THE URBAN RENEWAL AGENCY
OF THE CITY OF TWIN FALLS

URBAN RENEWAL AGENCY
MEETING MINUTES
June 13, 2011

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
Bob Richards	URA Member
Bill Koch	URA Member
Leon Smith	URA Member
Absent:	
Larry Hall	URA Member
Leon Mills	Twin Falls County Commissioner Liaison
Trip Craig	Twin Falls City Council Liaison
Also present:	
Melinda Anderson	Urban Renewal Executive Director
Travis Rothweiler	Twin Falls City Manager
Mitch Humble	Twin Falls Community Development Director
Brent Hyatt	Twin Falls Assistant Finance Director
Renee Carraway	Twin Falls City Zoning and Development Manager
Mike Tracy (via telephone)	Tracy Communications
Mark Rivers	Brix & Company
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 12:02 p.m.

Agenda Item – Consent Agenda

Tom Frank moved to approve the consent agenda as presented, Bob Richards seconded the motion and a roll call vote showed all members present voted in favor of the motion.

Melinda Anderson and Brent Hyatt discussed the current procedure for paying agency bills on a monthly basis. Brent asked the board for direction to pay bills on occasions when the board may not have a monthly meeting or a check is needed prior to the board meeting so that bills are paid in a timely fashion. Bob Richards recommended that staff email the board members notification for checks paid prior to any board meeting and Tom Frank commented that the expenditures would then be reviewed at the next monthly meeting. Melinda asked if any board members objected to that method and no one responded.

Agenda Item – Consideration of a request to approve a bid for the C3/Concept 91 parking lot maintenance from Quality First Asphalt Maintenance for $9,311.12

Melinda Anderson presented on the overhead a map of the parking lot the Agency is responsible for maintaining as well as pictures of various potholes, etc that need repair. It has been approximately five years since the lot was seal coated. Today's request is for crack sealing and pot hole filling only. A future request for seal coating will be presented at a later date. Kendra

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Jenks reported that in 2006 the parking lot was last seal coated. Maintenance continued annually until last year, when repairs were not needed due to the lack of use and the lot remained in good condition. Tom Frank discussed curbing and landscape maintenance and any measures in place to enforce parking to keep the maintenance costs down for the Agency. Kendra stated that signage is posted in several areas that parking is for C3 only and security monitors for trucks.

Melinda stated of the three bids received for crack sealing and pothole repair, Quality First Asphalt is the low bidder. In addition, Kendra has worked with this firm for many years on various properties and recommends them.

Cindy Bond moved to accept the Quality First Asphalt bid and Bill Koch seconded.

Discussion followed regarding two bids that included seal coat estimates. The original plan was to bring a request to include both seal coating and pothole repair/crack sealing. Melinda is working with Street Dept. Superintendent Dean Littler to determine the best type of seal coat application to use for the lot and will present a request for seal coating at a later date.

A roll call vote showed all members present voted in favor of the motion.

Tom Frank suggested the URA utilize whatever company the City would use for seal coating this summer to take advantage of any potential cost savings. Melinda reported that the City would be chip sealing this summer which is a different process from the type of seal coat that would be used on the C3 parking lot.

Agenda Item – Budget committee appointments – Gary Garnand
Gary Garnand asked the members of the previous budget committee to accept the appointment for 2011. Bill Koch, Cindy Bond and Leon Smith accepted the appointment. Brent Hyatt and Melinda Anderson will work with the budget committee to draft and present a preliminary budget at the July meeting.

Agenda Item – 2010 Annual Report – Melinda Anderson
Melinda Anderson reported the board approved the FY 2010 audited financial statement in February. Both the annual report and audit will be submitted to the state tax commission and local taxing districts. The communications sub-committee reviewed the annual report that Melinda prepared.

Agenda Item – Downtown redevelopment activity update – Mark Rivers, Brix & Co.
Mark Rivers reported that we are 1/3 way through the 90-day option on the Banner building, he is working on potential redevelopment and parties who may be interested. He will be in town on Thursday with three retail tenants from Boise to look at properties downtown. Some people have shown interest in Old Towne properties and will continue working through ideas that may work for redevelopment. Mark discussed the 2nd Avenue South property with the Executive Committee to better understand how to make the property inhabitable. Other discussions include the multi-family non-profit housing sector and storefront façade projects. The kiosks have been painted and next week the signage will be installed. Operation Facelift is underway and the Friday night farmer's market continues despite the challenging weather.

Agenda Item – Communications update – Mike Tracy
Mike Tracy covered two items: the release from the special meeting regarding the C3 re-roof project which was picked up and used by the media. Secondly, he is finishing up a video segment on C3, the Governor's visit and how the process took place and expects to have a draft by the end of this week.

Agenda Item – Public input and/or items from the Urban Renewal Agency Board

Melinda reported they will be opening bids for the southeast Twin Falls waterline project on Wednesday, June 15 at 2:00 p.m. JUB may complete the bid tally before originally scheduled, which will be prior the July meeting in which case a special meeting

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may be called to approve the bid award. In addition to Operation Facelift, several volunteers and entities have come together to complete landscaping along Main Avenue, painting the Crowley's building and other projects throughout the week. Melinda completed the first draft review for the URA website and sent to MSVM for revision. She foresees one more review and then plans to meet with the communications subcommittee for review.

Tom Frank inquired about DEQ grants applied for in the past years for Brownfield money. The URA applied to EPA for an assessment grant in 2009 which was denied. The city applied for the same grant in 2010 and it also was denied. Melinda is requesting feedback from Region IV to proceed.

There being no further business, Gary Garnand adjourned the meeting at 12:36 p.m.

Next regular scheduled Urban Renewal meeting is Monday, July 11, 2011.

Respectfully submitted,

Trudi Nutile
Administrative Assistant

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