THE URBAN RENEWAL AGENCY OF THE CITY OF TWIN FALLS

Urban Renewal Agency
Agenda

Monday, April 12, 2021, 12:00 PM

Council Chambers
203 Main Avenue East- Twin Falls, Idaho

Members: Rudy Ashenbrener, Cindy Bond, Andy Hohwieler, Doug Vollmer, Dan Brizee, Jan Rogers, Alexandra Caval

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 March 8, 2021 meeting; 2) March 2021 Financial Report; 3) April 2021 Accounts Payable.

      By: Lorrie Bauer, Administrative Assistant

4) Reports/Updates

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

5) Items of Consideration

   a) **ACTION ITEM:** Consideration of a request to enter into an exclusive right to negotiate with Sean & Anna Kuntz for the transfer of Agency owned property generally located at 282 Victory Ave for development.

      By: Sean & Anna Knutz, Electric One West

   b) **ACTION ITEM:** Consideration of a request to spend up to $14,858.80 to upgrade alleyway utilities to support the development of the property at 129 Main Ave W.

      By: Ken Fitzgerald, Project Contractor

   c) **DISCUSSION:** Discussion regarding the creation of a new Revenue Allocation Area (RAA).

      By: Phil Kushlan, Kushlan Associates

   d) **ACTION ITEM:** Consideration of a request to approve an agreement between the Urban Renewal Agency of the City of Twin Falls, Idaho and Kushlan Associates for on-call consulting services.

      By: Travis Rothweiler, City Manager

   e) **ACTION ITEM:** Consideration of a request to approve Kushlan Associates Task Order #1 in the amount of $7,500 to review geographic areas to determine boundaries of proposed study areas.

      By: Phil Kushlan, Kushlan Associates

6) General Input/Announcements - Public/Staff

7) Upcoming Meeting(s)

   a) May 10, 2021 @ 12:00 PM.

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.

THE URBAN RENEWAL AGENCY
OF THE CITY OF TWIN FALLS

Urban Renewal Agency
Minutes

Monday, March 8, 2021, 12:00 PM

Council Chambers
203 Main Avenue East- Twin Falls, Idaho

Members: Rudy Ashenbrener, Cindy Bond, Andy Hohwieler, Doug Vollmer, Dan Brizee, Jan Rogers, Alexandra Caval

1) Confirmation of Quorum/Call Meeting to Order

Present:	Doug Vollmer, Rudy Ashenbrener, Jan Rogers, Alexandra Caval, Andy Hohwieler, Cindy Bond, Dan Brizee
Absent:	None
Staff Present:	Nathan Murray, Executive Director; Brent Hyatt, Assistant Finance Director; Jesse Schuerman, Engineer; Lorrie Bauer, Administrative Assistant; Jonathan Spendlove, P&Z Director; Ruth Pierce, City Council Liaison; Don Hall, County Commissioner; and Meghan Conrad, Special Counsel.

Chair Ashenbrener called the meeting to order at 12:02 PM. A quorum was present.

2) Consent Calendar

a) Request to approve 1) Minutes for February 8, 2021 meeting; 2) February 2021 Financial Report; 3) March 2021 Accounts Payable.
MOTION: Andy Hohwieler moved to approve the consent calendar. Jan Rogers seconded the motion. Roll call vote showed all members present voted. Approved 7 to 0.

3) Reports/Updates

a) Executive Director's Report
Nathan Murray shared current Legislative bills that could impact urban renewal such as Senate Bill 1108, House Bill 278, Senate Bill 1107, Senate Bill 1044, and House Bill 253. Meghan Conrad added additional information regarding Senate Bill 1108.

4) Items of Consideration

a) Presentation and Request for Approval of the FY2020 Audited Financial Statements.
Brent Hyatt introduced Scott Hunsaker, of Mahlke Hunsaker & Company, who has been the Agency's auditors for many years. Mr. Hunsaker presented the audit and shared the audit resulted in an unqualified opinion which means no issues were found and it was a clean report.
MOTION: Cindy Bond moved to accept the FY2020 audited financial statement. Andy Hohwieler seconded the motion. Roll call vote showed all members present voted. Approved 7 to 0.

b) Presentation of the 2020 Annual Report followed by a Request for Public Comment and a Request to Approve Resolution No. 2021-04 authorizing the filing of the 2020 Annual Report with the City of Twin Falls.
Nathan Murray explained the report was reviewed in detail last month, with exception of the financial summary which was just presented, and that this is the opportunity for public comment as is required. Chair Ashenbrener opened the floor to the public. No comments were

heard. Per request, Nathan added the status of the Clif Bar and Chobani evaluations, as well as other revenue projections. It was confirmed no written comments were previously received by staff.
MOTION: Cindy Bond moved to accept the 2020 Annual Report and approve Resolution #2021-04 authorizing the filing of the 2020 Annual Report with the City of Twin Falls. Jan Rogers seconded the motion. Roll call vote showed all members present voted. Approved 7 to 0.

c) Appoint a Budget Committee (3 members) to review the 2021-2022 budget.
Commissioners Cindy Bond, Alex Caval, and Jan Rogers volunteered to be on the 2021-22 budget committee.

d) Discussion regarding the creation of a new Revenue Allocation Area (RAA).
Chair Ashenbrener explained that with the end of allocation area 4-1 at the end of 2022, the Agency is interested in creating a new allocation area that would include parts of the downtown that are still blighted. The vision would include opportunities to have large-scale projects that would benefit the community. The Agency is looking for help to understand what makes sense as far as creating a new area, what the regulations are, and if a portion of an expired area can be included in a new area.

Phil Kushlan, of Kushlan Associates, has previous experience working with this agency. He shared a new district can be created where an old one existed as long as the criteria in the statute are met. He suggested discussing goals, objectives, and mission as well as exploring possible areas that could be included in a new plan. Mr. Kushlan's preliminary recommendation is to define a district area and determine eligibility, If eligible, come up with a plan for that district, and overlay a revenue allocation area on top of it. Eligibility reports can take up to 9 months to complete. Phil confirmed the Agency can retain self-sustaining property outside of any district. Discussion ensued. Mr. Kushlan will present potential ideas for discussion during the April meeting.

e) Consideration of a request to issue a Request for Proposals to develop Agency property located at 151 Maxwell Avenue.
Nathan Murray explained the purpose of this request. Discussion ensued.
MOTION: Andy Hohwieler moved to Table a decision. Jan Rogers seconded the motion. Roll call vote showed all members present voted. Approved 7 to 0.

5) General Input/Announcements - Public/Staff
None.

6) Upcoming Meeting(s)

a) April 12, 2021 @ 12:00 PM.

7) Adjournment
The meeting adjourned at 01:12 PM.

Lorrie Bauer, Administrative Assistant

Urban Renewal Agency of the City of Twin Falls, ID
Profit & Loss
March 2021

			Mar 21
Ordinary Income/Expense			
Income			
Investment Income			396.98
Property Taxes			1,295.22
Rental Income			2,333.33
Total Income			4,025.53
Gross Profit			4,025.53
Expense			
RAA 4-1			
City Property Expense			
Commons (129 Hansen) & Main	500.85		
Bowyer Park (122 4th Ave S)	11.48		
Total City Property Expense		512.33	
Other Properties/Projects		16,494.65	
Total RAA 4-1			17,006.98
Bond Trustee Fees			3,000.00
Debt Payments - Interest			324,087.50
Debt Payments - Principal			370,000.00
Legal Expense			9,172.50
Meeting Expense			138.66
Office Expense			172.30
Total Expense			723,577.94
Net Ordinary Income			-719,552.41
Net Income			**-719,552.41**

Urban Renewal Agency of the City of Twin Falls, ID
P&L Over (Under) Budget - YTD
October 2020 through March 2021

	Oct '20 - Mar 21	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Contributions	118,921.37			
Investment Income	4,048.36	105,200.00	-101,151.64	3.8%
Other Income	0.00	150,000.00	-150,000.00	0.0%
Property Taxes	5,539,309.36	7,718,000.00	-2,178,690.64	71.8%
Rental Income	11,999.98	15,996.00	-3,996.02	75.0%
Total Income	5,674,279.07	7,989,196.00	-2,314,916.93	71.0%
Gross Profit	5,674,279.07	7,989,196.00	-2,314,916.93	71.0%
Expense				
General Development Projects	0.00	1,928,616.00	-1,928,616.00	0.0%
RAA 4-1				
City Property Expense				
Commons (129 Hansen) & Main	4,413.78			
Bowyer Park (122 4th Ave S)	57.69			
Total City Property Expense	4,471.47			
Youth Ranch (160 Main Ave S)	377,739.42			
Downtown Development	54,906.05			
Other Properties/Projects	16,494.65			
RAA 4-1 - Other	0.00	699,367.00	-699,367.00	0.0%
Total RAA 4-1	453,611.59	699,367.00	-245,755.41	64.9%
RAA 4-3 (Chobani)				
Debt Pay. (Chobani) Interest	0.00	1,514,313.00	-1,514,313.00	0.0%
Debt Pay. (Chobani) Principal	0.00	2,240,687.00	-2,240,687.00	0.0%
Total RAA 4-3 (Chobani)	0.00	3,755,000.00	-3,755,000.00	0.0%
Bond Trustee Fees	3,000.00	5,000.00	-2,000.00	60.0%
Community Relations & Website	0.00	500.00	-500.00	0.0%
Debt Payments - Interest	366,313.45	743,833.00	-377,519.55	49.2%
Debt Payments - Principal	370,000.00	2,925,000.00	-2,555,000.00	12.6%
Dues and Subscriptions	4,600.00	5,000.00	-400.00	92.0%
Insurance Expense	0.00	7,000.00	-7,000.00	0.0%
Legal Expense	32,231.63	30,000.00	2,231.63	107.4%
Management Fee	208,000.00	208,000.00	0.00	100.0%
Meeting Expense	562.53	1,500.00	-937.47	37.5%
Miscellaneous	0.00	500.00	-500.00	0.0%
Office Expense	410.41	500.00	-89.59	82.1%
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	60.84			
Repairs and Maintenance	66,880.00	66,880.00	0.00	100.0%
Total Expense	1,505,670.45	10,389,196.00	-8,883,525.55	14.5%
Net Ordinary Income	4,168,608.62	-2,400,000.00	6,568,608.62	-173.7%
Other Income/Expense				
Other Income				
Transfers In	0.00	4,346,113.00	-4,346,113.00	0.0%
Transfers Out	0.00	-4,346,113.00	4,346,113.00	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	**4,168,608.62**	**-2,400,000.00**	**6,568,608.62**	**-173.7%**

