



**MEETING MINUTES**  
**MEETING OF THE BOARD OF COMMISSIONERS**  
**Wednesday, December 10, 2014, 7:30am**  
**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 7:38am.

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

<u>X</u>	Jim Escobar – Chairman	<u>O</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>X</u>	Callie Novak – Member
		<u>O</u>	Tammy de Weerd – Member
		<u>X</u>	Eric Jensen – Member
		<u>O</u>	Calvin Barrett – Member
		<u>X</u>	Victor Villegas – Counsel
		<u>X</u>	Ashley Squyres – Administrator

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

A motion was made by Commissioner Winder and seconded by Commissioner Basalone 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 November 12, 2014 Regular Meeting**
- b. Approve Administrator’s November 2014 Report**
- c. Approval of the October 2014 Financials and Notice of Bills Paid**

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

ALL AYES.

**ACTION AND PRESENTATION ITEMS**

**5. Legislative Update [Scott Turlington]**

Scott updated the board on actions since the November board meeting. Scott stated that the working group will meet next week. Since November, Scott has met with the Speaker and Majority Leader to obtain buy-in of the working group. Efforts will begin the first week of the

session. There will be a standing meeting once a week while the legislation rewrite occurs. It is the hope to have the complete rewrite by the end of February. This legislation will fall under Local Government and Lynn Luker is the new Chair of the committee.

**6. Fiscal Year 2014 Audit Presentation [Eide Bailley]**

Kevin Smith, from Eide Bailley, presented the FY2014 fiscal audit. Kevin stated that their firm is issuing a clean opinion and have determined that MDC's internal controls are good.

**7. Approval of the Fiscal Year Audit 2014 and Corresponding Resolution 14-050 [Lakey]**

Squyres stated that a resolution is no needed for this approval. A motion was made by Commissioner Jensen and seconded by Commissioner Winder to approve the Fiscal Year Audit 2014.

ALL AYES.

**8. Approval of the Cost-Share Agreement with the City of Meridian for Project Development Plan and Corresponding Resolution 14-051 [Lakey]**

Squyres reviewed the cost-share agreement with the Board. Squyres reminded the Board of the discussion that occurred last month that MDC's contribution is \$14,500. This is the formal project agreement between the City and the Chamber of Commerce. Squyres reviewed the upcoming milestone dates with the Board as well. A motion was made by Commissioner Winder and seconded by Commissioner Winder to approve the cost-share agreement.

ALL AYES.

**9. Approval of the construction documents for the Main Street Islands and Historical Lighting Project Phase One [Donn Carnahan]**

Donn Carnahan and Blaise Exon gave a presentation of the Main Street Islands and Historical Lighting Project plans. The plans were recommended for approval by the MDC Streetscape Committee to the Board and the various agencies have had opportunities to review throughout the past two months of redesign. A motion was made by Commissioner Fitzgerald and seconded by Commissioner Winder to approve the construction documents as presented and any modifications as required by the City and ACHD.

ALL AYES.

**10. Approval of the Main Street Islands and Historical Lighting Project Phase One Project Agreement with the City of Meridian and Corresponding Resolution 14-052 [Lakey]**

Squyres reviewed the project agreement between the City and MDC with the Board. A motion was made by Commissioner Jensen and seconded by Commissioner Novak to approve the project agreement.

ALL AYES.

**11. Downtown Tree Replacement Presentation for FY2015 Projects [Elroy Huff]**

Elroy Huff from the City of Meridian's Park and Recreation Department gave an overview of the tree replacement program for 2015 to the Board.

**12. Approval of Cost-Share of Electrical Improvements for 703 North Main Street and Corresponding Resolution 14-053 [Autumn Kersey]**

Squyres reviewed the two requests for the board. The first involves needed repairs along one wall in 703 North Main that will cost approximately \$130 per the attached estimate. The second involves requested upgrades needed for the tenant. MDC's portion would be \$422.50. Squyres stated that the leadership committee has reviewed each request and believes that MDC should pay for the first request and that MDC should cost-share the second request. If the Board approves, the total cost estimate is \$552.50. A motion was made by Commissioner Jensen and seconded by Commissioner Winder to approve the two requests.

