



Post Falls Urban Renewal Agency  
January 20, 2022 Meeting Agenda  
9:00 am, Post Falls City Hall

1. Call to Order, Commissioner Roll Call and Pledge of Allegiance
2. Ceremonies, Appointments and Announcements
  - a. Election of Officers **ACTION ITEM**
3. Conflict Disclosure
4. Consent Calendar **ACTION ITEMS**
  - a. Commission Meeting Minutes, December 16, 2021
  - b. Finance & Policy Committee Meeting Minutes, December 29, 2021
  - c. Commission Workshop Minutes, January 11, 2022
  - d. Payables
  - e. Bank Activity Report
  - f. Financial Reports
5. Committee Updates
  - a. Finance and Policy – Crosby
  - b. District Review - Coles
  - c. Communications, Property & Personnel - Davis
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. FY 2021 Audit Presentation **ACTION ITEM**
  - b. Authorization for newly elected officers to be designated signers **ACTION ITEM**
  - c. East Post Falls District – Engineers Estimate of Probable Costs (Mullan Ave improvements)
  - d. East Post Falls District - First Addendum to MOU **ACTION ITEM**
  - e. Center Point District - Second Addendum to MOPA and PSOPA **ACTION ITEM**
  - f. Policy #7 revision and Second Addendum **ACTION ITEM**
  - g. Sponsorship Donation to NI Veterans Home in memory of Larry Carstenson **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 20, 2022**

### **CALL TO ORDER, ROLL CALL AND PLEDGE OF ALLEGIANCE**

Chairman Jerry Baltzell called the meeting to order at 9:00 a.m. Executive Director Joseph Johns called the roll. Present, in addition to Baltzell were Commissioners Eric Clemensen, Collin Coles, Jame' Davis, Melissa Hjeltness, 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 called on Commissioner Crosby to open the floor to nominations for Chairman.

Commissioner Coles nominated Jerry Baltzell as Chairman, seconded by Hjeltness. Voice Vote: All in favor, none opposed, Baltzell – Abstained. Motion carried.

Commissioner Crosby nominated Jame' Davis as Vice-Chairman, seconded by Coles. Voice Vote: All in favor, none opposed. Motion carried.

Commissioner Coles nominated Len Crosby as Treasurer, seconded by Davis. Voice Vote: All in favor, none opposed. Motion carried.

### **CONFLICT DISCLOSURE**

Commissioner Crosby stated a conflict with the New Business, Item g., Sponsorship Donation to the NI Veterans Home in memory of Larry Carstensen as he serves on that commission.

### **CONSENT CALENDAR**

Johns introduced the Consent Calendar. Item A in the Consent Calendar is the Commission Meeting Minutes, December 16, 2021

Item B is the Finance and Policy Committee Meeting Minutes, December 29, 2021

Item C is the Commission Workshop Meeting Minutes, January 11, 2022

Item D is the payables for this month totaling \$ 17,525.35

Item E is the Bank Activity Report which shows total funds in all accounts of \$1,943,127.49 and accrued interest for the month of \$94.86

Item F is the financial reports as of December 31<sup>st</sup> which includes the 1<sup>st</sup> Qtr Budget vs. Actual.

Approval of the Consent Calendar will authorize the transfer of \$17,525.35 to the First Interstate Checking Account for the monthly payables and \$ 94.86 accrued interest to the General Fund

Crosby noted the Devries bill in the Unpaid Bills Report was for shredding expired records.

Commissioner Coles made a motion to approve the Consent Calendar, seconded by Crosby. Voice Vote: All in favor, none opposed. Motion carried by voice vote.

#### COMMITTEE UPDATES

Chairman Baltzell stated that for the coming year he also serves as the Chair of the Executive Committee; Treasurer Crosby serves as the Chair of the Finance and Policy Committee; and Vice Chairman Davis serves as the Chair of the Communications, Property & Personnel Committee. Baltzell asked Coles to continue as Chair of the District Review Committee, Coles agreed. Baltzell asked the Commissioners to make any preferences for specific committee assignments known and that assignments would be made in the next couple of weeks.

*Finance & Policy* – Crosby – December Financial Statements were reviewed. A meeting was held with the Auditor to review the FY2021 Audit, including the MD & A, and the Governance Letter. A prior difference between the accounts payable and accounts receivable, as shown on the City's books and the Agency's books, was resolved. The Auditor was very helpful as was the City Finance Director.

