





THE URBAN RENEWAL AGENCY  
OF THE CITY OF TWIN FALLS

URBAN RENEWAL AGENCY  
MEETING MINUTES

January 13, 2014

The Urban Renewal Agency held its regular meeting at 12 noon this date in the Twin Falls City Council Chambers located at 305 3<sup>rd</sup> Avenue East, Twin Falls. Those present were:

Cindy Bond	URA Chair
Leon Smith	URA Vice-Chair
Dexter Ball	URA Secretary
Perri Gardner	URA Member
Sarah Taylor	URA Member
Dan Brizee	URA Member

**Absent:** Neil Christensen, URA Member

**Also present:**

Melinda Anderson	Urban Renewal Executive Director
Mitch Humble	City of Twin Falls Community Development Director
Brent Hyatt	City of Twin Falls Assistant Finance Officer
Fritz Wonderlich	Twin Falls City Attorney
Josh Palmer	Public Information Officer
Katy Touchette	City of Twin Falls Executive Assistant

**Agenda Item 1: Call meeting to order.**

Cindy Bond called the meeting to order at 12:00 noon.

**Agenda Item 2: Consent Agenda**

- a. **Review and approval of minutes from the December 9, 2013 Regular Meeting.**
- b. **Review and approval of January 2014 financial report.**

Leon Smith made a motion to approve the Consent Agenda, and Dexter Ball seconded the motion. Roll call vote showed that all board members present voted in favor of the motion, 6-0.

**Agenda Item 3: Consideration of a request to approach the City of Twin Falls to acquire a vacant parcel located on 2<sup>nd</sup> Avenue South in conjunction with an adjacent site owned by TFURA – 242 2<sup>nd</sup> Avenue South.**

Cindy Bond introduced the agenda item, and Melinda Anderson used overhead projections to show the properties being discussed. The URA owns the former “Caval” building at 242 2<sup>nd</sup> Ave South, and the City owns the vacant lot next door, so the request is for the URA to acquire that vacant lot to use in conjunction with the Caval building for redevelopment purposes. Melinda stated that the building has been vacant for four years and is need of a good deal of repair. She stated that acquiring the vacant lot to use for a parking lot would help a good deal in making the property marketable. Melinda said there are three ways to approach this. The URA board could ask the City to trade the vacant lot for property that the URA owns, specifically part of the parking area currently being used by the Twin Falls Senior Center. Secondly, the URA could simply ask the City to deed the vacant lot to the URA. Thirdly, the URA could offer to pay the City to acquire the vacant lot.

The board then discussed the pros and cons of these three options. Community Development Director Mitch Humble stated that this vacant lot is not a parking lot, even though it has been used for parking. He said a parking lot is not required for the Caval building as there is downtown parking available nearby. After discussing the possibilities of trading land with the City, specifically part of the Senior Center parking, the board felt that it would not be a fair, straight-across even trade, and the consensus was that the board should ask the City to deed the vacant lot to the URA. Leon Smith then made a motion to request that the City give the vacant lot to the URA, and to get an asking price if the City was not willing to simply give the land at no cost. Dan Brizee seconded the motion, and roll call vote showed that all board members present voted in favor of the motion, 6-0. Cindy Bond will make the request to City Council.

**Agenda Item 4: Discussion regarding formation of new subcommittees – Cindy Bond**

Cindy Bond stated that she would like to make the active work group re: DT/OT Infrastructure Assessment into an official subcommittee, in keeping with the City's recent move toward transparency on all committees and commissions. She suggested keeping the same three URA board members on the committee, with Leon Smith as its chairman and Dan Brizee and Sarah Taylor as the other two committee members. Discussion followed on why the committee would be limited to three board members, with City Attorney Fritz Wonderlich reminding the board that four members would make it a quorum. Even with just three members any meetings will involve formally posting the committee meetings, making up an agenda, and taking minutes. Leon Smith then made a motion to form a formal subcommittee for this Downtown work group, and Dan Brizee seconded the motion. Roll call vote showed that all members present voted in favor of the motion, 6-0.

Melinda stated that she would contact the Mayor and ask for two City Council members to be on the committee, along with City staff. She also suggested that the committee should rank engineering priorities in the Downtown area and follow this with a full URA meeting, inviting the public to attend.

At this time Cindy Bond wished to appoint three URA board members to this committee, those being Leon Smith as Chairman and Sarah Taylor and Dan Brizee as the other two committee members. Perri Gardner made this into a formal motion, Sarah Taylor seconded the motion, and roll call vote showed that all board members present voted in favor of the motion, 6-0.

Leon stated that the committee is waiting to hear back from City Engineer Jackie Fields regarding prioritizing the projects for Downtown Twin Falls.

**Agenda Item 5: Public input and/or items from the Urban Renewal Agency Board or staff.**

Melinda Anderson told the board that the pocket park construction bids have been advertised, and bids will be opened at 2:00 pm February 3, 2014.

Sarah Taylor asked if the URA agenda packets could be given to the board when the meeting reminder goes out the Monday before the meeting. Melinda stated that at this time that is not possible at this time due to the fact that the agenda is often not finished until the following Wednesday.

