

HAYDEN URBAN RENEWAL AGENCY
8930 North Government Way
Hayden, ID 83854
208-664-6942
www.haydenurbanrenewalagency.com

Regular Meeting
City Hall
City Council Chambers

January 13, 2025
3:00 p.m.

CALL TO ORDER
ROLL CALL OF BOARD MEMBERS
PLEDGE OF ALLEGIANCE
ADDITIONS OR CORRECTIONS TO THE AGENDA
CALL FOR CONFLICTS OF INTEREST
VISITOR/PUBLIC COMMENTS

CONSENT CALENDAR (ALL ITEMS ON THE CONSENT CALENDAR ARE ACTION ITEMS)

1. Minutes from the regular meeting on December 9, 2024
2. Bills

NEW BUSINESS

1. Notice of Award for Owl Café Demolition (Action Item)
2. Recommendation of Selection of Planning Consultant for Civic Center (Action Item)
3. Project List for District Expansion Feasibility Report (Action Item)
4. Approve LGIP contact information change form (Action Item)

REPORTS AND OTHER NON-ACTION ITEM DISCUSSION

1. Executive Director's Report

NEXT MEETING

February 10, 2025 Regular Meeting

ADJOURNMENT (Action Item)

Live Stream: <https://www.youtube.com/live/8eQUyH26MDM?feature=share>

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City Hall
City Council Chambers
Regular Meeting
December 9, 2024
3:00 p.m.

MINUTES

CALL TO ORDER

Mr. McIntire called the meeting to order at 3:00 p.m.

ROLL CALL OF BOARD MEMBERS

Ronda Mitchell	Present (3:15 pm)
Steve Meyer	Present
Colin Meehan	Present
Randy McIntire	Present
Michael Thayer	Present
Matt Roetter	Absent
Joy Richards	Present

STAFF PRESENT

Pete Bredeson, Board Attorney
Melissa Cleveland, Executive Director
Lindsay Spencer, Clerk

PLEDGE OF ALLEGIANCE

Mr. McIntire led the pledge of allegiance.

ADDITIONS OR CORRECTIONS TO THE AGENDA

No additions or corrections to the agenda.

CALL FOR CONFLICTS OF INTEREST

No conflicts were reported.

VISITOR/PUBLIC COMMENT

No visitors or public comment.

CONSENT CALENDAR (Action Items)

1. Minutes
2. Bills
3. Financial Reports

Mr. Thayer moved to approve the Consent Calendar. Ms. Richards seconded the motion.

All members presented voted to affirm. The motion passed.

NEW BUSINESS

1. Welch Comer Contract Amendment for Executive Director Services (Action Item)

Ms. Cleveland presented the Amendment to extend services for an additional year.

Mr. Thayer moved to approve the Welch Comer Contract Amendment. Ms. Richards seconded the motion.

ROLL CALL OF BOARD MEMBERS

Steve Meyer	Yes
Colin Meehan	Yes
Randy McIntire	Yes
Michael Thayer	Yes
Joy Richards	Yes

The motion was approved by a majority roll call vote.

REPORTS

1. Executive Director's Report

Ms. Cleveland presented the Executive Director's Report.

Owl Café Sign will be taken to storage beginning of next week. The movers are making sure all the packaging is ready for safe transport/storage.

RFQ Owl Café Demo – RFQ is out and due January 7, 2025. Gas/Electric/Water is turned off. Ms. Cleveland is meeting with Contractors tomorrow to do a walk through.

Civic Campus RFP is out for to assist in planning ideas for the Owl, 58 E Orchard, parking lots, City Hall parcel, and McIntire Park and are due January 7, 2025. Selection committee is Ms. Cleveland, Ms. Mitchell and Mr. McIntire.

Boundary Expansion – Plan Amendment should be ready for review at our January meeting.

Annual Report – Ms. Cleveland will be working on in the next couple of months.

Audit – Ms. Cleveland and City are working on compiling materials for FY24.

NEXT REGULAR MEETING

January 13, 2025 – Regular Meeting

ADJOURNMENT (Action Item)

Mr. Thayer moved to adjourn the meeting. Mr. Meyer seconded the motion.

The meeting adjourned at 3:19 p.m.

