

**Draft Minutes of the July Regular Monthly Meeting  
of the Victor Urban Renewal Agency Board of Commissioners  
July 1st, 2019**

**I. Opening –**

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

**b. Determination of a quorum** - Time - 9:31 a.m.

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

By Phone:

Others Present: Erin Gaffney

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

- Erin announced the two new commissioners that were appointed to the VURA board by approval from council and Mayor. Deb Grove was present and welcomed, her term expires 2023. A brief overview of Neil Albert, newly appointed but unable to attend, was given and he will serve the remainder of Leandra Cisneros' term, expiring in 2022.
- Erin announced that Victor City staff along with members of council, including the mayor, would like to have a joint meeting with VURA members also present. This meeting will begin the process of creating an agenda for a fall meeting in which these groups will discuss future projects in Victor and how to best work together.

**II. Action Items -**

**a. Approval of Minutes of Previous Meeting – Tom Clark**

**A motion was made to approve the June 3<sup>rd</sup> minutes as presented:  
Changes to Minutes: None**

**Moved: Barb                      Second: Jason                      Passed: Unanimously**

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

**Moved: Jason                      Second: Lance                      Passed: Unanimously**

**III. Work Session –**

**a. Update/Review of the Fenn Project – Tom Clark, Chair**

Tom spoke with City Planner, Ryan Krueger, and learned that the Fenn project is still unapproved as there is more work to be done.

**b. Review of the City of Victor's Comprehensive Plan – Tom Clark, Chair**

Tom briefly discussed the current comp plan and spoke to updates Victor is hoping to make in the near future. The board reviewed the zoning maps for the city as well as the Urban Renewal District (URD). There was brief mention of creating a second URD but the board did not discuss that topic at this meeting.

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

The board reviewed the monthly financial report as presented.

**d. FY 2020 Draft Budget Approval– Tom Clark, Chair**

The board reviewed the budget that was created by Tom. No one had any category changes but some commissioners did have questions about other spreadsheets and financial documents VURA could create to use as tools to better track revenues and expenditures, such as a balance sheet. Erin will send along the documents Driggs Urban Renewal uses for their financial reports as a reference and possible starting point for VURA.

**e. Administrator Updates - Erin Gaffney**

- Pocatello Tax and Urban Renewal Workshop – Erin informed the board what the topics of the workshop were and is going to try and get presentation documents she can send electronically.
- AIC Conference – Erin briefed the board on the topics discussed during the Urban Renewal session of the AIC conference, highlighting that HB217 took up a large portion of that session. She will be sending the power point presentation to the board.

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

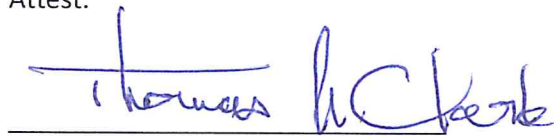
**A motion was made to adjourn the meeting.**

**Moved: Lance**

**Second: Jason**

**Passed: Unanimously**

Attest:



Tom Clark, Chair or Lance Pitman, Vice-Chair



Erin Gaffney, Secretary

**The next VURA Board Meeting will be held August 5th, 2019 at 9:30AM at Work Farm.**