

CALDWELL URBAN RENEWAL AGENCY
Monday, January 9, 2017

6:00 p.m.
SPECIAL MEETING
JOINT WORKSHOP
CALDWELL URBAN RENEWAL AGENCY
AND
CALDWELL CITY COUNCIL

- 1) Development options for the Hickman Property currently owned by the Caldwell Urban Renewal Agency located at 5221 E. Linden.
- 2) Appointment of Caldwell Urban Renewal Agency Board of Commissioners as mandated by the Idaho State Legislature effective July 1, 2017.

7:00 P.M.
REGULARLY SCHEDULED MEETING

ROLL CALL
CONFLICT OF INTEREST DECLARATION
APPROVE AGENDA
SPECIAL PRESENTATIONS
PUBLIC COMMENTS

CONSENT CALENDAR

- 1) Approve minutes from the Urban Renewal Agency Regularly Scheduled Meeting held on December 12, 2016 and the Urban Renewal Agency Special Meeting held on December 30, 2016;
- 2) Approve Resolution authorizing the approval of a change order associated with the Caldwell High School Improvements Project referenced as PR-020 (Emergency Lighting) with Power Plus in the amount of \$42,712.08;
- 3) Approve Resolution authorizing the approval of a change order associated with the Caldwell High School Improvements Project referenced as PR #26 (CAN Projector Power) with Power Plus in the amount of \$735.00;
- 4) Approve Resolution authorizing the draw down request for the Caldwell School District Project in the amount of \$115,000.00 for invoices associated with the Caldwell High School Improvements Project.

OLD BUSINESS

- 1) Economic Development Activity Report from Steve Fultz (December 2016).
- 2) Economic Development Activity Report from Keri Sigman (December 2016).

NEW BUSINESS

- 1) Consider invoices for payment from the Urban Renewal Agency Treasurer:

<u>Vendor</u>	<u>Amount</u>	<u>Description</u>
HMH	4,500.00	December Attorney Fees
Spectrum Environmental	14,682.50	Hazardous Materials Testing/Trolley Sq/Saratoga
City of Caldwell – Econ. Develop.	36,000.00	Dec. & Jan. Economic Dev. Contributions
City of Caldwell – Streets	350,000.00	URA Portion Ustick/Lake Roundabout Project
GGLO	93,494.81	Design Services/Indian Creek – Oct & Nov 2016
American Geotechnics	9,792.00	Geotech Services/Indian Creek – Nov. 2016
Valbridge	1,500.00	Re-use Appraisal Fee/Trolley Sq. Red. Project
Zions Bank	2,000.00	Series 2012 Bond/Annual Trustee fee
Sky Ranch Bus. Ctr.	1,045.98	Quarterly Maintenance Dues
TOTAL	\$513,015.29	

- 2) Consider ratification of invoices:

Pioneer Title Company	65,262.00	Transfer of Funds - Sale of property to Michael Kane of Cold Steel
Canyon County Taxes	15,337.62	Canyon County Taxes: 602 Main, 215 & 217 S. Kimball Ave.
TOTAL	\$80,599.62	

- 3) Consider ratification authorizing the draw down request for the Caldwell School District Project in the amount of \$485,000.00 for invoices associated with the Caldwell High School Improvements Project.
- 4) Treasurer's Report:
 - a. Approve Monthly Cash Reconciliation Report.
 - b. Review the 2016 URA Audit Report.
 - c. Review the Caldwell School District Improvement Project.
- 5) Attorney's report.
- 6) Chairman's report.
- 7) Commissioner reports.
- 8) Motion to adjourn.

Next Urban Renewal Regular Meeting: Monday, February 13, 2017 at 7:00 p.m.

Location: Community Room at the Caldwell Police Station at 110 South Fifth. Any person needing special accommodations to participate in the meeting should contact the Secretary to the Urban Renewal Agency at 411 Blaine Street or call #455-4656 prior to the meeting. The entire agenda packet and minutes may be viewed on the City of Caldwell's website: <http://www.cityofcaldwell.com/page/AgendasT> or <http://www.cityofcaldwell.com/1889447> .
Cualquier persona que necesita arreglos especiales para participar en la reunión debe comunicarse con el Secretario de la Ciudad en 411 Blaine Street o llame al # 455 a 4656 antes de la reunión.

Special Meeting – Joint Workshop
MINUTES
CALDWELL URBAN RENEWAL AGENCY
January 9, 2017
6:00 p.m.

