Urban Renewal Agency
Minutes

Tuesday, June 4, 2019, 3:30 PM

**** SPECIAL MEETING ****

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

Members: Dexter Ball, Perri Gardner, Suzzane Cawthra, Rudy Ashenbrener, Cindy Bond, Andy Hohwieler, Doug Vollmer

1) Confirmation of Quorum/Call Meeting to Order

Present:	Dexter Ball, Rudy Ashenbrener, Andy Hohwieler, Suzzane Cawthra, Cindy Bond, Doug Vollmer *(arrived 3:34 p.m.)*
Absent:	Perri Gardner
Staff Present:	Nathan Murray, Executive Director; Brent Hyatt, Assistant Finance Officer; Jesse Schuerman, Engineer; Lorrie Bauer, Secretary; Jonathan Spendlove, Planning & Zoning Director; Nikki Boyd, City Council Liaison, and Wendy Davis, Parks & Recreation Director

Chairman Ball called the meeting to order at 03:32 PM. A quorum was present.

2) Consideration of Amendment(s) to the Agenda

None.

3) Consent Calendar

a) Request to approve 1) Minutes for May 13, 2019 meeting; 2) June 2019 Accounts Payable.
MOTION: Cindy Bond moved to approve the consent calendar. Suzzane Cawthra seconded the motion. Roll call vote showed all members present voted. Approved 5 to 0. (Doug Vollmer arrived during the vote.)

4) Reports/Updates

a) Discussion of Agency Cashflow
Nathan Murray introduced and explained the Cash Flow Projection for Area 4-1 that was included in the packet. Staff is confident the Agency has enough funds to contribute to potential projects. It will be up to the Board to allocate the funds to the best public benefit. Currently, housing is a priority and there is a project for that. There are potential utility projects that could be done. Discussion ensued. Helping to fund additional parking downtown was part of the discussion as well as incorporating the City in some dialog.

b) Downtown Arts Subcommittee Update
Leon Smith shared $52,297.50 of the $100,000 allocated funds has been spent on downtown art to date. To replace the murals and wraps that were installed as part of the 2018 art project, the subcommittee suggested reserving $15,000 as seed money to the City as a special allocation for them to replace deteriorated pieces. Utility Box Wraps - Four additional utility boxes have been identified to receive a wrap, estimated at $1,100 each, to improve the artistic value of the downtown. A call-to-artists will be advertised soon with selections completed by September.

Standing art/Statues - Five downtown locations have been identified as a safe place for standing art. These locations will have the infrastructure (approximately $3,000 for each location) necessary to secure the art piece paid for by the URA Downtown Art fund. A call-to-artists for a specific type of art is currently being drafted as well as a rental agreement. Hoping for a September installation.

Wall Murals - Three potential sites (private walls) have been identified for mural art. Responsibilities would need to be defined in a contract between the URA and the property owner. Negotiations have begun for the Claude Brown's site. Lytle Signs estimates $3,409 for a digital reproduction of the artwork and installation.

Carolyn White, a subcommittee member, was asked to describe the process to the Board. She explained that the Downtown Arts "subcommittee" designated a "sub-subcommittee" because they had to break away from the full group due to members who recused themselves (Leon Smith & Marjorie McBride) from participating because they wanted to submit art. Last February 2018, a call-to-artists was issued for the Downtown Commons artwork and electrical wrap project. Art was selected in May and installed by July 7, 2018, in time for the grand opening. A piece of artwork that was selected for a wall mural, painted by Leon Smith, was set aside for future use due to a decrease in the Commons wall space. The sub-subcommittee felt it would make a nice historical marker for this area. Claude Brown's has agreed to this picture as a mural on their building as long as it included a frame and a stretch canvas of the artwork.

Another project being discussed is having murals actually painted on walls. Further research will be completed and an update will be presented at a later date.

c) 2nd Avenue North Parking Lot Update
Jesse Schuerman reiterated what the Agency's responsibilities were for improvements to the 2nd Avenue North parking lot. The Special Use Permit included resurfacing the lot, storm water retention, and landscaping. $60,000 has already been spent on the lot for the asphalt matt base material, milling, and double chip processes. The estimate to complete the lot, to City standards, is $150,000 which includes pavement, curbing, landscaping, and storm water retention. After consulting with the Street Superintendent and Assistant City Engineer, he proposed to add chip-seal and fog rather than pavement for cost savings estimated around $55,500.

He added that the Minidoka parking lot, another Agency-owned property in RAA 4-1, was in poor condition and needed an overlay process completed. In communicating with the Street Superintendent, it is preferred the Agency use the $55,500 savings from the 2nd Avenue lot to put an overlay on the Minidoka lot.

If the Board approves the chip-seal and fog process for the 2nd Avenue lot, bids will be received for the curbing, landscaping, and storm water retention portion and the chip-seal/fog process can be piggy-backed from a City project. The received bids would be presented for approval this summer.

Jesse then explained the potential projects that were listed on the cash flow projection sheet with the most critical project being the Albion Sewer. Discussion ensued. The Board agrees with the proposed processes to complete both the 2nd Avenue parking lot as well as the Minidoka lot.

5) Items of Consideration

a) Consideration of a request to approve a maintenance agreement for Urban Renewal Agency property in Downtown Twin Falls.
In continuation of the discussion from the last meeting, Nathan reiterated the need for a maintenance person to take care of the Agency's properties. One option was to contract with Windsor's Nursery for a base cost of

$74,000 and the other option was to pay for an additional parks attendant, a fully encumbered position with an hourly wage and benefits) for a minimum cost of $59,000. The City Parks Department desires to staff the full-time position with a current temporary seasonal employee starting in the middle of the salary table (due to having a great deal of experience) for $61,127. Staff recommends budgeting approximately $62,000 to be paid to the City of Twin Falls Parks & Recreation Dept. to dedicate an employee to maintain the Agency's downtown properties. For the remainder of this fiscal year, the dedicated employee would keep track of their time working on the Agency's properties and bill the Agency on a regular basis.

Wendy Davis, Director of Parks & Recreation, explained a threshold would be set so the day-to-day operating expenses would be included (ex. hanging baskets, sprinkler couplers, cleaning supplies) with the $62,000 budget. The Agency would reimburse 1/3 of the salary to the City for the remainder of this fiscal year to hire immediately. Discussion ensued.

MOTION: Rudy Ashenbrener moved to approve a maintenance agreement between the URA and the Twin Falls Parks & Recreation Department for approximately $62,000 annually for a full-time employee. Suzzane Cawthra seconded the motion. Roll call vote showed all members present voted. Approved 6 to 0.

b) Nominations for URA Chairperson for FY2019-20. (Election will be held at the July 8, 2019 meeting.)
The Secretary role was clarified. Rudy Ashenbrener nominated Cindy Bond for Chair, Perri Gardner for Vice Chair, and Andy Hohwieler for Secretary. No other nominations were heard.

c) Nominations for URA Vice-Chairperson for FY2019-20. (Election will be held at the July 8, 2019 meeting.)
This nomination was included with the nomination for Chair (above).

6) General Input/Announcements - Public/Staff

Nathan Murray shared the Project Tom plan for a new area is only missing the legal description of the boundary and a map showing the area. As soon as this information is received, a special meeting may be called prior to the next scheduled meeting, to keep the project moving forward. The improvements to Highland Avenue will also benefit Glanbia's improvements still in the planning stage.

7) Upcoming Meeting(s)

a) Monday, July 8, 2019 @ 12:00 p.m.

8) Adjournment

The meeting adjourned at 04:38 PM.

Lorrie Bauer

Lorrie Bauer, Recording Secretary