

**January Regular Monthly Meeting Minutes  
of the Victor Urban Renewal Agency Board of Commissioners  
January 14th, 2019  
9:30 a.m.  
Victor City Hall – Conference Room**

*Anyone requiring special access consideration must notify the VURA 2 days in advance of the meeting.*

**I. Opening –**

- a. Call to Order - Tom Clark, Chair**
- b. Determination of a quorum - 9:32 a.m.**

Commissioners Present: Zach Smith, Barb Dery, Leandra Cisneros, Tom Clark  
By Phone :  
Others Present: Erin Gaffney

- c. Announcements - Erin Gaffney, Administrator**

Olivia introduced the board to the new City Planner, Ryan Krueger

**II. Action Items -**

- a. Approval of Minutes of Previous Meeting – Barb Dery, Co-Chair**

A motion was made to approve the November 5th minutes as presented:  
Changes to Minutes: None

Moved: Zach                      Second: Leandra                      Passed: Unanimously

- b. Approval of Monthly Claims – Erin Gaffney, Admin/Treasurer**

A motion was made to approve the monthly claims as presented.

Moved: Zach                      Second: Barb                      Passed: Unanimously

- c. Approval of Computer Cost to split with DURA - Erin Gaffney, Admin**

Approval of computer purchase was tabled..

Moved:                              Second:                              Passed:

**III. Work Session –**

**a. Review of Monthly Financial Reports – Erin Gaffney, Administrator**

The board reviewed the monthly financial report.

**b. Chair Updates: Projects and Finances 2019**

Tom updated the board on his meetings with Teton County and their work together in pinning down exactly where and which parcels TIF revenue is coming from. They are breaking down assessments which will help VURA know what their capacity for projects will be in the near future.

Tom also brought to the boards attention a project they have discussed in the past regarding Block 12. This is something the board would like to discuss further.

In late February the City, Planning and Zoning and Urban Renewal Agency hope to have a joint meeting to discuss the various organization's goals.

**c. Annual Report: Discussion - Tom Clark, Chair**

Tom gave the board a brief overview of the draft annual report he is working on. Further work was to be done on this report and given out to the board to finalize in the February meeting.

**d. Administrator Updates - Erin Gaffney**

1. Barb Dery - Signer on the account. Erin updated the board that the steps were in motion for Barb to become a signer on the account. Erin will follow up with the bank.

2. Conflict of Interest Document -

Erin presented a document to the board for review and all commissioners present reviewed and signed the Document.

3. Commissioner and positions roles/duties -

Erin presented a role/job duties document that will be given to existing, interested and newly appointed Commissioners to ensure an understanding of what is expected and required of all board members.

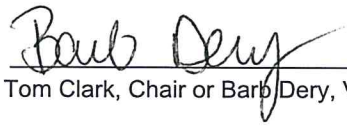
**IV. Adjourn VURA Meeting (10:54 a.m.)**

A motion was made to adjourn the meeting.

Moved: Zach

Second: Leandra

Passed: Unanimously



Tom Clark, Chair or Barb Dery, Vice Chair



Erin Gaffney, Administrator

**AGENDA – posted  
January 7th, 2019**

***The next meeting will be held on February 4th, 2019.***