

**CALDWELL URBAN RENEWAL AGENCY  
MINUTES  
7:00 P.M.  
Monday, September 10, 2018**

**(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.

The secretary called roll. Present: Commissioner Hopper, Commissioner Porter, Commissioner Warwick, Commissioner Stadick, Commissioner Allgood, and Commissioner Ramirez.

**(CONFLICT OF INTEREST DECLARATION)**

None.

**(APPROVE AGENDA)**

MOVED by Stadick, SECONDED by Warwick 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 August 13, 2018;
- 2) Approve Resolution No. 2018-32 accepting the Lease Agreement between Treasure Valley Community College and Chukar Den Coffee Services for the period of October 28, 2016 and terminating June 30, 2019;
- 3) Approve Resolution No. 2018-33 accepting the Warranty Deed for property purchased from Freehold Development located within the Sky Ranch Business Center;
- 4) Approve Resolution No. 2018-34 authorizing termination of the year three (3)-contract provision regarding retail recruitment with Buxton. **[MOVED TO OLD BUSINESS]**

Discussion was held concerning the ratification of the TVCC sublease for the coffee shop. Chairman Hopper clarified that the TVCC Lease Agreement with the Urban Renewal Agency requires that all sublease agreements be provided to the URA for review. The coffee shop operates in conjunction with the TVCC school calendar to provide the service to TVCC students.

MOVED by Porter, SECONDED by Stadick to approve the Consent Calendar Items 1-3 contingent upon moving Item #4 to Old Business for the purpose of further discussion.

Roll call vote: Those voting yes: Porter, Warwick, Stadick, Allgood, Ramirez, and Hopper. Those voting no: none. Absent and/or not voting: none.

MOTION CARRIED

**OLD BUSINESS:**

**(APPROVE RESOLUTION NO. 2018-34 AUTHORIZING TERMINATION OF THE YEAR THREE (3)-CONTRACT PROVISION REGARDING RETAIL RECRUITMENT WITH BUXTON)**

Steve Fultz, Caldwell Economic Development Director, provided an update report concerning the request from staff to terminate the year-three contract with Buxton regarding retail recruitment. He noted that extensive research was conducted by staff concerning this matter. Retail recruitment efforts will continue by Caldwell Economic Development staff.

MOVED by Porter, SECONDED by Allgood to approve Resolution No. 2018-34 as presented.

Roll call vote: Those voting yes: Porter, Warwick, Stadick, Allgood, Ramirez, and Hopper. Those voting no: none. Absent and/or not voting: none.

MOTION CARRIED

**ACTION ITEM: PUBLIC HEARING PURSUANT TO IDAHO CODE SECTION 50-1002 FOR CONSIDERATION OF THE PROPOSED URBAN RENEWAL AGENCY BUDGET FOR THE FISCAL YEAR THAT BEGINS OCTOBER 1, 2018 AND END SEPTEMBER 30, 2019.**

Carol Mitchell, URA Treasurer, provided the staff report and outlined the contents of the URA budget.

	FY 2016	FY 2017	FY 2018	FY 2019
	Actual	Actual	Budget	Proposed
FUND	Expenditures	Expenditures	Expenditures	Expenditures
General Fund	\$ 8,888,908	\$9,755,454.20	\$ 11,393,313	\$ 8,193,751

  

	FY 2016	FY 2017	FY 2018	FY 2019
	Actual Non-Tax Increment Revenue	Actual Non-Tax Increment Revenue	Budget Non-Tax Increment Revenue	Proposed Non-Tax Increment Revenue
FUND	Revenue	Revenue	Revenue	Revenue
General Fund	\$ 4,926,880.61	\$3,622,006.39	\$ 4,779,449	\$ 2,111,665

  

	FY 2016	FY 2017	FY 2018	FY 2019
	Actual Tax Increment Revenue	Actual Tax Increment Revenue	Budget Tax Increment Revenue	Proposed Tax Increment Revenue
FUND	Revenue	Revenue	Revenue	Revenue
General Fund	\$ 6,598,161	\$7,134,469.22	\$ 7,415,603	\$ 8,463,058

  

TOTAL All Revenue	11,525,041	10,756,476	12,195,052	10,574,723
* Use of Fund Balance, R.E. or Balance Sheet Changes	2,636,134	1,001,021	801,739	2,380,972
Revenue to meet Expenditures	\$ 8,888,908	\$ 9,755,454	\$ 11,393,313	\$ 8,193,751

MOVED by Allgood, SECONDED by Ramirez to close the public hearing.

MOTION CARRIED

MOVED by Warwick, SECONDED by Stadick to approve the URA Budget beginning October 1, 2018.

MOTION CARRIED

**(AUGUST 2018 - ECONOMIC DEVELOPMENT REPORT – STEVE FULTZ)**

Steve Fultz presented his report.

