



Post Falls Urban Renewal Agency
November 18, 2021 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 Meeting Minutes, October 21, 2021
 - b. Finance & Policy Committee Minutes, November 4, 2021
 - c. District Review Committee Minutes, November 9, 2021
 - d. Payables
 - e. Bank Activity Report
 - f. Financial Reports
 - g. Agency By-Laws Amendment
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. WTB Loan Payoff (East Post Falls URD) **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 21, 2021

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, Len Crosby and Christi Fleischman. Commissioner Larry Carstensen had an excused absence. Crosby led the Pledge of Allegiance.

CEREMONIES, APPOINTMENTS AND ANNOUNCEMENTS

Baltzell welcomed and introduced Joseph Johns who will replace Director Fountain when she retires.

CONFLICT DISCLOSURE

None

CONSENT CALENDAR

Fountain introduced the Consent Calendar. Item A is the Commission Meeting Minutes, September 16, 2021.

Item B is the payables for the month totaling \$8,532.96.

Item C is the Bank Activity Report which shows total funds in all accounts of \$3,455,340.25 with accrued interest for the month of \$220.69.

Item D is the financial reports as of September 30, 2021 and includes the 4th Quarter Budget to Actual amounts.

Approval of the consent calendar will authorize a transfer of \$8,532.96 to the First Interstate Checking Account for the monthly payables and \$220.69 accrued interest to the General Fund.

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

COMMITTEE UPDATES

Finance & Policy – Crosby – September Financial Statements were reviewed and approved. Committee will meet in November to discuss early payoff of the Greensferry Overpass debt.

District Review – Coles – Nothing to report at this time. Committee will meet in November.

Communication, Property and Personnel – Nothing new to report.

CITIZEN COMMENTS

None

UNFINISHED BUSINESS

Downtown URD Presentation & Update by A&A Construction on Millworx (Idaho Veneer Site). Brad Marshall from JUB Engineer presented The Millworx Development site. A&A Construction is the developer of the site and is currently demoing the mill site. Marshall showed conceptual site plans for the property north of 4th Avenue adjacent to the Fire Station and for the Idaho Veneer site property to the south. Infrastructure improvements will include a round-a-bout at Fourth Ave. and Idaho Street, with Idaho street extending to 3rd Avenue.

Downtown URD Presentation by Rob Brewster (Landings Site). Summer Oman from Miller Stauffer Architects who is working with Rob Brewster to develop the property on the southwest corner of 3rd & Spokane St. provided a presentation on the mixed-use development of that property. There will be commercial/retail on the main floor with three (3) stories of residential above. There will also be Condominiums to the south with underground parking.

Chairman Baltzell had a scheduled appointment and left the meeting at 10:15 am and Treasurer Crosby took over the meeting.

NEW BUSINESS

Order of Approval – J.R. Watson & Associates (Expo). Welch Comer completed their review of the final submittal by JR Watson which included work on Creative Way, Expo Parkway and Jacklin Rd as well as some reimbursable bank fees. The total for the submittal was \$234,175.18, after review it was determined that \$228,391.18 qualifies for reimbursement.

Commissioner Coles made a motion to approve the Welch Comer Task Order as presented, seconded by Clemensen. Motion carried by voice vote.

STAFF REPORT

The presentations this morning are exciting projects, we are looking forward to seeing them develop. Fountain complimented Matt Gillis and Jack Griffin from Welch Comer for the work they do for Commission in their reviews.

Joe thanked Commission stating it is an honor and he is looking forward to serving as Director of the Agency.

COMMISSIONER COMMENTS

None

CHAIRMAN COMMENT

Crosby requested a Strategic Planning Session before the end of the year.

ADJOURNMENT

Crosby asked for a motion to adjourn. Commissioner Clemensen made the motion, seconded by Coles. All in favor by voice vote. Meeting was adjourned at 10:19 am.

