



## MEETING MINUTES

May 9, 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
Perri Gardner <i>(arrived 12:06)</i>	URA Member
Bob Richards	URA Member
Gary Garnand	URA Member
Brad Wills	URA Member

### **Absent:** Neil Christensen

### **Also present:**

Phil Kushlan	Interim Urban Renewal Executive Director
Jesse Schuerman	Urban Renewal Engineer
Lorrie Bauer	City Administrative Assistant
Brent Hyatt	City Assistant Finance Officer
Travis Rothweiler	City Manager
Mitch Humble	Deputy City Manager
Fritz Wonderlich	City Attorney
Renee Carraway Johnson	City Zoning & Development Manager
Don Hall	City Council Liaison to URA
Josh Palmer	Public Information Officer
Mandi Roberts	Otak, Inc.
Gary Haderlie	JUB Engineers
Paul Johnson	CH2M Hill Engineers
Dan Maffuccio	CH2M Hill Engineers

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

Chairman Brizee called the meeting to order at 12:02 p.m.

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

Bob Richards moved to accept the consent agenda and financial report as submitted Gary Garnand seconded the motion. Roll call vote showed that all board members present voted in favor of the motion.

### **Agenda Item 3 - Clif Bar Funding Update – Brent Hyatt**

Brent stated that Piper Jaffrey & Co. has been engaged to assist with the Bond due to Western Financials withdrawal.

**Agenda Item 4 - Clif Bar Project Update – Jesse Schuerman.**

Jesse shared Clif Bar has hired 200 people and will start producing on-the-shelf products this week. Additional positions will be added as needed. Site stabilization is 85% complete; site utilities are complete and the landscaping is scheduled to be completed in August 2016. The pretreatment facility, Hankins Road South, and the railroad signal at 3300 E are substantially complete. Wastewater from the Clif Bar Bakery is now being sent through the pretreatment facility.

Brent Hyatt added \$22m was initially budgeted for the project and final costs are closer to \$23m which includes interest, bond fees, etc. At this time, he anticipates a resolution for the board to approve funding for permanent financing by the next meeting.

**Agenda Item 5 - Main Avenue Project Update – Phil Kushlan and Mandi Roberts.**

Phil stated 90% design of the entire project is expected to be completed within a month. A workshop is scheduled for Tuesday to discuss the project delivery methodology and a recommendation will be brought before the board next month. The Project Advisory Committee (PAC) meeting was short this morning due to most of the design issues of concern have been accommodated for within the design. Bidding for the entire project to be constructed as one project, instead of segmenting as discussed earlier, is anticipated to take place this fall, September or October, with construction to begin as soon as practical in 2017 and the anticipated completion is the end of October 2017. The utilities portion of the project will take place at a later date.

**Agenda Item 6 - Consideration of a request to approve Resolution 2016-2 to adopt the Main Avenue Project Governance Model, Create the Main Avenue Project Oversight Subcommittee, and Delegate certain authority to said Subcommittee and to the Executive Director – Phil Kushlan.**

Phil introduced Resolution 2016-2. He stated it would 1) adopt the Main Avenue Project Governance Model, 2) it would delegate to the Executive Director authority to approve individual change orders up to \$5,000 with a monthly cumulative maximum of \$15,000; and 3) create a Project Oversight Subcommittee with authority to approve individual change orders from \$5,001 to \$15,000 with a monthly cumulative maximum of \$100,000.00. Anything beyond these limits would need to be presented to the full Board. He shared the purpose of this Resolution is to establish a system that could quickly respond to the changing needs of the construction project that currently underway. He recommended, since a subcommittee is subject to the Open Meetings Law, to schedule a weekly meeting, which could be regularly cancelled if no change orders are submitted.

There was discussion regarding how many members should be on the subcommittee and it was decided that three members of the Agency Board of Commissioners would establish the Project Oversight Subcommittee. Gary Garnand, Brad Wills, and Bob Richards were appointed as the Project Oversight Subcommittee. Time and date of the weekly meetings will be scheduled and presented.

Bob Richards motioned to approve the request to accept Resolution 2016-2 for the Main Avenue Project. Perri Gardner seconded the motion. Roll call vote showed that all board members present voted in favor of the motion.

