

**BURA**  
**PUBLIC MEETING NOTICE and AGENDA**  
**TUESDAY, MARCH 19, 2019 at 4:00 P.M.**  
**IN BELLEVUE CITY HALL**  
**115 East Pine, Bellevue, Idaho**

**4:00                    CALL TO ORDER**

**• NOTICE AND HEARING COMPLIANCE:**

The notice and agenda were posted in accordance with Idaho Code §67-2343, five days prior to the meeting, at the Bellevue Post Office, on the bulletin board of City Hall and on the City website on March 14, 2019. The meeting was published in the Idaho Mountain Express on 2-27-19 per I.C. §74-20345.

- **Suggested Motion-** I move that the notice for the March 19, 2019 meeting was done in accordance with Idaho Code §67-2343 & Idaho Code §74-20345.

**PUBLIC COMMENT ON ANNUAL REPORT**

**PUBLIC HEARING:**

- **ACTION ITEM-** Approval of Topographic Map by Galena Engineering  
**Suggested Motion-** *I move to approve or deny \$1,000.00 for the Engineering*
- **ACTION ITEM-** Approval of 2018 Annual report  
**Suggested Motion-** *I move to approve or deny the 2018 Annual report*
- **ACTION ITEM-** Approval Resolution No. 2019-01, Authorizing the Treasurer to transfer all Monies from US Bank account to a new checking account in D.L. Evans Bank and close the US Bank Checking account  
**Suggested Motion-** *I move to approve or deny Resolution No. 2019-01, authorizing the Treasurer to transfer all monies from US Bank to D.L. Evans Bank.*

**DISCUSSION**

- Availability for possible meeting on April 16, 2019

**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](http://www.bellevueidaho.gov)



City of Bellevue  
115 E Pine Street  
PO Box 825  
Bellevue, ID 83313  
208-788-2128 Fax 208-788-2092  
[www.bellevueidaho.us](http://www.bellevueidaho.us)

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March 13, 2019

To: BURA Agency  
From: City of Bellevue Idaho  
RE: Public Improvement Project

The City of Bellevue Idaho is currently working on a public improvement project to install a bus shelter on Spruce and Main. We contracted with Galena Engineering to help determine the property lines for the proposed location.

The City received quotes for the project, which total: \$1,000.00

- Topographic Map \$1,000.00

***We are formally requesting funds not to exceed \$1,000.00 to complete the public improvement project mentioned above.***

The City of Bellevue is formally requesting \$1,000.00 to be used from our URA account, for a public improvement project on Main Street.

Signed this \_\_\_\_\_ day of March, 2019

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Becky Duncan, Chairman

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Diane Shay, Community Development Director

**GALENA ENGINEERING, INC.**  
**PROFESSIONAL SERVICES AGREEMENT / WORK ORDER**

**PROJECT NUMBER:** \_\_\_\_\_

**PROJECT NAME:** Bellevue Spruce St Bus Shelter \_\_\_\_\_

**CLIENT:** City of Bellevue \_\_\_\_\_

**CONTACT:** Ashley Dyer \_\_\_\_\_

**COMPANY:** \_\_\_\_\_

**Telephone** 208-788-2128 \_\_\_\_\_ **Cellular** \_\_\_\_\_

**Fax** \_\_\_\_\_ **Email** adyer@bellevueidhao.us \_\_\_\_\_

**BILLING ADDRESS:** \_\_\_\_\_

City of Bellevue \_\_\_\_\_  
(Owner?  yes or  no)

PO Box 825 \_\_\_\_\_  
(Address)

Bellevue, ID 83313 \_\_\_\_\_  
(City, State, Zip)

**JOB LOCATION:** \_\_\_\_\_

Southerly Right of Way of Spruce Street adjacent to State Highway 75 \_\_\_\_\_

THIS AGREEMENT entered into this 12th day of December, 2018, between Ashley Dyer, (the CLIENT) and GALENA ENGINEERING, INC., an Idaho Corporation of Hailey, ID (GALENA).

