



**THE URBAN RENEWAL AGENCY  
OF THE CITY OF TWIN FALLS**

**MEETING MINUTES**

**March 9, 2015**

The Urban Renewal Agency held its regular monthly meeting at 12:00 p.m. this date in the Twin Falls City Council Chambers located at 305 3<sup>rd</sup> Avenue East, Twin Falls, Idaho.

**Present:**

Leon Smith      URA Chairman  
Dan Brizee      URA Vice Chairman  
Dexter Ball      URA Secretary  
Perri Gardner    URA Member  
Neil Christensen URA Member  
Sarah Taylor    URA Member  
Bob Richards    URA Member

**Absent:** None

**Also present:**

Melinda Anderson      Urban Renewal Executive Director  
Jesse Schuerman      Urban Renewal Engineer  
Brent Hyatt      Assistant Finance Officer  
Greg Lanting      City Council Liaison to URA  
Leon Mills      Twin Falls County Commissioner  
Jackie Fields      City Engineer  
Renee Carraway Johnson      Zoning & Development Manager  
Fritz Wonderlich      City Attorney  
Josh Palmer      Public Information Officer  
Lorrie Bauer      Economic Development Admin Assistant  
Mandi Roberts      Otak, Inc.  
Gary Haderlie      JUB Engineers  
Jason Brown      City Staff Engineer  
Larry Rupp      Keller Associates  
Scott Hunsaker      Mahlke Hunsaker & Company  
Don Hall      City Mayor  
Suzanne Hawkins      City Council  
Shawn Barigar      City Council  
Chris Talkington      City Council

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

Chairman Smith called the meeting to order at 12:00 p.m. and acknowledged audience attendance thanked everyone for coming.

**Agenda Item 2 – Consent Agenda: a) Review and approval of minutes from the February 9, 2015 regular meeting, and b) Review and approval of February and March financial reports and the March 2015 payables.**

Neil Christensen moved to accept the consent agenda as submitted and Dan Brizee seconded the motion. A roll call vote showed that all board members present voted in favor of the motion.

**Agenda Item 3 – Update from Otak on the Main Avenue Design Project – Mandi Roberts.**

Using the overhead projector, Mandi Roberts began the presentation with a summary of concepts that were presented at the February workshops and public input that was received. Street alignment options included 1) parallel parking on both sides of the street, 2) a mix of parallel and angle parking with a straight centerline, and 3) the same mix with a meandering center line which would allow the design to keep the same sidewalk width and amenity space on both sides of the street. The public preferred option 3 as well as keeping the blocks with current angled parking as is. Mandi announced that later in March, block-by-block meetings will be held with business owners and merchants, as well as walking around the downtown area to gather more input regarding parking ideas. The designs would then be adapted to show the results.

Options for furnishings were discussed. Ideas were inspired by the popular Perrine bridge design theme which is similar to benches that exist in downtown Twin Falls today. Angle brackets on light poles, steel cut-out patterns customized to the theme, as well as a sense of color and vibrancy should be introduced in places like the downtown commons. The community likes the idea of a gateway arch to be located on Shoshone as well as marking other entrances into downtown with architectural features and kiosks.

As a result of the sun-shade study, the two popular design options for the downtown commons were presented. The preferred option by the community (stage against the alley projecting back to Main Avenue) is likely due to the simplicity, symmetry and flexibility of how the space could be used.

There is a preference for a meandering street layout, with mid-block crossings. Mixing angled and parallel parking, but some blocks prefer angled parking on both sides. Overall, the majority of the public does support the back-in angled parking, but there are also concerns. Mandi suggested a lot of education and out-reach in advance to having the back-in angled parking and to have a downtown demonstration event where people can try it so they understand how it works. Festival streets are highly supported so they will be integrated into the design.

The existing light poles function of casting light is very poor and there are wiring issues, so research will be done to see if the fixture portion can be replaced or if the entire pole will need replaced. Options and costs will be presented at a later date.

Chairman Smith polled the Council for consensus on three items to give Otak a direction to proceed with the design:

- 1) Rogerson site as a signature public plaza.

Bob Richards stated the best way to revitalize downtown is to get more people on the street and that he felt the project was well-anchored by the plaza and the future downtown City Hall. He then motioned that the board show consensus at this time

