

**THE URBAN RENEWAL AGENCY
OF THE CITY OF TWIN FALLS**

**URBAN RENEWAL AGENCY
MEETING MINUTES**

August 13, 2012

The Urban Renewal Agency held its regular monthly meeting at 12:00 noon this date in the Twin Falls City Council Chambers located at 305 3rd Avenue East, Twin Falls. Those present were:

Gary Garnand	URA Chair
Bob Richards	URA Member
Leon Smith	URA Member
Larry Hall	URA Member
Neil Christensen	URA Member

Absent: Dan Brizee, URA Member
Cindy Bond, URA Member

Also present:

Melinda Anderson	Urban Renewal Executive Director
Travis Rothweiler	Twin Falls City Manager
Lorie Race	Twin Falls City Chief Finance Officer
Brent Hyatt	Twin Falls City Assistant Finance Director
Mitch Humble	Community Development Director
Don Hall	Vice-Mayor, City of Twin Falls, URA Liaison
Josh Palmer	Public Information Officer, City of Twin Falls
Katy Touchette	City of Twin Falls Executive Assistant
Leon Mills	Twin Falls County Commissioner, URA Liaison

The meeting was called to order at 12:02 p.m.

Consent Agenda – 2a.) Review and approval of minutes from July 9, 2012, Urban Renewal Agency regular meeting and July 26, 2012 Urban Renewal Agency special meeting..

2b.) Review and approval of August 2012 financial report.

Melinda Anderson directed the board members to an updated URA check list she provided for this meeting, showing two additional items (reimbursement for the Chobani project and the expenses for today's lunch meeting.) Bob Richards made a motion to approve the consent agenda as presented, and Neil Christensen seconded the motion. All board members present voted in favor of the motion.

Agenda Item 3 – Public hearing for FY 2013 budget.

Gary Garnand opened the public hearing with the gavel, and there being no comment on the proposed FY 2013 budget, he then closed the public hearing with the gavel.

Agenda Item 4 – Consideration of a request to approve the Agency’s FY 2013 budget.

Brent Hyatt stated that there was no new information which would modify the proposed budget, and Melinda Anderson stated that the proposed budget that came before the URA board in July is the same budget that is being considered for approval at this time.

Bob Richards made a motion to approve the Agency’s FY 2013 budget, Larry Hall seconded the motion, and all board members present voted in favor of the motion.

Agenda Item 5 –Communications update – Josh Palmer

Josh went over his staff report, recommending that the URA keep MSVM to host its website for \$190/year. As this is part of the FY 2013 budget, no action was needed by the URA board. No one on the board had any questions regarding the recommended direction.

Agenda Item 6 –Downtown update

Melinda gave a brief update on the Glanbia corporate office project, letting the board know how the project is coming along. She then went over Mark Rivers’ August update, which covered several items or events related to downtown redevelopment and improvement. After a brief discussion, no action was taken by the board as this was simply an update of current and potential projects geared toward downtown revitalization.

Agenda Item 7 – Public input and/or items from the Urban Renewal Agency Board.

Larry Hall asked for clarification on a point re: the Chobani financing, and Melinda Anderson responded that.

Agenda Item 8 – Adjourn.

There being no other business, the meeting adjourned at 12:16 p.m.

Respectfully submitted,

Katy Touchette
Executive Assistant

Urban Renewal Agency of the City of Twin Falls, ID
P & L Budget vs. Actual with Declining Bal.(\$ Over Budget)
October 2011 through August 2012

	Oct '11 - Aug 12	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
ICDBG - Grant Income	440,153.00			
Capital Lease	210,902.56	230,077.00	-19,174.44	91.7%
Investment Income	10,270.94	7,200.00	3,070.94	142.7%
Other Income	1,054.16			
Property Taxes	2,189,598.93	2,005,000.00	184,598.93	109.2%
Rental Income	379,890.76	402,560.00	-22,669.24	94.4%
Total Income	3,231,870.35	2,644,837.00	587,033.35	122.2%
Gross Profit	3,231,870.35	2,644,837.00	587,033.35	122.2%
Expense				
RAA 4-1				
Water Line	741,148.47			
Glanbia Project	247,006.91			
RAA 4-1 - Other	54,071.10	3,610,186.00	-3,556,114.90	1.5%
Total RAA 4-1	1,042,226.48	3,610,186.00	-2,567,959.52	28.9%
RAA 4-2	115,000.00	1,435,000.00	-1,320,000.00	8.0%
RAA 4-3 (Chobani)	9,328,174.83			
Bond Trustee Fees	0.00	3,500.00	-3,500.00	0.0%
Community Relations & Website	11,600.00	25,000.00	-13,400.00	46.4%
Debt Payments - Interest	338,048.93	340,972.00	-2,923.07	99.1%
Debt Payments - Principal	628,816.17	650,181.00	-21,364.83	96.7%
Dues and Subscriptions	900.00	900.00	0.00	100.0%
Insurance Expense	2,174.00	6,448.00	-4,274.00	33.7%
Legal Expense	49.00	5,000.00	-4,951.00	1.0%
Management Fee	0.00	106,000.00	-106,000.00	0.0%
Meeting Expense	2,638.70	3,500.00	-861.30	75.4%
Miscellaneous	29.00	500.00	-471.00	5.8%
Office Expense	339.16	500.00	-160.84	67.8%
Prof. Dev.\Training	2,433.79	7,500.00	-5,066.21	32.5%
Professional Fees	906.25			
Property Tax Expense - Other	6,934.76	31,850.00	-24,915.24	21.8%
Real Estate Exp. - Call Center	101,461.46	80,000.00	21,461.46	126.8%
Real Estate Exp. - Other	2,176.76	10,700.00	-8,523.24	20.3%
Real Estate Lease	68,000.00	68,000.00	0.00	100.0%
Real Estate Purchase	57,800.00			
Total Expense	11,709,709.29	6,385,737.00	5,323,972.29	183.4%
Net Ordinary Income	-8,477,838.94	-3,740,900.00	-4,736,938.94	226.6%
Other Income/Expense				
Other Income				
Cash Carryover	0.00	3,740,900.00	-3,740,900.00	0.0%
Total Other Income	0.00	3,740,900.00	-3,740,900.00	0.0%
Net Other Income	0.00	3,740,900.00	-3,740,900.00	0.0%
Net Income	-8,477,838.94	0.00	-8,477,838.94	100.0%

Twin Falls Urban Renewal September, 2012 List of Checks

Check #	Date	Paid Amount	Name	Account	Memo
2430	8/16/2012	10,087.50	Mark J. Rivers, Inc.	RAA 4-1	June & July Downtown Redevelopment Service
2431	8/20/2012	20,713.68	Wells Fargo Bank	Property Taxes	Property tax Income - August, 2012
2432	9/4/2012	582,722.85	City of Twin Falls	RAA 4-3 (Chobani)	Partial Reimbursement - Chobani Proj - Cert #21
2433	9/4/2012	3,447.36	K & G Property Management	Real Estate Expense-Call Ctr	Property Management-C3 Repairs, Maintenance
2434	9/4/2012	447.23	Times News	Legal Advertising	Legal Notices 2013 Budget & Amended Hearing
2435	9/4/2012	9,360.00	Balanced Rock Electric	Glanbia Project	Reroute Glanbia power line - Phase I
2436	9/4/2012	484.83	City of Twin Falls	Real Estate - C3	C3 Landscape Water
2437	9/4/2012	504.37	JUB Engineers	RAA 4-1 Waterline	Waterline Phase III Construction Admin
2438	9/4/2012	6,967.50	City of Twin Falls	RAA 4-1 Glanbia Project	Reimbursement-EHM design services - Phase I
2438	9/4/2012	3,068.00	City of Twin Falls	RAA 4-1 Glanbia Project	Water and sewer tap fees
2439	9/4/2012	500.00	Sawtooth Spraying	Real Estate Expense - Other	Weed spraying - Old Town Properties 2nd Street
2440	9/4/2012	206.05	Idaho Power Company	Real Estate - C3	Power - 851 Poleline Road
2440	9/4/2012	7.47	Idaho Power Company	Real Estate - Other	Power - 242 2nd Ave So.
2441	9/4/2012	2,391.50	ICRMP	Insurance Expense	Property Insurance - 6 month Premium
2442	9/4/2012	2,250.00	Wells Fargo Bank	RAA 4-1	Bond Trustee Fee

