

EAGLE URBAN RENEWAL AGENCY
MEETING MINUTES
SPECIAL MEETING
October 4, 2018 6:00 P.M.

1. **CALL TO ORDER: 6:01**

2. **ROLL CALL:** PIERCE, BUSCHERT, GOLD, SHEPARD, BASTIAN, joined by phone.

3. **PLEDGE OF ALLEGIANCE:**

4. **ADDITIONS, DELETIONS OR MODIFICATIONS TO THE AGENDA:**

5. **REPORTS BY BOARD MEMBERS, SECRETARY AND ATTORNEY:**

6. ACTION ITEM: **TREASURERS REPORT:**

1. **Review of bank statement ending: August 31, 2018**

2. **Approval of accounts payable in the amount of \$ 2,478.35**

Ellen stated that the balance ending was \$952,738.63, accounts payable for this meeting is \$2,478.35. After the last special meeting, the paperwork was filled out and signed by Miranda and I. Then on September 21st, I transferred \$900,000.00.

Gold made a motion to approve the Treasurers report, seconded by Shepard

ROLL CALL VOTE: ROLL CALL VOTE: PIERCE, BASTIAN, BUSCHERT, GOLD, SHEPARD. MOTION CARRIES.

7. ACTION ITEM: **APPROVAL OF MINUTES:** Regular meeting on September 4, 2018, Special meeting on September 10, 2018, Special meeting on September 18, 2018.

Gold made a motion to approve the minutes from the September 4, 2018; Special meeting, September 10, Special meeting September 18, 2018., seconded by Buschert.

ALL AYES MOTION CARRIES

8. **NEW BUSINESS:**

1. ACTION ITEM: Discuss Owner Participation Agreement Reimbursement with Pacific Companies and payment. John Rennison, 410 E State Street in Eagle, came before the board to update the board and share a couple of handouts. Discussion on re-visiting the OPA, which reflects the letter of intent drafted in 2016 that LOI covered some improvements in the Eagle Lakes Development. Maybe add this to the OPA that we have now. Some of the items contemplated were driven by the previous Council. The board discussed the need for Rennison to check with the current Council regarding the need for a public restroom or added public parking spaces before a decision is decided. Gold suggested taking an inventory of nearby restrooms, Buschert said she thought it would also be a good discussion for the Parks & Pathways Commission to have as well. Rennison touched on the pathways that have been approved at the Design Review level. The last item was the park on the south. Idea is to allow access through out the wetlands area as well. Would like to move forward on this as an OPA or amend the current OPA. Shepard asked about the numbers of units in the Eagle Lakes development. 250 apartments on the east side of development, on the westside there will be 69 residential and some townhomes. Also discussed was a time-line for request for reimbursement on the current OPA. Attorney Lakey stated that the improvements have been completed and that they have been accepted by the proper agency. Then you present the documents to this board and then we pay you the 75% from the increment we have received to this point and then each year after upon acknowledgement of the payment of the property taxes on that property.

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2. ACTION ITEM: Review and possible approval of job description for new Director/Manager. (Miranda Gold) A draft was sent out regarding the Executive Director position. Gold stated that she took information from that was on file, submitted by Shepard and some additional on-line research. She welcomes any suggestions. They discussed whether the executive director and bookkeeping would be one position or two separate positions. Buschert explained her bubble chart that she submitted and gave some explanations on the job description that was submitted by Attorney Lakey. It was agreed to separate the positions. Chairman Pierce discussed Clearwater Financial as a candidate for the bookkeeping position. Lakey explained that there are exemptions that allow you to hire someone without putting it out for bids. Shepard asked about the status of employee versus independent contractor. The need for checks and balances is a necessity. It was decided that a contractor versus employee is a better option at this time. It was decided that Attorney Lakey would send over to Ellen the RFP language. She will get it put on the website as well as Association of Idaho Cities, and invite to submit proposals anyone that any of the members feel would fit for our agency, deadline will be November 1st at 5:00 pm. Any proposals submitted will be forwarded to the board members, so they have time to review the applicants in time for the next meeting at which time we can hopefully come to an agreement.

3. ACTION ITEM: Audit Engagement Letter. (Ellen Smith) Received from Quest the audit proposal signature. Buschert made a motion to approve the audit as proposed, seconded by Gold.

ROLL CALL VOTE: PIERCE, BASTIAN, BUSCHERT, GOLD, SHEPARD. MOTION CARRIES.

4. ACTION ITEM: Review and possible approval of Policy manual for new Urban Renewal Board members. (Bob Shepard) This item was discussed, and Bob stated that he has already added some new information since he sent it out. He said he researched and there is very little out there regarding policy for URA's. Bob feels this is a good start and will be helpful for new members on how things work. It was decided that the board needs to review this as well as the new executive director. Gold stated she would like to put this on the agenda for November. Janet wants to see a change in 2.7 maybe replace this with the advisory piece. There is also a reimbursement process piece and we have that being reviewed by Lakey and to be approved by us. Gold stated that there should be edits to that first paragraph although I have no specific changes at this point. Let's mark it up and bring it back to the next meeting.

5. ACTION ITEM: Resolution 18-005 Update new bylaws to include new meeting dates. Miranda Gold suggested that we propose the schedule proposed by Ellen for now and wait until the new hire is in place and we see if we still need the second meeting of the month. Ellen will change the heading to Special meetings.

6. ACTION ITEM: Approve new meeting dates for 3rd Tuesdays of the month. (Ellen Smith) These will be special meetings that Ellen will post on the board in City Hall and on the website.

7. ACTION ITEM: Discussion on Budget numbers. Buschert stated that she felt the budgeting will be based on the Executive Director salary, the Bookkeeping salary, Mr. Rennison's input on revenue flow, other adjustments will be dependent on the number of meetings per month. On the revenue side I am wondering where we are on understanding our actual revenue amount. Gold we could request a presentation from the assessor to come and speak to us on this. We have had that visit in the last few months, but we still need to know what levy rate to use to figure our increment revenue. If they can send us a number instead of coming that is fine also.

8. ACTION ITEM: UNFINISHED BUSINESS:

9. PUBLIC COMMENTS: NONE

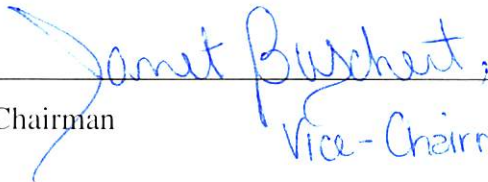
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10. ACTION ITEM: EXECUTIVE SESSION: 74-206 (C) To acquire an interest in real property which is not owned by a public agency. Historical property. Bob Shepard made a motion to move into executive session per IC 74-206(C) to acquire an interest in real property which is not owned by a public agency. Historical property. Seconded by Bastian.

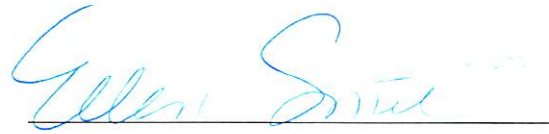
ROLL CALL VOTE: PIERCE, BASTIAN, BUSCHERT, GOLD, SHEPARD. MOTION CARRIES.

Out of executive at 8:39 pm

12. ADJOURNMENT: 8:39 pm



Chairman
Vice-Chairman



Secretary