

**BOARD**  
Vacant, Chair  
Tayler Tibbitts, Vice Chair  
Amber Bothwell, Commissioner  
Greg McPherson, Commissioner  
Aime Menges, Commissioner

**Kuna Urban Renewal Agency  
City Hall Council Chambers  
751 W. 4<sup>th</sup> Street, Kuna, ID, 83634**



**MEETING NOTICE & AGENDA  
February 19, 2025, at 6:00 PM  
*\*Rescheduled from February 5, 2025\**  
Council Chambers/Virtual via Zoom**

*The meeting shall be conducted virtually via Zoom and in person for Agency Commissioners, city staff, and consultants. Individuals who wish to provide written comment on Agenda items may do so by emailing Jessica Hall at [jhall@kunaid.gov](mailto:jhall@kunaid.gov), on or before February 3, 2025, by 12:00 PM; staff is also available in person at City Hall.*

**1. CALL TO ORDER & ROLL CALL**

**2. ADOPTION OF AGENDA** *Action Item*

**3. CONSENT AGENDA** *Action Item*

*All items listed are routine and acted on with one (1) Motion by the Board; there will be no separate discussion unless the Chair, Vice Chair, Commissioners, or staff requests an item be removed. Removed items will be placed under Business unless otherwise instructed.*

**A. Expenses**

**I.** Approval of Paid Invoices – Report

**B. Minutes & Reports**

**I.** Approval of URA Meeting Minutes November 7, 2024

**4. OLD BUSINESS** *Action Item*

**A.** Staff findings regarding research on amending July URA meeting to June.

**5. NEW BUSINESS** *Action Item*

**A.** Consideration to approve Draft Annual Report, set public hearing date to receive public comments, and publish public hearing notice.

Staff recommend a public hearing date of March 5, 2025.

**6. RESOLUTION:** *Action Item*

**A.** Resolution No. URA 01-2025 – Morgan Treasure, Agency Administrator

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE URBAN RENEAL AGENCY OF THE CITY OF KUNA, IDAHO, AMENDING THE AGENCY BYLAWS TO PROVIDE THE MONTHS IN WHICH THE AGENCY SHALL CONDUCT MEETINGS; AND PROVIDING AN EFFECTIVE DATE.

**7. DISCUSSION ITEM:**

**A.** Quarterly Financial Report – Jared Empey, Agency Treasurer

**B.** Legislative Update – Morgan Treasure, Agency Administrator

**8. BOARD QUESTIONS OR CONCERNS:**

**9. ADJOURN:**

796

251 E. Front Street, Suite 300  
Boise, Idaho 83702  
Tax ID No. 82-0451327  
Telephone 208-343-5454  
Fax 208-384-5844



November 30, 2024

Kuna Urban Renewal Agency  
City of Kuna  
P.O. Box 13  
Kuna, ID 83634

Invoice No. 211847  
Client No. 83  
Matter No. 2  
Billing Attorney: MSC

**INVOICE SUMMARY**

For Professional Services Rendered from November 4, 2024 through November 30, 2024.

**RE: General Representation**

|                             |                   |
|-----------------------------|-------------------|
| Total Professional Services | \$ 25.00          |
| Total Costs Advanced        | <u>    \$.00</u>  |
| <b>TOTAL THIS INVOICE</b>   | <b>\$ 25.00 ✓</b> |

52-6202



# ELAM & BURKE

November 30, 2024  
Invoice No. 211847  
Client No. 83  
Matter No. 2  
Billing Attorney: MSC

## PROFESSIONAL SERVICES

| Date     | Atty | Description               | Hours |
|----------|------|---------------------------|-------|
| 11/04/24 | MSC  | Review the posted agenda. | .10   |

**TOTAL PROFESSIONAL SERVICES** \$ 25.00

## SUMMARY OF PROFESSIONAL SERVICES

| Name              | Staff Level | Rate   | Billed Hours | Billed Amount   | Non-Chargeable Hours | Non-Chargeable Amount |
|-------------------|-------------|--------|--------------|-----------------|----------------------|-----------------------|
| Conrad, Meghan S. | Shareholder | 250.00 | .10          | 25.00           | .00                  | .00                   |
| <b>Total</b>      |             |        | <b>.10</b>   | <b>\$ 25.00</b> | <b>.00</b>           | <b>\$ .00</b>         |

**TOTAL THIS INVOICE** \$ 25.00

251 E. Front Street, Suite 300  
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November 30, 2024

Kuna Urban Renewal Agency  
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Invoice No. 211847  
Client No. 83  
Matter No. 2  
Billing Attorney: MSC

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**REMITTANCE**

RE: General Representation

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**BALANCE DUE THIS INVOICE**

**\$ 25.00**

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**ONLINE PAYMENTS**

Elam & Burke is committed to offering safe, secure, and convenient options to pay your bill using Visa, MasterCard, Discover, American Express, Apple Pay, Google Pay, and eCheck.

NOTE: A 3% convenience surcharge will be applied to all of these transactions.

To pay online, please click here: [www.elamburke.com/payments](http://www.elamburke.com/payments) or go to: [www.elamburke.com/payments](http://www.elamburke.com/payments)

**ACH PAYMENTS IN USD**

Account Holder: Elam & Burke, PA  
Bank Name: U.S. Bank  
Branch Name: Meridian CenterPoint Office  
Account Number: 82982196  
ABA Routing Number: 021052053

**CHECK PAYMENTS**

All checks should be made payable to:  
Elam & Burke, PA  
ATTN: Accounts Receivable  
251 E. Front Street, Suite 300  
Boise, ID 83702  
(Please return this advice with payment.)

*Please reference: Invoice 211847, File # 83 - 2 on all payments.*

**INVOICES ARE PAYABLE UPON RECEIPT**  
***Thank you! Your business is greatly appreciated.***

**BOARD**

Dave Case, Chair  
Tayler Tibbitts, Vice Chair  
Amber Bothwell, Commissioner  
Greg McPherson, Commissioner  
Aime Menges, Commissioner

**Kuna Urban Renewal Agency  
City Hall Council Chambers  
751 W. 4<sup>th</sup> Street, Kuna, ID, 83634**



**MINUTES  
November 7, 2024, at 6:00 PM  
Council Chambers/Virtual via Zoom**

***\*Due to Election\****

*The meeting was conducted via Zoom and in person for Agency Commissioners, city staff, and consultants. No written public comments were received regarding agenda items.*

**1. CALL TO ORDER & ROLL CALL**

*(Timestamp 00:00:05)*

Chairman Case called the meeting to order and requested roll call be taken.

*(Timestamp 00:00:28)*

Secretary Jessica Hall took roll call.

**COMMISSIONERS PRESENT:**

Dave Case, Chair  
Amber Bothwell, Commissioner (Arrived late via Zoom)  
Greg McPherson, Commissioner  
Aime Menges, Commissioner

**CITY STAFF PRESENT:**

Jared Empey, City Treasurer  
Morgan Treasure, Economic Development Director  
Jessica Hall, URA Secretary

**2. ADOPTION OF AGENDA Action Item**

*(Timestamp 00:00:56)*

Chair Case requested item 4C be removed from the agenda as there had been an update to the agency Bylaws in February 2024 which moved officer elections to March of each year. The Chair also encouraged his fellow Commissioners to consider pursuing the Chair position.

*(Timestamp 00:01:59)*

**Motion To:** Adopt the agenda with item 4C removed.

**Motioned By:** Commissioner McPherson

**Seconded By:** Commissioner Menges

**Further Discussion:** None

**Voting Aye:** Commissioners Case, McPherson, Menges

**Voting Nay:** 0

**Absent:** 2

**3-0-2**

**3. CONSENT AGENDA Action Item**

*All items listed are routine and acted on with one (1) Motion by the Board; there will be no separate discussion unless the Chair, Vice Chair, Commissioners, or staff requests an item be removed. Removed items will be placed under Business unless otherwise instructed.*

*(Timestamp 00:02:24)*

**A. Expenses**

**I. Approval of Paid Invoices – Report**

## **B. Minutes & Reports**

### **I. Approval of URA Meeting Minutes August 7, 2024**

*(Timestamp 00:02:46)*

**Motion To:** Approve consent agenda as published.

**Motioned By:** Commissioner McPherson

**Seconded By:** Commissioner Menges

**Further Discussion:** None

**Voting Aye:** Commissioners Case, McPherson, Menges

**Voting Nay:** 0

**Absent:** 2

**3-0-2**

## **4. NEW BUSINESS Action Item**

*(Timestamp 00:03:07)*

### **A. Set FY2025 URA meeting dates, times and location**

*(Timestamp 00:03:26)*

Economic Development Director Morgan Treasure reviewed the proposed meeting dates chart explaining their adoption was required per State Law regulatory requirements. She further explained the meeting date chart was posted and served as the agencies public notice for the public meetings. She addressed the November meeting date explaining that it was shifted to a Thursday due to elections shifting City Council from the first Tuesday to the first Wednesday.

*(Timestamp 00:04:52)*

Chair Case commented that the July meeting tended to be difficult to accommodate due to it being immediately adjacent to the July 4<sup>th</sup> holiday and therefore recommended a June meeting date. The Chair asked his fellow Commissioners their opinion.

*(Timestamp 00:05:54)*

Commissioner McPherson agreed with the June meeting date.

*(Timestamp 00:05:57)*

Chair Case asked Director Treasure if the Bylaws would need to be amended for the new dates or if the agency was just able to adopt them. Director Treasure answered that she would review the Bylaws and city Ordinance to confirm but believed amending the Bylaws would be required, possibly an Ordinance Amendment.

*(Timestamp 00:07:29)*

After additional discussion, Chair Case recommended adopting the meeting dates as published then amend them once Director Treasure's research was completed.