WHEREAS, the CLIENT intends to be delivered a Topographic Map showing the existing features in the Southerly Right of Way of Spruce St. adjacent to the State Highway 75 Right of Way, an area where a possible bus shelter will be constructed

The CLIENT will furnish to GALENA information necessary to perform our task.

**SERVICES TO BE PERFORMED BY GALENA** \_\_\_\_\_

**See Above** \_\_\_\_\_

**GALENA ENGINEERING, INC.**  
**PROFESSIONAL SERVICES AGREEMENT / WORK ORDER**

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**SCHEDULE OF SERVICES TO BE PERFORMED**

GALENA will perform said services as follows: \_\_\_\_\_ See Above \_\_\_\_\_

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Approximate Date of Completion, if applicable: ASAP \_\_\_\_\_, 2018

NOW THEREFORE, the CLIENT and the GALENA in consideration of their mutual covenants herein agree in respect of the performance of professional engineering and land surveying services by the GALENA and the payment for those services by the CLIENT, as set forth as below:

**ANY ESTIMATE GIVEN IS TO BE CONSIDERED AN APPROXIMATION OF THE AVERAGE COST OF THIS TYPE OF JOB.** It is by no means to be used as a quotation to determine the final billing price of this agreement. Unless specified, all work will be charged on a time and materials basis, plus any expenses directly related to this Agreement. In addition, there will be charges for alterations, or extras deviating from the original instructions.

**BASIS OF FEE AND BILLING SCHEDULE**

ESTIMATED FEE COST: \$+/-1,000

**RETAINER:**

Will be required  in the Amount of \$ \_\_\_\_\_ OR Will not be required

The CLIENT will pay GALENA for their services and expenses as follows:

**TIME OR TIMES OF PAYMENT**

GALENA will bill The CLIENT on or about the first of each month. The CLIENT will make payment to GALENA before the end of the month following the receipt of a bill from GALENA on account of their services and expenses. If the CLIENT fails to make any payment due GALENA on account of their services and expenses within 30 days after receipt of GALENA'S bill, the amounts due GALENA shall bear interest at the rate 18% per annum from said 30 days, and in addition, GALENA may suspend services under this Agreement until they have been paid in full all amounts due them on account of their services and expenses.

**LIMIT OF LIABILITY**

The CLIENT agrees to limit GALENA'S liability to the CLIENT and to all construction contractors and subcontractors on the project arising from GALENA'S negligent acts, errors or omissions such that the total aggregate liability of GALENA to all those named shall not exceed GALENA'S total fee for the services rendered on this project. The CLIENT further agrees to require of the contractor a similar limitation of the liability of GALENA and of the CLIENT, to the contractor and his subcontractors due to GALENA' S negligent acts, errors or omissions.

**TERMINATION**

This Agreement may be terminated by either party upon seven days' written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. If either party terminates this Agreement, GALENA will be paid for services rendered to the date of such termination on the basis of time and material costs involved thereto.

**GALENA ENGINEERING, INC.**  
**PROFESSIONAL SERVICES AGREEMENT / WORK ORDER**

**ATTORNEY'S FEES**

Should either party breach this Agreement, and suit has to be instituted upon it, the prevailing party shall be entitled to an award of reasonable attorney's fees to be set by the Court, in addition to all costs.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written. Fully executed Agreement will be considered as authorization for GALENA to proceed with services.

**CLIENT**  
Ashley Dyer  
City of Bellevue  
PO Box 825  
Bellevue, ID 83313

Sean Flynn  
Principal  
Galena Engineering, Inc  
317 North River Street  
Hailey, ID 83333

**Sign Here**

BY : \_\_\_\_\_

BY : *Sean Flynn*

TITLE: \_\_\_\_\_

TITLE: Principal \_\_\_\_\_

Date: \_\_\_\_\_

Date: 12/12/2018 \_\_\_\_\_

Internal use only

**REMARKS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project Manager: MP \_\_\_\_\_ File Assignment: MP \_\_\_\_\_

Ownership verified with BC GIS \_\_\_\_\_ by: MP \_\_\_\_\_

New Job?  yes or  no If no, New File?  yes or  no

Old Job: \_\_\_\_\_  
(any information that may be pertinent to finding the old job file and #)