Respectfully submitted,

Diane Fountain, Executive Director

Jerry Baltzell, Chairman

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

November 4, 2021 – PF Chamber of Commerce Conference Room

CALL TO ORDER, ROLL CALL

Chairman Len Crosby called the meeting to order at 2:00 p.m. Present in addition to Crosby were Commissioners Clemensen and Fleischman. Also present was Diane Fountain and Joseph Johns.

CONFLICT DISCLOSURE

None

CITIZEN COMMENT

None

Committee Chairman Crosby shared survey results of Post Falls Chamber of Commerce members providing for a ranking and prioritizing of policy issues they feel are most important to be addressed local and state government. Overall results indicate need for more infrastructure, affordable housing, and education/workforce training.

Discussion & Analysis of Early Payoff on the Greensferry Overpass Bond.

Executive Director Diane Fountain stated a current balance of 1.3 million dollars with a total payoff as of November 18th to be \$1,408,821.74. Early payoff would result in a savings of \$51,255 in interest when compared to the original payoff date of February 2023. Commissioner Clemensen made a motion to bring the issue of paying off the loan early to the full commission at their next meeting on November 18, 2021. Commissioner Fleischman seconded the motion. All in favor by voice vote.

General discussion on role of Finance and Policy Committee (for the benefit of the oncoming Executive Director, Joseph Johns).

The Finance and Policy Committee provides:

- Oversight of Commission finances and the monthly financial reporting to assure the full Commission confidence that everything has been looked at.
- Advises the Commission on financing and payments (loans, proponent reimbursement).
- Oversees the annual budget for the Commission.
- Participates in the annual financial audit process.
- Presents closing budgets for Districts.
- Advises the Commission on financial issues related to the districts and proponents.
- Provides financial continuity and stability in terms of financial issues to the commissioners.

Committee Discussion for Strategic Planning Session

Upcoming District Closures - Fountain reviewed the status of the Expo, Center Point, and East Post Falls Districts including total valuation increases and total improvement costs. Commissioner Clemensen suggested additional information (anticipated remaining obligations by closure, potential rebates to taxing entities) be included for the Strategic Planning session.

Relationship with City of Post Falls – The pending turnover on the City Council will necessitate active engagement and clear\transparent communication with the Council on how PFURA focuses on job creation and economic growth.

Financial Considerations regarding the PF Technology, Downtown & Pleasant View URD's - A consistent application of Policy #7 throughout the Downtown, PF Technology and Pleasant View districts is important. Joseph Johns commented that the OPA was discussed at committee level in 2018 for the purpose of revising the document to account for the City of Post Falls as the District Proponent in the Downtown and Pleasant View districts. No subsequent revisions to the OPA document are known to have occurred. Developers in the Downtown district will soon be requesting this document. Chairman Crosby suggested having legal counsel review the OPA for possible amendments or additions to reflect a prioritization of approved/accepted project reimbursements.

General Fund Balance - The general fund balance, as funded by district administration fees, is for the purpose of maintaining staff operations through the end of the agency's last urban renewal district. Fountain and Johns shared they had already performed a cursory review of the fund balance projected over the next 20 years it appears to be in order.

Meeting adjourned at 3:05 p.m.

Respectfully submitted,

Diane Fountain, Executive Director

Len Crosby, Chairman

**POST FALLS URBAN RENEWAL
District Review Committee**

November 9, 2019 – PF Chamber of Commerce Conference Room

CALL TO ORDER, ROLL CALL

Chairman Collin Coles called the meeting to at 9:00 am. Present were in addition to Coles were Commissioners Davis and Crosby. Also present was Diane Fountain and Joseph Johns

CONFLICT DISCLOSURE

None

CITIZEN COMMENT

None

Review Existing Districts

Expo URD. The district's date of closure was November 6, 2021, with increment tax available through 2022 since taxes are paid in arrears. Fountain recommended having legal counsel review the completion of the closing in August 2022 based on prior district closing processes. At this time the final increment amount is yet to be determined but it appears it will not fully repay the proponent improvements. All planned infrastructure has been completed.

