

**MINUTES OF THE  
EAST BUTTE RENOVATION AND REHABILITATION AGENCY  
BOARD OF DIRECTORS**

**February 13, 2020**

- CALL TO ORDER AND ROLL CALL** – Chuck Krause called the meeting to order at 9:00 a.m.

**MEMBERS PRESENT:** Chuck Krause, Melissa O’Dell, Paul Babb, and Mark Rule

**MEMBERS ABSENT:** John Morgan

**STAFF PRESENT:** Karen Byrnes, Director; Brianne Downey, Financial and Project Manager; and Susan Powell, Secretary

**CONSULTANTS:** None

**GUESTS:** None

**APPLICANTS PRESENT:** Carrie Leary, Applicant

- APPROVAL OF MINUTES**

Mark Rule made a motion that was seconded by Melissa O’Dell to approve the minutes from November 14, 2019, meeting as presented. The motion carried unanimously.

- PUBLIC COMMENT**

None.

- FINANCIAL REPORT**

Brianne Downey, Financial and Project Manager, went over the Financial Report with the RRA Board. A copy of the Financial Report is made part of these minutes.

Brianne Downey reported to the Board that she got an email from Joe McGrath, he is requesting an extension on his project. He is planning on getting started and finishing this spring on the retaining wall that is on the north side of his property at 102 South Arizona Street.

Melissa O’Dell made a motion that was seconded by Paul Babb to approve an extension for Joe McGrath so he can finish the retaining wall on the north side of his property at 102 South Arizona Street. The motion carried unanimously.

Paul Babb made a motion that was seconded by Mark Rule to accept the Financial Report as presented. The motion carried unanimously.

**5. DIRECTOR'S REPORT**

Karen Byrnes discussed with the Board the life of the RRA District expiring. The last time Karen talked with the Board, she was working with Administration, the Budget Office, the Assessor, just the overall on how we want to handle this. It seems like we can be most effective by not issuing bonds for any of those projects that we had identified. It would take away all of our funds and we would not be able to do anything else in the new term. Karen thinks that we can be just as effective by allocating the funds that we will have at the end of our tax increment provision, which would be 2021 in May would be our last collection date. If we can maximize our funds by allocating those out to these projects before our expiration, so that those funds can continue to get those projects done. We have got some great interests just recently with new construction projects in our District. The Infrastructure Analysis Report we did is extremely useful, it is not going to waste. We have already used it multiple times. Our goal would be to have all our funds allocated out to nothing so that we are out there and these funds are in working. Our District doesn't go away, the Tax Increment Finance provision goes away, but we can continue to revolve funds in our loan fund and we are going to be having a little bit of a loan fund out there and we can use that into other projects too.

Mark Rule made a motion that was seconded by Melissa O'Dell to accept the Director's Report. The motion carried unanimously.

**6. GRANT REQUEST**

**a. 801 South Utah Street – Casagrande's Steakhouse – Carrie Leary**

**Building Redevelopment  
Project Cost \$91,800.00**

The Applicant, Carrie Leary, was present at the meeting. A copy of the application is made part of these minutes. The Applicant is seeking matching grant funds for the improvements to the restaurant. The improvements including concrete for a dumpster slab and the installation of a new hood exhaust system. Also included are the electrical and plumbing components of the hood exhaust systems. The Applicant has provided all necessary documentation.

Staff recommended a grant in the amount up to \$27,540.00, or 30% of the eligible costs associated with this project.

Chuck Krause made a motion that was seconded by Paul Babb to approve a 30% grant in the amount up to \$27,540.00 to Carrie Leary for improvements including concrete for a

dumpster slab and the installation of a new hood exhaust system. Also included are the electrical and plumbing components of the hood exhaust systems for Casagrande's Steakhouse at 801 South Utah Street. Mark Rule abstained from voting on this project. The motion carried.

**7. URA LOAN REPAYMENT**

Brianne Downey reported to the Board that the URA loan repayment balance is sitting at \$120,000. Brianne stated that we need to accelerate this balance before the sunset of the District. Karen Byrnes explained that would be one of the things we would be allocating funds to would be to pay back the URA. Or, Karen mentioned we could approach the URA about forgiveness. We have to have some sort of conclusion by the time we sunset the tax increment provision, we should have some plan in place. We don't have to make a decision today; it is just something to think about. Karen will have a conversation with the URA Board Chair on how he feels about the suggestion of forgiving the rest of the loan or partial of the loan.

**8. WATER TOWER PROJECT**

Karen Byrnes talked to the Board that we basically fired DCI and they refunded the money that we paid to them for the East Butte Infrastructure Analysis Report for the Water Tower project that they did not complete. Karen talked to the Board about putting the RFP back out for the Analysis Report for the Water Tower Project.

Mark Rule made a motion that was seconded by Melissa O'Dell to approve authorization to put out an RFP again for the East Butte Infrastructure Analysis Report for the Columbia Gardens Water Tower Restoration Project. The motion carried unanimously.

**9. OTHER ITEMS**

None.

**10. ADJOURN**

Mark Rule made a motion that was seconded by Paul Babb to adjourn the meeting at 9:44 a.m. The motion carried unanimously.