Twin Falls Urban Renewal April 2021 Accounts Payable

4507	3/8/2021	138.66	Great Harvest Bread Company	Meeting Expense	General	Lunch for 20210308 Meeting
4508	3/15/2021	-	Void			
4509	4/7/2021	726.75	Consolidated Electrical Dist.	Commons (129 Hansen) & Main	RAA 4-1(Original)	Digital Timer for Main Ave Street Lights / #88201000022
4510	4/7/2021	5,045.00	Elam & Burke	Legal Expense	General	Professional Fees for misc tasks / #189730
4510	4/7/2021	90.00	Elam & Burke	Legal Expense	RAA 4-1(Original)	Professional Fees for 160 Main tasks / #189731
4511	4/7/2021	5,113.92	Garcia Land Surveying, LLC	Professional Fees	General	Washington St S URD Survey / #2020-132
4512	4/7/2021	11.01	Idaho Power	Bowyer Park (122 4th Ave S)	RAA 4-1(Original)	Power for #2220512228 for 20210309
4512	4/7/2021	230.65	Idaho Power	Commons (129 Hansen) & Main	RAA 4-1(Original)	Power for #2224040226 for 20210309
4513	4/7/2021	140.18	Intermountain Gas Company	Commons (129 Hansen) & Main	RAA 4-1(Original)	Gas for #73747812375 for 20210318
4514	4/7/2021	435.02	JUB Engineers, Inc.	Professional Fees	RAA 4-1(Original)	125 Main Ave - Water Model / #0137706
4515	4/7/2021	97.95	PMT	Commons (129 Hansen) & Main	RAA 4-1(Original)	Broadband Services for 85403-2 for April
4516	4/7/2021	500.00	City of Twin Falls	Office Expense	General	Reimbursement for new bank account transition

THE URBAN RENEWAL AGENCY OF THE CITY OF TWIN FALLS

Date: Monday, April 12, 2021

To: Urban Renewal Agency of the City of Twin Falls

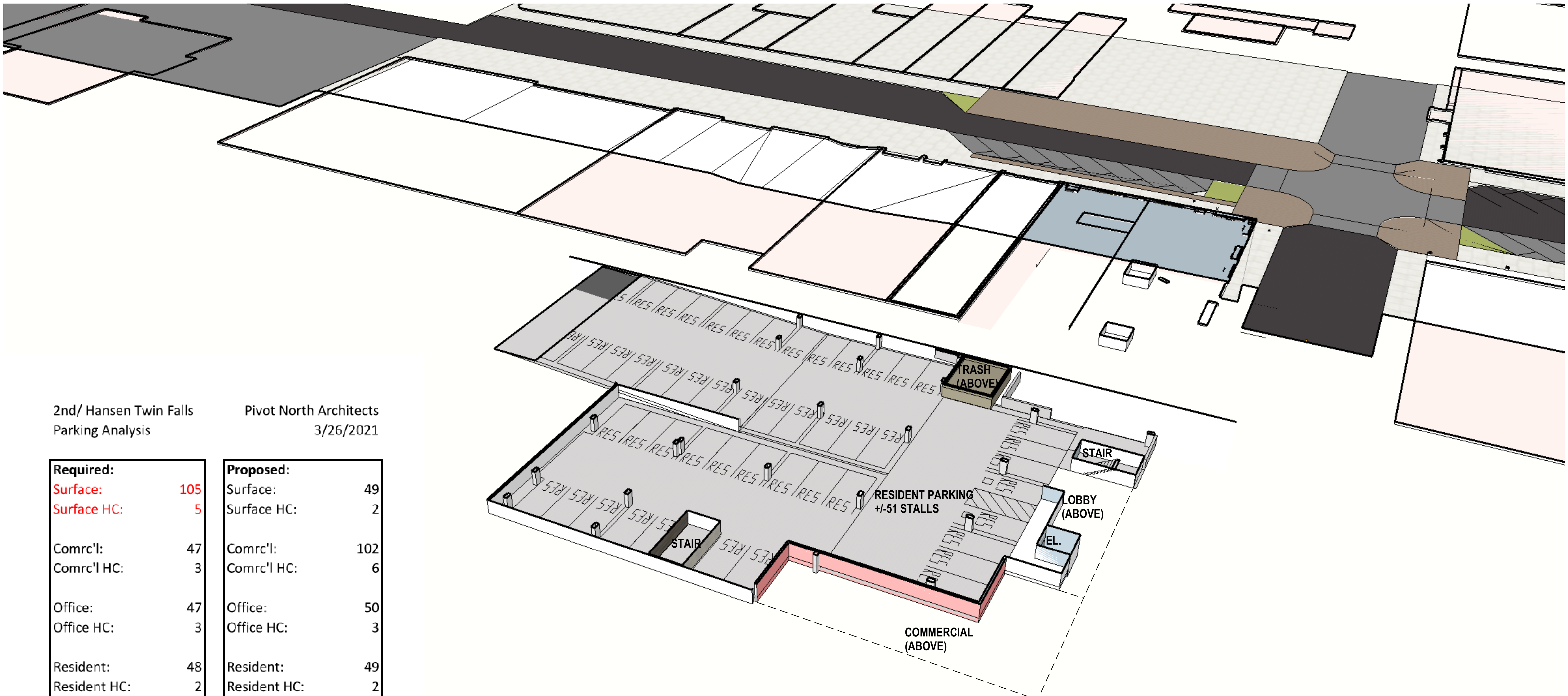
From: Travis Rothweiler, City Manager

Executive Director's Report

Staff has been meeting regularly with the Galena Fund and OneSixty Main, LLC to negotiate deal points for the mixed-use parking structure planned for the corner of 2nd Ave S and Hansen St, just south of 160 Main. Attached are the most recent concept plans for the project. The plan includes three levels of parking with ground-level corner retail space, amenity space, and four stories of residential. The next step is to work with the City of Twin Falls to determine the appropriate approval process and ownership structure.

Attachments**:**

1. 21-0326_2nd Hansen 56 du concept
2. 2021_0330_2nd Hansen Section



2nd/ Hansen Twin Falls
Parking Analysis

Pivot North Architects
3/26/2021

Required:		Proposed:	
Surface:	105	Surface:	49
Surface HC:	5	Surface HC:	2
Comrc'l:	47	Comrc'l:	102
Comrc'l HC:	3	Comrc'l HC:	6
Office:	47	Office:	50
Office HC:	3	Office HC:	3
Resident:	48	Resident:	49
Resident HC:	2	Resident HC:	2
Total:	**260**	**Total:**	**263**

*Existing on site, verify

CONCEPT VIEW - LEVEL 1

02

03.26.2021

2nd & Hansen

2nd & Hansen St., Twin Falls, ID 83301
PNa JOB # 20-0XX

PIVOT NORTH
architecture

03

CONCEPT VIEW - LEVEL 2

03.26.2021

2nd & Hansen

2nd & Hansen St., Twin Falls, ID 83301
PNa JOB # 20-0XX

PIVOT NORTH
architecture

CONCEPT VIEW - LEVEL 3

04

03.26.2021

2nd & Hansen

2nd & Hansen St., Twin Falls, ID 83301
PNa JOB # 20-0XX

PIVOT NORTH architecture

05

03.26.2021

CONCEPT VIEW - LEVEL 4

2nd & Hansen

2nd & Hansen St., Twin Falls, ID 83301
PNa JOB # 20-0XX

PIVOT NORTH
architecture

06

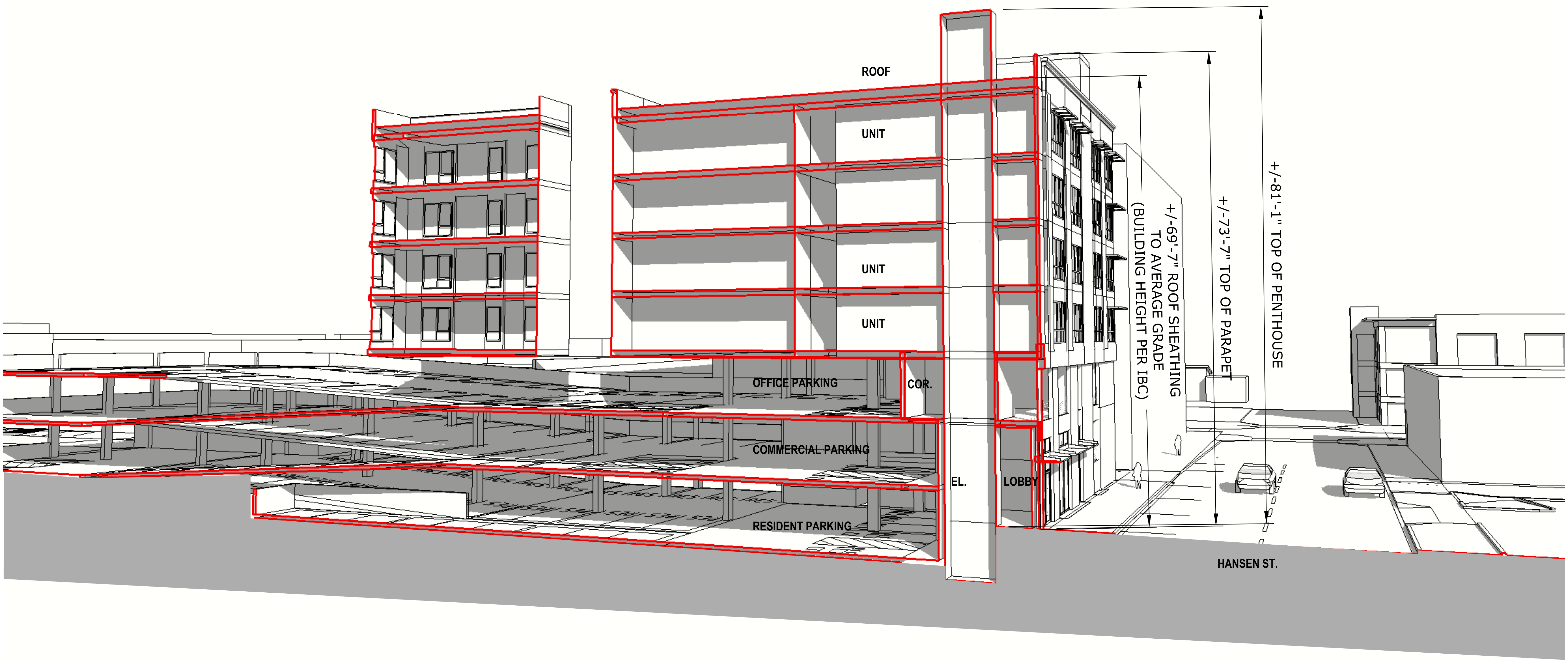
CONCEPT VIEW - OVERALL

03.26.2021

2nd & Hansen

2nd & Hansen St., Twin Falls, ID 83301
PNa JOB # 20-0XX

PIVOT NORTH
architecture



SECTION THROUGH HANSEN ST.

2nd & Hansen

2nd & Hansen St., Twin Falls, ID 83301
PNa JOB # 20-0XX

PIVOT NORTH architecture

THE URBAN RENEWAL AGENCY OF THE CITY OF TWIN FALLS

Date: Monday, April 12, 2021

To: Urban Renewal Agency of the City of Twin Falls

From:

ACTION ITEM

Request:

Consideration of a request to enter into an exclusive right to negotiate with Sean & Anna Kuntz for the transfer of Agency owned property generally located at 282 Victory Ave for development.

