



**MEETING MINUTES**  
**MEETING OF THE BOARD OF COMMISSIONERS**  
**Wednesday, December 09, 2015, 7:30am**  
**Meridian City Hall, Conference Room A**  
**33 East Broadway Avenue - Meridian, Idaho**

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

At 7:30am, Vice Chairman Basalone called the meeting to order.

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

<u>O</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>X</u>	Callie Zamzow – Member
		<u>X</u>	Tammy de Weerd – Member
		<u>O</u>	Eric Jensen – Member
		<u>O</u>	Calvin Barrett – Member
		<u>X</u>	Todd Lakey – Counsel
		<u>X</u>	Ashley Squyres – Administrator

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

A motion was made by Commissioner Winder and seconded by Commissioner Fitzgerald 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 the November 18, 2015 Special Meeting**
- b. Approve November 2015 Administrator’s Report**
- c. Approval October Financials and Notice of Bills Paid**

A motion was made by Commissioner Winder and seconded by Commissioner de Weerd to approve the consent agenda.

ALL AYES.

**ACTION AND PRESENTATION ITEMS**

**5. FY15 Audit Presentation by Eide Bailey [Kevin Smith]**

Kevin Smith from Eide Bailey presented the FY15 audit results to the board. He stated that MDC's records are in good order, there were no discrepancies and Eide Bailey is able to issue a clean opinion for FY15.

**6. Consideration of Approval of the FY15 Audit and Corresponding Resolution 15-066 [Lakey]**

A motion was made by Commissioner Winder and seconded by Commissioner Fitzgerald to approve the findings of FY15.

ALL AYES.

**7. Consideration of Approval of the FY16 Youth Farmer's Market Partnership with the City of Meridian and Corresponding Resolution 15-067 [Danyelle Van Beek]**

Danyele Van Beek from the Mayor's office discussed the new Youth Farmer's Market and the logistics of the market including entertainment, requirements for vendors, the grant the City was awarded by Blue Cross and their goal to teach youth how to run a business and to bring people downtown. Squyres reminded the board that a line item in the FY16 budget of \$5,000 was in place for this partnership. A motion was made by Commissioner Fitzgerald and seconded by Commissioner Zamzow to approve the \$5,000 partnership request by the City of Meridian for the FY16 Youth Farmer's Market.

ALL AYES.

**8. Consideration of Approval of the Scope of Work for the Marketing Plan Implementation Strategies with Rizen Creative and Corresponding Resolution 15-054 [Fitzgerald]**

Commissioner Fitzgerald presented the Rizen Creative Scope of Work and the elements it contains: creation of a media kit, working towards targeting earned media for downtown and the creation of social media accounts. The scope of work is not to exceed \$9,450. A motion was made by Commissioner Fitzgerald and seconded by Commissioner Zamzow to approve the scope of work as presented.

ALL AYES.

**9. Consideration of Approval of the Financial Partnership Agreement with the City of Meridian for the Multi-Purpose Center Polling Costs with Hilltop Public Solutions and Corresponding Resolution 15-068 [Lakey]**

This item was brought back for the formal agreement with the City of Meridian. Squyres reminded the board that MDC and the City will each be contributing \$8,100 each and the Meridian Chamber and the Downtown Business Association will be contributing \$300 each for a total of \$16,800. The contract will be held with MDC and the other partners will be billed by MDC for their respective portions. A motion was made by Commissioner Fitzgerald and seconded by Commissioner Winder to approve the agreement.

ALL AYES.

**10. Consideration of the Property Committee Recommendation for the Façade Improvement Application for 29 East State Street [Winder]**

Commissioner Winder reviewed the façade improvement application for 29 East State Street with the board. He stated the Property Committee met to review and score the application and they are recommending denial for the following reasons: it is a standard commercial remodel

for windows and doors that would benefit the property owner versus the public and it is more aesthetic than true façade improvement. A motion was made by Commissioner Fitzgerald and seconded by Commissioner de Weerd to deny the application.

ALL AYES.

**11. Review and Consideration of the Branding Implementation of the Main Street Island and Downtown Banner Program Concepts [Zamzow/Squyres]**

Commissioner Zamzow reviewed the Rizen Creative downtown banner and Main Street island banner proposals with the board. It was suggested that the sixth downtown banner should be the Trunk or Treat event. The board stated their concurrence with the direction of the banner program. Squyres stated that the downtown banner campaign will require buy-in from various groups such as the Meridian Arts Commission and the Dairy Days Board and she will work with Mike Barton from the City on gaining these approvals.

**12. Consideration of the Approval of the Trademark Signs Scope of Work for Construction of the Main Street Island Banners and Corresponding Resolution 15-069 [Zamzow/Squyres]**

The scope of work for the Main Street island banners was presented to the board. Commissioner de Weerd stated that additional bids should be procured before a decision is rendered. Commissioner Fitzgerald stated that with her experience with signage, this amount did not seem out of line. The board directed Squyres to coordinate with Rizen Creative on obtaining additional bids and to bring this item back to the next board meeting.

**DISCUSSION ITEMS**

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

Squyres reviewed the upcoming committee meetings with the board.

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

No report.

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

Squyres reviewed the UnBound report with the board.

**16. Chairman's Report**

No report.

**17. Public Comment**

No public comment.

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

At 8:45am, a motion was made by Commissioner Bird and seconded by Commissioner Winder to adjourn the meeting.

ALL AYES.

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Jim Escobar, Chairman