THE URBAN RENEWAL AGENCY OF THE CITY OF TWIN FALLS

Urban Renewal Agency
Agenda

Monday, October 17, 2022, 12:00 PM

- SPECIAL MEETING -

Council Chambers
203 Main Avenue East, Twin Falls, Idaho

Members: Rudy Ashenbrener, Andy Hohwieler, Dan Brizee, Jan Rogers, JJ McBride, Dave McAlindin

1) Confirmation of Quorum/Call Meeting to Order

2) Conflict of Interest Declaration

3) Consent Calendar

   a) **ACTION ITEM:** Request to approve 1) Minutes for the September 12, 2022 meeting; 2) Minutes for the September 26, 2022 meeting; 3) September 2022 Financial Report, and 4) October 2022 Accounts Payable.

   By: Lorrie Bauer, Administrative Assistant

4) Reports/Updates

   a) **INFORMATIONAL:** Executive Director's Report

   By: Travis Rothweiler, City Manager & Interim Executive Director

5) Items of Consideration

   a) **ACTION ITEM:** Consideration of a request to spend up to $22,000 to install a new power pole, 3 phase transformer bank, and service to upgrade a building located at 248 Idaho Street South for the possible expansion of Caval Business.

   By: Travis Rothweiler, City Manager & Interim Executive Director

   b) **ACTION ITEM:** Consideration of a request to partner with the City of Twin Falls on the submittal of a planning grant through the Reconnecting Communities Pilot Discretionary Grant application in the amount of $12,500.

   By: Travis Rothweiler, City Manager & Interim Executive Director

   c) **ACTION ITEM:** Consideration of a request to approve Resolution No. 2022-10 authorizing an amendment to the Bylaws of the Urban Renewal Agency of the City of Twin Falls.

   By: Travis Rothweiler, City Manager & Interim Executive Director

6) General Input/Announcements - Public/Staff

7) Upcoming Meeting(s)

   a) Monday, November 21, 2022, @ 12:00 pm.

8) Executive Session

   a) **ACTION ITEM:** Executive Session pursuant to Idaho Code §74-206(1)(c) to acquire an interest in real property not owned by a public agency.
   (The meeting will not return to open session.)

9) Adjournment

Any person(s) needing special accommodations to participate in the above-noticed meeting could contact Lorrie Bauer (208) 735-7313 at least two working days before the meeting. Si desea esta información en Español, por favor llame a Josh Palmer al teléfono (208) 735-7312.

THE URBAN RENEWAL AGENCY OF THE CITY OF TWIN FALLS

Urban Renewal Agency
Minutes

Monday, September 12, 2022, 12:00 PM

Council Chambers
203 Main Avenue East- Twin Falls, Idaho

Members: Rudy Ashenbrener, Andy Hohwieler, Dan Brizee, Jan Rogers, Alexandra Caval, JJ McBride, Dave McAlindin

1) Confirmation of Quorum/Call Meeting to Order

Present:	Rudy Ashenbrener, JJ McBride, Alexandra Caval, Jan Rogers, Dan Brizee, Dave McAlindin
Absent:	Andy Hohwieler
Staff Present:	Lorrie Bauer, Administrative Assistant; Jesse Schuerman, Staff Engineer; Brent Hyatt, Assistant Finance Director; Travis Rothweiler, City Manager & Interim URA Executive Director; Jonathan Spendlove, Planning & Zoning Director; Ruth Pierce, City Council Liaison; Breanna Howard, Finance Director.

Chair Ashenbrener called the meeting to order at 12:03 PM. A quorum was present.

2) Conflict of Interest Declaration

Alexandra Caval declared a conflict of interest with Action Item 5a and will not vote.

3) Consent Calendar

a) Request to approve 1) Minutes for the August 8, 2022, meeting; 2) August 2022 Financial Report; and 3) September 2022 Accounts Payable.
MOTION: Jan Rogers moved to accept the consent calendar as presented. Alexandra Caval seconded the motion. Roll call vote showed all members present voted. Approved 6 to 0.

4) Reports/Updates

a) Executive Director's Report
Rothweiler reported the following:

Children's Museum - Fundraising efforts continue. The project will not be impacted by the termination of Area 4-1.

Transfer of Urban Renewal properties - To be clear, the properties that are being exchanged for the $3M cancellation of debt are the ones that were illustrated on the map. Some legal descriptions did not close and were in need of modification to reflect accuracy. QuitClaim Deeds with accurate legal descriptions are being used to transfer the property.

Orchard Dr. East, proposed by Summit Creek Development, would be an 80-acre build-to-suit industrial park, located south of Clif Bar on 3600 Orchard & Hankins Road. A special meeting is scheduled for September 26, 2022, to review and possibly consider the plan, so the legal process can begin to create this new revenue allocation area.

Parking Structure - The project is moving forward. An agreement may be presented at the September 26, 2022, special meeting.

Meeting Schedule - Due to our legal counsel's availability, it was proposed to change the regular meetings to the third Monday of every month. Currently, the October meeting is scheduled for Wednesday the 12th (due to Monday being a holiday). If everyone can accommodate October 17 (the 3rd Monday of October), the Oct. 12th meeting will be canceled and rescheduled to Oct. 17th. The Bylaws will be changed to reflect the regular meeting date change and be presented for approval.

Budget - The budget process has been completed. The Special Meeting on Sept. 26th will conclude all business and activities for this fiscal year.

Action Item 5a - Mr. Caval had a conflict for today, so this item will be moved to the October 17th agenda.