Background:

In December 2018, staff published a Request for Proposals (RFP) to acquire 0.532 acres of Agency owned property generally located at 282 Victory Ave in Twin Falls. The property is a vacant parcel, outside of the Urban Renewal District and any Revenue Allocation Area. It is a narrow, oddly shaped parcel adjacent to Rock Creek, the rear portion of which has some issues with slope.

In January 2019, Sean Knutz, owner of Electric One West in Twin Falls, responded to the RFP to acquire the site for the price of $100, and a commitment to build an addition to his current operations to the east, which would extend onto the property. With a vote of 5-1, the Board elected to accept the request. Conditions placed on the acceptance were that the property will be sold as-is, and Mr. Kuntz gets the necessary permits for construction of Phase 1 of his project prior to the transfer of the property by the Agency. The estimated cost of the expansion at that time was approximately $700,000.

It has now been two years since this original approval and Mr. Kuntz has made no application for construction approval. However, in an email this past month, Mr. Kuntz has stated that he is now ready to move forward with his project and is ready to enter an agreement to acquire the property.

The Board will need to decide if it wants to proceed with its acceptance of Mr. Kuntz's proposal, or if it wants to dispose of the property in another way. The property was appraised this past year at $40,000.

Approval Process:

A majority vote by the Board would carry the action that is put forth.

Budget Impact:

n/a

Regulatory Impact:

n/a

Conclusion:

Staff is in favor of the Board approving the agreement to begin formal discussions to develop a plan to improve the site per the submitted RFP.

Attachments:

1. Attachment 1 RFP
2. Attachment 2 Parcel

3. Attachment 3 RFP Response
4. Attachment 4 Construction Costs

REQUEST FOR PROPOSALS

ISSUED BY THE URBAN RENEWAL AGENCY OF THE CITY OF TWIN FALLS

FOR:	**The purchase of a vacant parcel of ground located generally at 282 Victory Avenue in Twin Falls, Idaho**
DEADLINE FOR SUBMISSION:	**January 15, 2019**
TO BE SUBMITTED:	**Nathan Murray, Executive Director** **Urban Renewal Agency of Twin Falls** **PO Box 1907** **Twin Falls, Idaho 83303**

1. Purpose

The Urban Renewal Agency of the City of Twin Falls ("URA"), an Independent Public Body Corporation and Politic, is soliciting proposals for the acquisition of 0.532 acre of vacant property located generally at 282 Victory Avenue in Twin Falls, Idaho.

The property is identified as: Parcel #RPT00107171841 Twin Falls Acres Inside, Tax #499, Exc Tax #1812 S1/2, NE, (17-10-17), (63-602A). The property is currently owned in fee simple by the URA. The property is currently zoned as M2 – Heavy Manufacturing.

2. Specifications and Scope

The URA is seeking a party to utilize the lot located at 282 Victory Ave in Twin Falls, Idaho for the purpose of redevelopment or expansion of a commercial use. The URA would like to see the development of the property for new professional office space, commercial warehouse space, and/or related or similar uses, with a goal of expanding existing business operations within the City of Twin Falls. Similarly, the new development could utilize the property to access expanded development occuring on an adjacent lot. Proposed development would require approval from the City of Twin Falls for any applicable building and zoning codes.

Goals of the URA are to help facilitate business growth, expand employment, increase the property tax base, and encourage high-quality development.

The URA is not aware of any environmental contamination or similar concerns with the site. The property is being sold as-is. Potential buyers will have the opportunity to inspect the site and perform their own due diligence analysis prior to a closing sale.

3. Submittal Requirements

To be considered, a sealed proposal must be submitted no later than 4:00 P.M. MDT on Friday, January 18, 2019, at which time the proposals will be publicly opened. An original proposal must be mailed or delivered to:

Urban Renewal Agency of Twin Falls
Attn: Nathan Murray
203 Main Avenue East (83301)
PO Box 1907
Twin Falls, ID 83303

The proposal must contain, but is not limited to, the following information:

a. Summary information of the proposed redevelopment of the site, including any site plans or rendering of the new development.

b. Total proposed payment (and terms, if any) of Respondent's offer to purchase.

c. Timeline of project to completion.

4. Basis for Selection

This RFP will be evaluated utilizing the criteria listed below:

a. Scope of development planned in order to utilize the lot.

b. Expedited timeline of development planned on the site.

c. Benefit to the taxpayers in the City of Twin Falls.

d. Benefit to the property owners and property values in the City of Twin Falls.

e. Certainty of Respondent to perform including timelines, occupant (owner or third-party tenant certainty) and financing ability.

f. Proposed purchase amount, if any.

The sale of the Property is subject to final approval of the URA Board. The URA reserves the right to reject any and all proposals, to make an award on the basis of suitability of purpose, or to accept a proposal based upon any other criteria that the URA believes to be in the best interest of the URA, its mission and its constituents.

After the URA has identified the proposal with the best value for the URA and its constituents, the URA shall have the right to negotiate with the Respondent over the final terms and conditions. These negotiations may include bargaining.

5. Public Records

The Twin Falls Urban Renewal Agency is a public agency. All documents in its possession are public records. Proposals are public records and will be available for inspection and copying by any person who requests the same, consistent with the Idaho Public Records Law. It is expressly understood that the URA will have no liability for the disclosure of any public information.

6. Questions

Questions regarding this RFP or the need for additional data or information should be submitted in writing by email to nmurray@tfid.org no later than 5:00 P.M. MDT on Tuesday, January 8, 2019.

Twin Falls County, Idaho Parcel In

Not secure | idahoparcels.us:8060/gm3/desktop/twinfalls.html#on=sketch/default;scalebar_feet/scalebar_feet;parcels/parcels;boundry/boundry;ags1/World_Imagery;openstreetmap/osm_mapnik&loc=0.29858214173896974;-12744278.722605392;5244...

TWINFALLS COUNTY, IDAHO PARCEL INFORMATION SYSTEM

Measure | Print | Identify | Select | Search Parcels | Search Lat & Long | Start Over

Catalog | Favorites | Visible | Super Tab

Identify Results

Features	Layers	Zoom to results
1	2	

Details | Values | Taxing Districts | Google

Print Page

Parcel Number: RPT00107171841

Situs Address:
Situs Zipcode: 0
Homeowner Name: URBAN RENEWAL AGENCY OF THE
Homeowner Address: P O BOX 1907
Homeowner Address:
Homeowner City: TWIN FALLS
Homeowner State: ID
Tax Code Area: 1.00000000000e+04
Deed(s): , 00-011450, 00-009461, 91-005544, 240-896,
Legal(s): TWIN FALLS ACRES INSIDE, TAX #499, EXC TAX #1812 S1/2, NE, (17-10-17), (63-602A),
Total Acres: 0.532

WELCOME TO THE NEW MAPPING SYSTEM. HELP DOC IS LOCATED AT TOP RIGHT, DID YOU KNOW THAT YOU CAN EXPORT THE MAP AS A PDF AND BRING INTO THE AVENZA MAPS APP ON YOUR MOBILE!

3.2.2-for_Idaho **X,Y** -12744316.0, 5244912.0 **USNG** 11T QH 0653 1478 **Lat,Lon** 42.558, -114.484

electric one west

268 VICTORY AVE
TWIN FALLS, ID 83301
208.735.9578

To: City of Twin Falls Economic Development Director

ATTN: Nathan Murray, Executive Director

RE: Proposal for Property Located at 282 Victory Ave, Twin Falls, Idaho 83301

Nathan, this proposal is to acquire the property at 282 Victory Ave, also known as Parcel # RPT00107171841-Tax # 499 EXC Tax # 1812 S 1/2 NE, (17-10-17), (63-60ZA). 0.532 acre of vacant property.

Sean Knutz and Anna Knutz are owners of Rock Creek Rental Properties and Balanced Rock Electric Doing Business as Electric 1 West INC. The reason for our interest in the property described above is to be able to expand our business, and be able to increase employment. Our existing office and shop are located at 268 Victory Ave (the property to the east and adjacent to the property described above).

Balanced Rock Electric started business in March 1998 in Castleford Idaho. In September 2000 we purchased the 268 Victory property and built the original 5,000 sq. ft building, consisting of 1600 sq. ft offices and 3400 sq. ft of shop and warehouse space. In 2008, we added 2700 sq. ft for truck and equipment parking. As of 2018 we are running out of office space and equipment storage once again.

electric one west

268 VICTORY AVE
TWIN FALLS, ID 83301
208.735.9578

We have been working with architect Colby Ricks and Michael Arrington (Starr Corp) trying to design more office space to our existing facility. The best design would be to expand to the west. The only problem is we don't have enough property for what we need to build to meet our needs.

If we can acquire the property described above, we would utilize it by building a 4,800 sq. ft 2 story office building. The office building would be scheduled to be built during 2019 (Phase 1). We would also be able to add 5 more truck and equipment bays (2,250 sq. ft) scheduled for 2021 (Phase 2).

The property described above is a narrow and long piece of property. It is roughly 40 feet wide by 265 feet long, of usable ground. The office and truck bays would extend onto the property approximately 20 feet. (Please see attached drafts for building costs and floor plans)

Proposed Purchase Amount $100.00

Proposed Time Line

2019
January 18 – February 1 Acquire Property
February 1 – March 25 Design & Engineering
March 25 – June 1 Twin Falls City Plan Review
June 3 – November 3 Start of Construction to Substantial Completion

