

**DRAFT**

**Victor Urban Renewal Agency  
Meeting Minutes - 07-14-2015**

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

Tuesday, July 14<sup>th</sup>, 2015  
8:00 a.m.  
Victor City Hall  
32 Elm Street  
Victor, ID 83455

Chairman Jeff Potter called the meeting to order at 8:05 a.m.

**Approval of 05-22-2015 meeting minutes**

The board had no corrections to the draft 05-22-2015 meeting minutes. Commissioner Clark motioned to approve the minutes as presented. Commissioner Frohlich seconded. Motion passed unanimously.

**Discussion of SOQs received from consultants for writing Urban Renewal Plan**

The consensus from the Board was that both consultants who submitted Statements of Qualifications were qualified, and should be interviewed.

The discussion shifted to questions to ask the consultants during interviews. Ms. Skelton distributed a list of potential questions to the Board, comprised of questions suggested by Commissioner Clark and staff. The Board discussed each question, and added clarifying and follow up questions to the list.

The discussion then turned to the purpose of Urban Renewal Agencies in general, with Commissioner Clark explaining that the Agency's work is to "set the table" for future growth and development, and Chairman Potter commenting that the Urban Renewal Plan can help direct growth trajectories based on projections of revenue in the district. Commissioner Pitman commented that facilitating growth in Victor's downtown is the focus of the Agency, with Commissioner Frohlich adding that are the plan is written the Agency can then take actions to spur redevelopment that the City does not have the power to. Commissioner Clark then gave background on a study he completed for Greeley, CO, as part of a revitalization plan, which concluded there was a large amount of retail leakage and stated that such a study could be beneficial for Victor. Ms. Skelton noted that the City of Driggs commissioned a retail leakage study several years back, and Chairman Potter directed staff to contact Driggs and request a copy of the retail leakage study and Driggs' Urban Renewal Plan.

*Action Item: Ms. Skelton will organize and group the questions based on the criteria in the RFQ, and will distribute the list to the board in advance of the interviews.*

*Action Item: Ms. Skelton contact the City of Driggs to request copies of Driggs' urban renewal plan and Driggs' retail leakage study.*

The Board then discussed their availability for the interviews, suggesting the afternoon of Tuesday, July 21st and the morning of Thursday, July 22nd.

**Date and time of next meeting**

The Board set Wednesday, July 29<sup>th</sup> at 8 a.m. for the next meeting, planned to be a brief meeting to decide upon a consultant to hire.

*Action Item: Ms. Skelton will confirm the interview times and dates and the time and date of the next meeting with the Board.*

Commissioner Frohlich made a motion to adjourn the meeting. Commissioner Clark seconded. Motion passed. The meeting adjourned at 8:45 a.m.

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Chairman, Jeff Potter

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Date

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Secretary, Brittany Skelton

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Date