



EAGLE URBAN RENEWAL AGENCY
MEETING MINUTES
February 4, 2020 - 6:00 p.m.

ORIGINAL

Eagle City Hall, 660 E. Civic Lane
COUNCIL CHAMBERS

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: Ian Burnett, Janet Buschert, Miranda Gold, Jane Kramer, Andrew McNeil

I. CALL TO ORDER – Chair Buschert

II. ROLL CALL/CONFIRMATION OF QUORUM – Chair Buschert

The executive director called the roll. Present: Burnett, Buschert, Gold, Kramer, McNeil

Quorum Present.

III. PLEDGE OF ALLEGIANCE

Pledge of Alliance was done.

IV. AGENDA APPROVAL

Motion to approve amending New Business Item #A to include the Secretary and Treasurer

Commissioner Gold made a motion to approve amending the agenda for New Business Item #A to include the Secretary and Treasurer. Commissioner Burnett seconded the motion.

All said Aye. Motion carried 5-0.

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 January 21, 2020 Meeting.

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

All said Aye. Motion carried 5-0.

VI. OLD BUSINESS (ACTION ITEMS)

A. Museum Lease – Discuss the potential for leasing out the museum space and possible action on moving forward with the process for leasing urban renewal owned property.

Chair Buschert opened up the agenda item by providing a brief history of the discussions that took place at the previous meeting in regard to property disposition, and the status of the walkthrough done by the Chair and the Executive Director. Executive Director, Robin Collins mentioned there is a meeting scheduled with the City Mayor and the Planning and Zoning Administrator to talk about the processes and what is required for a change of use. In addition, an inspection has been scheduled for the City to go look at what improvements, if any, would be required for a new tenant.

There was some board discussion, but no action was taken.

VII. NEW BUSINESS – ACTION ITEMS

A. Election of Officers – Election of Chair, Vice-Chair, Secretary and Treasurer for 2020

Chair Buschert opened up the agenda item for Election of Officers. In previous years the agency has asked the executive director to be the Secretary.

Nominations were opened for the Chair.

Commissioner Burnett nominated Janet Buschert for Chair. Commissioner Kramer seconded the nomination. All said Aye. Motion carried 5-0.

Nominations were opened for Vice-Chair

Commissioner Kramer nominated Miranda Gold for Vice-Chair. Commissioner Gold mentioned that she is currently the Treasurer and that it was Commissioner Bastian that was the Vice-Chair. Commissioner Gold stated she would be happy if someone else wanted to be Vice-Chair. Chair Buschert nominated Ian Burnett for Vice-Chair. Commissioner Burnett nominated Jane Kramer. Commissioner Burnett then nominated Andrew McNeil. Commissioner Gold seconded the nomination for McNeil as Vice-Chair. All said Aye. Motion carried 5-0.

Nominations were opened for Treasurer

Commissioner Burnett nominated Miranda Gold for Treasurer. Commissioner Kramer seconded the nomination. All said Aye. Motion carried 5-0.

Legal Counsel, Todd Lakey asked the Board for a formal motion nominating the executive director as the Secretary.

Commissioner Gold made a nomination for the executive director to be the agency Secretary. Commissioner Burnett seconded the nomination. All said Aye. Motion carried 5-0.

- a. **Resolution 20-001** – approve Resolution 20-001 A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE EAGLE URBAN RENEWAL AGENCY OF EAGLE, IDAHO, RECOGNIZING THE PUBLIC MEETING WHEREIN NEW OFFICERS WERE ELECTED FOR THE AGENCY, ACKNOWLEDGING THAT SUCH ELECTION WAS DONE IN FURTHERANCE AND COMPLIANCE WITH THE AGENCY BY-LAWS AS AMENDED; AND PROVIDING AN EFFECTIVE DATE.

Commissioner Gold made a motion to approve Resolution No. 20-001, a resolution of the board of commissioners of the Eagle Urban Renewal Agency of Eagle, Idaho, recognizing the public meeting wherein new officers were elected for the agency, acknowledging that such election was done in furtherance and compliance with the agency by-laws as amended; and providing an effective date, and reflecting the votes that were taken for the positions. Commissioner Kramer seconded the motion. All said Aye. Motion carried 5-0.

Let the record show the following officers were elected for the 2020 calendar year:

Janet Buschert, Chair

Andrew McNeil, Vice-Chair

Miranda Gold, Treasurer

Robin Collins, Secretary

- B. **Parking Study RFP** – Review, discuss and possible action on moving forward with a consultant to perform a parking study of downtown.

