



KUNA URBAN RENEWAL AGENCY
November 01, 2023
City Council Chambers/Virtual Meeting Via Zoom
6:00 p.m.
751 W. 4th 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@kunaaid.gov on or before November 1, 2023, at 12:00 p.m. City staff will be available in person at City Hall.

MINUTES

1. Introduction of new commissioner Amber Bothwell.

(Timestamp 06:00)

2. Call to Order / Roll Call

(Timestamp 06:01)

Seat 1: Dave Case

-Present

Seat 2: Vacant

Seat 3: Amber Bothwell

-Present

Seat 4: Greg McPherson

-Present

Seat 5: Tayler Tibbitts

-Present

Staff present: Morgan Treasure, Jared Empey, Zulema Montenegro, Meghan Conrad via zoom

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

(Timestamp 00:06:01)

Motion by Commissioner Tibbitts to approve and adopt agenda as published.

Seconded by Commissioner Case. Motion carried 4-0-0.

4. **Action Item:** Consent Agenda
- a. Minutes and Reports
 - Approval of August 23, 2023, Meeting Minutes
- (Timestamp 00:06:02)

Motion by Commissioner Case to approve the consent agenda and approve the minutes from August 23, 2023. Seconded by Commissioner Tibbitts. Motion carried 4-0-0.

5. **Action Item:** Consider approval of FY2024 meeting dates, times, and location.
- a. Staff suggests schedule update regarding July 3, 2024 meeting to following week.
- (Timestamp 00:06:02)

Morgan Treasure, Agency Administrator
Presented the proposed FY 2024 meeting calendar set forth per the bylaws, suggested a schedule move the July 3rd meeting due to the holiday that week. The meeting date will be moved to the following week on the 10th.

Motion by Commissioner Tibbitts to approve the FY2024 meeting dates, times and location with the schedule adjustment of moving the Wednesday, July 3rd meeting to Wednesday, July 10th. Seconded by Commissioner Bothwell. Motion carried 4-0-0.

6. **Action Item:** Consideration to approve RESOLUTION NO. 04-2023, City-Agency Agreement regarding Support Services.
- (Timestamp 00:06:05)

Morgan Treasure, Agency Administrator
Explained that the previous draft commissioners viewed was sent to the City and Meghan Conrad for review and minor adjustments. This is an agreement between the City and the Agency establishing that there is a working relationship and outlining the role and financial commitment the city will provide to staff the agency.

Commissioner Case and Commissioner Tibbitts had several questions regarding a set dollar amount, what the agency was committing to, and how much time the agency administrators have spent. Meghan Conrad, Elam and Burke, explained that the agreement before them is the proposed template moving forward, which has been reviewed by both Agency Council and City Attorney. Meghan mentioned that there is room in this year's budget for the cost and suggested that moving forward the agency could ask the city to provide a budget and breakdown for the hourly rate of City Staff currently providing services. The agency agreed to capping services at \$8,000 and adding that to the document with the words "not to exceed"- allow the chairman to sign once that is put in the document.

Motion by Commissioner Tibbitts to conditionally approve RESOLUTION NO. 04-2023 City Agency Agreement regarding Support Services, recognizing the request to make two technical changes within authority of the Commissioner Chair, one being the addition of an exhibit outlining the hourly rates of City Staff and two being including a cap in the amount of \$8000 dollars. Seconded by Commissioner Case. Motion carried 4-0-0.

7. **Discussion Item:** FY2023 Year-End Financials Discussion – Jared Empey, Agency Treasurer
(Timestamp 00:06:25)

Jared Empey, Agency Treasurer

Explained the reports, cashflow and breakdown of adopted budget. Expenses included the audit, noticing and monthly invoices from Elam and Burke. Let the commissioners know that the numbers for the increments for the West and East District were received this week.

Morgan Treasure, Agency Administrator

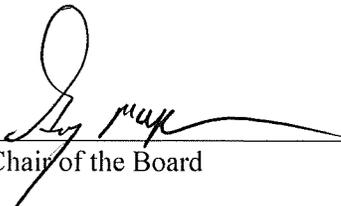
Wanted to let the commissioners know how important it is/will be to keep an eye on legislature and East Kuna of the redesign. The redesign has now turned into separate buildings.

8. **Board Questions, Concerns and Announcements:**
(Timestamp 00:06:33)

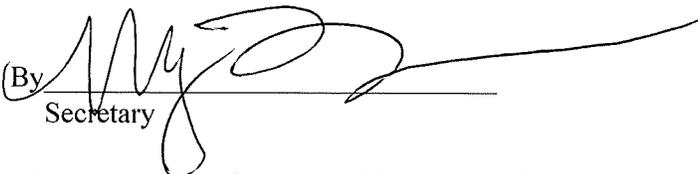
Motion by Commissioner Case to adjourn meeting. Seconded by Commissioner Tibbitts. Motion carried 4-0-0.

9. **Adjourn**
6:33 PM

APPROVED:

By 
Chair of the Board

ATTEST:

(By 
Secretary

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