THE URBAN RENEWAL AGENCY
OF THE CITY OF TWIN FALLS

URBAN RENEWAL AGENCY
MEETING MINUTES
July 21, 2011

The Urban Renewal Agency held its regular monthly meeting at 11:30 a.m. 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 (via phone)
Cindy Bond	URA Secretary
Bob Richards	URA Member
Bill Koch	URA Member
Absent:	
Leon Smith	URA Member
Larry Hall	URA Member
Also present:	
Melinda Anderson	Urban Renewal Executive Director
Brent Hyatt	Twin Falls Assistant Finance Director
Leon Mills	Twin Falls County Commissioner Liaison
Trip Craig	Twin Falls City Council Liaison
Trudi Nutile	City of Twin Falls Economic Development, Admin Asst
Pete Anderson	Myers-Anderson Architects

Chair Gary Garnand called the meeting to order at 11:31 a.m.

Agenda Item – Consideration of an amendment to the agenda – amended item #4
Cindy Bond moved to accept the amended change to Item #4 and Bob Richards seconded the motion. A roll call vote showed all members present voted in favor of the motion.

Agenda Item – Consent Agenda
Bob Richards moved to accept the consent agenda as submitted and Cindy Bond seconded the motion. A roll call vote showed all members present voted in favor of the motion.

Agenda Item – Consideration of a request to award the bid to reroof the C3 Call Center to Smith Roofing & Siding, LLC in the amount of $163,000 for the base bid and $49,700 for the Alternate Bid 1 for a total of $212,700
Melinda Anderson reported a public bid opening was held on July 19, 2011 by Twin Falls Deputy City Clerk Sharon Bryan, who opened and read the bids. Four bids were submitted to the Urban Renewal Agency by the deadline date of 2:00 p.m. on July 19, 2011. Pete Anderson of Myers-Anderson Architects completed the bid tabulation and results indicated Smith Roofing & Siding LLC as the low responsive bidder. The bid proposals included two alternate bids and Melinda invited Mr. Anderson to address the board for the remaining discussion.

Mr. Anderson explained the base bid is to replace the existing roof membrane with a new membrane and improve the roof drainage with cricketing. Alternate #1 is to repair skylights using an over glaze system which will help with the leaks experienced by the current skylights and limit any disruption to C3's operations. Alternate #2 for additional roof insulation was made at the

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request of the tenant and the low bid was approximately $43,000.00 for 1½" insulation installed. Based on the cost and calculations, Mr. Anderson does not recommend awarding Alternate #2 as the cost cannot justify a 10-year payback.

Bob Richards asked what process is used to repair the skylights. The existing skylights remain in place and are covered with a polycarbonate weatherproof material made up of sheets of interlocking panels. The longevity is estimated at approximately 20 years.

Bill Koch moved to accept the bid as presented excluding Alternate #2. Bob Richards seconded the motion and a roll call vote showed all members present voted in favor of the motion.

Agenda Item – Presentations by and consideration of a request to approve six BID façade program requests
Melinda reported five property owners applied for the BID match program representing six projects. Project approvals to date have left approximately $31,500 in the façade fund. If each of the six projects presented today are approved as proposed, remaining BID funds will be just under $3,000. Melinda invited the property owners to present their projects to the board members.

Gary Sipe – Air Quality Services. The project proposes installing awnings over the front of the building including the front door and a smaller awning over the window on the side. The awnings will be ocean blue in color with white lettering using Sunbrella fabric

Additional discussion involved the life expectancy of the awnings. Melinda stated that all the projects will be using the same "Sunbrella" material as approved in the past and have the same life expectancy. The material is a standard product within the industry used by commercial owners.

Cindy Bond moved to approve the project as submitted with a match of $1,317.05 and Bill Koch seconded the motion. A roll call vote showed all members present voted in favor of the motion.

Melinda commented the property owners can begin their projects as soon as possible once approved; however, the project must be completed and reimbursed within six months of the approval date.

Jayne Fischer – The Cookie Basket. The building is 106 years old and they want to focus on the originality of the older building. They plan to keep the original brick and recreate the original crowns. During a previous remodel, tile was placed over the brick, which will be removed. Additional remodel consists of façade repair; stucco the damaged brick, installation of new windows, sign lettering and lighting. The color scheme will focus on blending stucco with brick and vinyl lettering in black.

Cindy Bond moved to accept the project as proposed with a match of $3,344.86. Bob Richards seconded the motion and all members present voted in favor or the motion.

Bernice Howa – Kelly's. Randy Pooler with New Horizon Builders is the contractor and presented the project on behalf of Mrs. Howa. The project consists of a complete facelift, removal of the existing canopy, new storefront windows, framing and front door. In addition, they will repair/replace missing bricks and remove damaged entry way concrete and replace with stamped colored concrete to match the exterior.