5) Items of Consideration

a) Consideration of a request to spend up to $22,000 to install a new power pole, 3 phase transformer bank, and service to upgrade a building located at 248 Idaho Street South for the possible expansion of Caval Business.
Mr. Caval had a conflict today. This item will be moved to the October 17th agenda.

b) Consideration of a request to retain GGLO to develop a Master Plan for the proposed Old Towne 2 Revenue Allocation Area in the amount of $195,500.
Rothweiler introduced the agenda item. Mark Sindell, principal of GGLO, introduced their team, which included their partner, EcoNW, and shared some of their work history and processes and how they could help develop the master plan. Discussion continued.
MOTION: Alexandra Caval moved to consider the request to retain GGLO to develop a Master Plan for the proposed Old Towne 2 revenue allocation area in the amount of $195,500. Dave McAlindin seconded the motion. The roll call vote showed all members present voted. Approved 6 to 0.

c) Consideration of a request for EHM Engineers, Inc. to perform a Phase II Assessment on the recently purchased property at 164 3rd Avenue South for an amount not to exceed $28,000. *(This action item has been amended since the August 12, 2022, meeting to clarify the scope of the Environmental Assessment.)*
Schuerman explained the agenda item. This clarified the scope of work to be performed.
MOTION: JJ McBride moved to approve the action item to move forward with the Phase II Assessment on the purchased property at 164 3rd Avenue South for the amount not to exceed $28,000. Jan Rogers seconded the motion. Roll call vote showed all members present voted. Approved 6 to 0.

6) General Input/Announcements - Public/Staff
Rothweiler shared that the City of Twin Falls has been working with Jacobs Engineering to put together a possible Federal Grant to assist in funding the relocation of the 2nds. He explained that as a part of the Biden Transportation Bill, there is money to reroute significant roadways in which the downtown area qualifies. The cost of preparing this proposal is $25,000, which the Agency will be asked to split the cost at a future meeting. There is no guarantee we will get the grant. The proposal must include a viable alternative that meets the long-term traffic needs of the community.

Commissioner Caval shared that, pending a confirmation vote by City Council this evening, she will be resigning from the URA board as she accepts a position on the City Council. Rothweiler shared that if Caval's appointment is confirmed, a committee will be created to complete the process to fill the Agency board vacancy.

7) Upcoming Meeting(s)

a) Wednesday, October 12, 2022, @ 12:00 pm (*Due to Columbus Day on Monday, Oct. 10th*)
A Special Meeting will be held on Monday, September 26, 2022 at 2:00 pm. The next regular meeting is tentatively scheduled for Monday, October 17, 2022. Once confirmed, the October 12, 2022 meeting will be cancelled.

8) Executive Session

a) Executive Session pursuant to Idaho Code §74-206(1)(c) to acquire an interest in real property not owned by a public agency.
(The meeting will not return to open session.)
MOTION: JJ McBride moved to enter into the executive session. Dave McAlindin seconded the motion. Roll call vote showed all members present voted. Approved 6 to 0. The public portion of the meeting ended at 1:06 pm.

9) Adjournment
The meeting adjourned at 2:01 pm.

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Lorrie Bauer, Administrative Assistant

THE URBAN RENEWAL AGENCY OF THE CITY OF TWIN FALLS

Urban Renewal Agency Minutes

Monday, September 26, 2022, 2:00 PM

- SPECIAL MEETING -

City Council Chambers
203 Main Avenue East- Twin Falls, Idaho

Members: Rudy Ashenbrener, Andy Hohwieler, Dan Brizee, Jan Rogers, JJ McBride, Dave McAlindin

1) Confirmation of Quorum/Call Meeting to Order

Present:	Rudy Ashenbrener, Andy Hohwieler, Jan Rogers, JJ McBride, Dave McAlindin, & Dan Brizee via phone.
Absent:	None.
Staff Present:	Brent Hyatt, Assistant Finance Director; Travis Rothweiler, City Manager & Interim URA Executive Director; Jonathan Spendlove, Planning & Zoning Director; Ruth Pierce, City Council Liaison; and Amy Luna, Finance Administrative Assistant.

Chair Ashenbrener called the meeting to order at 2:00 PM. A quorum was present.

2) Conflict of Interest Declaration

Member Brizee declared he worked for Summit Creek Development.

3) Items of Consideration

a) Consideration of a request to sign Resolution No. 2022-09 approving the Disposition and Development Agreement for the 2nd & Hansen Parking Garage and Residential Building.

Travis Rothweiler presented consideration of a request to sign Resolution 2022-09 approving the Disposition and Development Agreement for the 2nd & Hansen Parking Garage and Residential Building. Dave McAlindin thanked all involved in the project.

MOTION: Jan Rogers moved to approve the request to sign Resolution 2022-09 approving the Disposition and Development Agreement for the 2nd & Hansen Parking Garage and Residential Building. JJ McBride seconded the motion. The roll call vote showed all members present voted. Motion passed 5-0-1 with Rudy Ashenbrener abstaining.

b) Consideration of a request to sign Resolution No. 2022-08 approving the Urban Renewal Plan for the Orchard Drive East Urban Renewal Project.

Agency Special Counsel Meghan Conrad presented consideration of a request to sign Resolution 2022-08 approving the Urban Renewal Plan for the Orchard Drive East Urban Renewal Project.

MOTION: Jan Rogers moved to approve the request to sign Resolution 2022-08 approving the Urban Renewal Plan for the Orchard Drive East Urban Renewal Project. Dave McAlindin seconded the motion. The roll call vote showed all members present voted. Approved 6 to 0.

4) Upcoming Meeting(s)

a) Monday, October 17, 2022, @ 12:00 pm

5) Adjournment

The meeting adjourned at 2:34 PM.

