

CALDWELL URBAN RENEWAL AGENCY
Monday, April 10, 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 March 13, 2017;
- 2) Approve Resolution authorizing the approval of a change order associated with the Caldwell High School Improvements Project referenced as CO #3 (Service Experts Heating & Air Conditioning, LLC) in the amount of \$1,918.00;
- 3) Approve Resolution authorizing the approval of a change order associated with the Caldwell High School Improvements Project referenced as CO #16 (Power Plus, Inc.) in the amount of \$985.00;
- 4) Approve Resolution authorizing the approval of a change order associated with the Caldwell High School Improvements Project referenced as CO #6 (Northwest Interiors) in the amount of \$4,881.00;
- 5) Approve Resolution authorizing the ratification of the Department of Environmental Quality Voluntary Clean-up Program Application for the Caldwell Block 3 Project bounded by South 7th Avenue, Main Street, Arthur Street/6th Avenue;
- 6) Approve Resolution authorizing the acceptance of a Warranty Deed from Corey Barton for property located at KCID Road (Parcel #35295000 0);
- 7) Approve Resolution authorizing the acceptance of a Corporate Warranty Deed associated with the conveyance of property from Corey Barton to the Caldwell Urban Renewal Agency located at KCID Road (Parcel(s) #34326011 0, 34326012 0).

OLD BUSINESS

- 1) Economic Development Activity Report from Steve Fultz (March 2017).
- 2) Economic Development Activity Report from Keri Sigman (March 2017).

NEW BUSINESS

- 1) Consider bid from Air Comfort in the amount of \$4,870.00 for replacement of the furnace unit and air conditioning system at 215 South Kimball Avenue.
- 2) Consider Resolution authorizing the acceptance of Amendment No. 1 to the Phase One (Preconstruction Services) Contract for Construction Manager/General Contractor Services to commence with construction of the Indian Creek Plaza Project and accept the project cost estimates as approved by Caldwell City Council on April 3, 2017.
- 3) Consider invoices for payment from the Urban Renewal Agency Treasurer:

<u>Vendor</u>	<u>Amount</u>	<u>Description</u>
HMH	4,500.00	March Attorney Fees
City of Caldwell-Econ. Develop.	18,000.00	April Economic Dev. Contributions
Johnson Thermal Sys.	7,500.00	BIG Payment #5 (1 st Qtr: Jan-March 2017)
City of Caldwell-Building Dept	64,639.18	Fresca Permit Fees/URA Portion/#BC17-00013
Sky Ranch Business Assoc	690.07	Qtrly Business Association Dues
Beniton Construction	7,784.00	Final Invoice / CSD Project Expenses / Paid by Zions
Materials Testing & Inspection	6,185.40	Environmental Testing/Sweetwater/123 S 7 th
TOTAL	\$109,298.65	

- 1) Consider ratification of invoices:

Pioneer Title Company	1,206,526.23	CBH Land Swap & Purchase of 0 KCID Rd/1704 KCID Rd
TOTAL	\$1,206,526.23	

- 2) Treasurer's Report:
 - a. Approve Monthly Cash Reconciliation Report.
 - b. Report: Projects Update
 - Downtown Hotel Project
 - CSD Improvement Project
 - Indian Creek Plaza Project
- 3) Attorney's report.
 - a. URA Board Restructure Process
- 4) Chairman's report.
- 5) Commissioner reports.
- 6) Motion to adjourn.

Next Urban Renewal Regular Meeting: Monday, May 8, 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.

**Regular Meeting
MINUTES
CALDWELL URBAN RENEWAL AGENCY
April 10, 2017
7:00 p.m.**

(ROLL CALL)

The regularly scheduled meeting of the Caldwell Urban Renewal Agency convened at 7:00 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 Allgood, and Commissioner Ozuna. Absent: Commissioner Stadick.

(CONFLICT OF INTEREST DECLARATION)

None.

(AMEND/APPROVE AGENDA)

MOVED by Callsen, SECONDED by Ozuna to approve the agenda as presented.

MOTION CARRIED

(SPECIAL PRESENTATIONS)

None.

(PUBLIC COMMENTS)

None.