(ROLL CALL)

The Special Meeting (Joint Workshop) of the Caldwell Urban Renewal Agency and the Caldwell City Council convened at 6:00 p.m. in the Caldwell Police Department with Chairman Hopper and Mayor Nancolas presiding.

Roll was called. Present: Hopper, Callsen, Pollard, Stadick, Allgood, and Ozuna.

Staff in attendance: Mayor Nancolas and Mark Hilty. Absent: ElJay Waite.

(DEVELOPMENT OPTIONS FOR THE HICKMAN PROPERTY CURRENTLY OWNED BY THE CALDWELL URBAN RENEWAL AGENCY LOCATED AT 5221 E. LINDEN)

Steve Fultz, Caldwell Economic Development Director, provided a map outlining potential development sites and possible expansion options within the Sky Ranch Business Park.

Mayor Nancolas recommended that the recently purchased Hickman home be leased to the City of Caldwell for the purpose of managing a potential residential lease for the property. It was also recommended that the 123 South 7th Avenue commercial facility and the downtown plaza site be leased to the City to assist with addressing future maintenance issues and use by the public.

In response to questions from Callsen, the Mayor reported that the option to lease the residential property would be favorable rather than selling the parcel due to plans of future development of the Caldwell Airport site. The Mayor reported that Eric Bullock (Director of the Caldwell YMCA) and his wife had viewed the Hickman residence in light of possibly leasing the property. Mr. & Mrs. Bullock will meet with City staff to discuss the condition of the home and possible improvements to the site.

It was recommended that leases from the Urban Renewal Agency to the City of Caldwell be drafted by the City Attorney for the Hickman residence, the commercial site at 123 South 7th Avenue, and the Indian Creek Plaza. Documents will be presented at the URA February meeting for consideration.

(APPOINTMENT OF CALDWELL URBAN RENEWAL AGENCY BOARD OF COMMISSIONERS AS MANDATED BY THE IDAHO STATE LEGISLATURE EFFECTIVE JULY 1, 2017)

Mark Hilty, City Attorney at 1303 12th Avenue Road, Nampa, outlined the Idaho State Statute concerning the appointment of the Caldwell Urban Renewal Agency Board of Commissioners effective July 1st.

Workshop was closed at 6:55 p.m. for the convening of a Special Emergency City Council Meeting.

Regular Meeting
MINUTES
CALDWELL URBAN RENEWAL AGENCY
January 9, 2017
7:15 p.m.

(ROLL CALL)

The regularly scheduled meeting of the Caldwell Urban Renewal Agency convened at 7:15 p.m. in the Caldwell Police Department Community Room with Chairman Hopper presiding.

Roll was called by the secretary. Present: Commissioner Hopper, Commissioner Callsen, Commissioner Pollard, Commissioner Stadick, Commissioner Allgood, and Commissioner Ozuna.

(CONFLICT OF INTEREST DECLARATION)

None.

(AMEND/APPROVE AGENDA)

MOVED by Ozuna, SECONDED by Stadick to approve the agenda as printed.

MOTION CARRIED

(SPECIAL PRESENTATIONS)

None.

(PUBLIC COMMENTS)

None.

(CONSENT CALENDAR)

- 1) Approve minutes from the Urban Renewal Agency Regularly Scheduled Meeting held on December 12, 2016 and the Urban Renewal Agency Special Meeting held on December 30, 2016;
- 2) Approve Resolution authorizing the approval of a change order associated with the Caldwell High School Improvements Project referenced as PR-020 (Emergency Lighting) with Power Plus in the amount of \$42,712.08;
- 3) Approve Resolution authorizing the approval of a change order associated with the Caldwell High School Improvements Project referenced as PR #26 (CAN Projector Power) with Power Plus in the amount of \$735.00;
- 4) Approve Resolution authorizing the draw down request for the Caldwell School District Project in the amount of \$115,000.00 for invoices associated with the Caldwell High School Improvements Project.

MOVED by Pollard, SECONDED by Allgood to approve the Consent Calendar as printed.

Roll call vote: Those voting yes: Pollard, Stadick, Allgood, Ozuna, and Callsen. Those voting no: none. Absent and/or not voting: none.

MOTION CARRIED

OLD BUSINESS:

(DECEMBER ECONOMIC DEVELOPMENT REPORT – STEVE FULTZ)

Steve Fultz presented updates concerning Caldwell Economic Development activity:

Project FBO: Continue working with property owner and potential developer for a proposed FBO at the Caldwell Industrial Airport.