Thank You for Your Consideration,

Sean and Anna Knutz

Starr Corporation
P.O. Box 46
Twin Falls, ID 83303-0046
(208) 733-5695

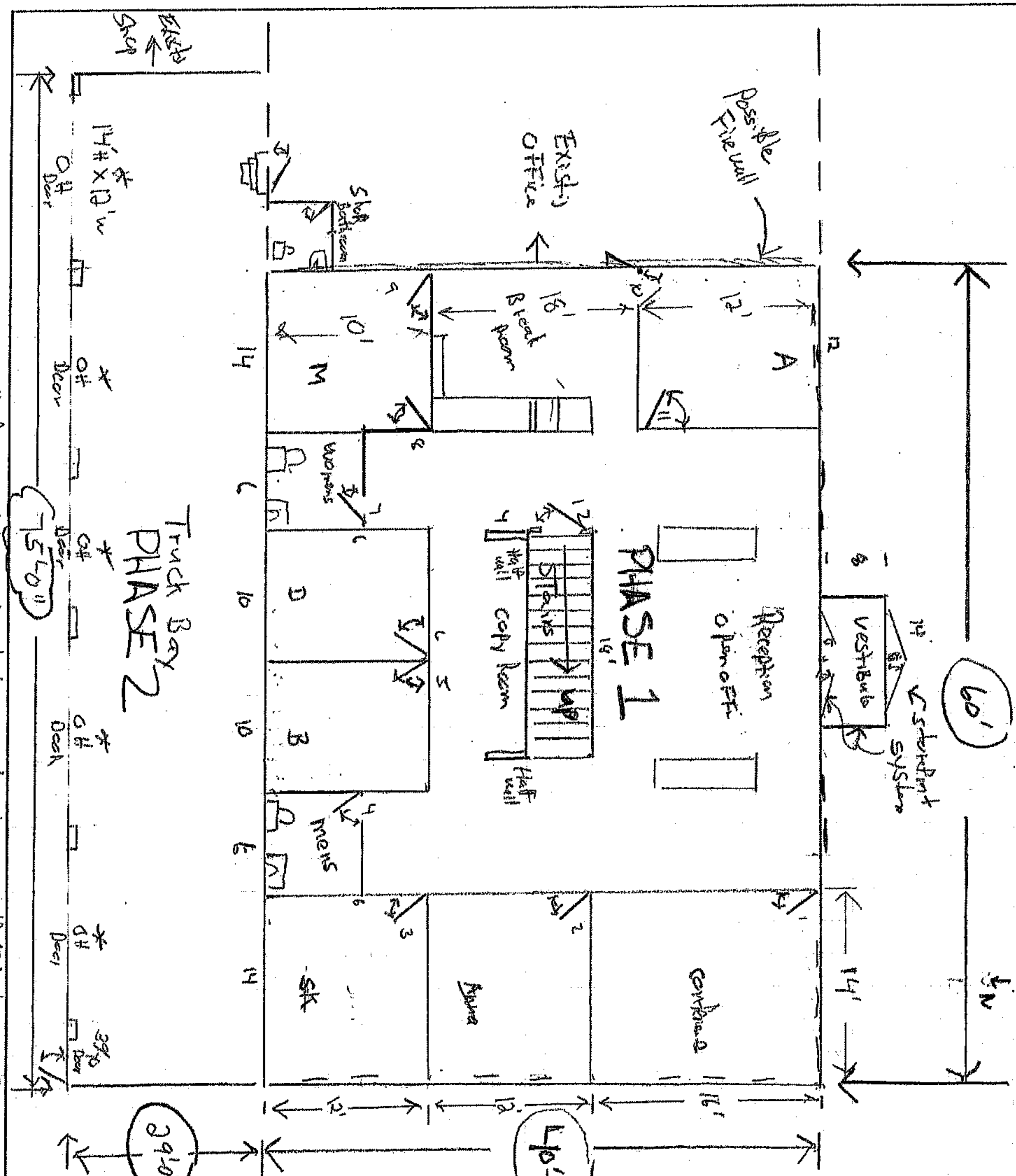
JOB ELECTRIC 1 EXPANSION

SHEET NO. ________ OF ________

CALCULATED BY ________ DATE ________

CHECKED BY ________ DATE ________

SCALE ________



Phase 1

E-1 Electric

Design Build Budget - Two Story Office
December 2018

Summary

01-General Conditions		$	38,210.00
03-Concrete		$	13,912.00
05-Metals		$	3,050.00
06-Woods and Plastics		$	108,242.00
07-Thermal and Moisture Protection		$	61,744.00
08-Doors and Windows		$	37,350.00
09-Finishes		$	80,169.00
10-Specialities		$	1,475.00
21-Fire Suppression		T.B.D.	
22-Plumbing			22,640.00
23-Heating, Ventilating & Air Conditioning			41,500.00
26-Electrical		By others	
32-Exterior Improvements		By others	
Project Contingency 10 % of the net cost		$	40,830.00
Over Head and Profit		$	36,747.00
Total		**$**	**485,869.00**
	4,800 SF	$	101.22

Exclusions:
Site work, excavation, backfill, selective demolition, saw cutting, landscaping, sewer connections, permit, impact fees, architectural & engineering by others

01-General Conditions

Description	Quantity	Unit		
Building Permit	1	LS	T.B.D.	
Impact Fees	1	LS	T.B.D.	
Project Manager	2	Mths	$	7,500.00
Project Superintendent	4	Mths	$	26,000.00
Architectural & MEP Engineering Fees	1	LS	T.B.D.	
On Site Office	2	Mths	$	840.00
Temp Toilets	4	Mths	$	420.00
Dumpster	1	LS	$	2,000.00
Special Inspections	1	LS	T.B.D.	
Truck & Equipment Fuel	1	LS	$	650.00
On going Clean up	1	LS	$	500.00
Private Under Ground Locates	1	LS	$	300.00

03-Concrete

Description	Quantity	Unit		
Excavation and Backfill, Including Fine Grading	1	LS	By others	
Cast In Place, Footings and Foundation Walls, Vestibule	36	CY	$	11,880.00
Cast In Place Reinforcement (Rebar)	1,074	SF	$	1,182.00
Misc. concrete accessories	1	LS	$	850.00

05-Metals

Description	Quantity	Unit		
Miscellaneous Trim Metals and Opening Wraps	1	LS	$	3,050.00

06-Woods and Plastics

Description	Quantity	Unit		
Wood framing, - 2-Story with crawl space, single sloped trusses	1	LS	$	88,803.00
Fire Wall Framing	1	LS	$	2,378.00
Wood window jamb wraps, wood wall cap, casing at windows, doors	1	LS	$	8,918.00
Stairway Handrails with brackets	1	LS	$	943.00
Cabinets, millwork package - Breakroom	32	LF	$	7,200.00

PHASE 2

E-1 Electric

Design Build Budget - Truck Shop
December 2018

Summary

01-General Conditions		$	21,460.00
03-Concrete		$	29,050.00
05-Metals		$	5,250.00
06-Woods and Plastics		$	42,188.00
07-Thermal and Moisture Protection		$	24,904.00
08-Doors and Windows		$	22,280.00
09-Finishes		$	3,104.00
10-Specialities		$	255.00
21-Fire Suppression		T.B.D.	
22-Plumbing			16,890.00
23-Heating, Ventilating & Air Conditioning			-
26-Electrical		By others	
32-Exterior Improvements		By others	
Project Contingency 10% of the net cost		$	16,539.00
Over Head and Profit		$	21,831.00
Total		**$**	**203,751.00**
	2,175 SF	$	93.68

Exclusions:
Site work, excavation, backfill, selective demolition, saw cutting, landscaping, permit, impact fees, architectural & engineering by others

01-General Conditions

Description	Quantity	Unit		
Building Permit	1	LS	T.B.D.	
Impact Fees	1	LS	T.B.D.	
Project Manager	1	Mths	$	3,750.00
Project Superintendent	2	Mths	$	13,000.00
Architectural & MEP Engineering Fees	1	LS	T.B.D.	
On Site Office	2	Mths	$	840.00
Temp Toilets	4	Mths	$	420.00
Dumpster	1	LS	$	2,000.00
Special Inspections	1	LS	T.B.D.	
Truck & Equipment Fuel	1	LS	$	650.00
On going Clean up	1	LS	$	500.00
Private Under Ground Locates	1	LS	$	300.00

03-Concrete

Description	Quantity	Unit		
Excavation and Backfill, Including Fine Grading	1	LS	By other	
Shop: Cast In Place, Footings, Foundation walls, Slab, reinforcement	70	CY	$	29,050.00
Approach Pad at OH doors at Shop 7-6" x 75"	8	CY	Included	
Misc. concrete accessories	1	LS	Included	

05-Metals

Description	Quantity	Unit		
Pipe Bollards (match existing)	10	EA	$	3,750.00
Miscellaneous Trim Metals and Opening Wraps	1	LS	$	1,500.00

06-Woods and Plastics

Description	Quantity	Unit		
Wood framing, with BCI roof joist, ply top & bottom of joist, wall ply	1	LS	$	40,688.00
RTU wood framed platform	1	LS	$	1,500.00

THE URBAN RENEWAL AGENCY OF THE CITY OF TWIN FALLS

Date: Monday, April 12, 2021

To: Urban Renewal Agency of the City of Twin Falls

From: Ken Fitzgerald, Project Contractor

ACTION ITEM

Request:

Consideration of a request to spend up to $14,858.80 to upgrade alleyway utilities to support the development of the property at 129 Main Ave W.

Background:

The owner of 129 Main Ave W. is remodeling their existing facility to include, among other things, three new residential units and space for a new restaurant. As a result of these improvements, the developer is required to update three existing sewer lines at a cost of $11,928.80, and create a new water tap at a cost of $2,930.00. Attached are quotes for the work to be performed.

The developer is asking the Agency to help pay for these infrastructure improvements, which are located in a public right-of-way, to off-set an expense that helps support the investment and redevelopment within RAA #4-1. These improvements would also help support new residential in downtown which has been a goal of the Agency.

The contractor for the project, Ken Fitzgerald, will be presenting plans for the building and the work that has been completed so far which is estimated at approximately $500,000.

Approval Process:

A majority vote by the Board would authorize the motion that is put forth.

Budget Impact:

Reimbursement to the developer would come from the budget for RAA #4-1.

Regulatory Impact:

n/a

Conclusion:

The request is for qualifying infrastructure improvement expenses that aid and support growth within the City's Downtown and RAA #4-1. Staff recommends approval for the installation of these new utilities.

Attachments:

1. Attachment 1 Sewer
2. Attachment 2 Water

PROPOSAL

Idaho Plumbing Solutions

3694 N 4425 E
Murttaugh, ID 83344
(208)410-7723
IdahoPremierBuilders@gmail.com

PROPOSAL NO.	1308
DATE	February 16, 2021
CUSTOMER ID	N/A
EXPIRATION DATE	**N/A**

TO

Wesle, LLC
125 Main Avenue W.
Twin Falls, ID 83301
(208)420-7000

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
Tim Stastny	Sewer Repair Under Alleyway	N/A	N/A

QUANTITY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1.00	Proposal for Complete Sewer Repair Under Alleyway From Building to Taps	$11,928.80	$11,928.80
	Locate & Uncover three sewer lines as they exit building at alleway.		
	Sawcut Concrete allowing excatation of at one location at West end of bldg		
	Remove all necessary existing fittings and attach new PVC Fittings at		
	building entrypoint for each sewer line.		
	Install CIPP Liner on each of the three sewer lines exiting the building,		
	into the City Sewer Tap for each location.		
	Total linear feet of lining approximately 50 feet.		
	Includes ALL parts & labor, installation & cleanup of site. Site will be ready		
	for plumbing attachments inside the building.		

SUBTOTAL	$ 11,928.80
SALES TAX	
TOTAL	**$ 11,928.80**

Invoice prepared by: Chad Montgomery

This is an Invoice for the services and items named above, subject to the conditions noted below:
(Describe any conditions pertaining to these prices and any additional terms of the agreement.
You may want to include contingencies that will affect the Invoice.)

THANK YOU FOR YOUR BUSINESS!

Engineering Department 203 Main Ave. East Twin Falls, Idaho 83301 Phone: (208) 735-7248

2021 WATER CONNECTION FEES

SERVICE LINE INSTALLATION FEES:

These are connections to live water mains and extended for the single dwelling home owner, not for developers of multiple lot subdivisions. Tapping is done by City crew and City provides the materials for service line installation from the mainline tap up to and including the meter. The standard size tapping connections and the fee for the City to construct all or any portion of a standard connection size service line, fifty (50) foot or less in length shall be as follows:(This fee includes permit, tap fees & meter fees.)

