



Post Falls Urban Renewal Agency  
March 17, 2022 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, February 17, 2022
  - b. Payables
  - c. Bank Activity Report
  - d. Financial Reports
  - e. Credit/Bank card application
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. East Post Falls District – Update of Cecil Road projects by City Engineer
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**  
**February 17, 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 Collin Coles, Jame' Davis, Christi Fleischman, Melissa Hjeltness. Commissioners Eric Clemensen and Len Crosby had excused absences. Davis led the Pledge of Allegiance.

CEREMONIES, APPOINTMENTS AND ANNOUNCEMENTS

None

CONFLICT DISCLOSURE

None

CONSENT CALENDAR

Johns introduced the Consent Calendar. Item A is the Commission Meeting Minutes, January 20, 2022.

Item B is the Commission Workshop Minutes, Feb 3, 2022.

Item C is the payables for the month totaling \$7,780.97.

Item D is the Bank Activity Report which shows total funds in all accounts of \$4,911,535.21 with accrued interest for the month of \$174.93.

Item E is the financial reports as of January 31, 2022.

Approval of the consent calendar will authorize a transfer of \$7,780.97 to the First Interstate Checking Account for the monthly payables and \$174.93 accrued interest to the General Fund.

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

COMMITTEE UPDATES

*Finance & Policy – Fleischman* – January Financial Statements were reviewed and approved.

*District Review – Coles* – Nothing specific to District Review. However, as a result of the last commission workshop, Johns and Coles met with Bob Seale and Bill Melvin, City of Post Falls, to discuss multiple topics. There is the possibility of working together on infrastructure projects that could be done more efficiently as a single large project at one time than as individual projects done intermittently. For example, multiple roundabouts on Prairie Ave in the Post Falls Technology District vicinity. This would require significant coordination. More to follow at a future workshop. Also discussed was the evolution of the Agency in regards to how districts are formed. It may also be worthwhile to revisit the agency's Mission Statement due to changes in the scope and goals of agency projects from over twenty years ago.

*Communication, Property and Personnel* –Nothing new to report.

CITIZEN COMMENTS

None

UNFINISHED BUSINESS

None

NEW BUSINESS

Approval of Semi-Annual Proponent Reimbursements. Per Agency Policy #7, Tax increment received by the Agency for each of the Urban Renewal Districts is disbursed in February and August each year for project cost reimbursement. February reimbursements will be distributed as follows:

<u>District</u>	<u>Proponent</u>	<u>Reimbursement</u>	<u>Remaining Obligation</u>
Tullamore	Copper Basin Construction	\$712,397.74	\$74,404.26
Tullamore Commons II	Whitewater Creek	\$8,811.38	\$141,023.45
Expo	JR Watson & Associates	\$370,103.69	\$309,464.66

Center Point has a current balance of 487,955.70 for future reimbursement of public infrastructure improvements.

Pointe Apartments has a current balance of \$133,282.79 that is being held until the Agreement between Whitewater Creek and Pointe Partners, LLC is signed

The Post Falls Technology District has a current balance of \$275,241.24 for future reimbursement of public infrastructure improvements.

Johns stated a motion with a roll call vote would be in order to approve the proponent payments in the stated amounts and approve transfer of \$1,091,312.81 to the First Interstate Bank Checking account for that purpose.

Commissioner Coles made a motion to approve the Semi-Annual Proponent Reimbursements as presented, seconded by Fleischman. Roll Call Vote: Coles – Aye; Davis – Aye; Baltzell – Aye; Hjeltness – Aye; Fleischman – Aye. Motion carried.

2021 Annual Presentation. Director Johns presented the 2021 Annual Report as required by Idaho Code, noting a public notice was published in the CDA Press on February 3rd and no letters of comment had been received. The report will be submitted to City Council after approval.

Public Comment on the Annual Report presentation came from Sheryl Area, 8513 N Scotsworth St, Post Falls, ID 83854. She sought comment from the Commission about the mission of the Agency being to attract business and jobs when all that is evident in the area is housing development. Coles responded that housing development is a natural part of the urban renewal process and that it comes with commercial and industrial development. Davis suggested Ms. Area drive down Spokane Street and 4<sup>th</sup> Street to view current projects in process in the Downtown District that include commercial/business components. Johns provided clarification

about the recent formation of the Downtown and Pleasant View Districts. He suggested that Ms. Area consider the economic development and job growth that has occurred as a result of infrastructure development in the Riverbend, Expo and Center Point Districts to the west of town as well as along Hwy41 in the East Post Falls District. Ms. Area asked specifically about an area of business along Seltice Way between Idaho and Spokane Streets. Coles stated that specific area is not in an urban renewal district and was therefore not a consideration of the Commission. Baltzell clarified it was the responsibility of individual businesses to provide for their own modernization and upgrading in coordination with city staff and city projects. He further clarified the majority of agency projects pertain specifically to infrastructure (transportation, sewer, water) and that a lot of commercial development can be anticipated based on work being completed within the scope of the agency's authority. Fleischman added the agency works alongside the city, investors and developers to complete projects. Coles further provided the example of the sewer lift station in the Expo/Center Point area being a substantially expensive infrastructure project that opened the entire area up for development to benefit the entire region.