Melinda also told the board that the City is in the process of recruiting an administrative assistant for the Economic Development department.

Finally, Dan Brizee wanted to clarify that any other URA work groups have been dissolved. Yes, that is correct.

**Agenda Item 6: Adjourn. Next regular meeting: Monday, February 10, 2014 @ 12:00 p.m.**

Cindy Bond adjourned the meeting at 12:43 p.m.

Respectfully submitted,

Katy Touchette  
Executive Assistant

**Urban Renewal Agency of the City of Twin Falls, ID**  
**P & L Budget vs. Actual with Declining Bal.(\$ Over Budget)**

October 2013 through January 2014

	Oct '13 - Jan 14	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Investment Income	506.91	1,300.00	-793.09	39.0%
Property Taxes	3,956,585.81	7,818,963.00	-3,862,377.19	50.6%
Rental Income	142,982.33	427,673.00	-284,690.67	33.4%
<b>Total Income</b>	<b>4,100,075.05</b>	<b>8,247,936.00</b>	<b>-4,147,860.95</b>	<b>49.7%</b>
<b>Gross Profit</b>	<b>4,100,075.05</b>	<b>8,247,936.00</b>	<b>-4,147,860.95</b>	<b>49.7%</b>
<b>Expense</b>				
<b>RAA 4-1</b>				
Downtown Development	25,469.96			
Glanbia Project	34,006.52			
RAA 4-1 - Other	31,134.00	4,953,941.00	-4,922,807.00	0.6%
<b>Total RAA 4-1</b>	<b>90,610.48</b>	<b>4,953,941.00</b>	<b>-4,863,330.52</b>	<b>1.8%</b>
<b>RAA 4-3 (Chobani)</b>				
Debt Pay. (Chobani) Interest	0.00	1,919,268.00	-1,919,268.00	0.0%
Debt Pay. (Chobani) Principal	0.00	2,922,000.00	-2,922,000.00	0.0%
RAA 4-3 (Chobani) - Other	676,870.44	12,402,253.00	-11,725,382.56	5.5%
<b>Total RAA 4-3 (Chobani)</b>	<b>676,870.44</b>	<b>17,243,521.00</b>	<b>-16,566,650.56</b>	<b>3.9%</b>
Bond Trustee Fees	0.00	6,500.00	-6,500.00	0.0%
Community Relations & Website	0.00	200.00	-200.00	0.0%
Debt Payments - Interest	4,240.91	271,211.00	-266,970.09	1.6%
Debt Payments - Principal	10,413.81	453,875.00	-443,461.19	2.3%
Dues and Subscriptions	2,250.00	2,500.00	-250.00	90.0%
Insurance Expense	2,660.00	5,300.00	-2,640.00	50.2%
Legal Expense	108.01	1,000.00	-891.99	10.8%
Management Fee	0.00	136,500.00	-136,500.00	0.0%
Meeting Expense	485.97	3,500.00	-3,014.03	13.9%
Miscellaneous	0.00	500.00	-500.00	0.0%
Office Expense	90.00	500.00	-410.00	18.0%
Prof. Dev.\Training	0.00	2,800.00	-2,800.00	0.0%
Professional Fees	0.00	25,000.00	-25,000.00	0.0%
Property Tax Expense	15,834.56	35,500.00	-19,665.44	44.6%
Real Estate Exp. - Call Center	22,392.09	137,235.00	-114,842.91	16.3%
Real Estate Exp. - Other	528.25	6,200.00	-5,671.75	8.5%
Real Estate Lease	72,000.00	72,000.00	0.00	100.0%
<b>Total Expense</b>	<b>898,484.52</b>	<b>23,357,783.00</b>	<b>-22,459,298.48</b>	<b>3.8%</b>
<b>Net Ordinary Income</b>	<b>3,201,590.53</b>	<b>-15,109,847.00</b>	<b>18,311,437.53</b>	<b>-21.2%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
Cash Carryover	0.00	15,515,365.00	-15,515,365.00	0.0%
Transfers In	0.00	152,800.00	-152,800.00	0.0%
Transfers Out	0.00	-152,800.00	152,800.00	0.0%
<b>Total Other Income</b>	<b>0.00</b>	<b>15,515,365.00</b>	<b>-15,515,365.00</b>	<b>0.0%</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>15,515,365.00</b>	<b>-15,515,365.00</b>	<b>0.0%</b>
<b>Net Income</b>	<b>3,201,590.53</b>	<b>405,518.00</b>	<b>2,796,072.53</b>	<b>789.5%</b>

