

Regular Scheduled Meeting
CALDWELL URBAN RENEWAL AGENCY
March 2, 2010 – 12:00 p.m.
City Administrative Offices, Conference Room

The regular scheduled meeting of the Caldwell Urban Renewal Agency convened at 12:00 noon on March 2, 2010 in the Conference Room at Caldwell City Hall Administrative Offices with Chairman ElJay Waite presiding. Roll was called:

Present: ElJay Waite, Leona Fouts, Steve Rule, Amy Rojas
Mayor Garret Nancolas arrived as noted in the minutes

Absent: Rob Hopper

Guests: Rem Fox, Roger Quarrels, Amber Van Ocker, Chris Yamamoto, Steve Fultz, Kyle Letterly, Allison Parrish, Amanda Stearns, Katie Stewart, Nicole Van Horne, Tyler Thurston.

*Motion to **amend the agenda** to include CCEDC Report as Old Business item #1, and **approve the agenda** as amended: Fouts/Rojas M/S/P*

*Motion to **approve the minutes** of the January 26, 2010 meeting: Fouts/Rojas M/S/P*

OLD BUSINESS

C/CEDC Activity Report presented by Steve Fultz, Executive Director:

Highlights for February 2010

- Continued work on the wine incubator...second phase of preparing the double bay for a new winery...Lease is signed and construction began for locating Vale Wine Company. Also working with TVCC on next phase of the viticulture program in Caldwell
- Continued working with TVCC on expansion of education and job training initiative for Caldwell/Canyon County (meeting with Bruce Schultz and others)
- Working with College of Western Idaho on expansion in Caldwell (potential sites along the blvd.) for vocational-technology programs that currently reside on the BSU campus
- Working with RFR properties on commercial project located on highway 20/26 for office or potential medical facility
- Meeting/discussion on potential tech business to Caldwell (flight simulator): needs about 5,000-6,000 square feet to start at or near the airport.
- Meeting/discussion with Chamber on future partnerships in travel and tourism opportunities including grant opportunity thorough the state and SWITA
- Continued marketing strategy for wine industry: signage and additional strategy for addressing the SLC market
- Meeting with owner of machine shop currently operating in Utah on relocation to Caldwell. Looking at facility off of boulevard. 15-20 employees
- Working with high tech business considering downtown location. One element of the business would be an in-bound call center. Need initially 5,000 square feet, expandable up to 15,000...15 employees to start, up to 60 employees. Working with Bruce Schultz on training needs. Potential issue is the communications infrastructure in downtown (lack of)
- Met with Pat Oller at Campbell Auto Body on sale of property...will follow up again in a week.
- Working with downtown group on incentive options: drafted and submitted ideas and programs I've worked with in the past for consideration.

- Preparing demographic report for proposed senior housing project in Caldwell: on boulevard 50+ units
- Working with developers on a potential office complex in Caldwell...interested in recovery bonds and other financing options...will be meeting with Zions Bank on project
- Working with medical group on potential location in downtown: needs 5,000 square feet to start, with 10-15 employees
- Working with Snake River Canyon Scenic Byway on kiosk location in downtown Caldwell

NEW BUSINESS

Kyle Letterly, student from the **College of Idaho**, presented a **student business venture** and requested an opportunity to present a complete business plan at the next meeting of URA. The venture proposes the lease of the building at 2021 Cleveland Blvd. to house a deli/coffee shop on the main level and student housing on the second level. The business would be organized as a Limited Liability Company. The business students have completed background work, studied real estate options and conducted market & student surveys. The project has the support of the students, faculty and administration of the College of Idaho. Chairman Waite praised Kyle for his professional presentation, thanked the students in attendance and granted approval for the project to be included on the April agenda.

Mayor Garret Nancolas arrived and was marked present.

Roger Quarrels, Superintendent, Caldwell School District, presented a plan for **parking and grounds improvements** at the new location of **Canyon Springs High School** (formerly Van Buren Elementary School), and requested a financial partnership with URA for 50% of construction costs. Estimated URA cost is \$143,700. The new site will be community friendly with a soccer field, wrought-iron fencing with public access, outdoor basket ball courts and available public parking after 3:00pm which will provide afternoon and evening parking for businesses east of 10th Avenue. Chairman Waite expressed support of the project and stated that a review of URA's funds availability will be assessed and a decision on the request would be forthcoming no later than the April 6, 2010 meeting.

Rem Fox, Chairman of the Framework Master Plan, presented an **Economic Redevelopment Program** to provide a needed catalyst program to help guide the City's job creation efforts, education and workforce strategies, and focus on manufacturing, agriculture, clean technology and professional/scientific/technical services jobs. The program will also focus on city building process improvements and help create a red-carpet model. Chairman Waite will distribute a copy of the plan to all commissioners via e-mail and a meeting will be scheduled with Rem Fox to address questions and facilitate discussion.

