



Urban Renewal Agency Agenda

Monday, November 13, 2017, 12:00 PM

City Council Chambers
305 Third Avenue East - Twin Falls, Idaho

Members: Chairman Dan Brizee, Vice Chairman Dexter Ball, Secretary Neil Christensen, Perri Gardner, Brad Wills, Suzzane Cawthra, Rudy Ashenbrener

- 1) Confirmation of Quorum/Call Meeting to Order
- 2) Consideration of Amendment(s) to the Agenda
- 3) Consent Calendar
 - a) Request to approve: 1) Minutes for September 11, 2017 meeting; 2) October 2017 Financial Report; 3) November 2017 Accounts Payable.
- 4) Reports/Updates
 - a) Executive Director's Report by Nathan Murray.
 - b) Main Avenue Project Update by Perrin Robinson, CH2M.
- 5) Items of Consideration
 - a) Consideration of a request to approve the Schedule of Regular Meetings for 2018.
Please note: The November meeting will be scheduled on Wednesday, the 14th, due to City offices being closed Monday, Nov. 12th.
Purpose: Action By: Nathan Murray
- 6) General Input/Announcements - Public/Staff
- 7) Upcoming Meeting(s)
- 8) 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, llame Leila Sanchez (208) 735-7287.



Urban Renewal Agency Minutes

Monday, September 11, 2017, 12:00 PM

City Council Chambers
305 Third Avenue East - Twin Falls, Idaho

Members: Chairman Dan Brizee, Vice Chairman Dexter Ball, Secretary Neil Christensen, Perri Gardner, Gary Garnand, Brad Wills, Suzzane Cawthra

1) Confirmation of Quorum/Call Meeting to Order

Vice Chairman Ball called the meeting to order at 12:02 PM. A quorum was present.

Members Present: Dexter Ball, Neil Christensen, Perri Gardner, Brad Wills, Suzzane Cawthra

Absent: Dan Brizee

Also Present: Nathan Murray, Economic Development Director; Jesse Schuerman, Engineer; Brent Hyatt, Assistant Finance Officer; Lorrie Bauer, Recording Secretary; Fritz Wonderlich, City Attorney; Mitch Humble, Deputy City Manager; Rene'e Carraway Johnson, Zoning & Development Manager; Ruth Pierce, City Council Liaison; Perrin Robinson, CH2M

2) Consideration of Amendment(s) to the Agenda

None.

3) Consent Calendar

- a) Request to approve: 1) Minutes for August 14, 2017; 2) Minutes for August 31, 2017; 3) September 2017 Financial Report; and 4) September 2017 Accounts Payable.

MOTION: Brad Wills moved to approve the consent calendar. Perri Gardner seconded the motion. Roll call vote showed all members present voted. Approved 5 to 0.

4) Reports/Updates

- a) Executive Director's Report by Nathan Murray.

1) 147 Main Ave E - A Development Agreement is being generated between the URA and Debra Gates, owner of the building on the NW corner of the Commons Plaza. Ms. Gates is planning an addition where portions of the building would be used as a restaurant, or similar service, with an opening onto the Agency's plaza. The agreement may include a portion of the wall to allow them access onto the plaza in exchange for certain performances.

2) Commons Plaza - Upcoming meetings are scheduled in regards to the plaza final designs with Twin Falls City, Starr Corp., and Hummel Architects who will stay present through the construction process to ensure the City's policies for long-term maintenance are met.

3) 205 & 219 Shoshone St. N - Communication from developer on Sept. 8th resulted in no designated date for demolition at this time due to issues with the sewer and it needing to be upgraded. A reassessment of items and priorities the Agency can assist with will be completed when costs are received for the sewer line upgrade.

