

Regular Meeting
MINUTES
CALDWELL URBAN RENEWAL AGENCY
May 9, 2016
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: Chairman Hopper, Commissioner Callsen, Commissioner Stadick, Commissioner Allgood, and Commissioner Ozuna. Absent: Commissioner Pollard.

(CONFLICT OF INTEREST DECLARATION)

None.

(AMEND/APPROVE AGENDA)

MOVED by Callsen, SECONDED by Ozuna to amend the agenda by adding Item 3(b) under New Business as Item 3(b) to read "Update Report on the Trolley Square Development" (*Reason: Staff has information to provide*); add an Executive Session pursuant to Idaho Code, Section 74-206, Subsection (c) for the purpose of discussing the acquisition of or an interest in real property not owned by a public agency; and move Consent Calendar Item #5 to New Business Item 3(c) for the purpose of discussion.

MOTION CARRIED

MOVED by Stadick, SECONDED by Callsen to approve the agenda as amended.

MOTION CARRIED

(SPECIAL PRESENTATIONS)

Mr. Orton introduced Mr. Dice and noted that Darrell Dice Masonry has provided assistance with brick restoration project at the Caldwell Train Depot and other historic projects throughout the Treasure Valley. Mr. Dice provided information concerning the brick work on buildings along Main Street and 7th Avenue abutting the proposed downtown plaza. He outlined the process to restore the brick and how the buildings could allow for additional entrances facing the plaza.

(PUBLIC COMMENTS)

None.

(CONSENT CALENDAR)

- 1) Approve minutes from the Urban Renewal Agency Regular Meeting held on April 11, 2016;
- 2) Approve Resolution No. 2016-12 accepting the Warranty Deed for property sold to Sundowner, Inc. located in the Sky Ranch Business Center;
- 3) Approve Resolution No. 2016-13 accepting the Warranty Deed for property sold to GRT Realty, LLC located in the Sky Ranch Business Center;
- 4) Approve Resolution No. 2016-14 accepting the Warranty Deed for property sold to Badger Creek Investments located in the Sky Ranch Business Center;
- 5) Approve Resolution No. 2016-15 ratifying the form and publication of the Public Works Construction published Bid Notice for the Caldwell High School Project as approved by the Caldwell School District Board of Trustees on April 27, 2016; **[MOVED TO NEW BUSINESS]**
- 6) Approve Resolution No. 2016-16 accepting the Award of Bid recommendations from the Caldwell School District Board of Trustees on May 4, 2016 for the responsible bidders in association with the Caldwell High School Project.

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

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

MOTION CARRIED

OLD BUSINESS:

(ECONOMIC DEVELOPMENT ACTIVITY REPORT FROM STEVE FULTZ [APRIL 2016])

Project Fresh: continued work/negotiation. Continue working with attorneys on final revisions to the PSA.
Project Lloyd: continued communication. Scheduled 2nd site visit in mid to late May 2016
Strider Group: well into planning their first 60,000 sq ft building, anticipate completion by end of 2016/beginning of 2017. Working with numerous leads
Van Auken: Meeting with Public Works Director and City Building official to discuss erection of their buildings at Sky Ranch. Potential leads and future partnership with URA
Project FBO: project continues to move along slowly...continued communication with the potential partnership with property owner, developer, and city
American Food Equipment Co: ground breaking ceremony (well attended), moving dirt with anticipated opening in November. Working with the State and County of incentive programs
Land options: per instruction from the URA, looked into several land options/opportunities for future industrial growth to Caldwell UR district
Updating Sky Ranch Marketing materials
Caldwell CDBG: continue working with consultant on formulating the Consolidated Plan, Action Plan, and Citizen Participation Plan. Held additional Community meetings to identify priorities
Continued work/participation with Destination Caldwell and Indian Creek Plaza Committee
Attended the Southwest Idaho Manufacturers' Alliance Quarterly Event
DL Evans Ground breaking
Project Food: New project, looking for 60,000 sq ft for food processing business. Provided information about Strider group's site.

Mr. Stadick reported that there is still interest from the boat dealership relocating to Caldwell.

(ECONOMIC DEVELOPMENT ACTIVITY REPORT FROM KERI SIGMAN [APRIL 2016])

Ms. Sigman reported on the Economic Development Conference she attended last week at San Antonio, Texas.

Projects:

Indian Creek Plaza (ICP) coordination: Contract fulfillment work and coordination with Dan Stenfner (Main Street Square, Rapid City) and various Indian Creek Plaza Taskforce meetings.
Business Improvement District: Continued coordination efforts for establishing the BID. Business Improvement District team was created with local property & business owners. The team established the who, what, when, where, and why of the BID.
Request for Qualifications for construction of Indian Creek Plaza responses were reviewed. Final interviews with 3 finalists. Selected (and City Council confirmed) GGLO and began working on scope.
Trolley Square Project: worked with Gardner Company on retail opportunity.
Sunnyslope Wine Trail meetings and coordination.
Continued final work on Phase 1 & 2 of Design Style Guide for the new brand and associated logo.
CDBG

Marketing:

Brand new: Canyon County Visitor Guide (Produced by Idaho Press Tribune)

Relocation/Retention:

Worked with business owners to relocate existing Caldwell businesses to other Caldwell locations:
Project Bus, Project Posting, Project Communicate.

