
Conflict Disclosure
Consent Calendar (Minutes of Previous Meeting, Payables, Financial, etc.)
Committee Updates
Citizen Comments
Unfinished Business
New Business
Public Hearing
Staff Report and Updates
Commissioner Comments
Chairperson Comments
Executive Session
Adjournment

Article VI: Staff

Section 1. The PFURA may employ an Executive Director with a specific job description, goals, and performance standards. The Executive Director will report to the entire Commission with primary direction from the Chairperson.

Section 2. The PFURA may employ a part-time Executive Assistant who reports directly to the Executive Director.

Section 3. City staff may be asked to provide services to the Agency from time to time. Such services will be requested by and coordinated through the Agency's Executive Director, and reimbursement made to the City as agreed per an agreement negotiated with the City.

Section 4. Other services, such as audits, consulting, insurance and legal counsel, shall be utilized as needed by the Agency. Service agreements shall be in writing, and authorized by action of the Commission.

These bylaws may be repealed, amended or new bylaws adopted at any regular or special meeting of the Commission by a majority vote thereof.

Approved by the Post Falls Urban Renewal Agency Commission.

POST FALLS URBAN RENEWAL AGENCY
An Idaho Urban Renewal Agency

By: _____, Chairperson

Approved this _____ day of _____, 2020

Semi-Annual Reimbursement Amounts for February 20, 2020

<u>District</u>	<u>Proponent</u>	<u>Reimbursement</u>	<u>Remaining Obligation</u>
Center Point	Pointe Partners, LLC	\$ 509,950.76	\$ 284,463.69
Tullamore	Copper Basin Const.	\$ 461,133.89	\$ 2,428,714.55
Tullamore Commons II	Whitewater Creek	\$ 11,086.79	\$ 183,084.77
Expo	JR Watson & Assoc	\$ 218,799.19	\$ 284,196.14
W. Seltice	Greenstone Corp	\$ 187,019.56	\$ 99,291.06
	Total	<u>\$ 1,387,990.19</u>	
			<u>Current Fund Balance</u>
Pointe Apartments	Whitewater Creek		\$ 88,869.56
Post Falls Technology	BGI, Inc		\$ 14,713.09