



Post Falls Urban Renewal Agency
July 13, 2021 Workshop Agenda
9:00 am
Post Falls Chamber Conference Room

1. Call to Order, Commissioner Roll Call
2. Conflict Disclosure
3. Consent Calendar **ACTION ITEMS**
 - a. Commission Workshop Minutes, June 15, 2021
 - b. Communication, Property & Personnel Minutes, June 15, 2021
 - c. Finance & Policy Committee Minutes, July 6, 2021
 - d. Payables
 - e. Bank Activity Report
 - f. Financial Reports
4. 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.
5. Post Falls Technology District Presentation & Discussion – Jerry Dicker & Jeff Bornholdt
6. Executive Session
Idaho Code Section 74-206 (1)(a) To Consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need & Idaho Code Section 74-206 (1)(b) To consider the evaluation of an employee, staff member or individual agent.
ACTION ITEM
7. FY 2022 Wages for Budgeting Purposes **ACTION ITEM**
8. Budget Workshop **ACTION ITEM**
9. Discussion on Monthly Commission Meeting Time(s) **ACTION ITEM**
10. Staff Report
11. Commissioner 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
Workshop MINUTES**

June 15, 2021 – Post Falls Chamber, Conference Room

CALL TO ORDER, ROLL CALL AND PLEDGE OF ALLEGIANCE

Chairman Jerry Baltzell called the meeting to order at 9:00 a.m. Executive Director Diane Fountain called the roll. Present, in addition to Baltzell were Commissioners Eric Clemensen, Collin Coles, Jame' Davis, Christi Fleischman, Len Crosby and Larry Carstensen. Also present was Bob Seale and Chad Oakland.

CONFLICT DISCLOSURE

None

CONSENT CALENDAR

Fountain introduced the Consent Calendar. Item A is the Commission Meeting Minutes, May 20, 2021.

Item B is the payables for this month totaling \$5,398.37.

Item C is the Bank Activity Report which shows total funds in all accounts of \$5,375,161.80 and accrued interest for the month of \$619.01.

Item D is the financial reports as of May 31, 2021.

Approval of the consent calendar will authorize a transfer of \$5,398.37 to the First Interstate Checking Account for the monthly payables and \$619.01 accrued interest to the General Fund.

Commissioner Coles made a motion to approve the Consent Calendar as presented, seconded by Carstensen. Motion carried by voice vote.

CITIZEN COMMENTS

Chad Oakland approach Commission regarding The Landings site and stated there was no power or gas installed when the roads were put in. There are 6 or 7 lots with pending sales. Fountain stated that the recently created Downtown District does not allow for urban renewal to fund that type of infrastructure at that location. Bredeson affirmed with new legislation URD Plans need to be specific and this is not included in the four (4) tiers of improvements outlined in the Downtown URD Plan.

NEW BUSINESS

Pleasant View URD. Bob Seale, Community Development Director for the City provided a status update of this newly formed district noting that the schedule is conceptual and is currently being sorted out:

- The Raise Grant application is being completed and is due July 12th. Match contribution commitments for the grant need to be included in the application so the city might approach the URA next month.

- The first phase of improvements includes water and sewer along Pleasant View, a sewer lift station north of Prairie and roadway improvements @ Grange & Pleasant View and improvements on Grange to access the Project Drive site.
- Construction of the Project Drive site is anticipated to begin in the fall with completion in January 2023.
- City is working to finalize the annexation agreements which should be completed in the next few months.
- There has been interest in Commercial land at the Copper Basin site and along Pleasant View.

Downtown URD. Seale stated construction might begin as soon as Spring 2022 at the GW Hunters site. Conceptual plans include 3 or 4 two-story buildings consisting of 9,000 sq ft office, 5,000 sq ft restaurant, 2,800 sq ft coffee shop, 28 apartments, an event center with 300 seats and a pedestrian plaza.

