



**KUNA URBAN RENEWAL AGENCY**  
**February 1, 2023**  
**City Council Chambers/Virtual Meeting Via Zoom**  
6:00 p.m.  
751 W. 4<sup>th</sup> Street  
Kuna, Idaho

The meeting will be conducted through the use of a video conference call (zoom) and in person for Board Members, City Staff and Consultants. Persons who wish to provide comment on agenda items may do so by emailing Zulema Montenegro at [zmontenegro@kunaid.gov](mailto:zmontenegro@kunaid.gov) on or before February 1, 2023, at 12:00 p.m. City staff will be available in person at City Hall.

**MINUTES**

1. Call to Order / Roll Call

*(Timestamp 00:06:01)*

Seat 1: Dave Case

-Present

Seat 2: Rocco D'Orazio

-Absent

Seat 3: Winston Inouye

-Absent

Seat 4: Greg McPherson

-Present

Seat 5: Tayler Tibbitts

-Present

Staff present: Zulema Montenegro, Jared Empey, Meghan Conrad

2. **Action Item:** Adoption of the Agenda

*(Timestamp 00:06:01)*

**Motion by Commission Case to approve agenda as published. Seconded by Commissioner Tibbitts. Motion carried 3-0-0.**

3. **Action Item:** Consent Agenda

(Timestamp 00:06:02)

- a. Expenses
  - Approval of Paid Invoices – Report
- b. Minutes and Reports
  - Approval of November 2, 2022, Meeting Minutes

*Commissioner Case had a question for staff regarding the expenses amounts and what they were for. Treasurer, Jared Empey explained that all the expenses have been with Elam and Burke.*

**Motion by Commissioner Case to approve the consent agenda. Seconded by Commissioner Tibbits. Motion carried 3-0-0.**

4. **Action Item:** Consideration to Approve Draft Annual Report, Set Meeting Date to Take Comments from the Public on March 1, 2023, and publish Notice of the Meeting (Timestamp 00:06:04)

*Meghan Conrad, Elam and Burke,*

*Described the requirements for the Annual Report. This report gets filed with the State Controller's office on or before March 31<sup>st</sup>. Stated that per statute, the annual report has to give opportunity for public to make comment before the adoption of the report. The report will be made available on the agency website and a brief notice in the newspaper. In March, the commissioners will be asked to consider a resolution to adopt the report and authorizing the submission to both the city and the controller's office.*

**Motion by Commissioner Case to select approve Draft Annual Report, Set Meeting Date to Take Comments from the Public on March 1, 2023 and publish Notice of the Meeting. Seconded by Commissioner Tibbits. Motion carried 3-0-0.**

5. **Action Item:** Consider RESOLUTION NO. URA 01-2023 – Identifying the General Subject Matter of All Public Records Maintained by the Agency and Designating a Custodian to Receive Public Records Requests (Timestamp 00:06:09)

*Meghan Conrad, Elam and Burke*

*Explained the requirement that there be some guidelines adopted by the agency concerning what records should be retained and designating a custodian for public records requests. No questions from commissioners.*

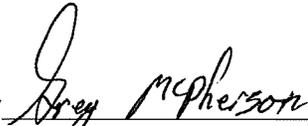
**Motion by Commissioner Tibbits to approve RESOLUTION NO. URA 01-2023 – Identifying the General Subject Matter of All Public Records Maintained by the Agency and Designating a Custodian to Receive Public Records Requests. Seconded by Commissioner Case. Motion carried 3-0-0.**

6. **Board Questions, Concerns and Announcements:** (Timestamp 00:06:11)

**7. Adjourn**

**6:12 PM**

APPROVED:

By  \_\_\_\_\_  
Chair of the Board

ATTEST:

By  \_\_\_\_\_  
Secretary

*Minutes prepared by Zulema Montenegro, Executive Assistant to the Development Director*