b) Main Avenue Project Update by Perrin Robinson, CH2M

- Shoshone to Hansen - A portion of the concrete has been placed, including sidewalks and valley gutters, with more pours scheduled.
- Hansen to Idaho - Underground utility work is complete; currently grading for sidewalks and concrete pours.
- Idaho to Jerome - Beginning asphalt pavement demolition.
- Hansen Street - Utilities complete; road base to be placed.
- Shoshone to Fairfield - Currently pulling wire for the street lights and receptacles; tree grates expected to arrive this week.
- Engraved bricks - Layout has been finalized and coordination of placement will be scheduled.
- Alliance Club flag holders - Permanent holder locations need to be finalized.
- Parking - Wheel stops are currently being discussed; bollards and bicycle racks still need to be installed which will help drivers "visually" identify a stopping point.

c) Twin Falls Community Foundation

Travis Quast, Twin Falls Rotary Club President, along with a few club members, shared the Clubs motto "service above self" and their long history of serving and giving back to this community. The Twin Falls Rotary Club, through fundraising efforts, began raising money more than two years ago with plans to refurbish the old fountain. With excitement of the downtown renewal, on behalf of the Twin Falls Rotary Club, he presented the Agency with a check for \$120,000 to go towards the completion of the splash park in the commons plaza. Vice Chairman Ball, on behalf of the Urban Renewal, thanked the Club for their gift and generosity.

5) Items of Consideration

- a) Consideration of a request by Gemstone Climbing for reimbursement of \$40,000 for cost incurred as a result of over excavation on the project located at 135 5th Ave South. Continuing from the August 14th meeting, Nathan Murray explained the agenda item history and shared no records have been found with information as to the placement of materials within the lot, nor the condition of the lot at the time the Agency acquired it in 1999. The Gemstone report mentioned the bulk of the problems were old footings from the previous building. He explained the contract was clear stating "as-is" and staff's recommendation still stands that the Agency should not reimburse Gemstone. The Agency is committed to \$40,000 of additional work to the project for sidewalk, valley gutter and alley work. Gemstone was not present at the meeting to address the Board. Jesse Schuerman added Gemstone will now be taking care of the front sidewalk. Discussion ensued. No further action will be taken.
- b) Public Hearing to adopt an amendment for the FY 2016-17 budget increasing the total budget by \$340,349.
- Nathan Murray explained this was an opportunity for the public to speak in regards to an amendment due to receiving a little more revenue than originally anticipated. The public hearing was opened. No comments were received. **MOTION:** Perri Gardner moved to adopt the amendment for FY2016-17 to increase the total budget by \$340,340. Suzzane Cawthra seconded the motion. Roll call vote showed all members present voted. Approved 5 to 0.

6) General Input/Announcements - Public/Staff

Brent Hyatt commented that Perrin Robinson, of CH2M, tracks the cash flow statement within Area 4-1 and has put together the funding that is going to happen between now and the end of the Area life to make sure there will be enough funding for projects. Brent shared if the Agency sells the C3 building and the First Federal funding is denied, the amount anticipated will be reduced by approximately \$800,000. If the plaza costs are higher than expected, a shortage is possible in 2018, but there are options to overcome it. Mr. Hyatt recommended the Agency get through the construction phase and take a conservative approach to spending.

- a) Appointment of a board member to the Main Avenue Oversight Subcommittee.
Nathan Murray explained an Oversight Subcommittee was established to review expenditures for the Main Avenue Project. Gary Garnand was on this committee and due to his recent resignation, Nathan asked for someone to step forward to occupy this position. Neil Christensen volunteered and was appointed to the committee. Murray added that the Mayor and City Council will soon select a person to fill the void on the Board.

7) Upcoming Meeting(s)

- a) The next meeting is scheduled for Monday, October 9, 2017 at 12:00 p.m.

8) Adjournment

The meeting adjourned at 12:35 PM.