Development @ the southwest corner of 3rd and Spokane Street in the Landings site is in negotiations. The developer has inquired on parking along Spokane Street and asked if that would qualify for URA reimbursement. A four story 15,000 sq ft commercial building will be constructed along Spokane St with a three-story building behind it that includes 110 apartments and underground parking. The Wolfe Group is planning to submit plans by July 1 for 168 residential units with mixed use buildings on 3rd Street (commercial w/office or residential above). Construction might begin this fall. There will be a two-story 12,000 sq ft neurology building on the northwest corner of 3rd and Spokane St with ground floor commercial and medical on the second floor. There are three potential developers that could coordinate efforts to get gas and electric to their sites.

Adjacent to the Templin's hotel there is a 10 acre site that runs from 1st St. down to the water. A total of 270 units will be constructed. There will be 49 townhouses along 1st Street, a mixed-use building will be constructed at 1st & Henry consisting of 7,000 sq ft of commercial with 56 residential units above and a building south of that with underground parking and 165 residential units. Plans are being submitted now.

A&A Construction is developing the Idaho Veneer site. The site plans for the north side of 4th Ave. shows an 18,000 sq ft organic grocery store, 7,000 sq ft coffee shop and book store and a 4,900 sq ft restaurant. Phase I of the mill site will consist of 168 units of townhomes and apartments. As soon as site plans are submitted the city will draw up agreements which will determine the timing of when Idaho Street will be extended and how the rest of the site will be developed. The developer is trying to create a pedestrian/plaza/historical park type of idea. They also plan to keep a large building at the southern end of the property for a farmer's market or other public use.

Seale also mentioned that the French Cleaners building was recently purchased and there will be some façade improvements as well interior improvements.

Crosby asked how the City could see the URA working with them over the next 20 years as these URD's develop. Seale stated it will be a coordinated effort between the two entities and various efforts that will benefit developers as well as the City.

Crosby stated as increment starts to be received, there will be an opportunity for the Agency to get financing in the next two to three years to allow us to finance some of the major public infrastructure improvements within these two new districts.

STAFF REPORT

Fountain stated the Downtown and Pleasant View URD Plans were recorded at the County last week and sent to the State Tax Commission and Kootenai County.

COMMISSIONER COMMENTS

Crosby feels the Downtown District will be a complicated district as there will be developers coming in to ask for priority on reimbursement which will be a consistent conversation with city staff. We have a good working relationship with the city and will continue to work with them to fund projects.

CHAIRMAN COMMENT

Baltzell noted development is already happening in Post Falls and these districts will move forward faster than we have experienced before.

ADJOURNMENT

Meeting was adjourned at 10:25 am.

Respectfully submitted,

Diane Fountain, Executive Director

Jerry Baltzell, Chairman

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

June 15, 2021 – Post Falls Chamber Conference Room

CALL TO ORDER, ROLL CALL

Chairman Larry Carstensen called the meeting to order at 10:30 a.m. Present in addition to Carstensen were Commissioners Jame' Davis and Christi Fleischman.

CONFLICT DISCLOSURE

None

CITIZEN COMMENT

None

FY 2022 Budget Items. Committee discussed further upgrades to the website. The most recent upgrades were to enable us to get a security license. Further updates or a new website are needed for it to perform better and enable it to be indexed higher on search engines. Website costs are approximately \$7,000. That amount will be included in the FY2022 budget for review by Commission at the Budget Workshop in July.

The office lease expires September 30, 2021. Diane will connect with the Chamber to renew the lease for an additional three (3) years.

Meeting was adjourned @ 10:48 am.

Respectfully submitted,

Diane Fountain, Executive Director

Larry Carstensen, Chairman

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

July 06, 2021 – PFURA Office

CALL TO ORDER, ROLL CALL

Chairman Len Crosby called the meeting to order at 1:00 p.m. Present in addition to Crosby were Commissioners Clemensen and Fleischman. Also present was Diane Fountain.