(Timestamp 00:08:21)

**Motion To:** Adopt the 2025 URA meeting dates, times, and location as published.

**Motioned By:** Commissioner McPherson

**Seconded By:** Commissioner Menges

**Further Discussion:** None

**Voting Aye:** Commissioners Case, McPherson, Menges

**Voting Nay:** 0

**Absent:** 2

**3-0-2**

(Timestamp 00:08:43)

**B.** Consideration to approve FY2024 Audit Engagement Letter by Bailey & Associates

(Timestamp 00:09:01)

Director Treasure explained to the agency that the letter was from the auditors which audited both the city and agency, and already existed in the city's budget; however, as the agency had crossed the fund balance threshold, the agency was required to undergo a full standalone audit. She stated that approval of the letter would allow the agency to engage Bailey and be placed on their audit schedule sometime in January.

(Timestamp 00:09:56)

**Motion To:** Approve the Audit Engagement Letter by Bailey & Associates.

**Motioned By:** Commissioner McPherson

**Seconded By:** Commissioner Menges

**Further Discussion:** None

**Voting Aye:** Commissioners Case, McPherson, Menges

**Voting Nay:** 0

**Absent:** 2

**3-0-2**

(Timestamp 00:10:17)

**C.** 2025 Kuna Urban Renewal Agency Officer Elections

**a.** Chair

**b.** Vice Chair

**c.** Secretary

**d.** Treasurer

(Timestamp 00:10:17)

Chair Case reiterated this item had been removed from the agenda.

## **5. RESOLUTION: Action Item**

(Timestamp 00:10:24)

**A.** Consideration to approve RESOLUTION NO. URA 04-2024 for City-Agency Agreement for Support Services

(Timestamp 00:10:39)

Director Treasure explained the Resolution was for city staff to cover administrative staffing for the agency; she commented there had been no changes to the agreement created by city staff and the agency other than amending dates to 2025.

*(Timestamp 00:11:45)*

Chair Case confirmed that city staff would continue to bill the agency at an hourly rate as before and if there was a line item in the URA budget to cover the expense.

*(Timestamp 00:11:59)*

Director Treasure confirmed hourly billing would continue and that the agreement reflected that said billing would not exceed \$8,000.00; if for some reason the expense were to exceed that amount, it would come before the agency for approval.

*(Timestamp 00:12:31)*

**Motion To:** Approve Resolution No. URA 04-2024 for the City-Agency Support Services Agreement.

**Motioned By:** Commissioner McPherson

**Seconded By:** Commissioner Menges

**Further Discussion:** None

**Voting Aye:** Commissioners Case, McPherson, Menges

**Voting Nay:** 0

**Absent:** 2

**3-0-2**

## **6. DISCUSSION ITEM:**

*(Timestamp 00:13:08)*

Chair Case asked if the Commissioners had any items to discuss with staff; there were none. The Chair then discussed the March 2025 officer elections and again encouraged others to pursue the Chair and Vice Chair position or supporting another that may; the Chair believed that all should have the opportunity to serve as an officer and learn the associated processes.

*(Timestamp 00:14:32)*

Commissioner McPherson joked about how Chair's were elected. He then commented that Commissioner Bothwell had arrived.

*(Timestamp 00:15:22)*

Commissioner Bothwell explained she was late due to having to attend the Nampa City Council meeting. She had no comments or questions.

## **7. BOARD QUESTIONS OR CONCERNS:**

*(Timestamp 00:15:42)*

Chair Case asked if there were any questions or concerns from the Commission; there were none.

## **8. ADJOURN:**

*(Timestamp 00:01:59)*

**Motion To:** Adjourn.

**Motioned By:** Commissioner McPherson

**Seconded By:** Commissioner Menges

**Further Discussion:** None

**Voting Aye:** Commissioners Case, Bothwell, McPherson, Menges

**Voting Nay:** 0

**Absent:** 1

**4-0-1**

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Dave Case, Chair

ATTEST:

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Jessica Hall, Secretary

**RESOLUTION NO. 208**

**A RESOLUTION OF THE CITY OF KUNA, ADA COUNTY, IDAHO, IMPLEMENTING THE STATUTORY CRITERIA CREATING OF AND EMPOWERING THE KUNA URBAN RENEWAL AGENCY, MAKING CERTAIN FINDINGS OF FACT, AND DETERMINING THE DOWNTOWN KUNA AND ADJACENT AREA TO BE A DETERIORATING AND DETERIORATED AREA AS DEFINED BY IDAHO CODE, SECTIONS 50-2018(i) AND 50-2903(6)(b); AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the City of Kuna ("City") desires to implement and empower an Urban Renewal Agency by the Idaho Urban Renewal Law of 1965, as amended, Chapter 20, Title 50, Idaho Code;

WHEREAS, it is anticipated that the Urban Renewal Agency intends to prepare an Urban Renewal Plan containing a revenue allocation financing provision, pursuant to the Local Economic Development Act, Chapter 20, Title 50, as amended (hereinafter the "Act");

WHEREAS, the City recognizes that there are certain factual prerequisites to the empowerment of the Agency and the ultimate adoption of an Urban Renewal Plan containing revenue allocation financing provisions;

WHEREAS, the City has obtained an eligibility report, which examines an area bounded generally by West Fourth Street, Linder Avenue/Swan Falls Road, Union Pacific Railroad right-of-way, Shortline Street, West Avalon, and School Avenue, and adjacent areas, including an area bounded by Swan Falls Road, Stagecoach Way, and Union Pacific right-of-way, the John Messmer property on Orchard Avenue, and commercially designated property along Avalon Street between Linder and Kay Avenue, for the purpose of determining whether such area is a deteriorating area and deteriorated area as defined by Idaho Code, Sections 50-2018(i) and 50-2903(6)(b);

WHEREAS, the Eligibility Report, dated November 7, 2003, has been submitted to the Mayor and City Council, a copy of which is attached hereto as "Exhibit 1".

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF KUNA AS FOLLOWS:

Section 1. That there are one or more areas within the City of Kuna which are deteriorating or deteriorated areas as defined by Idaho Code, Sections 50-2018(i) and 50-2903(6)(b).

Section 2. That one such area is the area bounded generally by West Fourth Street, Linder Avenue/Swan Falls Road, Union Pacific Railroad right-of-way, Shortline Street, West Avalon, and School Avenue, and adjacent areas, including an area bounded by Swan Falls Road, Stagecoach Way, and Union Pacific Railroad right-of-way, the John Messmer property on Orchard Avenue, and commercially designated property along Avalon Street between Linder and Kay Avenue, more particularly described in the map marked "Exhibit 2" attached hereto and made a part of this resolution.

Section 3. That the rehabilitation, conservation, and redevelopment, or a combination thereof, of such area is necessary in the interest of the public health, safety, and welfare of the residents of the City.

Section 4. That there is a need for an Urban Renewal Agency to function in the City.

Section 5. Based on the November 7, 2003, report of the Area, the City Council makes the findings that:

- a. The area is determined to be a deteriorating area as defined by Idaho Code, Section 50-2018(i) and a deteriorated area as defined by Idaho Code, Section 50-2903(6)(b);
- b. The area is determined to be appropriate for an urban renewal project.

Section 6. That pursuant to Idaho Code, Section 50-2006(b), the Mayor is authorized and directed to appoint, with the advice and consent of the City Council, five (5) commissioners of the Urban Renewal Agency.

Section 7. That the City Council hereby directs the Urban Renewal Agency to commence the planning process to prepare an urban renewal plan for the area determined to be appropriate for an urban renewal project.

Section 8. That this Resolution shall be in full force and effect immediately upon its adoption and approval.

ADOPTED AND APPROVED This 22<sup>nd</sup> day of December, 2003.

CITY OF KUNA  
Ada County, Idaho

By *William J. Olson*  
Mayor

ATTEST:

*Colleen Nison*  
City Clerk



**DOWNTOWN KUNA AND ADJACENT AREAS  
URBAN RENEWAL ELIGIBILITY REPORT**

**BACKGROUND**

Preparation of this report was authorized by the Kuna City Council ("Agency") in September 2003. The report will provide the technical support for the first two steps in planning an urban renewal project in downtown Kuna, an area bounded generally by West Fourth Street, Linder Avenue/Swan Falls Road, Union Pacific Railroad right-of-way, Shortline Street, West Avalon, and School Avenue, and adjacent areas, including an area bounded by Swan Falls Road, Stagecoach Way, and Union Pacific Railroad right-of-way, and commercially designated property along Avalon Street between Linder and Kay Avenue.

Before an urban renewal agency can be activated in an Idaho city or county, the local governing body, the city council, or county board of commissioners must pass a resolution of necessity.

Idaho Code Section 50-2005 states:

No urban renewal agency and no municipality shall exercise the authority hereafter conferred by this act until after the local governing body shall have adopted a resolution finding that: (1) one or more deteriorated or deteriorating areas as defined in this act exist in such municipality; (2) the rehabilitation, conservation, redevelopment, or a combination thereof, of such area or areas is necessary in the interest of the public health, safety, morals or welfare of the residents of such municipality; and (3) there is need for an urban renewal agency to function in the municipality.

Idaho Code Section 50-2008(a) states:

An urban renewal project for an urban renewal area shall not be planned or initiated unless the local governing body has, by resolution, determined such area to be a deteriorated area or a deteriorating area or a combination thereof and designated such area as appropriate for an urban renewal project.

Hence, Step Two in planning a new renewal project is a resolution by the Kuna City Council making certain findings about a specific geographic area in the city. This resolution would also authorize the Agency to prepare an urban renewal plan for the area. The attached definitions of deteriorating area and urban renewal project are very pertinent to this step and are the focus of this report.

Step Three in the renewal planning process is action by the Agency to prepare an urban renewal plan and recommend its approval to the Kuna City Council. The City Council initiates Step Four by referring the plan to the Planning and Zoning Commission and setting a public hearing on the plan. Step Four is completed by a Planning and Zoning Commission finding that the urban renewal plan conforms to the City's Comprehensive Plan. Step Five is the adoption of a City Council ordinance approving the plan, after a public hearing.

## DISCUSSION

This report focuses on whether the downtown Kuna and adjacent areas as outlined on the attached map qualify as a deteriorating area pursuant to Idaho Code Section 50-2018(i) and as a deteriorated area pursuant to Section 50-2903(7)(b) under virtually identical definitions. A copy of this joint definition is attached. The first statutory reference is from the basic urban renewal statute, while the second comes from the revenue allocation law. Note that the revenue allocation statute specifies "resulting in economic underdevelopment of the area" as one of the consequences of deteriorating area characteristics.

