

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

November 6, 2017

1. **Call to Order** – determination of a quorum (9:32 A.M.)
Commissioners Present: Erin Gaffney

Commissioners by Phone: Lance Pitman, Tom Clark

Others Present: Cynthia Rose

2. **Approval of Minutes from September 18, 2017**
Changes to Minutes: None

A motion was made to approve the minutes of the September 18, 2017 meeting as presented.

Moved: Tom Clark

Second: Lance Pitman

Passed: Unanimously

3. **Monthly Financial Report**

The Board reviewed the monthly financial report. Erin talked about the concerns for the revenue stream vs. expenses. She also mentioned other expenses that will start appearing, including accounting fees, equipment purchases, etc. Tom shared that the bulk of VURA's legal fees for the current projects already have been spent. Only a few legal details remain to be finalized on the Purchase and Sale agreement for the hotel parking lot.

Tom discussed the itemizing of the line items and requested Kelly make a few changes. Erin will get this done before the next meeting.

Erin reviewed the bank account situation to see what the board would like to do. Tom and Lance agreed to stay with US Bank, hoping that in the future online access to VURA's account will be available. The board likes doing business with a local bank. Erin will be ordering new checks and a VURA credit card.

4. **Approval of Monthly Invoices**

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

Moved: Tom Clark

Second: Lance Pitman

Passed: Unanimously

5. Block 11 Road Update

Tom provided updates on the Sea Cow property, reiterating that VURA is obligated, at this time, to pay back \$80,000 from TIF revenues as well as the original \$33,000 borrowed from the City. Erin will be reviewing the most recent MOU to ensure book keeping systems will track these obligations. Erin will be meeting with Bonnie Beard, County Assessor, to establish a revenue tracking system for the Sea Cow property taxes. Tom estimates that over the 16 year life of VURA's first district \$264K will be generated from Sea Cow, as well as a potential revenue of \$159,000 should the West Group project move forward.

6. Hotel Project Update

Tom reported that there are still a few small details with the Hotel Purchase and Sale agreement that need to be finalized. VURA has a ceiling of \$500K to contribute to this project.

Tom mentioned that he is still working on getting electric car charging stations in the hotel parking lot and the hotel will provide a separate meter for this.

Snow removal in the hotel parking lot is also still under discussion between the City and Cobblestone. VURA is paying to bury the powerlines from Beryl Street to the Hotel. Tom has researched burying the powerlines from Beryl to Elm Street but the cost exceeds any funding sources.

7. Discussion of Other City Projects

The board discussed the Center Street project, which is the 14 mobile homes on one very small lot. They hope there is room for landscaping to improve the look of this project, which is on the gateway to Victor.

8. Assessing Grant Opportunities – Tom Clark, Co- Chair

The board discussed grant options to help the City. The City currently applies for GEM grants for The City.

Tom recently spoke with Ted Hendricks and learned of the possibility of a Downtown Business Improvement district. Erin was tasked with contacting Ted regarding this to learn more.

9. Approval of New Administrative Contract

Tom and Lance approve of Erin's new contract, as long as a few errors be fixed, as well as more tasks be added to the Scope of Services. Through Cynthia we found that her role has expanded in the past year and Erin will definitely be taking on these duties as well.

A motion was made to approve the consultant contract with Erin Gaffney, effective November 7th, 2017.

Moved: Lance Pitman

Second: Tom Clark

Passed: Unanimously

10. Administrative Updates

1. New Members being appointed to VURA

Erin introduced the 3 new board members that City Council will be appointing on Wednesday the 8th of November. New Commissioners will be - Leandra Brush, Barb Dery and Jason Borbet. Erin is going to send them all a welcome email and some URA introduction documents and will also be sending Tom their emails.

2. Work Related Emails, need to get these all working

Lance is going to look into vura.board3 email which is not working and is also going to create 3 new emails for the new members.

3. TIF Update

Erin and Cynthia are going to meet with Bonnie Beard, County Assesor, on Wednesday to develop processes for tracking TIF revenues.

4. Design Review Board Concept

Erin has 5 members of the community interested and willing to serve on a Design Committee. Erin will email Olivia and Josh to make them aware that community members are moving forward to support higher design standards.

5. Equipment Purchases

The board approved spending \$400.00 on a computer for VURA.

6. Placemakers

PlaceMakers will be meeting on November 15th. This group may be something VURA will want to use some revenues on in the future for pop up parks or other small projects. Tom mentioned that Rick Baldwin, who served on the Teton Springs Design Review Board, may be someone to work with regarding Place Making and Design Review.

11. Adjourn (11:05 AM)

A motion was made to adjourn the meeting.

Moved: Lance Pitman

Second: Tom Clark

Passed: Unanimously

Attest:

Tom Clark or Lance Pitman, Co-Chair

Cynthia Rose, Secretary

The next VURA Board Meeting will be held December 4, 2017 at 9:30AM at City Hall.

