THE URBAN RENEWAL AGENCY OF THE CITY OF TWIN FALLS

MEETING MINUTES

April 11, 2016

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

Present: **Absent: None**

Dan Brizee	URA Chairman
Dexter Ball	URA Vice Chairman
Neil Christensen	URA Secretary
Perri Gardner	URA Member
Bob Richards	URA Member
Gary Garnand	URA Member
Brad Wills	URA Member

Also present:

Phil Kushlan	Interim Urban Renewal Executive Director
Jesse Schuerman	Urban Renewal Engineer
Lorrie Bauer	City Administrative Assistant
Brent Hyatt	City Assistant Finance Officer
Travis Rothweiler	City Manager
Mitch Humble	Deputy City Manager
Don Hall	City Council Liaison to URA
Leon Mills	Twin Falls County Commissioner Liaison
Jackie Fields	City Engineer
Mandi Roberts	Otak, Inc.
Gary Haderlie	JUB Engineers
Dan Maffuccio	CH2M
Paul Johnson	CH2M

Agenda Item 1 - Call meeting to order.
Chairman Brizee called the meeting to order at 12:00 p.m.

Agenda Item 2 - Consent Agenda: a) Review and approval of minutes from the March 23, 2016 special meeting and b) Review and approval of the April 2016 financial report.
Neil Christensen moved to accept the consent agenda as presented. Brad Wills seconded the motion. Roll call vote showed that all board members present voted in favor of the motion.

Agenda Item 3 – Main Avenue Update – Phil Kushlan.
Phil stated the cross section design of Hansen St. and Main Ave. has been completed that narrows the street and widens the sidewalk. The URA has entered in an agreement with CH2M, who will perform the owner representative services, and work closely with Otak. He announced the design schedule is on track for completion towards the end of summer and then the construction documents will be prepared.

Construction is scheduled to begin in January 2017 and be completed before the holiday season. He shared the financial resources are in place to achieve the vision of the project.

Brad Wills asked for clarification of design at the Shoshone Street intersection. Mandi Roberts, Otak, shared the scope of work includes feathering into the existing intersection on Shoshone, not replacing existing intersection. Shoshone Street is a state highway and permission must be granted from the State to make any changes. This time-consuming process was not included for this project, but can be completed at a later date if there is interest and resources to do so. Chairman Brizee confirmed the entire project would be bid at one time rather than in phases.

Agenda Item 4 – Main Avenue Project Governance Protocols – Phil Kushlan and CH2M.
Phil Kushlan explained that the project governance workflow is an articulated process that will be used as a communication piece for decision making on all aspects throughout the project to help keep the project on schedule. Direction from the Board was needed to determine how to deal with short term issues and their approval process. Phil introduced Dan Maffuccio and Paul Johnson from CH2M.

Dan Maffuccio, CH2M, announced a revision to the tracking system is that the Tracking System itself will be the responsibility of the Project Management Representative (CH2M), not the Design Consultant. He explained that any issue that impacts scope, cost, or schedule would go through this approval process. He then defined the process using the workflow chart.

The Board engaged in discussion regarding possible approval process options and parameters. One recommendation was a $10,000/incident with $50,000/month maximum for the Director approvals and forming a subcommittee as well. City Manager, Travis Rothweiler, recommended creating an ordinance or resolution that explained the structure, parameters, and operating guidelines of the prescribed process. Paul Johnson, CH2M, suggested setting up a contingency (percent) within the cost control report that would be part of the budget.

The Project Governance Workflow chart introduced today was a draft and a more comprehensive plan will be presented to the Board at a later date for approval.

Gary Garnand moved to approve the Executive Director at $10,000 maximum budget and the Board form a subcommittee of volunteers, up to four members. Bob Richards seconded the motion. Dexter Ball questioned the timing of this decision and Phil Kushlan replied the decision should be presented in formal form at a later meeting. With that being said, Gary Garnand withdrew his motion.

Agenda Item 5 - Executive Director Report - Phil Kushlan.
Phil shared that current legislature created a grandfather clause that states any Urban Renewal district created before July 1, 2016 would follow the rules it was created with. Beginning July 1, 2016 there will be a greater level of specificity and reporting requirements for all new districts.

A new issue in regards to Urban Renewal building public buildings is that a limitation has been placed on revenue allocation resources that can be spent on general administrative buildings (ex. libraries, city halls, court houses). If an Urban Renewal Agency wants to participate in construction of these types of buildings, they can participate up to 50% of construction cost.

We continue to receive interest in downtown housing from housing developers. Phil recommends the board discuss their assets and decide how they want to deploy them in line with the agencies mission by 2022. Lorrie is currently working on updating the property inventory, including gathering the Deeds.

Offer on Goold property has been accepted and the Level I Analysis is underway at a cost of $1,850. Mr. Florence suggested, and Phil concurred, we should spend an additional $500 for a 50-year chain of title.

Agenda Item 6 - Public input and/or items from the Urban Renewal Agency Board or staff.
Brent Hyatt reminded the Board of services from Western Financial, Pat Clancy, in regards to the Clif Bar Bond. Due to new Securities and Exchange Commission (SEC) regulations, they would prohibit him from offering his services. The bond was changed to a Promissory Note to adhere to the regulations, however, it has been suggested we acquire a placement agent. The bond council will advise us the least expensive way to be in compliance, which may be to secure a placement agent. Brent asked for permission to issue an RFP for placement agent services, if needed, usually charging 1% of bond. The Board gave their permission.

City Manager, Travis Rothweiler, updated the board on the status of the Clif Bar project. He shared they are currently making sure their equipment is running properly and then they will begin producing product and moving them to market in the next few weeks. They are delaying their grand opening until sometime in late summer or early fall as they want to show a completed project.

Agenda Item 7 - Adjourn.
The meeting adjourned at 1:08 pm.
Next regular meeting: Monday, May 9, 2016 @ 12:00 pm.

Respectfully submitted,

Lorrie Bauer
Administrative Assistant