Service Size	Service Line, Meter & Installation Fee
1″	$1,935.00
1 ½″	$2,930.00
2″	$3,412.00

Fees for service size larger than 2″ shall be determined by the City Engineer.

PERMIT TAP FEES:

These are connections to dry lines. These fees are for all services in any subdivision platted after 7-1-14. The standard size tapping connections and the fee for processing the application shall be as follows:

Service Size	Permit Tap Fee
1″	$55.35
1 ½″	$55.35
2″	$55.35

Fees for service size larger than 2″ shall be determined by the City Engineer.

METER FEE:

These are fees for the meter and meter placement by City crew. Meter fees are to be paid at the time of building permit. The standard size meter and meter set fees shall be as follows:

Meter Size	Meter & Installation Fee
1″	$333.08
1 ½″	$670.08
2″	$839.52

Fees for service size larger than 2″ shall be determined by the City Engineer.

MAIN LINE CONNECTION FEES:

These are connections to live water mains, tapping is done by City crew and owner provides materials. The standard sizes and the fees for processing the application and tapping the public water main shall be as follows:

Connection Size	Main Line Connection Fee
1″	$150.00
1 ½″	$150.00
2″	$150.00
4″	$1,233.99
6″	$1,395.70
8″	$1,863.47
10″	$2,635.12
12″	$4,069.89

EFFECTIVE DATE: December 14, 2020

THE URBAN RENEWAL AGENCY OF THE CITY OF TWIN FALLS

Date: Monday, April 12, 2021

To: Urban Renewal Agency of the City of Twin Falls

From: Phil Kushlan, Kushlan Associates

DISCUSSION

Request:

Discussion regarding the creation of a new Revenue Allocation Area (RAA).

Background:

For the past several months, the URA of Twin Falls has discussed the possible formation of new districts to further support growth in the Old Towne area of Twin Falls. In March 2021, the Board instructed Kushlan Associates to perform a preliminary analysis of potential areas for consideration by the Board, as well as comparing the benefits of creating a new district at the expiration of Area #4-1 or de-annexation. Attached to this report is a Memo prepared by Kushlan Associates that considers four possible boundaries for a new district, and their process for approval. Each is analyzed against the State requirements for creating a new district, as well as compatibility with the City's Comprehensive Plan.

Idaho Urban Renewal Law states that a formal Eligibility Study should be conducted for the establishment of new Revenue Allocation Areas so that the local Agency and City Council will consider current information on which to exercise their discretion. The Board needs to decide if any of the areas outlined in the Memo present a high enough priority for a district, and if it would like to engage Kushlan Associates to prepare an Eligibility Study.

Since ultimate approval for a new district lies with the Twin Falls City Council, it would be important to understand their preference, as well as timing for the adoption of a new area. Legal Counsel for the Agency has prepared a timeline for the approval process.

Approval Process:

No formal approvals are needed at this time.

Budget Impact:

For recent surveys, $7,500 for the eligibility report and $10,000 for the feasibility study were spent from the professional services budget.

Regulatory Impact:

n/a

Conclusion:

Staff recommends moving forward with an eligibility report for Old Towne 2 as outlined in the Memo prepared by Kushlan Associates for a new URD to be created at the expiration of RAA #4-1.

Attachments:

1. TFURA Memo 3~30~21 w timelines
2. TFURA_2021 New Plan
3. TFURA_Deannexation and New Plan Timeline

Memorandum to:	Travis Rothweiler, City Manager
	Rudy Ashenbrener, Chair, Twin Falls Urban Renewal Agency
From:	Phil Kushlan, Kushlan | Associates
Subject:	Potential New Urban Renewal Districts
Date:	March 23, 2021

During the regular meeting of the Twin Falls Urban Renewal Agency (TFURA) held on March 8, 2021, I was requested by the Board of Commissioners to conduct a preliminary analysis of a potential new district or districts to consider upon the termination of the existing urban renewal district (District 4-1). My review was to be presented to the TFURA Board at their meeting scheduled for April 12, 2021.

As we discussed during the March 8 meeting, we agreed to preliminarily review the creation of a new district in an area generally located west of Shoshone Street, south of 3rd Street and north of Rock Creek. This area is located outside the boundaries of the current district (4—1). To assist in differentiating the potential districts I will designate this area as Old Towne West.

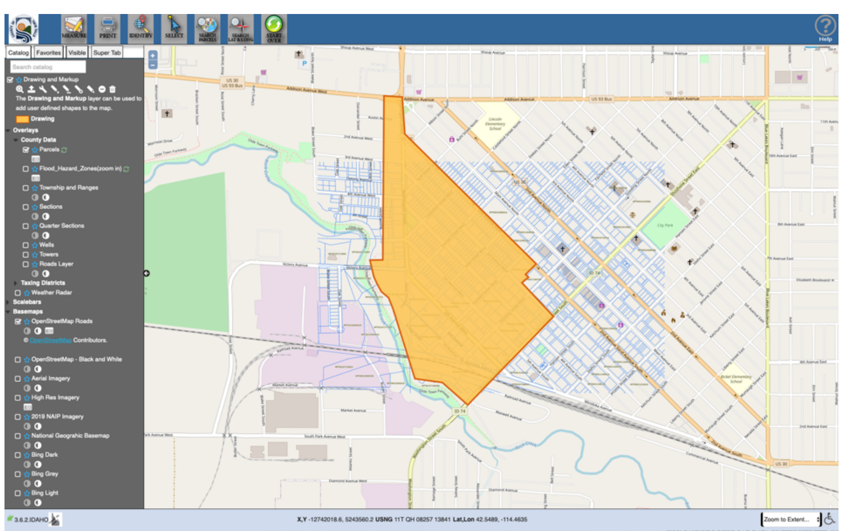
A second district was requested that would overlay a portion of the existing 4-1 district to be established upon the termination of the current district in 2022. Given that, due to the Idaho property tax structure, the final allocation of incremental revenue will be paid to the Agency in 2023, we suggest the new district replacing District 4-1 be made effective in 2023.

Finally, we were requested to consider the establishment of a district located around the former Twin Falls County Hospital Site on Addison Avenue.

The report on our analysis is presented below.

<u>Old Towne West</u>

The area I have designated Old Towne West is depicted preliminarily in the map below:



While the specific boundaries should be considered preliminary at this time, my recommendation is based upon the following factors. First, the area abuts, but does not overlap the existing Area 4-1 District. The irregular boundary west of Shoshone Street and north of 3rd reflects the adjacency with 4-1. Next, the area is officially designated as "Downtown – High Density Residential" in the City's Comprehensive Plan. While much of the area is currently zoned Commercial: Central Business District, other parts located closer to Rock Creek and Shoshone Street are zoned either MH Manufacturing – Heavy, CH Commercial – Highway, or OS, Open Space. Title 10 of the Twin Falls City Code states the purposes of these zoning categories.

> **10-4-7.1: PURPOSE: Central Business District**
> This district is intended to provide for commercial activities of various sizes from large retail stores to small specialty shops with residential opportunities for persons wishing to work and live in a unified environment. (Ord. 2526, 5-20-1996)
>
> **10-4-10.1: PURPOSE: Manufacturing - Heavy**
> This district is intended to provide industrial users ample room in the city to develop and expand without encroachment by noncompatible uses. (Ord. 2526, 5-20-1996)
>
> **10-4-8.1: PURPOSE: Commercial - Highway**
> This district is intended to provide for commercial activities of various sizes from large malls to small shops, fast food restaurants and tourist accommodations. This district is designed for application on major streets or portions thereof. (Ord. 2526, 5-20-1996)
>
> **10-4-11.1: PURPOSE: Open Space**
> This District is intended to protect canyon areas and to provide open space for passive and active recreation.

As you can see, more intensely zoned properties (MH and CH) appear incompatible with the vision expressed by the City in the adoption of their Comprehensive Plan. The adoption of an urban renewal plan for the area would have to be consistent with the Comprehensive Plan as required by State Law and would facilitate the implementation of that vision.

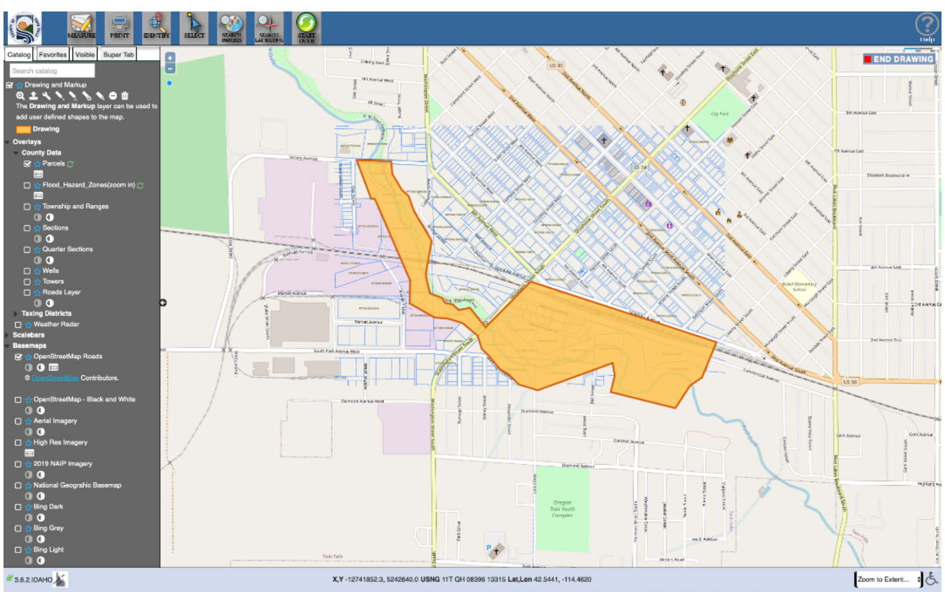
I did not extend the proposed district beyond Second Avenue West even though the Comprehensive Plan designation continues to Addison. Properties beyond this limit are occupied primarily by single family residences, many of which are owner occupied thereby limiting their capacity to generate incremental revenue due to the existence of the Homeowners' Property Tax Exemption that currently excludes 50% of the value of such properties (up to $100,000) from the property tax levy. A similar condition exists between 2nd West and 4th, but that area is more impacted by historic commercial and industrial uses. While these properties are currently being used as single-family residences, they are zoned CB – Commercial: Central Business District.

Additionally, I included those areas where there has been dialogue about certain infrastructure needs as well as Rock Creek, a highly valued community asset. Discussions have been on-going about the negative impact of "The Seconds" on creating the pedestrian friendly, walkable urban environment in Downtown Twin Falls. One solution suggested has been to reroute US 30 down Washington and along 6th to Minidoka removing the high-capacity facility from the center of downtown. Including this potential transportation corridor in an urban renewal district could assist in the implementation of a solution should that ultimately be chosen as a preferred option.