## Twin Falls Urban Renewal February, 2014 List of Checks

<u>Check #</u>	<u>Date</u>	<u>Paid Amount</u>	<u>Name</u>	<u>Account</u>	<u>Memo</u>
2665	1/13/2014	83.39	Daisy's	Meeting Expense	URA meeting lunches
2666	1/13/2014	207,925.19	City of Twin Falls	RAA 4-3 Chobani	Request 23 Chobani Project Costs
2667	1/21/2014		VOID		
2668	1/21/2014	224,064.76	City of Twin Falls	RAA 4-3 Chobani	Request 24 Chobani Project Costs
2669	1/27/2014	1,020,132.30	Wells Fargo Bank	Property Tax Income RAA 4-1	URA Property Taxes - Jan, 2013
2670	1/27/2014	2,887,338.65	Zions First National Bank	Property Tax Income RAA 4-3	URA Property Taxes - Jan, 2013
2671	2/6/2014	273.57	Idaho Power	Real Est Exp - Call Center	Power - 851 Poleline Road C3
2671	2/6/2014	8.75	Idaho Power	Real Est Exp - Other	Power - 242 2nd Ave South
2672	2/6/2014	110.85	Lee Enterprises	RAA 4-1 Downtown Redev.	Legal Notice-Pocket Park Construction
2673	2/6/2014	27.04	Melinda Anderson	Meeting Expense	URA Lunch Meeting - Dec 3, 2013
2673	2/6/2014	21.38	Melinda Anderson	Meeting Expense	URA Lunch Meeting - Jan 21, 2014
2673	2/6/2014	25.96	Melinda Anderson	Meeting Expense	URA Lunch Meeting - Jan 27, 2014
2674	2/6/2014	57.95	Canyon Floral	Miscellaneous	Flowers-Staff family condolences
2675	2/6/2014	450.00	K & G Prop Mgmt.	Real Est Exp - Call Center	C3 Property Mgmt.
2676	2/6/2014	440.00	J & L Sweeping Service, Inc.	Real Est Exp - Call Center	C3 Dec Parking Lot Sweeping

**Urban Renewal Agency of the City of Twin Falls, ID**  
**Profit & Loss Detail**  
**January 2014**

Type	Date	Num	Name	Memo	Amount	Balance
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
<b>Investment Income</b>						
Deposit	1/1/2014		Wells Fargo Bank	Interest on Account	5.76	5.76
Deposit	1/2/2014		Wells Fargo	Interest on Account	6.21	11.97
Deposit	1/2/2014		Wells Fargo	Deposit	22.84	34.81
Deposit	1/2/2014		Zions First National ...	Interest earned on the account	0.04	34.85
Deposit	1/2/2014		Zions First National ...	Interest on Account	41.23	76.08
Deposit	1/2/2014		Zions First National ...	Interest on Account	49.01	125.09
Total Investment Income					125.09	125.09
<b>Property Taxes</b>						
Deposit	1/9/2014		Wells Fargo	Transferred Property Taxes	1,481.80	1,481.80
Deposit	1/10/2014		Twin Falls County Tr...	To record transfer of Property tax collections.	39,956.36	41,438.16
Deposit	1/27/2014		Wells Fargo	Taxes from the County that are transferred	2,887,338.65	2,928,776.81
Deposit	1/31/2014		Twin Falls County	Remittance of Property Tax Collections - Big Check	1,020,132.30	3,948,909.11
Total Property Taxes					3,948,909.11	3,948,909.11
<b>Rental Income</b>						
Deposit	1/6/2014	11560	C3	Rent - Dec 2013	34,078.92	34,078.92
Deposit	1/6/2014		US Treasury	Monthly VA Rent	1,333.33	35,412.25
Deposit	1/28/2014	11939	C3	Rent-January, 2014	34,078.92	69,491.17
Total Rental Income					69,491.17	69,491.17
Total Income					4,018,525.37	4,018,525.37
Gross Profit					4,018,525.37	4,018,525.37
<b>Expense</b>						
<b>RAA 4-1</b>						
<b>Downtown Development</b>						
Check	1/7/2014	2657	Riedesel Engineering	Pocket Park bid service	1,379.64	1,379.64
Total Downtown Development					1,379.64	1,379.64
<b>Glanbia Project</b>						
Check	1/14/2014	Req #116	Doug McCoy Constr...	Final Payment for Site Work	18,214.97	18,214.97
Total Glanbia Project					18,214.97	18,214.97
Total RAA 4-1					19,594.61	19,594.61
<b>RAA 4-3 (Chobani)</b>						
Check	1/13/2014	2666	City of Twin Falls	Certificate #23 - Chobani Proj. Costs	207,925.19	207,925.19
Check	1/21/2014	2667	City of Twin Falls	Advance Cert. #24 Chobani Proj Costs	0.00	207,925.19
Check	1/21/2014	2668	City of Twin Falls	Advance Cert. #24 Chobani Proj. Costs	224,064.76	431,989.95
Total RAA 4-3 (Chobani)					431,989.95	431,989.95
<b>Debt Payments - Interest</b>						
Check	1/2/2014	Req #C2	Larry Tucker & Kare...	Monthly Payment	1,040.72	1,040.72
Total Debt Payments - Interest					1,040.72	1,040.72
<b>Debt Payments - Principal</b>						
Check	1/2/2014	Req #C2	Larry Tucker & Kare...	Monthly Payment	2,622.96	2,622.96
Total Debt Payments - Principal					2,622.96	2,622.96
<b>Meeting Expense</b>						
Check	1/7/2014	2660	Albertsons	Dessert - Board Meeting	7.99	7.99
Check	1/13/2014	2665	Daisy's	URA meeting lunches	83.39	91.38
Total Meeting Expense					91.38	91.38
<b>Office Expense</b>						
Check	1/14/2014	BC	Wells Fargo	Wire Fee	15.00	15.00
Check	1/21/2014	BC	Wells Fargo	Bank Wire Fee	15.00	30.00
Total Office Expense					30.00	30.00
<b>Property Tax Expense</b>						
Check	1/14/2014	Req #115	Manaus LLC	Annual Property Taxes on leased lot	15,834.56	15,834.56
Total Property Tax Expense					15,834.56	15,834.56
<b>Real Estate Exp. - Call Center</b>						
Check	1/7/2014	2658	Idaho Power Company	Power - 851 Poleline Road C3	260.76	260.76
Check	1/7/2014	2661	K & G Property Man...	C3 Property Mgmt. Dec, 2013	450.00	710.76
Check	1/7/2014	2659	Kimberly Nurseries	C3 Snow Removal Dec 9, 2013	722.50	1,433.26
Check	1/7/2014	2659	Kimberly Nurseries	C3 Snow Removal Dec 23, 2013	722.50	2,155.76
Check	1/8/2014	2662	J & L Sweeping Serv...	C3 Dec parking lot sweeping	352.00	2,507.76
Check	1/8/2014	2663	Commercial Propert...	Leaf cleanup, mowing, edging @ C3	385.00	2,892.76
Check	1/8/2014	2664	Acco Engineered Sy...	C3 Repair Unit 15 low voltage problem	157.00	3,049.76
Total Real Estate Exp. - Call Center					3,049.76	3,049.76

