

**Draft Minutes of the June Regular Monthly Meeting  
of the Victor Urban Renewal Agency Board of Commissioners  
June 3rd, 2019**

**I. Opening –**

**a. Call to Order** - Tom Clark, Chair

**b. Determination of a quorum** - Time - 9:34 a.m.

Commissioners Present: Barb Dery, Tom Clark, Zach Smith, Lance Pitman, Jason Borbet

By Phone:

Others Present: Erin Gaffney, Olivia Goodale – City Administrator, Don Thompson

**c. Announcements** - Erin Gaffney, Administrator

- Commissioner Vacancy

Erin made the board aware of Leandra Cisneros' resignation from the board due to her moving to another state. Jason said he had a recommendation for a new commissioner and would be sending Becky's contact information to Erin.

**II. Action Items -**

**a. Officer Elections** – Tom Clark, Chair

Tom asked the board for officer nominations.

**A motion was made to nominate Tom Clark for his last year to serve as VURA chair.**

**Moved: Zach                      Second: Jason                      Passed: Unanimously**

**A motion was made to nominate Lance Pitman to serve as Vice Chair of VURA.**

**Moved: Jason                      Second: Zach                      Passed: Unanimously**

**Erin Gaffney will remain treasurer of VURA.**

**b. Approval of Public Records Designation** – Erin Gaffney

A motion was made to approve Resolution 201.04.01 for Public Records Designation, which is entered below by title only.

**Moved: Jason                      Second: Zach                      Passed: Unanimously**

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE URBAN RENEWAL AGENCY OF VICTOR, IDAHO, APPROVING GUIDELINES THAT IDENTIFY THE GENERAL SUBJECT MATTER OF ALL PUBLIC RECORDS MAINTAINED BY THE AGENCY; IDENTIFYING THE PHYSICAL LOCATION OF ANY SUCH PUBLIC RECORDS; DESIGNATING A CUSTODIAN TO RECEIVE PUBLIC RECORD REQUESTS AND AN ALTERNATE CUSTODIAN; AUTHORIZING THE CHAIR, AND ADMINISTRATOR TO TAKE APPROPRIATE ACTION; AND PROVIDING AN EFFECTIVE DATE.

**c. Approval of Minutes of Previous Meeting –Barb Dery, Vice Chair**

A motion was made to approve the March 4th minutes as presented:  
Changes to Minutes: None

**Moved: Barb                      Second: Zach                      Passed: Unanimously**

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

**Moved: Zach                      Second: Jason                      Passed: Unanimously**

**e. PlaceMakers Public Art Funding Request – Olivia Goodale – Possible Action Item**

Olivia presented the funding request form the City filled out requesting funds for the PlaceMakers heART Park. The request was for an amount not to exceed \$2500.00. This piece of land is not owned by the City but a licensing agreement is in place with the City and the land owner, which gave permission of use for a community function. The funds will be used toward items/inventory for the park that will always remain in the City's control. Erin confirmed that the URA lawyers, Elam and Burke, agreed that this was proper use of Urban Renewal Funds.

A motion was made to approve the not to exceed \$2500.00 funds request from the City of Victor:

**Moved: Zach                      Second: Lance                      Passed: Unanimously**

**III. Work Session –**

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

The board reviewed the monthly financial report as presented.

**b. Interest payments to the City - Tom Clark, Chair**

Tom and the City still need to review this plan together but the first payment was made, approved via email, in April.

**c. FY 2020 Draft Budget Discussion – Tom Clark, Chair**

Tom noted that until payments received in July are in, VURA will not have a concrete estimation of revenue for the upcoming budget. Erin is going to review last years budget, make some adjustments and send this onto Tom. The board needs to try and finalize the budget at their July meeting as the FY'20 budget will be open for a public hearing at the August meeting.

**d. Administrator Updates - Erin Gaffney**

- Erin will be attending a Tax and Urban Renewal workshop June 11<sup>th</sup>/12<sup>th</sup>
- Erin will be attending the URA section of the AIC conference being held June 19-21<sup>st</sup>.

Olivia, the City Administrator, also had an update regarding the local option tax. The funds are going into reserves and the City would like to have a joint meeting with URA and council on potential project collaboration.

**V. Adjourn VURA Meeting (11:00 a.m.)**

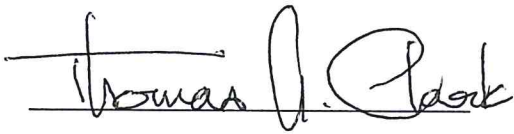
**A motion was made to adjourn the meeting.**

**Moved: Lance**

**Second: Zach**

**Passed: Unanimously**

Attest:



Tom Clark, Chair or Lance Pitman, Vice-Chair



Erin Gaffney, Secretary

**The next VURA Board Meeting will be held July 1st, 2019 at 9:30AM at City Hall.**