- that they are in favor of this concept and Perri Gardner seconded the motion. By a show of hands, all board members show a consensus of the Rogerson site becoming the signature public plaza.
- 2) Open Hansen Street to traffic.  
Dan Brizee stated it was absolutely paramount, especially with the future plans of City Hall moving into the Banner building. The types of vehicles included with the additional traffic will cause accessibility concerns. He shared that without the opening of Hansen Street everyone will have to use 2<sup>nd</sup> Avenue to access the parking lot. Dan motioned that the board supports the opening of Hansen Street, and Neil Christensen seconded the motion. By a show of hands, all board members show a consensus of opening Hansen Street to traffic.
  - 3) Parking spaces on Main Street to remain as is or increase.  
Mandi stated there would be about as much parking on Main as there is now using the current layouts, but in working with different layouts, there could be approximately 40 additional spaces in the five block project area. The additional spaces would come from a more efficient layout in terms of parallel parking and no parking areas. There are approximately 166 current parking spaces and the new layout will consist of approximately 200. In regards to back-in angled parking, traffic is slow moving on those designated streets and after people get used to the movement, it doesn't seem to be a problem. She stated that there is a warm up period that will need to include education, demonstrations, and strong leadership to let people get used to the procedure. Parking on the cross streets will be parallel parking due to narrower right-of-ways like they are today. The cross streets are not included in the parking estimate. Sarah Taylor motioned that the board supports about as much parking on Main as there is now, with a possible increase and Perri Gardner seconded the motion. By a show of hands, all board members show a consensus that the number of parking spaces remain as is or increase on Main Avenue.

In regards to four recent actions the URA has taken, one being a formal action for the infrastructure in the alleys behind Main Street, and the three consensus's that were just taken, Chairman Smith asked Mayor Hall if it would be appropriate to present these subjects to the City Council to get a consensus from them before the project begins final design. Mayor Hall acknowledged it would be a good idea.

Gary Haderlie, of JUB Engineers, presented ideas in regards to the construction staging and timing. The project will take at least two years to complete. Three potential options have been identified and a consensus will be needed in the future. The Main Avenue project is focusing on only five blocks, but the utilities continue for two additional blocks (Jerome to Liberty) in the alleys.

- 1) Option 1 - Alleyways and parking lot areas between Shoshone and Jerome and the utility areas between Jerome and Liberty would be completed first, followed by Main Avenue between Shoshone and Jerome. This option would allow the plaza to be done during the first year. The areas between Shoshone and Fairfield would be completed the second year with alleyways and parking lot areas completed first, then Main Avenue. Of note, there

will be some compaction issues in the alleyways so the final surface repair for the utilities will be done the third year. A ground asphalt surface will be used as a temporary surface.

- 2) Option 2 – All the underground alley work would be completed first. Utility construction would start with the blocks between Liberty and Jerome, and the alleyways and parking lot areas between Jerome and Shoshone; then between Shoshone and Fairfield during the first year. Main Avenue between Jerome and Fairfield would be completed the second year. This option will allow all of the Main Avenue work to be done in 2017.
- 3) Option 3 – Similar to Option 1, but more aggressive. While the utility portion of the work in the alleyway areas of Liberty to Shoshone is going on, construction could begin on Main Avenue from Shoshone to Fairfield. This would be simultaneous to Main Avenue work on the west side, with utility work on the east side. Once all the utility work is completed on the east side and the Main Avenue work is completed on the west side, then the Main Avenue work on the east side, Shoshone to Jerome, could begin. This option allows for construction in all of the project area

Mandi added that input for these options will be received during the block interviews with the downtown merchants and property owners that will take place the last week of March. Also, there are technical issues relating to construction staging that would need to be considered as well as input from the City. Brent Hyatt reminded the board that the funding is available through August 2017 so this may also be a factor in the decision of which option to use. Melinda Anderson added the amount is about \$4.5m and the sooner construction begins the sooner we can begin using this fund.

City Council member, Shawn Barigar, commented that Option 2 would give individual business owners a timeframe in which they could improve their rear entrances that would help them during the second year of construction.

Mandi shared a list of important considerations/requirements for construction:

- Anticipate potential construction start first quarter 2016.
- Access to businesses at all times during construction.
- Avoiding or coordinating with schedule of events will be critical (such as Twin Falls Tonight).
- Avoid construction during November and December (peak holiday shopping period).
- Private utilities to construct first according to maintenance/construction windows (natural gas may be limited to April to September).
- Anticipate two construction seasons; possibly three.
- Coordinate Main Avenue and Downtown commons east of Shoshone with City Hall.
- Temporary surfacing in alleyways may be required for at least one season to ensure adequate compaction due to space restrictions during construction.
- Safety and accessibility – highest priorities.
- Specify completion dates for each stage of work.

- A robust communications program with owner, merchants, and the community before and during construction:
  - “Open for Business” campaign
  - Website and media (TV, newspaper, radio, etc.)
  - Flyers/mailers to customers
  - Social media
  - “Storefront” presence – explore alternate locations
  - Temporary signs and information kiosks
  - Weekly meetings with contractor’s representative during construction, open to downtown stakeholders.

Mandi then shared some ideas and suggestions:

- Re-initiate a formal downtown organization to help with construction communications and marketing downtown as improvements are completed.
- Plan a 2015 summer event to celebrate completion of the new design for Main Avenue by sharing the design and construction schedule/staging as well as include back-in angled parking demonstrations and areas where people could practice the maneuver themselves.
- Consider hiring CSI students as downtown concierges/guides during construction periods.
- Start a new downtown marketing campaign timed with completion for the first portion of Main Avenue.

Mandi ended the presentation by stating they are on schedule and the block-by-block meetings will be held the week of March 30<sup>th</sup> as well as going door to door. She will share the results of the preferred block designs as well as the estimated cost analysis at the April board meeting.