Lessons Learned. Commissioner discussion centered on the need to choose proponents wisely, expect district plans to change since every single one has, and post-approval zone changes should result in reimbursement percentage changes based on Policy #7. The current Owner Participation Agreement (OPA) should specifically identify Policy #7.

Downtown URD. The Commission discussion on design and parking during the October meeting was a result of Agency emphasis on the need for parking during prior City Center district activity on Spokane Street. Parking in the district continues to be an Agency concern. Chairman Coles stated the provision and design of parking is between the City and developer while the question for the Agency is about reimbursement. The potential for zoning changes relative to an approved district plan should be expected in the Downtown and PF Technology districts. Fountain proposed having the Commission consider how Policy #7 would apply to known projects within the Downtown district. A workshop meeting environment was suggested by Chairman Coles to determine how the Agency will specifically apply Policy #7 based on percentages of actual use when multi-use (commercial/residential) situations exist. Agreement and policy language should provide developers with a clear understanding of what to expect if changes occur in their development plan relative to the district plan. Changes from the original development proposal/plan between the developer and the City should cause a review by the Agency as to changes in reimbursement. Commissioner Davis stated our policy and documentation, acknowledged by the developer at the beginning of the process, should make it clear that changes from the development plan and zoning will result in a review of potential tax increment funding. Both developers in the district have been sent the Owner Questionnaire.

Center Point URD. Fountain stated this district will be closing in 2022. Another submittal is expected in Center Point during 2022 for a roadway in front of the Maverick gas station that loops over to Pointe Parkway.

East Post Falls URD. Fountain stated a payment on the sewer project remains. Reimbursable improvements to Cecil Road and Mullan Avenue, together with traffic signals on Highway 41, are expected before closure in 2022. Commissioner Crosby inquired about additional possible submittals by Steve White on Tullamore improvements. Fountain confirmed Mr. White intends to provide a final submittal this fall for road improvements.

Post Falls Technology URD. Fountain stated that there has been no development to date. The developer (Jerry Dicker) is waiting for the City of Post Falls to decide on either a traffic signal or round-a-bout on Prairie Ave. based on a traffic study by JUB. Additionally, the sale of the tech park on the west side to the Douglass Group has been completed.

Pleasant View URD. No activity to date. Project Drive has been sent the Owner Questionnaire.

Discussion items for Strategic Planning Session – Suggestions:

Policy #7 Review. Crosby suggested having the Commission look at Policy #7 in light of the issues anticipated in the Downtown URD and how the policy is integrated into the OPA process. Chairman Coles will make a preliminary review of possible revisions.

New District. Fountain informed the committee that Ross Schlothauer intends to move forward with a new urban renewal district along East Seltice at Huetter Road consisting mostly of water and sewer improvements.

Affordable Housing. Crosby proposed utilizing urban renewal to facilitate affordable housing, which is one of the areas highest priorities based upon recent survey results according to area Chamber of Commerce members.

Committee Recommendations for Commission.

Commissioner Davis made a motion to have the Commission meet to review Policy #7 for the purpose of establishing criteria relative to project development changes and subsequent tax increment based reimbursement. Crosby seconded the motion. All in favor by voice vote.

Meeting adjourned at 10:18 a.m.

Respectfully submitted,

Diane Fountain, Executive Director

Collin Coles, Chairman

1:07 PM
11/15/21

**Post Falls Urban Renewal Agency - In-House
Unpaid Bills Detail
As of November 18, 2021**

Type	Date	Num	Due Date	Aging	Open Balance
Bredeson Law Group					
Bill	11/14/2021	1000	11/18/2021		825.00
Total Bredeson Law Group					825.00
Canon Solutions America, Inc.					
Bill	11/01/2021	40379...	11/18/2021		26.28
Total Canon Solutions America, Inc.					26.28
City of Post Falls					
Bill	10/15/2021	INV04...	11/18/2021		204,322.62
Total City of Post Falls					204,322.62
Diane Fountain					
Bill	11/05/2021	Nove...	11/18/2021		10.50
Total Diane Fountain					10.50
Joseph Johns					
Bill	11/05/2021	Nove...	11/18/2021		17.29
Total Joseph Johns					17.29
VISA					
Bill	11/01/2021	110121	11/18/2021		58.00
Total VISA					58.00
Welch/Comer					
Bill	10/18/2021	11383...	11/18/2021		1,600.00
Total Welch/Comer					1,600.00
TOTAL					206,859.69

