

Eagle Urban Renewal Agency

SPECIAL MEETING MINUTES

Monday, February 27, 2012

4:00 p.m.

Eagle City Hall - Freedom Room

660 E. Civic Lane, Eagle, Idaho

1. Call to Order: Sherry Atwell calls the meeting to order at 6:10 p.m.
2. Roll Call by Secretary Atwell - Reynolds, Semanko, Grasser, Defayette, Butler. A quorum is present. Grasser arrived at 5:45 p.m.
3. Secretary Atwell Certifies Meeting Notice.
4. Elections/Appointments:
 - a. Election of New Chairperson:
Semanko moves to elect Jim Reynolds as the Chairperson. Seconded by Defayette. Unanimous Consent. Chairman Reynolds now presides over the meeting.
 - b. Election of New Vice Chairperson:
Semanko moves to elect Mark Butler as the Vice Chairperson. Seconded by Defayette. Unanimous Consent.
 - c. Election of New Treasurer: Semanko moves to elect Mary Defayette. Seconded by Butler. Seconded by Butler. ALL AYES: MOTION CARRIES,.....
 - d. Appointment of two Agency Board members to sign checks on behalf of the Agency:
Semanko moves to elect the Chairperson & the Treasurer as the two signers on the account. Seconded by Butler. ALL AYES: MOTION CARRIES.....
5. Changes to Agenda/Confirm Agenda (Motion and stated reason required to add any items)
Defayette: I would like to add discussion on bookkeeping to the discussion. Added under Item #7d.
General discussion on public comment.
6. Discussion of Consultant Contracts and Possible Actions:
 - a. Legal Council – Currently Elam and Burke.
General discussion.
Semanko moves to open up the process soliciting legal counsel similar with what we did at City Council and to send notices to attorneys that are known to represent municipal governments and URA Boards and to set a deadline a week before the next meeting. Also sending the RFQ to the current attorney for the URA and current the City Attorney. Discussion. Council picks the 21st of March as the deadline. Seconded by Butler. Discussion. ALL AYES: MOTION CARRIES.....

- b. Secretary/Custodian of Records – Currently Sherry Atwell.
 General discussion on the duties of the Secretary/Custodian of Records.
Semanko moves to continue this item to the next meeting. Seconded by Defayette. ALL AYES: MOTION CARRIES.....
- c. URA Consultant - Currently Harlan Mann.
 General discussion.
Butler moves to retain Harlan Mann as the URA’s consultant on an on-call basis. Seconded by Defayette. ALL AYES: MOTION CARRIES.....
- a. Any other currently active consultant contracts or ones which may be considered.
 Discussion on the contract with Eide Bailly for auditor services. Ryan Armbruster will review the contract as to the contract terms.
 Discussion on the web site and hosting.
 Discussion on ICRMP insurance.
Semanko moves to continue this item and have review of auditing services and the web site and hosting to the next meeting date. Seconded by Butler. ALL AYES: MOTION CARRIES.....
- 7. Discussion of Agency Accounts and Records and Possible Actions:
 - a. Methods for increased transparency. General discussion.
Semanko moves to have the URA consider a transparency resolution similar to the resolution adopted by the City Council. Seconded by Butler. ALL AYES: MOTION CARRIES.....
 - b. Closing of expenditures from previous Agency. General discussion.
Semanko moves to continue this item to the next meeting with a review of eliminating expenses and reviewing policy. Seconded by Butler. Discussion. ALL AYES: MOTION CARRIES.....
 - c. Transfer of records to new Agency to City Hall.
 - d. Bookkeeping. Discussion on using QuickBooks online.
Mary moves to change the bookkeeping to QuickBooks online. Seconded by Butler. Discussion.
Semanko moves to continue this item to the next meeting so we can find out what the cost will be. Seconded by Butler. ALL AYES: MOTION CARRIES.....
- 8. Urban Renewal Overview:
 - a. Discussion and possible actions regarding the February 17, 2012 letter sent to Susan E. Buxton from Ryan Armbruster regarding Eagle Urban Renal Agency Transition.
 General discussion.
Butler moves this item to #11e. Seconded by Semanko. ALL AYES: MOTION CARRIES.....
 - b. General Duties of an Urban Renewal Agency.

