



Post Falls Urban Renewal Agency  
June 16, 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, May 19, 2022
  - b. Communication, Property & Personnel Committee Minutes, May 31, 2022
  - c. Finance & Policy Committee Minutes, June 6, 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
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**  
**May 19, 2022**

CALL TO ORDER, ROLL CALL AND PLEDGE OF ALLEGIANCE

Chairman Jerry Baltzell called the meeting to order at 9:00 a.m. Legal Counsel Pete Bredeson called the roll. Present, in addition to Baltzell were Commissioners Collin Coles, Jame' Davis, Len Crosby and Melissa Hjeltness. Commissioners Eric Clemensen and Christi Fleischman were absent. Coles led the Pledge of Allegiance. Executive Director Joseph Johns was absent as previously arranged.

CEREMONIES, APPOINTMENTS AND ANNOUNCEMENTS

None

CONFLICT DISCLOSURE

None

CONSENT CALENDAR

Bredeson introduced the Consent Calendar. Item A in the Consent Calendar is the Commission Meeting Minutes, April 21, 2022.

Item B in the Consent Calendar is the Commission Workshop Minutes, May 10, 2022.

Item C is the payables for this month totaling \$7,333.92.

Item D is the Bank Activity Report which shows total funds in all accounts of \$3,106,222.23 and accrued interest for the month of \$709.58.

Item E is the financial reports as of April 30<sup>th</sup>.

Approval of the consent calendar authorized a transfer of \$7,333.92 to the First Interstate Checking Account for the monthly payables and \$709.58 accrued interest to the General Fund.

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

COMMITTEE UPDATES

*Finance & Policy – Crosby* – April Financial Statements were reviewed and approved. A committee meeting is scheduled in early June.

*District Review – Coles* – Nothing new to report.

*Communication, Property and Personnel – Davis* – The committee is scheduled to meet May 31, 2022.

CITIZEN COMMENTS

None

#### UNFINISHED BUSINESS

Second Addendum to MOU for Cecil/Poleline and Cecil/Mullan Intersection Improvements. – Bredesen presented the Second Addendum to the Memorandum of Understanding between the agency and the City of Post Falls for the Cecil Road/Poleline Ave and Cecil Road/Mullan Ave intersection improvement projects. The revised Cecil Road/Poleline Ave project amount is \$1,931,576.47 and the Cecil Road/Mullan Ave project amount is \$238,605.91. The City acknowledges in the Addendum that the invoices for the project must be received by August 31, 2022 and all reimbursement payments must be completed by December 31, 2022. Commissioner Crosby made a motion to approve the Second Addendum as presented, seconded by Davis. Roll Call Vote: Coles – Aye; Davis – Aye; Baltzell – Aye; Crosby – Aye; Hjeltness – Aye. Motion carried.

#### NEW BUSINESS

Post Falls Technology District – Presentation and project update by Jerry Dicker, Beyond Green, Inc. Mr. Dicker provided an update of the Technology Park and shopping center. A building permit for Cecil Road is in process. Douglass Group is developing the Technology Park but they are waiting for the road. The shopping center has experienced delays but is close to getting plat approval. Dicker provided the Commission with copies of an email from the City dated May 17, 2022, pertaining to the project. A round-a-bout is necessary and will require participation by four landowners. Coles voiced appreciation for the update. Crosby asked if the Cecil Road design work is done and ready to go. Dicker stated he believed it is ready but just waiting for permitting. Robert Seale, City of Post Falls, stated the project is currently under review. Crosby stated he did not recall a round-a-bout being in the District Plan and not all of the land for the round-a-bout may be in the boundary of the District. Bredeson stated that he did not see its inclusion in the Zone C portion of the plan. Seale commented that the plan does identify a traffic control device at the intersection and that all the other city plans for the intersection of Prairie Avenue and Zorros Road included some form a traffic control, either light or round-a-bout. Bredeson clarified that the District Plan specifies a signal. Seale stated it appears the four corners of the intersection appear to fall within the boundary of the District, however, a small sliver of the round-a-bout (to the northeast) may fall outside the boundary depending on the actual location of the round-a-bout footprint. The city has been waiting several months for revised plans from the engineer for the remainder of the shopping center. The city is allowing Peak Fitness to move forward without the traffic control device completed but additional development at the site is dependent upon traffic control at the intersection of Zorros and Prairie.