CONFLICT DISCLOSURE

None

CITIZEN COMMENT

None

FY 2022 Budget Review. Committee reviewed and discussed the draft budget. The budget includes \$7,000 to invest in a new website for the Agency which will provide more transparency. The Budget Workshop will be held on July 13th, with the Budget Hearing on August 19, 2021.

Commissioner Clemensen made a motion to recommend the draft budget to full Commission, noting the employee wage portion might change, seconded by Fleischman. Motion carried.

Discuss Closing Budget for the Expo District. Fountain explained the process of closing a district with the first step being a Public Hearing for the closing budget. A public hearing will be scheduled at the August Commission meeting.

Discussion on Financing Options Available for Urban Renewal Use. Committee Chairman Crosby reviewed proposed financing for the initial improvements in the Pleasant View URD.

Meeting adjourned at 2:10 p.m.

Respectfully submitted,

Diane Fountain, Executive Director

Len Crosby, Chairman

Post Falls Urban Renewal Agency - In-House Unpaid Bills Detail As of July 13, 2021

Type	Date	Num	Due Date	Aging	Open Balance
Bredeson Law Group					
Bill	07/08/2021	966	07/13/2021		850.00
Total Bredeson Law Group					850.00
Canon Solutions America, Inc.					
Bill	07/01/2021	40367...	07/13/2021		6.25
Total Canon Solutions America, Inc.					6.25
Diane Fountain					
Bill	07/05/2021	Juun 2...	07/13/2021		15.00
Total Diane Fountain					15.00
On-Call Computer					
Bill	06/16/2021	4445	07/13/2021		147.50
Total On-Call Computer					147.50
VISA					
Bill	07/01/2021	070121	07/13/2021		400.90
Total VISA					400.90
TOTAL					1,419.65

payroll 4795.31
Total payables 6214.96

Bank Activity Report

June 2021

Cash Section

Checking: First Interstate

Beginning Balance		\$	10,999.24
Deposits	\$	104,248.11	
Withdrawals	\$	(104,572.70)	
Ending Balance		\$	10,674.65
Outstanding Checks	\$	(1,131.21)	
Account Balance		\$	9,543.44

Idaho Central CU - Savings

Beginning Balance		\$	25.00
Interest			
Ending Balance		\$	25.00

Investment Section

LGIP General Fund 1829

Beginning Balance		\$	827,806.96
Contributions	\$	1,372.99	
Withdrawals	\$	(5,398.37)	
Ending Balance		\$	823,781.58
Outstanding Transfer	\$	-	
Account Balance		\$	823,781.58

LGIP Capital Improvements 1910

Beginning Balance		\$	4,300,885.58
Contributions	\$	99,468.57	
Withdrawals	\$	(1,252.51)	
Ending Balance		\$	4,399,101.64
Outstanding Transfer	\$	-	
Account Balance		\$	4,399,101.64

Certificate of Deposits

Washington Trust Bank (CD - Loan Reserve)

Interest Rate

0.15%

Amount

\$ 236,901.00

Maturity Date

11/6/2021

Total Funds All Accounts:

\$ 5,469,352.66

10:34 AM

Post Falls Urban Renewal Agency - In-House

07/06/21

Balance Sheet

Accrual Basis

As of June 30, 2021

	Jun 30, 21
ASSETS	
Current Assets	
Checking/Savings	
First Interstate Bank- Checking	9,543.44
LGIP1829-General Fund	823,781.58
LGIP1910-Capital Improvements	4,399,101.64
Savings - Idaho Central CU	25.00
WTB - Loan Reserve - CD	236,901.00
Total Checking/Savings	5,469,352.66
Other Current Assets	
Accounts Receivable - Taxes	39,068.00
FMV - State Investment Pool	22,215.00
Interest Receivable	3,000.00
Prepaid Insurance	2,261.06
Total Other Current Assets	66,544.06
Total Current Assets	5,535,896.72
TOTAL ASSETS	5,535,896.72
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Accrued Vacation Payable	1,947.55
Deferred Increment Revenue	28,409.00
Payroll Liabilities	1,748.59
Washington Trust Bank-Overpass	938,000.00
Total Other Current Liabilities	970,105.14
Total Current Liabilities	970,105.14
Long Term Liabilities	
Proponent Reimbursement Balance	
Washintgon Trust Bank-Overpass	894,679.85
Total Proponent Reimbursement Balance	894,679.85
Total Long Term Liabilities	894,679.85
Total Liabilities	1,864,784.99
Equity	
Allowance for Long Term Debt	-1,832,679.85
Assigned Fund Balance	3,268,252.00
Committed Fund Balance	72,749.00
Fund Balance - General Fund	-152,951.55
Fund Balance - Special Revenue	0.43
Nonspendable Fund Balance	2,261.00
Restricted Fund Balance	422,852.44
Unrestricted Net Assets	2,453,006.55
Net Income	-562,378.29
Total Equity	3,671,111.73
TOTAL LIABILITIES & EQUITY	5,535,896.72

10:54 AM

Post Falls Urban Renewal Agency - In-House

Profit & Loss

June 2021

07/07/21

Accrual Basis

	Jun 21	Oct '20 - Jun 21
Ordinary Income/Expense		
Income		
Interest	739.67	15,896.89
Center Point District	0.00	436,082.27
East Post Falls District	77,029.39	2,296,140.10
Expo District	19,565.89	359,181.13
Post Falls Technology District	2,254.28	96,995.53
Total Income	99,589.23	3,204,295.92
Gross Profit	99,589.23	3,204,295.92
Expense		
Advertising & Legal Notices	0.00	59.20
Audit	0.00	7,250.00
Computer Repair & Maintenance	0.00	178.75
Computer Software	190.13	190.13
District Payments	0.00	3,694,498.26
Dues & Memberships	0.00	770.00
Engineering Services	0.00	3,200.00
Insurance	0.00	150.00
Legal Fees	475.00	7,875.00
Office Supplies	0.00	122.45
Payroll Expenses	4,962.21	44,304.09
Postage, Mailing Service	0.00	4.55
Printing and Copying	12.71	134.88
Rent	0.00	7,740.00
Telephone, Telecommunications	15.00	120.00
Website Design, Hosting & Maint	0.00	76.90
Total Expense	5,655.05	3,766,674.21
Net Ordinary Income	93,934.18	-562,378.29
Net Income	93,934.18	-562,378.29

Fund Reconciliation:

6/30/2021

QB

First Interstate - Checking	GF	\$	9,543.44
LGIP - 1829	GF	\$	823,781.58
LGIP - 1910	CIP	\$	4,399,101.64
Savings - Idaho Central CU	GF	\$	25.00
WTB - Loan Reserve - CD	CIP	\$	236,901.00
WTB - Loan Reserve - CDARS	CIP	\$	-
Total			<u><u>\$ 5,469,352.66</u></u>

FUNDS

General Fund	GF	\$	833,350.02
Capital Improvement Fund	CIP	\$	4,399,101.64
WTB - Loan Reserve (EPF)	CIP	\$	236,901.00
Total			<u><u>\$ 5,469,352.66</u></u>

C.I. Fund Allocation:

PF Technology	\$	136,002.58
CP-The Pointe	\$	-
CP-Pointe Apartments	\$	109,978.23
Expo	\$	76,984.30
EPF-Tullamore	\$	69,209.96
EPF-Tullamore Commons II	\$	11,081.58
EPF-S/Ctr	\$	3,995,844.99
	\$	<u>4,399,101.64</u>