Urban Renewal Agency of the City of Twin Falls, ID
Profit & Loss Detail
August 2012

Type	Date	Num	Name	Memo	Amount	Balance
Ordinary Income/Expense						
Income						
Capital Lease						
General...	8/13/2012	AJE #104		Direct Loan Payment reflecting reduction in capitalized lease	19,172.96	19,172.96
Total Capital Lease					19,172.96	19,172.96
Investment Income						
Deposit	8/1/2012		Wells Fargo	Interests Received	16.50	16.50
Deposit	8/1/2012		Wells Fargo	Interest on Account	5.95	22.45
Total Investment Income					22.45	22.45
Property Taxes						
Deposit	8/23/2012		Twin Falls County	Property tax transfer	20,713.68	20,713.68
Total Property Taxes					20,713.68	20,713.68
Rental Income						
Deposit	8/3/2012		US Treasury	VA Payment	1,333.33	1,333.33
Deposit	8/13/2012	7696	C3	Rent	33,410.71	34,744.04
Total Rental Income					34,744.04	34,744.04
Total Income					74,653.13	74,653.13
Gross Profit					74,653.13	74,653.13
Expense						
RAA 4-1						
Water Line						
Check	8/8/2012	2425	J U B Engineers	Waterline Phase III Construction Admin	927.04	927.04
Total Water Line					927.04	927.04
RAA 4-1 - Other						
Check	8/8/2012	2426	Idaho Power Comp...	Power - 242 2nd Ave So.	6.65	6.65
Check	8/16/2012	2430	Mark J. Rivers, Inc	Downtown Redev. Services June & July, 2012	10,087.50	10,094.15
Total RAA 4-1 - Other					10,094.15	10,094.15
Total RAA 4-1					11,021.19	11,021.19
RAA 4-2						
Check	8/8/2012	2428	Jayco, Inc.	Semi-annual reimb - infrastructure improv. Eldridge Rd.	57,500.00	57,500.00
Total RAA 4-2					57,500.00	57,500.00
RAA 4-3 (Chobani)						
Check	8/14/2012	Req. #105	City of Twin Falls	Advance Certificates 18,19 & 20	661,672.15	661,672.15
Total RAA 4-3 (Chobani)					661,672.15	661,672.15
Debt Payments - Interest						
Check	8/1/2012	Bank Draft	Wells Fargo	Annual Bond Payment	149,856.25	149,856.25
Check	8/2/2012	C2	Larry Tucker & Kar...	Payment on Loan	1,253.95	151,110.20
Check	8/2/2012	C1	Larry McElliott	Payment on Loan	28.64	151,138.84
General...	8/13/2012	AJE #104		Direct Loan Payment reflecting reduction in capitalized lease	1,654.08	152,792.92
Total Debt Payments - Interest					152,792.92	152,792.92
Debt Payments - Principal						
Check	8/1/2012	Bank Draft	Wells Fargo Bank	Bond Payment	400,000.00	400,000.00
Check	8/2/2012	C2	Larry Tucker & Kar...	Payment on Loan	2,409.73	402,409.73
Check	8/2/2012	C1	Larry McElliott	Payment on Loan	1,421.32	403,831.05
General...	8/13/2012	AJE #104		Direct Loan Payment reflecting reduction in capitalized lease	17,518.88	421,349.93
Total Debt Payments - Principal					421,349.93	421,349.93
Meeting Expense						
Check	8/8/2012	2420	Melinda Anderson	Reimb. parking for RAI in Boise	5.00	5.00
Check	8/8/2012	2420	Melinda Anderson	Reimb. URA mtg 7/23/12	32.33	37.33
Check	8/8/2012	2420	Melinda Anderson	Reimb. URA mtg 7/24/12	15.74	53.07
Check	8/8/2012	2421	City of Twin Falls	Reimb. Teleconference calls	163.46	216.53
Check	8/13/2012	2429	Daisy's	URA lunch meeting 8/13/12	108.56	325.09
Total Meeting Expense					325.09	325.09
Office Expense						
Check	8/13/2012	Bank Ch...	Wells Fargo	Wire Fee for Chobani payment	15.00	15.00
Check	8/24/2012	Bank Ch...	Wells Fargo	Wire Fee for Chobani payment	15.00	30.00
Total Office Expense					30.00	30.00
Prof. Dev.\Training						
Check	8/8/2012	2420	Melinda Anderson	Reimb. Lodging CDFa Conf.	946.19	946.19
Check	8/8/2012	2420	Melinda Anderson	Reimb. Per diem CDFa Conf.	200.00	1,146.19
Check	8/8/2012	2420	Melinda Anderson	Reimb. Checked luggage	25.00	1,171.19
Check	8/8/2012	2420	Melinda Anderson	Reimb. Checked luggage	25.00	1,196.19
Total Prof. Dev.\Training					1,196.19	1,196.19
Professional Fees						
Check	8/8/2012	2423	Riedesel Engineering	Engr serv. to support URA work w/Glanbia	906.25	906.25
Total Professional Fees					906.25	906.25

Urban Renewal Agency of the City of Twin Falls, ID
Profit & Loss Detail
August 2012

Type	Date	Num	Name	Memo	Amount	Balance
Real Estate Exp. - Call Center						
Check	8/8/2012	2422	Twin Falls County	Property Taxes 2010/2011 Concept 91 Pkg Lot	39,973.16	39,973.16
Check	8/8/2012	2424	K & G Property Ma...	Property Management C3 Repairs & Maintenance	4,609.63	44,582.79
Check	8/8/2012	2426	Idaho Power Comp...	Power - 851 Poleline Road	178.37	44,761.16
Check	8/8/2012	2427	City of Twin Falls	Landscape Irrig. - 851 Poleline Rd	371.14	45,132.30
Total Real Estate Exp. - Call Center					<u>45,132.30</u>	<u>45,132.30</u>
Total Expense					<u>1,351,926.02</u>	<u>1,351,926.02</u>
Net Ordinary Income					<u>-1,277,272.89</u>	<u>-1,277,272.89</u>
Net Income					<u>-1,277,272.89</u>	<u>-1,277,272.89</u>

Urban Renewal Agency of the City of Twin Falls, ID
Balance Sheet
As of August 31, 2012