*District Review* – Coles – Nothing to report.

*Communication, Property and Personnel* – Davis – Nothing to report

#### CITIZEN COMMENTS

None

#### UNFINISHED BUSINESS

None

#### NEW BUSINESS

FY 2021 Annual Audit. Brian Shull with Anderson Brothers, CPA presented the FY 2021 Audit. Shull stated that it is an Idaho requirement that a government agency undergoes an independent audit. A review of the Independent Auditor's Report, pages 1 & 2, was provided, with particular note being made about the issuance of an unmodified (clean) opinion on the financial statements, and that they are fairly stated according to Government Accounting Standards Board regulations.

Shull pointed out that as a government agency the financial statements are on two different bases of accounting, one being full accrual and the other being modified accrual. A majority of the audit time involved vouching financial information pertaining to each urban renewal district. A consideration of internal control during the course of the audit did not find any material weakness or instances of noncompliance. The Agency's segregation of duties together with the reviewing of transactions and the access to information are effective.

Crosby asked the auditor to address the inclusion of Accrued Contingent liability. Shull explained it as the difference between revenues recognized at year end under the modified accrual basis (pg. 14) versus the revenues recognized under the full accrual basis (pg. 11). It is a reconciliation between the two bases of accounting.

Chairman Baltzell thanked Brian and the firm for their excellent work. Baltzell noted the Commissions good oversight on finances and the leadership by the Financial Committee chaired by Crosby in the matter.

Commissioner Crosby made a motion to accept the FY 2021 Audit as presented and authorize the Executive Director to file it as needed with the local government registry, seconded by Davis. Motion carried by voice vote.

Authorization for newly elected officers to be designated signers. Baltzell asked for a motion to authorize the 2022 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 Joseph Johns to have access to all account balances and month end statements information for internal funds management purposes.

Commissioner Crosby made the motion, seconded by Coles. Roll Call Vote: Coles – Aye; Davis – Aye; Baltzell – Aye; Crosby – Aye; Hjeltness – Aye; Fleischman – Aye; Clemensen – Aye. Motion carried.

East Post Falls District - First Addendum to MOU. Rob Palus, Assistant City Engineer, presented a request for an addendum to the Memorandum of Understanding between the City of Post Fall and the Agency for project costs associated with improvements at the Cecil/Poleline and Cecil/Mullan intersections.

Crosby sought assurance of both projects being completed. Palus stated there is a timeframe within the agreement stating submission of reimbursable costs by the end of August, 2022. He continued that according to conversation with a representative of JUB Engineering that morning the beginning of construction in June is doable. The project at Cecil and Poleline is a really tight timeframe to build a roundabout in three months. The School District has stated their desire for the project not start until school year is out for the summer and completed before school starts in the fall. The contractors are able to do this. The completion date can be included in the construction agreements but at a risk of increased costs.

Further discussion outlined the original consideration of using traffic signals or a roundabout. A City held open house in November 2021, as well as 300 mailers to people/businesses in the area, resulted in no negative responses for a roundabout at Cecil/Poleline. Right of way acquisitions are needed and in process. The expected schedule is advertising in March, project awarding in May, and construction underway at the beginning of June. The Cecil/Mullan bid is expected to get out to bid soon.

Baltzell asked about when the City would know about potential increased costs of the projects. Palus estimated mid-February or March. The City will report back to the Commission if costs are higher and how the City will fund it. It is not the intention of the City to come back to the Agency requesting more than the \$1.41M in the current agreement, just flexibility in applying funds to the projects.

Commissioner Crosby made a motion to approve the First Addendum to MOU as proposed, seconded by Coles. Roll Call Vote: Clemensen – Aye; Coles – Aye; Davis – Aye; Baltzell – Aye; Crosby – Aye; Fleischman – Aye; Hjeltness – Aye. Motion carried.

East Post Falls District - Engineers Estimate of Probable Costs (Mullan Ave Improvements). Palus presented information pertaining to collisions and injury accidents at the Cecil/Mullan intersection and vicinity. Proposed traffic flow modifications using driveway entrance/exit modifications on the north and south sides of Mullan together with restricted center lane turning were outlined. Increased engineering costs are a result of anticipating transportation needs projected between now and 2030.