Posted \_\_\_\_\_

# BELLEVUE URBAN RENEWAL 2018 ANNUAL REPORT



# Executive Summary



## **2018 Board Members:**

Becky Duncan, Chairman

Melanie Dahl

Jami Sluder

Brian Bourgette

Pricilla Adamson

## **City Staff:**

Diane Shay, Community Development Director

Ashley Dyer, Associate Planner

Kathy Clark, City Clerk

## **2018 City Highlights:**

- BURA replaced a Utility pole on Main Street to hang event banners from.
- BURA purchased Christmas decorations for the annual tree lighting ceremony on Main Street.
- BURA Approved the adoption of the 2019 Fiscal Year Annual budget.
- BURA approved funding for two (2) bus shelter on Main Street.

## **2019 Proposed Projects:**

- BURA is currently working on getting Easements granted with land owners for the two (2) bus shelters on Main Street.
- BURA is waiting for approval for Engineering costs to survey the land for the public bus shelter, on Spruce and Main.
- Approve FY2020 budget.
- Look into lighted cross walk south end of town, by Co-Op.

**BELLEVUE URBAN RENEWAL**

**2018 Budget**

		ACTUAL 2014	BUDGET 2015	FINAL 2015	BUDGET 2016	FINAL 2016	BUDGET 2017	BUDGET 2018
<b>INCOME</b>								
4000 40	CARRYOVER BURA	7,100.00	2,000.00	2,000.00	8,500	8,500	8,500.00	15,000.00
4103 40	PROPERTY	16,277.41	10,000.00	21,287.30	16,000	27,739	16,000.00	18,000.00
4105 40	INTEREST INCOME BURA	0.65	5.00	1.26		\$2	0.00	0.00
<b>TOTAL INCOME</b>		<b>23,378.06</b>	<b>12,005.00</b>	<b>23,288.56</b>	<b>24,500</b>	<b>36,241</b>	<b>24,500.00</b>	<b>33,000.00</b>
<b>PAYROLL</b>								
<b>TOTAL PAYROLL EXPENSE</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>
<b>OPERATING EXPENSES</b>								
5110 40	POSTAGE	0.00	0.00	0.00	100	0	100.00	50.00
5030 40	REPAIRS & MAINT	0.00	300.00	0.00	1,000	0	1,000.00	1000
5100 40	PUBLISHING/ADVERT	383.28	500.00	1,074.80	800	467	800.00	800.00
5150 40	CITY ATTORNEY	0.00	150.00	0.00	150	0	150.00	100.00
5161 40	LEGAL/ACCOUNTING	400.00	500.00	400.00	500	400	500.00	2,500.00
5165 40	MEMBERSHIP/DUES	141.05	250.00	120.05	2,000	245	2,000.00	2,000.00
<b>TOTAL OPERATING EXPENSES</b>		<b>924.33</b>	<b>1,700.00</b>	<b>1,594.85</b>	<b>4,550</b>	<b>1,112</b>	<b>4,550.00</b>	<b>6,450.00</b>
<b>SUB-TOTAL: OPERATING EXPENSE w/PAYROL</b>		<b>924.33</b>	<b>1,700.00</b>	<b>1,594.85</b>	<b>4,550</b>	<b>1,112</b>	<b>4,550.00</b>	<b>6,450.00</b>
<b>CAPITAL OUTLAY EXPENSES</b>								
5650 40	IMPROVEMENT & CONST	3,474.85	10,305.00	4,869.08	19,950	0	19,950.00	26550.00
<b>TOTAL CAPITAL OUTLAY</b>		<b>3,474.85</b>	<b>10,305.00</b>	<b>4,869.08</b>	<b>19,950</b>	<b>0</b>	<b>19,950.00</b>	<b>26,550.00</b>
<b>TOTAL EXPENSES</b>		<b>4,399.18</b>	<b>12,005.00</b>	<b>6,463.93</b>	<b>24,500</b>	<b>1,112</b>	<b>24,500.00</b>	<b>33,000.00</b>
<b>INCOME MINUS EXPENSES</b>		<b>18,978.88</b>	<b>0.00</b>	<b>16,824.63</b>	<b>0</b>	<b>35,129</b>	<b>0.00</b>	<b>0.00</b>