(CONSENT CALENDAR)

- 1) Approve minutes from the Urban Renewal Agency Regularly Scheduled Meeting held on March 13, 2017;
- 2) Approve Resolution No. 2017-17 authorizing the approval of a change order associated with the Caldwell High School Improvements Project referenced as CO #3 (Service Experts Heating & Air Conditioning, LLC) in the amount of \$1,918.00;
- 3) Approve Resolution No. 2017-18 authorizing the approval of a change order associated with the Caldwell High School Improvements Project referenced as CO #16 (Power Plus, Inc.) in the amount of \$985.00;
- 4) Approve Resolution No. 2017-19 authorizing the approval of a change order associated with the Caldwell High School Improvements Project referenced as CO #6 (Northwest Interiors) in the amount of \$4,881.00;
- 5) Approve Resolution No. 2017-20 authorizing the ratification of the Department of Environmental Quality Voluntary Clean-up Program Application for the Caldwell Block 3 Project bounded by South 7th Avenue, Main Street, Arthur Street/6th Avenue;
- 6) Approve Resolution No. 2017-21 authorizing the acceptance of a Warranty Deed from Corey Barton for property located at KCID Road (Parcel #35295000 0);
- 7) Approve Resolution 2017-22 authorizing the acceptance of a Corporate Warranty Deed associated with the conveyance of property from Corey Barton to the Caldwell Urban Renewal Agency located at KCID Road (Parcel(s) #34326011 0, 34326012 0).

MOVED by Pollard, SECONDED by Callsen to approve the Consent Calendar as presented.

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

MOTION CARRIED

OLD BUSINESS:

(MARCH ECONOMIC DEVELOPMENT REPORT – STEVE FULTZ)

Project Kodiak: New project. Aviation-related business considering site near Caldwell Airport

Project Store: New project from Hansen-Rice. Working with light manufacturing business needing 12-15 acres for manufacturing site and yard. Creation of 75 to 150 jobs. Project also considering other site in Boise Valley. Still an active project...Caldwell in consideration with other sites in Boise Valley area

Project Inspire: 70,000 to 90,000 sq. ft. office space. Considering site in Sky Ranch along with multiple other sites in the Boise Valley. Little communication over the past 30 days, still considered an active project by BVEP

Project Supply: Office and distribution development considering Sky Ranch area for expansion. Site visit in November...further discussion in and submitted additional information in February. Expected additional site visit in April

Project Rice: Business considering Caldwell location for expansion of Distribution Center and light manufacturing. Site visits in October and November. Further discussion continuing. Project may be considering site in Sky Ranch for approximately 56 acres.

Project Cold: Continued discussion with food processing equipment manufacturer from Canada. Desires 6-8 acres to build facility. User of the FTZ. Up to 100 manufacturing jobs to be created. Considering additional sites in Sky Ranch

Project Well: A new project looking for 2-3 acres for a light manufacturing facility. Considering URA owned lot on Challenger Way and other options in Sky Ranch. 20-30 new jobs in a 25,000 sq. ft. building

Project Russell: Needed 15-20 acres for an international food processing business. 300+ jobs with \$20+ million investment. Numerous communications with the prospect, with detailed site and incentive information provided. Business made site visits again in March.

Project Build: New project, lead from Colliers. Light manufacturing business requiring 4-6 acres. Preliminary information submitted, will continue to pursue.

Continue reviewing land purchase options for potential industrial expansion

Business Retention/Expansion Visits: Southwark Metal Manufacturing, American Food Equipment Company and Johnson Thermal Systems.

Project One: Looking for location in the area. Strider Group facility might be a good location for this company.

Project Power: Still working with Idaho Power concerning power expansion within the Sky Ranch area. Possibility of a sub-station located within Sky Ranch Business Park. Working with them concerning the possibility of height restrictions in close proximity to the Caldwell Airport.

(MARCH ECONOMIC DEVELOPMENT REPORT – KERI SIGMAN)

The Mayor reported that Keri Sigman was not able to attend tonight's meeting. No discussion was held concerning the written report.

Indian Creek Plaza: Weekly teams meetings to continue progress, budget and redesign some elements of the plaza based on budgetary reviews. Continued Sweetwater renovation planning with contractor, engineers, and planning team. Continued coordination meetings with each plaza property owner along

7th Ave and Main St regarding utility connections and façade status updates. Worked with Destination Caldwell regarding first year events.

Buxton Co: worked with Buxton Co. regarding market overview for recruitment efforts.

Trolley Square Project: Ongoing work with Reel Theatre and Gardner Co.

Community Development Block Grant (CDBG): Coordinated overlapping CDBG and downtown revitalization projects with Elizabeth McNannay. Final approval of first application process for the CDBG façade grant program; applications are currently being accepted.