	Aug 31, 12
ASSETS	
Current Assets	
Checking/Savings	
Cash	
Bond Fund-Cash #5600	5.95
Bond Reserve Cash #5602	699,912.50
General Checking Cash #6350	1,334,094.39
Revenue Alloc. Cash #5601	1,704,554.43
Total Cash	3,738,567.27
Total Checking/Savings	3,738,567.27
Other Current Assets	
Due from Other Governments	25,223.00
Interest Receivable	
Int. Rec.-Bond Fund	829.15
Int. Rec.-Revenue Allocation	2,140.99
Total Interest Receivable	2,970.14
Property Taxes Receivable	131,596.00
Total Other Current Assets	159,789.14
Total Current Assets	3,898,356.41
Fixed Assets	
Accumulated Depreciation	-101,666.67
Building	3,500,000.00
Equipment	475,000.00
Land	1,350,000.00
Total Fixed Assets	5,223,333.33
Other Assets	
Lease Receivable-Jayco	954,540.13
Note Receivable - Agro Farma	760,000.00
Total Other Assets	1,714,540.13
TOTAL ASSETS	10,836,229.87
LIABILITIES & EQUITY	
Liabilities	
Long Term Liabilities	
Deferred Rev.-Lease	916,194.20
Deferred Rev.-Property Tax	131,596.00
Notes and Bonds Payable	
Agro Farma, Inc.	9,520,530.40
Total Notes and Bonds Payable	9,520,530.40
Total Long Term Liabilities	10,568,320.60
Total Liabilities	10,568,320.60
Equity	
Fund Balance	
Fund Balance-Bond Fund	700,742.26
Fund Balance-General Fund	161,318.79
Fund Balance-Rental Fund	5,223,333.33
Fund Balance-Revenue Alloc.	2,764,647.06
Total Fund Balance	8,850,041.44
Unrestricted Net Assets	-104,293.23
Net Income	-8,477,838.94
Total Equity	267,909.27
TOTAL LIABILITIES & EQUITY	10,836,229.87

Urban Renewal Agency of the City of Twin Falls, ID
Balance Sheet Detail
As of August 31, 2012

Type	Date	Num	Name	Memo	Amount	Balance
ASSETS						11,451,830.61
Current Assets						4,513,957.15
Checking/Savings						4,354,168.01
Cash						4,354,168.01
Bond Fund-Cash #5600						34.93
Check	8/1/2012	Bank Dr...	Wells Fargo		-149,856.25	-149,821.32
Check	8/1/2012	Bank Dr...	Wells Fargo Bank		-400,000.00	-549,821.32
Deposit	8/1/2012			Deposit	5.95	-549,815.37
Transfer	8/23/2012			Funds Transfer	549,821.32	5.95
Total Bond Fund-Cash #5600					-28.98	5.95
Bond Reserve Cash #5602						699,912.50
Total Bond Reserve Cash #5602						699,912.50
General Checking Cash #6350						753,789.22
Deposit	8/3/2012			Deposit	1,333.33	755,122.55
Check	8/8/2012	2420	Melinda Anderson	Travel & Meeting Expenses	-1,249.26	753,873.29
Check	8/8/2012	2421	City of Twin Falls	Reimb. Teleconference Calls	-163.46	753,709.83
Check	8/8/2012	2422	Twin Falls County	RP T10330010010 A	-39,973.16	713,736.67
Check	8/8/2012	2423	Riedesel Engineering	Invoice 8432	-906.25	712,830.42
Check	8/8/2012	2424	K & G Property Managem...	Invoice 3182	-4,609.63	708,220.79
Check	8/8/2012	2425	J U B Engineers	Invoice #76721	-927.04	707,293.75
Check	8/8/2012	2426	Idaho Power Company	7175543970= \$178.37, 5958027801...	-185.02	707,108.73
Check	8/8/2012	2427	City of Twin Falls	Acct 030304.000	-371.14	706,737.59
Check	8/8/2012	2428	Jayco, Inc.	reimb. infrastructure improv. Eldridge...	-57,500.00	649,237.59
Check	8/13/2012	2429	Daisy's		-108.56	649,129.03
Deposit	8/13/2012			Deposit	33,410.71	682,539.74
Deposit	8/13/2012			Deposit	312,947.32	995,487.06
Check	8/13/2012	Bank C...	Wells Fargo		-15.00	995,472.06
Check	8/16/2012	2430	Mark J. Rivers, Inc	TF20120710	-10,087.50	985,384.56
Deposit	8/20/2012			Deposit	20,713.68	1,006,098.24
Check	8/20/2012	2431	Wells Fargo Bank	Prop. Taxes	-20,713.68	985,384.56
Deposit	8/24/2012			Deposit	348,724.83	1,334,109.39
Check	8/24/2012	Bank C...	Wells Fargo		-15.00	1,334,094.39
Total General Checking Cash #6350					580,305.17	1,334,094.39
Parking Lot Sinking Cash #3425						0.00
Total Parking Lot Sinking Cash #3425						0.00
Revenue Alloc. Cash #5601						2,900,431.36
Deposit	8/1/2012			Deposit	16.50	2,900,447.86
Check	8/2/2012	C2	Larry Tucker & Karen Tuc...		-3,663.68	2,896,784.18
Check	8/2/2012	C1	Larry McElliott		-1,449.96	2,895,334.22
Check	8/14/2012	Req. #105	City of Twin Falls		-661,672.15	2,233,662.07
Deposit	8/23/2012			Deposit	20,713.68	2,254,375.75
Transfer	8/23/2012			Funds Transfer	-549,821.32	1,704,554.43
Total Revenue Alloc. Cash #5601					-1,195,876.93	1,704,554.43
Wells Fargo Securities #1251						0.00
Total Wells Fargo Securities #1251						0.00
Cash - Other						0.00
Total Cash - Other						0.00
Total Cash					-615,600.74	3,738,567.27
Total Checking/Savings					-615,600.74	3,738,567.27
Accounts Receivable						0.00
Total Accounts Receivable						0.00
Other Current Assets						159,789.14
Deposits						0.00
Total Deposits						0.00
Due from Other Governments						25,223.00
Total Due from Other Governments						25,223.00
Interest Receivable						2,970.14
Int. Rec.-Bond Fund						829.15
Total Int. Rec.-Bond Fund						829.15

Urban Renewal Agency of the City of Twin Falls, ID
Balance Sheet Detail
As of August 31, 2012

Type	Date	Num	Name	Memo	Amount	Balance
Int. Rec.-Revenue Allocation						2,140.99
Total Int. Rec.-Revenue Allocation						2,140.99
Interest Receivable - Other						0.00
Total Interest Receivable - Other						0.00
Total Interest Receivable						2,970.14
Inventory Asset						0.00
Total Inventory Asset						0.00
Prepaid Insurance						0.00
Total Prepaid Insurance						0.00
Property Taxes Receivable						131,596.00
Total Property Taxes Receivable						131,596.00
Total Other Current Assets						159,789.14
Total Current Assets					-615,600.74	3,898,356.41
Fixed Assets						5,223,333.33
Accumulated Depreciation						-101,666.67
Total Accumulated Depreciation						-101,666.67
Building						3,500,000.00
Total Building						3,500,000.00
Equipment						475,000.00
Total Equipment						475,000.00
Land						1,350,000.00
Total Land						1,350,000.00
Total Fixed Assets						5,223,333.33
Other Assets						1,714,540.13
Due from General (4-2)						0.00
Total Due from General (4-2)						0.00
Lease Receivable-Jayco						954,540.13
Total Lease Receivable-Jayco						954,540.13
Note Receivable - Agro Farma						760,000.00
Total Note Receivable - Agro Farma						760,000.00
Property Tax Clearing Account						0.00
Deposit	8/20/2012	12-0190...	Twin Falls County	Property Taxes - July, 2012	-20,713.68	-20,713.68
Check	8/20/2012	2431	Wells Fargo Bank	Property Taxes - July, 2012	20,713.68	0.00
Total Property Tax Clearing Account					0.00	0.00
Total Other Assets					0.00	1,714,540.13
TOTAL ASSETS					-615,600.74	10,836,229.87
LIABILITIES & EQUITY						11,451,830.61
Liabilities						9,906,648.45
Current Liabilities						0.00
Accounts Payable						0.00
Accounts Payable						0.00
Total Accounts Payable						0.00
Total Accounts Payable						0.00
Credit Cards						0.00
Total Credit Cards						0.00
Other Current Liabilities						0.00
Accts Pay - Bond Fund						0.00
Total Accts Pay - Bond Fund						0.00