*Motion to enter into **Executive Session** at 1:22pm under Title 67-2345, Paragraph C, for land acquisition: Fouts/Rule M/S/P* Roll was called: Chairman Waite, Mayor Nancolas, Steve Rule, Amy Rojas and Leona Fouts were present. *Motion to exit Executive Session at 1:35pm: Fouts/Rojas M/S/P*

Chairman Waite presented a **letter of resignation** from commissioner **Jennifer Barrus**. Jennifer has two additional teaching assignments that conflict with her ability to attend the scheduled URA meetings. *Motion to accept the letter of resignation from Jennifer Barrus: Fouts/Rojas M/S/P*

Steve Rule exited the meeting at 1:38 pm due to previous commitments

Chairman Waite presented a letter from Oppenheimer Development requesting buyer **approval of plans and specs** relating to the Purchase and Sale Agreement between CP-1 LLC and URA dated 1/26/2010. *Motion to approve and authorize Chairman Waite to sign the letter: Rojas/Fouts M/S/P*

Chairman Waite presented the **final budget proposal** for the TVCC education building. The budget is capped at \$7,200,000 and the final bid is set @ \$7,033,600, which is \$166,400 less than budgeted. *Motion to accept the final Oppenheimer bid of \$7,033,600 for the TVCC education building and transfer the remaining budgeted funds to the general budget: Fouts/Nancolas M/S/P*

Chairman Waite presented a **bid** of \$18,204 to burst and replace **the sewer main** pipe that services the TVCC building. *Motion to approve the bid for \$18,204 for sewer main pipe repair: Fouts/Rojas M/S/P*

Chairman Waite noted that the **final agreement with TVCC** will be sent to TVCC's attorney for review.

Financial Report provided by Chairman Waite:

| | | |
|------------------------------------|-----------------------|-----------------|
| <u>November 30, 2009 Corrected</u> | <u>Ending Balance</u> | <u>Earnings</u> |
| B of C Business Acct | 1,743,301.72 | 721.19 |
| <u>December 1, 2009</u> | <u>Ending Balance</u> | <u>Earnings</u> |
| Home Federal Business Acct | 450,000.00 | |
| B of C Certificate of Deposit | 251,953.42 | 1,953.42 |
| <u>December 31, 2009</u> | <u>Ending Balance</u> | <u>Earnings</u> |
| B of C Business Acct | 826,586.53 | 393.07 |
| Local Gov't Investment Pool | 605,966.17 | 117.11 |
| <u>January 31, 2010</u> | <u>Ending Balance</u> | <u>Earnings</u> |
| B of C Business Acct | 4,041,785.81 | 571.16 |
| Local Gov't Investment Pool | 606,069.06 | 102.89 |
| <u>January 31, 2010</u> | <u>Ending Balance</u> | <u>Earnings</u> |
| Wells Fargo (debt service 1/31/10) | 3,660,407.50 | 25.32 |
| <u>February 28, 2010</u> | <u>Ending Balance</u> | <u>Earnings</u> |
| B of C Business Acct | 2,135,334.49 | 612.28 |
| Local Gov't Investment Pool | 606,183.74 | 114.68 |

Motion to approve the financial report: Fouts/Rojas M/S/P

Chairman Waite presented the following **invoices for payment:**

| | | |
|--------------|------------------|---------------------------------------|
| \$ 20,000.00 | CCEDC | Special Project Funding & Viticulture |
| \$ 20,000.00 | City of Caldwell | Wolfe Baseball Field |
| \$ 15,000.00 | CCEDC | Quarterly pledge |

| | | | |
|----|----------|---------------------------|------------------------------------------|
| \$ | 2,250.00 | Wells Fargo | Trustee Fee – 2006 Rev Allocation Bond |
| \$ | 3,290.00 | Hamilton Michaelson Hilty | Review of various documents/agreements |
| \$ | 398.32 | Caldwell Municipal Irrig | Commercial lots Smeed Parkway |
| \$ | 131.00 | Caldwell Municipal Irrig | Commercial lots Smeed Parkway |
| \$ | 131.00 | Caldwell Municipal Irrig | Commercial lots Smeed Parkway |
| \$ | 53.00 | Petty Cash | 1/5 & 1/26 lunches for commissioner mtgs |

Motion to approve the invoices for payment: Rojas/Nancolas M/S/P

The next meeting will be held April 6, 2010 at 12:00 noon

Motion to adjourn: Fouts/Nancolas M/S/P

Meeting adjourned at 2:05 p.m.

Respectfully submitted,

Leona Fouts
Secretary