



**MEETING MINUTES  
SPECIAL MEETING OF THE BOARD OF COMMISSIONERS  
Wednesday, July 30, 2014, 2:00pm  
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 2:02pm.

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

<u>X</u>	Jim Escobar – Chairman	<u>X</u>	Keith Bird – Member
<u>X</u>	Dan Basalone – Vice-Chairman	<u>X</u>	Kit Fitzgerald – Member
<u>X</u>	Dave Winder– Secretary/Treasurer	<u>O</u>	Julie Pipal – Member
		<u>O</u>	Tammy de Weerd – Member [Arrived at 2:09pm]
		<u>X</u>	Eric Jensen – Member
		<u>X</u>	Callie Novak – Member
		<u>X</u>	Todd Lakey – Counsel
		<u>X</u>	Ashley Squyres – Administrator

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

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

ALL AYES.

**4. 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.

- a. Approve Minutes of July 09, 2014 Regular Meeting**
- b. Approval of June 2014 Financials and Notice of Bills Paid**

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

ALL AYES.

**ACTION ITEMS**

**5. Approval of Lease for 713 North Main Street and Corresponding Resolution 14-023 [Lakey]**

Administrator Squyres gave a project update to the board based on recent communications with Johnson Architects and Earl Sullivan. Counsel Lakey walked the board through the draft lease and the modifications requested by Earl. The board made specific recommendations on each of the modifications and instructed Counsel Lakey to work with Earl to finalize the agreement. Squyres stated that this would not be set for a date certain but the goal is to bring back to the board as quickly as possible.

**6. Approval of loan documents for revolving line of credit and Corresponding Resolution 14-024 [Squyres]**

Squyres reviewed the loan documents with the board for the revolving line of credit with Washington Trust. The documents state that this is an unsecured loan at 3.09% for a maximum loan amount of \$100,000 to be paid in full by July 31, 2015. Squyres stated that the board would need to reapply for the RLOC each year. A motion was made by Commissioner Basalone and seconded by Commissioner Fitzgerald to approve the line of credit and resolution.

ALL AYES with Commissioner de Weerd absent for the vote.

**7. Approval of the invitation to bid documents for the Main Street island project [Lakey]**

Squyres reviewed the scheduling choices for the invitation to bid for the Main Street project due to the unforeseen cancelation of last week's board meeting and its impact on schedule. Squyres reviewed two and three week options for advertising the bid and the implications. If continuing with a three week advertising schedule, it will be imperative to have a special board meeting on September 03 to ensure that the project is completed prior to the Thanksgiving holiday. A motion was made by made by Commissioner Basalone and seconded by Commissioner Winder to approve the three week schedule with the special board meeting date.

ALL AYES with Commissioner de Weerd absent for the vote.

Counsel Lakey reviewed the bid documents with the board.

A motion was made by Commissioner Winder and seconded by Commissioner Jensen to approve the bid documents.

ALL AYES with Commissioner de Weerd absent for the vote.

**FY2015 BUDGET WORKSESSION**

**8. Review of the FY2015 Draft MDC Budget [Squyres/Winder]**

Squyres reviewed the strategic planning results from the July 09 board meeting and the budget notes with the board that described expectations and estimates for revenue and carryover. She then reviewed the capital improvement projects in the draft budget for FY15. A motion was made by Commissioner Bird and seconded by Commissioner Winder to approve the draft budget for publishing and the public hearing for the FY15 budget to occur on August 13, 2014.

ALL AYES.

**DISCUSSION ITEMS**

**9. Downtown Economic Development Partnership Committee Meeting Update [Winder]**

Commissioner Basalone reviewed the Economic Development Partnership Committee meeting notes with the board that included an update regarding the DBA, the Meridian Arts Foundation, the City's Economic Development Strategy Plan and the Saturday Bus Route.

**10. Meridian Downtown Business Association Update [Basalone]**

This was skipped as it was discussed under Item #9,

**11. Upcoming Committee Meetings [Squyres]**

Squyres reviewed the upcoming committee meetings.

**12. Counsel's Report [Lakey]:** Counsel Lakey will review legal topics that need to be brought to the attention of the Board.

No report.

**13. Administrator's Report [Squyres]:** Administrator Squyres will review topics that need to be brought to the attention of the Board.

Squyres discussed the updated committee list and the board member term sheet with the board.

**14. Chairman's Report**

Chairman Escobar discussed the Boise Co-op expansion and the potential for a Farmer's Market to be placed at The Village. Commissioner de Weerd discussed the High Five grant the City of Meridian received from Blue Cross of Idaho, which provided canopies which could be utilized for a farmer's market.

**15. Public Comment**

No public comments.

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

At 3:49pm, a motion was made by Commissioner de Weerd and seconded by Commissioner Winder to adjourn the meeting.

ALL AYES.

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Jim Escobar, Chairman