Post Falls Urban Renewal Agency
Increment Received District Obligation Balance

Termination Date	Technology Dist.	Center Point	Pointe	East Post Falls		Commons II	Expo	Total	
	2038	The Pointe	Apartments	South/Central	North-Tullamore				
	2022	2022	2022	2022	2022	2022	2021		
Sep-20	21.41	1,954.35		1,849.39			628.93	4,454.08	
Oct-20	651.68	-	-	1,546.10				2,197.78	
Nov-20	-	7,889.98	-	1,344.98	-	-	-	9,234.96	
Dec-20	4,095.24	-	-	67,190.98	9,890.47	-	11,040.87	92,217.56	
Jan-21	67,842.94	390,489.67	22,705.72	1,274,673.41	527,139.01	11,081.57	222,888.91	2,516,821.23	
Payments	Feb-21	3,085.13	14,996.90	-	141,926.74	16,479.03	-	48,267.05	224,754.85
	Mar-21	1,388.63	-	-	54,838.72	1,526.30	-	12,768.49	70,522.14
	Apr-21	16,669.09	-	-	66,363.63	2,651.45	-	32,444.07	118,128.24
	May-21	1,008.54	-	-	20,456.89	22,001.43	-	12,205.85	55,672.71
	Jun-21	2,254.28	-	-	22,917.03	43,030.78	11,081.58	19,565.89	98,849.56
	Jul-21							-	
	Aug-21							-	
	Sep-21							-	
Total YTD	97,016.94	415,330.90	22,705.72	1,653,107.87	622,718.47	22,163.15	359,810.06	3,192,853.11	
Approved Obligation		8,138,574.84	-	25,527,735.00	6,498,959.82	325,000.00	4,462,491.95	44,952,761.61	
Obligation Balance @ 6/30/21		175,605.68		8,452,193.29	1,340,300.65	160,916.41	631,611.12	10,760,627.15	
Carry over @ 6/30/21	136,002.58	-	109,978.23	3,995,844.99	69,209.96	11,081.58	76,984.30	4,399,101.64	

**Post Falls Urban Renewal Agency - In-House
 Profit & Loss Budget vs. Actual
 October 2020 through June 2021**

	<u>9 Month Actual</u>	<u>9 Month Budget</u>	<u>Under Budget</u>	<u>% of Budget</u>	<u>2020-21 Total Budget</u>	<u>Balance</u>
Expense						
Advertising & Legal Notices	59.20	330.00	-270.80	17.94%	830.00	770.80
Audit	7,250.00	7,250.00	0.00	100.0%	7,250.00	-
Computer Repair & Maintenance	178.75	220.00	-41.25	81.25%	330.00	151.25
Computer Software	190.13	600.00	-409.87	31.69%	600.00	409.87
Dues & Memberships	770.00	770.00	0.00	100.0%	770.00	-
Engineering Services	3,200.00	5,200.00	-2,000.00	61.54%	7,800.00	4,600.00
Insurance	150.00	200.00	-50.00	75.0%	2,623.00	2,473.00
Legal Fees	7,875.00	19,000.00	-11,125.00	41.45%	25,000.00	17,125.00
Marketing & Education Materials	0.00	3,000.00	-3,000.00	0.0%	4,000.00	4,000.00
Meetings	0.00	200.00	-200.00	0.0%	240.00	240.00
Office Supplies	122.45	275.00	-152.55	44.53%	375.00	252.55
Other Contract Services	0.00	400.00	-400.00	0.0%	600.00	600.00
Payroll Expenses	44,304.09	47,125.00	2,820.91	94.01%	60.00	(44,244.09)
Postage, Mailing Service	4.55	60.00	-55.45	7.58%	300.00	295.45
Printing and Copying	134.88	225.00	-90.12	59.95%	7,740.00	7,605.12
Rent	7,740.00	7,740.00	0.00	100.0%	180.00	(7,560.00)
Telephone, Telecommunications	120.00	135.00	-15.00	88.89%	420.00	300.00
Website Design, Hosting & Maint	76.90	345.00	-268.10	22.29%	62,992.00	62,915.10
Contingency	0.00	5,000.00	-5,000.00	0.0%	5,000.00	5,000.00
Total Expense	72,175.95	98,075.00	-20,257.23	73.59%	127,110.00	54,934.05