**Explanation:**

#1	Solar battery for rapid flashing light		
#2	annual audit fee, additional support from Elam & Burke PA		
#3	RAI Dues & Legislative Laws		
#4	Flashing crosswalk @ Brandies totaling \$19950.00		
	\$6600 for new improvement and Construction projects in FY 2018		

BELLEVUE URBAN RENEWAL AGENCY

ORDINANCE #BURA - 10

AN ORDINANCE OF THE BELLEVUE URBAN RENEWAL AGENCY, BELLEVUE, IDAHO, ENTITLED THE ANNUAL APPROPRIATION ORDINANCE FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2017, AND ENDING SEPTEMBER 30, 2018, APPROPRIATING THE SUM OF THIRTY-THREE THOUSAND DOLLARS (\$33,000) TO DEFRAY THE EXPENSES AND LIABILITIES OF THE BELLEVUE URBAN RENEWAL AGENCY, BELLEVUE, IDAHO, FOR SAID FISCAL YEAR; AUTHORIZING A LEVY OF A SUFFICIENT TAX UPON THE TAXABLE PROPERTY WITHIN THE BELLEVUE URBAN RENEWAL AGENCY, BELLEVUE, IDAHO; SPECIFYING THE OBJECTS AND PURPOSES FOR WHICH SAID APPROPRIATION IS MADE; AND PROVIDING FOR AN EFFECTIVE DATE.

THE BELLEVUE URBAN RENEWAL AGENCY, BELLEVUE DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1: The sum of \$33,000 shall be, and the same is hereby appropriated to defray the necessary expenses and liabilities of the Bellevue Urban Renewal Agency, Bellevue, Idaho, for the fiscal year beginning October 1, 2017.

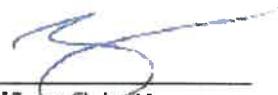
SECTION 2: The object and purpose for which such appropriations are made, and the amount of each object and purpose, are as follows:

OPERATING EXPENSES	\$6,450
CAPITAL IMPROVEMENT PROJECTS	\$26,550
<b>TOTAL EXPENDITURES</b>	<b>\$33,000</b>

SECTION 3: A general tax levy on all taxable property within the Bellevue Urban Renewal District, City of Bellevue, Idaho, shall be levied in an amount allowed by law for the general purposes of said District for the fiscal year beginning October 1, 2017.

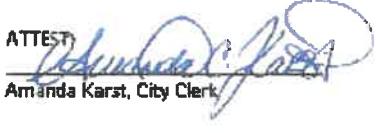
SECTION 4: This ordinance shall be in full force and effect from and after its passage, approval and publication according to law.

PASSED AND ADOPTED BY THE BELLEVUE URBAN RENEWAL AGENCY AND APPROVED BY THE CHAIRMAN THIS 24<sup>th</sup> DAY OF AUGUST 2017.



Ned Burns, Chairman

ATTEST:



Amanda Karst, City Clerk

Ord #BURA-10

02/25/19  
Accrual Basis

**BURA**  
**Balance Sheet**  
**As of September 30, 2018**

	<u>Sep 30, 18</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
<b>10001 · US Bank Checking</b>	149,370.19
<b>Total Checking/Savings</b>	149,370.19
<b>Total Current Assets</b>	149,370.19
<b>TOTAL ASSETS</b>	<b>149,370.19</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
<b>32000 · Unrestricted Net Assets</b>	96,999.30
<b>Net Income</b>	52,370.89
<b>Total Equity</b>	149,370.19
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>149,370.19</b>