Urban Renewal Agency of the City of Twin Falls, ID
Balance Sheet Detail
As of August 31, 2012

Type	Date	Num	Name	Memo	Amount	Balance
Accts Pay - General						0.00
Total Accts Pay - General						0.00
Accts Pay - Rental Fund						0.00
Total Accts Pay - Rental Fund						0.00
Accts Pay - Rev. Alloc.						0.00
Total Accts Pay - Rev. Alloc.						0.00
Payroll Liabilities						0.00
Total Payroll Liabilities						0.00
Prepaid Rent						0.00
Total Prepaid Rent						0.00
Total Other Current Liabilities						0.00
Total Current Liabilities						0.00
Long Term Liabilities						9,906,648.45
BID Grant Oversight						0.00
Total BID Grant Oversight						0.00
Deferred Rev.-Lease						916,194.20
Total Deferred Rev.-Lease						916,194.20
Deferred Rev.-Lease Principal						0.00
Total Deferred Rev.-Lease Principal						0.00
Deferred Rev.-Property Tax						131,596.00
Total Deferred Rev.-Property Tax						131,596.00
Due to Rev. Alloc. (4-1)						0.00
Total Due to Rev. Alloc. (4-1)						0.00
Notes and Bonds Payable						8,858,858.25
Agro Farma, Inc.						8,858,858.25
Deposit	8/13/2012		Chobani	Advance Certificates #18 & 19	312,947.32	9,171,805.57
Deposit	8/24/2012		Chobani	Advance Certificate #20	348,724.83	9,520,530.40
Total Agro Farma, Inc.						661,672.15
Bond Payable - Rev. Alloc.						0.00
Total Bond Payable - Rev. Alloc.						0.00
Note - D.L. Evans Bank						0.00
Total Note - D.L. Evans Bank						0.00
Note - Dell Building						0.00
Total Note - Dell Building						0.00
Note - McElliott						0.00
Total Note - McElliott						0.00
Notes and Bonds Payable - Other						0.00
Total Notes and Bonds Payable - Other						0.00
Total Notes and Bonds Payable						661,672.15
Total Long Term Liabilities						661,672.15
Total Liabilities						661,672.15
Equity						1,545,182.16
Fund Balance						8,850,041.44
Fund Balance-Bond Fund						700,742.26
Total Fund Balance-Bond Fund						700,742.26
Fund Balance-General Fund						161,318.79
Total Fund Balance-General Fund						161,318.79

Urban Renewal Agency of the City of Twin Falls, ID
Balance Sheet Detail
As of August 31, 2012

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>	<u>Balance</u>
Fund Balance-Rental Fund						5,223,333.33
Total Fund Balance-Rental Fund						5,223,333.33
Fund Balance-Revenue Alloc.						2,764,647.06
Total Fund Balance-Revenue Alloc.						2,764,647.06
Fund Balance-Sinking Fund						0.00
Total Fund Balance-Sinking Fund						0.00
Fund Balance - Other						0.00
Total Fund Balance - Other						0.00
Total Fund Balance						8,850,041.44
Opening Balance Equity						0.00
Total Opening Balance Equity						0.00
Unrestricted Net Assets						-104,293.23
Total Unrestricted Net Assets						-104,293.23
Net Income						-7,200,566.05
Total Net Income					-1,277,272.89	-8,477,838.94
Total Equity					-1,277,272.89	267,909.27
TOTAL LIABILITIES & EQUITY					-615,600.74	10,836,229.87



Date: September 10, 2012
To: Urban Renewal Agency of the City of Twin Falls
From: Brent Hyatt, Finance

Request:

Time Estimate: 10 Minutes

Background: When the 2011-2012 budget was prepared the URA's involvement with Chobani was unknown. The Agency has taken in over \$9,500,000 in loan proceeds and expended over \$7,300,000 through August. Although authorized by the Board, that activity should be formally approved with a Budget Amendment

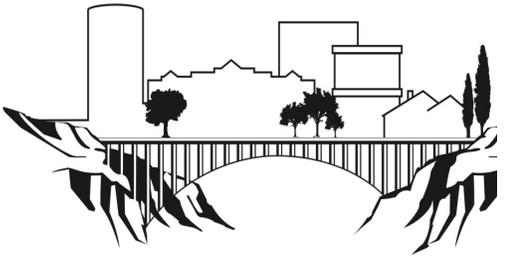
Approval Process: The Amendment has been properly noticed in the Times News as in item on today's agenda. The Board needs to consider the amendment and vote.

Budget Impact: The Amendment will increase the budgeted expenditures and sources of funding by \$11,000,000 or another amount as determined by the Board.

Regulatory Impact: This amendment will bring the Boards activities into compliance with the required budget process as outlined by Idaho statutes.

Recommendation/Conclusion: Staff recommends adoption of the Budget Amendment

Attachments: Public Notice



**THE URBAN RENEWAL AGENCY
OF THE CITY OF TWIN FALLS**

Date: September 10, 2012

To: Urban Renewal Agency of the City of Twin Falls

From: Melinda Anderson, URA Executive Director

Request:

Consideration of a request to award an annual property management agreement to K & G Property Management for the C3 site for \$5,196 plus repairs and maintenance.

Background:

This will be the third annual agreement that the Agency has signed with K & G Property Management to manage the C3 site and surrounding property. Prior to the Agency purchase in 2010, K & G managed the same property for Dell Corporation for 10 years.

Each year staff has worked with Kendra Jenks, owner, to develop the maintenance budget for this property. This year's budgeted amount of \$56,140 is a 9% increase over the 2012 amount of \$50,535 due to increased repair and maintenance needed for HVAC operations. The budgeted expense is covered by the lease payment the Agency receives from C3.

Capital improvements - Kendra has provided cost estimates for both HVAC replacement and exterior painting.

- Because of the increasing age and repair history of the HVAC units, a replacement schedule for those units is needed. There is an attached schedule of replacements – approximately 2 per year at a cost in 2012-2013 of ~\$26,000 per unit. The Agency would bid both of these replacement units.
- Painting – The building was last painted in 2002. The cost to repaint has been estimated at \$5,000. K&G would bid this project and provide estimates to the Agency.

K&G has provided good services both to the Agency and to Dell when it owned the property.

Approval Process:

Approval by a quorum of the Board in open meeting.

Budget Impact:

Funds for the purchase are budgeted for FY 2013 and paid for through the C3 lease.

Conclusion:

Staff recommends the board approve this request.