**Urban Renewal Agency of the City of Twin Falls, ID**  
**Profit & Loss Detail**  
**January 2014**

Type	Date	Num	Name	Memo	Amount	Balance
<b>Real Estate Exp. - Other</b>						
Check	1/7/2014	2658	Idaho Power Company	Power - 242 2nd Ave South	7.84	7.84
Check	1/7/2014	2659	Kimberly Nurseries	Snow & Ice removal DT Parking Lots	495.50	503.34
Total Real Estate Exp. - Other					503.34	503.34
<b>Real Estate Lease</b>						
Check	1/14/2014	Req #115	Manaus LLC	Annual Lease Payment	72,000.00	72,000.00
Total Real Estate Lease					72,000.00	72,000.00
Total Expense					546,757.28	546,757.28
Net Ordinary Income					3,471,768.09	3,471,768.09
<b>Net Income</b>					<b>3,471,768.09</b>	<b>3,471,768.09</b>

**Urban Renewal Agency of the City of Twin Falls, ID**  
**Balance Sheet**  
As of January 31, 2014

	Jan 31, 14
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
<b>Cash</b>	
WF General Checking #6350	1,227,102.27
WF Revenue Alloc. #5601	3,518,011.19
WF Bond Reserve #5602	699,122.50
WF Bond Fund #5600	819.63
Zions Revenue Alloc. #8616	2,891,257.76
Zions Revenue Alloc. #8616A	1,820,830.42
Zions Bond Reserve #8616C	2,874,430.11
<b>Total Cash</b>	13,031,573.88
<b>Total Checking/Savings</b>	13,031,573.88
<b>Other Current Assets</b>	
Due from Other Governments	7,676.70
Property Taxes Receivable	110,166.11
<b>Total Other Current Assets</b>	117,842.81
<b>Total Current Assets</b>	13,149,416.69
<b>Fixed Assets</b>	
Land	1,350,000.00
Building	3,779,695.16
Equipment	475,000.00
Accumulated Depreciation	-568,206.77
<b>Total Fixed Assets</b>	5,036,488.39
<b>TOTAL ASSETS</b>	<b>18,185,905.08</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Long Term Liabilities</b>	
Deferred Rev.-Property Tax	110,166.11
<b>Total Long Term Liabilities</b>	110,166.11
<b>Total Liabilities</b>	110,166.11
<b>Equity</b>	
<b>Fund Balance</b>	
Fund Balance-General Fund	161,318.79
Fund Balance-Revenue Alloc.	2,788,394.84
Fund Balance-Bond Fund	699,918.86
Fund Balance-Rental Fund	5,380,370.51
<b>Total Fund Balance</b>	9,030,003.00
Unrestricted Net Assets	5,844,145.44
Net Income	3,201,590.53
<b>Total Equity</b>	18,075,738.97
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>18,185,905.08</b>