Amy Luna, Finance Administrative Assistant

Urban Renewal Agency of the City of Twin Falls, ID
Profit & Loss
September 2022

			Sep 22
Ordinary Income/Expense			
Income			
Investment Income			9,709.05
Property Taxes			6,986.74
Rental Income			2,333.33
Total Income			19,029.12
Gross Profit			19,029.12
Expense			
General Development Projects			10,132.95
RAA 4-1			
City Property Expense			
Commons (129 Hansen) & Main	497.91		
Bowyer Park (122 4th Ave S)	10.77		
Total City Property Expense		508.68	
Downtown Art		1,450.00	
Total RAA 4-1			1,958.68
RAA Orchard Dr East			1,531.25
Debt Payments - Interest			293,700.00
Debt Payments - Principal			365,000.00
Legal Expense			2,367.13
Meeting Expense			448.63
Office Expense			28.79
Professional Fees			10,855.00
Total Expense			686,022.43
Net Ordinary Income			-666,993.31
Other Income/Expense			
Other Income			
Transfers In			4,221,045.11
Transfers Out			-4,221,045.11
Total Other Income			0.00
Net Other Income			0.00
Net Income			**-666,993.31**

Urban Renewal Agency of the City of Twin Falls, ID
P&L Over (Under) Budget - YTD
October 2021 through September 2022

	Oct '21 - Sep 22	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Washington Fed. Bond Proceeds	942,836.28	942,700.00	136.28	100.0%
Bank Bond Proceeds	0.00	900.00	-900.00	0.0%
Contributions	100,678.27			
Investment Income	29,059.83	3,325.00	25,734.83	874.0%
Other Income	150,000.00	150,000.00	0.00	100.0%
Property Taxes	7,633,578.63	7,820,517.00	-186,938.37	97.6%
Rental Income	27,999.96	30,000.00	-2,000.04	93.3%
Total Income	8,884,152.97	8,947,442.00	-63,289.03	99.3%
Gross Profit	8,884,152.97	8,947,442.00	-63,289.03	99.3%
Expense				
General Development Projects	13,041.16			
RAA 4-1				
City Property Expense				
Commons (129 Hansen) & Main	13,393.76			
Bowyer Park (122 4th Ave S)	122.96			
Total City Property Expense	13,516.72			
Downtown Art	29,604.50			
Downtown Development	38,126.00			
Other Properties/Projects	563,464.99			
RAA 4-1 - Other	0.00	2,871,218.00	-2,871,218.00	0.0%
Total RAA 4-1	644,712.21	2,871,218.00	-2,226,505.79	22.5%
RAA 4-3 (Chobani)				
Debt Pay. (Chobani) Interest	1,419,167.41	1,419,167.00	0.41	100.0%
Debt Pay. (Chobani) Principal	2,194,297.88	2,356,000.00	-161,702.12	93.1%
Total RAA 4-3 (Chobani)	3,613,465.29	3,775,167.00	-161,701.71	95.7%
RAA Orchard Dr East	-16,806.25			
Bond Trustee Fees	5,000.00	5,000.00	0.00	100.0%
Community Relations & Website	0.00	500.00	-500.00	0.0%
Debt Payments - Interest	651,858.57	656,487.00	-4,628.43	99.3%
Debt Payments - Principal	2,945,000.00	2,945,100.00	-100.00	100.0%
Dues and Subscriptions	4,600.00	5,000.00	-400.00	92.0%
Insurance Expense	0.00	1,680.00	-1,680.00	0.0%
Legal Expense	62,011.74	65,000.00	-2,988.26	95.4%
Management Fee	208,000.00	208,000.00	0.00	100.0%
Meeting Expense	1,888.53	1,500.00	388.53	125.9%
Miscellaneous	0.00	500.00	-500.00	0.0%
Office Expense	117.79	500.00	-382.21	23.6%
Prof. Dev.\Training	0.00	2,500.00	-2,500.00	0.0%
Professional Fees	46,831.59	30,000.00	16,831.59	156.1%
Property Tax Expense	84.76			
Repairs and Maintenance	69,889.60	69,890.00	-0.40	100.0%
Total Expense	8,249,694.99	10,638,042.00	-2,388,347.01	77.5%
Net Ordinary Income	634,457.98	-1,690,600.00	2,325,057.98	-37.5%
Other Income/Expense				
Other Income				
Transfers In	4,071,045.11	4,334,827.00	-263,781.89	93.9%
Transfers Out	-4,071,045.11	-4,334,827.00	263,781.89	93.9%
Total Other Income	0.00	0.00	0.00	0.0%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	**634,457.98**	**-1,690,600.00**	**2,325,057.98**	**-37.5%**

October 2022 Accounts Payable

Check #	Date	Name	Paid Amount	Account	Memo	Class/Fund
4676	9/12/2022	Fran Florence	25,000.00	Deposits	Property purchase from Golay and Jones	RAA 4-1 (Original)
4677	10/12/2022	Brian Ward	75.00	Other Properties/Projects	164 4th Ave S - Mowing 9/29/2022	RAA 4-1 (Original)
4678	10/12/2022	Elam & Burke	6,416.75	Legal Expense	Professional Fees for Service -02 / #198002	General
4678	10/12/2022	Elam & Burke	2,456.50	Legal Expense	Professional Fees for Service -06 / #198003	General (Orchard Dr. E)
4678	10/12/2022	Elam & Burke	436.00	Legal Expense	Professional Fees for Service -07 / #198004	General (Old Towne 2)
4678	10/12/2022	Elam & Burke	6,892.50	Legal Expense	Professional Fees for Service -02 / #198457	General
4678	10/12/2022	Elam & Burke	135.00	Legal Expense	Professional Fees for Service -03 / #198458	General (160 Main)
4678	10/12/2022	Elam & Burke	4,722.50	Legal Expense	Professional Fees for Service -06 / #198459	General (Orchard Dr. E)
4679	10/12/2022	ICRMP	1,851.00	Insurance Expense	Annual Premium 10/2022-9/2023 / #18018-2023-1	General
4680	10/12/2022	Idaho Power	11.40	Bowyer Park (122 4th Ave S)	Power for #2220512228 for 20220909	RAA 4-1(Original)
4680	10/12/2022	Idaho Power	552.80	Commons (129 Hansen) & Main	Power for #2224040226 for 20220909	RAA 4-1(Original)
4680	10/12/2022	Idaho Power	8.46	Bowyer Park (122 4th Ave S)	Power for #2220512228 for 20221003 (final)	RAA 4-1(Original)
4680	10/12/2022	Idaho Power	384.14	Commons (129 Hansen) & Main	Power for #2224040226 for 20221003 (final)	RAA 4-1(Original)
4681	10/12/2022	Intermountain Gas Company	12.15	Commons (129 Hansen) & Main	Gas for #73747812375 for 20220919	RAA 4-1(Original)
4682	10/12/2022	Lorrie Bauer	140.00	Meeting Expense	Reimbursement for 20220912 Lunch (Great Harvest)	General
4683	10/12/2022	Moss Greenhouse	6,033.94	Commons (129 Hansen) & Main	Hanging Baskets (Main & Shoshone) / #S140006	RAA 4-1 (Original)
4684	10/12/2022	McKinlay & Klundt Appraisal Co	3,500.00	Professional Fees	Appraisal for property at 204 Main Ave N	General