Attachments:

1. K&G Agreement
2. Proposed Budget
3. HVAC replacement schedule
4. C3 Exterior Photos

K & G Property Management

MANAGEMENT CONTRACT

AGREEMENT made this 10th day of September, 2012 between Kendra Jenks dba: K&G Property Management (herein called "Agent") and the City of Twin Falls Urban Renewal (herein called "Owner"):

Witnesseth

IN CONSIDERATION of the mutual premises and covenants herein contained, Owner and Agent agree as follows:

1. Owner hereby appoints and employs Agent as the sole and exclusive managing agent of Owner's premises, commonly known as the C3 (Call Center) Building and Concept 91 (Parking Lot) located at 851 Poline Road, Twin Falls, ID 83301, for the period from October 01, 2012 to September 30, 2013. Thereafter this agreement shall continue in effect from year to year unless and until terminated as hereinafter provided. Either party may terminate this Agreement by giving notice in writing of intention to terminate at least thirty (30) days prior to a month end period.
2. Agent hereby accepts such appointment and employment for and in consideration of the compensation hereinafter provided, and agrees to use its best efforts in managing said premises.
3. Owner hereby authorizes Agent to perform the following in the name of, for the account of, and at the expense of Owner:
 - A. Visit site 1-time monthly to perform and prepare an external parking lot inspection report and discuss any tenant issues and or deficiencies to report back to Owner.
 - B. Negotiate any service contracts, including contracts for electricity, gas, fuel, steam, water, telephone, window cleaning, rubbish removal, laundry service, exterminating, equipment maintenance, sweeping, security, landscaping and other services, or such of them as Agent shall deem advisable with Owner's approval.
 - C. Make or cause to be made all repairs, replacements, alterations, additions, improvements and decorations in and to said premises as Agent may determine advisable. The expense incurred for any one item of same shall not exceed the sum of One hundred Dollars (\$100.00) unless authorized by Owner, except under such circumstances as Agent shall deem to be an emergency.
 - D. Purchase all supplies and materials as Agent may determine advisable.
 - E. Handle routine contacts and contracts with vendors.
 - F. Hire, promote, discharge and supervise vendors/employees as Agent may determine advisable to be employed in the care, management or operation of said premises. It is understood and agreed that all such vendor/employees are in the employ of Owner solely, and the Agent is in no way liable to such employees for their wages or other compensation, nor to Owner or others for any action of omission on the part of such employees.

K & G Property Management

4. Agent shall render to Owner a monthly statement of receipts and disbursements.
 - A. Owner shall pay all obligations, liabilities, costs, expenses and fees arising on account of or in connection with this Agreement.
 - B. Owner shall reimburse Agent promptly for any monies, which Agent may elect to advance for the account of Owner. Nothing herein contained, however, shall be construed to obligate Agent to make any such advances.
 - C. Agent shall not pay such account(s) interest or amortization on mortgages, taxes or assessments unless Owner, in writing, directs Agent to do so.
5. Agent is clothed with such other general authority and powers as may be necessary or advisable to carry out the intent of this Agreement.
6. Owner agrees to comply with all statutes, ordinances, laws, rules and orders of any federal, state or local government or department or offices thereof having jurisdiction in said premises respecting the use, operation or construction thereof, as well as with all orders and requirements of the local Board of Fire Underwriters or any other body exercising similar functions.
7.
 - A. Owner agrees to indemnify and hold and save Agent free and harmless from any and all damages or injuries to person (s) or property, or claims, actions, obligations, liabilities, costs, expenses and fees by reason of any cause whatsoever when Agent is carrying out the provisions of this Agreement or acting upon the directions of Owner. It is expressly agreed that the foregoing provision of this sub-paragraph shall survive the termination of this Agreement, but shall not be construed to mean that Owner's liability does not survive as to other provisions of this Agreement.
 - B. Agent shall not be liable to Owner for any error in judgement, nor for any good faith act or omission in the execution of this Agreement.
 - C. Owner agrees to procure and maintain during the term of this Agreement comprehensive general public liability insurance, including property damage insurance, elevator liability insurance, steam boiler insurance, workmen's compensation insurance, and such other insurance as may be advisable for the protection of Owner and Agent. In each such policy of insurance, Owner agrees upon request of Agent, to designate Agent and its officers, employees and agents as assureds. The insurance carrier and the amount of coverage in each such policy shall be mutually agreed upon by Owner and Agent. A certificate of each such policy issued by the carrier shall be delivered to Agent, and shall provide that Agent shall receive at least ten (10) days prior written notice from the carrier in the event of cancellation or any material change herein.
 - D. To the extent permitted by its insurance policies, Owner does hereby waive and release any and all claims which it may have against Agent for damages to said premises or contents therein to the extent that, such damage is covered by Owner's insurance policies.

K & G Property Management

8. Owner hereby grants Agent the privilege of displaying Agent's signs in and upon said premises announcing that said premises is under Agent's management.

9. A. Owner agrees to pay Agent:
 - a) **For management:** \$433.00 Monthly for Management Services plus approved reimbursement for all sub-contractor and maintenance work performed on the property by & thru Agent including a 5% administrative accounting fee on all sub-contracted repair/maintenance work.
 - b) **For Emergency/after hour charges:** A \$60.00 per hour for after hours emergency calls will be charged when an Agents presence is required after normal business office hours of Monday-Friday from 8:00 a.m. to 5:00 p.m.
 - c) **For consulting and additional site visitations:** A \$60.00 per hour charge for services rendered outside of the routine site management visit specifications.

10. All notices to be given hereunder shall be in writing and shall be sent by United States registered mail, return requested, postage prepaid addressed to Owner at c/o Melinda Anderson, Twin Falls URA, PO Box 1907, Twin Falls ID 83303-1907 or to such other addresses as may from time to time be given and provided in this Paragraph 14. Any notice mailed as herein provided shall be deemed and treated to have been received on the date of mailing.

11. Agent is not and never shall be liable to any creditor of Owner or to any claimant against the property of Owner. Nothing contained in this Agreement shall constitute or be construed to be or create a partnership or joint venture between Owner and Agent. This Agreement shall be binding upon the parties hereto, their heirs, legal representatives, successors and assigns, and may not be changed orally but only by a writing signed by the party to be changed thereby.

IN WITNESS WHEREOF the parties hereto have executed this Agreement the day and year first above written.

BY OWNER _____

BY AGENT _____

Twin Falls Urban Renewal
 Concept 91, 851 Poline Road, Twin Falls, Idaho
 2012-2013 October thru September
 Proposed Budget