**Agenda Item 7 - Main Avenue Project – Monthly Progress Report by Owner Representative – Paul Johnson & Dan Maffuccio of CH2M.**

Paul Johnson with CH2M introduced himself and the Monthly Report for April as submitted with the board packet which recapped their progress with the Main Avenue project. He thanked the Board for support of the governance model and reviewed the topics within the report. He added CH2M will be facilitating the Project Delivery Workshop on Tuesday to look at unique ways of delivering the construction that would help to move it along as quick as possible and how to minimize disturbance to

the downtown businesses. A summary and proposal will be presented to the Board for recommendation at a later date. A project execution plan and master project schedule will be created and presented as well. An incentive program could be considered for the contractors such as a bonus for early project completion and customer satisfaction to help keep the downtown thriving during construction.

**Agenda Item 8 - Consideration of a request to approve the Project Improvements Reimbursement Agreement and Project Improvements Construction Agreement in regards to the Chobani Project.**

Phil introduced the two agreements. He stated the Reimbursement Agreement provides for funds they put into the initial project as well as an Administrative Fee clause which amounts to 10% of the revenue allocation yield which is capped at \$150,000.

Fritz Wonderlich, City Attorney, added the one is for the first project to reimburse Chobani for eligible projects they constructed when we did not have the bonding as well as the administrative fee, and the other is for the recently planned expansion, mainly the water and pretreatment facility, in that we'll allow the excess tax revenues beyond that used for the bonds to reimburse them, just like we did for the first project.

Dan Brizee added that the URA's current operational funding comes from Area 4-1 and when that area expires the funding would stop as well. Now, because of an Administrative Fee, a precedence has been established for future funding. He thanked those involved in creating a way for the URA to exist.

Bob Richards motioned to approve the Project Improvements Reimbursement Agreement with Chobani. Gary Garnand seconded the motion. Roll call vote showed that all board members present voted in favor of the motion.

Bob Richards motioned to approve the Project Improvements Construction Agreement with Chobani. Perri Gardner seconded the motion. Roll call vote showed that all board members present voted in favor of the motion.

**Agenda Item 9 - Executive Director Report.**

Phil reviewed his status report that was given to the Board prior to the meeting. He began with the Goold property acquisition. The Level I environmental report showed no need for a Level II so he authorized Mr. Florence to proceed with the asbestos analysis. If an acceptable report is returned, purchase negotiations would continue at the next meeting to acquire the property to be used as a public parking lot.

The Agency's property inventory has been completed. Phil plans on using the inventory as a springboard to draft a policy on Property Management for Board consideration. He explained that the statute allows the Agency to acquire, and to hold property for a variety of purposes and would like to categorize what those purposes are (ex. public purpose, redevelopment, etc.) with currently owned properties. The categories would also help with future acquisitions because there would be a purpose consistent with the statute. Discussion followed regarding acquiring and holding property practices. He shared that there continues to be an interest in developing housing in the downtown area with various types and densities not currently in Twin Falls.

Phil added there has been discussions with First Federal about an additional line of credit for RAA 4-1 of \$4m and based on the recently revised revenue estimates for the life of the district, the Agency has received favorable consideration. In addition, we've gotten consent from Washington Federal. A line of credit agreement will be presented to the Board at a future date.

**Agenda Item 10 - Summary of the 2016 Legislation Session in regards to Urban Renewal Agencies – Phil Kushlan.**

Phil summarized the results from the 2016 legislative session in regards to urban renewal agencies. He referred to a letter from Elam & Burke, Attorneys at Law, dated April 13, 2016, that was part of the Board packet. He noted Elam & Burke represents the Redevelopment Association of Idaho in which the Agency is a member.

**Agenda Item 11 - Public input and/or items from the Urban Renewal Agency Board or staff.**

Perri Gardner shared the webpage “twinfallsmainavenue.com” was out of date and asked if it was going to be updated. Mandi Roberts, Otak, replied that an outreach is planned for this month and it does include updating the website.

**Agenda Item 12 - Adjourn.**

The meeting adjourned at 12:52 pm.

Next regular meeting: Monday, June 13, 2016 @ 12:00 pm.

Respectfully submitted,

Lorrie Bauer  
Administrative Assistant