THE URBAN RENEWAL AGENCY OF THE CITY OF TWIN FALLS

Date: Monday, October 17, 2022

To: Urban Renewal Agency of the City of Twin Falls

From: Travis Rothweiler, City Manager & Interim Executive Director

ACTION ITEM

Request:

Consideration of a request to spend up to $22,000 to install a new power pole, 3 phase transformer bank, and service to upgrade a building located at 248 Idaho Street South for the possible expansion of Caval Business.

Background:

Jacob Caval is requesting the Urban Renewal Agency of the City of Twin Falls assist with increasing the power supplied to his building located at 248 Idaho Street South, specifically an increase to 1,000 amps of 120/208v, 3 phase power. Idaho Power would install a new 50' power pole, overhead transformers and two runs of service in separate conduits across the alley. The project would involve trenching across the alley. The estimate includes $8,700 for unusual conditions to cover rock drilling, vacuum truck and asphalt replacement per City of Twin Falls specifications.

Mr. Caval is seeking assistance from the Urban Renewal Agency of the City of Twin Falls to pay for this infrastructure improvement, which is located in a public right-of-way.

In the past, the Agency has approved similar requests:

- Lisa and Dave Buddecke requested $10,486 power improvements in the alleyway midway between Hansen & Idaho St. and 2nd Ave & 3rd Ave S for their 2nd South Market – Idaho's Original Food Hall project. This item was approved 5-0-2 at the URA's October 14, 2020 meeting.

- Shawnee Kyle requested $9,227 for power improvements located in the alleyway midway between Hansen Street & Shoshone Street and 2nd Avenue South & 3rd Avenue South for the Float Magic project. This item was approved 7-0 at the URA's October 29, 2020 meeting.

- Jon Mancari and Chris Packer requested $14,678 for power upgrades to an existing building located at 157 2nd Avenue West for the White Pine Distillery project. This item was approved 6-0 at the URA's February 8, 2021 meeting.

- Ken Fitzgerald requested reimbursements of $38,208.80 ($23,350 was for electrical improvements) for residential units located at 129 Main Ave West. This item was not passed as it failed to get a second on the main motion at the June 14, 2021 meeting. There was question if this project could pass the "but, for" question that is required before the Agency can financially support a project.

Jacob Caval made his request at the July URA meeting and is expected to be available to answer questions about his plans for the building.

Attached is a quote from Idaho Power for the new pole along with a location map of the work to be performed.

Approval Process:

Approval of this request requires a simple majority (50%+1) of the members in attendance at this meeting.

Budget Impact:

Money for this project will come from the downtown maintenance and improvement funds within RAA #4-1.

Regulatory Impact:

N/A

Conclusion:

The request is a qualifying infrastructure improvement expense that aids and may support additional growth within the City's Downtown and Revenue Allocation Area.

Attachments:

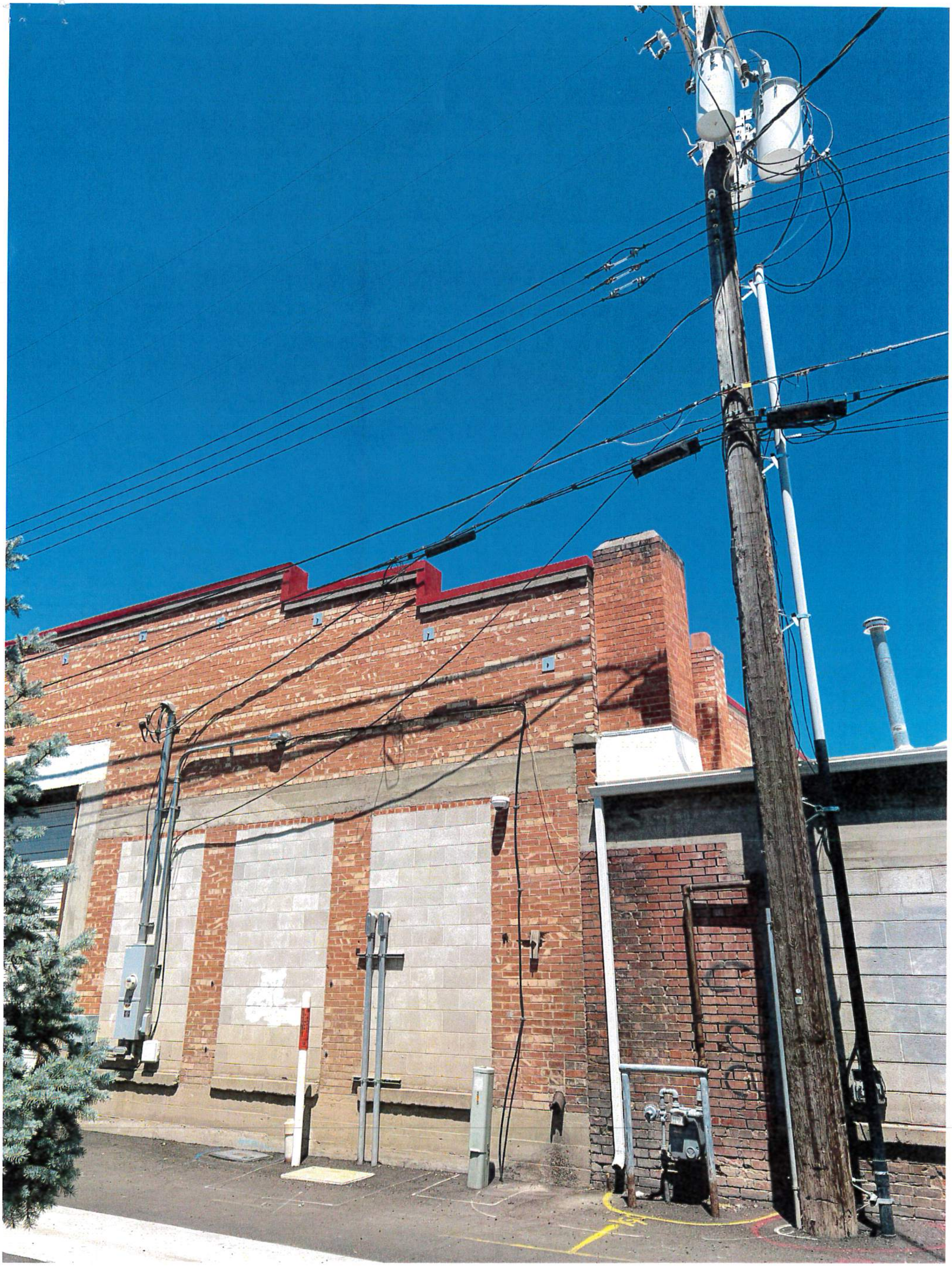
1. Caval - Idaho Power Quote
2. Caval - Fantom Sports

From: Elam, Chance CElam@idahopower.com
Subject: Idaho Power Information
Date: Jun 27, 2022 at 4:30:54 PM
To: jacobcaval@cavallicorp.com
Cc: Murray, Nathan NMurray@idahopower.com

Hi Jacob,
To serve your building with 1000 amps of 120/208v 3 phase power, I would need to install a new 50' pole with overhead transformers in the alley and install (2) runs of service cables in separate conduits across the alley to a new meter base. Trenching across the alley will be the difficult part due to existing utility lines. My estimate for this project is $20,000-$22,000 which includes $8,700 in unusual conditions to cover rock drilling, vac truck and asphalt replacement in the alley. The unusual conditions amount is refundable but the invoices from vac truck and asphalt replacement contractors would be paid from these funds. If you have any questions please let me know.

Chance Elam
DISTRIBUTION DESIGNER
Idaho Power I Customer Operations
243 Blue Lakes Blvd S I Twin Falls, ID I 83301

Office 208-736-3242
idahopower.com



From: Dallin Casperson fantomskiandcycle@gmail.com
Subject: Three Phase Power
Date: Aug 8, 2022 at 2:37:28 PM
To: jacobcaval@cavallicorp.com

COPY

Hello,

Here at Fantom Sports we have been expecting to have access to three phase power since the day we signed the contract. We were informed that it would be available to us shortly after we moved in, but a year later we still do not have three phase power that is needed for machines required for my business.

Thank you,
Dallin Casperson
Fantom Sports

THE URBAN RENEWAL AGENCY OF THE CITY OF TWIN FALLS

Date: Monday, October 17, 2022

To: Urban Renewal Agency of the City of Twin Falls

From: Travis Rothweiler, City Manager & Interim Executive Director

ACTION ITEM

Request:

Consideration of a request to partner with the City of Twin Falls on the submittal of a planning grant through the Reconnecting Communities Pilot Discretionary Grant application in the amount of $12,500.

Background:

The City of Twin Falls is applying for a planning grant through the Reconnecting Communities Pilot Discretionary Grant program established by the Bipartisan Infrastructure Bill passed by Congress earlier this year. The planning grant will be used to inform the requirements to begin relocating Highway 30 off of the 2nds. Grants awarded with FY2022 program funds must be obligated by September 20, 2025.

These funds, which will be awarded by the US Department of Transportation, will be used to complete a comprehensive traffic survey that will include traffic data and analysis of both the 2nds and any proposed new route(s), conceptual engineering drawings, overview of recommendations for both the new location of Highway 30 as well as the improvements to the 2nds, a high level environmental scan, and stakeholder/community outreach.

The grant is requesting $480,000 in federal funds (80%) with a local match of $120,000 (20%) for a project total of $600,000. Because of the project timeline, we have time to budget for these funds, while also seeking participation from interested community stakeholders. The completion of these project tasks will allow the City to begin seeking Federal resources for the project, including right-of-way acquisition, engineering and design, a full environmental assessment, relocation/construction of Highway 30 and reconstruction of the 2nd Avenues.

The letter states the Council's willingness to utilize City General Funds for the local match.

Approval Process:

Approval of this request requires a simple majority (50%+1) of the members in attendance at this meeting.

Budget Impact:

The FY 2023 budget impact associated with the approval of this request is $12,500. However, should the grant application subsequently be approved, the City will need to budget $120,000 from the general fund in a future fiscal year, no later than FY 2025, as the required match for the grant. The City may ask the Agency to consider partnering on the local match portion at that time (FY 2025).

Regulatory Impact:

N/A

Conclusion:

The request is a qualifying infrastructure improvement expense that aids and may support additional growth within the City's Downtown and Revenue Allocation Area.

