



EAGLE URBAN RENEWAL AGENCY MEETING MINTUES

January 7, 2020 - 6:00 p.m.

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

I. CALL TO ORDER – Chair Buschert

II. ROLL CALL/CONFIRMATOIN OF QUORUM – Executive Director, Robin Collins

| | |
|------------------------------|---------------------------|
| <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 (by phone)</i> |

Agency quorum: Yes

III. PLEDGE OF ALLEGIANCE

IV. AGENDA APPROVAL

Commissioner Bastian made a motion to approve the agenda. Commissioner Kramer 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. Minutes - Approve Minutes of the December 17, 2019 Meeting.

This meeting is being conducted in a location accessible to those with physical disabilities. Participants may request reasonable accommodations, including but not limited to a language interpreter, from EURA to facilitate their participation in the meeting. For assistance with accommodation, contact EURA at 660 E. Civic Lane or (208) 489-8755 (TTY Relay 1-800-377-3529).

B. Approve Meeting Calendar for 2020 – Review and approve the EURA meeting dates for 2020.

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. Annual Audit Presentation – Presentation of the Eagle Urban Renewal Agency annual financial report for the fiscal year ending September 30, 2019 – Kurt Folke, Quest CPAs

Kurt Folke of Quest CPAs gave a presentation to the board on the results of the 2019 annual agency audit. Mr. Folke stated there were no findings and the financial books were in order.

Commissioner Bastian made a motion to accept the 2019 annual audit and direct the Chair or the Executive Director to file a copy of the audit with the City of Eagle. Commissioner McNeil seconded the motion. All said Aye. Motion carried 6-0.

B. Redesign Proposal for Irrigation for Palmetto Ave. Construction - Discuss and consider approval of an irrigation redesign for Palmetto Ave. in an amount not to exceed \$2,880.00.

Executive Director, Robin Collins explained the original design of the Palmetto Avenue project had a provision for diverting irrigation water from New Union Ditch to the Molinari development. The plan moving forward is to not divert irrigation water to the development as part of the construction and therefore a redesign of the gravity irrigation system is needed. The redesign costs would be \$2,880 but there would be a cost savings on the construction side of approximately \$10,000 - \$11,000, leaving a net savings of approximately \$7100 - \$8100.

There was some board discussion on how this request ties into the original contract for services with RiveRidge and the cost-share of the design. Legal Counsel, Todd Lakey, clarified the original agreement had a “not to exceed” monetary amount and therefore this would need to be an amendment to the original agreement.

Commissioner McNeil made a motion to approve the redesign of the irrigation system in an amount not to exceed \$2,880 and to pursue a cost-share with the other agencies that were a part of the original professional services agreement with RiveRidge for the design of Palmetto. Commissioner Gold 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 (by phone)</i> |

All said Aye. Motion carried 6-0.

C. Irrigation Boxes for Palmetto Ave. Construction – Discuss and consider approval to order irrigation boxes for the Palmetto Ave. construction project in an amount not to exceed \$15,414.52.

Executive Director, Robin Collins started by explaining the tentative timeline for the Palmetto Avenue project. The timeline is tight in order to get construction completed prior to ITD starting on the ½

continuous flow intersection, and with the water coming into the New Union Ditch on April 15th, there is a need to pre-order the concrete irrigation boxes as they take three weeks to fabricate. This would allow the contractor sufficient time to complete the gravity irrigation relocation prior to the April 15th timeframe.

Commissioner McNeil had some concerns about ordering the boxes too far in advance and then having to store them. Ms. Collins assured the commissioners the request for approving the pre-order of the boxes is simply to get put on the company's schedule in order to ensure the boxes are complete prior to the tentative contract award date. The boxes would not be delivered to the site until construction is ready to begin.

Commissioner Bastian made a motion to authorize the pre-ordering of the gravity irrigation boxes in an amount not to exceed \$15,414.52 and to pursue the cost share with the City. Mr. Collins clarified the City and the EURA have already entered into an agreement to cost share in the cost of the Palmetto Avenue extension project, so this request is just to allow money to be expended for construction related expenses prior to the bid being awarded. Commissioner Bastian agreed to amend his motion for just the authorization to pre-order the gravity irrigation boxes in an amount not to exceed \$15,414.52. Commissioner Kramer seconded the motion.