DOWNTOWN KUNA AND ADJACENT AREAS  
URBAN RENEWAL ELIGIBILITY REPORT - 2

Finally, the report will discuss why the area is appropriate for an urban renewal project to provide support for the second part of the required City Council finding and policy determination.

A. Present Conditions

The attached definition of deteriorating and deteriorated area [Idaho Code §§ 50-2018(i) and 50-2903(7)(b)] lists nine different conditions that may be present in such an area, with the tenth being the comprehensive “any combination of such factors.” The presence of these conditions was documented by field trips in September and October 2003, by contacts with various city, county, utility company, and other officials, and by review of property ownership records. Then each block or subarea and its public infrastructure were evaluated, and the numbers and designations corresponding to the applicable characteristics were placed at the appropriate locations on the attached map. Note particularly the introduction paragraph of the attached definition of an “urban renewal project.” Besides eliminating deteriorating and deteriorated areas, such a project is intended to prevent the occurrence or spread of slums and blight.

B. Deteriorating/Deteriorated Area Characteristics

The following is a listing of conditions found in the area by their corresponding numbers in the definition and a brief explanation of that condition and how it was evaluated and identified:

1. (1) A substantial number of deteriorated or deteriorating structures. Given the age of the structures in the area, most would be evaluated in the deteriorating category. New and well-maintained buildings and those that were substantially rehabilitated within the last ten to fifteen years were not considered deteriorating. Thus, buildings such as the Pizza Hut, Jackson's, U.S. Bank, Kuna Copy, and Fresh Express would not be considered deteriorating. Deteriorated buildings would be those that are so run down that they should be demolished, allowing the land to be recycled for other uses. None of the structures in the area appeared to fit this category. The number "1" was placed on each block to designate the presence of deteriorating structures. This designation also applies to public buildings, including the school bus yard and gymnasium, Senior Center, and City maintenance facilities.

2. (2) Predominance of defective or inadequate street layout. The downtown Kuna area has a standard street and alley grid layout that appears to work well, with a few exceptions. For example, Second Street and Avenue D do not connect because the logical intersection would have to be on Union Pacific Railroad right-of-way that is currently being leased by the City for park purposes. A number "2" is placed at this needed intersection as well as in the vicinity of Main, Bridge Street, and Avenue D. The other end of Bridge Street at the intersection with West Avalon and Shortline Street also has this designation.

3. (3) Faulty lot layout in relation to size, adequacy, accessibility, or usefulness. Typically this characteristic is associated with parcelization that prevents full and proper use of property for uses allowed by the applicable zoning. In downtown Kuna, with a uniform

system of square blocks, the problems are both parcelization and how the parcels are used for development. How development parcels are laid out for buildings and parking can affect land utilization and hence property tax generation.

For example, the U.S. Bank building at Main and Avenue D has frontage on both streets and extends southward to the alley, with its primary parking on the quarter block south of the alley. In contrast, the older commercial buildings across Main Street extend northward to about halfway to the alley with the balance of the block being used as somewhat inefficient parking. Property north of the alley, with a few exceptions, is still mostly single-family residential. In theory, this property could still be assembled and converted to more intensive uses, including more parking in the block where it is needed. The number "3" appears on some of the blocks fronting on Main Street to indicate inadequate parking layout and organization.

Two other areas show signs of parcelization problems. One is the south side of Avalon between Orchard and Swan Falls Road. These are four long, narrow approximately 1-acre parcels, all with houses on the Avalon frontage. The rear halves of these parcels are all undeveloped, even though they have frontage on Indian Creek. The other area is bounded by Swan Falls, Stagecoach Way, and Shortline. It is theoretically served by the three perimeter streets plus two internal streets and three internal alleys. Evidently the internal streets and alleys are dedicated but not improved as is Shortline, the norther perimeter street. Assuming the three ownerships comprising the site could be acquired, the simplest parcelization solution would probably be to vacate the internal streets and alleys and perhaps develop the site as a single, large industrial parcel.

Downtown Kuna has a large public parking area on the half block north of Second Street between Avenue A and Avenue B. This lot serves the Senior Center, the ball fields,

and the park south of Second Street and the businesses to the north that front on Main Street. If this lot were fully improved with curbs, striping, and landscaping, it would have greater utilization. See the discussion under item (6) regarding diversity of ownership, below.

4. (4) Insanitary or unsafe conditions. Typical unsafe conditions are found with the street systems and are characterized by inadequate streets, sidewalks, signalization, street lights, and handicapped access. Insanitary conditions exist where the sewer system is nonexistent and inadequate. In addition, trashy conditions on public and private property that include excessive weeds and other junk were identified with the designation of "4T" on the map.

Lack of sidewalks is the primary safety issue affecting the downtown blocks. In one instance, the north side of Fourth Street has a narrow sidewalk in some areas, but it is too far from the edge of the pavement to be a usable, safe walkway. Inadequate street lighting can also be a safety issue, but the city staff said that lighting is not a problem in the downtown.

5. (5) Deterioration of site and other improvements. Site improvements include parking lots, fences, and landscaping areas, basically things other than structures that make up a developed property. The term "other improvements" is the place where public improvements such as streets, sidewalks, curbs, gutters, bridges, storm drains, water mains, sanitary sewers, and public facilities such as parks and parking lots are included. Utilities such as electric, telephone, fiber, and cable television are also included. When the number "5" appears on the map in a street right-of-way or at the edge of a street right-of-way, that denotes a deteriorated street or sidewalk. When the number "5" appears on real property, that denotes deteriorated site improvements, usually parking lots for already improved properties, including both publically owned and privately owned parcels. The City

parking lot and Second Street were cited, as well as the school bus yard and gymnasium property.

Contacts with the City, Ada County Highway District ("ACHD"), and utility companies and visual inspections confirmed the condition of streets, alleys, water mains, and sanitary sewers, plus gas, electric, telephone, and cable television lines throughout the area. The sanitary sewer lines and water mains are described as adequate for condition and capacity. ACHD's street evaluation ranked virtually all the streets fairly high, requiring only chip sealing for periodic maintenance.

Alleys are another story. In the blocks north of Main Street most of the alleys are unpaved and, hence, are cited with a number "5." Alleys south of Main Street are generally paved and in good condition.

Unimproved street sections such as Avenue E south of Main Street, North School Avenue south of West Fourth Street, and Second Street are all cited.

6. (6) Diversity of ownership. This characteristic is found where there are multiple owners in a block or a quarter block. Multiple ownerships are more difficult to assemble into more developable parcels with efficient parking; hence, this characteristic tends to create underdevelopment. Most of the blocks and partial blocks in the downtown Kuna area were evaluated as having this characteristic. Several of the Avalon frontage parcels and the Swan Falls Road, Stagecoach Way, and Shortline Street industrial areas were also evaluated as having this characteristic.

7. (7) Tax and special assessment delinquency exceeding the fair value of the land. This characteristic has not been found in the area.

8. (8) Defective and unusual conditions of title. This characteristic has not been found in the area.

9. (9) The existence of conditions which endanger life or property by fire and other causes. This characteristic can cover a broad range of conditions. Typically, if an area lacks fire hydrants and an adequate water main system, it can be cited as a fire danger. Flooding can also endanger persons and property. Neither of these situations has been reported in downtown Kuna.

10. (10) Any combination of such factors. This number is placed on all the blocks to indicate two or more of the other characteristics are present on the block and throughout the area.

C. Effects of Present Conditions

1. (a) Results in economic underdevelopment of the area. Field reviews and aerial photography show numerous examples of underdeveloped property. Inefficient surface parking lots, the lack of public parking facilities on some blocks, and multiple ownerships within blocks in this area have undoubtedly contributed to underdevelopment. While higher density housing has not been achieved in the area, some units could possibly be developed if larger parcels could be assembled.

2. (b) Substantially impairs or arrests the sound growth of a municipality. While some new commercial growth has occurred in this area, it has been minimal and if it has occurred, it has not been supported by new higher density residential development. Such minimal growth adversely affects the sound growth of the City because it does not generate the level of property tax revenues that would be expected by downtown location.

If downtown Kuna were more densely developed, with more public parking facilities, that could reduce the need for more commercial development on the fringes of the City thus reducing suburban sprawl and its high public infrastructure costs.

3. (c) Retards the provision of housing accommodations or (d) constitutes an economic or social liability. Often older commercial and residential areas suffer from an inadequate public infrastructure including lack of public parking facilities and other problems such as diversity of ownership. When such an area does not generate its full potential tax revenue, it tends to become an economic liability for the City.

4. (e) And is a menace to the public health, safety, morals, or welfare in its present condition or welfare in its present condition or use. The previous discussion has established that this area has had slower growth and suffers from economic underdevelopment. As a result, it has become a modest economic liability. Accordingly,

these conditions represent a menace or threat to the public welfare or prosperity of the community.

D. Appropriateness of the Area for an Urban Renewal Project

The second part of the City Council's determination is the policy decision of whether or not the area is appropriate for an urban renewal project.

Note that part of the definition of an urban renewal project includes, "undertakings and activities of a municipality in an urban renewal area for the elimination of deteriorated and deteriorating areas." This report has provided evidence that the downtown Kuna and adjacent areas comprise a deteriorating area because of the presence of various conditions, some of which are related to the public infrastructure. Other conditions relate to property ownership patterns and the age of buildings and their level of maintenance. Existing development is often discouraged from upgrading and expanding under such conditions. In turn, new development is thwarted because land is either unavailable, is too expensive, or is located next to incompatible uses.

With the preparation and approval of an urban renewal plan, including a revenue allocation financing provision, the City would have additional resources to solve these problems. Using revenue allocation financing and other sources to develop additional public parking lots should help to improve the situation by encouraging more new developments with greater density. In turn, property taxes generated by new developments within the area can be used by the Agency to finance a wide variety of needed public improvements and facilities.

Additional commercial, housing, and industrial developments could also be encouraged by the Agency by using its ability to assemble development sites and write down

the land cost to achieve affordable prices for such developments or by doing so indirectly by assisting developers through owner participation agreements.