Project Arrow: An aerospace business from California, they are considering a site in Skyway Business Park. Initial facility of 40,000 sq. ft. Working with the company's local representative on this project, and with corporate officers from Michigan

Project Data: new project considering Sky Ranch area. Significant investment, few high paying jobs.. Heavy user of power.

Project Sunset...new lead from BVEP. Site visit to the Boise Valley area in late July, considering sites in Boise, Nampa and Caldwell. Needing 15-20 acres for manufacturing facility (solar panel construction).

Project Sister...new project to Caldwell (locally generated)...food processing business considering the Caldwell market. NDA signed. Initial meeting set for early August. Desirous of 20 acre site recently purchased by URA

Project Tree...new project (locally generated lead), considering site at KCID and Linden. PSA drafted, submitted and being negotiated. 40-50 jobs at full build out. Could close on property any time.

Project Roth...new lead for small manufacturer from Oregon. Considering site in Caldwell. Looking at sites at Sky Ranch area and along the Blvd.

Project White...food related business considering sites in Sky Ranch, and other locations in the Caldwell area of impact. 100,000+ sq. ft. facility, 150-300 jobs.

Airport Project...continue to work with adjacent property owners in securing easement for canal relocation. Also, continued meeting and working with TVCC on A&P program along with the flight schools.

U of I small business and entrepreneurial seminar...working with the U of I on developing a local seminar for small business and entrepreneurs, to be conducted at the U of I facility in Caldwell (Chicago Street site)

Project Charlie...BVEP lead, site visit in August considering new building being constructed by Strider Group (60,000 sq. ft. building)...also considering sites in Boise, Nampa, and Reno, NV.

Economic development to be one of the sponsors of Manufacturing Day (Idaho Center on October 16<sup>th</sup> and 17<sup>th</sup>)

## **Current Projects**

### **(AUGUST 2018 - ECONOMIC DEVELOPMENT REPORT – KERI SIGMAN)**

Chairman Hopper noted that Ms. Sigman provided a written report:

#### **Projects:**

- *Indian Creek Plaza:* Continued working on final punch list with McAlvain and GGLO. Continued signage coordination. Holiday decorations planning.
- *Local Business Improvement District:* Ongoing coordination for plaza façade/construction projects.
- *Trolley Square Project:* Business recruitment to fill building shell and pad site.
- *Creekside Redevelopment RFP:* Initial steps towards the development agreement began.
- *Project Foody:* Worked with a developer on a new concept for Caldwell related to food, beverage and community.
- *Project Wall:* Business relocation project that includes local manufacturing and sales floor.

#### **Recruitment:**

- Restaurants
- Professional Office Space
- Retailer (Bi-Mart opening August 30, 2018)
- Specialty Store
- Brewery
- Multi-Family Residential
- Mixed Use Redevelopment
- Hospitality/Event Center

**Other:**

- *Professional meetings:* Meetings held with various industries regarding downtown redevelopment and other commercial retail development throughout the City. KDOI Radio Station interview.
- *Downtown Business Coordination:* Continued working with businesses and property owners on construction/revitalization efforts in downtown (utility relocations, facades, street improvements, etc.).
- *Downtown Parking Requirements:* Began working on signage changes and upgrades.
- *Community Development Block Grant:* Coordination with Elizabeth McNannay.
- *Marketing:* Continued work on opportunities video for downtown business recruitment. Continued with marketing group on social media video clips highlighting some of Caldwell's best (in partnership with Destination Caldwell).

**NEW BUSINESS:**

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

Carol Mitchell, URA Treasurer presented the invoices for payment approval:

VENDOR	AMOUNT	DESCRIPTION
Hamilton, Michaelson, Hilty Attorneys at Law	\$4,500.00	August - Attorney Fees
City of Caldwell – Econ. Development	\$18,000.00	September - Economic Dev. Contribution
ACCO Engineered Services	\$4,042.34	TVCC Building: HVAC
ICRMP	\$4,733.00	FY-2019 Insurance – 50%
High Desert Refrigeration	\$419.00	TVCC: Creekside Café Equipment Repair
All Valley Inspection Service	\$390.00	TVCC: Annual Fire Sprinkler Inspection
City of Caldwell	\$75.00	Office Lease Space
City of Caldwell	\$319,000.00	Annual Loan Repayment - Cemetery
<b>TOTAL</b>	<b>\$351,159.34</b>	

MOVED by Porter, SECONDED by Ramirez to approve the invoices for payment as presented.