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

#### STAFF REPORT

The 2021 Annual Report is scheduled to be presented to the City Council at their March 15<sup>th</sup> council meeting.

It has been suggested that the current Project Questionnaire and Evaluation Form and its subsequent processes be revised/supplemented as a result of the previous Commission Workshop and the afore noted meeting with city staff by Coles and Johns. The submission of greater project details and estimated costs would help the commission identify where a project falls within the existing District Plan and related cost breakdowns. Subsequent joint review by agency and city staff would then verify the validity of the submitted information and provide an analysis or outline of the project submission for commission use. A revised form is to be drafted and submitted for further consideration by the Commission.

#### COMMISSIONER COMMENTS

None

#### CHAIRMAN COMMENT

Reiterated his affirmation of the previous months recognition of former commissioner Carstensen's dedicated work on the Commission, and the wonderful opportunity to work with Diane Fountain throughout the years.

#### ADJOURNMENT

Baltzell asked for a motion to adjourn. Commissioner Davis made the motion, seconded by Coles. All in favor by voice vote. Meeting was adjourned at 9:42 am.

Respectfully submitted,

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Joseph Johns, Executive Director

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Jame' Davis, Vice-Chair

8:54 AM

3/15/22

### Post Falls Urban Renewal Agency – In-House

## Unpaid Bills Detail

As of March 17, 2022

Type	Date	Num	Due Date	Aging	Open Balance
<b>Bredeson Law Group</b>					
Bill	3/17/2022	1022	4/16/2022		925.00
Total Bredeson Law Group					925.00
<b>Canon Solutions America, Inc.</b>					
Bill	3/17/2022	4039039652	4/16/2022		6.82
Total Canon Solutions America, Inc.					6.82
<b>City of Post Falls</b>					
Bill	3/17/2022	INV04877	4/16/2022		1,014,711.75
Total City of Post Falls					1,014,711.75
<b>Joseph Johns</b>					
Bill	3/17/2022	March 2022	4/1/2022		27.97
Total Joseph Johns					27.97
<b>TOTAL</b>					<b>1,015,671.54</b>

PAYROLL \$ 5,182.23

\$ 1,020,853.77

## Bank Activity Report

February 2022

### Cash Section

#### Checking: First Interstate

Beginning Balance		\$	11,993.46
Deposits	\$	1,184,086.03	
Withdrawals	\$	(1,185,423.52)	
Ending Balance		\$	10,655.97
Outstanding Checks	\$	(1,100.00)	
Account Balance		\$	9,555.97

#### Idaho Central CU - Savings

Beginning Balance		\$	25.00
Interest			
Ending Balance		\$	25.00

### Investment Section

#### LGIP General Fund 1829

Beginning Balance		\$	912,925.83
Contributions	\$	284.45	
Withdrawals	\$	(7,780.97)	
Ending Balance		\$	905,429.31
Outstanding Transfer	\$	-	
Account Balance		\$	905,429.31

#### LGIP Capital Improvements 1910

Beginning Balance		\$	3,989,045.64
Contributions	\$	85,149.95	
Withdrawals	\$	(1,091,487.74)	
Ending Balance		\$	2,982,707.85
Outstanding Transfer	\$	-	
Account Balance		\$	2,982,707.85

Total Funds All Accounts:

**\$ 3,897,718.13**

February

Interest

State Pool - LGIP 1910

\$ 545.18

**Total**

**\$ 545.18**

## Post Falls Urban Renewal Agency - In-House

03/08/22

## Balance Sheet

Accrual Basis

As of February 28, 2022

	Feb 28, 22
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
First Interstate Bank- Checking	9,555.97
LGIP1829-General Fund	905,429.31
LGIP1910-Capital Improvements	2,982,707.85
Savings - Idaho Central CU	25.00
<b>Total Checking/Savings</b>	<u>3,897,718.13</u>
<b>Other Current Assets</b>	
Accounts Receivable - Taxes	152,767.00
FMV - State Investment Pool	9,947.00
Interest Receivable	3,000.00
Prepaid Insurance	2,641.00
<b>Total Other Current Assets</b>	<u>168,355.00</u>
<b>Total Current Assets</b>	<u>4,066,073.13</u>
<b>TOTAL ASSETS</b>	<u><u>4,066,073.13</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
Accrued Expenses	101,471.00
Accrued Vacation Payable	495.66
Deferred Increment Revenue	143,883.00
<b>Payroll Liabilities</b>	
ID- Unemployment Payable	50.01
Payroll Liabilities - Other	1,748.59
<b>Total Payroll Liabilities</b>	<u>1,798.60</u>
<b>Total Other Current Liabilities</b>	<u>247,648.26</u>
<b>Total Current Liabilities</b>	<u>247,648.26</u>
<b>Total Liabilities</b>	<u>247,648.26</u>
<b>Equity</b>	
Assigned Fund Balance	2,630,810.00
Committed Fund Balance	374,525.00
Fund Balance - General Fund	-89,609.00
Nonspendable Fund Balance	2,641.00
Restricted Fund Balance	236,901.00
Unrestricted Net Assets	0.34
Net Income	663,156.53
<b>Total Equity</b>	<u>3,818,424.87</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>4,066,073.13</u></u>



## Post Falls Urban Renewal Agency - In-House

03/09/22

## Profit &amp; Loss

Accrual Basis

February 2022

	Feb 22	Oct '21 - Feb 22
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
Interest	286.68	1,828.35
Center Point District	683.77	457,398.73
East Post Falls District	43,399.92	2,279,319.18
Expo District	37,038.43	367,620.01
Post Falls Technology District	3,852.90	115,665.51
<b>Total Income</b>	<b>85,261.70</b>	<b>3,221,831.78</b>
<b>Gross Profit</b>	<b>85,261.70</b>	<b>3,221,831.78</b>
<b>Expense</b>		
Advertising & Legal Notices	35.65	35.65
Audit	0.00	7,475.00
Bank Charges	-15.00	0.00
District Payments	1,091,312.81	2,485,856.17
Dues & Memberships	0.00	500.00
Engineering Services	0.00	3,200.00
Insurance	220.00	220.00
Legal Fees	2,225.00	6,450.00
Meetings	0.00	51.06
Other Contract Services	0.00	55.00
Payroll Expenses	5,391.41	43,664.52
Postage, Mailing Service	0.00	58.00
Printing and Copying	9.00	110.18
Rent	0.00	7,990.00
Telephone, Telecommunications	27.97	126.81
Uncategorized Expenses	0.00	3,000.00
Website Design, Hosting & Maint	81.12	81.12
<b>Total Expense</b>	<b>1,099,287.96</b>	<b>2,558,873.51</b>
<b>Net Ordinary Income</b>	<b>-1,014,026.26</b>	<b>662,958.27</b>
<b>Net Income</b>	<b>-1,014,026.26</b>	<b>662,958.27</b>

## Fund Reconciliation:

2/28/2022

**QB**

First Interstate - Checking	<b>GF</b>	\$	9,555.97	
LGIP - 1829	<b>GF</b>	\$	905,429.31	
LGIP - 1910	<b>CIP</b>	\$	2,982,707.85	
Savings - Idaho Central CU	<b>GF</b>	\$	25.00	
<b>Total</b>				<b><u>\$ 3,897,718.13</u></b>

**FUNDS**

General Fund	<b>GF</b>	\$	915,010.28	
Capital Improvement Fund	<b>CIP</b>	\$	2,982,707.85	
<b>Total</b>				<b><u>\$ 3,897,718.13</u></b>

## C.I. Fund Allocation:

PF Technology	\$	275,241.24
CP-The Pointe	\$	487,955.70
CP-Pointe Apartments	\$	133,282.79
Expo	\$	-
EPF-Tullamore	\$	-
EPF-Tullamore Commons II	\$	-
EPF-S/Ctr	\$	<u>2,086,228.12</u>
	\$	2,982,707.85