Finally, the new developments would also generate additional jobs that would, in turn, benefit residents of the community.

### CONCLUSION

This report concludes that the downtown Kuna and adjacent areas described in this report comprise a deteriorating and deteriorated area and, as such, are appropriate for an urban renewal project.

Attachments

DEFINITION OF DETERIORATING AREA, IDAHO CODE § 50-2018(i)  
AND DETERIORATED AREA, IDAHO CODE § 50-2903(6)(b)

A deteriorating or deteriorated area is any area [which by reason of the presence of (1) a substantial number of deteriorated or deteriorating structures; (2) predominance of defective or inadequate street layout; (3) faulty lot layout in relation to size, adequacy, accessibility, or usefulness; (4) insanitary or unsafe conditions; (5) deterioration of site or other improvements; (6) diversity of ownership; (7) tax or special assessment delinquency exceeding the fair value of the land; (8) defective or unusual conditions of title; (9) the existence of conditions which endanger life or property by fire and other causes; or (10) any combination of such factors], (a) results in economic underdevelopment of the area;<sup>1</sup> (b) substantially impairs or arrests the sound growth of a municipality; (c) retards the provision of housing accommodations; or (d) constitutes an economic or social liability; and (e) is a menace to the public health, safety, morals, or welfare in its present condition or use; provided, that if such deteriorating area consists of open land the conditions contained in the proviso in Idaho Code Section 50-2008(d) shall apply.<sup>2</sup>

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<sup>1</sup>This appears only in the revenue allocation statute.

<sup>2</sup>This appears only in the urban renewal statute.

DEFINITION OF URBAN RENEWAL PROJECT, IDAHO CODE § 50-2018(j)

“Urban renewal project” may include undertakings and activities of a municipality in an urban renewal area for the elimination of deteriorated or deteriorating areas and for the prevention of the development or spread of slums and blight, and may involve slum clearance and redevelopment in an urban renewal area, or rehabilitation or conservation in an urban renewal area, or any combination or part thereof in accordance with an urban renewal plan. Such undertakings and activities may include:

- (1) acquisition of a deteriorated area or a deteriorating area or portion thereof;
- (2) demolition and removal of buildings and improvements;
- (3) installation, construction, or reconstruction of streets, utilities, parks, playgrounds, off-street parking facilities, public facilities or buildings and other improvements necessary for carrying out in the urban renewal area the urban renewal objectives of this act in accordance with the urban renewal plan;
- (4) disposition of any property acquired in the urban renewal area (including sale, initial leasing or retention by the agency itself) at its fair value for uses in accordance with the urban renewal plan except for disposition of property to another public body;
- (5) carrying out plans for a program of voluntary or compulsory repair and rehabilitation of building or other improvements in accordance with the urban renewal plan;
- (6) acquisition of real property in the urban renewal area which, under the urban renewal plan, is to be repaired or rehabilitated for dwelling use or related facilities, repair or rehabilitation of the structures for guidance purposes, and resale of the property;
- (7) acquisition of any other real property in the urban renewal area where necessary to eliminate unhealthful, insanitary or unsafe conditions, lessen density, eliminate obsolete or other uses detrimental to the public welfare, or otherwise to remove or to prevent the spread of blight or deterioration, or to provide land for needed public facilities;
- (8) lending or investing federal funds; and
- (9) construction of foundations, platforms and other like structural forms.





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# KUNA, IDAHO

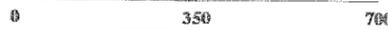
## Kuna Urban Renewal Project Area

### Revenue Allocation Area Expected Land Uses And Current Zoning

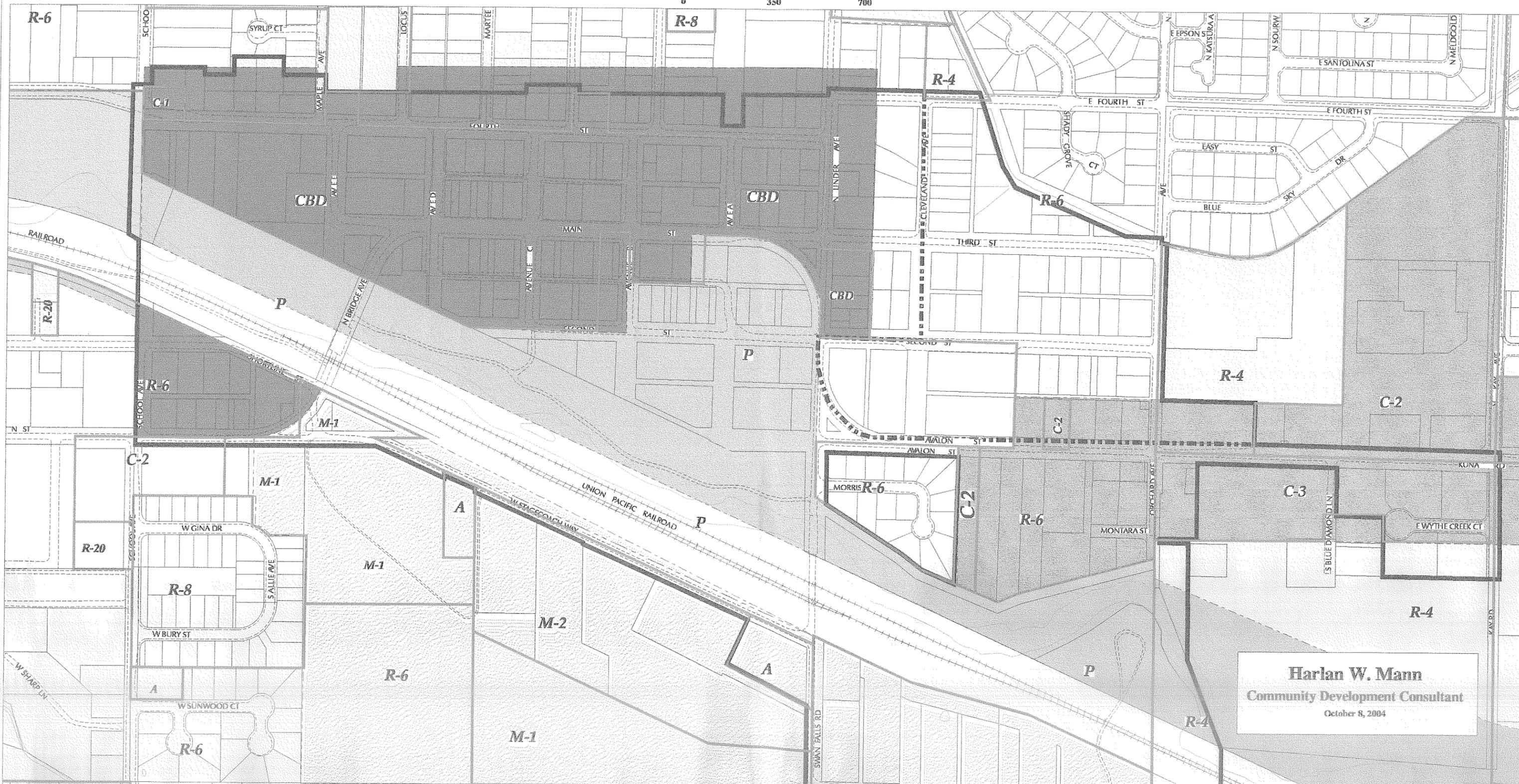
Attachment No. 4

October 08, 2004

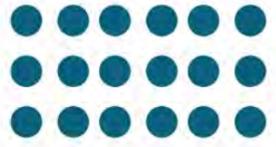
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1 inch to 350 feet



- |  |  |                               |
|--|--|-------------------------------|
| Public   | High Density Residential<br>7 or More Units per Acre | Light Industrial              |
| Public Schools                                   | Neighborhood Commercial                              | Heavy Industrial              |
| Transitional Residential                         | General Commercial                                   | Edge of Pavement              |
| Low Density Residential<br>1-3 Units per Acre    | Central Business District                            | Modified Preexisting Boundary |
| Medium Density Residential<br>4-6 Units per Acre | Technical and Support Group                          | URA Boundary                  |
|  | Limited Office                                       | Zoning                        |

