



**EAGLE URBAN RENEWAL AGENCY
REGULAR MEETING MINUTES OF
November 6, 2019 – 6:00 p.m.
Eagle Fire Station #1, 966 E Iron Eagle Drive
LARGE CONFERENCE ROOM**

PUBLIC COMMENT GUIDELINES: The Eagle Urban Renewal Agency typically welcomes public comment on all agenda items. In order to effectively manage the meeting, the Board Chair may place reasonable restrictions on public participation, including without limitation, time limits, avoiding duplicate testimony and individual and audience decorum. Public comments on items not on the agenda will take place at the end of the meeting. Some items are public hearings in which case public comment will be taken only during such time when the Public Hearing is open. After commenting each person will be seated with no further debate, dialogue, or comment. NOTE: No comments will be permitted regarding active land use applications involving public hearings with the City of Eagle in accordance with the Idaho Open Meeting Laws and the Local Land Use Planning Act (LLUPA).

Comments shall be limited to matters that pertain to Eagle Urban Renewal Agency issues. If you would like to submit written comments on any item, please do so at least 24 hours in advance to ensure Commissioners have time to read and consider your views. Written comments can be dropped off at Eagle City Hall and e-mails may be sent to executivedirector@eagleurbanrenewal.org.

Members: Stan Bastian, Ian Burnett, Janet Buschert, Miranda Gold, Jane Kramer, Andrew McNeil, Stan Ridgeway

I. CALL TO ORDER – Chair Buschert

Chair Buschert called the meeting to order at 6:00 p.m.

II. ROLL CALL/CONFIRMATION OF QUORUM – Chair Buschert

Executive Director, Robin Collins call the roll.

<i>Commissioner Bastian</i>	<i>Present</i>
<i>Commissioner Burnett</i>	<i>Absent</i>
<i>Commissioner Buschert</i>	<i>Present</i>
<i>Commissioner Gold</i>	<i>Present</i>
<i>Commissioner Kramer</i>	<i>Present</i>
<i>Commissioner McNeil</i>	<i>Present</i>
<i>Commissioner Ridgeway</i>	<i>Present</i>

Let the record show the agency had a quorum.

III. PLEDGE OF ALLEGIANCE

All stood for the Pledge of Allegiance

IV. AGENDA APPROVAL

Commissioner Gold made a motion to approve the agenda. Commissioner McNeil seconded the motion.

All said Aye. Motion carried 6-0.

V. **CONSENT AGENDA** (All Consent items are considered ACTION ITEMS) - Chair Buschert

These items will be approved by a single vote unless a Board member requests to remove an item for specific discussion and/or action

A. Approve Minutes of the October 1, 2019 Meeting.

Commissioner Gold made a motion to approve the consent agenda. Commissioner Kramer seconded the motion.

All said Aye. Motion carried 6-0.

VI. **NEW BUSINESS – ACTION ITEMS**

A. **Request from Tates Rents for Infrastructure Participation** – Consider request for participation in infrastructure improvements to convert overhead power lines crossing over State Street to underground for the new Tates Rents location.

Gabe Drinkard of Tates Rents presented their request to the Board. The request was to participate in the cost of burying overhead power lines that were required by the original development agreement entered into with the City of Eagle.

General discussion and questions by the Board.

Commissioner Kramer made a motion to approve paying for the cost of burying the electric lines through a reimbursement agreement in an amount up to \$20,000. Commissioner Ridgeway seconded the motion.

Chair called for any questions. The Board had some discussion on doing some sort of a shared cost with Tates instead of paying for the total cost. After further discussion, the Board felt it appropriate to share in the cost of the infrastructure improvements and not pay the entire cost. Therefore, a substitute motion was presented by Commissioner McNeil.

Commissioner McNeil made a substitute motion to approve the agency paying for 75% of the total cost of \$20,000, and with Tates paying for the remaining 25%. Commissioner Gold seconded the motion.

All said Aye. Motion carried 6-0.

Further discussion of the process for the developer to pay the cost of the improvements and then submit to the agency for reimbursement of the 75%. The question was asked if a reimbursement agreement was still necessary. Legal Counsel, Todd Lakey, clarified the amount was low enough that an agreement was not needed, and the Board concurred.