11:10 AM  
02/25/19  
Accrual Basis

BURA  
Profit & Loss Budget vs. Actual  
October 2017 through September 2018

	Oct '17 - Sep '18	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
41801 - Carryover Prior Year	0.00	15,000.00	-15,000.00	0.0%
41900 - Property Assessments	52,657.26	18,000.00	34,657.26	292.5%
41200 - Personal Property Replacement	612.62			
45100 - Interest Income	20.81			
<b>Total Income</b>	<b>53,490.89</b>	<b>33,000.00</b>	<b>20,490.89</b>	<b>162.1%</b>
<b>Gross Profit</b>	<b>53,490.89</b>	<b>33,000.00</b>	<b>20,490.89</b>	<b>162.1%</b>
<b>Expense</b>				
<b>OPERATING EXPENSES</b>				
52000 - City Attorney	0.00	100.00	-100.00	0.0%
55000 - Legal & Accounting	1,120.00	2,500.00	-1,380.00	44.8%
56000 - Membership/Dues	0.00	2,000.00	-2,000.00	0.0%
56500 - Postage	0.00	50.00	-50.00	0.0%
56700 - Publishing/Advertising	0.00	800.00	-800.00	0.0%
56800 - Repairs & Maintenance	0.00	1,000.00	-1,000.00	0.0%
<b>Total OPERATING EXPENSES</b>	<b>1,120.00</b>	<b>6,450.00</b>	<b>-5,330.00</b>	<b>17.4%</b>
<b>CAPITAL OUTLAY EXPENSES</b>				
58100 - Improvement & Construction	0.00	26,550.00	-26,550.00	0.0%
<b>Total CAPITAL OUTLAY EXPENSES</b>	<b>0.00</b>	<b>26,550.00</b>	<b>-26,550.00</b>	<b>0.0%</b>
<b>Total Expenses</b>	<b>1,120.00</b>	<b>33,000.00</b>	<b>-31,880.00</b>	<b>3.4%</b>
<b>Net Income</b>	<b>52,370.89</b>	<b>0.00</b>	<b>52,370.89</b>	<b>100.0%</b>

02/25/19

**BURA**  
**Reconciliation Detail**  
**10001 · US Bank Checking, Period Ending 09/30/2018**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						<b>150,327.11</b>
<b>Cleared Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Check	09/11/2018	1043	Elam & Burke Attorn...	X	-960.00	-960.00
					-960.00	-960.00
<b>Total Checks and Payments</b>						
<b>Deposits and Credits - 1 item</b>						
Deposit	09/30/2018			X	3.08	3.08
					3.08	3.08
<b>Total Deposits and Credits</b>						
<b>Total Cleared Transactions</b>						
					-956.92	-956.92
<b>Cleared Balance</b>						
					-956.92	149,370.19
<b>Register Balance as of 09/30/2018</b>						
					-956.92	149,370.19
<b>New Transactions</b>						
<b>Checks and Payments - 7 items</b>						
Check	10/14/2018	1044	Elam & Burke Attorn...		-240.00	-240.00
Check	12/19/2018	1046	American Vac Servi...		-700.00	-940.00
Check	12/19/2018	1048	C & R Electric		-650.00	-1,590.00
Check	12/19/2018	1045	Elam & Burke Attorn...		-600.00	-2,190.00
Check	12/19/2018	1049	Westec Concrete C...		-480.00	-2,670.00
Check	12/19/2018	1047	Parma Post & Pole, ...		-283.25	-2,953.25
Check	12/19/2018	1050	Concrete Constructi...		-14.50	-2,967.75
					-2,967.75	-2,967.75
<b>Total Checks and Payments</b>						
<b>Deposits and Credits - 2 items</b>						
Deposit	12/19/2018				2,545.57	2,545.57
Deposit	01/28/2019				29,274.52	31,820.09
<b>Total Deposits and Credits</b>						
<b>Total New Transactions</b>						
					31,820.09	31,820.09
					28,852.34	28,852.34
<b>Ending Balance</b>						
					<b>27,895.42</b>	<b>178,222.53</b>

**SPECIAL MEETING OF THE  
BELLEVUE URBAN RENEWAL AGENCY  
MONDAY, AUGUST 13, 2018 — 9:00 A.M.  
AT BELLEVUE CITY HALL**

**9:00 Call to Order:**

**NOTICE AND HEARING COMPLIANCE:**

Agenda posted on Thursday, August 9<sup>th</sup> in the Bellevue Post Office, and Bellevue City Hall. Public Hearing Notice published / Mountain Express on July 13th, and 20<sup>th</sup>. (Idaho Code 67-2343)

- **Suggested Motion:** I move that the notice for the August 13, 2018 meeting was done in accordance with Idaho Code, Section §67-2343.

