

BURA
AGENDA and NOTICE
Tuesday, September 19, 2023, at 4 P.M.
PUBLIC ZOOM ONLINE MEETING
BELLEVUE CITY HALL
115 East Pine, Bellevue, Idaho

Topic: BURA Meeting
Time: Sep 19, 2023 04:00 PM Mountain Time (US and Canada)
Join Zoom Meeting
<https://us02web.zoom.us/j/83888187028?pwd=bUFjeGgxTWWhRRTV0bIVIUWFBUhrZz09>
Meeting ID: 838 8818 7028
Passcode: 673703
One tap mobile
+1-346-248-7799 US (Houston)
+1-669-444-9171 US

4:00 PM CALL TO ORDER

• **NOTICE AND HEARING COMPLIANCE:**

The notice and agenda were posted in accordance with Idaho Code §74-204, prior to the meeting, at the Bellevue Post Office, on the bulletin board of City Hall, on the City website and on the city's social media account on September 14, 2023.

Suggested Motion- I move that the agenda and notice for the September 19 ,2023 meeting was done in accordance with Idaho Code §74-204.

HEARING:

1. Consideration & approval of entering into an agreement with Kushlan & Associates, not to exceed \$50,000.00 for Urban Renewal assistance.
Suggested Motion- I move to approve an agreement with Kushlan & Associates, not to exceed \$50,000.00 for Urban Renewal assistance.

2. Consideration and approval of items to be purchased for the Bellevue Parks:
 - Dog Toy Rocker part **\$220.00**
 - 4- 6' benches **\$1,595.40**
 - 4- large garbage cans with lids: **\$1,915.40****Total amount not to exceed: \$3,800.00.**
Suggested Motion- I move to approve the purchase of items for Bellevue parks, not to exceed amount of \$3,800.00

CONSENT ITEMS:

- Minutes from August 15, 2023
Suggested Motion- I move to approve the minutes from August 15, 2023.
- Availability for Next Meeting TBD

DISCUSSION ITEM:

- Kushlan and Associates input on the City of Bellevue.

ADJOURN Please Note: The agenda is subject to revisions. Anyone needing assistance to attend or participate should contact Bellevue City Hall prior to the meeting at 208- 788-2128. Committee packets will be available online at www.bellevueidaho.gov

Kushlan | Associates

PO Box 8463
Boise, ID 83707

August 16, 2023

Mr. Doug Brown, Chair
Bellevue Urban Renewal Agency
PO Box 825
Bellevue, ID 83313

Dear Chairman Brown,

Thank you for the opportunity you provided me to meet with the Commissioners of the Bellevue Urban Renewal Agency (BURA). It was a pleasure to engage in the dialogue that brought forward excellent questions from the Commissioners as well as local perspective on issues facing the Agency in the near and long-term future.

You asked that I prepare a proposal for consulting services to assist the Agency in current and future issues. In thinking about the issues we discussed yesterday, we may want to designate two broad areas where I might concentrate my efforts if the Commission desires my services.

First, as Task One, I could provide general urban renewal consulting dealing with matters involving the existing Urban Renewal District. Perhaps it might be helpful to have the current Commissioners to spend some time articulating what they would like to accomplish with the tools of the Agency during the remaining life of the District. That long-term view could help guide the strategic application of Agency resources and avoid having your priorities established by the wishes of other individuals and entities. Such a structure could support annual budgeting decisions as well as responses to development organizations seeking your support for their anticipated projects located within the district.

Second, as Task Two, I could assist the Board of Commissioners articulate what organizational and community goals they would like to see accomplished through the Bellevue portion of the Hat Ranch development. Now that the Area of City Impact (ACI) issue has been resolved, you now know the extent of your planning area, allowing further refinement of your vision for the area and what role the Agency might or might not play in bringing added value to the on-going planning efforts.

Once that vision is articulated, or even while that vision is being developed, we could represent the Agency in the dialogue with the development and design teams to accomplish as much of the vision as possible.

Once that Master Planning phase has been concluded and if there is a continuing role for the Agency in the implementation of that Plan, we could, in concert with Agency Legal Counsel, prepare the required studies and plans needed to formalize that role through the establishment of a new Urban Renewal District at the appropriate time.