**Urban Renewal Agency of the City of Twin Falls, ID**  
**Balance Sheet Detail**  
As of January 31, 2014

Type	Date	Num	Name	Memo	Amount	Balance
<b>Accounts Receivable</b>						0.00
<b>Accounts Receivable</b>						0.00
Total Accounts Receivable						0.00
Total Accounts Receivable						0.00
<b>Other Current Assets</b>						122,842.81
<b>Account Receivable - Chobani</b>						0.00
Total Account Receivable - Chobani						0.00
<b>Deposits</b>						5,000.00
Deposit	1/13/2014	56757	Title Fact, Inc.	Earnest money returned	-5,000.00	0.00
Total Deposits					-5,000.00	0.00
<b>Due from Other Governments</b>						7,676.70
Total Due from Other Governments						7,676.70
<b>Interest Receivable</b>						0.00
<b>Int. Rec.-Zions Bond</b>						0.00
Total Int. Rec.-Zions Bond						0.00
<b>Int. Rec.-Bond Fund</b>						0.00
Total Int. Rec.-Bond Fund						0.00
<b>Int. Rec.-Revenue Allocation</b>						0.00
Total Int. Rec.-Revenue Allocation						0.00
<b>Interest Receivable - Other</b>						0.00
Total Interest Receivable - Other						0.00
Total Interest Receivable						0.00
<b>Inventory Asset</b>						0.00
Total Inventory Asset						0.00
<b>Prepaid Insurance</b>						0.00
Total Prepaid Insurance						0.00
<b>Property Taxes Receivable</b>						110,166.11
Total Property Taxes Receivable						110,166.11
Total Other Current Assets					-5,000.00	117,842.81
Total Current Assets					3,471,768.09	13,149,416.69
<b>Fixed Assets</b>						5,036,488.39
<b>Land</b>						1,350,000.00
Total Land						1,350,000.00
<b>Building</b>						3,779,695.16
Total Building						3,779,695.16
<b>Equipment</b>						475,000.00
Total Equipment						475,000.00
<b>Accumulated Depreciation</b>						-568,206.77
Total Accumulated Depreciation						-568,206.77
Total Fixed Assets						5,036,488.39
<b>Other Assets</b>						0.00
<b>Due from General (4-2)</b>						0.00
Total Due from General (4-2)						0.00
<b>Lease Receivable-Jayco</b>						0.00
Total Lease Receivable-Jayco						0.00
<b>Note Receivable - Agro Farma</b>						0.00
Total Note Receivable - Agro Farma						0.00

**Urban Renewal Agency of the City of Twin Falls, ID**  
**Balance Sheet Detail**  
As of January 31, 2014

Type	Date	Num	Name	Memo	Amount	Balance
<b>ASSETS</b>						14,714,136.99
<b>Current Assets</b>						9,677,648.60
<b>Checking/Savings</b>						9,554,805.79
<b>Cash</b>						9,554,805.79
<b>WF General Checking #6350</b>						1,010,127.81
Deposit	1/6/2014			Deposit	75,517.08	1,085,644.89
Check	1/6/2014	2655	Wells Fargo Bank	Property Tax	-39,956.36	1,045,688.53
Check	1/6/2014	2656	Zions First National Bank	Property Taxes 1-0004	-1,481.80	1,044,206.73
Deposit	1/6/2014			Deposit	1,333.33	1,045,540.06
Check	1/7/2014	2657	Riedesel Engineering	Invoice 9554	-1,379.64	1,044,160.42
Check	1/7/2014	2658	Idaho Power Company	2205057868=260.76, 2204548537=7.84	-268.60	1,043,891.82
Check	1/7/2014	2659	Kimberly Nurseries	Invoice 129812, 129856 & 129771	-1,940.50	1,041,951.32
Check	1/7/2014	2660	Albertsons	Invoice 1457982	-7.99	1,041,943.33
Check	1/7/2014	2661	K & G Property Management	Prop. Mgmt - C3	-450.00	1,041,493.33
Check	1/8/2014	2662	J & L Sweeping Service, Inc.	Invoice 23175	-352.00	1,041,141.33
Check	1/8/2014	2663	Commercial Property Mainte...	Invoice 2709	-385.00	1,040,756.33
Check	1/8/2014	2664	Acco Engineered Systems	Invoice 1507889	-157.00	1,040,599.33
Deposit	1/13/2014			Deposit	5,000.00	1,045,599.33
Check	1/13/2014	2665	Daisy's		-83.39	1,045,515.94
Check	1/13/2014	2666	City of Twin Falls	Cert. #23	-207,925.19	837,590.75
Transfer	1/14/2014			Funds Transfer	335,462.60	1,173,053.35
Check	1/14/2014	BC	Wells Fargo		-15.00	1,173,038.35
Check	1/21/2014	2667	City of Twin Falls	VOID: Certificate #24	0.00	1,173,038.35
Check	1/21/2014	2668	City of Twin Falls	Certificate #24	-224,064.76	948,973.59
Transfer	1/21/2014			Funds Transfer	244,064.76	1,193,038.35
Check	1/21/2014	BC	Wells Fargo		-15.00	1,193,023.35
Deposit	1/27/2014			Deposit	1,020,132.30	2,213,155.65
Deposit	1/27/2014			Deposit	2,887,338.65	5,100,494.30
Check	1/27/2014	2669	Wells Fargo Bank	Property Taxes	-1,020,132.30	4,080,362.00
Check	1/27/2014	2670	Zions First National Bank	Property Taxes	-2,887,338.65	1,193,023.35
Deposit	1/28/2014			Deposit	34,078.92	1,227,102.27
Total WF General Checking #6350					216,974.46	1,227,102.27
<b>WF Revenue Alloc. #5601</b>						2,567,612.90
Deposit	1/2/2014			Deposit	22.84	2,567,635.74
Check	1/2/2014	Req #C2	Larry Tucker & Karen Tucker		-3,663.68	2,563,972.06
Deposit	1/10/2014			Deposit	39,956.36	2,603,928.42
Check	1/14/2014	Req #115	Manaus LLC		-87,834.56	2,516,093.86
Check	1/14/2014	Req #116	Doug McCoy Construction		-18,214.97	2,497,878.89
Deposit	1/31/2014			Deposit	1,020,132.30	3,518,011.19
Total WF Revenue Alloc. #5601					950,398.29	3,518,011.19
<b>WF Bond Reserve #5602</b>						699,122.50
Total WF Bond Reserve #5602						699,122.50
<b>WF Bond Fund #5600</b>						807.66
Deposit	1/1/2014			Deposit	5.76	813.42
Deposit	1/2/2014			Deposit	6.21	819.63
Total WF Bond Fund #5600					11.97	819.63
<b>Zions Revenue Alloc. #8616</b>						2,437.27
Deposit	1/2/2014			Deposit	0.04	2,437.31
Deposit	1/9/2014			Deposit	1,481.80	3,919.11
Deposit	1/27/2014			Deposit	2,887,338.65	2,891,257.76
Total Zions Revenue Alloc. #8616					2,888,820.49	2,891,257.76
<b>Zions Revenue Alloc. #8616A</b>						2,400,316.55
Deposit	1/2/2014			Deposit	41.23	2,400,357.78
Transfer	1/14/2014			Funds Transfer	-335,462.60	2,064,895.18
Transfer	1/21/2014			Funds Transfer	-244,064.76	1,820,830.42
Total Zions Revenue Alloc. #8616A					-579,486.13	1,820,830.42
<b>Zions Bond Reserve #8616C</b>						2,874,381.10
Deposit	1/2/2014			Deposit	49.01	2,874,430.11
Total Zions Bond Reserve #8616C					49.01	2,874,430.11
<b>Parking Lot Sinking Cash #3425</b>						0.00
Total Parking Lot Sinking Cash #3425						0.00
<b>Wells Fargo Securities #1251</b>						0.00
Total Wells Fargo Securities #1251						0.00
<b>Zions Warrant #6362</b>						0.00
Total Zions Warrant #6362						0.00
<b>Cash - Other</b>						0.00
Total Cash - Other						0.00
Total Cash					3,476,768.09	13,031,573.88
Total Checking/Savings					3,476,768.09	13,031,573.88