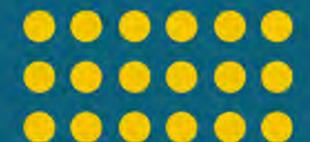


**Harlan W. Mann**  
Community Development Consultant  
October 8, 2004

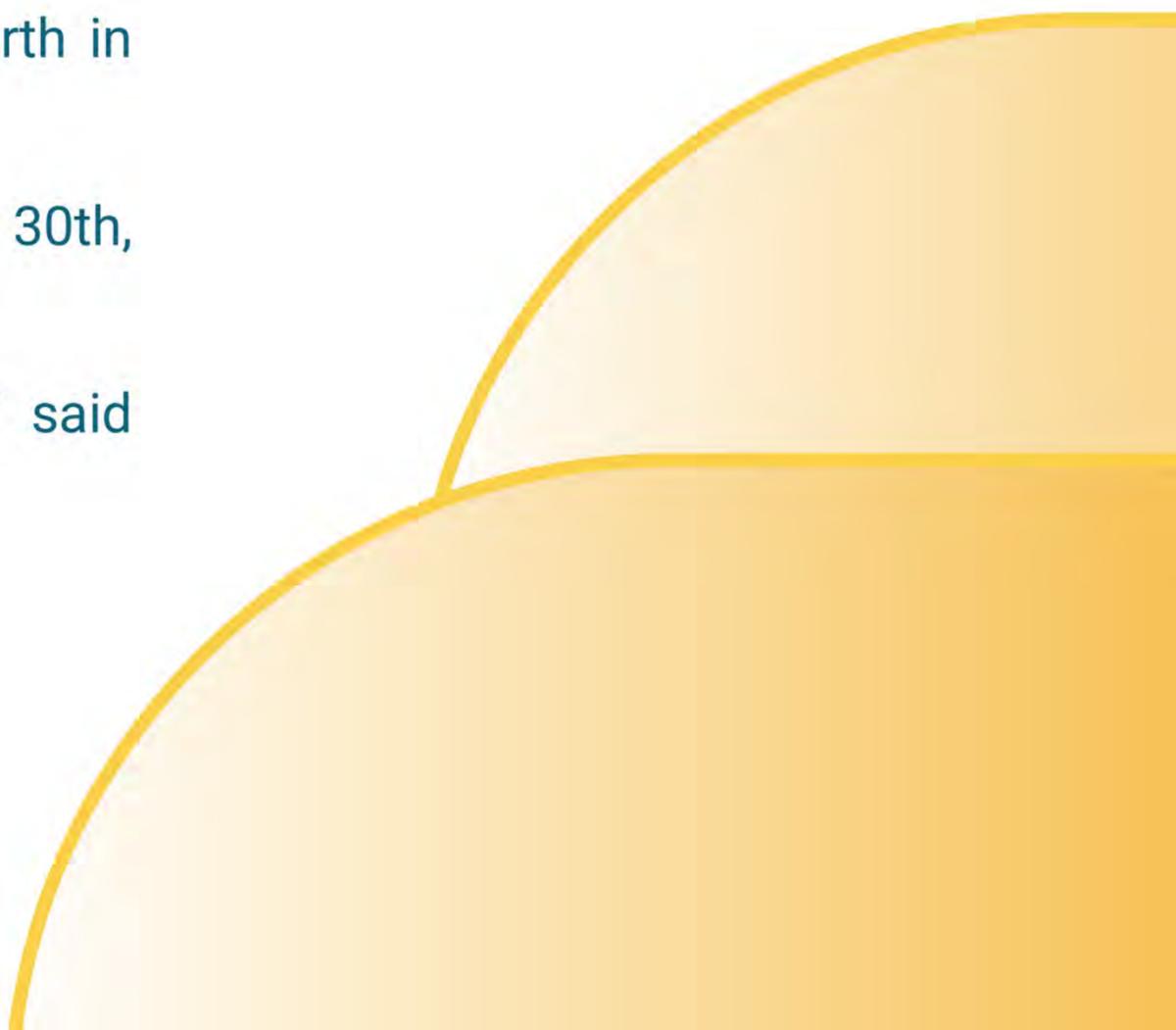


# Kuna Urban Renewal Agency

**2024 Annual Report**



# Urban Renewal Law Requirements

- Idaho Code 50-20 requires an Agency to file a report of its preceding years activities with the local governing body & State Controller on or before March 31st.
  - This report shall include certain financial data & audit reports set forth in Idaho Code 67-1075 & 67-1076.
  - The Agency's fiscal year commences October 1st & ends September 30th, thus the report would be limited to this timeframe.
  - Per Idaho Code 67-450B, an audit is also required for a URA if said expenditures exceed \$150K.
- 
- A decorative graphic element consisting of two overlapping, semi-transparent yellow curved shapes that resemble a stylized sun or a modern logo element, positioned in the bottom right corner of the slide.

# Budgetary Process

The Agency approved the FY24 budget August 7, 2024, via Resolution No. URA03-2024

# Reporting

Idaho Code 67-1076 requires the Agency to submit certain information to the State Controller's office by December 1st each year. Idaho Code 50-2913 also requires the Agency to submit certain information to the State Tax Commission for the urban renewal registry.

The Agency has submitted said information by required deadlines.

# Urban Renewal Plans



## WEST

City Council formally approved the Kuna West Urban Renewal Plan on November 17, 2020, via Ordinance NO. 2020-32 with an effective date of November 25, 2020.

The agency has looked at a few potential projects. With the account balances forecasted for the next year, the agency plans on looking at a downtown project for the next fiscal year.

## EAST

City Council formally approved the Kuna East Urban Renewal Plan on November 1, 2022, via Ordinance No. 2022-34 with an effective date of November 23, 2022.

HB 328, signed in 2023, significantly reduced the increment anticipated to flow into the RAA, but the plan remains in place for projects interested in tax increment financing

# General Activity

In March 2024, Commissioner Amie Menges was appointed to fill the Board vacancy left by Commissioner Rocco D'Orazio's resignation in October 2023.

## 2024 Projects

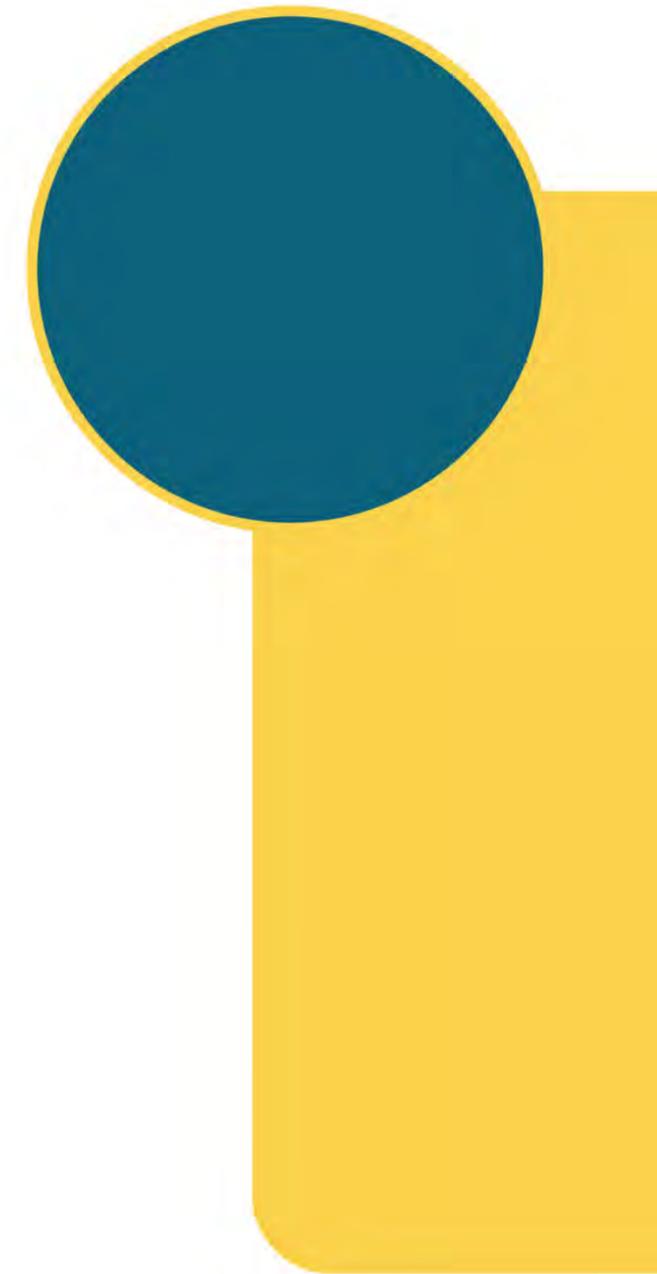
The agency considered a real estate acquisition project in 2024, but ultimately decided not to move forward with the project due to right-of-way and easement uncertainties with the subject property.

# **FY2024 Revenues**

The agency has received its third year of revenue allocation proceeds for the Kuna West District and the first year of revenue allocation proceeds for the Kuna East District. Due to HB 328, the Kuna East proceeds are much lower than anticipated in the East District plan.

# **FY2024 Operating Expenses**

The Agency's expenses in 2024 were primarily related to the general business of the Agency.

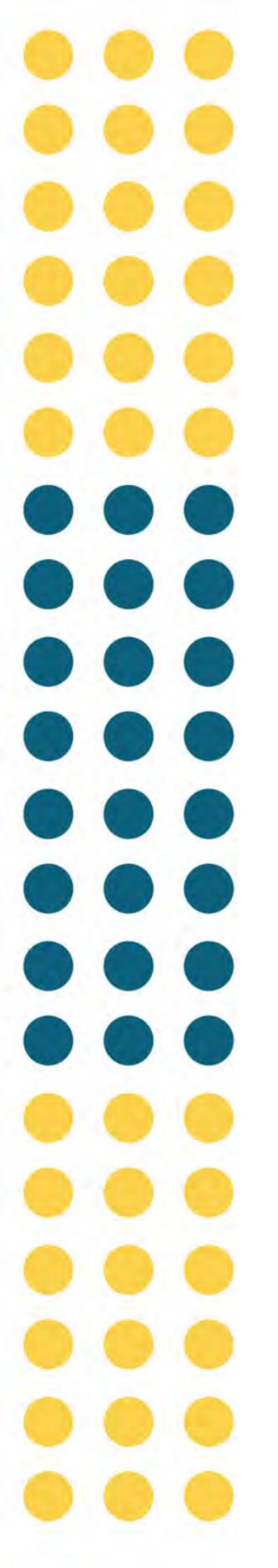


# Assets

The Agency's assets are comprised of solely cash accounts & property taxes receivable. The major portions of property taxes are received 2x per year at the end of March & August with smaller amounts of delinquent taxes received during the year.

# Liabilities & Debt

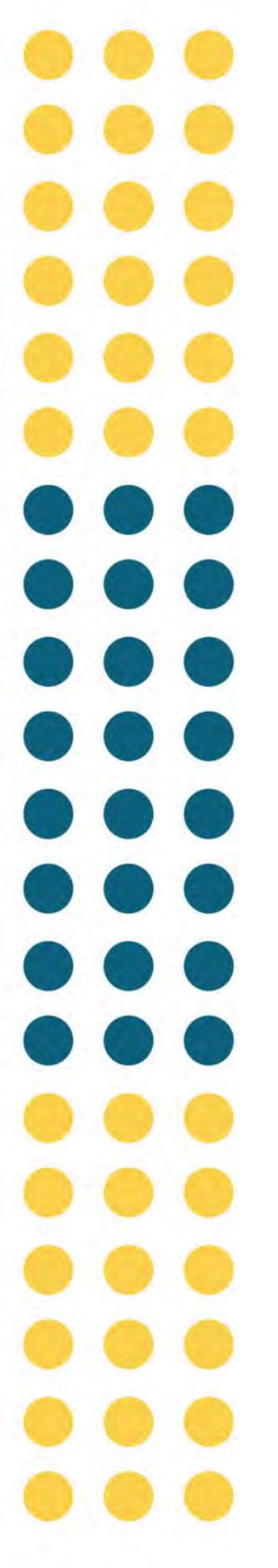
The balance of the Agency's liabilities consists only of current accounts payable.