ALL AYES.

**13. Approval of Sponsorship Request by Treasure Valley Children's Theatre [Autumn Kersey]**

Autumn Kersey discussed her sponsorship request for the September festival that will assist in fundraising efforts for a performing arts center in Meridian. There will be an open call for artists and with local playwrights being selected for 8-10 plays that are family-focused. The festival will take place at the United Methodist Church. TVCT is requesting a \$1000 sponsorship from MDC. Board members felt that this is a worthwhile event but felt that the Board should wait until after the formal presentation of the Project Development Plan in January. The Board directed legal and the administrator to bring back a formal agreement and resolution in January.

**14. Approval of bid by Trademark Sign Company for kiosk repairs and Corresponding Resolution 14-054 [Squyres]**

Squyres reviewed the bid for the kiosk repairs for all three kiosks in the amount of \$5,294.70. Squyres stated that future kiosks will be redesigned so as to avoid the issues that each of these have faced with warping. A motion was made by Commissioner Fitzgerald and seconded by Commissioner Novak to approve the repairs.

ALL AYES.

**15. Approval of bid by Trademark Sign Company for design, construction, permitting and installation of three new kiosks and Corresponding Resolution 14-055 [Squyres]**

Squyres reviewed the bid for the redesign, construction and permitting of three new kiosks to be placed downtown. Specific locations are still being vetted but priorities have been outlined by the Wayfinding Committee. A motion was made by Commissioner Jensen and seconded by Commissioner Fitzgerald to approve the bid in the amount of \$11,181.44.

ALL AYES.

**16. Approval of allocation of sidewalk improvement dollars for FY2015 to West First Street from South Broadway Avenue to Pine and Corresponding Resolution 14-056 [Squyres/Basalone]**

Squyres reviewed the recommendation of the Downtown Parking, Streetscape and Transportation Committee with the Board. The Committee has chosen to recommend that all \$100,000 of the FY15 budget for sidewalk improvements be dedicated to West First Street from Pine to Broadway. ACHD is currently designing the project with sidewalk on one side. Committee members feel that placing sidewalks on both sides should be a priority as this is a direct route to the elementary school. Squyres stated that the resolution was not made available for the meeting and will be presented at the January board meeting.

## **DISCUSSION ITEMS**

### **17. Downtown Business Association Update [Novak]**

Commissioner Novak reviewed the DBA meeting notes that were in the board packet.

### **18. Property Committee Update [Winder]**

Commissioner Winder reviewed the Property Committee meeting notes that were in the board packet.

### **19. Wayfinding and Signage Committee Update [Novak]**

Commissioner Novak reviewed the Wayfinding and Signage Committee meeting notes that were in the board packet.

### **20. Downtown Parking, Transportation and Streetscape Committee Update [Basalone]**

Commissioner Basalone reviewed the Downtown Parking, Transportation and Streetscape Committee meeting notes in the board packet.

### **21. Downtown Economic Development Partnership Committee Update [Basalone]**

Commissioner Basalone reviewed the Downtown Economic Development Partnership Committee meeting notes in the board packet.

### **22. Upcoming Committee Meetings [Squyres]**

Squyres reviewed the upcoming committee meetings.

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

No report was given.

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

Squyres updated the Board on the Capital Matrix grant for downtown WIFI expansion.

### **25. Chairman's Report**

Chairman Escobar wished the Board Happy Holidays.

### **26. Public Comment**

No public comment.

### **27. Adjourn the Meeting [Escobar]:**

At 8:59am, a motion was made by Commissioner Winder and seconded by Commissioner Jensen to adjourn the meeting.

ALL AYES.

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Jim Escobar, Chairman