2012-2013 Proposed Budget	Oct 12	Nov 12	Dec 12	Jan 13	Feb 13	Mar 13	Apr 13	May 13	Jun 13	Jul 13	Aug 13	Sep 13	2012-2013 Proposed BUDGET TOTAL	2011-2012 APPROVED BUDGET	Difference		
	851 Poline Road On-Site Parking Lot																
Parking Lot Lighting Maintenance	550.00	0.00	0.00	550.00	0.00	0.00	550.00	0.00	0.00	550.00	0.00	350.00	2,550.00	2,550.00	0.00	No Change	
Parking Lot Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	550.00	0.00	450.00	0.00	0.00	0.00	1,000.00	1,000.00	0.00	No Change	
HVAC P.M.s	0.00	0.00	748.00	0.00	0.00	748.00	0.00	0.00	748.00	0.00	0.00	748.00	2,992.00	3,900.00	-908.00	Decrease if ACCO is chosen as New Vendor Includes Belt and Pressure Wash of all units in JUNE	
HVAC Repair Maintenance	1,050.00	1,050.00	1,050.00	1,050.00	1,050.00	1,050.00	1,050.00	1,050.00	1,050.00	1,050.00	1,050.00	1,050.00	12,600.00	9,600.00	3,000.00	Anticipating higher repairs based on equipment age	
Landscaping	1,500.00	1,000.00	0.00	0.00	0.00	2,265.00	2,350.00	1,285.00	1,485.00	2,095.00	1,512.00	1,575.00	15,067.00	14,202.00	865.00	Increase due to bark refreshing, older bush replacement and replacement of aging sprinkler system components	
Management	433.00	433.00	433.00	433.00	433.00	433.00	433.00	433.00	433.00	433.00	433.00	433.00	5,196.00	5,196.00	0.00	No Change	
Admin/Actg. Fee	177.00	192.35	215.88	169.85	142.35	225.15	242.60	134.35	208.65	202.35	150.10	208.15	2,268.78	2,121.03	147.75	Adjust's based on additional expenses	
Roof Repair	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	No costs under warranty	
Snow Removal	0.00	1,445.00	2,167.50	1,445.00	1,445.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,502.50	6,502.50	0.00	No Change	
Sweeping	440.00	352.00	352.00	352.00	352.00	440.00	352.00	352.00	440.00	352.00	440.00	200.00	4,664.00	4,664.00	0.00	No Change	
General Maintenance (Fire Systems, ceiling tiles, misc. Power wash exterior of building Annually)			200.00			200.00		2,500.00					3,300.00	800.00	2,500.00	Increase due to Exterior Annual Pressure Wash of Building	
TOTAL GENERAL BUDGET EXPENSES	4,150.00	4,472.35	5,166.38	3,999.85	3,422.35	5,361.15	5,527.60	5,754.35	5,014.65	4,682.35	3,585.10	5,004.15	56,140.28	50,535.53	5,604.75	This is approx. a 9% increase to the proposed 2011-2012 Budget mostly due to increasing HVAC Repairs back to original 2010 budget amount	
CAPITAL IMPROVEMENTS																	
PAINT Accent color's and Pressure Wash Exterior of Building	4880.00												4880.00	0.00	4,880.00	Exterior Paint last done 2002. Succo Fascia cream accent color only refreshed by C3 in 2010	
HVAC Replacement PLAN	26000.00						26000.00						52000.00	0.00	52,000.00	Based on 7-year Replacement Plan	
TOTAL with Capital Improvements	36030.00	4472.35	5166.38	3999.85	3422.35	6361.15	31527.60	5754.35	5014.65	4682.35	3585.10	5004.15	113020.28	50535.53	62484.75	Difference 2011-2012 budget to 2012-2013 includes Capital Improvements	

Twin Falls Urban Renewal
 Concept 91, 851 Poline Road, Twin Falls, Idaho
 2011-2012 October thru July
 Month-to-Date
 Budget vs Actual

2011-2012 Proposed Budget	851 Poline Road ON-Site Parking Lot												Budget Oct 11 thru Jul 12	2011-2012 Actual thru July 31, 2012	Difference		
	Oct 11	Nov 11	Dec 11	Jan 12	Feb 12	Mar 12	Apr 12	May 12	June 12	July 12							
Parking Lot Lighting Maintenance	550.00	0.00	0.00	550.00	0.00	0.00	550.00	0.00	0.00	0.00	0.00	0.00	0.00	2,200.00	596.50	-1,603.50	Under Budget at this time
Parking Lot Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	550.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	400.00	-600.00	No Maintenance until spring
HVAC Maintenance	0.00	850.00	0.00	0.00	1,100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,800.00	1,950.00	-850.00	On Budget
HVAC Repair Maintenance	800.00	800.00	800.00	800.00	800.00	800.00	800.00	0.00	0.00	2,074.50	498.84	0.00	0.00	8,000.00	10,742.75	2,742.75	Over Budget at this time more HVAC repairs than anticipated based on last year
Landscaping	1,500.00	1,000.00	0.00	0.00	0.00	2,265.00	1,485.00	1,507.85	1,275.00	2,026.90	0.00	0.00	0.00	11,115.00	7,231.85	-3,883.15	Under Budget at this time
Management	433.00	433.00	433.00	433.00	433.00	433.00	433.00	433.00	433.00	433.00	433.00	433.00	433.00	4,330.00	3,897.00	-433.00	On Budget
Admin/Actg. Fee	164.60	222.35	165.98	157.35	184.85	175.25	186.85	97.39	205.08	198.89	0.00	0.00	0.00	1,770.18	1,333.25	-436.93	Under Budget at this time
Monument Sign/Clock	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	No Maintenance at this time
Roof Repair	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	No Maintenance at this time
Snow Removal	0.00	1,445.00	2,167.50	1,445.00	1,445.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,502.50	2,130.75	-4,371.75	Under Budget due to Snow Fall
Sweeping	440.00	352.00	352.00	352.00	352.00	440.00	352.00	440.00	352.00	352.00	352.00	352.00	352.00	3,784.00	3,432.00	-352.00	On Budget
General Maintenance (Fire Systems, ceiling tiles, misc.)			200.00			200.00			0.00					600.00	209.78	-390.22	Under Budget at this time (ceiling Tiles and Stop Sign installed North exit onto Filmore)
TOTAL GENERAL EXPENSES	3,887.60	5,102.35	4,118.48	3,737.35	4,314.85	4,313.25	4,356.85	2,478.24	4,739.58	4,609.63				42,101.68	31,923.88	-10,177.80	Total Under Budget Month-to-Month Actual thru July 31, 2012

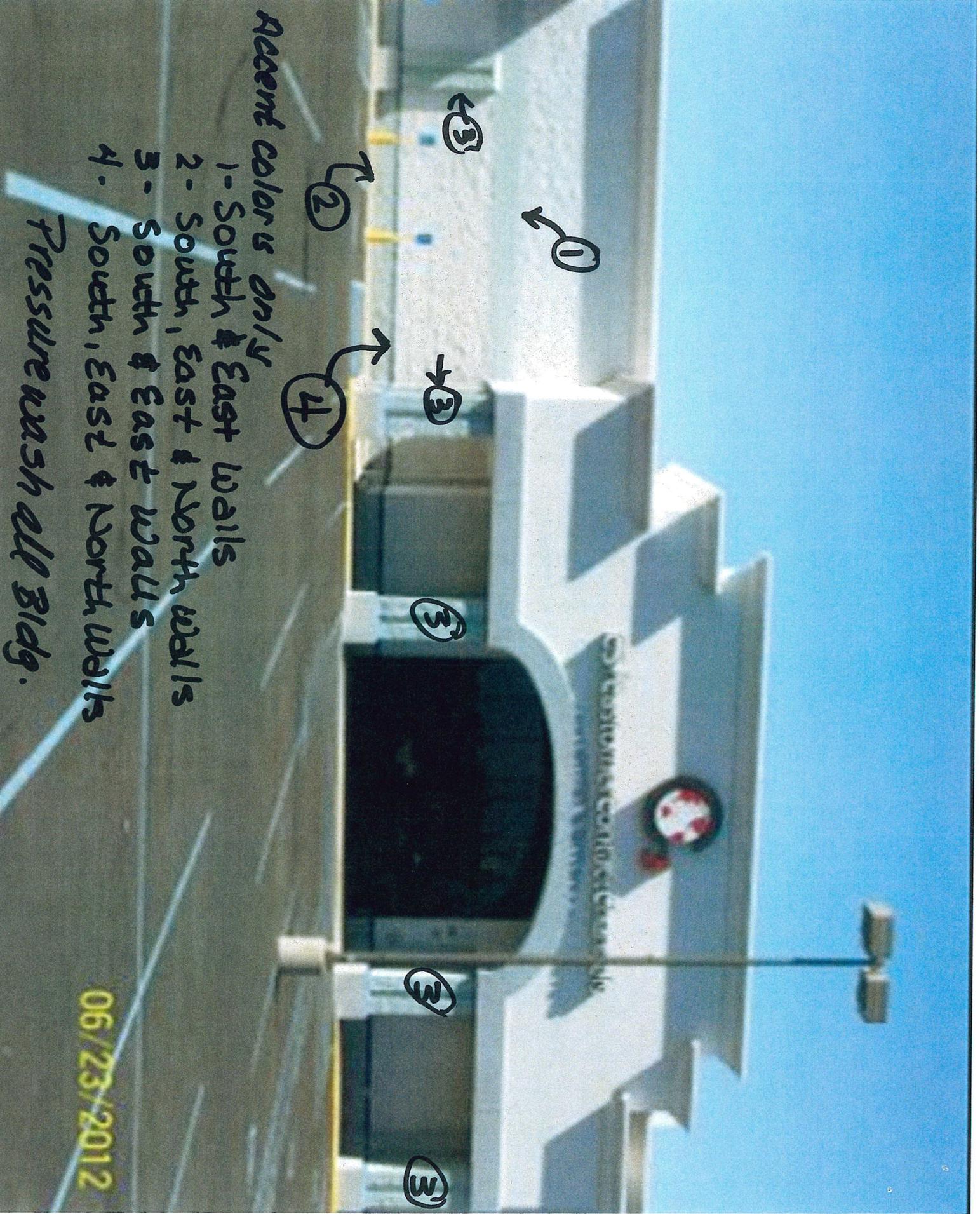
**7-YEAR Replacement Plan HVAC Equipment
Urban Renewal (C3 Building), 851 Poline Road, Twin Falls, ID**