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	1072.65	-	-	373.19	2,737.02	-	2,483.68	6,666.54
Oct-21	969.65	-	-	-	-	-	4,202.95	5,172.60
Nov-21	-	-	-	9,367.30	-	-	-	9,367.30
Dec-21	2,141.49	74,284.95	-	48,459.05	-	-	6,846.52	131,732.01
Jan-22	108,701.47	356,831.16	25,598.85	1,464,847.57	704,433.96	8,811.38	319,532.11	2,988,756.50
Feb-22	3,852.90	683.77	-	38,173.16	5,226.76	-	37,038.43	84,975.02
Mar-22								-
Apr-22								-
May-22								-
Jun-22								-
Jul-22								-
Aug-22								-
Sep-22								-
<b>Total YTD</b>	<b>116,738.16</b>	<b>431,799.88</b>	<b>25,598.85</b>	<b>1,561,220.27</b>	<b>712,397.74</b>	<b>8,811.38</b>	<b>370,103.69</b>	<b>3,226,669.97</b>
Approved Obligation		8,138,574.84		25,527,735.00	6,498,959.82	325,000.00	4,690,883.13	45,181,152.79
Obligation Balance @ 12/31/21		-		3,918,921.23	786,802.00	149,834.83	679,568.35	5,535,126.41
Carry over @ 12/31/21	162,686.87	130,440.77	107,683.94	583,207.39	2,737.02	-	13,533.15	1,000,289.14



## Application Information:

### Business Information

Business Name (as appears on card): POST FALLS URBAN RENEWAL

Business Legal Name: POST FALLS URBAN RENEWAL

Business Phone Number: (208) 777-8151

Business Email Address: postfallsura@gmail.com

Mailing Street: 201 E 4TH AVE

Mailing City: POST FALLS

Mailing State: ID

Zip Code: 83854

Business Structure: S-Corp.

Industry Type: State/Government Entity

Nature of Business:

Tax Identification Number (last 4 digits): \*\*\*\* [REDACTED]

Year Business Started: 1991

Business Gross Annual Sales: 0.0

Banker that Assisted You Today: [REDACTED]@ib.com

### Personal Information

First Name: JOSEPH

Middle Name:

Last Name: JOHNS

Date of Birth: [REDACTED]

Social Security Number (last 4 digits): \*\*\*\*\* [REDACTED]

### Personal Business Relationship

Association with Business: Other

Owned Since (Year): 1991

**Contact Information**

Primary Phone Number: (208) [REDACTED]

Email Address: postfallsura@gmail.com

Mailing Street: [REDACTED]

Mailing City: HAYDEN

Mailing State: ID

Zip Code: 83835

**Employment and Financial Information**

Personal Gross Monthly Income: [REDACTED]

Do you rent or own your current home? [REDACTED]

Current Monthly Rent/Mortgage Payment: [REDACTED]

**Information About Additional Owners**

Exemptions: A Government Entity

This business is not a non-profit and at least one individual owns 25% or more equity: No

**Beneficial Owners**

Name	DOB	SSN	Association to Business	Address

**Controlling Person**

Name	DOB	SSN	Association to Business	Address

**Additional Cardholders**

Name	Mobile/Cell #
JOSEPH JOHNS	(208) 500-8504

I certify, to the best of my knowledge, the information above is complete and correct. I agree to notify First Interstate Bank immediately upon any change in beneficial ownership or control of the business.

## Rates and Fees:

INTEREST RATES & INTEREST CHARGES	
<b>Annual Percentage Rate (APR) for Purchases and Balance Transfers</b>	<b>14.25%</b> This APR will vary with the market based on the Prime Rate.
<b>APR for Cash Advances</b>	<b>24.25%</b> This APR will vary with the market based on the Prime Rate.
<b>Penalty APR and When it Applies</b>	<b>29.24%</b> This APR will vary with the market based on the Prime Rate. This APR may be applied to your account if you make a late payment.
<b>Paying Interest</b>	Your due date is at least 25 days after the close of each billing cycle. We will not charge you any interest on purchases if you pay your entire balance by the due date of each month. We will begin charging interest on cash advances and balance transfers on the transaction date.
<b>Minimum Interest Charge</b>	If you are charged interest, the charge will be no less than <b>\$1.50</b>

FEES		
<b>Annual Fee</b>	<b>\$0.00</b>	
<b>Transaction Fees</b>	<ul style="list-style-type: none"> <li>• <b>Balance Transfer</b></li> <li>• <b>Cash Advance and Convenience Checks</b></li> </ul> Either <b>\$10.00</b> or <b>3%</b> of the amount of each transfer, whichever is greater. Either <b>\$10.00</b> or <b>4%</b> of the amount of each cash advance and convenience check, whichever is greater.	
<ul style="list-style-type: none"> <li>• <b>Foreign Transaction</b> <ul style="list-style-type: none"> <li>• <b>International transaction fee</b></li> </ul> </li> </ul>	<b>0.00%</b>	
<b>Penalty Fees</b>	<ul style="list-style-type: none"> <li>• <b>Late Payment</b></li> <li>• <b>Returned Payment</b></li> </ul>	<b>\$10.00</b> <b>\$29.00</b>

## The E-Sign Disclosure Agreement:

Please review the [Electronic Records and Signatures Agreement linked here](#) and accept the agreement below.