Saratoga: Continued Development Agreement negotiations with Saratoga Hospitality, LLC. Ideal Demolition contractors completed demolition of buildings. Continued work with hotel group in relation to design concepts and various elements/amenities of the hotel. Completed a round table review of the project with the Red Carpet Team.

- Together Treasure Valley: Accepted grant award and worked with the team to complete the Request for Artist Proposals.

Recruitment

- Health Services
- Retailer
- Specialty Store

All listed recruitment projects are still active projects and are in some form of business development, site selection, or start-up. Business

Retention and Expansion

- Casa Valdez: BR&E visit.
- Idaho Refrigeration & HVAC
- Perwalls Horseshoe Art and Western Boutique and other businesses newly located in Maddy's Plaza.

Other

- Professional meetings with various industries regarding downtown redevelopment.
- College of Idaho: Toured downtown with students and talked about economic development and Indian Creek Plaza plans.
- Marketing:
 - Downtown Opportunities Video:* Contracted and planned the development of the new video highlighting downtown redevelopment and the business recruitment possibilities.
 - Explore Nampa Caldwell Visitor Guide:* Worked with the Idaho Press Tribune on the Caldwell sections of this visitor's guide (Events, What to Do, Agritourism, Sunnyslope Wine Trail, and Indian Creek Plaza).
- *I moved!* My new downtown location is an office at 403 Blaine St., Caldwell.

NEW BUSINESS:

(CONSIDER BID FROM AIR COMFORT IN THE AMOUNT OF \$4,870.00 FOR REPLACEMENT OF THE FURNACE UNIT AND AIR CONDITIONING SYSTEM AT 217 SOUTH KIMBALL AVENUE)

ElJay Waite, 411 Blaine Street, provided the need for a new HVAC unit at the site. Discussion was held concerning the potential need to adjust the rent to cover the cost of the equipment. Mr. Waite reported that he would re-evaluate the lease and bring back a report at the next meeting concerning the repair costs for the building (HVAC and roof repair) in light of the current rental fee.

MOVED by Callsen, SECONDED by Allgood to approve the bid from Air Comfort for replacement of the HVAC unit at 217 S. Kimball.

MOTION CARRIED

(CONSIDER RESOLUTION NO. 2017-23 AUTHORIZING THE ACCEPTANCE OF AMENDMENT NO. 1 TO THE PHASE ONE (PRECONSTRUCTION SERVICES CONTRACT FOR CONSTRUCTION MANAGER/GENERAL CONTRACTOR SERVICES TO COMMENCE WITH CONSTRUCTION OF THE INDIAN CREEK PLAZA PROJECT AND ACCEPT THE PROJECT COST ESTIMATES AS APPROVED BY CALDWELL CITY COUNCIL ON APRIL 3, 2017)

Mayor Nancolas reported the request is to confirm that direction that was given on April 3, 2017 to move forward with the Indian Creek Plaza Project. This would serve as the official action by the Urban Renewal Agency for the expenditure of funds.

Chairman Hopper clarified that this action would be the Urban Renewal Agency Commissioners' approval and acceptance of the project that has been proposed by the Caldwell City Council for funding by the Urban Renewal Agency.

Chairman Hopper read the resolution by title only:

RESOLUTION OF THE BOARD OF THE URBAN RENEWAL AGENCY OF THE CITY OF CALDWELL AUTHORIZING THE CHAIRMAN TO ACCEPT "AMENDMENT NO. 1 TO STANDARD AGREEMENT AND GENERAL CONDITIONS BETWEEN OWNER AND CONSTRUCTION MANAGER" RELATING TO CONSTRUCTION OF THE INDIAN CREEK PLAZA, AS APPROVED BY THE CALDWELL CITY COUNCIL ON APRIL 3, 2017, AND REFERENCED AS RESOLUTION NO. 69-17.

MOVED by Pollard, SECONDED by Callsen to approve URA Resolution No. 2017-23 as presented.

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

MOTION CARRIED

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

ElJay Waite presented the list of invoices and recommended their approval for payment:

VENDOR	AMOUNT	DESCRIPTION
HMH	\$4,500.00	March Attorney Fees
City of Caldwell-Econ Dev.	\$18,000.00	April Economic Development Contributions
Johnson Thermal Systems	\$7,500.00	BIG Payment #5 (1 st Qtr Jan-March 2017)
City of Caldwell – Bldg. Dpt	\$64,639.18	Fresca Permit Fees/URA Portion #BC17-00013
Sky Ranch Business As.soc.	\$690.07	Qtrly Business Association Dues
Beniton Construction	\$7,784.00	Final Invoice/CSD Project Expense/Pd. By Zions
Materials Testing & Inspect.	\$6,185.40	Environmental Testing/Sweetwater 123 S. 7th
TOTAL	\$109,298.65	

MOVED by Callsen, SECONDED by Ozuna to approve payment of invoices as presented by ElJay Waite.