- a) Following adjournment, Mitch Humble will guide the URA Board on a tour of the new City Hall. *(Please wear closed toe shoes.)*

Lorrie Bauer, Recording Secretary

Urban Renewal Agency of the City of Twin Falls, ID
Profit & Loss
October 2017

	Oct 17
Ordinary Income/Expense	
Income	
Line of Credit Adv. - Clif Bar	175,746.58
Investment Income	8,663.01
Property Taxes	5,599.11
Rental Income	38,221.46
Total Income	228,230.16
Gross Profit	228,230.16
Expense	
RAA 4-1	
Shoshone St/2nd Ave N	2,400.00
Main Ave.	1,834,275.71
Total RAA 4-1	1,836,675.71
RAA 4-4 (Clif Bar)	175,746.58
Community Relations & Website	755.88
Legal Expense	2,166.57
Meeting Expense	101.96
Miscellaneous	7.00
Real Estate Exp. - Call Center	2,548.54
Real Estate Exp. - Other	210.63
Total Expense	2,018,212.87
Net Ordinary Income	-1,789,982.71
Net Income	-1,789,982.71

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

October 2017

	Oct 17	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Line of Credit Adv. - Clif Bar	175,746.58			
Bank Bond Proceeds	0.00	2,800,000.00	-2,800,000.00	0.0%
Investment Income	8,663.01	15,000.00	-6,336.99	57.8%
Property Taxes	5,599.11	10,218,350.00	-10,212,750.89	0.1%
Rental Income	38,221.46	440,487.00	-402,265.54	8.7%
Total Income	228,230.16	13,473,837.00	-13,245,606.84	1.7%
Gross Profit	228,230.16	13,473,837.00	-13,245,606.84	1.7%
Expense				
RAA 4-1				
Shoshone St/2nd Ave N	2,400.00			
Main Ave.	1,834,275.71			
RAA 4-1 - Other	0.00	5,794,948.00	-5,794,948.00	0.0%
Total RAA 4-1	1,836,675.71	5,794,948.00	-3,958,272.29	31.7%
RAA 4-3 (Chobani)				
Debt Pay. (Chobani) Interest	0.00	1,263,666.00	-1,263,666.00	0.0%
Debt Pay. (Chobani) Principal	0.00	5,361,334.00	-5,361,334.00	0.0%
Total RAA 4-3 (Chobani)	0.00	6,625,000.00	-6,625,000.00	0.0%
RAA 4-4 (Clif Bar)	175,746.58			
Bond Trustee Fees	0.00	3,000.00	-3,000.00	0.0%
Bonding Costs	0.00	2,000.00	-2,000.00	0.0%
Community Relations & Website	755.88	500.00	255.88	151.2%
Debt Payments - Interest	0.00	925,877.00	-925,877.00	0.0%
Debt Payments - Principal	0.00	1,470,000.00	-1,470,000.00	0.0%
Dues and Subscriptions	0.00	2,300.00	-2,300.00	0.0%
Insurance Expense	0.00	6,650.00	-6,650.00	0.0%
Legal Expense	2,166.57	30,000.00	-27,833.43	7.2%
Management Fee	0.00	208,000.00	-208,000.00	0.0%
Meeting Expense	101.96	3,500.00	-3,398.04	2.9%
Miscellaneous	7.00	500.00	-493.00	1.4%
Office Expense	0.00	500.00	-500.00	0.0%
Prof. Dev.\Training	0.00	2,500.00	-2,500.00	0.0%
Professional Fees	0.00	10,000.00	-10,000.00	0.0%
Property Tax Expense	0.00	125,600.00	-125,600.00	0.0%
Real Estate Exp. - Call Center	2,548.54	153,400.00	-150,851.46	1.7%
Real Estate Exp. - Other	210.63	12,000.00	-11,789.37	1.8%
Real Estate Lease	0.00	124,000.00	-124,000.00	0.0%
Total Expense	2,018,212.87	15,500,275.00	-13,482,062.13	13.0%
Net Ordinary Income	-1,789,982.71	-2,026,438.00	236,455.29	88.3%
Other Income/Expense				
Other Income				
Transfers In	0.00	482,450.00	-482,450.00	0.0%
Transfers Out	0.00	-482,450.00	482,450.00	0.0%
Total Other Income	0.00	0.00	0.00	0.0%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	-1,789,982.71	-2,026,438.00	236,455.29	88.3%