**NEW BUSINESS:**

1. **Introductions of new Board Members**
2. **Election of Board Chair**
3. **Treasurer's report**
4. **Bills and Claims**
5. **Discussion / action on tentative Fiscal Year 2019 Annual Appropriations Budget.**

**\* BURA Board action requires motion to approve the tentative FY2019 Annual Budget.**

**Adjourn**

**BELLEVUE URBAN RENEWAL AGENCY  
FRIDAY, SEPTEMBER 14, 2018 – 9AM  
BELLEVUE CITY HALL**

**9:00 Am Call to order:**

**NOTICE AND HEARING COMPLIANCE:**

Agenda posted on Monday, September 11<sup>th</sup> in the Bellevue Post Office, and the Bellevue City Hall. Public Hearing published/ Mountain Express on September 5, 2018. (Idaho Code 67-2343)

- **Suggested Motion:** I move that the notice for the September 14, 2018 meeting was done in accordance with Idaho Code §67-2343.

**OLD BUSINESS:**

- Approval of minutes from August 13, 2018

**NEW BUSINESS:**

- Mountain Rides Bus Shelters
  - Mountain Rides is proposing the \$4,000.00 to their director
  - Waiting to hear from ITD/ Main and Spruce location/ Easement
  - BID Contractor build shelters
  - Temporary structure for winter season at Spruce location
  - Service agreement between City and MR
- Crosswalk Main & Birch
  - Waiting to hear back from ITD
- New steel pole- Guffy's building for banners
  - Galena Engineering- footing plan, weight etc.
  - Funds for engineering process
  - ITD approval of location of pole
  - BID Steel production for pole

**ADJOURN**

# Contact Information

**City of Bellevue**  
115 E. Pine Street  
Bellevue, ID 83313  
208-788-2128

**Diane Shay**  
Community Development Director  
[dshay@bellevueidaho.us](mailto:dshay@bellevueidaho.us)  
208-788-2128- Ext. 1004

**Ashley Dyer**  
Community Development Associate Planner  
[adyer@bellevueidaho.us](mailto:adyer@bellevueidaho.us)  
208-788-2128- Ext. 1008

**Kathy Clark**  
City Clerk  
[kclark@bellevueidaho.us](mailto:kclark@bellevueidaho.us)  
208-788-2128- Ext. 1002



Signed this \_\_\_\_\_ day of March, 2019

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Becky Duncan, Chairman

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Diane Shay, Community Development Director

BELLEVUE URBAN RENEWAL AGENCY

RESOLUTION NO 2019-01

A RESOLUTION OF THE BELLEVUE URBAN RENEWAL AGENCY AUTHORIZING THE TREASURER TO TRANSFER ALL MONIES FROM THE US BANK CHECKING ACCOUNT TO A NEW CHECKING ACCOUNT IN D.L. EVANS BANK AND CLOSE THE US BANK CHECKING ACCOUNT.

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE BELLEVUE URBAN RENEWAL AGENCY AS FOLLOWS:

The Bellevue Urban Renewal Agency shall authorize the Treasurer to transfer \$149,918.86 and any additional interest accrued in March from the Bellevue Urban Renewal Agency account in US Bank into a new checking account in D.L. Evans Bank and to close the bank account titled Bellevue Urban Renewal Agency in US Bank. Additionally, the Treasurer shall establish a savings account in the L.G.I.P. savings pool and transfer funds from D.L. Evans to maximize interest income on retained funds. These transactions shall be processed within 30 days from the passage of this Resolution.

PASSED by the Bellevue Urban Renewal Agency and signed by the Chairman of the committee this 19<sup>th</sup> day of March 2019.

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Becky Duncan, Chairman

ATTEST:

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Marian Edwards, City Clerk/Treasurer