

DRAFT

**Victor Urban Renewal Agency
Meeting Minutes - 05-22-2015**

Present: Tom Clark (via phone), Erin Gaffney, Lance Pitman, Jeff Potter
Absent: Will Frohlich
City staff: Brittany Skelton

Friday, May 22nd, 2015
6:00 p.m.
Victor City Hall
32 Elm Street
Victor, ID 83455

Chairman Jeff Potter called the meeting to order at 6:05 p.m.

Approval of 03-24-2015 meeting minutes

The board had no corrections to the draft 03-24-2015 meeting minutes. Commissioner Clark motioned to approve the minutes as presented. Commissioner Pitman seconded. Motion passed unanimously.

Update of 2010 Urban Renewal District Eligibility Report and District boundaries discussion

Ms. Skelton reported that the 2015 draft update to the Eligibility Report included all comments and revisions made by the URA board at the 03-24-2015 meeting, and that infrastructure information had been updated with Public Works.

Ms. Skelton also reported information from attorney Ryan Armbruster, an expert in Idaho URA law, on changing the Urban Renewal District boundaries and updating the 2010 Eligibility Report. Of significance was that the District as suggested in the 2010 Eligibility Report was not set in stone, since a Plan was not written and adopted by the URA and City Council during that year. In the past five years since the 2010 Eligibility Report was written, the assessed values in the proposed district had fallen at a greater rate than the assessed values in the City as a whole; since the District size is limited to an accumulation of properties with assessed values adding up to 10% of the assessed value of properties in the City as a whole, the District can now contain additional parcels of land. Ms. Skelton noted that the cumulative assessed value of properties in the proposed district is \$8.3 million as of 2014 and the assessed value of the City as a whole is \$11.6 million, meaning additional properties with a cumulative assessed value of \$3 million can be added to the Urban Renewal District.

Commissioner Clark commented that it is in the Urban Renewal Agency's best interest to maximize the district size. Chairman Potter commented that in late June or early July the 2015 assessed values of all property in the City will be available, and the URA board can compare 2014 to 2015 values and decide whether to form the district prior to December 31st this year, which would use the 2014 values, or early next year, which would use the 2015 values. Chairman Potter suggested tabling a vote on accepting the updated Eligibility Report until the 2015 assessed values are available, and noted that in the meantime he and Ms. Skelton would refer to the 2014 assessed values and come up with recommendations of additional properties

that could be included in the district. The board directed Ms. Skelton to look into the assessed values of properties that front Main Street and are contiguous with the district boundaries as proposed in 2010, and to look into the assessed values of properties recommended by the board at the 03-24-2015 meeting.

Action Item: Ms. Skelton will compile assessed values for potential properties to add to the district, and work with Chairman Potter to make recommendations for properties to add.

Discussion / work session on RFQ for hiring consultant

The board discussed the draft Request for Qualifications that was created to solicit Statements of Qualifications from consultants to prepare the Urban Renewal Plan. Board members discussed the need for flexibility and options to be written into the Plan, and ensuring the consultant hired can do so within the budget allocated, and noting this could be discussed with consultants during the interview process.

The board discussed the timeline for noticing the RFQ, the deadline for SOQs to be submitted, a deadline for ranking consultants, a timeline for interviewing consultants, and developing a standard set of questions. Chairman Potter directed staff to write an e-mail to the URA summarizing the dates.

The board discussed the content of the draft RFQ and had no revisions other than updating timeline dates and including the project budget. Commissioner Clark motioned to approve the RFQ with a publication date of June 4th. Commissioner Gaffney seconded. Motion passed unanimously.

Action Items: Ms. Skelton will add the available budget and update the dates in the RFQ and send it to the newspaper for publication, as well as regional chapters of the APA. Ms. Skelton will send a spreadsheet for ranking SOQs to the Board. Ms. Skelton will summarize the upcoming dates related to the RFQ and next meeting and e-mail them to the Board. Board members will submit 1-2 standard questions to ask consultants being interviewed via e-mail to Ms. Skelton by July 1st.

Other business

Chairman Potter gave an overview on the National Main Street Conference he attended through a travel scholarship from the HUD grant. Chairman Potter reported that the National Main Street Organization focuses on growing business activity on Main Street, noting that much of the proposed Victor URA District is on Main Street and that the URA should look to incorporating the National Main Street Organization's principles into the URA's efforts. Chairman Potter noted that the National Main Street Organization has a template and format that can be customized for Victor's specific needs, and also has universal criteria applicable to all cities for assessing growth and development.

Date and time of next meeting

The next time and date for the next meeting was set for Friday, July 10th, with the time TBD.

Commissioner Pitman made a motion to adjourn the meeting. Commissioner Gaffney seconded. Motion passed. The meeting adjourned at 6:45.

Chairman, Jeff Potter

Date

Secretary, Brittany Skelton

Date