Project Dailey: Project has secured lease of an existing building in Sky Ranch for their business operation...to begin on Feb. 1, 2017. 10,800 sq ft building with the eventual creation of 12 good paying jobs

Project Supply: Continue working with this prospect considering a location in Sky Ranch for corporate offices and a 60,000 sq ft distribution facility. Further discussion to occur in 1st quarter 2017

Project Fountain: Continue to work with business representative and site selector on potential sites in Caldwell. (Needing approximately 60 acres for distribution center and some light manufacturing.)

Cold Steel Constructors project: expected to close on Sky Ranch property in mid-January 2017 with construction to begin first quarter 2017. 10,000 + sq ft building with creation of 10-15 jobs

Project Fresh: scheduled to begin closing on the Sky Ranch site in early to mid-January. Construction to begin of their 190,000 sq ft facility in 2017. Up to 200 jobs to be created.

Strider Group Spec: under construction of 1st 60,000 sq ft building in Sky Ranch...expected completion in 2nd quarter 2017

Lemrick/Trail Max Trailers: Currently under construction in Sky Ranch...expect completion in 1st quarter 2017

Project Quality: Quality Machine expansion project on Industrial Way is currently under construction...to be completed in. Early 2017

Multi-family housing project at Highway 20/26 just east of the Idaho Athletic Club...mixed units (affordable and market rate)...requesting consideration for funding from URA as a IHFA tax credit project (Greg Urrutia project)

Continue reviewing potential sites for industrial expansion.

Idaho Power: Additional power will be brought in for the Fresca project at Sky Ranch Business Park. Brent Orton reported that paperwork has not been fully executed by Idaho Power. Brent will be contacting Idaho Power concerning the status of this matter.

(DECEMBER ECONOMIC DEVELOPMENT REPORT – KERI SIGMAN)

Projects

- *Indian Creek Plaza*: Continued schematic design work with GGLO; specifically stage design, hardscape design, and pergolas. Reviewed all responses to the RFQ for a Construction Manager for the Plaza and extended invitations for January interviews. Continued work with Destination Caldwell and local property owners on preparation for January Business Improvement District assessments.
- *Buxton Co*: Continued slow progress as we are waiting on Deep Creek site specific information/lease flyer/site plan to release to the retail matches.
- *Trolley Square Project*: continued work with Reel Theatre and Gardner Co. development teams on theatre and possible tenant for one of the pad sites.
- *Facade Architectural Team*: Finalized facade design guideline work for the property's surrounding Indian Creek Plaza with the University of Idaho Design Center's students, GGLO, and property owners. A meeting was held on December 12 with property owners to review the handbook design standards and the City Façade Incentive Program.
- *Community Development Block Grant (CDBG)*: Coordinated overlapping CDBG and downtown revitalization projects with Elizabeth McNanny.
- *Saratoga*: Continued Development Agreement negotiations with selected hotelier, Caldwell Hospitality, LLC. and discussed City Center Design Guidelines.
- *Pauls*: Coordination efforts with a real estate agent on redevelopment potentials.
- *Pennywise*: Coordination efforts with a real estate agent on redevelopment potential.
- *Exit 26*: Helped developer with annexation efforts and coordination of future development potential.

Recruitment

- Restaurant
- Retail/Local Entrepreneurs
- Health Services

Other

- Professional meetings with various industries regarding downtown redevelopment.
- New Businesses under construction: Starbucks, Einstein's Oilery, three other spec commercial/office spaces (two on the Boulevard and one on Hwy 20/26).
- Marketing: continued work with designer and Destination Caldwell on "Opportunities Brochure" that highlights current downtown projects and a list of the businesses that we are recruiting. Final draft was Project to be finalized in February – on hold for final movie theatre and hotel information.

- YMCA Luncheon to welcome new businesses to the community and to help raise awareness of community benefits of the local YMCA.

NEW BUSINESS:

(CONSIDER INVOICES FOR PAYMENT FROM THE URBAN RENEWAL AGENCY TREASURER)

Chairman Hopper presented the list of invoices and recommended their approval for payment.

Vendor	Amount	Description
HMH	4,500.00	December Attorney Fees
Spectrum Environmental	14,682.50	Hazardous Materials Testing/Trolley Sq/Saratoga
City of Caldwell – Econ. Develop.	36,000.00	Dec. & Jan. Economic Dev. Contributions
City of Caldwell – Streets	350,000.00	URA Portion Ustick/Lake Roundabout Project
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Zions Bank	2,000.00	Series 2012 Bond/Annual Trustee fee
Sky Ranch Bus. Ctr.	1,045.98	Quarterly Maintenance Dues
TOTAL	\$513,015.29	

MOVED by Pollard, SECONDED by Allgood to approve payment for invoices as presented.

