

**Draft Minutes of the July Regular Monthly Meeting
Board of Commissioners of the
Victor Urban Renewal Agency**

July 10, 2017

1. **Call to Order** – determination of a quorum (9:40A.M.)
Commissioners Present: Tom Clark, Erin Gaffney

Commissioners by Phone: Lance Pitman

Others Present: Cynthia Rose, Don Thompson

2. **Approval of the Agenda**

A motion was made to approve the Agenda as presented.

Moved: Erin Gaffney Second: Lance Pitman Passed: Unanimously

3. **Introduction of New Commissioner, Dave Rhinehart**

Dave was not in attendance at the meeting. Tom shared Dave Rhinehart's career history and business experience with the Board, which will be an asset to VURA.

4. **Approval of Minutes from June 5, 2017**

Changes to Minutes: None

A motion was made to approve the minutes of the June 5, 2017 meeting as presented.

Moved: Erin Gaffney Second: Lance Pitman Passed: Unanimously

5. **Monthly Financial Report**

The Board reviewed the monthly financial report. Erin reported that U S Bank had not charged VURA any bank fees in the month of May. She is not sure whether this was a one-time occurrence or an on-going change, but US Bank is still refusing to give VURA on-line banking access. The Board decided to move the VURA account to Wells Fargo Bank. Erin will coordinate a time for all three bank account signers to go to Wells Fargo to open the account.

Cynthia requested that VURA get a credit card for petty cash purchases to eliminate the reimbursement process to her personal credit card.

6. **Approval of Monthly Invoices**

A motion was made to approve the monthly invoices listed on the Check Detail.

Moved: Lance Pitman Second: Erin Gaffney Passed: Unanimously

7. Block 11 Road Update

Olivia Goodale, City Manager, joined the discussion on the Block 11 Alleyway, reporting that the Sea Cow apartment complex has broken ground. She added that the West Group is still indicating that their townhouse project will move forward, but the City has not received their application. The City asked the VURA Board to segment the Block 11 Alleyway project agreement, approving \$80,000 for completing the west portion of the alleyway next to the Sea Cow property immediately, while delaying the remainder of the alleyway until the West Group project proceeds. This delay will allow the City to apply for a Gem Grant to complete the installation of water/sewer in the middle portion of the alleyway.

A motion was made to segment the Block 11 Alleyway Project and approve the use of up to \$80,000 to complete the portion adjacent to the Sea Cow property immediately.

Moved: Erin Gaffney

Second: Lance Pitman

Passed: Unanimously

8. Hotel Project Update

Tom has been in discussions with the Cobblestone Hotel and City representatives, and reported that the parties are close to an agreement. The VURA Board and City Council still must formally approve of the terms of the partnership. VURA's portion of the project includes purchasing the completed parking facility and adjacent land to the south of the parking lot for future parking expansion, and paying for the moving of existing power lines, up to a total cost of \$500,000. These expenses would be incurred at the completion of the construction phase and would require a formal appraisal to determine fair market value. VURA would immediately hand ownership of the land and parking facilities over to the City, to be designated as public parking. The City is committing up to \$205,000 for streetscape improvements along Dogwood Street and Main Street adjacent to the hotel project. The hotel is anticipating the creation of seven full-time employee positions. Additional employment opportunities are expected in downtown businesses as hotel guests shop, recreate and dine locally. Tom also envisions coordinated 3-day tourism experiences coordinated by the hotel.

Erin expressed concern that conflict could arise between hotel use and public use of the parking lot. Tom agreed that this matter will need to be addressed going forward. Lance shared that he was not happy with the appearance of the hotel and that he had concerns about the potential negative impact on the local Air B&B hosts. The Board discussed the idea that the hospitality industry is a segmented market and that, in general, the people who selected an Air B&B experience and those who preferred hotel options, were largely different demographics. Don Thompson shared his belief that the east end of the hotel building should have space for one or two small businesses that would face Main Street, enhancing the pedestrian experience of strolling the area.

The Board expressed general support the hotel project and of VURA's portion as described above.

9. DRAFT FY18 Budget Discussion and Approval

The Board reviewed the draft FY18 budget. FY18 TIF revenues were based on data received from the County Assessor for values as of June 2017, but do not include expected revenues from the new City Pass building. These anticipated, but unknown, revenues will give the budget a better prospect for the estimate of FY18 year-end net income, which is a concern. However, urban

renewal agencies typically experience limited revenues and tight budgets in the early years of the organization.

The line item for the alleyway project will be reduced from \$274,000 to \$80,000 per the vote listed under number 7 above.

If an agreement is reached on the Hotel project in the next three days, a line item will be added to the draft budget to include this project in FT18

A motion was made to approve the Draft FY18 Budget with the changes noted, and to publish notice of a public hearing on the FY18 budget to be held on August 7, 2017.

Moved: Erin Gaffney

Second: Lance Pitman

Passed: Unanimously

10. Administrative Updated

1. **Public Records Request:** The Board will review the draft Public Records Request forms and approve a policy at the August meeting.

2. **Design Review Board:** This item was postponed until the August meeting.

11. Adjourn (11:10A.M.)

A motion was made to adjourn the meeting.

Moved: Lance Pitman

Second: Erin Gaffney

Passed: Unanimously

Attest:

Tom Clark or Lance Pitman, Co-Chair

Cynthia Rose, Secretary

The next VURA Board Meeting will be held August 7, 2017 at 9:30AM at City Hall.