Our standard hourly rate is \$175 per hour, plus direct expenses associated with the work. The Agency would be billed monthly with itemization of the work performed on your behalf.

It is understood that our work would be as an independent contractor and not an employee of the Agency. While no sub-consulting is envisioned at this time, should the need arise, such sub-consultants would be subject to explicit written agreement by the Agency.

Given the interactive nature of the anticipated work, my experience suggests that it is difficult to put a not-to-exceed amount on the contract. We also understand your need to exert strict fiscal control over the work being conducted. According to Board discussion yesterday, we understand that you have allocated \$50,000 for FY 2024 to support this type of activity. You could assign that number or a lesser amount. The hours spent would be at your or your Administrator's direction with a monthly accounting provided regarding progress against the budget. You could decide, on a monthly basis, whether your needs are being met, with either advancement or termination of the contract at the Agency's discretion.

I have provided a signature block at the bottom of this communication, so it can serve as a formal agreement. If you prefer a more formal contract, have a standard agreement that I have used with other Idaho Agencies and Cities that we could mark up for your review.

Please let me know if and how you want to proceed.

Phil Kushlan, Principal

Doug Brown, Chair

Date: August 16, 2023

Date:

City of Bellevue
Bellevue Urban Renewal Agency
August 15, 2023
ZOOM Online Meeting Minutes

Chair Brown called the meeting to order at 4:02 p.m. Commissioners present were Doug Brown, John Carreiro, Jami Sluder, John Kurtz, and Matt Wildhagen. Jessica Mayne was excused from the meeting. Staff present was Ashley Dyer City Planner and BURA secretary.

Notice and Hearing Compliance:

Legal notice for this meeting was posted in accordance with Idaho Code §74-204 by the following:

The agenda was posted at the Bellevue Post Office, the bulletin board outside City Hall, on the city website, and social media account on August 10, 2023 and published in the Idaho Mountain Express on August 2 and August 9, 2023. Commissioner Carreiro made a motion that the notice was done in compliance with §74-204, Commissioner Kurtz seconded, and the vote was unanimous (5-0).

Public Hearing:

1. Approve BURA FY2024 Budget.

Commissioner Carreiro made a motion to APPROVE BURA Fiscal Year 2024 budget, Commissioner Sluder seconded, and the vote was unanimous (5-0).

2. Approve BURA Resolution #23-04 Annual Appropriation Resolution FY 2024

The Commission reviewed the capital improvement budget.

Commissioner Carreiro made a motion to APPROVE Resolution No. 23-04 to be termed the Annual Appropriation Resolution, appropriating sums of money authorized by law and deemed necessary to defray all expenses and liability of the Urban Renewal Agency, for the Fiscal Year commencing October 1, 2023 and ending September 30, 2024, for all general, special and corporate purposes; directing the Chairman to submit the Resolution and budget to the City of Bellevue and any other entity entitled to a copy of the Resolution and budget' and providing an effective date. Commissioner Kurtz seconded, and the vote was unanimous (5-0).

3. Consideration and Approval of a Survey Provided by Galena-Benchmark for the Bus Shelter Proposed for Spruce Street Not to Exceed \$4,500.

Commissioner Carreiro made a motion to APPROVE a survey provided by Galena-Benchmark for the Spruce Street bus shelter location, not to exceed \$4,500, Commissioner Kurtz seconded, and the vote was unanimous (5-0).

Consent Items:

- a. Minutes from June 20, 2023 BURA meeting.

Commissioner Kurtz made a motion to APPPROVE the June 20, 2023 BURA minutes, Commissioner Sluder seconded, and the vote was unanimous (5-0).

- b. Availability for Next Meeting on September 12, 2023.

Kurtz stated he is not available on September 12, 2023. The Commissioners agreed the next meeting date is to be determined.

Presentation Items:

- a. Presentation by Kushlan & Associates, Phil Kushlan.

Brown introduced Phil Kushlan a potential consultant to assist in forming new urban renewal districts. Kushlan discussed the purpose of urban renewal districts and outlined the steps necessary to create a new district.

ADJOURN:

Commissioner Brown made a motion to adjourn the meeting at 5:17 p.m., Commissioner Carreiro seconded, and the vote was unanimous (5-0).

Approved this _____ day of _____, 2023.

Doug Brown, Chair

Ashley Dyer, Senior Planner