

Regular Scheduled Meeting
CALDWELL URBAN RENEWAL AGENCY
April 6, 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 April 6, 2010 in the Conference Room at Caldwell City Hall Administrative Offices with Chairman ElJay Waite presiding. Roll was called:

Present: ElJay Waite, Mayor Garret Nancolas, Leona Fouts, Rob Hopper

Absent: Steve Rule, Amy Rojas

Guests: Rem Fox, Rob Pilote, Steve Fultz, Bruce Schultz, Gary Vance, Tom Smith, Kathleen Robinson, Tom Scott.

*Motion to **amend the agenda** to move New Business Item #5: “Discuss the findings from the March 25th workshop and determine future action on “Caldwell Economic Development and Incentives: draft report” to the first item of Old Business: Hopper/Nancolas M/S/P*

*Motion to **approve the agenda** as amended: Fouts/Hopper M/S/P*

*Motion to **approve the minutes** of the March 2, 2010 meeting and the March 25, 2010 workshop: Fouts/Nancolas M/S/P*

OLD BUSINESS

Chairman Waite opened the floor for questions, discussion and suggestions for future action on the draft report titled **Caldwell Economic Development Programs and Incentives**. Mayor Nancolas stated that Mark Hilty, attorney for URA, is developing a structure that would allow URA to administer oversight of a volunteer committee designed to market the program, work with applicants, screen applications and make recommendations to URA for funding. Commissioner Hopper emphasized the importance of building a framework for the incentive program and grant funding that would eventually be sustainable and easily transitioned to the City when URA sunsets in 2014. Further salient points:

- The draft document needs to be finalized. Programs/incentives must be ratified, sample applications included, body text revised to include a marketing aspect, restrictions and guidelines must be defined and language clarified.
- Launch as quickly as possible with limited programs to kick-start the program and increase the tax base, and then add to the program annually and tailor it to meet current opportunities.
- URA has budgeted \$200,000 for redevelopment incentives for the next four years.
- Incentives must be prioritized based on available funds.

Motion to approve the formation of a sub-committee to finalize the grant/incentive document and identify first year incentives, with final draft to be presented at a workshop: Hopper/Nancolas M/S/P

Motion to create a budget line item to specifically identify the budgeted dollars that are tied to the incentives to be used for this program: Nancolas/Fouts

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

Highlights for March 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
- 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
- Provided demographic information to an existing retailer
- Working with 2 potential restaurants/coffee shops for downtown
- Working with downtown group on incentive options: drafted and submitted ideas and programs I've worked with in the past for consideration.
- Working with developers on a potential office/service complex in Caldwell
- Participating with BVEP Working Group (in Star, ID)

NEW BUSINESS

Chairman Waite presented a funding request from Vallivue School District for the first \$100,000 of URA's four year pledge for **Vallivue Academy** renovations. *Motion to approve the pledge request of \$100,000: Hopper/Nancolas M/S/P*

Chairman Waite presented the final funding request from Caldwell School District for parking and grounds improvements for **Canyon Springs High School**: *Motion to approve the funding request for Canyon Springs High School in the amount of \$143,700: Fouts/Nancolas M/S/P*

Steve Fultz, Executive Director, CCEDC, presented a tenant proposal for the **750 square-foot retail** space in the **education (TVCC) building**. Chairman Waite suggested the retail design include space for other downtown restaurants to showcase their menus and possibly provide meal options in a buffet style serving station. *Motion to authorize Chairman Waite to continue negotiations for the lease of the retail space in the education building: Nancolas/Fouts M/S/P*

Steve Fultz and Bruce Schultz presented a proposed plan for "**Education and Workforce Development**" as a component to the **CCEDC 2009-2013 Strategic Plan**. The nature of the plan is to engage the range of educational providers and create a database of priorities and capacities to track emerging workforce needs and facilitate training-specific discussion between business and education. The proposal will be discussed at the May meeting.

Chairman Waite introduced a **financing proposal from ICB** for the tenant improvements and equipment for the education building. The proposal is for \$1,000,000 @ 3.6225% for 5 years.

*Motion to approve the financing proposal pending potential further negotiation of the interest rate:
Hopper/Fouts M/S/P*

Financial Report provided by Chairman Waite:

<u>February 16, 2010</u>	<u>Ending Balance</u>	<u>Earnings</u>
Home Federal Business Acct	450,885.59	885.59

<u>February 28, 2010</u>	<u>Ending Balance</u>	<u>Earnings</u>
Wells Fargo (debt service 2/28/10)	3,660,433.35	25.85
B of C CD	251,943.52	0

<u>March 31, 2010</u>	<u>Ending Balance</u>	<u>Earnings</u>
B of C Business Acct	2,138,591.89	901.43
Local Gov't Investment Pool	606,277.52	93.78

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

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

\$ 1,935.50	Hamilton Michaelson Hilty	TVCC Lease
\$ 140.00	Hamilton Michaelson Hilty	TVCC Lease
\$ 32.31	Petty Cash	March lunches
\$ 6.77	Albertsons	Water for lunches

Motion to approve the invoices for payment: Fouts/Hopper M/S/P

GENERAL BUSINESS

Chairman Waite has been working with Valley Ride to route a second downtown stop that is closer to the new TVCC campus. The additional cost for this change is approximately \$3,640 per year.

Motion to authorize Chairman Waite to work with Valley Ride to negotiate routes that will benefit TVCC and stop within ¼ mile of the campus, with cost not to exceed \$3,700: Hopper/Fouts M/S/P

The **next meeting** will be held **May 4, 2010 at 12:00 noon**

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

Meeting adjourned at 2:00 p.m.

Respectfully submitted,

Leona Fouts
Secretary