MOTION CARRIED

CONSIDER RATIFICATION OF INVOICE:

Pioneer Title Company in the amount of \$1,206,526.23 for Corey Barton Homes Swap & Purchase of 0 KCID Road/1704 KCID Road.

MOVED by Pollard, SECONDED by Callsen to approve the ratification of the payment of invoice as presented by ElJay Waite.

MOTION CARRIED

(TREASURER'S REPORT)

A. Approve monthly cash reconciliation

ElJay Waite outlined the monthly cash reconciliation report:

Bank of the Cascades Business Checking Amount February 28, 2017	Ending Balance \$6,139,974.58	Restricted \$2,836,370.36
	City Projects – Unrestricted:	\$1,147,254.60
	URA Projects – Unrestricted:	\$2,156,349.62

Bank of the Cascades Time CD #1 February 28, 2017	Ending Balance \$250,000.00	I
--	--------------------------------	---

Balance will remain constant. Interest earnings deposited to Business Checking

Local Government Investment Pool February 28, 2017	Ending Balance \$109,370.23
---	--------------------------------

Zions Bank (Bond Debt Service) February 28, 2017	Ending Balance \$4,561,434.21
---	----------------------------------

MOVED by Ozuna, SECONDED by Allgood to approve the Treasurer's Report as presented by ElJay Waite.

MOTION CARRIED

B. Project Updates

- *Downtown Hotel Project:*
The Mayor provided an update concerning the hotel project including the DEQ examination of the site. Construction of the hotel is anticipated to start in June. The design will be for a four-story facility.
- *CSD Improvement Project:*
ElJay Waite reported that this project is now completed with the invoices approved under the Consent Calendar to Beniton Construction. The project came in under budget by \$43,000 and thus the remaining balance is now available for the school district to use in a future project. The school district will recommend a project back to Urban Renewal for consideration. The total improvements project amounted to \$2,622,150.00.
- *Indian Creek Plaza Project:*
ElJay Waite reported that there will be weekly meetings with the contractor and city staff to review the project. ElJay will attend these meetings along with Brent Orton and Robb MacDonald. Construction at the site will commence on April 11, 2017. Total completion is scheduled for February 2018.

(ATTORNEY'S REPORT)

Aaron Seable provided a review of the draft ordinance addressing the appointment of a new board of commissioners for the Urban Renewal Agency in compliance with Idaho Code effective July 1, 2017. It was determined that a six member board should be formulated with three City Council Members appointed and three members from the community selected.

The public will be informed of the additional three openings on the board. The selection process will be followed by the Human Resource Director receiving letters of interest and interviews conducted within the month of May. The ordinance will be brought back in June for adoption by City Council.

In response to questions from Commissioner Allgood, Mr. Seable clarified that the role of the chairman should be addressed within the URA Bylaws.

(COMMISSIONER REPORTS)

Chairman Callsen recommended that a new URA district be considered for the continuance of necessary projects throughout the community. It was recommended that research be conducted as to the new requirements in formulating a new URA district as outlined within the Idaho Code.

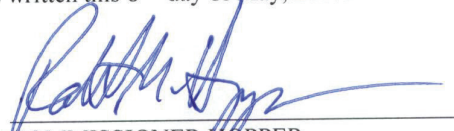
(CHAIRMAN'S REPORT)

None.

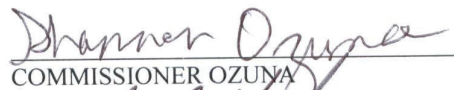
(ADJOURNMENT)

MOVED by Callsen, SECONDED by Allgood to adjourn at 7:47 pm.

Approved as written this 8TH day of May, 2017.


COMMISSIONER HOPPER


COMMISSIONER CALLSEN

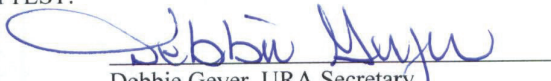

COMMISSIONER OZUNA

COMMISSIONER STADICK


COMMISSIONER POLLARD


COMMISSIONER ALLGOOD

ATTEST:


Debbie Geyer, URA Secretary