Twin Falls Urban Renewal November 2017 Accounts Payable

<u>Check #</u>	<u>Date</u>	<u>Paid Amount</u>	<u>Name</u>	<u>Account</u>	<u>Fund</u>	<u>Memo</u>
3584	09/14/2017	120,237.50	Title Fact, Inc.	Shoshone St/2nd Ave N	Rev Alloc 4-1	Purchase of 219 Shoshone St. N., Twin Falls, ID
3585	09/22/2017	0.00	Void			Replaced by Check #3586
3586	09/22/2017	29.36	Kevin Skelton	Main Ave.	Rev Alloc 4-1	Tree Selection for Main Ave. project
3587	09/26/2017	42,895.60	Stock Construction Services, Inc.	RAA 4-4 (Clif Bar)	Rev Alloc 4-4	AC #186 - Construction Mgmt Svcs / #2850-20
3588	10/02/2017	0.00	Void			VOID: Earnest Money
3589	10/09/2017	19,873.93	CH2M	Main Ave.	Rev Alloc 4-1	Owners Representative Serivces / #381117586
3590	10/09/2017	426.85	City of Twin Falls	Real Estate Exp. - Call Center	Rental Fund	Landscape Watering - Sept
3590	10/09/2017	755.88	City of Twin Falls	Community Relations & Website	General	BlueHost website data hosting & security / #36183526 (reimbursement)
3591	10/09/2017	1,095.00	Commercial Property Maintenance	Real Estate Exp. - Call Center	Rental Fund	Landscaping Maintenance - September / #3019
3592	10/09/2017	2,400.00	EHM Engineers, Inc.	Shoshone St/2nd Ave N	Rev Alloc 4-1	Street & Sign Improvements / 76903
3593	10/09/2017	0.00	Void			Replaced by Check #3604
3594	10/09/2017	738,592.60	Guho Corporation	Main Ave.	Rev Alloc 4-1	Redevelopment Project / #06
3594	10/09/2017	1,016,630.46	Guho Corporation	Main Ave.	Rev Alloc 4-1	Redevelopment Project / #07
3595	10/09/2017	224.69	Idaho Power	Real Estate Exp. - Call Center	Rental Fund	Power - 851 Pole Line Road
3595	10/09/2017	10.63	Idaho Power	Real Estate Exp. - Other	Rev Alloc 4-1	Power - 122 4th Av S
3596	10/09/2017	352.00	J & L Sweeping Service, Inc.	Real Estate Exp. - Call Center	Rental Fund	Property Maintenance - Sept / #27793
3597	10/09/2017	450.00	K & G Property Management	Real Estate Exp. - Call Center	Rental Fund	Property Management - Sept / #3687
3598	10/09/2017	7.00	Mason's Trophies & Gifts	Miscellaneous	General	Nameplate for Ashenbrener
3599	10/09/2017	15,289.00	Otak	Main Ave.	Rev Alloc 4-1	Streetscape & Commons Imp / #91700338
3600	10/09/2017	101.96	Papa Kelsey's	Meeting Expense	General	Lunch for 9/11 Meeting / #1709110001
3601	10/09/2017	218.52	Times News	Legal Expense	General	Notice of Public Hearing-Budget Amendment/ #53287
3602	10/09/2017	200.00	Trees and Stumps, LLC	Real Estate Exp. - Other	Rev Alloc 4-1	Tree trimming at Bowyer Park / #685048
3603	10/09/2017	11,804.47	CH2M	Main Ave.	Rev Alloc 4-1	Owners Representative Serivces / #381120991
3604	10/09/2017	60.00	Elam & Burke	Legal Expense	General	Consultation & Review / #169787
3605		0.00	Void			
3606	10/24/2017	175,746.58	Stock Construction Services, Inc.	RAA 4-4 (Clif Bar)	Rev Alloc 4-4	AC #187 - Construction Management Services / #2850-21
3607	10/16/2017	32,085.25	CH2M	Main Ave.	Rev Alloc 4-1	Owner's Representative / #381112211
3608	11/09/2017	15.33	City of Twin Falls	Real Estate Exp. - Other	Rental Fund	Landscape Watering - Oct
3609	11/09/2017	1,445.00	Commercial Property Maintenance	Real Estate Exp. - Call Center	Rental Fund	Landscaping Maintenance - October / #3025
3610	11/09/2017	2,680.00	EHM Engineers, Inc.	Shoshone St/2nd Ave N	Rev Alloc 4-1	Sign Improvements / #77101
3611	11/09/2017	40.00	Elam & Burke	Legal Expense	General	Consultation & Review / #170166
3612	11/09/2017	832,297.90	Guho Corporation	Main Ave.	Rev Alloc 4-1	Redevelopment Project / #08
3613	11/09/2017	247.90	Idaho Power	Real Estate Exp. - Call Center	Rental Fund	Power - 851 Pole Line Road
3613	11/09/2017	10.38	Idaho Power	Real Estate Exp. - Other	Rev Alloc 4-1	Power - 122 4th Av S (DB Park)
3614	11/09/2017	352.00	J & L Sweeping Service, Inc.	Real Estate Exp. - Call Center	Rental Fund	Property Maintenance - Oct / #27905
3615	11/09/2017	450.00	K & G Property Management	Real Estate Exp. - Call Center	Rental Fund	Property Management - Oct / #3688
3616	11/09/2017	23,096.91	Otak	Main Ave.	Rev Alloc 4-1	Streetscape & Commons Imp / #101700351
3617	11/09/2017	4,250.00	Redevelopment Associates of Idaho	Dues and Subscriptions	General	Membership dues for FY2018 / #M16023
3618	11/09/2017	40,000.00	REG Contracting	RAA 4-1	Rev Alloc 4-1	GemStone Site Improvements / #1740
3619	11/09/2017	450.00	Steele's Tree Service	Real Estate Exp. - Call Center	Rental Fund	Tree and bush trimming / #3136
3620	11/09/2017	35,668.55	Terry's Heating & Airconditioning	Real Estate Exp. - Call Center	Rental Fund	HVAC Units (4) Carrier (#9,12,13,19) / #5232-1
3621	11/09/2017	500.00	Trees and Stumps, LLC	Real Estate Exp. - Other	Rev Alloc 4-1	Tree trimming at Bowyer Park / #685048
3622	11/09/2017	6,828.08	JUB Engineers, Inc.	Main Ave.	Rev Alloc 4-1	2015 Utilities / #111681
3623	11/09/2017	22,020.00	Rocky Mountain Transport and Excavation	Shoshone St/2nd Ave N	Rev Alloc 4-1	Demo of Bldg #219 / #6971



