

DRAFT

**Victor Urban Renewal Agency Meeting
Minutes – 07-29-2015**

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

Wednesday, July 29th, 2015
8:00 a.m.
Victor City Hall
32 Elm Street
Victor, ID 83455

Chairman Jeff Potter called the meeting to order at 8:04 a.m.

Discussion and decision on consultant to hire to write the Urban Renewal Plan

Chairman Potter began the discussion stating that the Victor URA is fortunate that two qualified candidates submitted Statements of Qualifications and interviewed for the project, and that he feels both candidates would do a great job. Each board member then shared his thoughts on each of the two candidates based on the interviews and the consultant qualifications. Each board member expressed that both candidates would be able to successfully complete the project. After discussing the merits of both candidates, the Board reached a consensus that based on the emphasis on public outreach and a comprehensive approach to renewal plans expressed during the interview and the team's engineering background, that Keven Shreeve and Lonnie Crowell should be selected. Chairman Potter called for a formal motion to make a decision. Commissioner Clark motioned to hire Riedesel Engineering, Commissioner Pitman seconded, and the motion passed unanimously.

Discussion of drafting contract between consultant and the URA

Ms. Skelton shared a sample contract that could be modified for use between the Agency and the Consultant. Chairman Potter directed staff to refine the scope of work from the RFQ for inclusion in the contract, and to send the scope to the Board for comment, and to begin drafting a contract. As board chair, Chairman Potter was designated to work with staff on the drafting of the contract, and to sign the contract on the Board's behalf. The Board agreed that the URA's attorney Herb Hiemerl should review the contract prior to signing.

Date and time of next meeting

The Board discussed the need to move expeditiously in order to have a Plan ready for adoption by the end of 2015, and directed staff to continue work in gathering assessed property values to aid in the eventual discussion of properties to include in the Urban Renewal District. Chairman Potter stated he would aid Ms. Skelton in creating a spreadsheet of assessed values that can be used by the Board to make a decision on properties to include. Commissioner Clark then shared that he had recently received an overview of the Teton Valley Business Development Center's work, and he felt familiarity with the TVBDC's work would be helpful background for the Agency board members to be apprised of. Commissioner Clark stated he would share TVBDC documents with Ms. Skelton and requested that Ms. Skelton share the documents with the Board.

The board agreed to meet again the week of August 10th, with a time and date to be selected via a poll Ms. Skelton was directed to send to the Board. The Board also agreed to try to hold a kickoff meeting with the consultant the week of August 17th, to aid in having a draft of the Plan ready for review by the Planning and Zoning Commission by the beginning of October.

Commissioner Clark made a motion to adjourn the meeting. Commissioner Pitman seconded. Motion passed. The meeting adjourned at 8:40 a.m.

Chairman, Jeff Potter

Date

Secretary, Brittany Skelton

Date