THE URBAN RENEWAL AGENCY
OF THE CITY OF TWIN FALLS

URBAN RENEWAL AGENCY
MEETING MINUTES
February 14, 2011

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

Present:

Gary Garnand	URA Chair
Tom Frank	URA Vice Chair
Cindy Bond	URA Secretary
Larry Hall	URA Member
Bob Richards	URA Member
Bill Koch	URA Member
Leon Smith	URA Member (Via Phone – joined at 12:11 p.m.)

Also present:

Melinda Anderson	Urban Renewal Executive Director
Brent Hyatt	Twin Falls Assistant Finance Director
Mitch Humble	Twin Falls Community Development Director
Trip Craig	Twin Falls City Council Liaison
Leon Mills	Twin Falls County Commissioner Liaison
Mark Rivers	Brix & Company
Mike Tracy	Tracy Communications (via telephone)
Scott Hunsaker	HCM Holmstead, PLLC
Kendra Jenks	K&G Property Management
Trudi Nutile	City of Twin Falls Economic Development, Admin Asst

Chair Gary Garnand called the meeting to order at 12:03 p.m. and inquired if there were any changes or additions to the agenda. Melinda Anderson requested adding Agenda Item 8a, URA members to consider signing and sending a legislative bill response to the House Local Government Committee. This letter was not available at the time the Agenda was posted due to a time constraint.

Tom Frank moved to add Agenda Item 8a, Bob Richards seconded the motion and all those present voted "aye." Leon Smith absent for the vote.

Gary Garnand and Melinda Anderson introduced and welcomed Leon Mills as the new liaison between URA and the County Commissioners replacing Tom Mikesell.

Agenda Item – Consent Agenda

Cindy Bond moved to approve the consent agenda, Bob Richards seconded the motion and a roll call vote showed all members present voted in favor of the motion. Leon Smith absent for the vote.

Agenda Item – Consideration of a request to accept the 2010 URA Audit presented by HCM Holmstead, PLLC

Melinda Anderson introduced Scott Hunsaker who briefly reviewed the audited financials. The audit report is clean and the auditors received all the requested documentation in a timely manner. The governmental statements are divided into two sections; Government-Wide accounting and Fund accounting. After discussion with city staff and review of the Agencies operating procedures, a new fund "Business-Type Activities" was created and will appear on all statements. This fund covers the call center

building and transactions associated with the operations of that facility. The fund is broken out as separate statement within the audit report and the statements will continue in this format as long as the property remains a rental. The Agency's financial position is very strong, cash reserves are good and the net assets are sufficient for the Agency. Internal controls are handled appropriately and no problems were found during the audit.

Leon Smith joined the meeting at 12:11 p.m. via telephone.

Cindy Bond inquired how the market value of $5.2 million for the Dell building was arrived at as noted on page 10 under non-cash transactions. Brent Hyatt responded the value was derived from the insurance policy currently in place on the building. Mr. Hunsaker also explained they needed a Fair Market Value to use for the contribution of fixed assets and this number is a reasonable value.

Tom Frank moved to accept the 2010 URA audit as presented, Bill Koch seconded the motion and a roll call vote showed all members present voted in favor of the motion.

Agenda Item – Consideration of a request to direct staff to prepare and submit a public bid notice to replace the C3 roof membrane.
Melinda Anderson commented that at the time of the building acquisition, several roofers were contacted to provide estimates to repair/replace the roof membrane. The roof membrane had an average lifespan of 10-15 years and the roof is now 17 years old.

Kendra Jenks reported over the years she has managed the building, the building averaged 5-10 leaks per year, which is typical. Each year the leaks continue to increase due to continual wear. Kendra and Lee Glaesman, Twin Falls City Engineering staff, completed an inspection and found several large patches to the roof. The elasticity of the membrane is starting to break down, causing major leakage. The roof estimates at the time of acquisition were $125,000 to $175,000 which requires public works process. The most recent leaks have been in the call center's data center, but no losses or damages have occurred to any of the current tenant's assets.

Bill Koch asked if the existing roof needs removed or if covering the existing with a membrane. Ms. Jenks reported the initial inspection indicates only the membrane needs replaced. Any damage or the extent of damage to the underneath cannot be determined until the membrane is removed. The bid proposal will be very extensive and specific to include all areas of concern. At this time, the proposal will only be for the membrane.

The board discussed the roof problem was known at the time of acquisition and the replacing the roof was anticipated. The estimate was included in the monthly rental calculation.

Tom Frank made a motion instructing staff to prepare and submit a public bid notice to replace the C3 roof membrane. Larry Hall seconded the motion and a roll call vote showed all members present voted in favor of the motion.

Agenda Item – Consideration of a request to join Redevelopment Association of Idaho, Inc. (RAI) for annual dues of $50.
Melinda presented a request to the board for our Agency to join RAI and reviewed the bylaws. Annual dues for RAI membership this year are $50.00. Melinda volunteered to be the designated member if the board approved the request. This will increase the budget impact to approximately $400.00 annually to include reimbursement for the designated members travel and meal reimbursement.