Budget Number	Budget Name	Vendor	Invoice Number	Amount
300-241-53102	Legal/Professional Services	Bredeson Law	1234	\$1,000.00
300-241-55401	Advertising, Publishing, Recording	CDA Press	30713	\$31.10
300-241-54100	HURA Utilities	Avista		\$125.20
300-241-53409	Video Recording	Knock Marketing	4626	\$400.00
300-899-59901	HURA Infrastructure Projects	Sign Corp	244766	\$2,139.00
300-248-53205	Executive Director Services	Welch Comer	41388999-023	\$2,240.00
300-241-55701	Dues, Memberships, and Subscriptions	Hayden Chamber of Commerce	69020	\$250.00

Notice of Award for Owl Cafe Demo

January 8, 2025

Hayden Urban Renewal Agency
8930 N. Government Way
Hayden, ID 83835

Re: 41388 HURA – Owl Café Demolition

Dear HURA Board:

Enclosed please find the bid tabulation and review checklist for the bids which were received at our office for the Owl Café Demolition Project. We have reviewed the bid packages received and they all seem to be responsive.

Welch Comer & Associates recommends awarding the base bid, in the amount of \$34,800 the low bidder, Peck & Peck Excavating, Should the Board concur with our recommendation, please sign the appropriate Notice of Award (attached) and return to our office for immediate processing.

Should you have any questions, please contact our office.

Sincerely,
Welch Comer Engineers



Melissa Cleveland, P.E.
Senior Project Manager

Enclosures

HAYDEN URBAN RENEWAL AGENCY
OWL CAFÉ DEMO
BID SUMMARY*
Bid Opening 01/07/2025

CONTRACTOR	BASE BID		
BIG SKY	\$ 64,054.00		
CANNON HILL	\$ 42,500.00		
PECK & PECK	\$ 34,800.00		
LARIVIERE	\$ 58,840.00		
	\$ -		

* PLEASE NOTE THAT THIS IS FOR INFORMATION USE ONLY. THE OWNER RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS PURSUANT TO SECTION 00 2113 - INSTRUCTIONS TO BIDDERS OF THE CONTRACT DOCUMENTS.

BID REVIEW CHECKLIST PRIOR TO RECOMMENDATION

OWNER: HAYDEN URBAN RENEWAL AGENCY

PROJECT: OWL CAFÉ DEMO

Open Date: 1/7/2025

Bid Review Performed By: Lindsay Spencer

CONTRACTOR	BIG SKY	CANNON HILL	PECK & PECK	LARIVIERE
BID AMOUNT (Basis of Bid Award)	\$ 64,054.00	\$ 42,500.00	\$ 34,800.00	\$ 58,840.00
PUBLIC WORKS LICENSE NO.	2207	PWC-C-14026	PWC-C-11536	PWC-C17425
License Limit (See List)	Unlimited	200000	5000000	Unlimited
License Confirmed with the License Board at www.dbs.idaho.gov	Y	Y	Y	Y
BID PACKAGE				
Are all forms filled out completely and correctly?				
ALL ADDENDA ACKNOWLEDGED?	Y	Y	Y	Y
BID PROPOSAL FORM	Y	Y	Y	Y
BID SCHEDULE	N/A	N/A	N/A	N/A
FORM OF BID SECURITY	N/A	N/A	N/A	N/A
Surety Company Confirmed at www.irms.treas.gov/c570/index.html ?				
LIST OF SUBCONTRACTORS				
PLUMBING	N/A	N/A	N/A	N/A
HVAC/BOILER	N/A	N/A	N/A	N/A
ELECTRICAL	N/A	N/A	N/A	N/A
NON-COLLUSION AFFIDAVIT	Y	Y	Y	Y
CONTRACTOR FOR PW TO PAY ALL TAXES	Y	Y	Y	Y
AFFIDAVIT OF PAYMENT OR SECUREMENT OF ALL TAXES	Y	Y	Y	Y
List other requirements:				

NOTICE OF AWARD

Date of Issuance: 01/13/2025

Owner: Hayden Urban Renewal Agency

Owner's Project No.: 41388

Engineer: Welch Comer & Associates, Inc.