Sewer collection capacity in this area has proven to be a limiting factor in new development.

Old Towne West - Option A

TFURA has recently received interest in the private development of certain parcels currently under their ownership located within the boundaries of District 4-1. With limited time remaining before the termination of that district, the Agency's ability to assist in any development activity is truncated. The establishment of a new district to replace 4-1 is most likely one or two years away. If the Board of Commissioners would like to see more aggressive activity in the area along Rock Creek, you might want to consider de-annexing part of the current district and including that area within the boundaries of the new Old Towne West District. We may want to look at the potential of removing the area south of the railroad tracks and including the parcels located within the Rock Creek Canyon for inclusion in the new district. Such a configuration could look somewhat like the area depicted below:



Should the Board determine de-annexation is a path they would like to pursue, the process for de-annexation would need to be completed before the 4th Monday of July, or

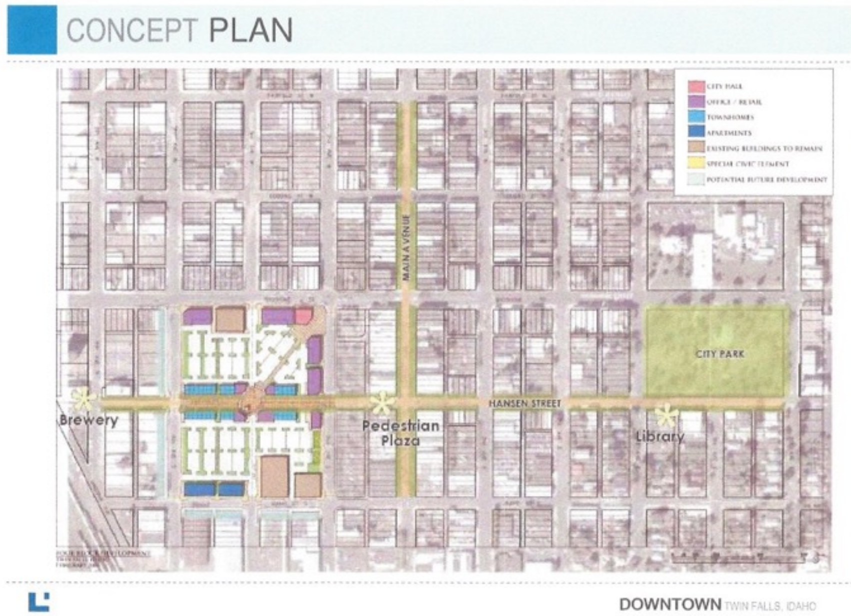
July 26, 2021, due to the Idaho property tax structure and Idaho Tax Commission regulations.

Old Towne 2

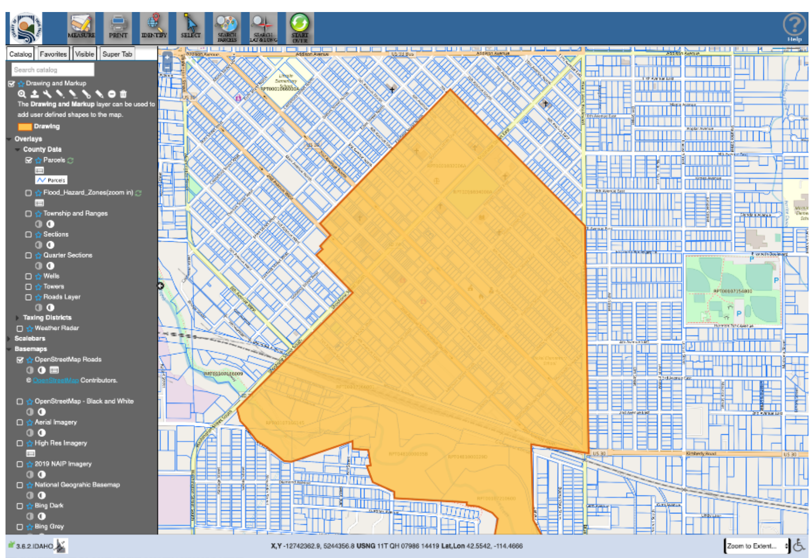
This district is suggested to be analyzed as a replacement of parts of the current Area 4-1 that currently extends a substantial distance east of downtown and is set to terminate in 2022. When the existing district closes, the accumulated incremental value of the district will be released back onto the general tax rolls to the benefit of the districts levying property taxes within the district. At that time, a new district may be created over some or all of the previous district as long as the criteria are met for the creation of a district under state law. While much has been done to improve conditions within the current district, a quick “windshield survey” of the area suggests that more needs to be done.

As in Old Towne West, a new district would need to respond to the City’s adopted Comprehensive Plan which envisions a high-density urban environment as well as other planning efforts that have been focused on the area. While the current district extends far beyond the downtown area to the east, we believe it is important to focus on the downtown, leveraging the public and private investments made thus far to bring the ultimate vision to reality.

One document that informs the current effort is the work done for the City and the Agency by the Leland Consulting Group in 2008. Much of the work identified in that plan has been accomplished; primarily the Agency’s recent improvements to Main Avenue. The overall Concept Plan, presented below, also called for an enhanced connection from Rock Creek to the City Park along Hansen Street.



Our suggestion for Old Towne 2 provides for a focus on the work yet to be accomplished in the Old Towne area, expands that area to the east as far as Blue Lakes and north to include the City Park as well as the Clinic property that may benefit by the tools available in the TFURA toolkit. A depiction of what those boundaries might look like is provided below.



Addison Avenue

We were also requested to look at the potential for creating a district along Addison Avenue. We looked at the area near the former Twin Falls County Hospital complex where there had been some interest expressed in the past.

We again based our review on the City's Comprehensive Plan. That document calls for a mixed-use environment along the frontage of Addison Avenue apparently encompassing the County-owned property. As you know the County has converted much of that site to County administrative uses and private redevelopment appears unlikely in the foreseeable future. There are several large privately owned parcels north the County holdings, but the Comprehensive Plan calls for low-density residential development to occur there. Such a development pattern would most likely not produce sufficient incremental revenue to support any meaningful Agency investment there. Any development proposal other than the type designated in the Comprehensive Plan would have to go through a time-consuming Plan Amendment process as State law requires that the City's Planning and Zoning Commission must make a finding that the proposed Urban Renewal Plan is consistent with the Comprehensive Plan before the City Council can consider the adoption of any such plan brought forward for their consideration.

Given the fact that there is no current interest expressed for development in the area and there is a maximum 20-year life for any newly created district and that any time extension is expressly prohibited by State statute, we believe that moving forward with a district in this area at this time is not warranted.

<u>Summary and Recommendation</u>

Ideally, given the fact that the ultimate decision regarding the creation of a new urban renewal district lies with the Twin Falls City Council, it would be good to have a conversation between the City Council and the TFURA Board to ensure that body would entertain your recommendation once formally referred to them. Since there is no immediate development pressure forcing quick action, there would likely be time for this conversation to be held. One caveat would be the potential de-annexation of parcels from the existing District 4-1 which would need to be fully accomplished on a very tight time frame.

So, in response to the Board's inquiry from March 8th, it would be reasonable to move forward with the establishment of a new district west of Shoshone Street (Old Towne West) in the immediate future. A decision would need to be made regarding the inclusion of those properties between the railroad tracks and Rock Creek, necessitating the de-annexation process for those parcels currently included in 4-1.

Subsequent to your consideration of Old Towne West, move forward with the process to establish a redefined Old Towne 2 to come into effect coincidentally to the termination of District 4-1 and defer action on the potential Addison District until there is more defined development interest in the area.

Meghan Conrad has prepared a timeline for processing both the de-annexation of properties from 4-1 as well as one for the establishment of a new district (Old Towne West) to provide a clear picture of the tasks and time involved. You will see that the timeline for consideration of the de-annexation is extremely tight given the legal deadlines in late July. The process for the new district runs through the end of the calendar year but still is aggressive. These factors need to be taken into account as the Board considers these options.

We will, of course, be on hand at your April 12th meeting to answer any questions that you might have to support your deliberations.

TFURA
TIMELINE FOR CONSIDERATION AND APPROVAL
OF NEW PLAN AREA

PUBLIC MEETINGS ARE HIGHLIGHTED

	TASK – NEW PLAN	**NOTES RE: NEW PLAN**	**Responsible Party**
April 12, 2021	Identify geographic area to be reviewed for eligibility		Agency Board/PK
	Retain consultant to prepare eligibility report		
	Work on map to be included with the eligibility report		PK
	Obtain values: base values for existing RAAs and the new area and current values for the City		PK
May/June 2021	Eligibility report drafted		PK
Mon., July 5, 2021 **Board packet deadline Wed., July 7, 2021*	Prepare Agency resolution approving the eligibility report		E&B
Mon., July 12, 2021	Agency Board approves the eligibility report		
	Prepare City Council resolution approving the eligibility report		E&B/City Attorney
Mon., July 26, 2021	City Council approves eligibility report		
Aug.-Sept. 2021	Work on drafting the new plan		E&B/PK
	Outreach with property owners/developers and other interested parties including taxing entities on the content of the new urban renewal plan		TFURA Administrator
	Identify/retain consultant to prepare RAA boundary map		TFURA Board

	and legal description		
	Preparation of boundary map and legal description		Retained Surveyor
	Identify/retain consultant to prepare the economic feasibility study		PK
	Preparation of Attachment 5 [economic feasibility study] for new plan: +Identify/confirm the overlapping/affected taxing districts +Identify/confirm levy rates +Identify/confirm assessed values for City and the RAA [10% limitation] +Prepare TIF revenue projections (including estimates of levy rate and area assessed values) +Identify projects/expenses		PK
	Continue to work on drafting the new plan		E&B/PK
Mon., Sept. 6, 2021 ***Bd packet deadline Wed., Sept. 8, 2021***	Distribution of rough draft of the urban renewal plan to the Agency Board - Continue to conduct outreach with interested parties including taxing entities on the content of the Plan; - Schedule Work Session with Agency Board to review Plan - Work on finalizing map/legal - Work on finalizing plan exhibits/economic feasibility study		E&B/TFURA Staff

	Submit draft boundary map/legal description of the boundary of the RAA to the State Tax Commission and County Assessor for preliminary review and tentative approval		E&B
Mon., Sept. 13, 2021	Agency meeting – work session to review the plan		
TBD	City Council work session to review the plan	Consider 9/20 or 9/27?	
	Revise plan to incorporate comments from the work session(s)		E&B/PK
Fri., Oct. 1, 2021	Prepare Agency Resolution to approve the plan		E&B
Mon., Oct. 4, 2021 ***Board packet deadline Wed., Oct. 6, 2021***	Deliver final draft of the plan and resolution to Agency for consideration		E&B/TFURA Staff
Wed., Oct. 6, 2021	Prepare letter from Agency to City formally submitting Plan to the City		E&B/City Attorney
	Prepare public hearing notices. Notices shall state time, date, place, purpose of the hearing, and map/boundary descriptions		E&B/City Attorney
	Prepare transmittal letters from the City to overlapping taxing districts	Idaho Code 50-2906(3)	E&B/City Attorney
	Send draft legal descriptions/maps to Jeff Servatius at Tax Commission		E&B
Tues, Oct. 12, 2021	Agency board meeting to consider the Plan for approval		

