



# Jerome County Urban Renewal Agency MINUTES

300 N Lincoln  
Jerome, Idaho 83338

Commissioners:  
Marsha Martin-Chair  
Roger Morley-Vice Chair

Wendy Robbins-Secretary  
TJ McArthur  
Steven Huettig

August 1, 2019  
Jack Nelsen Conference Room

**Present:** Roger Morley, Wendy Robbins, Steven Huettig

**Guests:** Ryan Armbruster, Elam & Burke; Brent Tolman, Outwest Policy Advisors

Mr. Morley acted as chair and opened the meeting at 1:06 PM.

**Minutes** – the July 11, 2019 minutes were presented. The date on the minutes was incorrect showing March 7, 2019. After clarifying the minutes were for the July 11, 2019 meeting, a motion to approve the minutes with the corrected date was made by Robbins, 2<sup>nd</sup> by Huettig. Motion Passed

**Financial Status** – the financial status was reviewed with the following bills to be paid:

- Elam& Burke \$ 120.00
- Outwest Policy Advisors \$ 395.43
- ABC Agra, LLC \$11,626.96
- US Bank \$ 5.00
- Times News \$ 260.43

A motion to approve the financial report and payment of the current bills was made by Robbins, 2<sup>nd</sup> by Huettig. Motion passed.

**Review of County Reports** – Mr. Tolman reviewed the new reports provided by the County that reflect the tax revenues received, TX038 Payments to the URD and 055 Assessed values by PIN. Mr. Tolman explained how the assessed values are used to project the revenues, the TX038 is a new report that we have been working with the Treasurer's office to receive each time a tax revenue disbursement is made to the Agency. In addition, the Agency receives a disbursement report that shows the transfer by taxing district to the Agency. This report and the TX038 should reflect the same amount as shown on the current reports. After reviewing the reports Commissioners commented they were pleased with this report. Mr. Tolman was instructed to visit with the developer regarding these reports and if they will meet the Developer's request.

**FY2020 Annual Budget** – Vice-Chair Morley opened discussion on the FY2020 budget and asked Mr. Tolman to review the budget for the board. After reviewing the budget and answering questions from commissioners the review was completed. Mr. Armbruster then read the Public Hearing script and Vice-Chair Morley noted there were no members of the public present and closed the public hearing. Discussion of adding expenses for potential new activities was addressed by Mr. Armbruster that we could not amend the budget at the present time but the budget could be reopened at a later date if the Agency needs to appropriate additional funds for such activity. Mr. Armbruster then read Resolution 2019-3 by title. Following the reading of the resolution, Vice-Chair Morley asked for a motion to approve Resolution 2019-3 accepting FY2020 Budget and instructing Mr. Tolman to file the budget with the County Clerk.

A motion to approve Resolution 2019-3 was made by Huettig, 2<sup>nd</sup> by Robbins. Motion passed unanimously.

**County Loan** - Mr. Armbruster reviewed the history of the start of the Agency and costs were paid by the County for the startup costs but there was no discussion of a repayment plan. Vice-Chair Morley was the only member of the Agency that who was part of the original startup of the Agency and recalled various conversations that implied that when and if the agency had the money available to repay the County that it should be repaid. Mr. Armbruster discussed a moral vs legal obligation to repay the money to the county and that it may be wise to document the loan and current agreement to repay when possible. Commissioner Huettig believes the Agency should repay the loan as the original money came for the entire county and not just from the project area. Discussion if the Agency can make payments to the County from excess funds and the Agency may make payments and set up an agreement with the county to do so.

No action was taken at the present time.

**Consultant Contract modification** – Mr. Armbruster presented the Consultant contract modification noting that the original contract had an expiration date of September 30, 2018 and the contract did not contain an automatic renewal clause. The proposed modification is for the contract to be effective retroactively to October 1, 2019 and to add an automatic renewal on October 1 of each fiscal year unless either party provides 30 days written notice. Upon authorization of the Vice-Chair, Mr. Armbruster read Resolution 2019-4 approving the amended agreement and providing for an automatic renewal each fiscal year. A motion to approve Resolution 2019-4 was made by Robbins, 2<sup>nd</sup> by Huettig. Motion passed unanimously.

**De-annexation Request** – in follow up to the Developer’s request at the March 7<sup>th</sup> meeting the Agency undertook a discussion of the process, needs, and reasons for considering a de-annexation of certain parcels from the Crossroads urban Renewal District. Mr. Armbruster presented the concerns of undertaking such request and outlined the key considerations to evaluate in making a decision to proceed. After considering the information presented by Mr. Armbruster the Agency Commissioners believes it appropriate to engage in conversation with the Developer to begin the process of considering de-annexation of certain parcels from the current Urban Renewal District. A motion to authorize Mr. Armbruster as Legal Counsel and Outwest Policy Advisors as consultant to the Agency to begin conversations with the Developer and related parties to undertake the de-annexation process was made by Vice-Chair Morley, 2<sup>nd</sup> by Robbins. Motion passed unanimously.

**Adjourn:** Motion to adjourn at 1:57 PM by Robbins, 2nd Huettig. Motion passed.

\_\_\_\_\_  
Attest

\_\_\_\_\_  
Title

\_\_\_\_\_  
Attest

\_\_\_\_\_  
Title