Engineer's Project No.: 41388

Project: Owl Cafe Demolition

Contract Name: Owl Café Demolition

Bidder: Peck & Peck Excavating

Bidder's Address: 3386 N. Hwy 41, Post Falls, ID 83854

You are notified that Owner has accepted your Bid dated **01/07/2025** for the above Contract, and that you are the Successful Bidder and are awarded a Contract for:

Owl Café Demolition

The Contract Price of the awarded Contract is **\$34,800**. Contract Price is subject to adjustment based on the provisions of the Contract, including but not limited to those governing changes, Unit Price Work, and Work performed on a cost-plus-fee basis, as applicable.

One (1) unexecuted counterpart of the Agreement accompany this Notice of Award, or has been transmitted or made available to Bidder electronically.

You must comply with the following conditions precedent within 15 days of the date of receipt of this Notice of Award:

1. Deliver to Owner one (1) counterpart of the Agreement, signed by Bidder (as Contractor).
2. Deliver with the signed Agreement(s) the Contract security (such as required performance and payment bonds) and insurance documentation.

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within 10 days after you comply with the above conditions, Owner will return to you one fully signed counterpart of the Agreement.

Owner: **Hayden Urban Renewal Agency**

By (signature): _____

Name (printed): Randy McIntire

Title: Vice Chair

Copy: Welch Comer Engineers

CONSTRUCTION CONTRACT FOR
HAYDEN URBAN RENEWAL AGENCY OWL CAFÉ DEMOLITION

THIS AGREEMENT IS MADE:

Between the OWNER: Hayden Urban Renewal Agency

And the CONTRACTOR:

For the following project: OWL CAFÉ DEMOLITION

THE OWNER AND CONTRACTOR AGREE AS FOLLOWS:

**SECTION 1
THE CONTRACT DOCUMENTS**

1.1 CONTRACTOR shall complete the Work described in the Contract Documents for the project. The Contract Documents consist of:

1.1.1 This Agreement signed by the OWNER and CONTRACTOR;

1.1.2 The Specifications dated and enumerated as follows:

1.1.2.1 Specifications:

Division 1 – General Requirements

- Section 01 1000 – Summary
- Section 01 2000 – Price and Payment Procedures
- Section 01 3000 – Administrative Requirements
- Section 01 4000 – Quality Control
- Section 01 5000 – Temporary Facilities and Control
- Section 01 5050 – Mobilization
- Section 01 7000 – Execution and Closeout Requirements

Division 02 – Site Requirements

- Section 02 4100 – Demolition

Division 31 – Earthwork

- Section 31 2316 – Excavation
- Section 31 2316.13 – Trenching
- Section 31 2323 – Fill

Reports

- Asbestos and Lead Based Paint Report Dated 10-31-2023.
- Addenda 1 through 1

1.1.3 Written change orders or orders for minor changes in the Work issued after execution of this Agreement; and

SECTION 2

DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION DATE

- 2.1 The date of commencement shall be within 10 days of the issuance of a Notice to Proceed.
- 2.2 CONTRACTOR shall substantially complete the Work not later than _____
[April 30, 2025 or within 30 days of receiving the Notice to Proceed, whichever is earlier],
subject to adjustment by Change Order.
- 2.3 Liquidated Damages: Contractor and OWNER recognize that time is of the essence of this Agreement and that OWNER will suffer financial loss if the Work is not completed within the times specified in Paragraph Contract Times above, plus any extensions thereof allowed in accordance with the General Conditions. The parties also recognize the delays, expenses, and difficulties involved in proving in a legal or arbitration proceeding the actual loss suffered by OWNER if the Work is not completed on time. Accordingly, instead of requiring any such proof, OWNER and Contractor agree that as liquidated damages for delay (but not as a penalty) Contractor shall pay OWNER Two Hundred Fifty Dollars (\$250.00) for each day that expires after the time specified herein for Substantial Completion until the Work is substantially complete.

SECTION 3
CONTRACT SUM

3.1 Subject to additions and deductions by Change Order, the Contract Sum is:

\$ 34,800.00.