**Urban Renewal Agency of the City of Twin Falls, ID**  
**Balance Sheet Detail**  
As of January 31, 2014

Type	Date	Num	Name	Memo	Amount	Balance
<b>Property Tax Clearing Account</b>						0.00
Deposit	1/6/2014	14-02127...	Twin Falls County Treasurer	Property Taxes 1-0001	-39,956.36	-39,956.36
Deposit	1/6/2014	14-02127...	Twin Falls County Treasurer	Property Taxes 100004	-1,481.80	-41,438.16
Check	1/6/2014	2655	Wells Fargo Bank	Property Taxes 1-0001	39,956.36	-1,481.80
Check	1/6/2014	2656	Zions First National Bank	Property Taxes 1-0004	1,481.80	0.00
Deposit	1/27/2014	0214002	Twin Falls County	URA 1-0001 Property Taxes	-1,020,132.30	-1,020,132.30
Deposit	1/27/2014	0214003	Twin Falls County	URA 1-0004 Property Taxes	-2,887,338.65	-3,907,470.95
Check	1/27/2014	2669	Wells Fargo Bank	URA 1-0001 Property Taxes	1,020,132.30	-2,887,338.65
Check	1/27/2014	2670	Zions First National Bank	URA 1-0004 Property Taxes	2,887,338.65	0.00
Total Property Tax Clearing Account					0.00	0.00
Total Other Assets					0.00	0.00
<b>TOTAL ASSETS</b>					<b>3,471,768.09</b>	<b>18,185,905.08</b>
<b>LIABILITIES &amp; EQUITY</b>						14,714,136.99
<b>Liabilities</b>						110,166.11
<b>Current Liabilities</b>						0.00
<b>Accounts Payable</b>						0.00
<b>Accounts Payable</b>						0.00
Total Accounts Payable						0.00
Total Accounts Payable						0.00
<b>Credit Cards</b>						0.00
Total Credit Cards						0.00
<b>Other Current Liabilities</b>						0.00
<b>Due to Other Governments</b>						0.00
Total Due to Other Governments						0.00
<b>Accts Pay - Bond Fund</b>						0.00
Total Accts Pay - Bond Fund						0.00
<b>Accts Pay - General</b>						0.00
Total Accts Pay - General						0.00
<b>Accts Pay - Rental Fund</b>						0.00
Total Accts Pay - Rental Fund						0.00
<b>Accts Pay - Rev. Alloc. 4-1</b>						0.00
Total Accts Pay - Rev. Alloc. 4-1						0.00
<b>Accts Pay - Rev. Alloc. 4-3</b>						0.00
Total Accts Pay - Rev. Alloc. 4-3						0.00
<b>Payroll Liabilities</b>						0.00
Total Payroll Liabilities						0.00
<b>Prepaid Rent</b>						0.00
Total Prepaid Rent						0.00
Total Other Current Liabilities						0.00
Total Current Liabilities						0.00
<b>Long Term Liabilities</b>						110,166.11
<b>BID Grant Oversight</b>						0.00
Total BID Grant Oversight						0.00
<b>Deferred Rev.-Lease</b>						0.00
Total Deferred Rev.-Lease						0.00
<b>Deferred Rev.-Lease Principal</b>						0.00
Total Deferred Rev.-Lease Principal						0.00
<b>Deferred Rev.-Property Tax</b>						110,166.11
Total Deferred Rev.-Property Tax						110,166.11
<b>Due to Rev. Alloc. (4-1)</b>						0.00
Total Due to Rev. Alloc. (4-1)						0.00
<b>Notes and Bonds Payable</b>						0.00
<b>Bond Payable - Rev. Alloc.</b>						0.00
Total Bond Payable - Rev. Alloc.						0.00
<b>Note - D.L. Evans Bank</b>						0.00
Total Note - D.L. Evans Bank						0.00

