

BOARD

Taylor Tibbitts, Chair
Amber Bothwell, Vice Chair
Greg McPherson, Commissioner
Aime Menges, Commissioner
Freddy Wheeler, Commissioner

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



**MEETING MINUTES
November 12, 2025, at 6:00 PM
Council Chambers/Virtual Via Teams**

The meeting was conducted in person for agency Commissioners, city staff, and consultants. There were no public attendees.

1. CALL TO ORDER & ROLL CALL

Chairman Tibbitts: It is time to call to order the Urban Renewal Agency meeting. We need to start with Roll Call.

Secretary Hall took Roll.

COMMISSIONERS PRESENT:

Taylor Tibbitts, Chairman
Greg McPherson, Commissioner
Aime Menges, Commissioner
Freddy Wheeler, Commissioner

CITY STAFF PRESENT:

Jared Empey, Agency Treasurer
Michelle Covert, Agency Administrator
Jessica Hall, Agency Secretary

CONSULTANTS PRESENT:

Meghan Conrad, Agency Attorney

2. ADOPTION OF AGENDA: Action Item

Secretary Hall: For the record, Jessica Hall, Agency Secretary, 751 W 4th Street, Kuna. I'd like to note that the agenda that was posted has a past Commissioners listed; Dave Case will be removed from the agenda and not be listed on the next regularly scheduled meeting.

And I'd also like to note that as the Planning and Zoning Commission did not have a quorum and was able to cancel their meeting, we have taken this meeting in the City Hall Council chambers, not in the conference room.

Chairman Tibbitts: Thank you Jessica. With roll call taken care of, we do need to proceed to the next action item in the agenda to adopt the agenda as presented with the correction noted. I'd entertain a motion to adopt the agenda as published.

Motion To: Adopt the agenda with noted corrections.

Motioned By: Commissioner Wheeler

Seconded By: Commissioner McPherson

Further Discussion: None.

Voting Aye: Tibbitts, McPherson, Menges, Wheeler

Voting Nay: None

4-0-1

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.

Chairman Tibbitts: Okay, next up is the Consent agenda; we do have two items listed. We don't need a separate discussion on these items, but we do have expenses. First of all, approval of paid invoices, both to Eelman Burke, for attorney services July and August, and then also approval of our minutes from the meeting, August 6th, 2025.

A. Expenses

I. Approval of Paid Invoices

- a. Elam & Burke – Attorney Services 07.01.2025 – 07.31.2025
- b. Elam & Burke – Attorney Services 08.06.2025 – 08.31.2025

B. Minutes & Reports

I. Approval of URA Meeting Minutes August 6, 2025

Motion To: Approve the Consent agenda as published.

Motioned By: Commissioner McPherson

Seconded By: Commissioner Wheeler

Further Discussion: None.

Voting Aye: Tibbitts, McPherson, Menges, Wheeler

Voting Nay: None

4-0-1

4. NEW BUSINESS: *Action Item*

A. Set FY2026 URA Meeting dates, times and location

Chairman Tibbitts: We need to set our Fiscal Year 2026 URA meeting dates, times and locations and we do have in the packet a proposed schedule, correct?

Secretary Hall: Yes, Chairman, we do. I would also like to make note that our Attorney Meghan Conrad has let us know that we will most likely need to call a Special Meeting in July or a second meeting in August, based on the budget approvals, because doing so in June is just way too early. So, as that gets closer, we'll decide then.

Chairman Tibbitts: Okay, so as the recommendation in the agenda currently reads meetings in February, March, June, August, November, and then one additional meeting in July or August. Do we have any questions from the Board? Okay, I'll entertain a Motion.

Motion To: Approve FY2026 URA meeting dates, times, and location with the addition of a Special Meeting in July or a second meeting in August.

Motioned By: Commissioner McPherson

Seconded By: Commissioner Menges

Further Discussion: None.

Voting Aye: Tibbitts, McPherson, Menges, Wheeler

Voting Nay: None

4-0-1

B. Consideration to approve FY2025 Audit Engagement Letter from Bailey & Associates

Chairman Tibbitts: Next up, we need to consider whether to approve the Fiscal Year 2025 Audit Engagement Letter from Bailey and Associates. If I'm remembering correctly, they've provided the audit services for the agency since its inception. Is that correct?