Payroll

10,025.75

216,885.44

Bank Activity Report

October 2021

Cash Section

Checking: First Interstate

Beginning Balance		\$	10,685.23
Deposits	\$	21,695.67	
Withdrawals	\$	(20,763.02)	
Ending Balance		\$	11,617.88
Outstanding Checks	\$	(2,066.68)	
Account Balance		\$	9,551.20

Idaho Central CU - Savings

Beginning Balance		\$	25.00
Interest			
Ending Balance		\$	25.00

Investment Section

LGIP General Fund 1829

Beginning Balance		\$	979,076.84
Contributions	\$	318.13	
Withdrawals	\$	(16,522.96)	
Ending Balance		\$	962,872.01
Outstanding Transfer	\$	-	
Account Balance		\$	962,872.01

LGIP Capital Improvements 1910

Beginning Balance		\$	2,229,786.32
Contributions	\$	5,393.29	
Withdrawals	\$	(220.69)	
Ending Balance		\$	2,234,958.92
Outstanding Transfer	\$	-	
Account Balance		\$	2,234,958.92

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:

\$ 3,444,308.13

October

Interest

State Pool - LGIP 1910	\$ 214.43
CD - Washington Trust Bank	\$ -
Total	\$ 214.43

Post Falls Urban Renewal Agency - In-House

11/08/21

Balance Sheet

Accrual Basis

As of October 31, 2021

	Oct 31, 21
ASSETS	
Current Assets	
Checking/Savings	
First Interstate Bank- Checking	9,551.20
LGIP1829-General Fund	962,872.01
LGIP1910-Capital Improvements	2,234,958.92
Savings - Idaho Central CU	25.00
WTB - Loan Reserve - CD	236,901.00
Total Checking/Savings	3,444,308.13
Other Current Assets	
Accounts Receivable - Taxes	39,068.00
FMV - State Investment Pool	22,215.00
Interest Receivable	3,000.00
Prepaid Insurance	2,641.00
Total Other Current Assets	66,924.00
Total Current Assets	3,511,232.13
TOTAL ASSETS	3,511,232.13
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Accrued Vacation Payable	3,072.11
Deferred Increment Revenue	28,409.00
Payroll Liabilities	
ID- Unemployment Payable	13.96
Payroll Liabilities - Other	1,748.59
Total Payroll Liabilities	1,762.55
Washington Trust Bank-Overpass	938,000.00
Total Other Current Liabilities	971,243.66
Total Current Liabilities	971,243.66
Long Term Liabilities	
Proponent Reimbursement Balance	
Washintgon Trust Bank-Overpass	460,020.34
Total Proponent Reimbursement Balance	460,020.34
Total Long Term Liabilities	460,020.34
Total Liabilities	1,431,264.00
Equity	
Allowance for Long Term Debt	-1,398,020.34
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	-123,779.98
Net Income	-11,394.87
Total Equity	2,079,968.13
TOTAL LIABILITIES & EQUITY	3,511,232.13