Date: Monday, November 13, 2017
To: Urban Renewal Agency of the City of Twin Falls
From: Nathan Murray

EXECUTIVE DIRECTOR'S REPORT

219 Shoshone Street N

The Historic Ballroom Project is underway with the first phase of demolition taking place the past couple of weeks. The contractor selected to perform the work is the HC Company out of Boise. The building at 219 Shoshone St N has been razed. The sub-contractor performing the demolition work had to leave the site for a time to fulfill some prior commitments but will be back soon to complete the removal of subgrade material. In the meantime, the contractor is performing compaction testing on the soils. Staff is tracking the amounts billed against the money the URA has set aside for improvements at 219 Shoshone.

851 Pole Line Road

On September 28th, staff received a letter from the office of Evan Robertson (see attached). Mr. Robertson represents Archland Property, Concept 91, and White White Lawley II, all of whom own an option for first right of refusal for the purchase of URA owned property at 851 Pole Line Road, the building on which is occupied by the C3 company. In the letter, Mr. Robertson notifies the URA of his clients' intent to purchase the property and submitted \$50,000 in earnest money as a deposit. As of right now, we have no closing date set, but hope to have a contract in place to do so by the end of the year. In the meantime, staff has replaced four HVAC units on the C3 building and is working on a plan to restore the off-site parking lot to its original state, as is a condition of our lease.

Main Avenue

On November 8th, the Oversight Subcommittee met to discuss the status of Main Avenue costs. The meeting was attended by the Susan Cawthra, Neil Christensen and Brad Wills who make up the committee, as well as Twin Falls City staff members Lorrie Bauer, Jesse Schuerman, and Wendy Davis, along with Perrin Robinson of CH2M. Mr. Robinson reported that costs were tracking to come in a bit under budget. The committee discussed where these savings could be applied and how it related to unknown costs for the Commons Plaza.