SECTION 4
PAYMENT

- 4.1 Based on CONTRACTOR'S Application for Payment, OWNER shall pay CONTRACTOR as follows:
 - 4.1.1 CONTRACTOR shall allow up to seven (7) calendar days for review of the request by OWNER and up to fourteen (14) calendar days for issuance of payment.
 - 4.1.2 OWNER shall complete progress payments within 21 calendar days after receipt of an Application for Payment.

SECTION 5 INSURANCE

5.1 CONTRACTOR shall provide insurance as follows:

- 5.1.1 CONTRACTOR agrees to obtain and keep in force during its acts under this Agreement a comprehensive contractor's liability insurance policy in the minimum amount of \$1,000,000/property damage and \$1,000,000/personal injury, which shall name and protect CONTRACTOR, all CONTRACTOR's employees, OWNER, and its officers, agents and employees, from and against any and all claims, losses, actions, and judgments for damages or injury to persons or property arising out of or in connection with the acts or omissions of CONTRACTOR.**
- 5.1.2 CONTRACTOR shall maintain in full force and effect workers' compensation insurance for CONTRACTOR and any agents, employees, and staff that the CONTRACTOR may employ, and provide proof to OWNER of such coverage or that such workers' compensation insurance is not required under the circumstances.**
- 5.1.3 CONTRACTOR shall require its insurer to notify OWNER ten (10) days prior to cancellation of any policy referenced in this section.**
- 5.1.4 CONTRACTOR shall provide certificates of insurance showing that it has obtained the coverages required pursuant to this section prior to commencement of the Work.**

SECTION 6

OTHER TERMS AND CONDITIONS

- 6.1 The parties agree that CONTRACTOR is the independent contractor of OWNER and in no way an employee or agent of OWNER, and is not entitled to workers' compensation or any benefit of employment with OWNER. OWNER shall have no control over the performance of this Agreement by CONTRACTOR or its employees, except to specify the time and place of performance, and the results to be achieved. OWNER shall have no responsibility for security or protection of CONTRACTOR'S supplies or equipment. CONTRACTOR agrees to pay and be responsible for all taxes due from the compensation received under this contract.
- 6.2 CONTRACTOR warrants that all materials and goods supplied under this Agreement shall be of good merchantable quality and that all services will be performed in a good workmanlike manner. CONTRACTOR acknowledges that it will be liable for any breach of this warranty.
- 6.3 CONTRACTOR agrees to indemnify, defend, and hold harmless OWNER, and its officers, agents and employees, from and against any and all claims, losses, actions, or judgments for damages or injury to persons or property arising out of or in connection with the acts and/or any performances or activities of CONTRACTOR, CONTRACTOR's agents, employees, or representatives under this Agreement.
- 6.4 CONTRACTOR agrees to comply with all federal, state, county, city, and local laws, rules and regulations.
- 6.5 This Agreement contains the entire agreement between the parties, and no statements, promises, or inducements made by either party, or agents of either party, which are not contained in the written Agreement, are valid or binding.
- 6.6 This Agreement may not be enlarged, altered, modified or amended except upon proper execution of a Change Order or other written agreement signed by both parties hereto. Contractor may not subcontract or assign it rights (including the right to compensation) or duties arising hereunder without the prior written consent of OWNER, which shall not be unreasonably withheld.
- 6.7 This Agreement shall be governed by and interpreted under the laws of the State of Idaho. Venue for any dispute arising under this Agreement shall be in Kootenai County, Idaho.
- 6.8 Reasonable attorney fees shall be awarded to the prevailing party in any action to enforce this Agreement or to declare forfeiture or termination of this Agreement.
- 6.9 Terms used in this agreement will have the meanings stated in the General Conditions and the Supplementary Conditions.
- 6.10 Successors and Assigns: OWNER and Contractor each binds itself, its partners, successors, assigns, and legal representatives to the other party hereto, its partners,

successors, assigns, and legal representatives in respect to all covenants, agreements, and obligations contained in the Contract Documents.

