

BOARD

Dave Case, Chair
Tayler Tibbitts, Vice Chair
Amber Bothwell, Commissioner
Greg McPherson, Commissioner
Aime Menges, Commissioner

**Kuna Urban Renewal Agency
City Hall Council Chambers
751 W. 4th Street, Kuna, ID, 83634**



**MINUTES
November 7, 2024, at 6:00 PM
Council Chambers/Virtual via Zoom**

****Due to Election****

The meeting was conducted via Zoom and in person for Agency Commissioners, city staff, and consultants. No written public comments were received regarding agenda items.

1. CALL TO ORDER & ROLL CALL

(Timestamp 00:00:05)

Chairman Case called the meeting to order and requested roll call be taken.

(Timestamp 00:00:28)

Secretary Jessica Hall took roll call.

COMMISSIONERS PRESENT:

Dave Case, Chair
Amber Bothwell, Commissioner (Arrived late via Zoom)
Greg McPherson, Commissioner
Aime Menges, Commissioner

CITY STAFF PRESENT:

Jared Empey, City Treasurer
Morgan Treasure, Economic Development Director
Jessica Hall, URA Secretary

2. ADOPTION OF AGENDA *Action Item*

(Timestamp 00:00:56)

Chair Case requested item 4C be removed from the agenda as there had been an update to the agency Bylaws in February 2024 which moved officer elections to March of each year. The Chair also encouraged his fellow Commissioners to consider pursuing the Chair position.

(Timestamp 00:01:59)

Motion To: Adopt the agenda with item 4C removed.

Motioned By: Commissioner McPherson

Seconded By: Commissioner Menges

Further Discussion: None

Voting Aye: Commissioners Case, McPherson, Menges

Voting Nay: 0

Absent: 2

3-0-2

3. CONSENT AGENDA *Action Item*

All items listed are routine and acted on with one (1) Motion by the Board; there will be no separate discussion unless the Chair, Vice Chair, Commissioners, or staff requests an item be removed. Removed items will be placed under Business unless otherwise instructed.

(Timestamp 00:02:24)

A. Expenses

I. Approval of Paid Invoices – Report

B. Minutes & Reports

I. Approval of URA Meeting Minutes August 7, 2024

(Timestamp 00:02:46)

Motion To: Approve consent agenda as published.

Motioned By: Commissioner McPherson

Seconded By: Commissioner Menges

Further Discussion: None

Voting Aye: Commissioners Case, McPherson, Menges

Voting Nay: 0

Absent: 2

3-0-2

4. NEW BUSINESS Action Item

(Timestamp 00:03:07)

A. Set FY2025 URA meeting dates, times and location

(Timestamp 00:03:26)

Economic Development Director Morgan Treasure reviewed the proposed meeting dates chart explaining their adoption was required per State Law regulatory requirements. She further explained the meeting date chart was posted and served as the agencies public notice for the public meetings. She addressed the November meeting date explaining that it was shifted to a Thursday due to elections shifting City Council from the first Tuesday to the first Wednesday.

(Timestamp 00:04:52)

Chair Case commented that the July meeting tended to be difficult to accommodate due to it being immediately adjacent to the July 4th holiday and therefore recommended a June meeting date. The Chair asked his fellow Commissioners their opinion.

(Timestamp 00:05:54)

Commissioner McPherson agreed with the June meeting date.

(Timestamp 00:05:57)

Chair Case asked Director Treasure if the Bylaws would need to be amended for the new dates or if the agency was just able to adopt them. Director Treasure answered that she would review the Bylaws and city Ordinance to confirm but believed amending the Bylaws would be required, possibly an Ordinance Amendment.

(Timestamp 00:07:29)

After additional discussion, Chair Case recommended adopting the meeting dates as published then amend them once Director Treasure's research was completed.

(Timestamp 00:08:21)

Motion To: Adopt the 2025 URA meeting dates, times, and location as published.