The committee also authorized some additional expenditures, not to exceed \$20,000.00, for improvements to light poles along certain sections of Shoshone to pair better with those recently installed on Main Avenue. This will help the Twin Falls City Parks Department who will be responsible for the long-term maintenance of downtown projects.

Attachments:

E. Robertson letter dated 9/28/17

Robertson & Slette, p.l.l.c.

ATTORNEYS AT LAW



J. EVAN ROBERTSON
GARY D. SLETTE

Robin L. Moore, PLS - Paralegal

134 Third Avenue East
P.O. BOX 1906
TWIN FALLS, IDAHO 83303-1906
TELEPHONE (208) 933-0700
FAX (208) 933-0701

J. EVAN ROBERTSON

September 28, 2017

HAND DELIVERED

Nathan Murray, Executive Director
Twin Falls Urban Renewal Agency
City of Twin Falls
P.O. Box 1907
Twin Falls, ID 83303-1907

RE: Notice of Option Exercise – C3 Building

Dear Mr. Murray:

I represent Archland Property I, LLC, owner of Lots 7 and 8, Block 1, Concept 91 Phase II Subdivision; and White, White, Lawley II, owner of Lots 2 and 3, Block 1, Amended Concept 91 Phase II Subdivision. On behalf of my clients, I am hereby providing you notice that they have elected to exercise their option for first refusal to acquire Lot 4, Block 1, Amended Concept 91 Phase II Subdivision, as provided for in paragraph 12 of their Agreement with the Twin Falls Urban Renewal Agency ("TFURA") and the City of Twin Falls dated November 8, 2002, recorded on November 8, 2002, as Instrument No. 2002-023359 in the records of Twin Falls County, Idaho. My clients appreciated receiving your notice letter to them dated August 31, 2017, informing them that the TFURA had received an acceptable, bona fide offer to purchase the building from Alturas Real Estate Fund, LLC, and granting them the 30-day option of first refusal.

Consistent with the instructions we have received from your Agency's attorney, Fritz Wonderlich, in an email addressed to me dated September 7, 2017, please find enclosed herewith two checks from my clients representing earnest money in the amount of \$50,000.

Should you need anything further from us at this time, please let me know. We look forward to working with TFURA through closing of the transaction herein contemplated.

Sincerely,

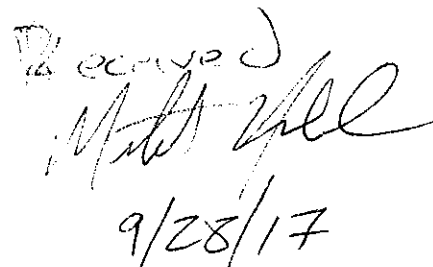

J. EVAN ROBERTSON

JER:rlm

Encls.

cc: Fritz Wonderlich, Esq. – fritzwonderlich@gmail.com
Dan Brizee – dan@brizee.com

rlm\jer\letter\city TF_Murray_Economic Dev

Received

9/28/17

Twin Falls Urban Renewal Agency

Main Avenue Redevelopment Project



Block 3 – Shoshone to Hansen, Block open to traffic, 16OCT2017



Block 4 –Hansen to Idaho, Block open to traffic, 31OCT2017

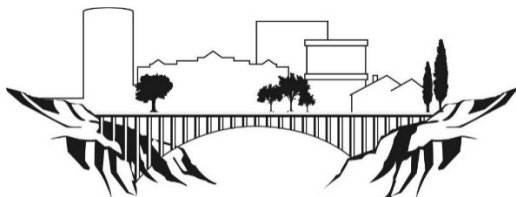


Block 5 –Idaho to Jerome, pouring curb and gutter, preparing for asphalt, 31OCT2017



Block 5 – Idaho to Jerome, pouring curb and gutter, preparing for asphalt, 31OCT2017

Prepared for:



THE URBAN RENEWAL AGENCY
OF THE CITY OF TWIN FALLS

Prepared by – Owner's Representative:

**Monthly Report for
URA Board Meeting
November 13, 2017**

Monthly Project Progress Update

Prepared for URA Board Meeting on November 13, 2017

Main Avenue Redevelopment Project

Summary of Progress This Period, October 5, 2017 to November 7, 2017

Construction Services by CM/GC – Guho Corp.