General discussion.

Ryan Armbruster distributes the following documents: Best Management Practices for Urban Renewal Agencies and Conflict of Interest Primer.

Butler moves that we all go home and do our homework and that we continue this item to the next meeting. Seconded by Defayette. ALL AYES: MOTION CARRIES.....

Further discussion.

- c. Current Urban Renewal District Areas and Plans

Butler displays maps of the URA District Areas.

General discussion.

- d. Review and action on possible amendments to the April 4, 2007 Bylaws of the Eagle Urban Renewal Agency

General discussion on changes to the Bylaws.

Butler moves to postpone action on the Bylaws until we get to Item #10 on the Agenda. Seconded by Defayette. Discussion. ALL AYES: MOTION CARRIES.....

- 9. Board member disclosure of any property interests he or she has within the Urban renewal Agency Plan area.

General discussion.

Butler submits a document disclosing his property interests with the Eagle Urban Renewal Agency Plan area and reads the list into the record. General discussion.

Semanko discloses that she owns no property in the Eagle Urban Renewal Agency Plan area.

- 10. Determine URA meeting schedule for year 2012.

Butler moves that the next meeting be on March 28, 2012 at 6:00 p.m. and that hereafter the meetings will be on the 1st Wednesday of every month starting at 6:00 p.m. and that Bylaws be amended to reflect this. Seconded by Defayette. General discussion. ALL AYES: MOTION CARRIES.....

- 11. Agency Activity Update and Actions:

- a. First Street Improvements - Bob Bruce, Gloria Maheux

Butler: I met with a landscape Architect to put together an exhibit so people can see the area better. Displays the exhibit. General discussion.

Ryan Armbruster: The previous Board authorized me to put together a RFQ for a combination Landscape Architect/Civil Engineer and that was to comply with statutory provisions on how you select these types of positions. General discussion.

Gloria Maheux provides an overview of their project. General discussion.

Butler moves to have the Board have me work with ACHD as far as this concept goes and bring back some more understanding about it at the next meeting and also include in this motion that we have legal counsel put together an RFQ so that we can people propose the design work the phase of the sidewalk and street

improvements. Discussion. Seconded by Semanko. ALL AYES: MOTION CARRIES.....

General discussion.

- b. Tri-City Agreement - Nick Zenovich, Randy Hetrick.

Butler displays an exhibit of the Tri-City Meats property area and identifies the property that is owned by Tri-City Meats.

General discussion on the Tri-City Agreement.

Butler moves to continue Item #11b. to the next meeting. Seconded by Defayette. ALL AYES: MOTION CARRIES.....

- c. Beautify Eagle - Naomi Preston

Naomi Preston provides the Board an overview of Beautify Downtown Eagle. General discussion.

- d. Fusions' mixed-use building at 135 N. Second Street right-of-way improvements - Walter Lindgren.

Butler: I have a conflict of interest so I will not be participating in this item.

Walter Lindgren provides an overview of the proposed project. General discussion.

Defayette moves to continue this item to the next meeting. Seconded by Semanko. ALL AYES: MOTION CARRIES.....

Discussion on the final Loan Payment to the City. The last Board meeting this payment was approved. City Clerk will send an Invoice to Sherry Atwell.

Discussion on the Annual Report that will be presented at the Board's next meeting.

- 12. Discussion of appointment of a working committee to gather information and provide advice to the Agency as the Agency may deem necessary.

Semanko moves to hand out solicitation for the (inaudible) Seconded by Butler. ALL AYES: MOTION CARRIES.....

- 13. Items for next meeting.

- 14. Adjournment: **Semanko moves to adjourn. Seconded by Defayette. ALL AYES: MOTION CARRIES.....**