**Urban Renewal Agency of the City of Twin Falls, ID**  
**Balance Sheet Detail**  
As of January 31, 2014

Type	Date	Num	Name	Memo	Amount	Balance
<b>Note - Dell Building</b>						0.00
Total Note - Dell Building						0.00
<b>Note - McElliott</b>						0.00
Total Note - McElliott						0.00
<b>Notes and Bonds Payable - Other</b>						0.00
Total Notes and Bonds Payable - Other						0.00
Total Notes and Bonds Payable						0.00
Total Long Term Liabilities						110,166.11
Total Liabilities						110,166.11
<b>Equity</b>						14,603,970.88
<b>Fund Balance</b>						9,030,003.00
<b>Fund Balance-General Fund</b>						161,318.79
Total Fund Balance-General Fund						161,318.79
<b>Fund Balance-Revenue Alloc.</b>						2,788,394.84
Total Fund Balance-Revenue Alloc.						2,788,394.84
<b>Fund Balance-Bond Fund</b>						699,918.86
Total Fund Balance-Bond Fund						699,918.86
<b>Fund Balance-Rental Fund</b>						5,380,370.51
Total Fund Balance-Rental Fund						5,380,370.51
<b>Fund Balance-Sinking Fund</b>						0.00
Total Fund Balance-Sinking Fund						0.00
<b>Fund Balance - Other</b>						0.00
Total Fund Balance - Other						0.00
Total Fund Balance						9,030,003.00
<b>Opening Balance Equity</b>						0.00
Total Opening Balance Equity						0.00
<b>Unrestricted Net Assets</b>						5,844,145.44
Total Unrestricted Net Assets						5,844,145.44
<b>Net Income</b>						-270,177.56
Total Net Income					3,471,768.09	3,201,590.53
Total Equity					3,471,768.09	18,075,738.97
<b>TOTAL LIABILITIES &amp; EQUITY</b>					<b>3,471,768.09</b>	<b>18,185,905.08</b>



**Date:** February 10, 2014  
**To:** Urban Renewal Agency of the City of Twin Falls  
**From:** Melinda Anderson, URA Executive Director

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**Request:**

Consideration of a request to award a bid to Idaho Scapes, Inc for a base bid of \$119,978 plus 2 Alternative bids of \$20,015 for a total of \$139,993 to construct the Old Town Pocket Park.

**Background:**

After weeks of work to complete a design the TFURA board approved the pocket park design for the TFURA-owned site located at 122 4<sup>th</sup> Ave South on July 19, 2013. As you may recall the designer provided a final estimate of approximately \$178,000 to construct this park. It took until Oct. 31, 2013 for the designer to complete the final constructions plans. By then everyone realized it was too late in the construction season to complete the construction and it was determined to bid the project in January 2014 for a spring start date.

Staff worked with Riedesel Engineering and Twin Falls Parks & Recreation Department to develop bid documents and a bidding process. On January 8, and 15, 2014 legal ads were run in the Times-News notifying contractors, landscapers, and others that TFURA was requesting bids for this construction. Riedesel also submitted the bid documents to various plan holders, and contacted landscapers and contractors throughout Magic Valley to let them know of this opportunity. The deadline to submit sealed bids was 2:00 pm, February 3, 2014.

The bid documents included the base bid for the general construction of the park along with two alternative bid items:

Alternative Bid #1 – during the design process the board asked the designer to reduce the amount of pavers to be used in the base bid. Alt #1 was added to determine the cost of substituting the concrete specified for pavers instead. Each bidder provided a bid price for this.

Alternative Bid #2 – we realized that it would be helpful for the longevity and health of the park for the construction contractor to also provide park maintenance the 1<sup>st</sup> year after construction completion.