MAKE	UNIT #	MODEL #	SERIAL #	Voltage	Filter Size	AGE	\$\$ Spent on MAJOR Repairs since 2002	TODAY's Estimated Replacement cost including Labor	REPLACEMENT YEAR			
Lennox	RTU	1	M#GCS16-3003-470-3G	S#5694A06025	460	6) 20x25x2	18	\$8,300.00	\$ 26,000.00	2013		
Lennox	RTU	4	M#GCS16-3003-407-3G	S#5693H02427	460	6) 20x25x2	19	\$21,000.00	\$ 26,000.00	2013	\$ 52,000.00	
Lennox	RTU	2	M#GCS16-3003-470-3G	S#5694A06024	460	6) 20x25x2	18	\$7,400.00	\$ 26,000.00	2014		
Lennox	RTU	3	M#GCS16-3003-470-3G	S#5694A06022	460	6) 20x25x2	18	\$7,000.00	\$ 26,000.00	2014	\$ 52,000.00	
Lennox	RTU	5	M#GCS16-1353-270-7G	S#5694F02126	460	4) 16x25x2	18	\$3,700.00	\$ 14,000.00	2015		
Lennox	RTU	6	M#CHP16-261-3P	S#5698E01301	208/230	1) 16x25x2	14	\$1,000.00	\$ 8,200.00	2015		
Carrier	RTU	7	M#48HJF004G-541DA	S#5101G30191	208/230	2) 16x25x2	11	\$1,300.00	\$ 8,600.00	2015		
Carrier	RTU	8	M#48HJF008G-541DA	S#5101G30506	208/230	4) 16x20x2	11	\$1,100.00	\$ 11,200.00	2015	\$ 42,000.00	
Carrier	RTU	9	M#48HJE0146-661DA	S#5101G20467	460	4) 20x20x2	11	\$0.00	\$ 15,000.00	2016		
Carrier	RTU	11	M#48HJF004G-541DA	S#5101G30190	208/230	2) 16x25x2	11	\$500.00	\$ 8,600.00	2016		
Carrier	RTU	12	M#48HJD017J-691QA	S#5001F28120	460	4) 20x20x2 & 4) 16x20x2	11	\$0.00	\$ 21,000.00	2016	\$ 44,600.00	
Carrier	RTU	13	M#48HJF004G-541DA	S#5101G30192	208/230	2) 16x25x2	11	\$2,900.00	\$ 8,600.00	2017		
Carrier	RTU	17	M#48HJF007G-651HQ	S#4102G20211	460	3) 16x25x2	10	\$6,000.00	\$ 10,100.00	2017		
Carrier	RTU	18	M#48HJN004G-541HQ	S#4102G20432	208/230	2) 16x25x2	10	\$0.00	\$ 9,200.00	2017		
Cooling Only	Carrier	RTU	19	M#50HJ-008G-531HQ	S#4002G40397	208/230	4) 16x20x2	10	\$6,500.00	\$ 11,200.00	2017	\$ 39,100.00
	Carrier	RTU	14	M#48EJD048	S#5101F29459	460	10) 20x24x2	11	\$6,200.00	\$ 51,000.00	2018	\$ 51,000.00
	Carrier	RTU	15	M#48EJD048	S#5101F29457	460	10) 20x24x2	11	\$4,300.00	\$ 51,000.00	2019	\$ 51,000.00
	Carrier	RTU	16	M#48EJD048	S#4302F86035	460	10) 20x24x2	10	\$9,600.00	\$ 51,000.00	2020	\$ 51,000.00
								\$86,800.00	\$ 382,700.00			
Data Room	Liebert	CD	10	M#DCDF165LY	S#993400111690	208/230	3) 24x24x4	20		C3 Responsibility		
	Deluxe System			M#FH125AUCAE16972	S#376972-001			10		C3 Responsibility		
UPS Room	Wall Unit		20	N/A	N/A	N/A	N/A	5		C3 Responsibility		
Office West Wall	Split Unit		21	N/A	N/A	N/A	N/A	1		C3 Responsibility		
Office West Wall	Split Unit		22	N/A	N/A	N/A	N/A	1		C3 Responsibility		

