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### MEETING MINUTES

**MEETING OF THE BOARD OF COMMISSIONERS**

**Wednesday, April 23, 2014, 4:00pm**

**Meridian City Hall North Conference Room**

**33 East Broadway Avenue - Meridian, Idaho**

1. **Call Meeting to Order [Escobar]:**

Chairman Escobar called the meeting to order at 4:03pm.

1. **Roll-call Attendance [Escobar]:**

X Jim Escobar – Chairman X Keith Bird – Member

X Dan Basalone – Vice-Chairman X Kit Fitzgerald – Member

O Dave Winder– Secretary/Treasurer X Julie Pipal – Member

[Arrived at 4:04pm] X Tammy de Weerd – Member

O Eric Jensen – Member

X Callie Novak – Member

X Victor Villegas – Counsel

X Ashley Ford – Administrator

1. **Confirm Agenda [Escobar]:**

A motion was made by Commissioner Basalone and seconded by Commissioner Bird to confirm the agenda.

ALL AYES.

1. **Approve Consent Agenda [Escobar]:** These items will be approved by a single vote unless a Board member requests to remove an item for specific discussion and/or action.
   * 1. **Approve Minutes of April 09, 2014 Regular Meeting**
     2. **Approval of March 2014 Financials and Notice of Bills Paid**

A motion was made by Commissioner Basalone and seconded by Commissioner Bird to approve the consent agenda.

ALL AYES.

**PRESENTATIONS**

1. **2014 Legislative Wrap Up [Scott Turlington]**

Scott reminded the board that no URD bills made it through the House this session and that the Senate want to take time to study URD’s and did not feel it was necessary to push through any bills this session as a result.

Moving forward, Representatives Moyle and Youngblood are forming a working group on URD’s regarding the utilization of funds for city-related structures such as city halls and libraries in addition to studying the effects of removing CWI dollars out of URD’s budgets. MDC will have a seat at the table for the informal discussions that will occur in May. At the end of May, the Speaker will determine if the group should be formalized and if it will move forward. Scott will let us know dates for the May meetings.

1. **City of Meridian Strategic Planning Presentation [Bruce Chatterton]**

Bruce Chatterton discussed the strategic planning efforts in which the city has engaged Pegasus Planning and Development. Pegasus is working on a city-wide plan that will incorporate downtown strategies. Bruce reviewed the scope of work for Pegasus which includes review of all Economic Development efforts for the City and the various departments. Bruce discussed the various focus groups and upcoming presentations to the City Council in June.

1. **Historical Walking Tour Presentation [Jacy Jones]**

Jacy Jones gave a presentation on the forthcoming historical walking tour that will take place in downtown Meridian. Jacy discussed the various elements of the tour including the route, the marketing materials, the website, the sidewalk elements and the signage. The kickoff of the tour will take place on May 31 at 2pm at City Hall.

**ACTION ITEMS**

1. **Allied Solutions Copier Lease and Corresponding Resolution 14-013 [Ford]**

Ford outlined the existing lease for 703 North Main Street with Fisher’s Document Systems, which expires at the end of May and the proposal from Allied Solutions. Ford requested approval of a two-year copier lease in the amount of $158 per month. In addition, Autumn Kersey, the tenant in 703 North Main, offered to pay half of the copier costs as long as she leased the building. Thus, the payment would be $79 for each party. A motion was made by Commissioner Bird and seconded by Commissioner Fitzgerald to approve the two year copier lease with Allied Solutions in the amount of $158 per month.

ALL AYES.

1. **Expenditure of funds for kiosk panels for the Historical Walking Tour and Initial Point Gallery and Corresponding Resolution 14-014 [Basalone]**

Commissioner Basalone discussed the request for funds to assist both the Meridian Arts Commission and the Historical Preservation Commission with the cost to print and install the three needed kiosk panels for each organization. At $220 per panel for a total of six panels, plus installation costs, Commissioner Basalone requested $1,500. A motion was made by Commissioner Pipal and seconded by Commissioner Fitzgerald to approve up to $1,500 for the kiosk panels.

ALL AYES.

**DISCUSSION ITEMS**

1. **Wayfinding and Signage Committee Update [Basalone]**

Commissioner Basalone reviewed the most recent committee meeting notes found in the board packet. Primary discussions surrounded the forthcoming branding scope of work from CH2M Hill.

1. **Property Committee Update [Winder]**

Commissioner Winder reviewed the most recent committee meeting notes found in the board packet. Primary discussions surrounded meetings and next steps with The Vault.

1. **Façade Improvement and Streetscape Committee Update [Basalone]**

Commissioner Basalone reviewed the most recent committee meeting notes found in the board packet. Primary discussions included CDBG applications being submitted for ADA and sidewalk improvements in Old Town and the forthcoming prioritization of sidewalk improvements by the committee.

1. **Downtown Economic Development Committee Update [Basalone]**

Commissioner Basalone reviewed the most recent committee meeting notes found in the board packet. Primary discussion items included mass transit efforts in downtown and the need for all partnership organizations to work on their pitch of downtown and to ensure a consistent message. Pegasus Planning and Development will work with the committee at their next meeting on this effort.

1. **Upcoming Committee Meetings [Ford]**

Ford reviewed the upcoming committee meetings with the board.

1. **Counsel’s Report [Villegas]:** Counsel Villegas will review legal topics that need to be brought to the attention of the Board.

No Report.

1. **Administrator’s Report [Ford]:** Administrator Ford will review topics that need to be brought to the attention of the Board.

Ford brought to the attention of the board the updated contact list and master committee list in the packets. Ford also discussed the upcoming leadership conference.

1. **Chairman’s Report**

Commissioner de Weerd promoted the Ada County Boys and Girls Club Wild Wild West Event and the water bottles that can be purchased at Jackson Food Stores in the area.

1. **Public Comment**

No public comment.

1. **Adjourn the Meeting [Escobar]:**

A motion was made by Commissioner de Weerd and seconded by Commissioner Bird to adjourn the meeting.

ALL AYES.

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Jim Escobar, Chairman