I consent to this agreement, and I confirm that ( i ) I have reviewed the First Interstate Bank E-Sign Consent Agreement, and (ii) I have the minimum software and hardware requirements outlined in the E-Sign Consent Agreement.

By checking the box below, I am expressly consenting to having First Interstate Bank contact me about my inquiry by text message or phone (including automatic telephone dialing system or an artificial or prerecorded voice) to the residential or cellular telephone number that I have provided, even if that telephone number is on a corporate, state, or national Do Not Call Registry. I understand that I do not have to agree to receive such calls or messages as a condition of getting any services from First Interstate Bank. By communicating with you by phone, I consent to calls being recorded and monitored.

I consent to be contacted by a representative of First Interstate Bank.

## Authorization and Application Submission Agreement:

The undersigned (the "Authorized Principal", whether one or more) is an authorized owner or officer of the Business Applicant (Sole Proprietor – owner/Partnership or Limited Liability Partnership – partner(s)/ Limited Partnership – general partners(s)/ Member Managed Limited Liability Company – members(s)/Manager Managed Limited Liability Company – manager(s)/ Corporation – officer). By signing this Application, the Authorized Principal and the Business, Through Authorized Principal (and the Guarantor by signing the Guaranty below):

1. Certify to First Interstate Bank ("Issuer," "us," or "we") that Authorized Principal is authorized pursuant to Business action to bind the Business.
2. Certify that the credit card(s) issued on this account will be used for business purposes only.
3. Authorize us to obtain credit bureau reports on the Business and Guarantor that will be used by us for determining eligibility when considering the Business for credit. Authorized us to obtain credit bureau reports and any other information about the Business Guarantor in connection with: a) extensions of credit on the account; b) the administration, review or collection of the account; and c) offering the Business enhanced or additional products and services. Upon Business and/or Guarantor request, we will provide the name and address of the credit bureau from which we obtained a report
4. Understand that we may provide information about the account, the Business and/or Guarantor(s) to credit reporting agencies at any time.
5. Certify that the Business desires the account to be accessed by certain of its affiliated entities and/or individuals ("Authorized Users") as indicated on the application or in writing after account opening
6. Certify that the Business appoints the Business Account Administrator (whether one or more) the ability to: a) designate who may receive and use credit cards issued to the Business; b) inquire about account information; c) make adjustments to the account, including but not limited to closing accounts, increasing account limits, transferring FirstRewards points, changing addresses; and d) initiate special account services as identified in the Cardholder Agreement.
7. Agree that if an account is opened, grant to us a contractual security interest and right of setoff in Business deposit accounts with the Issuer.
8. Agree that if an account is opened, Business will receive a Cardholder Agreement. The Business agrees to the terms of the agreement for each card by: using the account or any credit card, authorizing their use, or making any payment on the account.
9. Understand that if ten (10) or more credit cards are issued for use by Business employees, Business Guarantor agree that notwithstanding the limitations imposed by federal law and regulation, there will be no limit to Business and Guarantor's liability for unauthorized use.
10. Acknowledge that Issuer reserves the right to deny credit to the Business.
11. **Acknowledge that we reserve the right to change the account terms according to Issuer's credit guidelines, or the account history and financial circumstances or the business. This may include but is not limited to a reduction or termination of the credit limit, changes in the APRs applicable to the account or changes to other terms of the account.**

### GUARANTY

The undersigned (the "Guarantor," whether one or more) agrees to the terms and conditions of this business credit card application. For valuable consideration, Guarantor personally guaranties the obligations of the Business under the account to be established pursuant to this application. This Guaranty is absolute, continuing and irrevocable.

**IMPORTANT INFORMATION ABOUT OPENING AN ACCOUNT:** To help the government fight the funding of terrorism and money laundering activities, Federal Law requires all financial institutions to obtain, verify and record information that identifies each person who opens an account. What this means to you: when you open an account, we will ask you for your name, address, date of birth, and other information that will allow us to identify you. We may also ask to see your driver's license or other identifying documents.

I certify that I have read and agreed to all the terms and conditions, authorizations, and disclosures included with this application and that everything stated in this application is true, correct and complete.

**By consenting to this agreement, I am confirming that I am an authorized principal / Owner / Officer and the Guarantor.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
JOSEPH JOHNS

\_\_\_\_\_  
Printed Name