Four bids were received by the deadline. The bids were opened by Sharon Bryan, Twin Falls Deputy Clerk, a few minutes after 2:00 pm. The bid opening was attended by contractors, staff, Riedesel, and other interested parties. Once the bid opening was completed, it was determined that Idaho Scapes, Inc was the apparent low bidder. Riedesel reviewed this bid for completeness and responsiveness, and has determined that Idaho Scapes, Inc is the low, responsive bidder.

The bids call for completion of the park no later than June 9, 2014. If the project is not substantially completed by that date liquidated damages of \$500 per day would be assessed.

A recommendation letter from Riedesel to award to Idaho Scapes is attached along with a bid tab showing the results of each of the bids submitted.

**Approval Process:**

A simple majority of the board members attending the Feb. 10 meeting is needed to award this contract.

**Budget Impact:**

Funds are available for the base bid plus the 2 alternatives in the RAA 4-1 budget.

**Conclusion:**

If approved, staff will send out a notice of award to the contractor requesting various documents and then a notice to proceed will be issued once documentation is in place.

**Attachments:**

1. Riedesel Letter of Recommendation
2. Riedesel Bid Tab



January 4, 2014

Melinda Anderson, Director  
Twin Falls Urban Renewal Agency  
PO Box 1907  
Twin Falls, ID 83303-1907

RE: Urban Renewal Agency  
Pocket Park  
Construction Bid Recommendation

Dear Ms. Anderson:

Enclosed is a copy of the bid tabulation, for the Pocket park bid. Four bids were received, the following is a recap of the bids along with the designer's estimate. Bids include a Base Bid with two Alternates.

<u>Contractor</u>	<u>Base Bid</u>	<u>Alternate #1</u>	<u>Alternate #2</u>	<u>Total Bid</u>
McAlvain Construction	\$203,604.00	\$21,837.00	\$17,205.00	\$242,646.00
All Season Landscaping	\$167,291.05	\$15,079.50	\$14,643.20	\$197,013.75
Idaho Scapes Inc.	\$119,978.00	\$16,615.00	\$3,400.00	\$139,993.00
Doug McCoy Construction Inc.	\$151,855.00	\$65,600.00	\$6,500	\$223,955.00
<i>Designer's Estimate</i>	<i>\$178,656.10</i>			<i>\$178,656.10</i>

202 Falls Avenue  
Twin Falls, ID 83301  
208/733-2446  
Fax 208/734-2748

850 E. Franklin, Suite 403  
Meridian, ID 83642  
208/898-9165  
Fax 208/734-2748

77 Southway, Suite C  
Lewiston, ID 83501  
208/743-3818  
Fax 208/743-3819

1845 Terminal Drive, Suite 150  
Richland, WA 99352  
509/946-3559  
Fax 509/946-3554

riedesel@riedeseleng.com

www.riedeseleng.com

After review of the low bid submitted by Idaho Scapes, Inc, the Contractor is qualified to complete the work and there is no obvious imbalance within the bid. Therefore, we recommend awarding the contract for the base bid in the amount of \$119,978.00 or any combination of the alternates to Idaho Scapes Inc. as the low, qualified and responsive Bidder.

Thank you for your consideration in this project and if you have any questions or need additional information please let me know.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'M. Kent Atkin', written over the typed name.

M. Kent Atkin, PE  
Project Manager

**Bid Tab**

Urban Renewal Agency of the City of Twin Falls  
Pocket Park

Riedesel Engineering, Inc.  
202 Falls Avenue  
Twin Falls, ID 83301

Bid Opening January 3, 2014 @ 2:00 p.m.

<b>BID</b>				<i>Designer's Estimate</i>		<i>McAlvain Construction Inc.</i>		<i>All Season Landscaping</i>		<i>Idaho Scapes Inc.</i>		<i>Doug Mccoy Construction, Inc.</i>	
Item	Description of Item	Unit	Quantity	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1	Base bid	LS	1		\$ -	\$ 203,604.00	\$ 203,604.00	\$ 167,291.05	\$ 167,291.05	\$ 119,978.00	\$ 119,978.00	\$ 151,855.00	\$ 151,855.00
2	Alternate #1	LS	1		\$ -	\$ 21,837.00	\$ 21,837.00	\$ 15,079.50	\$ 15,079.50	\$ 16,615.00	\$ 16,615.00	\$ 65,600.00	\$ 65,600.00
3	Alternate #2	LS	1		\$ -	\$ 17,205.00	\$ 17,205.00	\$ 14,643.20	\$ 14,643.20	\$ 3,400.00	\$ 3,400.00	\$ 6,500.00	\$ 6,500.00

<b>Bid Total:</b>	provided by others	\$ 178,565.10	\$ 242,646.00	\$ 197,013.75	\$ 139,993.00	\$ 223,955.00
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**Accuracy of Bid**

Acknowledged Addendums		n/a	Yes	Yes	Yes	Yes
Bid Signed and Complete		n/a	Yes	Yes	Yes	Yes
Bid Schedule Complete and Filled Out Properly		n/a	Yes	Yes	Yes	Yes
Bid Bond		n/a	Yes	Yes	Yes	Yes
Public Works Contractor's License		n/a	Yes	Yes	Yes	Yes