

POST FALLS URBAN RENEWAL MINUTES

January 21, 2021

CALL TO ORDER, ROLL CALL AND 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 Eric Clemensen, Collin Coles, Jame' Davis, Larry Carstensen, Len Crosby and Christi Fleischman. Baltzell 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. Roll Call Vote: Clemensen – Aye; Coles – Aye; Davis – Aye; Carstensen – Aye; Crosby – Aye; Fleischman – Aye; Baltzell – Abstain. Motion carried.

Commissioner Clemensen nominated Larry Carstensen as Vice-Chairman, seconded by Coles. Roll Call Vote: Clemensen – Aye; Coles – Aye; Davis – Aye; Baltzell – Aye; Crosby – Aye; Fleischman – Aye. Motion carried.

Commissioner Coles nominated Len Crosby as Treasurer, seconded by Carstensen. Roll Call Vote: Clemensen – Aye; Coles – Aye; Davis – Aye; Baltzell – Aye; Carstensen – Aye; Fleischman – Aye. Motion carried.

CONFLICT DISCLOSURE

None

CONSENT CALENDAR

Fountain introduced the Consent Calendar. Item A is the Commission Meeting Minutes, December 17, 2020

Item B is the payables for the month totaling \$13,377.59.

Item C is the Bank Activity Report which shows total funds in all accounts of \$4,155,621.71 with accrued interest for the month of \$1,536.79.

Item D is the financial reports as of December 31, 2020 and includes the 1st Quarter Budget vs Actual.

Approval of the Consent Calendar will authorize the transfer of \$1,536.79 accrued interest to the General Fund and a transfer to the First Interstate Bank checking account of \$13,377.59 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; Fleischman - Aye. Motion carried.

COMMITTEE UPDATES

Finance & Policy – Crosby – The draft audit was reviewed and committee worked with staff on the Management’s Discussion and Analysis for the Audit. To add transparency, a comment regarding administrative fees and the Agency’s ability to continue its operations with upcoming closures was addressed. Financial Statements were reviewed as well as the 1st Qtr. Budget vs Actual.

District Review – Coles – Nothing new to report.

Communication, Property and Personnel – Carstensen – Zolmedia upgraded our website to allow us to get a security license. The website is now being hosted by NewTek. Committee will meet to discuss necessary updates to the Agency website.

CITIZEN COMMENTS

None

UNFINISHED BUSINESS

None

NEW BUSINESS

FY 2020 Annual Audit. Brian Shull with Anderson Brothers, CPA presented the FY 2020 Audit, stating the Agency does a great job of financial accounting and reporting. As a result of the 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. Consistent with previous years, this audit is free of material misstatements and receives an unmodified (clean) opinion.

Shull pointed out that since this is a one employee organization, there is an emphasis on Commission in the internal controls process. As part of the audit they look at what rolls the Director and Commissioners have in reviewing the transactions and information access. The Agency does a great job of doing this.

As noted on Note 2, pages 21 & 22 of the audit is the FMV of the Idaho State Investment Pool which has increased and will now be recorded on an annual basis.

Chairman Baltzell thanked Brian and stated the experience and oversight of the Commission on Agency operations is appreciated.

Commissioner Clemensen made a motion to accept the FY 2020 Audit as presented, seconded by Coles. Motion carried by voice vote.

Authorization for newly elected officers to be designated signers. Baltzell asked for a motion to authorize the 2021 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 Fleischman. Roll Call Vote: Fleischman – Aye; Crosby – Aye; Carstensen – Aye; Baltzell – Aye; Davis – Aye; Coles – Aye; Clemensen – Aye. Motion carried.

2020 Annual Presentation. Director Fountain presented the 2020 Annual Report as required by Idaho Code, noting a public notice was published in the CDA Press on January 7th and no letters of comment had been received. The report will be submitted to City Council after approval.

Commissioner Coles made a motion to accept and file the Annual Report as presented, seconded by Carstensen. Roll Call Vote: Fleischman – 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.

Kenworth Truck and a tractor-trailer company are locating out in the Expo District and there will be a storage unit facility on the west side of Creative Way.

Proponent of the Technology District is actively working with two projects which will probably use the railroad. They are working with Ross Point Water on the location of the water tower. As soon as Highway 41 is completed we will see a lot of activity in that area.

In the Centerpoint District there has been interest in additional gas stations, a building is going in near Sysco and an RV park might be located near Cabela's.

COMMISSIONER COMMENTS

Commissioner Coles asked if there was anything the URA could do to help out local businesses impacted by the pandemic. Crosby stated we would have to look at legislation and get advice from counsel. Outside of infrastructure improvements there isn't much we can do. Bredeson stated he would have to look at the language in the urban renewal plans.

CHAIRMAN COMMENT

Baltzell thanked the Commission for serving the community and staff for leadership.

ADJOURNMENT

Baltzell asked for a motion to adjourn. Commissioner Crosby made the motion, seconded by Carstensen. All in favor by voice vote. Meeting was adjourned at 9:00 am.

Respectfully submitted,



Diane Fountain, Executive Director



Jerry Baltzell, Chairman