Chair Buschert opened up this item by providing a brief history of the RFP put out by the agency and asked the executive director to walk through a summary of the three respondents. Ms. Collins gave a short summary of the agencies that responded, where they are located and some of the projects they have completed. Ms. Collins then went through the base proposals from each agency and provided the agency with the top candidate. The Executive Director then informed the Board that the City’s Transportation Planner/Planner III was asked to look through the proposals to give her opinion of the ranking and completeness of the proposals and asked if Ms. Baird-Spencer could present her findings to the board.

Nichoel Baird-Spencer, Planner III for the City of Eagle gave a brief summary of her findings from reviewing the proposals and in what order she had ranked them and why. She also answered some questions the board had on the proposals.

The board had some discussion on formulating some questions and potentially having the top two proposals come present before the board and answer questions. There was also some discussion on the cost and coordination with outside agencies. The board decided the top two out of the three submittals was Kimley-Horn and Rick Williams Consulting. There was also some discussion about asking the City if they would consider a cost-share for the parking study.

Commissioner Gold made a motion to review in more detail the proposals from Rick Williams Consulting and Kimley-Horn and formulate a list of questions and ask them to come to a meeting

to present and ask the City to consider a cost-share. Commissioner Kramer seconded the motion. All said Aye. Motion carried 5-0.

C. Financial Report & Payables – Presentation and approval of financial report & payables

Executive Director, Robin Collins presented the financial report and payables for the agency.

Account	Description	Amount
D.L. Evans Checking account	Balance as of 12/31/2020	\$3,441.36
Local Government Investment Pool (LGIP)	Balance as of 12/1/2020	\$1,188,229.48
Local Government Investment Pool (LGIP)	Interest Accrued in Dec. 2019	\$2,043.38
Local Government Investment Pool (LGIP)	Interest Accrued FYTD	\$6,300.79
Local Government Investment Pool (LGIP)	FY2020 Contributions	\$6,521.91
Local Government Investment Pool (LGIP)	FY2020 Use of Funds	\$10,000.00
Local Government Investment Pool (LGIP)	Ending Balance Dec. 2019	\$1,190,274.80

January Payables – Paid Online		
VENDOR	DESCRIPTION	AMOUNT
Eagle Sewer District	Sewer bill for museum property	\$36.00
Idaho Power Company	Power bill for museum property	\$50.69
Intermountain Gas Company	Gas bill for museum property	\$123.64
	Total	\$210.33

February Payables		
VENDOR	DESCRIPTION	AMOUNT
Borton-Lakey Law	General legal services	\$3,185.00
Caselle	Monthly contract support & maintenance	\$244.00
City of Eagle	Executive Director services	844.19
RiveRidge Engineering	50% of the cost for gravity irrigation re-design for Palmetto	\$818.75
	Total	\$5,091.94

Commissioner Gold made a motion to approve the financial report and payables. Commissioner McNeil seconded the motion. Roll Call Vote.

Commissioner Burnett	Aye
Commissioner Buschert	Aye
Commissioner Gold	Aye
Commissioner Kramer	Aye
Commissioner McNeil	Aye

All said Aye. Motion carried 5-0.

VIII. INFORMATION/DISCUSSION ITEMS – NON-ACTION ITEMS

A. Executive Directors Report – Robin Collins, Executive Director

The Executive Director presented a spreadsheet showing a list of projects or future projects, how those are tracked, and the impact on the local government investment pool.

B. Legal Counsels Report – Todd Lakey, Legal Counsel

There were no legal counsel reports.

C. Chair and Board Reports/Updates

Chair Buschert mentioned the need for scheduling a date for legal counsel to hold an urban renewal 101 training for new Commissioner Pike. Commissioner McNeil stated he would like to get a refresher as well.

Ms. Buschert also mentioned the agency would continue to work on the museum lease and process for disposition of property for sale or lease.

Chair Buschert reported on her conversation with Commissioner Tanner regarding any future large participation by the Fire District would need to be part of their budget or done with a budget amendment.

D. Committee Reports/Updates

There were no committee reports or updates.

IX. 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.


There was no public comment.

X. ADJOURNMENT


Motion to adjourn.

Commissioner Gold made a motion to adjourn. Commissioner Kramer seconded the motion. All said Aye. Motion carried 5-0. Meeting adjourned at 6:56 pm.

ADOPTED BY THE BOARD OF COMMISSIONERS OF THE EAGLE URBAN RENEWAL AGENCY ON
THE 18TH DAY OF FEBRUARY 2020.



Janet Buschert, Chair



Robin Collins, Executive Director