# Significant Changes in Agency's Financial Position

There were no significant changes in the Agency's financial position in FY2024, recognizing the limited revenue allocation proceeds generated by the Kuna West District and the reduction in Kuna East District's projected funding due to HB 328.

The Agency will work closely with public entities, including the City of Kuna, and private developers, to develop and fund projects that are of benefit to the public. The Agency will work to consider how best to leverage Agency funds for projects in both the West and East Districts.



# KUNA URBAN RENEWAL AGENCY BUDGET & PROJECTIONS

|                                      | <b>FY 2024<br/>BUDGET</b> | <b>FY 2024<br/>ACTUAL</b> | <b>FY 2025<br/>PROPOSED</b> |
|--------------------------------------|---------------------------|---------------------------|-----------------------------|
| <b>CAPITAL PROJECTS REVENUE</b>      |                           |                           |                             |
| Property Tax Revenue                 | 475,420                   | 483,994                   | 585,500                     |
| Interest Income                      | 0                         | 24,225                    | 24,000                      |
| Carryover                            | 400,000                   | 456,418                   | 907,494                     |
| <b>TOTAL REVENUE</b>                 | <b>875,420</b>            | <b>964,637</b>            | <b>1,516,994</b>            |
| <b>CAPITAL PROJECTS EXPENDITURES</b> |                           |                           |                             |
| Capital Improvements                 | 300,000                   | 0                         | 400,000                     |
| Contingency                          | 522,420                   | 0                         | 1,058,994                   |
| Professional Services                | 25,000                    | 9,935                     | 28,000                      |
| General and Administration           | 28,000                    | 1,749                     | 30,000                      |
| <b>TOTAL EXPENDITURES</b>            | <b>875,420</b>            | <b>11,684</b>             | <b>1,516,994</b>            |
| <b>GRAND TOTAL NET</b>               | <b>0</b>                  | <b>952,953</b>            | <b>0</b>                    |

## PUBLIC NOTICE

Under the Idaho Urban Renewal Law, Chapter 20, Title 50, Idaho Code, an urban renewal agency is required to file with the local governing body and the Idaho State Controller, on or before March 31 of each year, a report of its activities for the preceding calendar year, which shall include certain financial data and audit reports set forth in Idaho Code Sections 67-1075 and 67-1076. Pursuant to Idaho Code Section 50-2006(5)(c), the Agency is required to hold a public meeting to report on the findings in the annual report and to take public comment prior to filing the report with the City and the Idaho State Controller.

A copy of the DRAFT 2024 Annual Report is available at the Kuna City Clerk's office, 751 W. 4<sup>th</sup> Street, Kuna Idaho, or on the Agency's website at: <http://kunacity.id.gov/518/Kuna-Urban-Renewal-Agency>. Written public comment may be submitted PRIOR TO 2:00 p.m. on MARCH 5, 2025, to Kuna Urban Renewal Agency, Attn: Morgan Treasure, Agency Administrator, City of Kuna, 751 W. 4<sup>th</sup> Street, Kuna, ID 83634, [mtreasure@kunaid.gov](mailto:mtreasure@kunaid.gov). Public comment will also be taken at the Kuna Urban Renewal Agency's regular meeting on Wednesday March 6, 2023, at 6:00 p.m. at the Kuna City Council Chambers, 751 W. 4<sup>th</sup> Street, Kuna, Idaho.

Published: February \_\_\_\_\_, 2025

**BYLAWS OF THE  
KUNA URBAN RENEWAL AGENCY**

**ARTICLE I  
Name**

The Urban Renewal Agency of the city of Kuna, Idaho, as created pursuant to the provisions of the Idaho Urban Renewal Law of 1965, Chapter 20, Title 50, Idaho Code, as amended (the "Law"), shall be known as the "Kuna Urban Renewal Agency" (hereinafter "Agency") but shall also be authorized to use the name "Urban Renewal Agency of Kuna" if and as required. Under the Law, the Agency is deemed an independent, public body, corporate and politic.

**ARTICLE II  
Offices**

The principal office of the Agency in the state of Idaho shall be located in the city of Kuna, Idaho.

**ARTICLE III  
Board of Commissioners**

Section 1. The property, business, powers, and affairs of the Agency shall be managed and controlled by the Board of Commissioners thereof. The Board of Commissioners is vested with all powers as provided by the Law, as the same now exists or as may be amended hereafter.

Section 2. The Board of Commissioners shall consist of a number of members determined in accordance with the provisions of Section 50-2006, Idaho Code, as the same now exists or as may be amended hereafter and as appointed by the Mayor of the city of Kuna, Idaho with the advice and consent of the Kuna City Council. The number of commissioners of the Agency shall be not less than three nor more than nine, which number may be increased or decreased from time to time as provided for in Section 50-2006, Idaho Code.

Section 3. Commissioners shall receive no compensation for their services but shall be entitled to the necessary expenses, including travel expense, incurred in the discharge of their duties.

Section 4. Each Commissioner shall hold office until his or her successor has been appointed and qualified. A certificate of the appointment or reappointment of a Commissioner shall be filed with the City Clerk of the city of Kuna, Idaho, and such certificate shall be conclusive evidence of the due and proper appointment of such Commissioner. Any vacancy in office shall be filled by appointment by the Mayor with the advice and consent of the Kuna City Council or as provided for by the Law.

Section 5. The qualifications and eligibility of persons to serve on the Board of Commissioners shall be as defined and described in Section 50-2006, Idaho Code, as the same now exists or may be amended hereafter.

Section 6. The Board of Commissioners shall hold regular meetings at the Kuna City Hall, 751 W. 4<sup>th</sup> Street, Kuna, Idaho, on the first Wednesday of February, March, June, August, and November at the hour of 6:00 PM. Regular meetings may be held at other locations with legal notice provided in accordance with Idaho State statutes. All meetings shall be noticed according to, and held in compliance with, the Idaho Open Meeting Law.

Section 7. The Chair or any two members of the Board of Commissioners has the power to call special meetings of the Board, the object of which shall be submitted to the Board as is appropriate to the circumstances or as otherwise provided by law; the call and object, as well as the disposition thereof, shall be entered upon the minutes of the Secretary. The person or persons authorized to call special meetings of the Board of Commissioners may fix any place as the place for holding any special meeting of the Board of Commissioners called by them. Notice for a special meeting to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage or other recognized emergency shall be as required by state law. Any special meetings shall be noticed according to, and held in compliance with, the Idaho Open Meeting Law.

Section 8. A majority of the members of the Board of Commissioners as fixed by Section 2 above shall constitute a quorum for the purpose of conducting business and exercising the powers of the Agency and for all other purposes. Official action may be taken by the Board of Commissioners upon a vote of a majority of the members thereof present at a duly convened regular or special meeting at which a quorum is present.

Section 9. The Board of Commissioners, by majority vote, may employ an Administrator, who shall serve as the Executive Director of the Agency. The Administrator serves at the pleasure of the Board of Commissioners and may be removed by a majority vote of the Board. The Board of Commissioners or as delegated to the Administrator is empowered to employ technical experts, legal counsel, and such other agents and employees, permanent and temporary, as the Agency may require. The compensation for all of said persons so employed shall be determined by the Board as may be delegated to the Administrator.

Section 10. The Board of Commissioners shall file with the City Clerk, city of Kuna, Idaho, on or before March 31st of each year or such date as may be set by state law, a report of its activities for the preceding calendar year which report shall include a complete financial statement setting forth the Agency's assets, liabilities, income, and operating expenses as of the end of such calendar or fiscal year. At the time of filing said report the Board of Commissioners shall cause to be published in the *Idaho Statesman*, Boise, Idaho, a notice to the effect that such report is available for inspection during the regular business hours in the office of the City Clerk and in the office of the Agency.

Section 11. For inefficiency or neglect of duty or misconduct in office, a Commissioner may be removed by a majority vote of the local governing body only after a hearing and only after he or she shall be given a copy of the charges at least ten (10) days prior to such hearing and shall have had an opportunity to be heard in person or by counsel.

#### **ARTICLE IV Officers**

Section 1. The officers of the Agency shall be a Chair, a Vice-Chair, Secretary, Treasurer, and such other officers as the Board of Commissioners may deem necessary. Only the Chair and Vice Chair need be members of the Board of Commissioners. The offices of Secretary and Treasurer may be combined upon approval of the Board.

Section 2. The Board of Commissioners shall elect the Chair, Vice-Chair, Secretary, Treasurer, and such other officers as are deemed necessary for a term of one (1) year and until his or her successor is duly elected and qualified. Such elections shall occur at the regular Board meeting held in March.

Section 3. The Chair shall be the chief presiding officer of the Agency. The Chair shall, subject to the control of the Board of Commissioners, in general supervise and control all of the business and affairs of the Agency. The Chair shall, with the Secretary or any other proper officer of the Agency thereunto authorized by the Board of Commissioners, execute all deeds, bonds, contracts, and other legal documents authorized by the Board, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Commissioners, or by these Bylaws, to some other officer or agent of the Agency, or shall be required by law to be otherwise signed or executed. The Chair shall have the power to vote on any matter presented to the Board of Commissioners for their consideration. The Chair shall also have such other powers and duties as may be assigned to him or her by the Board of Commissioners.

Section 4. The Vice-Chair shall be possessed of all the powers and shall perform all the duties of the Chair in the absence or disability of the Chair. The Vice-Chair shall have the power to vote on any matter presented to the Board of Commissioners for their consideration. The Vice-Chair shall also have such other powers and duties as may be assigned to him or her by the Board of Commissioners.