MOTION CARRIED

**(ACTION ITEM: CONSIDER RATIFICATION OF THE 2018 BOND DRAWDOWNS LISTED BELOW FOR THE INDIAN CREEK PLAZA PROJECT: JUNE AND JULY 2018)**

VENDOR	AMOUNT	DESCRIPTION
<b>Draw #4</b>		
McAlvain Construction	\$304,273.65	Construction – June
GGLO Design	\$24,142.74	Design Costs – June
<b>Draw #5</b>		
McAlvain Construction	\$59,992.23	Construction – July

In response to questions from Commissioners Hopper, Ms. Mitchell reported that the construction contract terminates after the ice rink is completed in October for operation this year. McAlvain Construction will bill for the remaining \$1.1 million at that time.

MOVED by Stadick, SECONDED by Warwick to approve the ratification of the 2018 bond drawdowns as presented.

MOTION CARRIED

**(ACTION ITEM: CONSIDER RATIFICATION OF THE PAYMENT OF THE FOLLOWING LAND PURCHASE)**

VENDOR	AMOUNT	DESCRIPTION
Pioneer Title Company	\$1,764,079.23	Land Purchase – Freehold Development (Smeed Parkway)

MOVED by Stadick, SECONDED by Ramirez to approve the ratification the land purchase payment.

**(TREASURER’S REPORT)**

**MONTHLY CASH RECONCILIATION REPORTS:**

Carol Mitchell, URA Treasurer at 411 Blaine Street, presented the Monthly Cash Reconciliation Report and recommended its approval:

<b>Banner Bank TOTAL</b>		<b>\$8,604,081.28</b>
Banner Bank, CD	\$ 250,380.49	
LGIP	\$ 111,434.20	
Banner Bank Operating Account	\$8,242,266.59	
<b>Restricted TOTAL</b>		<b>\$8,604,081.28</b>
Restricted – Other Tax Districts	\$5,790,159.89	
Restricted Caldwell	\$(246,450.34)	
Restricted – URA TVCC	\$ 616,136.79	
Restricted – URA Job Creation	\$2,444,234.94	

In response to questions from Commissioner Allgood, Ms. Mitchell reported that the Caldwell Rural Fire Department as inquired of the use of tax incentive funds to the purpose of construction of Fire Station #3.

MOVED by Stadick, SECONDED by Ramirez to approve the cash reconciliation report as presented.

MOTION CARRIED

**LAND UPDATE REPORT FROM URA TREASURER:**

Carol Mitchell, URA Treasure provided information concerning land purchases and/or potential land sales.

**\*Estimated Sale Costs**

Est. Price / Sq Ft	Land Sold (after closing costs)	Land Purchase Price	Project Costs	BIG	Other Land Purchase Costs (Surveys, Association Dues, Appraisals, Irrigation, etc.)
	\$1,108,855.16	\$712,475.00	\$69,976.09		\$200,000.00 \$406.16
	\$198,489.36	\$144,401.00			\$406.16
	\$105,487.99	\$113,256.00			\$406.16
	\$88,759.15	\$85,508.00			\$406.16
	\$55,421.70	\$36,460.00			\$406.16
2.13	\$437,368.00	\$437,368.00	\$117,000.00		\$200,000.00 \$7,697.76
1.41	\$150,478.00	\$0.00	\$120,000.00		
0.00	\$0.00	\$0.00			
2.25	\$1,984,079.00	\$1,764,079.00			\$200,000.00 \$20,000.00
	\$411,473.27	\$243,000.00			
	\$482,287.35	\$286,086.00			
	\$3,416,740.54	\$2,680,204.50			\$200,000.00 \$11,919.93
N/A	\$0.00	\$282,500.00			
	<b>\$8,439,439.52</b>	<b>\$6,785,337.50</b>	<b>\$306,976.09</b>		<b>\$800,000.00 \$41,648.49</b>

**Project Paid By City Increment**

**Paid by URA Land account**

\$400,032.90	400 Lateral	\$10,257.84
\$781,206.20	Smeed Re-alignment	\$3,000.00
\$667,213.26	500 Lateral	\$4,630.00

\$725,429.50	SkyWay	\$2,030.80
\$57,465.00	Fresca Water Meter/Utility Easement	\$1,729.85
\$12,595.32	Slipstream Way Modifications	
<u>\$2,643,942.18</u>		<u>\$21,648.49</u>

**(CONSULTANT’S REPORT)**

None.

**(ATTORNEY’S REPORT)**

None.

**(CHAIRMAN’S REPORT)**

Chairman Hopper noted the upcoming Indian Creek Festival transpiring in downtown Caldwell on September 14 and 15.

**(COMMISSIONER REPORTS)**

None.

**(ADJOURNMENT)**

MOVED by Warwick, SECONDED by Stadick to adjourn at 7:45 p.m.

MOTION CARRIED

Approved as written this 9<sup>th</sup> day of October 2018.

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Commissioner Hopper

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Commissioner Porter

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Commissioner Warwick

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Commissioner Stadick

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Commissioner Allgood

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Commissioner Ramirez

ATTEST:

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Debbie Geyer, URA Secretary