Secretary Hall: That is correct.

Chairman Tibbitts: We do have that letter in the packet, it's dated July 28th, 2025, and it outlines the scope of the objectives of the audit, responsibilities of the auditor, etcetera. Any discussion around that?

Motion To: Approve FY2025 Audit Engagement Letter from Bailey & Associates.

Motioned By: Commissioner McPherson

Seconded By: Commissioner Menges

Further Discussion: None.

Voting Aye: Tibbitts, McPherson, Menges, Wheeler

Voting Nay: None

4-0-1

5. DISCUSSION ITEM:

A. FY2025 Budget Recap & FY2026 Increment Discussion – Jared Empey, Treasurer

Chairman Tibbitts: We do have some items in the discussion section to address next. First of all is Fiscal Year 2025 budget recap and Fiscal Year 2026 increment discussion. We'd like to turn some time over to Jared Empey.

Treasurer Empey: Thank you, Commissioners. So, I've handed out to each of you a copy of the combined cash investment statement. Basically, it just shows each cash account that the Agency has and then it's broken out by fund. If you'll look at numbers 52 and 53 at the very bottom of that first page, it shows the allocation of funds to the West Urban Renewal District and to the East District. At the end of September, the West District had \$1.48 million in cash, and the East Urban Renewal District had \$73,000, so it all looked really good. Obviously we'd like that East fund to be a little higher, but we'll work on that over the next 20 years. Then, as you can see in the following pages, we have the budget detail for Fiscal '25 that ended September 30th; our Property Tax revenue came in a little bit less than we had budgeted. It's really hard to know exactly what we're going to get from Property Taxes for the Urban Renewal District because it's kind of a moving target until we get the notices on December 1st. These are simply our best guesses when we set these budgets. But we were still about 94% of what we had budgeted for, which is good. And then we made a substantial amount of interest revenue, so that was good. Combined, our revenue looked good for the year.

We didn't have any Capital Projects, and we just had some contract services with the City of Kuna for city staff, professional services, and then some general admin expenses. For the East Fund, we had about \$67,000 in Property Tax revenue, which was more than the \$35,000 that we had budgeted for; again, when sending the Property Tax revenue budgets. It's a little bit of a moving target and hard to predict, but I've got that we were positive on this one. Then again, kind of the same story for the next fund, but we had contract services with the city, professional services through Elam and Burke, and some general environment expenses. So, overall, it's a good start for

Fiscal '26 and hopefully we can learn what our increment is here in the next few weeks from Ada County, that way we can see kind of what projects we need to be able to do with Urban Renewal and see. Any questions from the Commission?

Chairman Tibbitts: No questions, thank you.

Secretary Hall: I'd like to note that this handout was not part of the packet. However, we do have handouts available for any attendees, but there are no attendees to this meeting. There will also be a copy attached to the Minutes for our records.

- B.** Potential to utilize Agency funds in regard to 4th Street Gym (571 W 4th Street) – Michelle Covert, Agency Administrator

Chairman Tibbitts: Moving on to our next discussion item, sounds like we have a potential opportunity to utilize agency funds in regard to the 4th Street Gym, which is 571 W 4th Street, and we want to turn some time over to Michelle Covert.

Agency Administrator Covert: Thank you, Chairman and Commissioners. The 4th Street Gym was recently put up for bid opportunities by the Kuna School District. We (the City of Kuna) did submit a bid and were the only qualified bidder; we are waiting for the School District to get back with us as far as what they would like to see negotiated for possible use down the road. So, right now it's up in the air. We don't know exactly what's going to happen with that, or if we're even going to be the winning bid, or if they're going to move forward with selling the property.

There are still some questions, however, if they do decide, we just want to have it on your guys' radar. We have talked a little bit with Megan as far as what we could and couldn't use funds for. Megan, I'm not sure if you would like to jump in on that a little bit? We originally thought we might be able to use some of those funds for the purchase, but it sounds like we're not necessarily looking at using them for that, but there are ample opportunities for us to look at how we might be able to utilize funds if the Agency approves it; you know, remediation, inspection costs, changes to what the property could be, additions to what we might be able to do outside. There's a lot of possibilities rolling around right now. Again, more than anything we want to make sure, especially where we meet so infrequently, that it's on your guys' radar because it could be that we end up getting that bid, then we're going to be coming to you guys fairly quickly and have a quick turn around on a decision potentially. Megan, would you like to address anything? Sorry, I'm kind of putting her on the spot.

