

EAGLE URBAN RENEWAL AGENCY

Minutes

October 4, 2016

The Eagle Urban Renewal Agency welcomes public comment on all agenda items except those which specifically state, "NO PUBLIC COMMENT WILL BE TAKEN ON THIS ITEM." When public comment is not allowed, it is either because the public comment period was held and closed, or the item is an "EXECUTIVE SESSION" item subject to sole review by the agency and its representatives, or other reason as stated by the chairman.

Individuals are asked to limit their remarks to three minutes, and more time is afforded to group representatives. If you want to submit written comments on any item, please do so at least 24 hours in advance to ensure board members 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 info@eagleurbanrenewal.org.

1. **CALL TO ORDER:** The meeting was called to order at 6:02PM.
2. **ROLL CALL:** KUNZ, RIDGEWAY, BASTIAN, PRESTON, SOELBERG – All members present. A quorum is present.
3. **PLEDGE OF ALLEGIANCE:** Jeff Kunz leads the Pledge of Allegiance.
4. **PUBLIC COMMENT:** None
5. **ADDITIONS, DELETIONS OR MODIFICATIONS TO THE AGENDA:**

Naomi Preston asked to add a presentation and discussion of a proposal with Trademark Sign Company to assist the Beautify Downtown Eagle committee with the wayfaring signs from a project management standpoint under "New Business" as agenda item 11D. The proposal represents a possible modification to the Memorandum of Agreement (MOA) between the City of Eagle and the Eagle Urban Renewal Agency. Kunz explained that he was not aware at the time the agenda was published that this item should be added. **ALL AYES; MOTION CARRIES...**

6. **REPORTS BY BOARD MEMBERS, ATTORNEY AND SECRETARY:**

Kunz reported on the amendments to the Memorandum of Agreement (MOA) for the cost-sharing of engineering services for the right-in, right-out access on the north side of State Highway 44. If the Eagle Fire Protection District approves the amendments at their upcoming meeting, Kunz said he will sign the agreement on behalf of the agency and it will be fully executed at that point.

7. **TREASURER'S REPORT:** Lindsey Pretty Weasel gave the report.
 - A. **Review of vouchers and checks.**
 - B. **Review of bank statement.**
 - C. **Review of profit and loss sheet and balance sheet.**

8. **APPROVAL OF MINUTES:** September 6, 2016
September 8, 2016

Preston moved to approve the revised September 6, 2016 and September 8, 2016 minutes. Craig Soelberg seconded the motion. **ALL AYES; MOTION CARRIES...**

9. **EXECUTIVE SESSION:** Idaho Code 74-206(1)(c) Acquisition of an interest in real property which is not owned by a public agency; and (f) Pending or threatened litigation. **NO PUBLIC COMMENT WILL BE TAKEN ON THIS ITEM.**

Stan Bastian made a motion to enter into an executive session per Idaho Code 74-206(1)(c) Acquisition of an interest in real property which is not owned by a public agency; and (f) Pending or

EAGLE URBAN RENEWAL AGENCY

Minutes

October 4, 2016

threatened litigation. Preston seconded the motion. A roll call vote was taken: Kunz: AYE; Ridgeway: AYE; Bastian: AYE; Preston: AYE; Soelberg: AYE. ALL AYES; MOTION CARRIES...

10. **UNFINISHED BUSINESS:**

A. **Discussion and possible action on a records retention policy for the agency.**

The board reviewed the changes made to the records retention policy at the last meeting.

Bastian made a motion to approve RESOLUTION NO. 16-009, RECORDS RETENTION POLICY – A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE EAGLE URBAN RENEWAL AGENCY OF EAGLE, IDAHO, ADOPTING ITS RECORDS RETENTION POLICY AND DESIGNATING CUSTODIANS OF ITS PUBLIC RECORDS; AND PROVIDING AN EFFECTIVE DATE. Soelberg seconded the motion. ALL AYES; MOTION CARRIES.

B. **Discussion and possible action related to the temporary parking lot located on the former Tri-City Meats properties, including possible removal of parking signs and railroad ties.**

(Please refer to New Business Item 11B – these items were combined for discussion.)

11. **NEW BUSINESS:**

A. **Discussion and possible action on proposed amendments to the Smith administrative settlement agreement.**

Following return from the executive session, Kunz reported the agency has a keen interest in seeing the properties in question either sold or developed and, based on that interest, the agency is willing to consider potential amendments to the Smith administrative settlement agreement. Commissioners Bastian and Kunz and Attorney Todd Lakey will meet with the Smiths to work through the details of possibly mutually-beneficial solutions at a future date. Discussion followed.

B. **Discussion and possible action related to the railroad ties taken from the temporary public parking lot located on the former Tri-City Meats properties.**

(Combined with Unfinished Business item 10B.) Discussed disassembling the temporary parking lot. The agency will be considering related proposals.

C. **Discussion and possible action on coordinating with the City of Eagle during the economic development public open house to share the agency's strengths, weaknesses, opportunities and threats (SWOT) analysis and preliminary strategies and to gather public input on same.**

Kunz said he has been in contact with city staff regarding potential joint coordination of the public open house. He is awaiting an answer on how the open house will transpire and whether the agency will have an opportunity to present. Discussion followed. All commissioners are in favor of coordinating with the city on a presentation of, and gathering public input on, the agency's preliminary SWOT analysis and strategies.

D. **Discussion and possible action on amending the Memorandum of Agreement (MOA) for cost-sharing of the Beautify Downtown Eagle project to provide for a management contract via Trademark Signs.**

Preston asked whether the Memorandum of Agreement (MOA) has been signed. Discussion followed.

Preston summarized the project management proposal.

Jane Kramer (231 E. Storybook Way, Eagle, ID) said one of the reasons the Beautify Downtown Eagle committee is pursuing a project management contract with Trademark Signs Company is the committee

EAGLE URBAN RENEWAL AGENCY

Minutes

October 4, 2016

has been working on viable alternatives to provide the materials based on the design of the wayfaring signs. As the committee is not an expert in signs and Trademark is, a contract will help with costs and other issues. Discussion followed. The estimated cost of the project management contract is \$2,975. Attorney Lake said the agency does not have to solicit bids. There will be no increase of the project's total cost due to inclusion of the project management contract – if necessary, the number of wayfaring signs and posts will be decreased to ensure there is no increase in the project's total cost.

Attorney Lakey sought clarification regarding certain aspects of the project management contract. Discussion followed.

Attorney Lakey will bring back an updated and amended Memorandum of Agreement (MOA) for review with an attached proposal from Trademark Signs. The attached proposal will include an outline of the scope of services and estimated costs.

Sandy Smith (503 S. Eagle Road, Eagle, ID) mentioned two local businesses (Idaho Signs and Yes Co.) that also provide signage.

12. ADJOURNMENT:

Kunz asked if there was any opposition to adjournment; hearing none, the meeting was adjourned by unanimous consent at 7:18PM.

APPROVED:

Attest:


By: Jeff Kunz, Chairman

11/2/16
Date


Lindsey Pretty Weasel, Secretary

11.2.16
Date