Attachments:

1. Jacobs Task Order_RCP Grant_FY22

PROJECT UNDERSTANDING

Jacobs Engineering Group Inc. (Jacobs) is pleased to provide this scope for work for the development of a 2022 U.S. Department of Transportation (USDOT) Reconnecting Communities Pilot Program (RCP) Planning grant application for the US-30 Realignment Project for the City of Twin Falls, Idaho.

This work will be performed in accordance with the Master Agreement for Professional Services between the City of Twin Falls and CH2M HILL, Inc. dated January 21, 2010 (novated to CH2M HILL Engineers, Inc effective June 17, 2013). CH2M HILL is a wholly owned subsidiary of Jacobs.

TASK 1: PROJECT MANAGEMENT

- The Jacobs team will hold a kickoff meeting with City of Twin Falls staff to review the project, confirm the scope and schedule, and discuss data needs.
- As needed, Jacobs' Project Manager will hold half-hour bi-weekly teleconferences with the City of Twin Falls project manager.
- Our team will prepare monthly invoices and provide project management during the duration of the contract; expected to be two months – September and October 2022.

TASK 2: ENGINEERING REVIEW AND PROJECT DEVELOPMENT ASSISTANCE

Under this scope of work, Jacobs would provide engineering review and project development assistance for the determination of cost and scope to be submitted as part of the Planning grant application. This includes:

- Review of project documentation, including related past planning documents, community engagement efforts, and preliminary designs for potential projects;
- Assess planning documentation to determine eligibility and competitiveness of projects for RCP grant funding;
- Develop high-level cost estimate for re-routing US-30 from Addison Avenue and the 2nd Avenue S/2nd Avenue E couplet to Washington Street/6th Avenue/Minidoka Avenue.
- Outline phases and estimated costs for the selected project.

TASK 3: PREPARE AND PRODUCE APPLICATION

Jacobs would hold primary responsibility for the development of the application sections which follow. However, the City of Twin Falls will be a critical partner to ensure the application appropriately reflects project conditions. Specifically, it is expected that the City will make available any project information necessary for Jacobs to "make the case" for the project.

The following provides details on the elements to be included as part of the RCP grant application, per the RCP Notice of Funding Opportunity (NOFO):

Key Information Table: Summary table that presents key facts about the applicant, the community, and the proposed project.

Application Narrative: Ten-page document that outlines the project overview, location, project readiness (technical assessment and financial completeness), and will respond to how the project addresses the four merit criteria: 1) Equity, Environmental Justice, and Community Engagement; 2) Mobility and Community Connectivity; 3) Community-based Stewardship, Management, and Partnerships; and 4) Equitable Development and Shared Prosperity.

Project Budget: In addition to SF-424, the application will include information about the costs for the FY 2022 RCP project, Federal and non-Federal funds to be used for eligible project costs, the amount of grant funding requested, the availability and commitment of funds sources, and other relevant funding information. The budget details should sufficiently demonstrate that the project satisfies the statutory cost-sharing requirements.

TASK 4: Federal Grant Forms

Jacobs will complete the following federal grant forms on behalf of the City:

- Application for Federal Assistance (SF-424)
- Budget Information for Non-Construction Programs (SF-424A)
- Assurances for Non-Construction Programs (SF-424B)
- Disclosure of Lobbying Activities (SF-LLL)

BUDGET

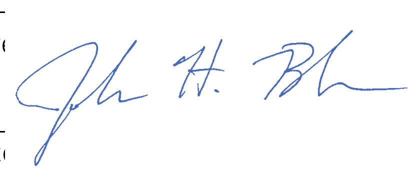
The total cost of all tasks describe herein is $25,000.00 performed on a time and materials basis. An estimate of hours by task and staff category is provided below.

Estimated Hours by Task and Staff Category

Task	Project Manager	Grant Writer	Transportation Engineer	GIS / Graphics / Mapping
Project Management	4	-	-	-
Engineering Review & Input	-	-	24	-
Grant Application Narrative	28	100	-	20
Federal Grant Forms	8	-	-	-

AUTHORIZATION

The Authorized Representatives designated below are authorized to act with respect to the Task Order. Communications between the parties shall be between parties and their consultants or subcontractors shall be through the Authorized Representatives:	
For the City of Twin Falls	For CH2M HILL, Inc.
Name: Mandi Thompson	Name: John Barker
Address: P.O. Box 1907 Twin Falls, ID 83303	Address: 999. West Main Street Suite 1200 Boise, ID 83702
Telephone: (208) 735-7237	Telephone: (208) 383-6432

This Task Order is effective this: ______ day of September, 2022	
Accepted for CH2M HILL, Inc., by:	Accepted for the City of Twin Falls by:
Name: John Barker	Name: Travis Rothweiler
Signatur 	Signature:
Title: Vic	Title: City Manager

THE URBAN RENEWAL AGENCY
OF THE CITY OF TWIN FALLS

Date: Monday, October 17, 2022

To: Urban Renewal Agency of the City of Twin Falls

From: Travis Rothweiler, City Manager & Interim Executive Director

ACTION ITEM

Request:

Consideration of a request to approve Resolution No. 2022-10 authorizing an amendment to the Bylaws of the Urban Renewal Agency of the City of Twin Falls.

Background:

The Agency Board adopted the amended and restated Bylaws of the Urban Renewal Agency of the City of Twin Falls, Idaho (the “Bylaws”) on December 9, 2019, by Resolution No. 2019-10. The Bylaws were amended on May 11, 2020, by Resolution No. 2020-07, to update Commissioner terms and to make other technical edits.

An amendment to Article 4, Section A of the Bylaws is necessary to update the regular meetings schedule of the Board of Commissioners from the second Monday of each month at 12:00 noon to the third Monday of each month at 12:00 noon.

Approval Process:

A majority vote by the board would authorize an amendment to the Bylaws.