Section 5. The Secretary shall cause to be kept the minutes of all proceedings of the Board; shall cause the giving and serving of all notices of meetings of the Board of Commissioners as required by these Bylaws or the law; shall provide for the execution, along with the Chair, or other corporate officer, in the name of the Agency, all deeds, bonds, contracts, and other legal documents and instruments as authorized by the Board of Commissioners and shall be the custodian of the Agency seal, books, Bylaws, and such other books, records, and papers of the Agency as the Board of Commissioners shall direct. The

Secretary shall also keep a register of the post office address of each Commissioner which shall be furnished to the Secretary by such Commissioner. In addition, he or she shall perform other duties and have such responsibilities as may be designated by the Board of Commissioners. In case of the absence or disability of the Secretary or his or her refusal or neglect to perform such duties, all duties required of the Secretary may be performed by the Chair or Vice-Chair or such other person as may be designated by the Board of Commissioners. The office of Secretary may be combined with the office of Treasurer upon approval of the Board. The duties of the office Secretary may performed by agency staff upon approval of the Board.

Section 6. The Treasurer shall have the general custody of all the funds and securities of the Agency and shall have general supervision of the collection and disbursement of funds of the Agency. The Treasurer shall provide for the endorsement, on behalf of the Agency, for collection, checks, notes, and other obligations and shall deposit the same to the credit of the Agency in such bank or banks or depositories as the Board may designate. He or she may sign, with the Chair or such other person or persons as may be designated for said purpose by the Board of Commissioners, all negotiable instruments. He or she shall enter or cause to be entered regularly in the books of the Agency full and accurate account of all monies received and paid by him or her on account of the Agency; shall at all reasonable times exhibit the Agency books and accounts to any Commissioner of the Agency at the office of the Agency during regular business hours; and, whenever required by the Board or the Chair, shall render a statement of his or her accounts. He or she shall perform such other duties as may be prescribed from time to time by the Board of Commissioners or by these Bylaws. The Treasurer shall give bond for the faithful performance of his or her duties in such sum and with such surety as shall be required by the Board of Commissioners. The office of Treasurer may be combined with the office of Secretary upon approval of the Board. The duties of the office Treasurer may performed by agency staff upon approval of the Board.

Section 7. The officers of the Board of Commissioners that are members of the Board of Commissioners shall not receive any salaries for their services.

Section 8. If any of the foregoing offices described in this Article shall, for any reason, become vacant, the Board of Commissioners shall elect a successor who shall hold office for the unexpired term and until a successor is elected and qualified.

## **ARTICLE V**

### **Miscellaneous**

Section 1. The Board of Commissioners may appoint one or more committees to investigate and study matters of Agency business and thereafter to report on and make recommendations concerning said matters assigned to the Board of Commissioners. When possible each of said committees shall be chaired by a member of the Board of Commissioners, but said committees may be comprised of persons other than members of the Board of Commissioners. No such committee shall have the power to make final Agency decisions and power being vested solely in the Commissioners. The terms of office, the persons serving, the

matters to be studied, and all procedural decisions shall be made and decided by the Board of Commissioners.

The Board of Commissioners may establish an Executive Committee, consisting of the Board Chair and Vice-Chair or Secretary or Treasurer (or the combined office of Secretary/Treasurer), but no more than two board members, to investigate and study certain matters of the Agency without the necessity of convening a meeting of the full Board of Commissioners. The Executive Committee, upon recommendation of the Administrator (if an administrator has been appointed) will have the authority to approve invoices or expenses in an amount not to exceed up to \$2,000 with required copy of the invoice or bill and payment voucher distributed to all members of the Board electronically, prior to the payment. The invoice and payment voucher shall be presented to the Board at its next Board meeting for review and ratification. The Executive Committee shall report its activities to the full Board at one of the monthly Board meetings. Specific matters to be studied and any procedural protocol of the Executive Committee shall be defined by the Board of Commissioners and may be revised from time to time as appropriate by the full Commission.

Section 2. In addition to such bank accounts as may be authorized in the usual manner by resolution of the Board of Commissioners, the Treasurer of the Agency, with the approval of the Chair, may authorize such bank accounts to be opened or maintained in the name and on behalf of the Agency as he or she may deem necessary or appropriate. Payments from such bank accounts are to be made upon the check of the Agency, each of which checks shall be signed by two of such Commissioners, officers, or bonded employees of the Agency as shall be authorized by the Board of Commissioners. All funds of the Agency not otherwise employed shall be deposited from time to time to the credit of the Agency in such banks, trust companies, or other depositories as the Board of Commissioners may select.

Section 3. No loans shall be contracted on behalf of the Agency and no evidences of indebtedness shall be issued in its name unless authorized by a resolution of the Board of Commissioners and in compliance with the Law. Such authority may be general or confined to specific instances.

Section 4. All checks, drafts or other orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the Agency, shall be signed by such officer or officers, agent or agents of the Agency and in such manner as shall from time to time be determined by the Board of Commissioners.

Section 5. The Board of Commissioners may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Agency, and such authority may be general or confined to specific instances.

Section 6. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern regular and special meetings of the Board of Commissioners or

state law in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Board of Commissioners may adopt.

Section 7. The Board of Commissioners adopts the official newspaper the City of Kuna has designated pursuant to Idaho Code § 50-231.

**ARTICLE VI  
Fiscal Year**

The fiscal year of the Agency shall begin on October 1 and end on September 30 of the succeeding calendar year.

**ARTICLE VII  
Amendments**

These Bylaws may be further repealed, amended, or new bylaws adopted at any regular or special meeting for such purpose of the Board of Commissioners by a majority vote of all members of said Board of Commissioners.

We, the undersigned, being all of the members of the Board of Commissioners of the Kuna Urban Renewal Agency, do hereby certify that the foregoing Bylaws were duly and regularly adopted as the Bylaws of said Agency by the written approval of a majority of all of the members of the Board of Commissioners of said Agency on the \_\_\_\_\_ day of \_\_\_\_\_ 2025.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Vice-Chair

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

I, the undersigned, Secretary of Kuna Urban Renewal Agency, hereby certify that the foregoing Bylaws were duly adopted as the Bylaws of said Agency on the \_\_\_\_\_ day of \_\_\_\_\_ 2025.

---

Secretary

4841-0817-1705, v. 1

**BYLAWS OF THE  
OF  
KUNA URBAN RENEWAL AGENCY**

**ARTICLE I  
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Section 3. Commissioners shall receive no compensation for their services but shall be entitled to the necessary expenses, including travel expense, incurred in the discharge of their duties.

Section 4. Each Commissioner shall hold office until his or her successor has been appointed and qualified. A certificate of the appointment or reappointment of a Commissioner shall be filed with the City Clerk of the city of Kuna, Idaho, and such certificate shall be conclusive evidence of the due and proper appointment of such Commissioner. Any vacancy in

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office shall be filled by appointment by the Mayor with the advice and consent of the Kuna City Council or as provided for by the Law.

Section 5. The qualifications and eligibility of persons to serve on the Board of Commissioners shall be as defined and described in Section 50-2006, Idaho Code, as the same now exists or may be amended hereafter.

Section 6. The Board of Commissioners shall hold regular meetings at the Kuna City Hall, 751 W. 4<sup>th</sup> Street, Kuna, Idaho, on the first Wednesday of February, March, ~~June~~July, August, and November at the hour of 6:00 ~~P.M.~~PM. Regular meetings may be held at other locations with legal notice provided in accordance with Idaho State statutes. All meetings shall be noticed according to, and held in compliance with, the Idaho Open Meeting Law.

Section 7. The Chair or any two members of the Board of Commissioners has the power to call special meetings of the Board, the object of which shall be submitted to the Board as is appropriate to the circumstances or as otherwise provided by law; the call and object, as well as the disposition thereof, shall be entered upon the minutes of the Secretary. The person or persons authorized to call special meetings of the Board of Commissioners may fix any place as the place for holding any special meeting of the Board of Commissioners called by them. Notice for a special meeting to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage or other recognized emergency shall be as required by state law. Any special meetings shall be noticed according to, and held in compliance with, the Idaho Open Meeting Law.

Section 8. A majority of the members of the Board of Commissioners as fixed by Section 2 above shall constitute a quorum for the purpose of conducting business and exercising the powers of the Agency and for all other purposes. Official action may be taken by the Board of Commissioners upon a vote of a majority of the members thereof present at a duly convened regular or special meeting at which a quorum is present.

Section 9. The Board of Commissioners, by majority vote, may employ an Administrator, who shall serve as the Executive Director of the Agency. The Administrator serves at the pleasure of the Board of Commissioners and may be removed by a majority vote of the Board. The Board of Commissioners or as delegated to the Administrator is empowered to employ technical experts, legal counsel, and such other agents and employees, permanent and temporary, as the Agency may require. The compensation for all of said persons so employed shall be determined by the Board as may be delegated to the Administrator.

Section 10. The Board of Commissioners shall file with the City Clerk, city of Kuna, Idaho, on or before March 31st of each year or such date as may be set by state law, a report of its activities for the preceding calendar year which report shall include a complete financial statement setting forth the Agency's assets, liabilities, income, and operating expenses as of the end of such calendar or fiscal year. At the time of filing said report the Board of Commissioners shall cause to be published in the *Idaho Statesman*, Boise, Idaho, a notice to the

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effect that such report is available for inspection during the regular business hours in the office of the City Clerk and in the office of the Agency.

Section 11. For inefficiency or neglect of duty or misconduct in office, a Commissioner may be removed by a majority vote of the local governing body only after a hearing and only after he or she shall be given a copy of the charges at least ten (10) days prior to such hearing and shall have had an opportunity to be heard in person or by counsel.

#### **ARTICLE IV Officers**

Section 1. The officers of the Agency shall be a Chair, a Vice-Chair, Secretary, Treasurer, and such other officers as the Board of Commissioners may deem necessary. Only the Chair and Vice Chair need be members of the Board of Commissioners. The offices of Secretary and Treasurer may be combined upon approval of the Board.

Section 2. The Board of Commissioners shall elect the Chair, Vice-Chair, Secretary, Treasurer, and such other officers as are deemed necessary for a term of one (1) year and until his or her successor is duly elected and qualified. Such elections shall occur at the regular Board meeting held in March.