9:27 AM

Post Falls Urban Renewal Agency - In-House

11/08/21

Profit & Loss

Accrual Basis

October 2021

	Oct 21	Oct 21
Ordinary Income/Expense		
Income		
Interest	318.24	318.24
Expo District	4,202.95	4,202.95
Post Falls Technology District	969.65	969.65
Total Income	<u>5,490.84</u>	<u>5,490.84</u>
Gross Profit	5,490.84	5,490.84
Expense		
Payroll Expenses	8,852.13	8,852.13
Printing and Copying	28.58	28.58
Rent	7,990.00	7,990.00
Telephone, Telecommunications	15.00	15.00
Total Expense	<u>16,885.71</u>	<u>16,885.71</u>
Net Ordinary Income	<u>-11,394.87</u>	<u>-11,394.87</u>
Net Income	<u><u>-11,394.87</u></u>	<u><u>-11,394.87</u></u>

Fund Reconciliation:

10/31/2021

QB

First Interstate - Checking	GF	\$	9,551.20	
LGIP - 1829	GF	\$	962,872.01	
LGIP - 1910	CIP	\$	2,234,958.92	
Savings - Idaho Central CU	GF	\$	25.00	
WTB - Loan Reserve - CD	CIP	\$	236,901.00	
Total				<u><u>\$ 3,444,308.13</u></u>

FUNDS

General Fund	GF	\$	972,448.21	
Capital Improvement Fund	CIP	\$	2,234,958.92	
WTB - Loan Reserve (EPF)	CIP	\$	236,901.00	
Total				<u><u>\$ 3,444,308.13</u></u>

C.I. Fund Allocation:

PF Technology	\$	160,545.38
CP-The Pointe	\$	56,155.82
CP-Pointe Apartments	\$	107,683.94
Expo	\$	6,686.63
EPF-Tullamore	\$	2,737.02
EPF-Tullamore Commons II	\$	-
EPF-S/Ctr	\$	1,901,150.13
	\$	<u>2,234,958.92</u>

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>Total</u>
	2038	2022	2022	South/Central 2022	North-Tullamore 2022	2022	2021	
Sep-21	969.65	-	-	-	-	-	4,202.95	5,172.60
Oct-21								-
Nov-21								-
Dec-21								-
Jan-22								-
Feb-22								-
Mar-22								-
Apr-22								-
May-22								-
Jun-22								-
Jul-22								-
Aug-22								-
Sep-22								-
Total YTD	969.65	-	-	-	-	-	4,202.95	5,172.60
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 @ 9/30/21		-		5,521,264.19	786,802.00	149,834.83	451,177.17	6,909,078.19
Carry over @ 9/30/21	159,575.73	56,155.82	107,683.94	1,901,150.13	2,737.02	-	2,483.68	2,229,786.32

Bylaws of the Post Falls Urban Renewal Agency

As approved by the PFURA Commissioners on November 18, 2021.

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 – 50-2913 *et seq.*)

Article II: Commission Membership

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

Section 2. Commissioner terms shall be four (4) years from the date of appointment, expiring on the last day of the year, 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 9:00 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 _____, 2021

Payoff Statement

To: Mark Botterbusch **From:** Loan Service Center

Fax/Email: MBotterbusch@Watrust.com **Pages:** 1

Phone: - **Date:** October 19, 2021

File/Escrow #:-

Customer Name POST FALLS URBAN RENEWAL AGENCY AN IDAHO
Loan Number 22271994180

Current Balance	\$1,398,020.34
Accrued Interest	\$10,801.40
Late Charges	\$0.00
Other Charges/Fees	\$0.00
Escrow in Payoff	\$0.00
Escrow not in Payoff	\$0.00
Total Payoff	\$1,408,821.74

Per Diem \$143.63222
Payoff Effective Date 11/18/2021

Please contact Washington Trust Bank Loan Servicing to verify figures before sending payoff funds.

Washington Trust Bank Payment Instructions

Wire Instructions

ABA Routing # 125100089
Account # Loan Number
Attention: Loan Servicing Center – please include borrower name and loan number

Physical Address

601 W Main Ave, Ste 1300
Spokane, WA 99201

Washington Trust Bank
Loan Service Center
601 W Main Ave, Ste 1300
Spokane, WA 99201
phone (800) 788-4578 | email lscservicing@watrust.com | fax (509) 358-8280