- 6.11 **Severability:** Any provision or part of the Contract Documents held to be void or unenforceable under any Law or Regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon OWNER and Contractor, who agree the Contract Documents shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.
- 6.12 **Assignment:** Contractor may not subcontract or assign its rights or duties, including the right to compensation, arising hereunder without the prior written consent of the OWNER.
- 6.13 **Work Status:** Contractor shall be responsible for providing verification of lawful work status for all of its employees, and for all employees of all subcontractors.
- 6.14 **Prohibition on Discrimination:** Contractor and Contractor's subcontractors shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, or national origin. Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, religion, color, sex, age, or national origin. Such action shall include the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the policies for non-discrimination.
- 6.15 **Independent Contractor:** The parties agree that Contractor is an independent contractor of Owner and in no way an employee or agent of Owner, and is not entitled to workers' compensation or any benefit of employment with Owner. Owner shall have no control over the performance of this Agreement by Contractor or its employees, except to specify the place of performance, and the results to be achieved. Owner shall have no responsibility for security or protection of Contractor's supplies or equipment. Contractor agrees to pay and be responsible for all taxes from the compensation received under this Agreement.

SECTION 7

ADDITIONAL REQUIREMENTS OF THE STATE OF IDAHO

The clauses contained in this section are required by the State of Idaho. The inclusion of these clauses in this Contract by the Owner does not indicate the Owner's support or opposition to these clauses nor agreement by the Owner that these clauses are relevant to the subject matter of this Contract. Rather, these clauses are included solely to comply with Idaho State law.

7.1 Certification Concerning Employment of Idaho Residents

7.1.1. Pursuant to Idaho Code § 44-1002, *CONTRACTOR* must employ ninety-five percent (95%) bona fide Idaho residents as employees on the *PROJECT* except if fifty (50) or less persons are employed the *CONTRACTOR* may employ ten percent (10%) nonresidents, provided, however, in all cases *CONTRACTOR* must give preference to the employment of bona fide Idaho residents in the performance of said work. However, if the *PROJECT* involves the expenditure of federal aid funds, this provision shall not be enforced in such a manner as to conflict with or be contrary to the federal statutes prescribing a labor preference to honorably discharged soldiers, sailors, and marines, prohibiting as unlawful any other preference or discrimination among citizens of the United States.

7.2 Certification Concerning China

7.2.1. *CONTRACTOR* certifies that it is not owned or operated by the government of China and during the duration of this Agreement will not be owned or operated by the government of China.

7.3 Certification Concerning Abortion Providers

7.3.1 To the extent this agreement is subject to the use of public funds, Contractor certifies that it is not, and will not, for the duration of this Agreement become, an abortion provider or an affiliate of an abortion provider as those terms are defined in the "No Public Funds for Abortions Act" Idaho Code Title 18, Chapter 87)

DATED this _____ day of _____, 2025.

OWNER

Hayden Urban Renewal Agency

RANDY MCINTIRE, VICE-CHAIR

ATTEST:

LINDSAY SPENCER, CLERK

DATED this _____ day of _____, 20____.

CONTRACTOR

Peck & Peck Excavating
(Name of Company)

(Signature)

(Printed name, title and address)

Peck & Peck Excavating

3386 N. Hwy 41

Post Falls, ID 83854

Idaho Contractor License No.: PWC-C-11536

Recommendation for Planning
Consultant for Civic Center

Memorandum

TO: HURA CHAIRMAN AND BOARD

FROM: MELISSA CLEVELAND, EXECUTIVE DIRECTOR

SUBJECT: CIVIC CENTER PLANNING CONSULTANT SELECTION

DATE: 1/9/2025

CC: LINDSAY SPENCER, CLERK

Background

There had been several discussions regarding the future of the HURA-owned properties - former Owl property, 58 E Orchard, and the two parking lots on Government Way. It is difficult to plan what to do with the HURA-owned properties without considering the City's campus (City Hall and McIntire Family Park). The HURA board held a workshop in October 2024 to clarify the type of planning that would assist HURA and the criteria for selecting a planning consultant. The Request for Qualifications advertised on December 6th and the submittals were due January 7th.