Motioned By: Commissioner McPherson

Seconded By: Commissioner Menges

Further Discussion: None

Voting Aye: Commissioners Case, McPherson, Menges

Voting Nay: 0

Absent: 2

3-0-2

(Timestamp 00:08:43)

B. Consideration to approve FY2024 Audit Engagement Letter by Bailey & Associates

(Timestamp 00:09:01)

Director Treasure explained to the agency that the letter was from the auditors which audited both the city and agency, and already existed in the city's budget; however, as the agency had crossed the fund balance threshold, the agency was required to undergo a full standalone audit. She stated that approval of the letter would allow the agency to engage Bailey and be placed on their audit schedule sometime in January.

(Timestamp 00:09:56)

Motion To: Approve the Audit Engagement Letter by Bailey & Associates.

Motioned By: Commissioner McPherson

Seconded By: Commissioner Menges

Further Discussion: None

Voting Aye: Commissioners Case, McPherson, Menges

Voting Nay: 0

Absent: 2

3-0-2

(Timestamp 00:10:17)

C. 2025 Kuna Urban Renewal Agency Officer Elections

- a.* Chair
- b.* Vice Chair
- c.* Secretary
- d.* Treasurer

(Timestamp 00:10:17)

Chair Case reiterated this item had been removed from the agenda.

5. RESOLUTION: Action Item

(Timestamp 00:10:24)

A. Consideration to approve RESOLUTION NO. URA 04-2024 for City-Agency Agreement for Support Services

(Timestamp 00:10:39)

Director Treasure explained the Resolution was for city staff to cover administrative staffing for the agency; she commented there had been no changes to the agreement created by city staff and the agency other than amending dates to 2025.

(Timestamp 00:11:45)

Chair Case confirmed that city staff would continue to bill the agency at an hourly rate as before and if there was a line item in the URA budget to cover the expense.

(Timestamp 00:11:59)

Director Treasure confirmed hourly billing would continue and that the agreement reflected that said billing would not exceed \$8,000.00; if for some reason the expense were to exceed that amount, it would come before the agency for approval.

(Timestamp 00:12:31)

Motion To: Approve Resolution No. URA 04-2024 for the City-Agency Support Services Agreement.

Motioned By: Commissioner McPherson

Seconded By: Commissioner Menges

Further Discussion: None

Voting Aye: Commissioners Case, McPherson, Menges

Voting Nay: 0

Absent: 2

3-0-2

6. DISCUSSION ITEM:

(Timestamp 00:13:08)

Chair Case asked if the Commissioners had any items to discuss with staff; there were none. The Chair then discussed the March 2025 officer elections and again encouraged others to pursue the Chair and Vice Chair position or supporting another that may; the Chair believed that all should have the opportunity to serve as an officer and learn the associated processes.

(Timestamp 00:14:32)

Commissioner McPherson joked about how Chair's were elected. He then commented that Commissioner Bothwell had arrived.

(Timestamp 00:15:22)

Commissioner Bothwell explained she was late due to having to attend the Nampa City Council meeting. She had no comments or questions.

7. BOARD QUESTIONS OR CONCERNS:

(Timestamp 00:15:42)

Chair Case asked if there were any questions or concerns from the Commission; there were none.

8. ADJOURN:

(Timestamp 00:01:59)

Motion To: Adjourn.

Motioned By: Commissioner McPherson

Seconded By: Commissioner Menges

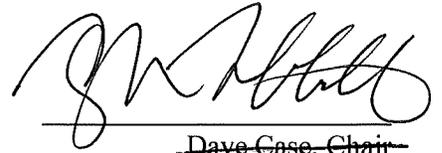
Further Discussion: None

Voting Aye: Commissioners Case, Bothwell, McPherson, Menges

Voting Nay: 0

Absent: 1

4-0-1



~~Dave Case, Chair~~

Taylor Tibbitts, Vice Chair

ATTEST:



Jessica Hall, Secretary