

**City of Bellevue**  
**Bellevue Urban Renewal Agency**  
**Minutes of Meeting - JANUARY 16, 2024**

Chair Brown called the meeting to order at 4:03 p.m. Commissioners present were Doug Brown, John Carreiro, Jami Sluder (via Zoom), John Kurtz and Matt Wildhagen. Staff present were Shelly Shoemaker and Casey McGehee.

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 on January 9, 2024.

Commissioner Carreiro moved the notice was done in compliance with Idaho Code §74-204, Commissioner Wildhagen seconded, and the motion passed unanimously.

OLD BUSINESS

Status of Bellevue Annexations

Chair Brown opened the meeting by reporting that the City is in a time of transition with staffing and there is no staff currently focused entirely on community development since Ashley resigned. The City has published a Request for Professional Services (RFP) for assistance with community development. Sunrise Engineering is no longer doing any work for the City. Chair Brown did have a conversation with contacts for both the North and South proposed annexations, and both report that no contact with City representatives about moving forward at this time. He further reported that Oppenheimer did reach out to our City Mayor, Chris Johnson, but had no knowledge of details in that conversation. Dave Patrie of Galena-Benchmark is doing a small survey for Oppenheimer. He further reported that both project owners do want to move forward with the annexations.

CONSENT AGENDA

- a. Minutes from September 19, 2023, BURA meeting.
- b. Approval of extension of appointment of Jami Sluder for another 4-year term, expiring 8/23/27.
- c. Acceptance of resignation of Ashley Dyer as BURA Secretary.
- d. Approval of Phil Kushlan consulting agreement with an effective date to be determined at a later date.

Commissioner Carreiro moved to APPPROVE the September 19, 2023, BURA minutes, Commissioner Kurtz seconded, and the motion passed unanimously.

Chair Brown reported that he has submitted the Kushlan contract to Meghan Conrad of Elam Burke in Boise, URA attorney for review.

*Jessica Mayne joined the meeting at approximately 4:12 p.m.*

Chair Brown reported that both he and Casey McGehee (City Streets) attended the Business Plus annual meeting on November 16, 2023, as the topic was urban renewal. There are concerns with legislative activity as many remote counties are not proponents of urban renewal. Our BURA Attorney, Meghan Conrad, is working with the lobbyists.

#### NEW BUSINESS

1. Appointment of Shelly Shoemaker as Secretary/Treasurer and add Shelly as a signer on BURA bank accounts with Doug Brown, and to obtain a DEBIT card from the bank for the checking account.

Commissioner Wildhagen moved to approve the appointment of Shelly Shoemaker as Secretary/Treasurer and to add Shelly as a signer on the BURA bank accounts with Doug Brown, and to authorize Shelly to obtain a debit card from the bank for the checking account. Commissioner Carreiro seconded, and the motion passed unanimously.

2. Approval of checks for budgeted items, including Memorial Park shed repairs, bus shelter installation and City Hall carpet installation.

There was a brief discussion regarding the missing Plexi-glass on the bus shelter. It is still pending with Mountain Rides. It was noted that Ladd Stocking donated his work on the Memorial Park shed repairs. Shelly reported the final piece of City Hall carpet for the entryway is pending installation.

Commissioner Carreiro moved to approve checks for the Memorial Park shed repairs, bush shelter installation and City Hall carpet installation. Commissioner Sluder seconded, and the motion passed unanimously.

3. Review of City year-end financial statements for FY23 and final City budget for FY24, looking at carry-forward to evaluate participation with city infrastructure.
4. Approval of FY24 capital expenses to reimburse the City's General Fund for Streets expenses in the amount of \$46,590.01, plus \$576.62 per month for the duration of FY24 upon commencement of the new Tool cat Lease. The total Tool cat lease amount is not to exceed \$4,612.96 for FY24 (8 months).

Chair Brown asked Casey to report on recent capital expenditures for Streets and snow removal. Casey reported that for many years, there was a lack of re-investment in capital equipment for snow removal and street maintenance and that some equipment that was usable was sold by previous contractors prior to Casey's employment with no plan of how to replace the equipment. Present status is that Casey has hired two young men, but they are both entry-level operators. The City also purchased two pickups that are set up for plowing, but three people cannot do it all when it snows. The City has contracted with Pappas again this year to help with snow removal, when needed.

Commission Wildhagen asked that this item be opened for discussion as BURA should not be used to bail out the City for excess spending when BURA's focus is on improvements.


Commissioner Carreiro moved to approve reimbursement of FY24 capital expenses for Streets expenses in the amount of \$46,590.01, plus \$576.62 per month for the duration of FY24 upon commencement of new Tool cat lease, not to exceed \$4,612.96 (8 months). Commissioner Kurtz seconded, and the motion passed unanimously.

5. Report on Business Plus Annual meeting in Twin Falls, topic of Urban Renewal. The takeaway was that cities are very concerned about the legislature trying to hinder financing of URA projects. There is a lobbyist working on this now. We are in the loop, as our attorney is a key player in this matter.
6. Report on Operation Facelift. Chair Brown reported there is an economic development program to help cities with grant monies and a deadline of February 8, 2024.
7. Discussion of budgeted City cleanup in May and formation of a Work Group. Chair Brown reported that Alderman Jessica Obenauf is wanting to help the City get more visual and involve the community. Perhaps she would like to be involved with the Work Group on this topic. There was discussion on how to clean up City alleys and how to obtain authorization to provide community service work hours for those needing to volunteer. A Work Group was formed with Commissioners Sluder, Wildhagen and Mayne volunteering to organize cleanup efforts this spring. A budget of \$10,000 was previously established for this endeavor.

The next meeting date was set for March 12, 2024, at 4:00 p.m. at Bellevue City Hall or Zoom.

ADJOURN: Commissioner Carreiro moved to adjourn the meeting, Commissioner Wildhagen seconded, and motion passed unanimously to adjourn at 5:10 p.m.

Approved this 21 day of February 2024.

  
Doug Brown, Chair

  
Shelly Shoemaker, Secretary/Treasurer