

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

December 4th, 2017

1. **Call to Order** – determination of a quorum (9:30 A.M.)
Commissioners Present: Leandra Brush, Jason Borbay, Barb Dery, Zach Smith

Commissioners by Phone: Tom Clark

Others Present: Erin Gaffney, Don Thompson

2. **Approval of Minutes from November 6th, 2017**
Changes to Minutes: None

A motion was made to approve the minutes of the November 6th, 2017 meeting as presented.

Moved: Tom Clark, Co-chair Second: Barb Dery Passed: Unanimously

3. **Introduction from New Commissioners –**

Tom Clark, Co-chair, welcomed the three new members that were elected to the VURA board by City Council; Jason Borbay, Leandra (Brush) Cisneros and Barb Dery. Each new commissioner introduced themselves and gave a bit of background information.

Tom briefed the new commissioners on how the URA works and where they can find more information about urban renewal agencies. He spoke about URA districts and TIF revenue, URA projects and the various ways to contribute, obtain project funds, etc.

4. **Monthly Financial Report**

The Board reviewed the monthly financial report. Erin Gaffney, Secretary/Treasurer, presented the spreadsheet that is used in providing the monthly financial report. Erin explained to the new members that VURA is using the help of CPA's Chircop and Colyer in creating a budget and tracking VURA finances, to ensure we are accurately tracking revenues and expenditures.

Zach requested that the previous years Budget and budget to actual, Fiscal Year 2016-2017, be at hand and incorporated into FY'18 information so VURA can compare years. Zach also asked for a spreadsheet with predictions of the coming year/financial situation. Erin said that she would be working on preparing that to present at the January meeting.

5. Approval of Monthly Invoices

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

Moved: Zach Smith Second: Jason Borbay Passed: Unanimously

6. Block 11 Road Update

Tom briefed new VURA members on the relationship with the City, Sea Cow and VURA on the Block 11 Alleyway project. Tom explained that the initial inspiration came from a Community Builders grant that Victor, ID won and a workshop that then followed.

Zach updated the group as well, providing maps to get familiar with VURA project areas.

Erin mentioned it is believed the West Group has decided to move forward on their Block 11 project and VURA may be once again looking at the original MOU that was presented between the City of Victor and VURA. This will be further addressed at the January regular meeting.

7. Hotel Project Update

Tom explained The Cobblestone Hotel project to new members. He described the Purchase and Sale agreement between The Hotel and VURA. He provided details regarding the parking lot situation and burying of the powerline near the hotel and how they are being paid for by VURA.

8. Next Steps

All VURA commissioners, as well as Don Thompson, agreed that looking further into burying more powerlines on surrounding blocks would be beneficial and a worthwhile effort for VURA to pursue. Contacting Fall River about making this a public wide effort should happen and perhaps discussion of using the Co-op rebates Fall River offers to help fund the project is a good idea.

The discussion of VURA taking on Public Arts as part of the agencies scope of work will be added to the January regular meeting agenda.

Don Thompson suggested that VURA should look into working closely with The City of Victor and Planning and Zoning so that all 3 organizations can achieve a “community think” on how the City of Victor should look and feel moving forward. Coordination of these organizations is key.

9. Administrative Updates

1. **Use of Private Emails**– Erin is going to create an email address for the three new commissioners. She updated them as to best practice with using the VURA email instead

of a private email.

2. **TIF Update** - Erin will provide updates on information regarding expected revenue to come at the January meeting. Information gathered from Bev Palmer and Bonnie Beard will start being implemented into the spreadsheets. As will spreadsheets provided by Olivia, City Administrator and Joanna, City Treasurer.
3. **VURA Agenda Item Added for the January Regular Meeting** – Public Art Involvement/abilities

10. Adjourn (10:50 AM)

A motion was made to adjourn the meeting.

Moved: Zach Smith Second: Jason Borbay Passed: Unanimously

Attest:

Tom Clark or Lance Pitman, Co-Chair

Erin Gaffney, Secretary

The next VURA Board Meeting will be held January 15th, 2017 at 9:30AM at City Hall.