



## MEETING MINUTES

February 8, 2016

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.

### **Present:**

Dan Brizee	URA Chairman
Dexter Ball	URA Vice Chairman
Neil Christensen	URA Secretary
Perri Gardner	URA Member
Bob Richards	URA Member
Gary Garnand	URA Member
Brad Wills	URA Member

### **Absent: None**

### **Also present:**

Travis Rothweiler	City Manager / Interim Urban Renewal Executive Director
Lorrie Bauer	City Administrative Assistant
Jesse Schuerman	Urban Renewal Engineer
Brent Hyatt	City Assistant Finance Officer
Fritz Wonderlich	City Attorney
Renee Carraway Johnson	City Zoning & Development Manager
Mitch Humble	Deputy City Manager
Leon Mills	Twin Falls County Commissioner Liaison
Don Hall	City Council Liaison to URA
Josh Baird	City Engineer
Mandi Roberts	Otak, Inc.
Gary Haderlie	JUB Engineers
Clint Sievers	Hummel Architects
Phil Kushlan	Kushlan Associates

### **Agenda Item 1 - Call meeting to order.**

Chairman Brizee called the meeting to order at 12:08 p.m.

### **Agenda Item 2 - Consent Agenda: a) Review and approval of minutes from the January 11, 2016 regular meeting and January 19, 2016 special meeting, and b) Review and approval of the February 2016 financial report.**

Brad Wills moved to accept the consent agenda as submitted and Neil Christensen seconded the motion. Roll call vote showed that all board members present voted in favor of the motion.

### **Agenda Item 3 - Consideration of a request to vacate an existing sewer easement (SE-738) and grant a new public utilities easement to replace it – Josh Baird.**

In reviewing the background information, Josh explained the City of Twin Falls replaced an existing sewer line in the Rock Creek Canyon that was on URA property. Late 2014, the URA Board approved a temporary construction easement so the new sewer line could be built in a new location. Project is

complete and vacation of the old easement is being requested, as well as a new sewer easement be granted where the new sewer line is located.

Bob Richards moved to vacate the existing sewer easement and grant a new public utilities easement and Gary Garnand seconded the motion. Roll call vote showed that all board members present voted in favor of the motion.

**Agenda Item 4 - Main Avenue Project update – Mandi Roberts.**

Mandi shared the demolition packages have been prepared for the Rogerson building, Banner building (partial demo), and the Hansen Street right-of-way (fountain and plaza elements) and given to Starr Corp., CMGC, to prepare bidding packages and manage the bidding process. Clint Sievers added that the contractors will be able to bid each package individually or together. Advertisement for bids will take place in the near future and Starr will present the results in March.

Mandi added the design plans for the Fairfield to Shoshone portion are 90% complete and are being submitted for staff review. Now that Main Avenue has been combined into one construction phase, the design schedule for the remainder of the project will be completed in May/June. She asked for the Boards direction for the inclusion of the downtown commons area to be included in the CMGC contract for City Hall. She explained the benefits of having that work sequenced to the City Hall project by coordination of the CMGC, Starr. After some discussion, the board agreed this was an appropriate action so a resolution will be presented at the next board meeting for a decision.

The bidding and timing of the remainder of the Main Avenue project was initially going to be done in two phases, but now it's been combined into one. Mandi stated the optimal time of year to bid projects is in the fall and winter seasons, with construction beginning as soon as the weather accommodates after January 2<sup>nd</sup> and ending towards the fall of 2017. She added there was an alley section currently under design, northern stretch of Shoshone to Idaho, with construction to begin early this summer. The remainder of the alley work would be completed later. The Project Advisory Committee (PAC), are in agreement that it would be better to begin and end the project next year. Due to financial concerns, Mandi suggested a cost saving strategy could be to order trees and pavers this year for contractors use next year, and separating the furnishings from the project.

**Agenda Item 5 - Consideration of a request for URA Staff to negotiate an Owner Representation Services Agreement with the qualified firms determined by the request for qualification (RFQ) process – Jesse Schuerman.**

Jesse explained that a selection committee consisting of members from the URA Board, URA Staff, and City Staff reviewed and ranked the received qualifications. Three firms were determined to be qualified to represent the Agency's interest during construction of the downtown projects. The next step is to negotiate the scope and agreement beginning with the top firm, CH2M. Jesse added that if an agreement could not be reached, negotiations would continue with the 2<sup>nd</sup> then 3<sup>rd</sup> ranked firms, Civil Science and Riedesel. Once an agreement is reached, staff will present it to the Board for consideration.

Perri Gardner moved to accept the ranking list as presented by staff and authorized staff to begin negotiations with the top ranked firm. Bob Richards seconded the motion.

