

**MINUTES**  
**Urban Renewal Agency of the**  
**City of Mountain Home**  
**Monthly Business Meeting held on**  
**October 21, 2019 6:00PM**  
**Meeting was held at the Economic Development Office**

Meeting was called to order at 6:00 PM by Commissioner Alain Isaac. A quorum was established with Commissioners Randy Valley, Alain Isaac, and Matt Bundy. Commissioner Alan Bermensolo joined the meeting by phone at 6:46 PM.

**Guests:** Courtney Lewis - Economic Development  
Chris Anderson - Representative of Rudeen Architects  
John Cristobal - C2 Construction  
Ron Swearingen - URA Consultant  
Ryan Armbruster - Real Estate Attorney

**Corrections to minutes:** Under "Approve minutes" MOTION PASSED needs to be added. Under "Corrections to minutes" Commissioner Valley makes the motion and Commissioner Bundy seconds. Under "Downtown master plan" GUDO should be GUHO. Roll call for Executive Session should not include COMMISSIONER Swearingen. Minutes to include the motion passed to move into Executive Session.

**Approve Minutes:** Commissioner Valley moved to accept minutes with corrections. Commissioner Bundy seconded. Motion passes.

**Downtown Master Plan update:** Everything is looking good and ahead of schedule. Putting sidewalk in the end of October 21<sup>st</sup> week. First two blocks completed by the first week of November. Lighting figured out with ITD. Furnishings arriving. The second block will be started October 28. A couple of businesses are "feeling the pain" and the city is trying to help as much as they can. No more interruptions to water by the end of the week. GUHO has billed once and next bill will be next week. Updated landscaping and utilities are being laid.

**HUB Plaza update:** Chris Anderson stated concrete is about 75% complete, asphalt is 100% complete, the pavers that are going in are about 25% complete. The shipping containers are all on site now. Two are installed and the tower is going in on Wednesday. Cox Signs were advised by Chris that we want the halo lighted signs up on the tower and the painted signs on the stage door. They are getting a package together for that. Most of the owner provided items have shown up on site. Trash receptacle, fix up bike station, and the musical instruments are there. Waiting on the table and chairs. Update from last meeting, the slide and netting have been approved. Trash enclosure has been issued out to C2 Construction. The pricing and change orders have all been resolved. The appraisal is back from the concrete and it is being reviewed. John Cristobal will call when it is time to set a tower. Will give heads up if there will be road closures and will let businesses know ahead of time. Once towers are set, concrete can go in. Rough in electrical and plumbing is done. Need owners training with City people/Parks and Rec for maintenance. Climbing system still needs to be resolved. Possible ribbon cutting. Let Courtney know. Looking at mid-November.

**Treasurer's Report:** There are two reports. The corrected report is as follows:

Commissioner Isaac asks for a motion to pay the bills. Commissioner Valley makes a motion to accept Treasurer’s Report and pay bills as stated. Commissioner Bundy seconds. All commissioners vote “ey”. Motion passes.

Cash in First Interstate Bank Checking on 9/30/19	7,731.85
Add: Deposit – Rent 10/09/19	4,136.06
Deposit – Rent 10/16/19	1,280.00
Savings Transfer 10/18/19	75,000.00
Savings Transfer 10/18/19	<u>20,000.00</u>
Subtotal Balance before bills	<u>108,147.91</u>
Bills to Pay	
City of Mountain Home	75.40
City of Mountain Home – Reimb Request #1	88,937.09
E. Ron Swearingen	900.00
Elam & Burke	280.00
Green Rose Property Management	128.00
Miracle & Associates Chtd	400.00
RAI, Inc	1250.00
Rogena Breaux	150.00
Rudeen Architects	679.05
STF Lawncare	1,400.00
Roberts Truss/Copies of plans	<u>24.00</u>
Total Bills to Pay via Enclosed Checks	<u>94,243.54</u>
Idaho Power (due 10/1/19)	248.38
Republic Services (due 10/20/19)	<u>40.97</u>
Total Bills to Approve Paid via Bill Pay	<u>289.35</u>
Balance After Bills Approved	<b><u>13,904.37</u></b>

Intermountain Gas is being paid now by a \$200 deposit/credit. Will not see that coming out of auto pay until credit is done.

**Bealls Store Closure:** Bealls store closure will be held off until a letter of intent is received from them. There is nothing to discuss until there is an official word.

**Ryan Armbruster – HUB Building. Sequencing of disposition process:** First document provided is Statute 50-2011 and states how the URA should dispose of real property. Rules are different between a private and public entity. Instead of an auction process, it would be a Competitive Qualitative Process and the major goal is to select a developer to make the property what we want to see. What does the URA want to do with the building and how does the URA want to see it developed. The second document provided includes an agreement with a developer. Will it be better to retain the building or demolish it. Questions were raised about the leases already in place. Coordinate with tenants and property leases.

Commissioner Alan Bermensolo joins meeting at 6:46 PM.

Can something be issued as an initial step before going to a formal RFP that could be deemed an expression of interest. It may tell us something to satisfy the statutory requirements. The caution is not to draft the RFP in such a way that is so stringent that only one entity responds. What the URA needs to do is discuss what we want to see or most appropriate thing and craft the RFP to what we are looking for and put it out. The Fair Reuse Appraisal would happen further into the process. Some agencies are setting a threshold of fair market value for the selected developer. No executive session is needed to discuss what we want to do with the HUB building. It should be done in a workshop or work session. Mr. Armbruster would then draft an RFP and bring it back for formal issuance. First step would be to have conversations with the real estate community as to what they would be interested in seeing in the building. Have work/open sessions with real estate, brokers, developers and find out what they want to see. Be as fair, reasonable, and honest as can be. What does this look like going forward? Mr. Armbruster suggests a more robust discussion or wish list to start. Narrow down the vision. Commissioners suggest the first step is an open meeting to discuss the vision of the HUB. Second step may be during the first part of the year, maybe an open house to increase the field of vision. Third step when we field the vision is narrowed, have Mr. Armbruster put it into a model/format and come back at another meeting with the RFP. The fourth step would be to approve and issue the RFP. Rough timeframe from issuing RFP to provide the opportunity to others to propose on property with negotiations would be approximately 90 to 180 days. Step one for November agenda will be work session for the HUB building.

**Business from the floor:** Motion was made by Commissioner Isaac to pass the resolution to change signers at First Interstate Bank. Commissioner Bundy seconded. Motion passes and resolution is signed.

Next meeting will be November 18, 2019 at 6:00 PM.

Meeting adjourned at 7:18 PM.

Approved \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_