

**\*NOTICE OF SPECIAL MEETING\***

**KUNA URBAN RENEWAL AGENCY**

**April 24, 2020**

1:00 p.m.

751 W. 4<sup>th</sup> Street

Kuna, Idaho

In response to the COVID-19 crises, on March 18, 2020, Governor Brad Little issued a proclamation suspending the portion of Idaho Code 74-203(5) which requires government agencies to allow the public to attend public meetings in person and requiring one member of the governing board or administrator shall be physically in attendance. The purpose of the proclamation was to allow public business to be conducted while also following guidance to limit gatherings to 10 or fewer people. The proclamation encouraged, but did not require, public agencies to provide other means of participation. On April 15, 2020, the Governor extended the shelter-in-place order to April 30, 2020, including the suspension of that portion of the open meetings requirements as described above. As a result, the doors will remain closed to the public. Kuna Urban Renewal Agency believes in public participation and has established the following alternative methods of participation:

The meeting will be conducted through the use of a video conference call (zoom) for Board Members, City Staff and Consultants. No member of the board or Consultant will be physically in attendance. Persons who wish to provide comment on agenda items may do so by emailing Lisa Holland at [lholland@kunaid.gov](mailto:lholland@kunaid.gov) on or before April 24, 2020, at 12:00 p.m.

The public may join the meeting by watching the livestream on the Kuna Economic Development Facebook page:

<https://www.facebook.com/KunaEconDev/>

**MINUTES**

**1. Call to order/Roll Call**

**COMMITTEE MEMBERS PRESENT:**

Commissioner Todd Cooper- Via Zoom  
Commissioner Rocco D'Orazio- Via Zoom  
Commissioner Winston Inouye- Via Zoom  
Commissioner Greg McPherson- Via Zoom  
Commissioner Tayler Tibbitts- Via Zoom

Note: Commissioner Greg McPherson appointed temporary Chair to begin the meeting until officer elections took place

**CITY STAFF PRESENT:**

Chris Engels, City Clerk- Via Zoom  
Lisa Holland, Economic Development- Via Zoom

**ELAM AND BURKE LAW FIRM:**

Ryan P. Armbruster- Via Zoom

Meghan S. Conrad- Via Zoom

**2. Action Item: Approval of Agenda**

*(Timestamp 00:02:10)*

**Motion to approve agenda by Commissioner Inouye. Seconded by Commissioner Cooper. Motion carried 5-0-0.**

**3. Action Item: Consideration of Resolution No. 2020-01 Approving Amended and Restated Bylaws of Kuna Urban Renewal Agency.**

*(Timestamp 00:03:20)*

Chair McPherson opened presentation of Bylaws. He asked if there were any questions pertaining to the Bylaws.

Ryan Armbruster, Elam & Burke, explained the purpose of Bylaws to committee.

Meghan Conrad, Elam & Burke, reviewed Section 6 that included holding regular meetings at Kuna City Hall on the first Wednesday of February, March, July, August, and November. This was to help with scheduling of Reporting Requirements. Ms. Conrad also discussed Officers and the ability to combine the secretary and treasurer positions. The positions could be facilitated by City Staff. Those positions did not need to be members of the URA. The bylaws were renamed as 2020 Bylaws. Ms. Conrad referred back to Section 6 on page 2 of 7 to discuss the regular meeting schedule time frame that would work for everyone.

Economic Development Director, Lisa Holland, asked if 6:00 PM was a good time for everyone on the first Wednesday of every month.

All members stated that the time of 6:00 PM on the first Wednesday of every month would be the regular meeting time.

Ms. Holland also brought up the Resolution number changing from the current format to URA01-2020.

**Commissioner Cooper moved to approve the discussed changes for the 2020 bylaws (Resolution URA01-2020) and regular meeting schedule for the URA.**

**Commissioner Inouye second the motion. Motion carried 5-0-0.**

4. **Action Item:** Election of officers  
a. Chair, Vice-Chair, Secretary and Treasurer  
(Timestamp 00:16:20)

**Commissioner D’Orazio moved to nominate Greg McPherson as Chair. Commissioner Inouye seconded the motion. Motion carried 5-0-0.**

**Commissioner D’Orazio moved to nominate Winston Inouye as Vice-Chair. Commissioner Cooper seconded the motion. Motion carried 5-0-0.**

**Commissioner Cooper moved to nominate City Clerk Chris Engels as the URA Secretary and to nominate City Treasurer Jared Empey as the URA Treasurer. Commissioner Tibbitts seconded the motion. Motion carried 5-0-0.**

5. **Discussion Item:** Role of City in providing administrative assistance to the Agency.  
(Timestamp 00:23:10)

Lisa Holland, Chris Engels and Jared Empey will provide administrative assistance to the URA; Chris Engels or a designated representative from the City Clerk’s office as Secretary, Jared Empey as Treasurer, and Lisa Holland providing administrative/director assistance.

Meghan Conrad, Elam & Burke, suggested a memorandum of understanding on the relationship between the City of Kuna staff and the URA with the scope of work that the City Staff will be conducting for the URA.

6. **Action Item:** Financial Matters  
a. Process for payment of invoices;  
(Timestamp 00:26:30)

For now, the City will process payment of invoices and manage the financial reporting needs for the Urban Renewal Agency. No Action needed at this time.

7. **Action Item:** Approval of Engagement Letter between Elam and Burke and Kuna Urban Renewal Agency  
(Timestamp 00:29:35)

Meghan Conrad, Elam & Burke, reviewed and explained the engagement letter between the City of Kuna and Elam and Burke.

**Commissioner D’Orazio moved to approve the Engagement Letter. Motion seconded by Commissioner Cooper. Motion carried 5-0-0.**

**8. Action Item:** Consideration of Resolution No. 2020-02 Approving Eligibility Report for West Downtown District Study Area

*(Timestamp 00:37:31)*

Lisa Holland introduced the Eligibility Report for the West Downtown District Study area and it was noted that a few minor legal changes were still needed in the document prior to presenting to City Council.

**Commissioner Inouye motioned to approve URA02-2020 with consideration of the legal changes that would be made, however, did not change the purpose or function, just clarified the Resolution. Commissioner Cooper seconded the motion. Motion carried 5-0-0.**

**9. Action Item:** Consider retention of J-U-B to study the proposed East Kuna District and prepare an eligibility study.

*(Timestamp 00:49:05)*

**Commissioner Inouye moved to approve the retention of J-U-B to study the proposed East Kuna District and prepare an eligibility study. Seconded by Commissioner D’Orazio. Motion carried. 5-0-0.**

**10. Board Concerns**

*(Timestamp 00:56:01)*

Commissioner Inouye questioned if there was a policy in place for insurance or legal representation.

Ryan Armbruster Explains that URA agencies generally have separate policies and would be a best practice moving forward.

Economic Development Director Lisa Holland will get with City Clerk Chris Engels to see what policies the City have in place.

**11. Adjourn**

*(Timestamp 00:58:29)*

**Commissioner Cooper motioned to adjourn. Seconded by Commissioner D’Orazio. Motion carried to adjourn the URA meeting at 2:01 P.M. 5-0-0.**

APPROVED:

By Greg Matherson  
Chair of the Board

ATTEST:

By Chris Engels  
Secretary

*Minutes prepared by Nathan Stanley, Deputy City Clerk  
Date Approved: URAM 06.03.2020*