#### STAFF REPORT

Bredeson reported that work on the OPA with Wil-Hunt, in the Pleasant View District, is still waiting for completed exhibits, particularly the cost estimates. It will likely be presented at the Commission Meeting in June. Crosby asked if there had been any contact with the Douglass Group, particularly in relationship to the Cecil Road improvements and any anticipated reimbursement of the related public improvements. Bredeson responded that he was not aware of any but the Executive Director may have more to report on that.

#### COMMISSIONER COMMENTS

Crosby commented on the need for closer communication between the urban renewal agency and the city. The email from the City to Mr. Dicker involved urban renewal but nothing was previously known about it. The city also needs to understand the agency must operate within the confines of state legislature and that

agency policies limit reimbursement through tax increment of public improvements serving residential development. Coles voiced agreement with Crosby's comments about increased communication.

CHAIRMAN COMMENT

None

ADJOURNMENT

Baltzell asked for a motion to adjourn. Commissioner Crosby made the motion, seconded by Davis. All in favor by voice vote. Meeting was adjourned at 9:50 am.

Respectfully submitted,

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Joseph Johns, Executive Director

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Jerry Baltzell, Chairman

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

**May 31, 2022 – Post Falls Chamber Building - Conference Room**

CALL TO ORDER, ROLL CALL

Chairman Jame' Davis called the meeting to order at 2:00 p.m. Present in addition to Davis was Christi Fleischman, Melissa Hjeltness and Joseph Johns.

CONFLICT DISCLOSURE

None

CITIZEN COMMENT

None

WEBSITE PROJECT. Johns provided a brief overview of several websites and the latest proposal information for each provider being considered at the present time. Fleischman stated the availability of a provider to perform immediate/as-needed services, as well as continued service is important. Davis recommended having each provider be available to meet with the Committee (in-person or video conference) to give a presentation of their services and to answer questions before a recommendation is made to the Commission. Additionally, committee members directed Johns to acquire referral information from five website client references for each potential provider.

FY 2023 BUDGET ITEMS. Johns gave a review of the fiscal year 2023 proposed operating budget. Several items (Computer Software, Dues & Memberships, Office Supplies, Telecommunications) require either increases or decreases based on actual costs. The committee voiced support for the proposed budget changes as presented.

PRESS RELEASE ON EXPO DISTRICT CLOSURE. A draft press release on the closure of the Expo District was reviewed by the committee. No changes were suggested.

ADJOURNMENT

Meeting adjourned @ 3:07 pm.

Respectfully submitted,

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Joseph Johns, Executive Director

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Jame' Davis, Member

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

**June 6, 2022 – Post Falls Chamber Building - Conference Room**

CALL TO ORDER, ROLL CALL

Chairman Len Crosby called the meeting to order at 3:32 p.m. Present in addition to Crosby was Christi Fleischman, Eric Clemensen and Joseph Johns.

CONFLICT DISCLOSURE

None

CITIZEN COMMENT

None

FY 2023 Budget Review. Johns provided a brief overview of the proposed FY2023 Budget. Projected Revenues for FY2023 were calculated from preliminary assessed valuation data, provided by the County Assessor's Office earlier in the day, multiplied by an estimated urban renewal levy rate needing to undergo further analysis due to the significant one-year increase in assessments. Agency Operating Expenses, particularly line items undergoing change, were reviewed. Personnel expenses decrease significantly after the prior year increase accommodating staff transition and training costs. Minimal increases in costs assigned to auditing, insurance, dues/memberships, rent and telecommunication are based on known actual costs going forward. Fleischman provided an overview of the Communication, Property and Personnel Committee's consideration of the proposed changes to the operating expenses at their May 31, 2022 meeting. Commissioners suggested adding funds for education costs related to new staff training on the agency bookkeeping software. FY 2023 Agency Administrative Fee's will be reduced by one (1) fee due the closure of the Expo District. Clemenson inquired about the sufficiency of the current administrative fee revenue to fund agency operations into the future. In response Crosby stated the current fee amount was implemented to ensure funding of agency operations through the close of the most recent Districts. Johns will look to schedule a commission budget workshop in July.

Center Point District Closing Budget Discussion. Johns presented the timeline/calendar for the closure of the Center Point Urban Renewal District. The district closure date is December 18, 2022. Total approved urban renewal reimbursement to date is \$8,138,574.84. One final cost submittal is expected from the proponent. Commissioners requested the drafting of a letter to the proponent, with a copy to the city, specifying the need for completion & acceptance of the infrastructure, together with the submittal of project costs, prior to the current agreed upon deadline. Projected tax increment revenue for 2023 is estimated to be \$845,702 pending further analysis of preliminary assessed values. Total expenses for 2023 are estimated to be \$845,702. No remaining tax increment is anticipated for rebate to underlying tax districts.