Recruitment:

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

Restaurants
Brewery/Pub
Project Oak
Project Cradle
Downtown living

Other:

Speaker at PEO Chapter House. Gave downtown development plans tour to Southwest Idaho Tourism Association

Professional meetings with various industries regarding downtown redevelopment including: bankers, architects with historical building experience, and builders.

Horsewood Restaurant patio work.

Event: Water Ski National Championships will be held in Caldwell this year: August 8-13 (Regional-July 20-23)

Main Street America Training on Preserving Historic Buildings

Expansion:

DL Evans Groundbreaking

Discussion was held concerning the expansion of the Union Pacific parking area from 5th to 12th. Approximately 250 parking slots would be added. Robb MacDonald and Brent Orton are negotiating the lease contract with Union Pacific.

NEW BUSINESS:

(CONSIDER RESOLUTION NO. 2016-17 AUTHORIZING FAÇADE IMPROVEMENTS TO BE INCENTIVIZED WITHOUT LBID BUT WITH PRIVATE FINANCING)

Mark Hilty, 1303 12th Avenue South, provided the staff report concerning the proposed resolution. He noted that this would extend the façade program beyond the Local Business Improvement District thereby allowing the business owner(s) to gain their own private financing. They would be able to choose their own contractor and receive their own bids. The interested party would have to make an application and comply with the building requirement associated with constructing the project. They could qualify for the 35% incentive on a case-by-case basis with the same criteria as the LBID program. In contrast, participation through the Local Business Improvement District requires that the project be a “city” project.

In response to questions from Commissioner Callsen, Mr. Hilty clarified that this is an Urban Renewal Agency program with the Agency providing the incentive and the City providing the framework for the LBID. The URA will fund the 35% match for projects within the downtown area.

In response to question from Commissioner Allgood, Mr. Hilty stated that this program does not have any built-in sunset date. The funding would be discretionary from year to year with the Urban Renewal Agency.

Chairman Hopper read Resolution No. 2016-17 by its title only:

A RESOLUTION OF THE URBAN RENEWAL AGENCY OF THE CITY OF CALDWELL, IDAHO ADOPTING A FUNDING PROGRAM TO INCENTIVIZE PRIVATE INVESTMENT AS PART OF THE AGENCY’S REHABILITATION PROGRAM AND PROVIDING FOR THIS RESOLUTION TO BE EFFECTIVE UPON ITS PASSAGE AND APPROVAL.

MOVED by Stadick, SECONDED by Allgood to approve the resolution as stated.

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

(LAND SWAP PROPOSAL)

Mark Hilty provided information about a potential land swap with Corey Barton and John Laude. The land swap is associated with a 15-acre parcel currently owned by the Urban Renewal Agency in a residential area on the northwest corner of Skyway Drive and Ward Lane for a 15-acre parcel that is immediately east of the site which has been referenced for Project Fresh. A draft agreement could be ready for signature before the next Regularly Scheduled Urban Renewal Agency Meeting. He recommended that a motion be made for staff to move forward with the completion and execution of the document.

Discussion followed concerning the zoning classification of the parcel.

Steve Fultz confirmed that the land swap would meet the need for development inquiries through the Economic Development Office.

MOVED by Callsen, SECONDED by Stadick to authorize Chairman Hopper to execute the land swap of 15 acres in the described areas.

MOTION CARRIED

(CONSIDER APPROVAL OF THE BUSINESS INCENTIVE GRANT FOR AMFEC, INC. [AMERICAN FOOD EQUIPMENT COMPANY] LOCATED AT 4923 E. LINDEN STREET)

Steve Fultz provided the staff report concerning the request from AMFEC, Inc. for a Business Incentive Grant for up to 20 jobs at \$10,000. There will be 89 new jobs at the facility. The jobs wages range from \$14 an hour to \$35 per hour. He recommended approval of the application at \$200,000 under the current requirements.

URA Treasurer, ElJay Waite, explained the two step process for the URA Business Incentive Grant applications. Initially the application is approved and funding is reserved by the URA Treasurer. Later, a resolution comes forward after the facility is constructed, the employees are hired, and the Economic Director has confirmed that there are enough employees to meet the criteria for the \$200,000 in grant funding.

MOVED by Callsen, SECONDED by Ozuna to approve the application from AMFEC allowing for the Business Incentive Grant funding to be reserved.

