



Bylaws of the Moscow Urban Renewal Agency

Adopted: October 5, 2017

Article I: Purpose

Section 1. The purpose of the Moscow Urban Renewal Agency is to promote and support projects within the urban renewal districts that achieve sustainable economic growth, vitality and which enhance the community.

Section 2. The Agency will exercise the powers and authority, and assume the responsibilities delegated to it, according to the provisions of Chapters 20 & 29, Section 50 of the Idaho Code, as amended.

Article II: Commission Membership

Section 1. The Moscow Urban Renewal Agency is comprised of seven Commissioners appointed by the Mayor, and confirmed by the City Council, with terms as specified by the Mayor, as authorized by Moscow City Council Resolution 2008-17.

Section 2. Commission vacancies are filled by appointment of the Mayor, with confirmation by the City Council, and filled for the remainder of the unexpired term.

Article III: Commission Officers

Section 1. The officers shall consist of a Chairperson, Vice Chairperson, Secretary and Treasurer. The Chairperson, Vice-Chairperson and Secretary shall be members of the Commission; the Treasurer office may be filled by Commissioners or by staff appointments made by the Commission.

Section 2. Officer terms shall be for one year. Elections will be held at the Agency's first January meeting, with appointments made at that meeting or the following meeting.

Section 3. The Chairperson shall preside over Agency meetings, and shall execute all Agency deeds, bonds, contracts, accounts payable and other legal documents as authorized by the Commission. The Chairperson shall have the power to vote on any matter under consideration by the Commission.

Section 4. The Vice Chairperson shall perform all duties in the absence of the Chairperson. Duties of the Secretary and the Treasurer may vary, as directed by the Commission.

Article IV: Committees

Section 1. Executive Committee. The Executive Committee shall be comprised of the Chairperson, the Vice Chairperson and the Secretary, whose collective responsibilities shall include but not be limited to, the selection, direction and evaluation of Agency staff and support providers.

Section 2. Finance Committee. The Finance Committee shall be comprised of two Commissioners and three Community members, whose names shall be forwarded to the Agency by the Chairperson and confirmed by the Agency as a whole. The Community Member terms shall be at the discretion of the Board. The responsibilities of the Finance Committee shall include the review and provision of recommendations to the Agency's Board of Commissioners regarding the following items:

- a. The Agency's draft annual capital improvement plan and appropriations budget;
- b. The consideration of the issuance of bonds or other debt instruments;
- c. The purchase, sale, or lease of any real property owned or to be acquired by the Agency;
- d. Any proposed owner participation agreement or other financial contribution to private or public development projects that are:
 - i. Not included within the Agency's capital improvement plan; and
 - ii. Not included within the Agency's annual appropriations budget; and
 - iii. Where such initial financial contribution or future repayment commitment by the Agency is in excess of fifty thousand dollars (\$50,000).
- e. Any other matter that may be referred to the Finance Committee by the Board of Commissioners.

Section 3. Ad Hoc Committees. Other Committees shall be convened as needed, with duties, members and duration guided by the Commission and directed through the Chairperson.

Section 4. All standing committee meetings, or other committee meetings that make recommendations to the Agency, shall comply with the public notice and proceedings requirements of Article V of these bylaws.

Article V: Meetings

Section 1. One regular meeting per month will be held each month at a day and time as determined by the Commission.

Section 2. Special meetings may be called by the Chairperson or at the request of a majority of the Commission.

Section 3. Public Notice in compliance with Idaho's Open Public Meeting Law shall be required for all regular, special, and committee meetings.

Section 4. A quorum for the transaction of business at any regular or special meeting shall consist of four Commission members.

Section 5. Proceedings will comply with Idaho's Open Meeting Law, and will generally be guided by the customary parliamentary rules, such as Roberts Rules of Order Newly Revised.

Section 6. The order of business for regular meetings shall be at the discretion of the Chairperson.

Article VI: Staff

Section 1. The Agency may employ an Executive Director as its primary staff. The Executive Director shall have a specific job description, goals which are adjusted as needed, and performance standards which are reviewed regularly. Direct management of the Executive Director shall be provided by the Agency's Executive Committee working with and through the City Supervisor. Performance evaluation of the Executive Director shall be provided by the City Supervisor utilizing input and direction from the Executive Committee.

Section 2. City staff may be asked to provide services to the Agency from time to time. Such services will be requested by and coordinated through the Agency's Executive Director. Reimbursement will be made to the City as set forth in the most current Agreement for Services between the City of Moscow and the Moscow Urban Renewal Agency.

Section 3. Other services, such as, professional services, liability insurance, website hosting, audits, and legal counsel, shall be utilized as needed by the Agency. When required by any adopted Agency policy, the scope of such service agreements shall be in writing, authorized by the signature of the Chairperson, and implemented under the oversight of the Agency's Executive Director.

These bylaws may be 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.

We, the undersigned, representing all of the members of the Board of Commissioners of the Moscow Urban Renewal Agency, do hereby certify that the foregoing bylaws were duly adopted as the bylaws of said Agency on the 5th day of October, 2017.




Steve McGeehan, Chairperson



Brandy Sullivan, Vice-Chairperson



I, the undersigned, Secretary of the Moscow Urban Renewal Agency, hereby certify that the foregoing bylaws were duly adopted as the bylaws of said Agency on the 5th day of October, 2017.



Art Bettge, Secretary