Budget Impact:

N/A

Regulatory Impact:

N/A

Conclusion:

Staff recommends approving the proposed amended Bylaws as submitted. The third Monday schedule will begin on November 21, 2022.

Attachments:

1. Resolution No. 2022-10 - Bylaws - Updating Board Meeting Date
2. Bylaws - 20221017 Amendment

RESOLUTION NO. 2022-10

BY THE BOARD OF COMMISSIONERS OF THE URBAN RENEWAL AGENCY OF THE CITY OF TWIN FALLS, IDAHO:

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE URBAN RENEWAL AGENCY OF THE CITY OF TWIN FALLS, IDAHO, AMENDING THE BYLAWS TO UPDATE THE BOARD OF COMMISSIONERS REGULAR MEETING DATE; AND PROVIDING AN EFFECTIVE DATE.

THIS RESOLUTION, made on the date hereinafter set forth by the Urban Renewal Agency of the City of Twin Falls, Idaho, an independent public body, corporate and politic, authorized under the authority of the Idaho Urban Renewal Law of 1965, Chapter 20, Title 50, Idaho Code, as amended (hereinafter the "Law") and the Local Economic Development Act, Chapter 29, Title 50, Idaho Code, as amended (hereinafter the "Act"), a duly created and functioning urban renewal agency for Twin Falls, Idaho, hereinafter referred to as the "Agency."

WHEREAS, by Resolution No. 909, dated July 19, 1965, the Board of Commissioners of the City of Twin Falls, Idaho (the "City") created an urban renewal agency pursuant to the Law;

WHEREAS, the Agency Board of Commissioners (the “Agency Board”) has adopted bylaws and periodically the Agency Board reviews and updates the Agency's bylaws to reflect current and preferred practices;

WHEREAS, the Agency Board adopted the amended and restated Bylaws of the Urban Renewal Agency of the City of Twin Falls, Idaho (the “Bylaws”) on December 9, 2019, by Resolution No. 2019-10;

WHEREAS, the Agency Board adopted an amendment to the Bylaws on May 11, 2020, by Resolution No. 2020-07, to update Commissioner terms and to make other technical edits to the Bylaws;

WHEREAS, Article 9 of such Bylaws allows for the Bylaws to be altered, amended or repealed by the affirmative vote of a majority of the commissioners then in office, at any regular or special meeting, provided the notice of such meeting shall have contained a copy of the proposed alteration, amendment or repeal;

WHEREAS, the Agency Board now finds it necessary to amend Article 4, Section A of the existing Bylaws of the Agency to update the regular meetings schedule of the Board of Commissioners from the second Monday of each month at 12:00 noon to the third Monday of each month at 12:00 noon.

NOW, THEREFORE, BE IT RESOLVED:

<u>Section 1</u>: That Article 4, Section A of the Bylaws is hereby amended to read as follows:

Section A – Regular Meetings. Regular meetings of the commissioners shall be scheduled at 12:00 noon, local time, on the third Monday of each month, at the City Hall, 203 Main Avenue East, Twin Falls, Idaho, for the purpose of transacting such business as may come before such meetings. Public notice shall be posted to the TFID.org website, in a prominent place at the principal office, if one exists, and at City Hall.

Section 2: That the Chair hereby authorizes Agency staff to make certain technical changes to the Bylaws consistent with the discussion and comments received at the October 17, 2022, Agency Board meeting.

Section 3: That this Resolution shall be in full force and effect immediately upon its adoption and approval.

PASSED AND ADOPTED by the Urban Renewal Agency of the City of Twin Falls, Idaho, on October 17, 2022. Signed by the Chair of the Board of Commissioners and attested by the Secretary to the Board of Commissioners, on this 17th day of October 2022.

APPROVED:

____

Rudy Ashenbrener, Chair

ATTEST:

By____________________________

Dan Brizee, Secretary

4888-8388-5873, v. 1

Bylaws of the

Urban Renewal Agency of the City of Twin Falls, Idaho

December 9, 2019

* * * * *

ARTICLE 1 - PUBLIC CORPORATION

The Urban Renewal Agency of the City of Twin Falls, Idaho (the "Agency"), is an independent public body, corporate and politic created pursuant to Title 50, Chapter 20, Idaho Code, (the "Act") and Resolution No. 909 of the City of Twin Falls (the "City" or the "Municipality") passed on July 19, 1965. These Bylaws are subject to any limitations contained therein.

ARTICLE 2 - NONLIABILITY OF COMMISSIONERS

The private property of the commissioners shall be exempt from execution or other liability from any debts of the Agency and no commissioner shall be liable or responsible for any debts or liabilities of the Agency.

ARTICLE 3 - COMMISSIONERS

Section A – General Powers. The business and affairs of the Agency shall be managed by the board of commissioners which shall exercise all of the powers of the Agency.

Section B – Compensation. Commissioners shall serve without compensation, but commissioners shall be entitled to out-of-pocket costs and compensation for their services for projects carried out by the Agency.

Section C – Appointment. The Agency is comprised of seven Commissioners appointed by the Mayor and confirmed by the City Council. Commission vacancies are filled by appointment of the Mayor, with confirmation by the City Council, and filled for the remainder of the unexpired term.

Section D – Term. Each commissioner shall serve a three (3) year term. Commissioners may serve up to two (2) consecutive terms. The terms of each commissioner shall expire in the month of June.

ARTICLE 4 - MEETINGS OF COMMISSIONERS

Section A – Regular Meetings. Regular meetings of the commissioners shall be scheduled at 12:00 noon, local time, on the third Monday of each month, at the City Hall, 203 Main Avenue East, Twin Falls, Idaho, for the purpose of transacting such business as may come before such meetings. Public notice shall be posted to the TFID.org website, in a prominent place at the principal office, if one exists, and at City Hall.

