

# Eagle Urban Renewal Agency

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## REGULAR MEETING

### MINUTES

January 11, 2011

Eagle City Hall – Freedom Room

660 E. Civic Lane • Eagle, ID 83616

Chair Ariel called the meeting of the Eagle Urban Renewal Agency to order at 4:05 pm.

- **Roll Call** was taken and the following were present . . . Cameron Ariel, Jason Haas, Scott Nordstrom, Doug Racine, and Mike Huffaker. Visitors: Gretchen Gilbert, Eagle Chamber of Commerce and Bobby Lawrence from Eide Bailly.
- **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** (Motion and stated reason required to add any item): A motion was made by Scott Nordstrom to accept the Agenda as published. Doug Racine seconded the motion. Motion carries.
- **Public Comment of Questions:** None
- **Approval of Minutes** . . . November 9, 2010 meeting. A motion was made by Doug Racine to approve the minutes as submitted with the correction of the spelling of Sedlacek. Doug Racine seconded the motion. Motion carries.
- **Treasurer's Report** — Jason Haas
  - Voucher Approval – Invoices and check approval for 12/17/2010 and 1/11/2011. All items appear to be in order. Mike Huffaker made a motion to approve the paid invoices as presented. Scott Nordstrom seconded the motion. Motion carries. Jason Haas reported the Larry Knapp/Consultant is under the \$10,000 budget and once the contracts with the landowners are signed his duties that we requested will be terminated.
  - Bank Statement Review and Approval – Jason Haas noted that he had reviewed and initialed the bank statements.
  - Bobby Lawrence from EideBailly reviewed the audit and answered questions from the Board. It was reported the there were no instances of noncompliance that were required to be reported under Government Auditing Standards. It was noted by Jason Haas that once projects begin coming in and the accounting increases, a new bookkeeper/accountant will take over the duties from Sherry Atwell. A motion was made by Scott Nordstrom to accept the audit. Jason Haas seconded the motion. Motion carries.

- ***Review of Contract for Administrative Assistant:*** Jason Haas reviewed the contract with Sherry Atwell that has been in affect for almost two years. A discussion followed to increase the contract to 12 hours per month at a fair salary of \$450 per month with overage hours billed at \$15 per hour. Discussion of additional duties to include updating of the web site and other needs of the Board. Chair Arial stated his appreciation of Jason’s comments and the review of the employee and it warrants the increase and the contractual change. A motion was made by Bob Bruce to increase the contractual hour’s commitment to the Urban Renewal from 8 hours to 12 hours per month and increase the salary from \$275 to \$450 per month and any overage of the 12 hours to be billed out at \$15 per hour. Doug Racine seconded the motion. Motion carries.
  - Brief discussion followed regarding items to be posted on the web site. Chair Arial stated that answering emails received from the public will be addressed by the Board and any legal questions to be referred to Ryan Armbruster or Harlan Mann.
  
- ***Update on Four Corners Property:*** Chair Arial reported that he had a great conversation with Mayor Jim Reynolds . . . regarding that area in particular. He was very intrigued with the Agency’s approach and thought it was very unique. He thought it was very pro-active in the approach to the property owners. Jason Haas and Doug Racine were also at the meeting and it was a great form to explain urban renewal and what the Agency is doing. Jason en Haas reported that the land owners have been presented with the contract. It is a contract between the land owners and Larry Knapp to consolidate a master plan for the area. The Urban Renewal Agency is a facilitator only.
  
- ***Idaho Urban Renewal Coalition Update:*** Chair Arial advised that this was a committee to form the coalition and to form a legislative committee to help in the interim before it is officially formed to address legislative concerns . . . a way to decimate information. Participated as a representative of the Board and would not make an official yea or nay on it until discussed with the entire Board. Discussion followed with input from Ryan Armbruster and Board. Chair Arial recommended that the Agency not do anything until the organization is formed, the cost is known, and what the bylaws are.
  
- ***City of Eagle Report:*** Chair Arial stated that this has been discussed earlier . . . the meeting with Mayor Reynolds and he was very amenable about linking the Agency to the City’s web site, working through some other administrative issues. These items were turned around the next day.
  
- ***Counsel Update:*** Ryan Armbruster reported that there will be some legislation proposed, but do not believe that there will be any legislation proposed by either urban renewal agencies or cities.
  
- ***Resignation of Chair Cameron Arial:*** Cameron Arial gave his resignation to the Board effective at the end of this meeting.
  
- ***Election of New Chairman and New Board Member Discussion:*** Cameron Arial nominated Doug Racine, Vice-Chair as the new Chair. Bob Bruce seconded the nomination.

Vote was unanimous. Jason Haas nominated Bob Bruce as interim Vice Chair. Doug Racine seconded the motion. Vote was unanimous. Full election of officers will be held in March.

- ***Return to Monthly Meeting Discussion:*** Discussion was held . . . Doug Racine stated he was in favor of this as it allows better tracking of items. Further discussion of this and whether day and time will be need to be changed will be addressed at the special meeting on Wednesday, February 9th.
- ***Plan Amendment Process:*** Harlan Mann presented “West State Street Area Urban Renewal Eligibility Report”. There are deteriorating and unsafe areas described in his report that make this appropriate for an urban renewal project.
- ***Eagle Sewer District Report:*** Chair Ariel reported that he and Jason Haas met the Sewer District Board and had a great opportunity to educate and talk about what the Agency is doing. They were very supportive of what the Agency is trying to accomplish. Discussion followed.
- Jason Haas made a motion to adjourn. Doug Racine seconded the motion. Motion carries. Meeting adjourned at 6:15 p.m.

**RESPECTFULLY SUBMITTED**

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Jason Haas – Treasurer/Secretary

**APPROVED:**

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Doug Racine - Chair