***confirm meeting date due to Columbus day**			
Fri., Oct. 15, 2021	Formally transmit plan to the City		TFURA Staff
	Work on drafting ordinance		E&B/City Attorney
	Consult with City Attorney re City Procedures: - Regular meeting/dates times; - Consolidation of ordinance readings; and - Scheduling meeting with Planning & Zoning Board - Confirm delegation of tasks		
	Confirm submission deadlines for legal notices with the Times News		E&B/City Clerk
	Consult with City /confirm date of public hearing and final reading		E&B/City Clerk/City Attorney
Fri., Oct. 22, 2021	Final public hearing notice. Notice shall state time, date and place of the public hearing to consider the Plan. Also publish map/boundary description	**Submit to *Times News* NLT 10/22/21**	E&B/City Clerk/City Attorney

Tues, Oct. 26, 2021 **Maybe move to Tues., Nov. 16, 2021, as alternate date?**	P&Z meeting to review Plan's conformity with the general plan for the development of the City as a whole. Planning commission must submit its written recommendations with respect to the proposed plan to the City within sixty days after receipt of the Plan for review.		
	Planning Commission to submit comments to City Council		City Staff
Fri., Oct. 29, 2021	(Hand delivery) Transmittal of notice and plan and Agency resolution re recommendations from the URA to governing board of all overlapping taxing districts at least 30 days prior to the date of the public hearing but not more than 60 days prior to the date set for final reading of the ordinance		City Staff
Fri., Oct. 29, 2021	Publish notice of the public hearing in a newspaper of general circulation (2x)	Publish notice of the public hearing in *Times News* Oct. 29 and Nov. 12	

	Final ordinance		
	Transmit plan to planning commission for Nov. 16, 2021, meeting *Draft and transmit proposed P&Z Resolution, if necessary*	Confirm submission date to P&Z	
Alt. Date,Tues, Nov. 16, 2021	*P&Z meeting to review Plan's conformity with the general plan for the development of the City as a whole. Planning commission must submit its written recommendations with respect to the proposed plan to the City within sixty days after receipt of the Plan for review.*		
	Planning Commission to submit comments to City Council		
Mon., Nov. 29, 2021	City Council's public hearing of the ordinance (determine whether multiple readings will be waived by the City); and bTues first reading of the ordinance		
Mon., Dec. 6, 2021	Second reading of the ordinance	Preference to consolidate 2nd/3rd readings	
Mon., Dec. 13, 2021	Third/final reading and passage of the ordinance		
Wed., Dec. 15, 2021	Submit ordinance summary to *Times News*		
Mon., Dec. 20, 2021	Publish ordinance summary (with map and legal)	Idaho Code 50-901 and 50-901A	
Following publication	Record ordinance (with legal/map); separately record legal/map (cover sheet)	Idaho Code § 63-215	

Following recordation	Transmit copies of the recorded ordinance, legal description and map to the following and complete actions listed below: - county auditor - county assessor (file map and legal)* - county recorder (record map and legal)* - affected taxing districts; and - state tax commission (file map and legal)* *Within 30 days of publication of the ordinance summary	Idaho Code 50-2907	
Drop-dead date for plan approval: December 31, 2021	Filing and recording of documents with the County recorder, County Assessor, Tax Commission, etc.		

City Council meeting schedule: Every Monday at 5:00 p.m.; public hearings commence after 6:00 p.m.

- Link to Meeting Schedule: https://www.tfid.org/DocumentCenter/View/4937/2021--Schedule---City-Council-Final

P&Z – 2nd and 4th Tuesdays of the month at 6:00 p.m.

Meeting Date	Application Submission Deadline	Meeting Date	Application Submission Deadline
January 12	December 1, 2020	**June 22**	May 11
January 26	December 15, 2020	**July 13**	June 1
February 9	December 29, 2020	**July 27**	June 15
February 23	January 12	**August 10**	June 29
March 9	January 26	**August 24**	July 13
March 23	February 9	**September 14**	August 3
April 13	March 2	**September 28**	August 17
April 27	March 16	**October 12**	August 31
May 11	March 30	**October 26**	September 14
May 25	April 13	**November 16**	October 5
June 8	April 27	**December 14**	November 2

PLANNING & ZONING COMMISSION WORK SESSION SCHEDULE

TFURA – 2nd Monday of the month at noon

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03.26.21

TFURA
TIMELINE FOR CONSIDERATION AND APPROVAL
OF PLAN AMENDMENT TO DEANNEX AREA

PUBLIC MEETINGS ARE HIGHLIGHTED

RESPONSIBLE PARTY
CITY
TFURA

	DATE	TASK – DE-ANNEXATION FROM 4-1 PROJECT AREA	NOTES RE: DEANNEXATION	Responsible Party
	Early April 2021	Identify and finalize parcels to be deannexed from the 4-1 Area	**Consider special meeting ASAP?**	TFURA Board/PK
		Meet and confer with Twin Falls County to determine increment value of each parcel to be deannexed		PK
		Determine significance of impact to revenue stream and consider whether updated financial feasibility study necessary		E&B/PK
		Retain surveyor to create boundary map/legal description for properties removed; overlay over existing District boundaries	**Maps/legal descriptions** required [Idaho Code 50-2907(1)/Idaho Code 63-215/IDAPA Rule 225]	
		Retain financial consultant to prepare updated economic feasibility study for 4-1 Project Area		
	04/2021	Send map/TIF value impact information to any applicable developers/lenders for consent (if necessary)	**Follow up with TFURA administrator concerning existing OPAs and/or bonds where consent or financial impact analysis may be necessary**	

		Begin to work on drafting lender consent/amendment documents (if necessary)		
		Work on drafting plan amendment to deannex parcels from 4-1 Project Area		E&B
		Outreach with property owners/developers and other interested parties including taxing entities on the content of the urban renewal plan amendment		TFURA/City
		Continue to work on preparation of boundary map and legal description for deannexed area		
		Continue to work on preparation of amendment/update for 4-1: +Identify/confirm the overlapping/affected taxing districts +Identify/confirm levy rates +Identify/confirm assessed values for City and the RAA [10% limitation] +Prepare TIF revenue projections (including estimates of levy rate and area assessed values) +Identify projects/expenses	Focus limited to impact of de-annexation moving forward	PK
		Continue to work on drafting the plan amendment		
	Wed., April 21, 2021	Distribution of rough draft of the urban renewal plan amendment to the Agency Board - Continue to conduct outreach with interested parties including taxing entities on the content of the Plan amendment; - Schedule Work Session with Agency Board to review Plan - Work on finalizing map/legal Work on finalizing plan exhibits/economic feasibility study		E&B

		Submit draft boundary map/legal description of the boundary of the deannexed area to the State Tax Commission and County Assessor for preliminary review and tentative approval		
	Mon., April 26, 2021	Agency meeting – work session to review the plan amendment	Special Meeting	
	TBD	City Council work session to review the plan amendment	If necessary	
		Revise plan amendment to incorporate comments from the work session(s)		E&B
	Fri., April 30, 2021	Prepare Agency Resolution to approve the plan amendment		E&B
	Wed., May 5, 2021	Deliver final draft of the plan amendment and resolution to the Agency Board for consideration		E&B
	Wed., May 5, 2021	Prepare letter from Agency to City formally submitting plan amendment to the City		E&B will draft
		Prepare public hearing notices. Notices shall state time, date, place, purpose of the hearing, and map/boundary descriptions	Idaho Code 50-2008(c) and 50-2906(3)	E&B will draft City Attorney/City Clerk, analysis re COVID-19 text in notice, final and submit to paper
		Prepare transmittal letters from the City to overlapping taxing districts	Idaho Code 50-2906(3)	E&B will draft City Attorney/City Clerk final and transmit
		Send draft legal descriptions/maps to Jeff Servatius at		

		Tax Commission		
	Mon., May 10, 2021	Agency board meeting to consider the plan amendment for approval	Idaho Code § 50-2905	
		Follow up on status of any consents to deannexation		
	Fri., May 14, 2021	Transmit plan amendment to City		TFURA
		Work on drafting ordinance		E&B will draft City Attorney review and final
		Consult with City Attorney/Staff re City procedures -Confirm regular meeting dates/times -Consolidation of ordinance readings; -Scheduling/confirming meeting with P&Z (Is a P&Z resolution required?) -Confirm delegation of tasks		City Attorney/City Staff
		Confirm submission deadlines for legal notices with the Times News		
		Consult with City/confirm date of public hearing and final reading.		City Attorney/City Staff
	Fri., May 21, 2021	Final public hearing notice. Notice shall state time, date and place of the public hearing to consider the Plan amendment. Also publish map/boundary description	Idaho Code 50-2008(c) and 50-2906(3)	City Attorney/City Staff

	Tues., May 25, 2021	Transmit plan amendment to P&Z for June 8, 2021, meeting Draft and transmit proposed P&Z Resolution, if necessary		
	NLT Fri., May 28, 2021	(Hand delivery) Transmittal of notice and plan amendment and Agency resolution re recommendations from the URA to governing board of all overlapping taxing districts at least 30 days prior to the date of the public hearing but not more than 60 days prior to the date set for final reading of the ordinance	Publish notice of the public hearing in *Times News*	E&B draft transmittal cover letters Mayor/City Clerk sign letters City Staff coordinate transmittal
	Fri., May 28, 2021	Publish notice of the public hearing in a newspaper of general circulation (2x)	Publish notice of the public hearing in *Times News* May 28 and June 11	
		Final ordinance		City Attorney
		Planning Commission to submit comments to City Council		
	Tues., June 8, 2021 **Maybe move to Tues., June 22, 2021, as alternate**	P&Z meeting to review Plan amendment's conformity with the general plan for the development of the City as a whole. Planning commission must submit its written recommendations with respect to the proposed plan to the City within sixty days after receipt of the Plan amendment for review.	*Confirm submission date to P&Z*	Confirm who presents – TFURA as applicant? City Attorney/City staff

	date????			
		Transmit plan amendment to P&Z for June 22, 2021, meeting Draft and transmit proposed P&Z Resolution, if necessary		
	Alt. Date, Tues., June 22, 2021	P&Z meeting to review Plan amendment's conformity with the general plan for the development of the City as a whole. Planning commission must submit its written recommendations with respect to the proposed plan to the City within sixty days after receipt of the Plan amendment for review.	*Confirm submission date to P&Z*	Confirm who presents – TFURA as applicant? City Attorney/City staff
	Mon., June 28, 2021	City Council's public hearing to consider ordinance to approve plan amendment (determine whether multiple readings will be waived by the City Council); and first reading of the ordinance	Idaho Code 50-2008(d) and 50-2906(1)	City Attorney
	Tues., July 6, 2021	Second reading of the ordinance		City Attorney
	Mon., July 12, 2021	Third/final reading and passage of the ordinance		City Attorney
	Wed., July 14, 2021	Submit ordinance summary to *Times News*		City Attorney/City Clerk/City Staff
	Mon., July 19, 2021	Publish ordinance summary (with map and legal)	Idaho Code 50-901 and 50-901A	
	Following publication	Record ordinance (with legal/map); separately record legal/map (cover sheet)	Idaho Code § 63-215	City Clerk/City Staff
	Following recordation	Transmit copies of the recorded ordinance, legal description and map to the following and complete actions listed below: - county auditor	Idaho Code 50-2907	E&B draft transmittal letters City Attorney –

		- county assessor (file map and legal)* - county recorder (record map and legal)* - affected taxing districts; and - state tax commission (file map and legal)* *Within 30 days of publication of the ordinance summary		review and final City Clerk/City Staff coordinate transmittal
	Drop-dead date for deannexation: Mon., July 26, 2021	Filing and recording of documents with the County recorder, County Assessor, Tax Commission, etc.		