MOTION CARRIED

(CONSIDER RATIFICATION OF INVOICES)

Pioneer Title Company	65,262.00	Transfer of Funds - Sale of property to Michael Kane of Cold Steel
Canyon County Taxes	15,337.62	Canyon County Taxes: 602 Main, 215 & 217 S. Kimball Ave.
TOTAL	\$80,599.62	

MOVED by Stadick, SECONDED by Ozuna to approve ratification of invoices as presented.

MOTION CARRIED

(CONSIDER RATIFICATION AUTHORIZING THE DRAW DOWN REQUEST FOR THE CALDWELL SCHOOL DISTRICT PROJECT IN THE AMOUNT OF \$485,000.00 FOR INVOICES ASSOCIATED WITH THE CALDWELL HIGH SCHOOL IMPROVEMENTS PROJECT)

MOVED by Callsen, SECONDED by Stadick to approve the draw down request in the amount of \$485,000.00 as presented.

MOTION CARRIED

(TREASURER’S REPORT)

A. Approve monthly cash reconciliation

Mayor Nancolas, 411 Blaine Street, outlined the monthly cash reconciliation:

Bank of the Cascades Business Checking December 31, 2016	Ending Balance \$4,043,387.09	Restricted Amount \$2,447,287.52
	City Projects – Unrestricted:	\$735,115.79
	URA Projects – Unrestricted:	\$860,983.78
	Interest: \$789.04	
	Fees: (\$130.00)	

Bank of the Cascades Time CD #1 December 31, 2016	Ending Balance \$250,000.00	Interest \$220.50
<i>Balance will remain constant. Interest earnings deposited to Business Checking</i>		
Local Government Investment Pool December 31, 2016	Ending Balance \$109,172.64	Earnings \$167.92
Zions Bank (Bond Debt Service) December 31, 2016	Ending Balance \$3,523,579.00	Interest Deposits \$728.32
Caldwell School District Project cash Difference between draws from Banner Bank and invoices paid to the contractors.		Other Activity \$689.90

MOVED by Pollard, SECONDED by Ozuna to approve the Treasurer Report as presented.

MOTION CARRIED

- B. Review the 2016 URA Audit Report:
This item was deferred for discussion until the February Urban Renewal Meeting.
- C. Review of the Caldwell School District Improvement Project:
Mayor Nancolas reported that the Caldwell School District has used \$2.5 million in bonds and the \$485,000 draw down amount as approved tonight now completes the URA funding for this project.
- D. Land Acquisition in the Sky Ranch Business Park:
The Mayor reported that the City Attorney will have the PSA ready for review at the February Urban Renewal Agency Meeting. An executive will be included on the February agenda to discuss this matter with a follow-up agenda item to consider the agreement.

(ATTORNEY'S REPORT)

It was recommended that action be considered regarding the URA Board at the Regularly Scheduled Meeting on April 10, 2017. The City Attorney will assist with this matter.

(CHAIRMAN'S REPORT)

The Caldwell School District project drawdown is now completed.

Chairman Hopper reported that the closing for the Cold Steel property transaction and the commercial site purchase at 123 South 7th Avenue will transpire this week.

It was noted by Mayor Nancolas that Metro Community Services is requesting an answer concerning the City's involvement with their new facility being constructed at Sky Ranch. A commitment from the City of Caldwell regarding in-kind contributions is needed for them to secure funding. Such in-kind projects at the site would be allocated by City Council. The new facility will house all of the agency's many services to the community.

Discussion was held concerning URA owned properties and their current use.

(COMMISSIONER REPORTS)

None.


(ADJOURNMENT)

MOVED by Callsen, SECONDED by Stadick to adjourn at 7:49 p.m.

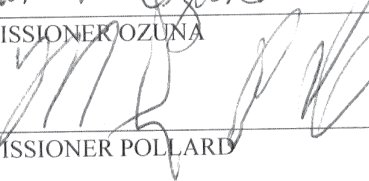
Approved as written this 13TH day of February, 2017.


COMMISSIONER HOPPER


COMMISSION CALLSEN

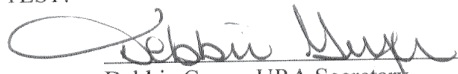

COMMISSIONER OZUNA


COMMISSIONER STADICK


COMMISSIONER POLLARD


COMMISSIONER ALLGOOD

ATTEST:


Debbie Geyer, URA Secretary