Section 3. The Chair shall be the chief presiding officer of the Agency. The Chair shall, subject to the control of the Board of Commissioners, in general supervise and control all of the business and affairs of the Agency. The Chair shall, with the Secretary or any other proper officer of the Agency thereunto authorized by the Board of Commissioners, execute all deeds, bonds, contracts, and other legal documents authorized by the Board, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Commissioners, or by these Bylaws, to some other officer or agent of the Agency, or shall be required by law to be otherwise signed or executed. The Chair shall have the power to vote on any matter presented to the Board of Commissioners for their consideration. The Chair shall also have such other powers and duties as may be assigned to him or her by the Board of Commissioners.

Section 4. The Vice-Chair shall be possessed of all the powers and shall perform all the duties of the Chair in the absence or disability of the Chair. The Vice-Chair shall have the power to vote on any matter presented to the Board of Commissioners for their consideration. The Vice-Chair shall also have such other powers and duties as may be assigned to him or her by the Board of Commissioners.

Section 5. The Secretary shall cause to be kept the minutes of all proceedings of the Board; shall cause the giving and serving of all notices of meetings of the Board of Commissioners as required by these Bylaws or the law; shall provide for the execution, along with the Chair, or other corporate officer, in the name of the Agency, all deeds, bonds, contracts, and other legal documents and instruments as authorized by the Board of

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Commissioners and shall be the custodian of the Agency seal, books, Bylaws, and such other books, records, and papers of the Agency as the Board of Commissioners shall direct. The Secretary shall also keep a register of the post office address of each Commissioner which shall be furnished to the Secretary by such Commissioner. In addition, he or she shall perform other duties and have such responsibilities as may be designated by the Board of Commissioners. In case of the absence or disability of the Secretary or his or her refusal or neglect to perform such duties, all duties required of the Secretary may be performed by the Chair or Vice-Chair or such other person as may be designated by the Board of Commissioners. The office of Secretary may be combined with the office of Treasurer upon approval of the Board. The duties of the office Secretary may be performed by agency staff upon approval of the Board.

Section 6. The Treasurer shall have the general custody of all the funds and securities of the Agency and shall have general supervision of the collection and disbursement of funds of the Agency. The Treasurer shall provide for the endorsement, on behalf of the Agency, for collection, checks, notes, and other obligations and shall deposit the same to the credit of the Agency in such bank or banks or depositories as the Board may designate. He or she may sign, with the Chair or such other person or persons as may be designated for said purpose by the Board of Commissioners, all negotiable instruments. He or she shall enter or cause to be entered regularly in the books of the Agency full and accurate account of all monies received and paid by him or her on account of the Agency; shall at all reasonable times exhibit the Agency books and accounts to any Commissioner of the Agency at the office of the Agency during regular business hours; and, whenever required by the Board or the Chair, shall render a statement of his or her accounts. He or she shall perform such other duties as may be prescribed from time to time by the Board of Commissioners or by these Bylaws. The Treasurer shall give bond for the faithful performance of his or her duties in such sum and with such surety as shall be required by the Board of Commissioners. The office of Treasurer may be combined with the office of Secretary upon approval of the Board. The duties of the office Treasurer may be performed by agency staff upon approval of the Board.

Section 7. The officers of the Board of Commissioners that are members of the Board of Commissioners shall not receive any salaries for their services.

Section 8. If any of the foregoing offices described in this Article shall, for any reason, become vacant, the Board of Commissioners shall elect a successor who shall hold office for the unexpired term and until a successor is elected and qualified.

**ARTICLE V**  
**Miscellaneous**

Section 1. The Board of Commissioners may appoint one or more committees to investigate and study matters of Agency business and thereafter to report on and make recommendations concerning said matters assigned to the Board of Commissioners. When possible each of said committees shall be chaired by a member of the Board of Commissioners, but said committees may be comprised of persons other than members of the Board of

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Commissioners. No such committee shall have the power to make final Agency decisions and power being vested solely in the Commissioners. The terms of office, the persons serving, the matters to be studied, and all procedural decisions shall be made and decided by the Board of Commissioners.

The Board of Commissioners may establish an Executive Committee, consisting of the Board Chair and Vice-Chair or Secretary or Treasurer (or the combined office of Secretary/Treasurer), but no more than two board members, to investigate and study certain matters of the Agency without the necessity of convening a meeting of the full Board of Commissioners. The Executive Committee, upon recommendation of the Administrator (if an administrator has been appointed) will have the authority to approve invoices or expenses in an amount not to exceed up to \$2,000 with required copy of the invoice or bill and payment voucher distributed to all members of the Board electronically, prior to the payment. The invoice and payment voucher shall be presented to the Board at its next Board meeting for review and ratification. The Executive Committee shall report its activities to the full Board at one of the monthly Board meetings. Specific matters to be studied and any procedural protocol of the Executive Committee shall be defined by the Board of Commissioners and may be revised from time to time as appropriate by the full Commission.

Section 2. In addition to such bank accounts as may be authorized in the usual manner by resolution of the Board of Commissioners, the Treasurer of the Agency, with the approval of the Chair, may authorize such bank accounts to be opened or maintained in the name and on behalf of the Agency as he or she may deem necessary or appropriate. Payments from such bank accounts are to be made upon the check of the Agency, each of which checks shall be signed by two of such Commissioners, officers, or bonded employees of the Agency as shall be authorized by the Board of Commissioners. All funds of the Agency not otherwise employed shall be deposited from time to time to the credit of the Agency in such banks, trust companies, or other depositories as the Board of Commissioners may select.

Section 3. No loans shall be contracted on behalf of the Agency and no evidences of indebtedness shall be issued in its name unless authorized by a resolution of the Board of Commissioners and in compliance with the Law. Such authority may be general or confined to specific instances.

Section 4. All checks, drafts or other orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the Agency, shall be signed by such officer or officers, agent or agents of the Agency and in such manner as shall from time to time be determined by the Board of Commissioners.

Section 5. The Board of Commissioners may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Agency, and such authority may be general or confined to specific instances.

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Section 6. The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern regular and special meetings of the Board of Commissioners or state law in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Board of Commissioners may adopt.

Section 7. The Board of Commissioners adopts the official newspaper the City of Kuna has designated pursuant to Idaho Code § 50-231.

**ARTICLE VI  
Fiscal Year**

The fiscal year of the Agency shall begin on October 1 and end on September 30 of the succeeding calendar year.

**ARTICLE VII  
Amendments**

These Bylaws may be further repealed, amended, or new bylaws adopted at any regular or special meeting for such purpose of the Board of Commissioners by a majority vote of all members of said Board of Commissioners.

We, the undersigned, being all of the members of the Board of Commissioners of the Kuna Urban Renewal Agency, do hereby certify that the foregoing Bylaws were duly and regularly adopted as the Bylaws of said Agency by the written approval of a majority of all of the members of the Board of Commissioners of said Agency on the \_\_\_\_\_ day of \_\_\_\_\_ 2025~~9~~.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Vice-Chair

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

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I, the undersigned, Secretary of Kuna Urban Renewal Agency, hereby certify that the foregoing Bylaws were duly adopted as the Bylaws of said Agency on the \_\_\_\_\_ day of \_\_\_\_\_ 202~~5~~<sup>9</sup>.

\_\_\_\_\_  
Secretary

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RESOLUTION NO. URA 01-2025

BY THE BOARD OF COMMISSIONERS OF THE URBAN RENEWAL AGENCY OF THE CITY OF KUNA, IDAHO:

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE URBAN RENEWAL AGENCY OF THE CITY OF KUNA, IDAHO, AMENDING THE AGENCY BYLAWS TO PROVIDE THE MONTHS IN WHICH THE AGENCY SHALL CONDUCT MEETINGS; AND PROVIDING AN EFFECTIVE DATE.

THIS RESOLUTION, made on the date hereinafter set forth by the Urban Renewal Agency of the City of Kuna, Idaho, also known as the Kuna Urban Renewal Agency, an independent public body, corporate and politic, authorized under the authority of the Idaho Urban Renewal Law of 1965, Chapter 20, Title 50, Idaho Code, as amended (hereinafter the "Law") and the Local Economic Development Act, Chapter 29, Title 50, Idaho Code, as amended (hereinafter the "Act"), a duly created and functioning urban renewal agency for Kuna, Idaho, hereinafter referred to as the "Agency."

WHEREAS, on April 24, 2020, the Agency Board adopted Bylaws by adoption of Resolution No. URA 01-2020, which repealed, superseded, and replaced any previous bylaws of the Agency;

WHEREAS, Article VII of such Bylaws allows for the Bylaws to be amended at any regular or special meeting for such purposes of the Agency Board by a majority vote of all members of the Board;

WHEREAS, the Agency Board now finds it necessary to amend Article III, Section 6 of the existing Bylaws of the Agency to provide a more efficient meeting schedule due to the Fourth of July holiday.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE BOARD OF COMMISSIONERS OF THE URBAN RENEWAL AGENCY OF THE CITY OF KUNA, IDAHO, AS FOLLOWS:

Section 1: That the above statements are true and correct.

Section 2: That Article III, Section 6 of the Bylaws, is hereby amended to read as follows:

Section 6. The Board of Commissioners shall hold regular meetings at the Kuna City Hall, 751 W 4<sup>th</sup> Street, Kuna, Idaho, on the first Wednesday of February, March, June, August, and November at the hour of 6:00 PM. Regular meetings may be held at other locations with legal notice

provided in accordance with Idaho Statutes. All meetings shall be according to, and held in compliance with, the Idaho Open Meeting Law.

Section 3: That this Resolution shall be in full force and effect immediately upon its adoption and approval.

WE THE UNDERSIGNED being all or a majority of the members of the Board of Commissioners of the Urban Renewal Agency of the City of Kuna, Idaho, aka the Kuna Urban Renewal Agency, do hereby certify that the foregoing Resolution was adopted on the 5th day of February 2025.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Vice-Chair

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

I, the undersigned, Secretary of Kuna Urban Renewal Agency, hereby certify that the foregoing 2025 Bylaws were duly adopted as the Bylaws of said Agency on the 5th day of February, 2025.

\_\_\_\_\_  
Secretary