City Council meeting schedule: Every Monday at 5:00 p.m.; public hearings commence after 6:00 p.m.

- Link to Meeting Schedule: https://www.tfid.org/DocumentCenter/View/4937/2021--Schedule---City-Council-Final

P&Z – 2nd and 4th Tuesdays of the month at 6:00 p.m.

03.26.21

Meeting Date	Application Submission Deadline	Meeting Date	Application Submission Deadline
January 12	December 1, 2020	**June 22**	May 11
January 26	December 15, 2020	**July 13**	June 1
February 9	December 29, 2020	**July 27**	June 15
February 23	January 12	**August 10**	June 29
March 9	January 26	**August 24**	July 13
March 23	February 9	**September 14**	August 3
April 13	March 2	**September 28**	August 17
April 27	March 16	**October 12**	August 31
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4813-7950-0204, v. 4

THE URBAN RENEWAL AGENCY OF THE CITY OF TWIN FALLS

Date: Monday, April 12, 2021

To: Urban Renewal Agency of the City of Twin Falls

From: Travis Rothweiler, City Manager

ACTION ITEM

Request:

Consideration of a request to approve an agreement between the Urban Renewal Agency of the City of Twin Falls, Idaho and Kushlan Associates for on-call consulting services.

Background:

Through most of 2016, the Agency contracted with Phil Kushlan to serve as Interim Executive Director while the City went through the process of recruiting and selecting a new Economic Development Director.

The Agency could benefit from Mr. Kushlan's professional services at this time. The attached agreement explains an arrangement. To ensure appropriate control over the resources of the Agency, the Board would be asked to review and approve "on-call services" that have been initiated through a Task Order defining the work to be accomplished, the expected timeline and anticipated cost. Either the Executive Director or Board Chair must direct any work to be carried out under the agreement. As has been the case the the previous arrangement, the hourly rate for these services will be $150 per hour.

Approval Process:

Approval by a majority of the Board would authorize the URA Chair to sign the Agreement.

Budget Impact:

Payments will come from the Professional Services portion of the URA Budget.

Regulatory Impact:

Resources funding a variety of professional services were appropriated in the FY2021-2022 budget. While the specific tasks have not been identified as yet for this agreement, it is anticipated that the funding for these services as well as other similar activities will be sufficient to cover these costs.

Conclusion:

Staff recommends the Board approve the Agreement with Kushlan Associates for on-call consulting services and authorize the Board Chair to execute the document.

Attachments:

1. Kushlan - Prof Service Agmt 2021

<u>**PROFESSIONAL SERVICES AGREEMENT**</u>
<u>**On-Call Services**</u>

<u>TITLE:</u> <u>**On-Call Services**</u>

PROFESSIONAL SERVICES AGREEMENT

This agreement is entered into on the date listed below between The Urban Renewal Agency of the City of Twin Falls hereinafter referred to as "AGENCY" whose address is 203 Main Avenue East, Twin Falls, ID 83301, whose telephone number is (208) 735-7240, and Kushlan | Associates, hereinafter referred to as "CONSULTANT", whose office is Post Office Box 8463, Boise, ID 83707, whose business phone number is (208) 433-9352 and whose fax number is (208) 433-8429.

Section 1. Consultant Services.

CONSULTANT will be available to perform services on behalf of the AGENCY on an "on-call" basis at the direction of the Chairman of the Board or Executive Director of the AGENCY. Such direction shall be provided in the form of a written Task Order, similar to the example shown in Attachment A detailing the tasks to be accomplished, deliverables expected and anticipated cost and timeline if known.

Section 2. Schedule

CONSULTANT shall be in a position to offer services from March 8, 2021, and shall continue to a time acceptable to the "AGENCY". .

Section 3. Compensation.

For its Services, the "AGENCY" agrees to pay CONSULTANT on an hourly basis, and for all expenses related to travel, printing, postage and advertising as detailed on Attachment B.

Section 4. Method of Payment; Periodic Payments.

A. CONSULTANT shall invoice the "AGENCY" no more than once per month.

B. All invoices shall be paid by "AGENCY" within thirty (30) days of receipt of a proper invoice.

C. CONSULTANT shall keep time and expense records, other cost records and accounts pertaining to this agreement, available for inspection by "AGENCY" representatives for three (3) years after final payment. Copies shall be made available on request.

D. If the services rendered do not meet the requirements of the agreement, CONSULTANT will correct or modify the work to comply with the agreement. The "AGENCY" may withhold payment for such work until the work meets the requirements of the agreement.

Section 5. Discrimination and Compliance with Laws

A. In performing the Services required herein, CONSULTANT agrees not to discriminate against any person in the performance of this agreement because of race, color, religion, sex, national origin, age or non-job related handicap, or because of prior military service or current military status, and shall comply with all applicable federal and state laws and regulations of governmental agencies relating to civil and human rights.

B. CONSULTANT shall comply with all federal, state and local laws and ordinances applicable to the work to be done under this contract.

C. Violation of this section 5. shall be a material breach of this agreement and grounds for cancellation, termination, or suspension of the agreement by the "AGENCY", in whole or in part, and may result in ineligibility for further work for the "AGENCY".

Section 6. Term and Termination of Agreement

A. This agreement shall be effective upon signing and shall remain in effect until terminated in accordance with paragraph B. of this section.

B. This agreement may be terminated by either party without cause upon thirty (30) days written notice, in which event all finished or unfinished documents, reports, or other material or work of CONSULTANT pursuant to this agreement shall be submitted to the "AGENCY", and CONSULTANT shall be entitled to just and equitable compensation at the rate set forth in Section 3. for any satisfactory work completed prior to the date of termination.

Section 7. Ownership of Work Product

All data, materials, reports, memoranda, and other documents developed under this agreement shall become the property of the "AGENCY", shall be forwarded to the "AGENCY" at its request and may be used by the "AGENCY" as it sees fit.

Section 8. General Administration and Management

The Executive Director (or Chairman of the Board of Commissioners) of the "AGENCY" shall oversee and approve all services to be performed, coordinate all communications and review and approve all invoices, under this agreement.

Section 9. Hold Harmless

A. CONSULTANT shall protect, defend, indemnify and save harmless the "AGENCY", its officers, employees and agents from any and all costs, claims, judgments, or awards of damages, arising out of or in any way resulting from the negligent acts or omissions of CONSULTANT, its officers, employees and agents in performing this agreement.

B. "AGENCY" shall protect, defend, indemnify and save harmless CONSULTANT, its officers, employees and agents from any and all costs, claims, judgments or awards of damages, arising out of or in any way resulting from the negligent acts or omissions of the "AGENCY", its officers, employees and agents in performing this agreement.

Section 10. Independent Consultant

In all matters pertaining to this Agreement, CONSULTANT shall be acting as an independent CONSULTANT, and will not be deemed an employee or agent of the "AGENCY".

Section 11. Subletting or Assigning Contract

Neither the "AGENCY" nor CONSULTANT shall assign, transfer, or encumber any rights, duties, or interests accruing from this agreement without the express prior consent of the other.

Section 12. Extent of Agreement/Modification

This agreement represents the entire and integrated agreement between the parties hereto and supersedes all prior negotiations, representations, or agreements either written or oral. This agreement may be amended; modified; or added to only by written instrument properly signed by both parties hereto.

IN WITNESS WHEREOF, AGENCY and CONSULTANT have executed this Agreement as of ____________________________, 2021

CONSULTANT	**The Urban Renewal Agency of the City of Twin Falls**
By:________________________________	**By:**________________________________
Principal	**Chair**

Attachment A

Task Order

Task Order #________________

Date: _____________________

Project Title:____

Project Description:

Expected Deliverable:

Anticipated Timeline (If known):

Anticipated Cost:

By: Consultant

By: Urban Renewal Agency of the City of Twin Falls, Idaho

____
Principal

____
Chairman

Attachment B

Rates

Phillip Kushlan --- $175.00 / hour

Mileage ----------------------------------per federal reimbursement rate – currently $0.56 / mile

Other travel -- Actual cost w/o markup

THE URBAN RENEWAL AGENCY OF THE CITY OF TWIN FALLS

Date: Monday, April 12, 2021

To: Urban Renewal Agency of the City of Twin Falls

From: Phil Kushlan, Kushlan Associates

ACTION ITEM

Request:

Consideration of a request to approve Kushlan Associates Task Order #1 in the amount of $7,500 to review geographic areas to determine boundaries of proposed study areas.

Background:

The Agency is considering the creation of a new Urban Renewal District and Revenue Allocation Area. Kushlan Associates is in a position to perform an analysis of the proposed areas under consideration.

Staff proposes to authorize Phil Kushlan, of Kushlan Associates, via Task Order to perform the necessary studies and prepare an eligibility report. The study and report will be at the cost of the agency. Findings will be presented to the Board at a later meeting.

Approval Process:

A majority vote by the Board would carry the motion that is put forth.

Budget Impact:

Payment would come from the Professional Services portion of the URA Budget.

Regulatory Impact:

N/A

Conclusion:

Staff recommends approval of the proposed task order by Kushlan Associates.

Attachments:

1. Kushlan_Task Order No. 1

Task Order #1

Date: March 8, 2021

Project Title: Review of Certain Geographic Areas for Eligibility Pursuant to Chapters 20 and 29, Title 50, Idaho Code

Project Description: Review specific geographic areas as directed by the Board Chair and/or Executive Director and work to determine boundaries of the proposed study areas. Following direction from the Board, work on preparing one or more eligibility studies.

Expected Deliverable: Review of geographic areas for Board consideration for the April 12, 2021, Board Meeting. Following direction from the Board, one ore more eligibility studies will be prepared. Timeline TBD.

Anticipated Timeline (If known): TBD

Anticipated Cost: Estimated cost for preliminary geographic review $7,500. Estimated cost for each eligibility study $7,500.

By: Consultant

By: The Urban Renewal Agency of the City of Twin Falls

____
Principal

____
Chairman