2022 PROPOSED OPERATING BUDGET - POST FALLS URBAN RENEWAL

URBAN RENEWAL - GENERAL FUND:

	Actual FY 2020	Approved Budget FY 2021	Proposed Budget FY 2022
REVENUES:			
Tax Increment			
Expo District	\$ 350,568	\$ 390,423	\$ 569,210
Center Point District	\$ 849,296	\$ 771,323	\$ 754,949
West Seltice II District	\$ 353,709	\$ -	\$ -
East Post Falls District	\$ 3,693,886	\$ 3,433,964	\$ 3,683,163
Post Falls Technology District	\$ 80,597	\$ 133,736	\$ 200,458
Other Income	\$ 197,215	\$ -	\$ -
General Fund Transfer	\$ -	\$ -	\$ -
Interest Income	\$ 72,080	\$ 18,000	\$ 7,200
TOTAL REVENUES:	\$ 5,597,351	\$ 4,747,446	\$ 5,214,980
Carryover (East Post Falls)	\$ 4,682,274	\$ 5,041,285	\$ 773,374
TOTAL FUNDS AVAILABLE	\$ 10,279,625	\$ 9,788,731	\$ 5,988,354
EXPENDITURES:			
Proponent Reimbursement			
Expo District	\$ 326,553	\$ 365,423	\$ 544,210
Center Point District	\$ 777,425	\$ 721,323	\$ 704,949
West Seltice II District	\$ 355,228	\$ -	\$ -
East Post Falls District	\$ 1,215,309	\$ 6,844,827	\$ 3,393,537
Post Falls Technology District	\$ -	\$ 108,736	\$ 175,458
Designated Funds (East Post Falls)	\$ 4,682,274	\$ 617,422	\$ -
Debt Repayment	\$ 823,639	\$ 886,723	\$ 890,807
Interest Expense	\$ 114,361	\$ 51,277	\$ 47,193
Sub-Total Proponent	\$ 8,294,789	\$ 9,595,731	\$ 5,756,154
Agency Operating Expenses			
1 Audit	\$ 7,000	\$ 7,250	\$ 7,475
2 Legal Advertising	\$ 301	\$ 830	\$ 900
3 Employee Wages	\$ 49,367	\$ 52,561	\$ 54,132
4 FICA	\$ 3,728	\$ 4,021	\$ 4,141
5 SUTA	\$ 107	\$ 134	\$ 112
6 PERSI	\$ 5,819	\$ 6,276	\$ 6,464
7 Engineering Services	\$ 5,200	\$ 7,800	\$ 9,600
8 Contract Legal Services	\$ 7,775	\$ 25,000	\$ 25,000
9 Other Contract Services	\$ -	\$ 600	\$ 600
10 Insurance	\$ 2,573	\$ 2,623	\$ 2,841
11 Marketing and Education Materials	\$ -	\$ 4,000	\$ -
12 Dues and Memberships	\$ 770	\$ 770	\$ 770
13 Computer Repair and Maintenance	\$ -	\$ 330	\$ 585
14 Computer Software	\$ 230	\$ 600	\$ 275
15 Office Equipment	\$ -	\$ -	\$ -
16 Office Supplies	\$ 381	\$ 375	\$ 500
17 Postage & Shipping	\$ 60	\$ 60	\$ 60
18 Printing & Copying	\$ 48	\$ 300	\$ 300
19 Rent - Space & Equipment	\$ 7,740	\$ 7,740	\$ 7,740
20 Telephone and Internet	\$ 519	\$ 180	\$ 180
21 Meetings	\$ 122	\$ 240	\$ 240
22 Website Design, Hosting and Maint.	\$ 1,300	\$ 420	\$ 7,200
23 Contingency	\$ -	\$ 5,000	\$ 5,000
24 General Fund Carryover	\$ -	\$ 65,890	\$ 98,085
Sub-Total Agency	\$ 93,040	\$ 193,000	\$ 232,200
Total Expenditures	\$ 8,387,829	\$ 9,788,731	\$ 5,988,354