1. Main Ave. Blocks 1 and 2, Shoshone to Fairfield:
 - o Construction substantially complete and blocks have been open to traffic.
 - o Power provided to street lighting.
 - o Periodic ongoing work will continue regarding tree replacement, stop sign adjustments, and planter settling in November.
2. Main Ave., Block 3, Shoshone to Hansen:
 - o Block open to traffic.
 - o Engraved brick paver installation completed in front of Commons Plaza. Typos identified in some bricks, which will be exchanged with new corrected bricks.
 - o Landscaping installed.
 - o Furnishings ordered and will be installed as received.
 - o Idaho Power installing electric meters on November 8. Street lighting will then be operable.
3. Main Ave., Block 4, Hansen to Idaho:
 - o Block open to traffic.
 - o Furnishings ordered and will be installed as received.
 - o Idaho Power installing electric meters on November 8. Street lighting will then be operable.
4. Main Ave., Block 5, Idaho to Jerome:
 - o Curb and gutter placed up to the Jerome intersection.
 - o Preparing for asphalt placement scheduled for November 15.
 - o Tracking to have this block open to traffic by Thanksgiving.
5. Main Ave., Block 6, Hansen:
 - o Storm drain installation complete.
 - o Underground electrical and irrigation work to be completed week of November 13.
 - o Working to try have roadbed ready for asphalt placement on November 15.
6. General Activities: No recent new submittals. Requests for Information being submitted by Guho and being responded to by Otak.
7. Guho continues to provide weekly status updates to URA for distribution to merchants, City Council, URA Board each week by email to keep these groups up to date on the progress of construction.

8. Guho's progress payment for construction submitted totaling \$832,297.90 for work in October 2017 is in review. The total of progress payments to date less retainage (through October 31, 2017) is \$4,668,896.15, which is 72.4% of the GMP total of \$6,446,115. The total billed is appropriate for the in-progress work on 5.5 of the 5.5 city blocks being demolished and reconstructed.

Materials Selection and Placement

9. Guho is being asked to price some of the materials necessary for the Commons project, such as the pavers, light poles and street amenities, in order to take advantage of possible savings. Guho will provide purchase documentation for cost tracking.

Civic Group Participation

10. Several of the engraved brick pavers installed in front of Commons Plaza were identified as having typing errors. New corrected pavers are being engraved and will be installed.
11. The decision to core drill PVC sleeves into the hardscape areas to serve as the flag holders was reached with the Lions Club.

Project Schedule

12. Construction work on the first block (Gooding to Shoshone) commenced on 17APR2017 as planned. All 6 blocks of the project will be substantially complete by 30NOV2017. A few final items, such as furnishing installation, will continue through the winter as materials are received. Additionally, landscaping replacement and hanging basket installation will carry over to the spring.

Design Progress

13. Otak preparing design revisions to the drawings as necessary based on unforeseen conditions encountered by Guho. Guho and Otak are both maintaining a design revision log to track project changes.

Testing and Inspection

14. Testing and Inspection services continue to be performed drawing upon allowances and savings within the GMP.

Budget

15. CH2M updated the URA's Cost Control Report for Area 4-1 projects, including the anticipated cash flow from 2016 through 2023. The report is being updated monthly and reviewed with the City's Finance Manager and URA Executive Director.

Other URA Topics

16. n/a



SCHEDULE OF REGULAR MEETINGS for 2018

The meetings are held on the second Monday of every month starting at 12:00 P.M., unless posted otherwise.

All meetings are held in the *City Council Chambers, 203 Main Avenue East.*

Monday, January 8

Monday, February 12

Monday, March 12

Monday, April 9

Monday, May 14

Monday, June 11

Monday, July 9

Monday, August 13

Monday, September 10

Monday, October 8 (*Columbus Day*)

Wednesday, November 14

Monday, December 10