Baltzell asked about the safety of pedestrians due to the increased number of apartments in the area. Palus confirmed the safest place for pedestrian crossing is at signaled intersections. The proposed changes are not expected to increase safety concerns for pedestrians in the area.

Fleischman inquired about issues related to drivers turning into businesses on the north side of Mullan and the potential of problems in the Cecil/Mullan intersection due to u-turns. Palus stated the businesses to the north have an interconnected driveway. The expectation is that drivers from Mullan onto Cecil then enter into the parking lot for access to those businesses. The intersection will be marked for no u-turn as space will not allow for it. Larger volumes of traffic at the left turn signal will be accommodated by a longer turn lane.

Coles stated that planning for traffic flows is difficult and the City has done an excellent job of encouraging shared access and this appears to be a good solution.

Crosby inquired about the known increased costs to which Palus responded the amended MOU would help and the City would be making up the additional costs, if needed, through other funding sources.

Palus stated an anticipated project start date in June based on conversations with the consultant engineer. The Cecil/Mullan intersection project is expected to be completed in less than three months.

Center Point District - Second Addendum to MOPA and PSOPA. The Second Addendum pertains to eligibility for tax increment reimbursement for the construction of a street extension as shown on Exhibit "A" of the Addendum (extension of Baugh Way, located in front of the Maverick station and connecting to Pointe Parkway). Crosby asked about the inclusion of the specific deadline date for the proponent's submittal of costs. Bredeson will revise the document to include this provision for consideration by the Commission at the scheduled workshop in February.

Policy #7 revision and Second Addendum. For the approval of the revisions made to Agency Policy #7 and a Second Addendum to Policy #7 as discussed by the Commission at the January 11, 2022, Workshop.

Crosby stated this was an excellent revision after several years of work pertaining to the Agency's reimbursement process. It is expected that future projects in the Downtown and Pleasant View Districts will include questions of priority and of questions of reimbursement that are addressed by this addition to the policy.

Commissioner Crosby made a motion to approve the Policy #7 revision and the Second Addendum, seconded by Davis. Motion carried by voice vote.

Sponsorship Donation to NI Veterans Home in memory of Larry Carstenson. The Idaho Division of Veteran Services is building the North Idaho Veterans Home on a site in the URA's former Riverbend District. Larry was proud of his service in the Air Force and was a 49-year member of the American Legion. A Residential room sponsorship by the URA, in Larry's name for the amount of \$3,000, from the Agency's General Fund, was put forward as a meaningful recognition of his service to the community.

Commissioner Davis made a motion to approve the donation and authorize the transfer of \$3,000 from the General Fund to the First Interstate checking account, seconded by Coles. Roll Call Vote: Clemensen – Aye; Coles – Aye; Davis – Aye; Baltzell – Aye; Crosby – Abstain; Fleischman – Aye; Hjeltness – Aye. Motion carried.

## STAFF REPORT

Johns stated conflict disclosure letters have been distributed, once completed they will be sent to the Mayor.

Expo District Closure Update - Staff spoke with Alan Dornfest, Idaho State Tax Commission, on December 22, 2021, outlining the Agencies time-line for the Expo District closure and the necessity of tax increment remittance for the 2<sup>nd</sup> half of 2021 real property taxes, due June 20, 2022. Mr. Dornfest affirmed the Agency's time-line and encouraged keeping the offices of Kootenai County clearly informed.

Downtown District - Our office has received a completed Project Questionnaire and Evaluation form for the Water Tower Lofts project located on the northwest corner of Spokane Street and McReynolds Dr. A workshop has been scheduled on Thursday, February 3<sup>rd</sup>, for the Commission to consider the submitted project information.

Idaho State Central Registry - compliance for Registry Year 2021 has been confirmed.

COMMISSIONER COMMENTS

Crosby asked counsel for an update on the OPA in the Pleasant View District. Bredeson replied it is still in the works. The owner is currently reviewing the Agency policies. Additional exhibits from the owner are needed. Everyone is working to get it done as soon as possible.

CHAIRMAN COMMENT

Baltzell welcomed Commissioner Hjeltness. Former Commissioner Larry Carstensen was dedicated to urban renewal and participation in veteran's programs. Being able to donate to the new veteran's home is a nice gesture and one that shows the heart of the organization.

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 10:10 am.

Respectfully submitted,



---

Joseph Johns, Executive Director



---

Jerry Baltzell, Chairman