Bill Koch moved to approve the project as submitted with a match of $10,000.00. Cindy Bond seconded the motion and a roll call vote showed all members present voted in favor of the motion.

John Coleman – Coleman & McIntyre. The building was constructed in 1917 and is known as the Herriott? Harriet Building. Several businesses have utilized the building over the years including a Buick dealership, the Radio Rendezvous complete with a dance floor, and CC Andersen. Colman & McIntyre purchased the building in 1977, registered it as a historic building and have completed several repairs to maintain the building. The brick was repointed in 1981 and stuccoed the cap around the top of the building. Lights were installed to deter vandalism and new sidewalk in front of building last year. The current project consists of adding three awnings to the front of the building using Sunbrella fabric with a usable life of 10 years.

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Bob Richards moved to accept the project as submitted with a match of $3,247.43. Bill Koch seconded the motion and all members present voted in favor of the motion.

Shelly Hart – for John Lezamiz. Ms. Hart extended Mr. Lezamiz's apologies that he could not attend but had pressing business due to the death of his law partner. Mr. Lezamiz has two projects; the first property is located on Shoshone Street and has been home to several different businesses through the years. The proposal is to add awnings to the front of the building over the upper and lower windows in green material. At the owners' expense, they plan to repaint the building with trim to match the awning. They are currently renovating the interior of the building.

The second property is located on 2nd Avenue East commonly known as Jim Bob's Bakery. The owner has already replaced half of the windows and doors. The project consists of replacing the remaining doors and windows. Additionally, the project includes adding awnings above the windows. The bid is for canvas material with a life expectancy of 8-10 years. They have entertained using a vinyl type product which would increase the life expectancy approximately seven years. The owners will absorb the additional cost if the Agency prefers the vinyl material. The owners also intend to paint the back of the building and either asphalt or concrete the back parking lot.

Additional discussion: Cindy Bond asked about using material with the longest life expectancy. Shelly commented they are taking into consideration life expectancy, ease of maintenance, fading from the sun, possible wind tears, and the easiest product to repair. The board did not state a preference regarding the type of material used for the awnings.

Bob Richards moved to accept both projects with a match of $1,867.26 and $8,744.20 respectively. Cindy Bond seconded the motion and a roll call vote showed all members present voted in favor of the motion.

Gary thanked all the participants for the expenditures, time and commitment to enhance their buildings and improve the community.

Agenda Item – Review of preliminary FY 2012 budget and request to set public hearing for August 8, 2011

Brent Hyatt reported the budget committee met and refined the budget to present the FY 2012 preliminary budget. The committee questioned the management fee between the city and the agency. Brent reviewed a study that Gary Evans prepared in 2008 and brought it current, but it is not a large portion of the budget. This proposed budget leaves some latitude for additional projects that may come up during the year they are not aware of yet. Cindy Bond questioned the earlier discussion regarding engineering assistance from the city. Brent requested each department submit an estimate of hours they contribute each month to the agency's activity. The engineering department's cost is approximately $8,000 to have a maintenance/retainer type relationship without any special projects.

Cindy Bond moved to accept the budget and set a public hearing date for August 8, 2011. Bill Koch seconded the motion and a roll call vote showed all members present voted in favor of the motion.

Agenda Item – Annual officer elections

Melinda Anderson reported that bylaws require the election of officers each year. The office positions are Chairman, Vice Chairman and Secretary.

Tom Frank nominated Gary Garnand as Chairman for FY 2012 and Bob Richards seconded the nomination. Nominations closed and a roll call vote showed all members present voted in favor of the nomination with the exception of Gary Garnand who abstained.

Cindy Bond nominated Tom Frank as Vice Chairman for FY 2012 and Bill Koch seconded the nomination. Nominations closed and a roll call vote showed all members present voted in favor of the nomination with the exception of Tom Frank who abstained.

Bob Richards nominated Cindy Bond as Secretary for FY 2012 and Bill Koch seconded the nomination. Nominations closed and a roll call vote showed all members present voted in favor of the nomination with the exception of Cindy Bond who abstained.

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Agenda Item – Downtown redevelopment activity update – Mark Rivers
Mark Rivers is unable to attend today's meeting. Melinda reported that Mark's update is the same as in her staff update. Mark continues his work on the Banner Building, marketing URA owned property in Old Town and possibilities on other properties. He has contacted local companies for their interest and also continues to contact companies outside our area for their interest and hopes to have more specific information on Banners sometime next week.

Agenda Item – Communications update – Mike Tracy
Our overhead phone system only allows one person to call in at a time. Since Tom Frank attended via phone, Mike is unable to join the meeting. Mike provided a written update provided in the board packet and covers the positive media coverage and provided links to various articles.

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

There being no further business, Gary Garnand adjourned the meeting at 12:15 p.m.

Next regular scheduled Urban Renewal meeting is Monday, August 8, 2011.

Respectfully submitted,

Trudi Nutile
Administrative Assistant

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