MOTION CARRIED

(REPORT CONCERNING THE ESTIMATES FOR THE DOWNTOWN BUILDING FAÇADE)

Mr. Orton provided a report concerning estimates for removal of stucco and brick work for downtown businesses.

Ms. Sigman reported that all property owners on Main Street were interested in participating in the program except one owner at this time.

(CONSIDER INVOICES FOR PAYMENT FROM TREASURER)

Chairman Waite recommended the invoices for payment:

Vendor	Amount	Description
Vallbridge	\$5,800.00	Appraisal Report: 920 Main & 117 S. 9 th Ave.
Main Street Square	\$1,017.20	Travel Reimbursement: 3/13 – 3/16
Motion Industries	\$17,500.00	Business Incentive Grant Payment #7
City of Caldwell	\$98,230.00	Reimbursement/Ideal/Demolitions/Asbestos Abatement/Trolley Square
City of Caldwell	19,143.08	Contribution of Economic Development
TOTAL	\$141,690.28	

MOVED by Callsen, SECONDED by Ozuna to approve the invoices as presented for payment.

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

MOTION CARRIED

(UPDATE ON THE TROLLEY SQUARE DEVELOPMENT DEMOLITION)

Robb Macdonald, 621 Cleveland Blvd., provided an update report concerning the Trolley Square Development demolition project. He noted that the site is now ready for construction.

(CONSIDER RESOLUTION NO. 2016-15 RATIFYING THE FORM AND PUBLICATION OF THE PUBLIC WORKS CONSTRUCTION PUBLISHED BID NOTICE FOR THE CALDWELL HIGH SCHOOL PROJECT AS APPROVED BY THE CALDWELL SCHOOL DISTRICT BOARD OF TRUSTEES ON APRIL 27, 2016)

Councilman Stadick commented on his opposition to the Caldwell High School Project. Discussion was held concerning the 2014 Urban Renewal Agency Amendment provision outlining the tax increment procedure for participating agencies. It was noted that commitments have been made with the participating taxing districts through the approval of the amended URA Plan. Funding has been set aside awaiting the participating taxing district projects to come forward.

MOVED by Callsen, SECONDED by Ozuna to approve Resolution No. 2016-15 ratifying the form and publication as provided.

Roll call vote: Those voting yes: Callsen, Allgood, and Ozuna. Those voting no: Stadick. Absent and/or not voting: Pollard.

MOTION CARRIED

(TREASURER'S REPORT)

(APPROVE MONTHLY CASH RECONCILIATION)

ElJay Waite, 411 Blaine Street, outlined the monthly cash reconciliation:

Bank of the Cascades Business Checking April 30, 2016	Ending Balance \$5,512,976.82	Earnings/Fees \$185.21 (\$65.00)
Bank of the Cascades Time CD #1 April 30, 2016	Ending Balance \$250,000.00	
<i>Balance will remain constant. Interest earnings deposited to Business Checking</i>		
Local Government Investment Pool April 30, 2016	Ending Balance \$108,762.86	Earnings \$45.02
Zions Bank (Bond Debt Service) April 30, 2016	Ending Balance \$4,091,496.19	

MOVED by Stadick, SECONDED by Callsen approve the monthly cash reconciliation as presented by ElJay Waite.

MOTION CARRIED

(CHAIRMAN'S REPORT)

Chairman Hopper noted that there have been several property transaction closings recently. There is a definite need for additional parcels for development.

(COMMISSIONER REPORTS)

Councilman Stadick expressed appreciation to Mr. Hilty for the handling of the Horsewood Restaurant lease options and negotiations. He expressed appreciation to staff for the recent tour of the WWTP to provide information about its operation to a concerned citizen.

(EXECUTIVE SESSION PURSUANT TO IDAHO CODE, SECTION 74-206, SUBSECTION (C) FOR THE PURPOSE OF DISCUSSING THE ACQUISITION OF OR AN INTEREST IN REAL PROPERTY NOT OWNED BY A PUBLIC AGENCY)

MOVED by Stadick, SECONDED by Ozuna to **convene** into Executive Session pursuant to Idaho Code, Section 74-206, Subsection (c) for the purpose of discussing the acquisition of or an interest in real property not owned by a public agency at 8:35 p.m.

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

MOTION CARRIED

MOVED by Callsen, SECONDED by Allgood to **reconvene** into Regular Session.

MOTION CARRIED

(ADJOURNMENT)

MOVED by Ozuna, SECONDED by Callsen to adjourn at 9:24 pm.

Approved as written this 13th day of June, 2016.

COMMISSIONER HOPPER

Shannon Ozuna

COMMISSIONER OZUNA

COMMISSIONER POLLARD

Dennis Callsen

COMMISSIONER CALLSEN

Chuck Stadick

COMMISSIONER STADICK

Chad Allgood

COMMISSIONER ALLGOOD

ATTEST:

Debbie Geyer

Debbie Geyer, URA Secretary

