



**MINUTES OF SPECIAL MEETING  
BOARD OF COMMISSIONERS  
EAGLE URBAN RENEWAL AGENCY**  
660 E. Civic Lane, City Hall Council Chambers  
Eagle, ID 83616  
August 20, 2019 – 12:00 p.m.

**I. CALL TO ORDER**

Chairman Buschert convened the meeting at 12:00 PM.

**II. ROLL CALL/CONFIRMATION OF QUORUM** – Robin Collins, Executive Director  
Present: Commissioner Burnett, Commissioner Bastian, Commissioner Buschert, Commissioner Gold (via phone conference call), Commissioner Kramer, Commissioner Ridgeway

Absent: Commissioner McNeil

Quorum confirmed

Agency staff members present: Executive Director Robin Collins, and Agency Legal Counsel Todd Lakey

**III. PLEDGE OF ALLEGIANCE**

**IV. AGENDA APPROVAL – ACTION ITEM**

Commissioner Bastian made a motion to approve the agenda.

Commissioner Burnett seconded the motion.

All said Aye. Motion carried 6-0.

**V. CONSENT AGENDA – ACTION ITEM**

Commissioner Ridgeway made a motion to approve the consent agenda.

Commissioner Kramer seconded the motion.

All said Aye. Motion carried 6-0.

**VI. PUBLIC HEARINGS – ACTION ITEMS**

**A. FY2019-2020 Budget** – Chair Buschert presented the opening introduction of the budget, citing the legal requirements for publishing and public hearing. Confirmation that all legal procedures were met.

Executive Director, Robin Collins, gave a presentation on the proposed FY 2019-2020 budget with explanations.

The Board had no questions or additional comments for staff.

Chair Buschert opened the public hearing. It was noted there was no one present or signed up to speak at the public hearing.

Chair Buschert closed the public hearing.

Seeing no further discussion, Commissioner Bastian made a motion to approve the FY2020 Budget and Resolution No. 19-004 titled “Annual Appropriation Resolution”, appropriating sums of money authorized by law and deemed necessary to defray all expenses and liabilities of the urban renewal agency, for the fiscal year commencing October 1, 2019 and ending September 30, 2020, for all general, special, and corporate purposes; directing the chairman, executive director, or legal counsel to submit the resolution and budget to the City of Eagle and any other entity entitled to a copy of the resolution and budget; and providing an effective date.

Commissioner Burnett seconded the motion.

Roll Call Vote:

Commissioner Bastian	Aye
Commissioner Burnett	Aye
Commissioner Buschert	Aye
Commissioner Gold	Aye
Commissioner Kramer	Aye
Commissioner Ridgeway	Aye

All said Aye. Motion carried 6-0.

## **VII. NEW BUSINESS – ACTION ITEMS**

**A. RFP Committee**–Chair Buschert discussed the need to form a request for proposal review committee to evaluate RFP submittals for the museum and make a recommendation to the board for consideration. Buschert asked if there were 2 or 3 members of the board that would like to be on the committee.

Commissioner Burnett and Commissioner Gold expressed interest in sitting on the review committee.

There was some discussion on how the review committee would work and the responsibilities.

Commissioner Ridgeway made a motion to approve Commissioner Burnett and Commissioner Gold to the review committee, along with the agency's executive director.

Commissioner Bastian seconded the motion.

All said Aye. Motion carried 6-0.

- B. RFP for Accounting Services** – Chair Buschert gave a brief history of the RFP that went out last year for accounting services and asked the board if they had a desire to revisit that RFP and possibly go out for accounting services for FY2020.

Commissioner Ridgeway mentioned he did not feel the agency needed to go out for those services at this time, especially since some of the burden has been alleviated with the school district termination of the settlement agreement.

Commissioner Bastian stated he would agree with Commissioner Ridgeway and asked the executive director her thoughts on the issue.

Executive Director Robin Collins stated she felt comfortable handling the financials at this time, but the board may want to revisit the idea if and when the agency decides to bond or take on a lot of projects.

Commissioners were in agreement with this recommendation to wait until a later date.

No action was taken on this item.

## **VIII. INFORMATION/DISCUSSION ITEMS – NON-ACTION ITEMS**

### **A. Executive Directors Report**

Executive Director, Robin Collins reported on the status of the approvals for the school district termination agreement. Ms. Collins also updated the board on a meeting with Mr. Perez from the American Legion, the purchase and RFP for the museum property, and the issuance of the agency's first reimbursement to Pacific Companies.

### **B. Legal Counsel Report**

There were no legal counsel reports.

### **C. Chair and Board Reports/Updates**

Chair Buschert reported that in the first meeting in September she would like to have a discussion on infrastructure in downtown. Also, the MOA with the City needs to be updated and approved before the end of September.

### **D. Committee Reports/Updates**

There were no committee reports/updates

## **IX. PUBLIC COMMENT**

Chair Buschert opened up the meeting for public comment. There was no public comment.

**X. ADJOURNMENT**

There being no further business to come before the Board, a motion was made by Commissioner Ridgeway to adjourn. Commissioner Kramer seconded the motion.

All said Aye. Motion carried 6-0.

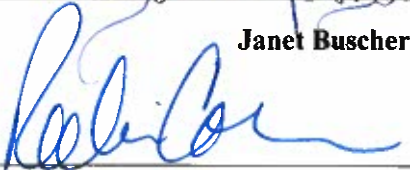
Meeting adjourned at 12:27 pm.

ADOPTED BY THE BOARD OF COMMISSIONERS OF THE EAGLE URBAN RENEWAL  
AGENCY ON THE 3RD DAY OF SEPTEMBER 2019.



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**Janet Buschert, Chair**



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**Robin Collins, Executive Director**