Brad Wills asked if there were any other engineering work that would need to be hired out. Mandi Roberts, Otak, made sure everyone understood that the engineer of record (Otak) has certain responsibilities during construction such as responding to requests for information, providing input for substitutions, change order request, etc. These construction engineering and inspection services are not included in Otak's, nor JUB Engineers' current contracts, but could be scoped and added later.

With no further discussion, roll call vote showed that all board members present voted in favor of the motion.

**Agenda Item 6 - Discussion on the City's Economic Development Director and the Twin Falls Urban Renewal Executive Director's role and position – Travis Rothweiler.**

Travis reported the results of his communications in the areas of economic development and the Urban Renewal Director. He shared the Urban Renewal Agency is one of the primary, if not the most significant tool that we have to promote economic development. The top concerns that we are not doing as well as we should include business retention and expansion, and marketing Twin Falls for its strengths and create opportunities that fit our economic development strategy. The reasons are believed to be the number of employees in the economic development department did not allow enough time to accomplish our model of success. His recommendation is to 1) hire an Interim Urban Renewal Executive Director to help us work through the busiest and aggressive part of the Urban Renewal schedule as it relates to the Downtown Renaissance project and 2) to help us learn the skill sets that are needed for an Urban Renewal Director. While utilizing the interim services available, we search for an economic development director professional, either in-house or through a secondary hire. The next step is to present this report to the City Council later on this date and solicit their feedback in regards to the economic development director role and position. Search for this position is hoped to begin within a week and stay open for approximately one month. Interviews will follow with representation from Urban Renewal Agency because it is believed one person can coordinate the work for both the City and the Agency.

**Agenda Item 7 - Consideration of Agreement for Professional Services – Travis Rothweiler.**

Travis introduced the agenda item by stating there is potential to enter into an agreement with Phil Kushlan to serve as the Interim Director for the Urban Renewal Agency. The agreement would begin from now and continue until September 30<sup>th</sup>. The agreement calls for a retainer of \$5,400/month with an hourly wage above and beyond the retainer. Phil would work out of City Hall four days a month and be available to attend other businesses and meetings as needed, or conference in by phone. This would allow the Downtown Renaissance Project and the Agency to receive the time and attention it needs. Phil was invited to address the Board.

Travis shared Phil's background includes City Manager experience in Oregon and Washington, Executive Director of the Stadium District in Seattle, Capital City Development Corporation (Boise's Urban Renewal Agency) for 10 years overseeing the entire operations of CCDC including their downtown development projects, as well as other projects that helped Boise grow and be successful at that time.

Bob Richards motioned to approve the Professional Services Agreement to hire Phil with an expiration date of September 30<sup>th</sup>. Gary Garnand seconded the motion. Roll call vote showed that all board members present voted in favor of the motion.

**Agenda Item 8 - Consideration of a request to approve Western Financial Group (WFG) to act as Municipal Advisor to the Twin Falls Urban Renewal Agency on a Private Loan between Clif Bar and the Agency – Brent Hyatt.**

Brent explained that Clif Bar has provided funding under a promissory note agreement, which became effective November 12, 2013, for certain public construction projects within RAA 4-4. This note is due June 15, 2016. WFG would act as the municipal advisor to the Agency for a private loan to refinance amount borrowed under the agreement as a long-term promissory note between the Agency and Clif Bar. He shared they have been working with bond counsel for a resolution, but help is needed to finalize the funding by reviewing cash flow projections related to taxes generated by the project and the ability

of those segregated taxes to repay the loan, and to make sure we are in compliance with securities and regulations. WFG would work with Skinner Facet, legal counsel to the Agency, and will bear a fiduciary responsibility to the Agency and the City of Twin Falls, but will not be negotiating rates or structures on the Agency's behalf. WFG estimates 40 hours or less at an hourly rate of \$250.00, which results a fee of \$10,000 or less. The costs will be paid for out of the bond proceeds. If the transaction does not proceed as expected or changes in nature, the scope and fee will be revised and resubmitted for approval.

Gary Garnand moved to approve Western Financial Group (WFG) to act as the Municipal Advisor for the Urban Renewal on a private loan between Clif Bar and the Agency. Neil Christensen seconded the motion. Roll call vote showed that all board members present voted in favor of the motion.

**Agenda Item 9 - Public input and/or items from the Urban Renewal Agency Board or staff.**

None.

**Agenda Item 10 - Adjourn.**

The meeting adjourned at 1:04 pm.

Next regular meeting: Monday, March 14, 2016 @ 12:00 pm.

Respectfully submitted,

Lorrie Bauer  
Administrative Assistant