**Agenda Item 4 – Presentation of FY 2014 Audited Financial Statements by Mahlke Hunsaker & Co. – Brent Hyatt/Scott Hunsaker.**

Scott Hunsaker of Mahlke Hunsaker & Company handed copies of the audit report dated 9/30/2014 to the board. He commented there were no issues and the audit went very well in that it was a standard report with an unqualified opinion that was completed in February 2015. Scott stated the audit showed no problems with the financial controls or money management, and there were no suggestions of changes that needed to happen. The URA is a component unit of the City and this audit is combined into the City’s financial statements. This was simply a presentation to the board and no motion was needed.

**Agenda Item 5 – Update on Clif Bar Infrastructure Progress – Jesse Schuerman.**

Jesse gave the following update:

- Bids have been received for the pretreatment facility and Jason Brown will provide more information on the next agenda item.
- Idaho Power has begun moving electrical system components, substation step-down transformers have been installed, and power poles are being relocated. Some of their work is scheduled to happen in coordination with construction of the pretreatment facility.

- Performance Systems, Inc. was hired to construct the water tank. The walls and columns are nearing completion, scaffolding is being erected to work on the roof, and the large quantity of fill dirt that is already onsite will be used to finish the grading process. The project is on schedule and within budget.
- Riedesel Engineering has completed the design of the lift station upgrade. The Department of Environmental Quality is reviewing the plans and the work is scheduled to be out to bid on March 12<sup>th</sup>. It is hoped to have a contract ready for approval by the next URA board meeting.
- The sewer line design along Eldridge Road has been split from the lift station design to receive more competitive bids from contractors because there are more qualified contractors for the sewer line work. The lift station requires more specialized work. Riedesel is moving forward with the sewer line design.
- Hankins Road – The City engineering staff has been working with EHM to separate and expedite the work on the irrigation portion of the project so it will be completed before irrigation season. PMF Inc. was contracted to complete the irrigation work along the roadway and is currently working on the project.
- Right-of-way negotiations are still in progress along Hankins Road. The road will be widened and made to handle the anticipated heavy trucks. There are approximately eight right-of-way negotiation agreements to be completed.
- TBV, Inc. has been selected to design the rail crossing at N 3300 for an estimated \$400,000. This estimate is substantially higher than the placeholder amount of \$150,000 (10% of road improvements) that was assumed by engineering.

Chairman Smith made sure the board was aware that he signed an agreement to award the low bidder, PMF, Inc., the contract for excavation and installation of pipe across Hankins Road that was approximately \$15,000 over the engineers estimate. It is critical for the irrigation portion to be completed prior to irrigation season in mid-April in order to keep the Hankins Road improvements and the rest of the project on schedule.

**Agenda Item 6 – Consideration of a request to award the contract for construction of the Pre-treatment Facility associated with the Clif Bar project to Contractors Northwest Inc. for \$5,603,730.00 – Jason Brown.**

Jason introduced the agenda item by reminding the board that as part of the development agreement, the URA agreed to construct a pre-treatment facility on the Clif Bar site to accommodate process flows from the baking facility. Nine contractors were preapproved and six bids were received. The engineering estimate was \$5,400,000 and bids received ranged as high as \$6,645,000. Jason asked the board for their approval to award the contract to the low bidder, Contractors Northwest Inc., in the amount of \$5,603,730. This approval would authorize the TFURA Chairman to sign the notice of award and the contract. The funds would come from the Line of Credit Agreement the TFURA has with Clif Bar.

After clarification of the bid opening spreadsheet, Dan Brizee moved to approve and authorize Chairman Smith to sign the contract. Dexter Ball seconded the motion. Roll call vote showed that all board members present voted in favor of the motion.

**Agenda Item 7 – Public input and/or items from the Urban Renewal Agency Board or staff.**

Sarah Taylor announced this was her last meeting and thanked everyone for the opportunities she's had.

Chairman Smith announced a special meeting date is needed for the board to consider various documents. Melinda added there were a number of requests that need to be presented before board: 1) judicial confirmation regarding the new money bond; 2) 1<sup>st</sup> Amendment to the Clif Bar Development Agreement; and 3) create the Revenue Allocation Area for Clif Bar. The documentation for these items should be completed in a week and a special meeting was requested. Board members will offer their schedules via email so a date can be established for this meeting.

**Agenda Item 8 - Adjournment: Executive Session 67-2345(1) (c) To conduct deliberations concerning labor negotiations or to acquire an interest in real property which is not owned by a public agency.**

Bob Richards motioned to adjourn to executive session and Perri Gardner seconded the motion. Roll call vote showed that all board members present voted in favor of the motion. Chairman Smith announced the board will not be returning to open session.

**Agenda Item 9 – Adjourn.**

The meeting adjourned at 1:07 p.m.

Next regular scheduled Urban Renewal meeting is Monday, April 13, 2015 at 12:00 p.m.

Respectfully submitted,

Lorrie Bauer  
Administrative Assistant