East Post Falls District Closing Budget Discussion. Johns presented the timeline/calendar for the closure of the East Post Falls Urban Renewal District. The district closure date is December 17, 2022. Total approved urban renewal reimbursement to date is \$25,527,735. Crosby asked if this amount included the latest changes based upon revised MOUs with the City. Johns responded it did not. Additional reimbursements are expected for the final Tullamore infrastructure project submittal, in process, and for the agreed upon increased cost of the Cecil Intersection projects by the City in the South/Central areas. Projected tax increment revenue for 2023 is estimated to be \$5,026,038 pending further analysis of preliminary assessed values for the district. Total expenses for 2023 are estimated to be \$4,050,182. At this time a tax increment balance is anticipated for rebate to underlying taxing districts.

DOWNTOWN DISTRICT – OPA ANALYSIS AND RECOMMENDATION. Crosby commented that legal counsel’s suggestions were acceptable. Crosby presented a draft addendum to Policy 7 addressing flexibility for the reimbursement of City and Commission approved public improvements set forth in an approved Urban Renewal Plan relative to mixed use (commercial/retail/residential) and infill developments within the downtown core of the City of Post Falls; and for projects related to workforce housing. This addendum is specifically relevant to the current downtown projects containing mixed use development. Crosby will incorporate feedback on the proposed addendum prior to submitting it to legal counsel for analysis. The current OPA draft specifies a roundabout at the intersection of Idaho and 4<sup>th</sup>. Legal counsel has suggested the removal of this specific project estimate from the OPA before its consideration for approval by the Commission. The city and agency are currently in the process of scheduling a meeting to discuss the intersection and its funding, together with several other issues in the Downtown District. No action taken pending further discussions between the city and the agency.

ADJOURNMENT

Meeting adjourned @ 5:20 pm.

Respectfully submitted,

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Joseph Johns, Executive Director

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Len Crosby, Member

**Post Falls Urban Renewal Agency - In-House  
Unpaid Bills Detail  
As of June 16, 2022**

Type	Date	Num	Due Date	Aging	Open Balance
<b>Bredeson Law Group</b>					
Bill	06/10/2022	1035	07/10/2022		825.00
Total Bredeson Law Group					825.00
<b>Canon Solutions America, Inc.</b>					
Bill	06/01/2022	6000798445	07/01/2022		9.39
Total Canon Solutions America, Inc.					9.39
<b>Joseph Johns</b>					
Bill	06/15/2022		06/30/2022		28.76
Total Joseph Johns					28.76
<b>Mastercard</b>					
Bill	06/01/2022	4518-May22	07/01/2022		572.59
Total Mastercard					572.59
<b>TOTAL</b>					<b>1,435.74</b>

*Payroll*      5,182.23  
6,617.97



# Bank Activity Report

## May 2022

### Cash Section

#### Checking: First Interstate

Beginning Balance		\$	11,095.58
Deposits	\$	37,521.64	
Withdrawals	\$	(37,949.53)	
Ending Balance		\$	10,667.69
Outstanding Checks	\$	(1,149.00)	
Account Balance		\$	9,518.69

#### Idaho Central CU - Savings

Beginning Balance		\$	25.00
Interest			
Ending Balance		\$	25.00

### Investment Section

#### LGIP General Fund 1829

Beginning Balance		\$	894,289.42
Contributions	\$	1,010.34	
Withdrawals	\$	(7,333.92)	
Ending Balance		\$	887,965.84
Outstanding Transfer	\$	-	
Account Balance		\$	887,965.84

#### LGIP Capital Improvements 1910

Beginning Balance		\$	2,202,389.24
Contributions	\$	30,897.18	
Withdrawals	\$	(709.58)	
Ending Balance		\$	2,232,576.84
Outstanding Transfer	\$	-	
Account Balance		\$	2,232,576.84