Roll Call Vote:

| | |
|-----------------------|----------------|
| Commissioner Bastian | Aye |
| Commissioner Buschert | Aye |
| Commissioner Gold | Aye |
| Commissioner Kramer | Aye |
| Commissioner McNeil | Nay |
| Commissioner Ridgeway | Aye (by phone) |

5 Ayes. 1 Nay. Motion carried 5-1.

D. Authorize Public Meeting for Calendar Year Report – Authorize the executive director to publish for public meeting for the 2019 Eagle Urban Renewal Agency calendar year report.

Chair Buschert presented the item was to advertise for the public meeting to present the agency's calendar year report. She also confirmed the executive director would prepare the report and legal counsel would review it.

Commissioner Gold made a motion to authorize the executive director to publish for public meeting for the 2019 Eagle Urban Renewal calendar year report. Commissioner McNeil seconded the motion.

All said Aye. Motion carried 6-0.

E. Financial Report and Payables – Discuss and approve the January financial report and payables.

Executive Director, Robin Collins started by giving a report on the finances of the agency.

FINANCIAL REPORT:

| Description | Amount |
|--|----------------|
| D.L Evans Checking Account Ending Balance as of 11/29/2019 | \$8,578.20 |
| LGIP Beginning Balance Nov 2019 | \$1,186,017.39 |

| | |
|---|----------------|
| LGIP Accrued Interest – Nov 2019 | \$2,045.32 |
| LGIP Accrued Interest - FY2020 | \$4,257.41 |
| LGIP FY2020 Contributions | \$4,476.59 |
| LGIP FY2020 Use of Funds | \$10,000.00 |
| LGIP Nov 2019 Ending Balance | \$1,188,229.48 |

Ms. Collins then presented the December and January payables.

DECEMBER PAYABLES – PAID ONLINE

| <i>Description</i> | <i>Amount</i> |
|--|---------------|
| Eagle Sewer District – Sewer bill for 67. E. State St. | \$36.00 |
| Idaho Power Company – Power bill for 67 E. State St. | \$46.32 |
| Intermountain Gas Company – Gas bill for 67. E. State St. | \$92.82 |
| TOTAL | \$175.14 |

JANUARY PAYABLES

| <i>Description</i> | <i>Amount</i> |
|--|---------------------|
| Borton-Lakey Law Office – General Legal Services | \$1,794.00 |
| Caselle – Monthly Support & Maintenance | \$244.00 |
| City of Eagle – Executive Director Services | \$1,545.70 |
| Quest CPAs – 2019 Annual Audit Services | \$3,250.00 |
| Eagle Sewer District – Sewer bill for 67 E. State St. | \$36.99 PAID ONLINE |
| TOTAL | \$6,869.70 |

VII. INFORMATION/DISCUSSION ITEMS – NON-ACTION ITEMS

A. Executive Directors Report – Robin Collins, Executive Director

Executive Director, Robin Collins updated the board on the status of the development agreement for the downtown project. Ms. Collins also stated the Chair and the Executive Director are working with the developers tomorrow to address some concerns they have with the project.

Mr. Collins then went on to update the board on the downtown parking study RFP; it has been released and the agency has had good response thus far. There was some discussion on the developer creating a separate LLC and ensuring the same financial backing.

There was some discussion on the status of the Museum move and the lease between the City and the EURA.

B. Legal Counsels Report – Todd Lakey, Legal Counsel

Legal Counsel, Todd Lakey informed the board about a public records request that was received requesting financial statements. the agency had received.

C. Chair and Board Reports/Updates

Chair Buschert mentioned she and the Executive Director would continue to understand the concerns of the developer for the downtown project in order to address them. Ms. Buschert also reported on the conference call meeting with the Redevelopment Association of Idaho.

D. Committee Reports/Updates

None.

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.

There was no public present and therefore no public comment.

IX. ADJOURNMENT


Motion to adjourn.

Commissioner Kramer made a motion to adjourn the meeting. Commissioner Bastian seconded the motion.

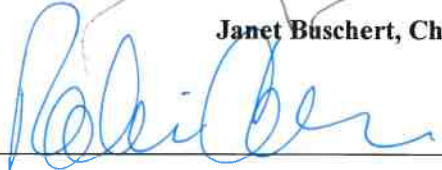
All said Aye. Motion carried 6-0.

Meeting adjourned at 6:52 p.m.

ADOPTED BY THE BOARD OF COMMISSIONERS OF THE EAGLE URBAN RENEWAL AGENCY ON THE 21ST DAY OF JANUARY 2020.



Janet Buschert, Chair



Robin Collins, Executive Director