

# Urban Renewal Agency

---

## MEETING MINUTES

May 11, 2010

Eagle City Hall – Freedom Room  
660 E. Civic Lane • Eagle, ID 83616

Chair Cameron Arial called the Meeting of the Eagle Urban Renewal Agency to order at 4:00 p.m.

- **Roll call** was taken and the following were present . . . Cameron Arial, Jason Hass, Scott Nordstrom, Doug Racine, and Mike Huffaker.
- **Secretary Certified Meeting Notice:** Sherry Atwell certified that the meeting had been legally noticed in accordance with Idaho Code 67-2343.
- **Changes to Agenda/Confirm Agenda:** Visitor, Linda Crouch owner of Fusions gave an overview of her business plan to open in downtown Eagle. At this time this project has been postponed.
- **Approval of Minutes of the March 9, 2009 Meeting:** Scott Nordstrom made a motion to approve the minutes as submitted. Doug Racine seconded the motion. All Ayes . . . motion carries.
- **Treasurer's Report:** Jason Haas read the vouchers needing approval dated 4/8/2010 and 5/11/02010. Doug Racine made a motion to approve payments as presented by the Treasurer. Scott Nordstrom seconded the motion. Motion carries.

Jason Haas noted that he had reviewed and initialed the bank statements.

- **Member Discussion:** Jason Haas advised that the attached term limit sheet, that originally the term limits were staggered and eventually the goal is that each member will have a 5-year term. There are two that have expired and one that is to expire shortly. Ryan Armbruster advised that according to the Bylaws that the term will be for 5-years when anyone is reappointed. The Bylaws also state that if the term expires, the member will stay on the Board until replaced. It would be appropriate to request that the Mayor and Council consider what to do with the two that have expired. It would also be the time to discuss changing the number of Board members from 9 to 7. Ryan will prepare a letter to submit to the Council with this request. Cameron Arial will contact the members whose terms are expiring and determine their interest in continuing to remain on Board and will pass this on to the Council.
- **Combining Offices:** Cameron Arial discussed combining the offices of Secretary and Treasurer to meet the needs and maintain the flow of work of the Board. Ryan Armbruster advised that the Bylaws allow this combination of officers. The primary role for the

Secretary is to sign the minutes, resolutions, and formal agreements etc. Sherry Atwell was hired to act as “recording secretary” and takes cares of minutes, documents, etc. Jason Haas made a motion to combine the functions of the Secretary and Treasurer into one. Scott Nordstrom seconded the motion. Motion carries.

- ***Election of New Officers:*** Cameron Arial advised that Lloyd Mahaffey/Vice Chair is no longer on the Board. He made a proposal of a slate of officers for consideration.

Cameron Arial – Chair  
Doug Racine – Vice Chair  
Jason Haas – Treasurer/Secretary

Mike Huffaker made a motion to adopt the slate of officers submitted by Cameron Arial. Scott Nordstrom seconded the motion. Motion carries.

Harlan Mann advised that the tax increment has increased \$12,000 to \$13,000 more than last year. This is an increase of valuation in the Urban Renewal area of 7.7% after a 10% decrease last year.

- ***Update on the Four Corners Property:*** Chair Arial advised that he and Jason Haas and others have been working on at the authorization of the Board and wanted to apprise the Board of the momentum of hiring a contractor/consultant to help put together an on-going project in this area. Larry Knapp was hired for this position based on the parameters and guidelines the Board has previously discussed. He understood what was wanted and what was not needed. After reviewing the area, meeting with some of the property owners, and knowing what the Board wants . . . and IF we can put this project together the way Larry is envisioning it . . . it will really put the Agency in the forefront of urban renewal districts of what can be done and how to do it the right way. The Agency can do a really great job and if it comes together it will be done with very outlay of money. The Agency is just facilitating and jump starting the project that everyone wants. Larry Knapp advised the Board of his background and what his vision is. Discussion followed.

Ryan Armbruster advised that a consultant contract is being drafted to define the Scope of Work, with Larry being a facilitator and would be reimbursed for hard costs not to exceed \$10,000 for a period of time. He would talk to the property owners, not limited to the 4 Corners property, and he would report back to the Agency on a periodic basis. Larry might be the person that would help determine exactly what is most important on a laundry list of \$50,000 in public improvements and he could determine what can be done. Larry would be free to enter into any arrangements he and the property owner negotiates. Beyond that it would be a reporting and facilitation trying to get Agency’s message out and using Larry’s expertise as a developer to offer other ways to get to the ending the property owner does not know about. The contract would allow that if this is not working, either party can terminate the contract.

Mike Huffaker made a motion for Cameron Arial, Jason Haas, and Scott Nordstrom to approve the contract when ready. Doug Racine seconded the motion. Motion carries.

- ***Urban Renewal Area District Master Plan:*** Bob Bruce unable to attend the meeting today and item deferred to July meeting.

- ***Downtown Subarea Plan Discussion:*** Deferred to next meeting.
- ***Planning Session Discussion:*** Teresa Yragui unable to attend the meeting today and item deferred to July meeting.
- ***Marketing Campaign:*** Cameron Arial advised there is a lot of misconception about the Agency and the way to alleviate that is to be out in front of the concerns and be on-going in meeting those concerns. Jason Haas stated that to be in front of this is to be pro-active instead reactive. The misconception of what and why we are doing things, and how we are funding items . . . the Agency needs to get information out to the public as we are moving forward. Mary Defiat will be doing with an article in the Informer to let everyone know who Urban Renewal is, what we and the City are doing. Jason suggested doing a mailing to everyone letting them know what the City and UR Agency is doing, via a postcard with several bullet points stating the items being worked on. Bids for 5X8 postcards to 10,129 households range between \$700 to \$900 for printing . . . with postage, etc. the total would be \$3,000 to mail out twice. The budget item is set at \$2,000 but can move funds from other areas to fund this because other budget items have come in under budget.

Doug Racine reported that he had received a bid of \$3,473 for a web site design and could be ready in two weeks. Additional bids will be researched.

Jason Haas made a motion to approve up to \$4,000 for web site design and up to an additional \$2,000 for advertising. Create a web site committee of Doug Racine, Jason Pierce, and Scott Nordstrom. Mike Huffaker seconded the motion. Motion carries.

- ***Update from Web Site Committee:*** Item covered under marketing.
- ***Update from the Business Committee:*** Cameron Arial advised that this needs to be established because it is important that we provide, other than these five monthly meetings, the flexibility for Larry Knapp, people approaching us for help that we have a committee they can go to . . . to find resource that has specific authorizations and is able to help anyone to interact with the Agency. Need a point of contact on the web site consisting of 3 Board meetings. Will consider at next meeting.
- ***Counsel Report:*** None
- ***Motion to adjourn.*** A motion to adjourn was made by Jason Haas. Doug Racine seconded the motion. All Ayes . . . motion carries.

Hearing no further business for Eagle Urban Renewal Agency, meeting adjourned at 6:00 pm..

**RESPECTFULLY SUBMITTED**

---

Jason Pierce – Secretary

**APPROVED:**

---

Cameron Arial/Chairman