Total Funds All Accounts: \$ 3,130,086.37

April

Interest

State Pool - LGIP 1910

\$ 1,191.90

**Total**

**\$ 1,191.90**

## Post Falls Urban Renewal Agency - In-House

06/08/22

## Balance Sheet

Accrual Basis

As of May 31, 2022

	May 31, 22
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
First Interstate Bank- Checking	9,518.69
LGIP1829-General Fund	887,965.84
LGIP1910-Capital Improvements	2,232,576.84
Savings - Idaho Central CU	25.00
<b>Total Checking/Savings</b>	3,130,086.37
<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>	168,355.00
<b>Total Current Assets</b>	3,298,441.37
<b>TOTAL ASSETS</b>	<b>3,298,441.37</b>
<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	1,288.71
Deferred Increment Revenue	143,883.00
<b>Payroll Liabilities</b>	
ID- Unemployment Payable	12.09
Payroll Liabilities - Other	1,748.59
<b>Total Payroll Liabilities</b>	1,760.68
<b>Total Other Current Liabilities</b>	248,403.39
<b>Total Current Liabilities</b>	248,403.39
<b>Total Liabilities</b>	248,403.39
<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	-105,230.36
<b>Total Equity</b>	3,050,037.98
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>3,298,441.37</b>

**Post Falls Urban Renewal Agency - In-House  
 Profit & Loss  
 May 2022**

	May 22	Oct '21 - May 22
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
Interest	1,010.46	4,184.13
Center Point District	0.00	494,154.88
East Post Falls District	14,912.00	2,387,077.21
Expo District	14,372.68	469,558.02
Post Falls Technology District	902.92	133,794.06
<b>Total Income</b>	<b>31,198.06</b>	<b>3,488,768.30</b>
<b>Gross Profit</b>	<b>31,198.06</b>	<b>3,488,768.30</b>
<b>Expense</b>		
Advertising & Legal Notices	0.00	62.66
Audit	0.00	7,475.00
Bank Charges	0.00	0.00
Computer Repair & Maintenance	84.79	84.79
District Payments	0.00	3,500,567.92
Dues & Memberships	0.00	800.00
Engineering Services	0.00	3,200.00
Insurance	0.00	220.00
Legal Fees	1,625.00	9,800.00
Meetings	0.00	51.06
Office Supplies	407.53	407.53
Other Contract Services	0.00	55.00
Payroll Expenses	5,389.46	59,806.90
Postage, Mailing Service	0.00	58.00
Printing and Copying	6.44	128.04
Rent	0.00	7,990.00
Telephone, Telecommunications	27.93	210.64
Uncategorized Expenses	0.00	3,000.00
Website Design, Hosting & Maint	0.00	81.12
<b>Total Expense</b>	<b>7,541.15</b>	<b>3,593,998.66</b>
<b>Net Ordinary Income</b>	<b>23,656.91</b>	<b>-105,230.36</b>
<b>Net Income</b>	<b>23,656.91</b>	<b>-105,230.36</b>

## Fund Reconciliation:

5/31/2022

**QB**

First Interstate - Checking	<b>GF</b>	\$	9,518.69
LGIP - 1829	<b>GF</b>	\$	887,965.84
LGIP - 1910	<b>CIP</b>	\$	2,232,576.84
Savings - Idaho Central CU	<b>GF</b>	\$	25.00
<b>Total</b>			<b><u><u>\$ 3,130,086.37</u></u></b>

**FUNDS**

General Fund	<b>GF</b>	\$	897,509.53
Capital Improvement Fund	<b>CIP</b>	\$	2,232,576.84
<b>Total</b>			<b><u><u>\$ 3,130,086.37</u></u></b>

## C.I. Fund Allocation:

PF Technology	\$	293,369.79
CP-The Pointe	\$	524,711.85
CP-Pointe Apartments	\$	133,282.79
Expo	\$	101,938.01
EPF-Tullamore	\$	17,726.07
EPF-Tullamore Commons II	\$	-
EPF-S/Ctr	\$	1,161,548.33
	\$	<u><u>2,232,576.84</u></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	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
Payment Feb-22	3,852.90	683.77	-	38,173.16	5,226.76	-	37,038.43	84,975.02
Mar-22	711.27	20,360.51	-	-	-	-	5,391.88	26,463.66
Apr-22	16,514.36	16,395.64	-	76,990.05	15,855.98	-	82,173.45	207,929.48
May-22	902.92	-	-	13,041.91	1,870.09	-	14,372.68	30,187.60
Jun-22								-
Jul-22								-
Aug-22								-
Sep-22								-
<b>Total YTD</b>	<b>134,866.71</b>	<b>468,556.03</b>	<b>25,598.85</b>	<b>1,651,252.23</b>	<b>730,123.81</b>	<b>8,811.38</b>	<b>472,041.70</b>	<b>3,491,250.71</b>
Approved Obligation		8,138,574.84		26,287,917.00	6,498,959.82	325,000.00	4,690,883.13	45,941,334.79
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