B. **Downtown Streetscape Cost Sharing and Funding Request for Downtown Grid –**

a. Discuss and consider sharing costs with the City of Eagle for the streetscape and sidewalk design plan for inclusion in the Eagle Road and State Street intersection project.

Nichoel Baird-Spencer, Planner III for the City of Eagle updated the Board on the details for a downtown streetscape and sidewalk infrastructure project as discussed at a previous meeting a couple months ago. Ms. Spencer stated she had been before City Council to discuss the sidewalk and streetscape design costs for along Eagle Road, between Plaza Drive and Idaho Street, and along E. State Street, between Olde Park and 2nd Street, and potentially further.

The City Council had requested to see if the EURA would be willing to match what the City is putting in towards the project. The estimated cost being \$18,000.

Commissioner Gold mentioned this project had come before the Board a couple of months ago and was noted as a priority.

There was some general discussion and questions from the Board to Ms. Spencer regarding the project and the processes.

Commissioner McNeil made a motion to entering into a Memorandum of Agreement with the City to share the costs at 50% EURA and 50% City, up to a total cost of \$18,000 for the streetscape and sidewalk design plan for inclusion in the Eagle Road and State Street intersection project. Commissioner Kramer seconded the motion.

Roll Call Vote

<i>Commissioner Bastian</i>	<i>Aye</i>
<i>Commissioner Buschert</i>	<i>Aye</i>
<i>Commissioner Gold</i>	<i>Aye</i>
<i>Commissioner Kramer</i>	<i>Aye</i>
<i>Commissioner McNeil</i>	<i>Aye</i>
<i>Commissioner Ridgeway</i>	<i>Aye</i>

All said Aye. Motion carried 6-0.

b. Discuss and consider funding options for the development of a downtown grid plan

Nichoel Baird-Spencer, Planner III for the City of Eagle explained about the development of a downtown grid plan that would include sidewalk and streetscape designs for all of the other streets, such as; 1st Street, Idaho Street and Olde Park; those that will not be included in the initial streetscape and sidewalk design that was just approved by the Board. The original plan was for the City to seek grant dollars from COMPASS, but that would mean the funding would be several years out. The other alternative would be to request funding from the EURA to pay the costs so that the project could be done earlier.

There was some general discussion on who would oversee the project and whether that would be the City or the EURA staff. The board concluded it best to provide the funding for the project, but to enter into a Memorandum of Agreement with the City to oversee the project.

Commissioner Gold made a motion to approve entering into a Memorandum of Agreement with the City for the development of a downtown grid plan, and to approve the EURA to fund 100% of the cost, up to \$32,000 and to have the city oversee the project and utilize the current consultant that is doing the streetscape and sidewalk design for the other streets. Commissioner Bastian seconded the motion.

Roll Call Vote

<i>Commissioner Bastian</i>	<i>Aye</i>
<i>Commissioner Buschert</i>	<i>Aye</i>
<i>Commissioner Gold</i>	<i>Aye</i>
<i>Commissioner Kramer</i>	<i>Aye</i>
<i>Commissioner McNeil</i>	<i>Aye</i>
<i>Commissioner Ridgeway</i>	<i>Aye</i>

All said Aye. Motion carried 6-0.

C. State Street Project Development Agreement – Review, discuss, comment and consider approval of draft development agreement for the Old State Street Project

Chair Buschert opened up the discussion and asked legal counsel, Todd Lakey to briefly go through the draft development agreement. She noted this discussion would just be a preliminary discussion.

Mr. Lakey, legal counsel for the Agency gave an overview of the critical parts of the agreement. There was some brief discussion and questions by the Board, specifically as it relates to ensuring the project is completed and is completed as it has been presented within the proposal.

Chair Buschert mentioned the executive director, herself and legal counsel will be meeting with the developers to discuss their comments and concerns and will bring the agreement back to the Board for final discussion and to seek approval.

No action was taken on this item.

D. Financial Report & Payables - Robin Collins, Executive Director

Executive Director, Robin Collins presented the financial report and payables to the Board.