Bob Richards questioned the sustainability of the association at $50.00 from each participating URA. Melinda stated the dues may increase next year once the association develops a budget and a new dues structure. Mr. Smith abstained from discussion and voting.

Meetings may begin as early as March 2012.

Bill Koch made a motion to proceed with joining RAI on a one-year trial period and Bob Richards seconded the motion. A roll call vote showed Leon Smith abstained and all other members present voted in favor of the motion.

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Agenda Item – Downtown redevelopment activity update – Mark Rivers, Brix & Co.

Mark Rivers updated the board on the progress to date over the last month. Mark reported the developer forum and public sessions were both productive as the attendees are willing to participate and they received good feedback from the public. Mark believes the emergence of a private downtown leadership group is forthcoming. We should continue to work on the small physical improvements in the downtown core that might include storefronts, landscaping, signage, etc. These improvements help keep the momentum and extend the story for the next phase. We will want to provide a thorough understanding of the current inventory and possible future properties for development to include basic information. Mark is working on new opportunities that include tenant, business and reinvestment opportunities.

Bob Richards commented the energy level is phenomenal since URA engaged Mark Rivers's services.

Agenda Item – Consideration of a request to approve the BID match reimbursement program

The Special Projects Committee of the URA and staff drafted the recommendations for a match program to utilize the remaining BID funds totaling approximately $80,000 to $85,000. The following recommendations are for consideration and approval of the board.

- The URA will match 50% up to $10,000 to be used for façade improvements on their buildings if the owner improves other aspects of their buildings, exterior or interior.
- URA reserves the right to approve the design and materials to be used in the URA match.
- The funds are to be used between February 14, 2011 and February 13, 2012. The URA can use any remaining funds after this date as long as the funds are spent on projects within the former BID boundary.

The board may want to consider requesting an application from the property owner for a complete review of the project for approval and ask a subcommittee to oversee the applications and managing the process.

Tom Frank commented the application should be one page and inquired about guidelines to follow regarding improvements. Additional discussion among the board included using this process as an opportunity to tell the applicants that the Agency can also assist with additional improvements such as sidewalks, street lighting and landscaping. The information needs to be distributed quickly as this is only a 1-year period to use the funds. Melinda Anderson commented the information will be sent out to the BID owners as soon as possible and will send out a media release.

The intent for this program is the applicant must be a former BID member and the distribution of proceeds will be on a first come first serve basis as applications are received and approved.

Tom Frank made a motion to approve the BID funds matching funds program as presented, Cindy Bond seconded the motion and a roll call vote showed all members present voted in favor of the motion.

Agenda Item – Consideration of a request to approve a $1,250 proposal from Tracy Communications/MSVM Group for board/staff communications Training.

Mike Tracy presented a proposal to provide media based training to URA board members/staff over the next few weeks. The training is designed to help members/staff communicate with our constituents and increase communication with URA policy decisions and provide protocol for handling media contacts. The proposed cost is $1,250.00 plus expenses.

Chair Garnand asked when they anticipate training to begin if the proposal is approved the length of each session. Mr. Tracy responded that training will begin as soon as possible and Melinda Anderson will coordinate schedules possibly resulting in two to three sessions if needed. The sessions are approximately two hours in length. Mr. Tracy estimates meal and travel expenses under $150.00. Chair Garnand confirmed the estimation of the project is $1,400.00 or less.

Additional discussion included using qualified local people to provide training and Tom Franks commented that although there are many local people in the business, he is not aware of anyone with the professional experience to hold a classroom type presentation.

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Some members questioned the actual need for this training and spending public tax dollars when Melinda Anderson is the liaison assigned to this duty. Other members commented the training is a tool to build relationships with the media and learning basic communication skills.

Tom Frank made a motion to approve an agreement with MSVM/ Tracy to provide communication training for the Urban Renewal Agency and Larry Hall seconded the motion. A roll call vote showed Gary Garnand, Tom Frank, Cindy Bond and Larry Hall voted in favor of the motion. Bill Koch, Bob Richards and Leon Smith voted against the motion. The motion passed 4 to 3.

Agenda Item 8a – Consideration to send letter addressing legislative bills to the House Local Government Committee
Melinda Anderson presented a letter addressed to the House Local Government Committee commenting on the House Bills to be presented during the current legislative session. The letter was drafted using information obtained from RAI and will be sent to legislative members. The letter offers areas of support as well as areas of concerns. The first hearings are scheduled for Wednesday afternoon. Melinda requests the members signature if they are in agreement with the letter.

Melinda commented each board member's signature on the letter will send a powerful message to the local legislature.

Agenda Item – Public input and/or items from the Urban Renewal Agency Board
Melinda Anderson added JUB is close to finishing Phase 1 on the waterline project and hopes to meet within the next week or so to discuss their findings.

There being no further business, Gary Garnand adjourned the meeting at 1:03 p.m.

Next regular scheduled Urban Renewal meeting is Monday, March 14, 2011.

Respectfully submitted,

Trudi Nutile
Administrative Assistant

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