Consultant Selection

HURA received two proposals from Bernardo Wills Architects and Architects West. The selection committee were commissioners Randy McIntire, Ronda Mitchell, and Michael Thayer. The ranking summary is below, in no particular order:

Project Team	Bernardo Wills Architects	Architects West
Reviewer 1	10	9
Reviewer 2	9	9
Reviewer 3	10	8
Subtotal	29	26
Similar Projects		
Reviewer 1	10	8
Reviewer 2	9	10
Reviewer 3	10	7
Subtotal	29	25
Schedule and Approach		
Reviewer 1	8	10
Reviewer 2	8	10
Reviewer 3	7	10
Subtotal	23	30
Total	81	81
Reviewer 1	28	27
Reviewer 2	26	29
Reviewer 3	27	25

Both firms earned a total of 81 points out of 90. However, two of the reviewers ranked Bernardo Wills Architects higher than Architects West.

Recommendation

The selection committee recommends directing the executive director to coordinate with Bernardo Wills Architects to develop a scope and fee and, if successful, bring a contract to the board for approval at the February meeting.

Projects for HURA District Expansion
Economic Feasibility

Memorandum

TO: HURA CHAIRMAN AND BOARD
FROM: MELISSA CLEVELAND, EXECUTIVE DIRECTOR
SUBJECT: HURA EXPANSION PROJECT LIST
DATE: 1/10/2025
CC: LINDSAY SPENCER, CLERK

Background

As you know, HURA requested the City to expand the district and the City has been working through the steps to do so. The next step for the City is to finish the Economic Feasibility and one of the products is the Project List. Alivia Metts at the Metts Group is performing this study for the City and asked HURA to weigh in on the project list. I've attached to this memo, a project list that I can up with based on the City's transportation, parks, and sewer master plans and other items the HURA board has discussed previously.

Needed Action

At the meeting, I'd like the HURA board to weigh in on the project list that I prepared (attached). My understanding from Alivia is that the project list total can exceed the total amount projected for the district but should include everything we or the City can think of for capital-type projects.

Additionally, I attached the HURA budget forecast memo that was prepared in 2024 so you have an understanding of the potential revenues projected through the end of the district.

Project	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	Total Expended
Either under contract or imment								
Civic Campus Planning		25,000						25,000.00
Croffoot Park		67,500						67,500.00
Owl Café Demolition		40,000						40,000.00
Not Imminent								
Civic Campus			250,000	250,000	2,000,000	2,000,000	500,000	5,000,000.00
Improvements to McIntire Park			100,000	100,000	1,000,000			1,200,000.00
Intersection Improvements - Honeysuckle and Govt Way Right Turn Lane			150,000	850,000				1,000,000.00
Intersection Improvements - Orchard Ave and Govt Way Sidewalk Gap							70,000	70,000.00
Intersection Improvements - Miles and Govt Way		50,000	200,000	1,050,000				1,300,000.00
Intersection Improvements - Gov't Way and Wyoming Signal				200,000	200,000	1,300,000		1,700,000.00
Intersection Improvements - Gov't Way and Dakota Turn Lanes					100,000	400,000		500,000.00
Sewer Upsize - Government Way and Hayden			100,000				300,000	400,000.00
Public Art		10,000	10,000	10,000	10,000	10,000	10,000	60,000.00
Property Acquisition			300,000					300,000.00
TOTALS		192,500	1,110,000	2,460,000	3,310,000	3,710,000	880,000	11,662,500

Owner Participation Agreements

Rock Properties	5,180	42,000	46,000	51,000	56,000	62,000	68,000	330,180
Marketplace at Miles	620	1,300	1,370	1,440	1,510	1,590	1,670	9,500
CHUBBS	14,300	14,600	14,900	15,200	15,500	6,456		80,956
TOTALS	20,100	57,900	62,270	67,640	73,010	70,046	69,670	420,636

Hayden Urban Renewal Agency

Memorandum

TO: HAYDEN URBAN RENEWAL AGENCY BOARD

FROM: MELISSA CLEVELAND, EXECUTIVE DIRECTOR

PRJ. #: 41388

SUBJECT: HAYDEN URA FY 25 BUDGET & REVENUE PROJECTIONS

DATE: 6/14/2024

CC: LISA AILPORT, CITY OF HAYDEN MAYOR AND COUNCIL

Introduction

This memo is intended to explain the Hayden Urban Renewal District funds expected to carry forward to the FY25, expenses for City projects in FY24, and revenues expected throughout the remainder of the revenue allocation area.