FINANCIAL REPORT

DESCRIPTION	AMOUNT
Checking Account Balance as of 9/30/2019	\$10,563.53
LGIP Beginning Balance as of Sept 2019	\$1,191,362.39
LGIP Accrued Interest in Sept 2019	\$2,264.50
LGIP Accrued Interest in FY2019	\$26,426.28
LGIP FY2019 Contributions	\$344,752.89
LGIP FY2019 Use of LGIP Funds	\$51,000.00
LGIP 9/30/2019 Ending Balance	\$1,193,752.89
Ada County Tax Revenue Receivables	\$1,064.92

PAYABLES

PAYEE	AMOUNT
Borton-Lakey Law Offices	\$455.00
Caselle	\$244.00
City of Eagle	\$634.25
Redevelopment Association of Idaho	\$1,250.00

Commissioner Gold made a motion to approve the financial report and payables. Commissioner Ridgeway seconded the motion.

Roll Call Vote

Commissioner Bastian Aye
Commissioner Buschert Aye
Commissioner Gold Aye
Commissioner Kramer Aye
Commissioner McNeil Aye
Commissioner Ridgeway Aye

All said Aye. Motion carried 6-0.

E. Financial Funds Management Options Moving Forward – Chair Buschert

- a. Option 1: Backup
- b. Option 2: Bookkeeper
- c. Option 3: Increase minimum account balance amount

Chair Buschert gave an introduction of this business item. There is a need to ensure that in an emergency situation that we have sureties in place where payables will get paid and the bank account balance remains in a positive position.

The Board discussed the various options of having a backup, increasing the balance in the checking account at all times, hiring a bookkeeper, or opening up a savings account to use for overdraft protection.

Executive Director, Robin Collins added there have been some additional steps put into place such as creating alerts on the checking account to provide herself and the Chair with an email of the balance on a daily basis and an email alert for when the checking account gets below \$2,000.

Commissioner Gold made a motion to approve the Executive Director, Robin Collins to open up a savings account for the Agency with a balance of \$10,000, and utilize it for overdraft protection. Commissioner Bastian seconded the motion.

Roll Call Vote

Commissioner Bastian Aye
Commissioner Buschert Aye
Commissioner Gold Aye
Commissioner Kramer Aye
Commissioner McNeil Aye
Commissioner Ridgeway Aye

All said Aye. Motion carried 6-0.

VII. INFORMATION/DISCUSSION ITEMS – NON-ACTION ITEMS

F. Executive Directors Report – Robin Collins, Executive Director

Robin Collins updated the Board on the status of the Memorandum of Agreement with the City for Executive Director services, the pre fiscal year audit documents and communications with Pacific West Communities in regard to the downtown development project.

G. Legal Counsels Report – Todd Lakey, Legal Counsel

Legal Counsel, Todd Lakey reported on a public records request that had been received and responded to.

H. Chair and Board Reports/Updates

No chair or board reports/updates

I. Committee Reports/Updates

No committee Reports/Updates

VIII. PUBLIC COMMENTS

See the note at the top of the agenda for information about public comment period. Action may not be taken at the current meeting on matters raised in this public comment section. The Board may place items raised in this section on a future agenda for discussion and possible action.

Chair Buschert opened up the meeting for public comment.

Jack Beardon spoke and asked about the downtown development agreement and why the Board would not require job completion insurance. Legal Counsel, Todd Lakey responded it could be possible on a construction project, but it is not commonly seen in an RFP project, and the museum is a small portion of the overall project and has seen it done more on public works projects.

There was some general discussion from the Board on performance and payment bonds.

Jerry Gunsman had a question on the liquidated damages section in the draft development agreement. Legal Counsel, Todd Lakey explained liquidated damages is a legal term that basically means there is a set amount agreed upon up front to compensate for damages in case there is a breach, but it has to be reasonably tied to actual damages. Mr. Gunsman stated he was just trying to understand the language and felt it was a good protection.


IX. ADJOURNMENT

Motion to adjourn.

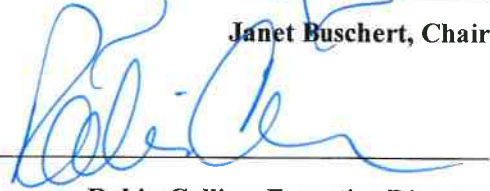
Commissioner Bastian made a motion to adjourn. Commissioner Gold seconded the motion.

All said Aye. Motion carried 6-0.

ADOPTED BY THE BOARD OF COMMISSIONERS OF THE EAGLE URBAN RENEWAL AGENCY ON THE 3rd DAY OF DECEMBER 2019.



Janet Buschert, Chair



Robin Collins, Executive Director