Section B – Special Meetings. A special meeting of the board of commissioners may be called at any time by the Executive Director or the Chairperson. Upon receipt of such notice, the Recording Secretary shall cause written notice of such time, date, place and purpose of such meeting to be given to each commissioner of the Agency as hereinafter provided in this Article 4.

Section C – Notice of Special Meetings. Public notice of the time, date, place and purpose of any special meeting of the Agency shall be posted to the TFID.org website, in a prominent place at the principal office, if one exists, and at City Hall no later than 24 hours preceding such meeting.

Section D – Waiver of Notice. Any commissioner may waive, in writing, any notice of a meeting required to be given by these Bylaws. The attendance of a commissioner at any meeting shall constitute a waiver of notice of such meeting by such commissioner, except in case a commissioner shall attend a meeting for the express purpose of objecting to the transaction of any business on the ground that the meeting has not been lawfully called or convened.

Section E – Resolutions. Resolutions adopted by the Agency in connection with the exercise of any of its powers hereunder, or under the Act, shall be signed by the Chairperson or Vice Chairperson and attested by the Secretary or Assistant Secretary, provided that the person who attests shall not be the same person as the person who signs.

Section F – Quorum. A majority of the Agency shall constitute a quorum for the transaction of business (four commissioners).

ARTICLE 5 - OFFICERS

Section A – Number and Qualifications. The officers of the Agency shall be a Chairperson, a Vice Chairperson, and a Secretary and such other officers as may be determined by the Agency from time to time to perform such duties as may be designated by the Agency. Only the Chairperson and Vice Chairperson need be members of the Board of Commissioners.

Section B – Election and Term of Office. The officers shall be elected annually by the Agency at the first regular annual meeting of the Agency in July. Officer terms shall be for one year. Any vacancy in any office shall be filled by the Agency by election for the unexpired portion of the term.

Section C – Chairperson.

1. The Chairperson shall be the principal executive officer of the Agency and, unless otherwise determined by the members of the Agency, shall preside at all meetings of the Agency.
2. The Chairperson shall execute any resolutions adopted by the Agency and any documents, certificates, deeds, mortgages, deeds of trust, notes, bonds, contracts or other instruments authorized by the Agency. The Chairperson shall have the power to vote on any matter under consideration by the Commission unless he or she is prohibited from doing so by Idaho law.
3. The Chairperson shall, in general, perform all duties incident to the office of the Chairperson and such other duties as may be prescribed by the Agency from time to time.

Section D – Vice Chairperson. In the absence of the Chairperson, or in the event of the Chairperson's inability or refusal to act, the Vice Chairperson shall perform the duties of the Chairperson, and when so acting shall have all the powers of and be subject to all of the restrictions upon the Chairperson. The Vice Chairperson shall also perform such other duties from time to time as may be prescribed by the Agency.

Section E – Other Officers. Duties of other officers may vary, as directed by the Commission.

ARTICLE 6 - STAFF

Section A – Executive Director. The Agency may employ an Executive Director as its primary staff. The Executive Director shall have a specific job description, goals which are adjusted as needed, and performance standards which are reviewed regularly. Direct management of the Executive Director shall be provided by the Agency's Executive Committee working with and through the City Supervisor. Performance evaluation of the Executive Director shall be provided by the City Supervisor utilizing input and direction from the Executive Committee.

Section B – City Staff. City staff may be asked to provide services to the Agency from time to time. Such services will be requested by and coordinated through the Agency's Executive Director. Reimbursement will be made to the City as set forth in the most current Agreement for Services between the City of Twin Falls and the Urban Renewal Agency of the City of Twin Falls.

Section C – Other Services. Other services, such as professional services, liability insurance, website hosting, audits, and legal counsel shall be utilized as needed by the Agency. When required by any adopted Agency policy, the scope of such service agreements shall be in writing, authorized the signature of the Chairperson, and implemented under the oversight of the Agency's Executive Director.

ARTICLE 7 - FINANCIAL TRANSACTIONS

Section A – Contracts. Except as otherwise provided in these Bylaws, the Agency may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name and on behalf of the Agency, and such authority may be general or confined to specific instances.

Section B – Checks, Drafts, etc. All checks, drafts or other orders for payment of monies, and all notes, bonds, or other evidences of indebtedness issued in the name of the Agency shall be signed by such officer or officers, agent or agents, employee or employees of the Agency and in such manner as shall from time to time be determined by resolution or ordinance of the Agency.

Section C – Deposits. All funds of the Agency may be deposited from time to time to the credit of the Agency in such banks or other financial institutions as the Agency may select.

Section D – Fiscal Year. The fiscal year of the Agency shall begin on the first day of October of each and every year and shall end on the last day of September of the following calendar year.

ARTICLE 8 - MISCELLANEOUS

Section A – Rules and Regulations. The Agency shall have the power to make and adopt such rules and regulations not inconsistent with the law, or these Bylaws, as it may deem desirable for the management of the business and affairs of the Agency.

Section B – Accounting System and Reports. The Agency shall cause to be established and maintained, in accordance with generally accepted principles of accounting, an appropriate accounting system.

ARTICLE 9 - AMENDMENTS

These Bylaws may be altered, amended or repealed by the affirmative vote of a majority of the commissioners then in office, at any regular or special meeting, provided the notice of such meeting shall have contained a copy of the proposed alteration, amendment or repeal.

We, the undersigned, representing all of the members of the Board of Commissioners of the Urban Renewal Agency of the City of Twin Falls, do hereby certify that the foregoing bylaws were duly adopted as the bylaws of said Agency on the 9th day of December 2019, and as subsequently amended on May 11, 2020 and on October 17, 2022.

____
Rudy Ashenbrener, Chair

____
Andy Hohwieler, Vice Chair

____
Dan Brizee, Secretary

____
Jan Rogers

____
JJ McBride

____
Dave McAlindin