Attorney Conrad: Thank you, Mr. Chairman, Commissioners. So, the question came up as to broad strokes; should the Agency or should the city acquire this property? What the Agency may or may not do to participate in any future project. As indicated, I think there is opportunity and time to review funds and figure out what it is we can and can't do. I just wanted to make it very clear that between the city as the bidder was not relying on Agency funds to backfill that purchase, and really just making that line very clear as to the role of the city versus the role of the Agency in this process. And so, to the extent the city is a successful purchaser of this property, there are several things that we could look at in terms of, does this work for a future redevelopment effort? Is this something that the Agency acquires from the city? Or is there a willingness and the ability to participate in any future redevelopment or remediation of the existing site remodel? I think we have a lot of options on the table, but the first step is acquisition. So, I don't know if I covered what you wanted?

Administrator Covert: Yes, that completely covered it a lot better than I could have, thank you.

Chairman Tibbitts: Any questions from the board for any of the city staff or our attorney? (*There were none*). I think that we're interested in learning more as the opportunity crystallizes and what's available. And I would affirm as far as the record goes, that the board hasn't been involved in any conversations with the city about the Agency providing funds for the acquisition so, I think that's been properly adhered to and established. We look forward to hearing more. Thank you.

6. RESOLUTION: *Action Item*

A. RESOLUTION NO. URA 06-2025 for City-Agency Support Services Agreement

Chairman Tibbitts: Finally, we have the opportunity to consider a Resolution to continue the City-Agency Support Services Agreement. The relationship with the city has allowed our Agency to continue to operate efficiently. Are there any substantive changes or new things that are being addressed in the agreement?

Secretary Hall: Mr. Chairman, the only thing that has been updated is the city staff hourly rate; of course, that goes along with how things always do, costs increase. If you could formally read that summary for me as I failed to get that on the agenda; apparently I shouldn't travel for work before an Agenda goes out.

Chairman Tibbitts: OK, I'll read the summary. That's just the all caps right at the very beginning?

Secretary Hall: It's just the middle chunk.

Chairman Tibbitts: A resolution of the Board of Commissioners of the Urban Renewal Agency of the City of Kuna, Idaho, AKA the Kuna Urban Renewal Agency; approving the Administration and Support Services Agreement, by and between the City of Kuna and the Kuna Urban Renewal Agency; authorizing the Chair or Vice Chair to execute the agreement and any other necessary documents; authorizing any technical corrections to the agreement; authorizing the appropriation of certain funds pursuant to the agreement; and providing an effective date.

Secretary Hall: Thank you.

Chairman Tibbitts: Sure. Any comments or questions from the board regarding this agreement? Okay. Well, seeing no questions or comments and hearing none, I think that we want to continue this relationship, it's been great for the Agency. We do need to have a Motion to approve the resolution; I think we need to read the Resolution title completely in the Motion.

Motion To: Approve Resolution No. URA06-2025 for the City-Agency Support Services Agreement.

Motioned By: Commissioner Wheeler

Seconded By: Commissioner McPherson

Further Discussion: None.

Voting Aye: Tibbitts, McPherson, Menges, Wheeler

Voting Nay: None

4-0-1

7. BOARD QUESTIONS OR CONCERNS:

8. EXECUTIVE SESSION: *Action Item*

9. ADJOURN:

Motion To: Adjourn at 6:16 PM.

Motioned By: Commissioner McPherson

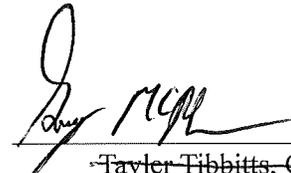
Seconded By: Commissioner Menges

Further Discussion: None.

Voting Aye: Tibbits, McPherson, Menges, Wheeler

Voting Nay: None

4-0-1


~~Taylor Tibbits, Chair~~
Greg McPherson,
Commissioner

ATTEST:


Jessica Hall, Secretary