



EAGLE URBAN RENEWAL AGENCY

MEETING MINUTES

October 06, 2020 – 6:00 pm

Eagle City Hall, 660 E. Civic Lane

****COUNCIL CHAMBERS****

AND

VIA WEBEX & LIVESTREAM

I. CALL TO ORDER:

At 6:03pm, Chairwoman Buschert called the meeting to order.

II. ROLL CALL/CONFIRMATION OF QUORUM:

Executive Director Squyres called the roll.

Present: BURNETT, BUSCHERT, GOLD, MCNEIL, MCOMBER, and TORRE.

Absent: COFFELT and MERRILL

III. PLEDGE OF ALLEGIANCE:

Chairwoman Buschert asked all to stand for the pledge of allegiance.

IV. AGENDA APPROVAL:

A motion was made by Commissioner McNeil and seconded by Commissioner Burnett to approve the agenda. All ayes. Motion carried 6-0.

V. REPORTS:

A. Chair and Board Reports

No chair or board reports were provided.

B. Executive Director Reports

Executive Director Squyres provided an update on the Palmetto Road extension project, the museum property, and the forthcoming urban renewal 101 training. Squyres was instructed to place the museum project on the next agenda for discussion.

C. Legal Counsel Reports

No legal counsel report.

D. Committee Reports

No committee reports.

E. City of Eagle Reports

The City's Economic Development Director, Robin Collins, provided a City update to the board regarding potential business prospects interested in locating in Downtown Eagle.

VI. PUBLIC COMMENT:

There was no one signed up to speak and no one in the audience requested to speak.

VII. CONSENT AGENDA (All Consent items are considered ACTION ITEMS):

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 September 15, 2020 regular board meeting.

Chairwoman Buschert requested the following amendments to the September 15, 2020 minutes:

- *On IX.B, Commissioner Merrill's motion was to approve the Executive Director agreement with bookkeeping services "under it", meaning separate from it. It died for a lack of a second because she called out using CLA, even though that was part of a follow-up action. Commissioner Coffelt followed with a motion that had more clarity and that motion passed.*

A motion was made by Commissioner McOmber and seconded by Commissioner McNeil to approve the consent agenda with the above amendments to the September 15th minutes. All ayes. Motion carried 6-0.

VIII. OLD BUSINESS:

A. ACTION ITEM: Review and discuss the Bookkeeper RFP and discuss any suggested amendments.

Chairwoman Buschert reviewed the Bookkeeper RFP with the board and requested any modifications. No modifications were requested by the board. A motion was made by Commissioner McNeil and seconded by Commissioner Torre to accept the bookkeeper RFP. All ayes. Motion carried 6-0.

IX. OATH OF OFFICE

A. OATH OF OFFICE: The City of Eagle administers the oath of office to Craig Kvamme.

Robin Collins, the City of Eagle's Economic Development Executive Director, administered the oath of office to Craig Kvamme.

X. ROLL CALL/CONFIRMATION OF QUORUM:

BURNETT, BUSCHERT, COFFELT, GOLD, KVAMME, MCNEIL, MCOMBER, MERRILL, TORRE

Executive Director Squyres called the roll.

Present: BURNETT, BUSCHERT, GOLD, KVAMME, MCNEIL, MCOMBER, and TORRE.

Absent: COFFELT and MERRILL

XI. NEW BUSINESS:

- A. **ACTION ITEM: Financial Report and Payables:** Discuss and approve the financial report and payables.

Executive Director Squyres stated that the financial reports for September 2020 were not ready at this time. She reviewed the received revenues and payables with the board.

September 2020 Revenues:

Ada County Tax Increment Revenues (Delinquent Tax Payments): \$2,190.67

Rent Payments (September Rent, Museum Property): \$100.00

Total Revenues: \$2,290.67

Payables:

ICRMP Insurance for FY2020-2021: \$1,546.00

Idaho Statesman for legal advertisements: \$569.15

Borton-Lakey Law for August and September issues: \$806.00

Eagle Water Company for museum property: \$8.25

City of Eagle for Executive Director services: \$1,914.29

AF Public Solutions for Executive Director services: \$1,683.00

Eagle Sewer Company for museum property: \$36.00

Caselle contract support for financial program: \$244.00

Eagle Sewer Company for museum property: \$36.00

Idaho Power Company for museum property: \$14.78

Intermountain Gas Company: \$9.79

Total Payables: \$6,867.26

A motion was made by Commissioner Gold and seconded by Commissioner Burnett to approve the revenue and payables as presented by Executive Director Squyres. Roll call vote: all ayes. Motion carried: 7-0.

- B. **ACTION ITEM: Local Government Investment Pool (LGIP) Discussion:** Discussion and possible action on the continued use of the local government investment pool.

Chairwoman Buschert provided some history on LGIP for the newer board members. There was board discussion as to whether there could be better options for the URAs investments. A discussion was had as to whether a committee should be formed to investigate options. Squyres recommended waiting until a bookkeeper was hired so they could assist in recommending a strategy. A motion was made by Commissioner Gold and seconded by Commissioner Kvamme to table the discussion until a committee is formed and a bookkeeper is hired. All ayes.

- C. **ACTION ITEM: Amendment #1 to the Kimley Horn Professional Services Agreement:** Discuss and approve the amendment to use the applicable staff hourly rates instead of the raw hourly rates as included in the original agreement. The total amount of the contract remains unchanged.

Executive Director Squyres presented the amendment to the agreement. The sole modification to the agreement is to correct the staff hourly rate table that was placed in the original agreement which only reflected the raw rates. This rate table reflects their actual billing rates however, the overall cost of the study remains the same at \$97,751. A motion was made by Commissioner

Gold and seconded by Commissioner McOmbler to approve Amendment #1. Roll call vote: all ayes. Motion carries 7-0.

D. ACTION ITEM; WebEx License Discussion: Discuss and consider approving an annual fee of \$450.00 for a WebEx license through the City of Eagle and Corresponding Resolution 20-007

Executive Director Squyres discussed the need for a separate WebEx license and the options available to the board: either purchase a license through the City of Eagle of \$450 which will come with IT support or purchase a separate stand-alone agreement with no IT support. Squyres recommended the first option to the board. Squyres read the resolution into the record. A motion was made by Commissioner Torre and seconded by Commissioner McNeil to approve the purchase of a separate license through the City of Eagle in the amount of \$450. Roll call vote: all ayes. Motion carried 7-0.

XII. ADJOURNMENT:

A motion was made by Commissioner McOmbler and seconded by Commissioner McNeil to adjourn the meeting. All ayes. Meeting adjourned.

ADOPTED BY THE BOARD OF COMMISSIONERS OF THE EAGLE URBAN RENEWAL AGENCY ON THE 20TH DAY OF OCTOBER, 2020

Janet Buschert, Chairwoman

Ashley Squyres, Executive Director