*****ALL EF'S (EXHAUST FANS) ARE C3 RESPONSIBILITY.....THEY ARE NOT HVAC RELATED*****

*****C3 had Ecobee Thermostats installed Fall of 2012 for computer monitoring purposes*****

*****Replacement Costs bid for Carrier Units as the replacement unit*****

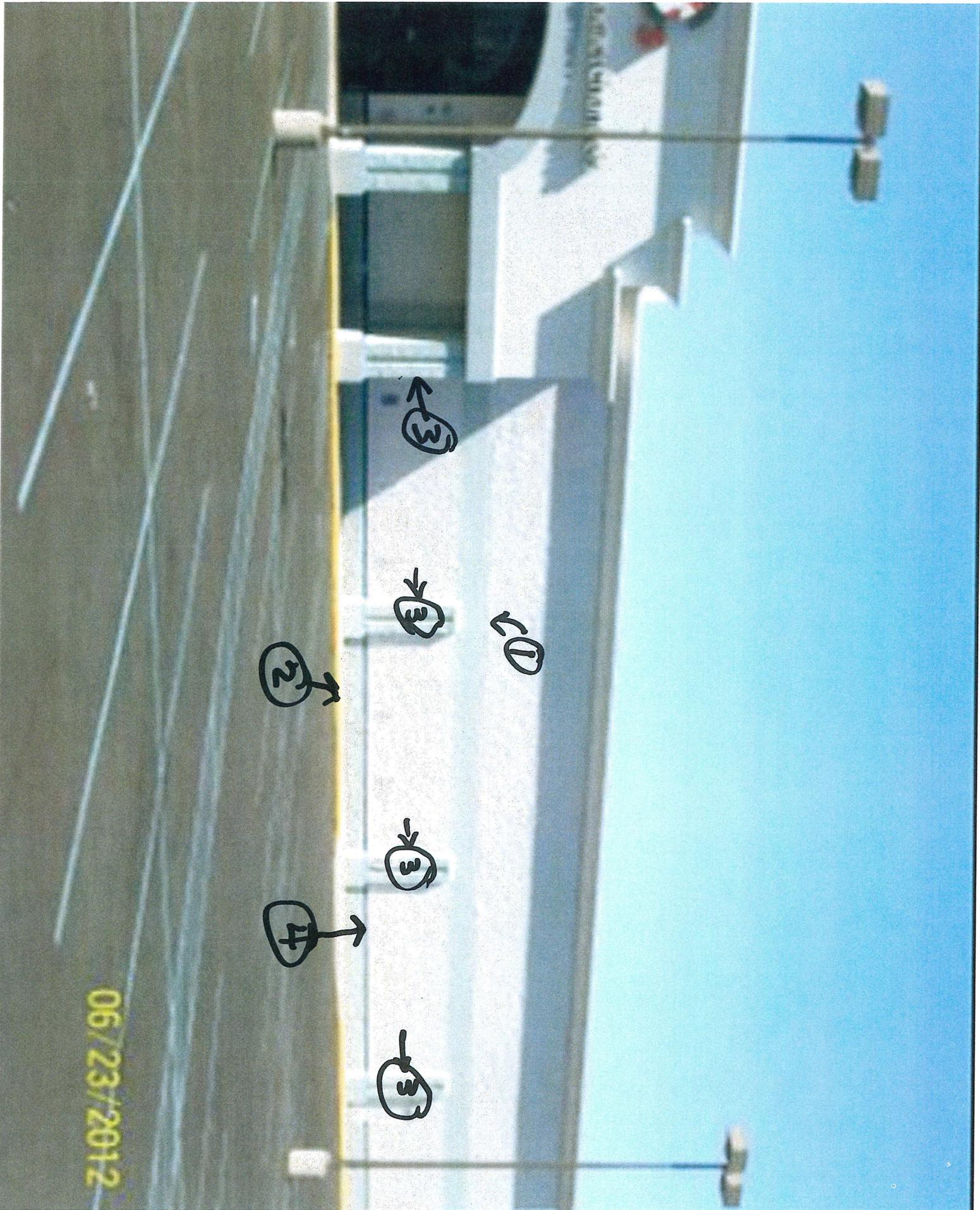


Accent color is only

- 1- South & East walls
- 2- South, East & North walls
- 3- South & East walls
- 4- South, East & North walls

Pressure wash all Bldg.

06/23/2012



06/23/2012

**NOW
HIRING**
APPROX. 5:30 PM - 7:00 PM

06/23/2012

06/23/2012



MEMORANDUM

TO: Melinda Anderson
Twin Falls Urban Renewal Agency

FROM: Mark Rivers
Brix and Company

DATE: August 22, 2012

RE: Ongoing Professional Services and Scope of Work
for the TFURA

Hello, Melinda. I wanted to provide a Scope of Work and suggested parameters for the continued work of Brix and Company in support of the downtown revitalization efforts of the TFURA. It has been my pleasure to work with you and the Board over the last year and to initiate and complete a number of objectives together – the Glanbia Headquarters project, as the most significant and game-changing.

There are a number of efforts that are continuing along and have the ability to yield fruit, as well as some new programs that we have contemplated that can be kicked-off directly.

So, here is what I suggest:

PARAMETERS AND TIMELINE

- Continued engagement for October, 2012 thru March, 2013 at monthly fee of \$5,000.00 and reimbursement of reasonable, pre-approved expenses. Can be extended thereafter, upon mutual consent of the parties.

SCOPE OF WORK

- Second Investment Day in September for potential investors in downtown properties. Will consider a third similar day/tour in November or December, as necessary
- Publication of a downtown revitalization “vision document” with support/input from TFURA, City and other stakeholders of a uniform, simple road map for downtown redevelopment activities (Not a study; a written game-plan of priorities, action steps and achievement goals)

This document would be a brief outline of the following:

Priority redevelopment opportunities in the Main Avenue and Old Town Corridors
Strategies for public-private partnerships in these key areas
Overview of potential TFURA participation in the efforts
Plans on leveraging key positive “nodes” (Glanbia, as one example)

- Pursuit of redevelopment in key parcels, working with property owners, prospective users (This would be an expanded effort of marketing to key and interested tenants and aligning with the most likely properties and/or buildings, in both the Main and Old Town corridors)
- Prospective RFP for the redevelopment of additional TFURA property (along Shoshone, adjacent to Gem State Paper Building)
- Support and assistance to TFURA Board and Staff on planning of potential capital projects in downtown corridors that can support revitalization efforts
- Continued ongoing outreach efforts to prospective retail tenants

I'm confident that a number of these ongoing efforts can produce some additional results in the coming months. As you know the gestation period for various redevelopments can often range from months to a year or more.

If you have any questions, please let me know. Thank you.



Date: September 10, 2012
To: Urban Renewal Agency of the City of Twin Falls
From: Melinda Anderson, URA Executive Director

Request:

Consideration of a request to approve a proposal to Columbia Technical Services for \$750 for an asbestos assessment of URA-owned property at 151 Maxwell St.

Background:

The Agency has owned this property for over 10 years and during that time had a tenant, Mr. Delivery, leasing the space. In March of this year the Agency approved and signed a 3-year lease with Mr. Delivery with a 60-day termination clause. On August 30, the Agency received a lease termination notice which will take effect on Oct. 30, 2012. The Agency will refund the balance (\$1,000) of the annual lease amount of \$3,000.

During the past few months staff has reviewed the west side of the building with the board about its deterioration and how that should be resolved. It is likely not able to be renovated. However, whichever direction the Agency decides to move forward on a disposition of the building or a portion of it, it's important that an asbestos assessment is completed.

Columbia Technical Services has submitted a proposal to the Agency for \$750 to conduct an inspection of the building, remove materials which are suspect for asbestos, have them tested at an accredited lab, and report the findings. If asbestos is found that would need to be removed, Mr. Johnson will provide an estimate of the cost.

Columbia has performed work for the Agency in the past – most recently on the former Kruger's building.

Approval Process:

Approval by a quorum of the Board in open meeting.

Budget Impact:

Funds for the purchase are currently available in the budget.

Conclusion:

Staff recommends the board approve this request.

Attachments:

1. Proposal

COLUMBIA TECHNICAL SERVICE

P.O. Box 146 · BUHL, ID 83316 · (208) 490-1284

- PROPOSAL -

August 29, 2012

Melinda Anderson
City of Twin Falls
P.O. Box 1907
Twin Falls, Idaho 83303-1907

RE: Asbestos inspection for building to be demolished at 151 Maxwell, Twin Falls, Idaho.

Dear Melinda,

Columbia Technical Service proposes to be the ASBESTOS INSPECTOR for the inspection of all suspect Asbestos Containing Material (ACM) in the building to be demolished at 151 Maxwell, Twin Falls.

Columbia Technical Service will be responsible for the following:

Conduct an inspection of the building to determine the amount of ACM to be removed.

Estimate the cost of removal. Actual cost will be determined when the project is put out to bid.

Compile all paper work required by EPA and OSHA to be sent to the Owner on completion of the asbestos inspection.

Columbia Technical Service will do the above, including
all laboratory fees and travel expenses for a total cost of \$ 750.00



Robert T. Johnson
Owner - Columbia Technical Service