Carryforward to FY25

On October 1, 2023, Hayden URA had \$5.49 million in the bank. HURA's revenues for FY24 are expected to be \$1.24 million. HURA's expenses in FY24 are expected to be \$4.06 million (not including fund balance carry-forward). HURA expects to carry-forward \$2.68 million at the end of this fiscal year.

HURA's expenses included general operating and professional services costs, property purchase, reimbursement for City infrastructure projects, and other items.

Of the \$4.06 million in HURA anticipated expenses in FY 2024, \$3.92 million (97%) are capital expenses. Of that \$3.92 million, \$2.97 million is expected to be reimbursed to the City for a variety of infrastructure projects including Croffoot Park, Ramsey Road Sewer, Ramsey Road LHTAC project shortfall, and benches.

Overall, 73% of HURA's anticipated expenses for FY24 are reimbursements to the City for infrastructure projects.

Forecasting

As previously stated, HURA anticipates having roughly \$2.67 million in the bank on September 30, 2024. Forecasting forward, HURA anticipates somewhere between \$6.5 and \$7.5 million available for infrastructure, property purchase, or other capital purchases through the end of the revenue allocation area in 2029.

Contact Change Form for LGIP
Account



AGENCY CONTACT INFORMATION - CHANGE FORM

The completed form can be faxed, scanned and emailed or mailed to the address below.

Please complete only the areas below which need to be changed (this form will replace previous contact information on file).

Authorization shall be indicated by an original signature on the bottom of this form, by a member of the agency's governing board (other than the current or new Contact Person listed below). We acknowledge that we have read the LGIP Investment Statement of Understanding and LGIP Investment Policy and agree to the terms and conditions stated therein, and any subsequent changes thereto. A copy of any changes to the Investment Statement of Understanding and Investment Policy will be provided to this agency upon request.

AGENCY NAME: Hayden Urban Renewal Agency

CONTACT NAME: Melissa Cleveland, Executive Director

E-MAIL ADDRESS: mcleveland@welchcomer.com

Additional Authorized Users:

Table with 4 columns: Name, E-Mail, Phone for Lindsay Spencer, Clerk and Melissa Cleveland, Executive Director.

Remove Current Contact/Additional Users:

Table with 4 columns: Name, E-Mail, Phone for Amanda Powers.

MAILING ADDRESS: 8930 N. Government Way

CITY, STATE: Hayden, Idaho ZIP: 83835

PHONE: (208)664-6942 FAX :

The signature below, by an authorized member of this agency's governing board, will hereby authorize the State Treasurer to update our account files with the above information. Applicant will include a roster of current authorized board members, on its own letterhead, with this application and will be responsible for providing the STO any future updates to this information as they occur.

This authorization is to remain in full force and effect until the State Treasurer receives notification from us of its termination in such time and in such manner as to afford the State Treasurer and depository a reasonable opportunity to act on it.

Randy McIntire
NAME of Board Member:

Vice-Chair
TITLE of Board Member:

SIGNATURE of Board Member
(authorized to act on behalf of above named agency)

DATE

Executive Director Report

Memorandum

TO: HURA CHAIRMAN AND BOARD
FROM: MELISSA CLEVELAND, EXECUTIVE DIRECTOR
SUBJECT: EXECUTIVE DIRECTOR REPORT
DATE: 1/10/2024
CC: LINDSAY SPENCER, CLERK

OPAs

Nothing new has come in.

Owl Cafe

The sign was removed and delivered safely to the North Idaho Museum.

The demo contract award was on the agenda.

HURA & City Property Planning

The recommendation for consultant selection is on the agenda. I hope to work with the selected consultant on a scope and fee and have a contract on the February board meeting. Then, the work will be performed February through May 2025.

HURA Boundary Expansion

The project list is on the agenda for comment by the HURA board. Then, they will finish up the financial feasibility and plan amendment. The presentation of the plan amendment may end up being a workshop in February or March instead of business conducted at the regular meeting. I'll keep you posted.

58 E Orchard

No update.

Annual Report

I prepared the report and we plan to notice it for the February meeting.

Audit

The City and I are working on providing materials to the auditor for the FY24 audit.